



City Council Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Monday, July 7, 2025 | 6:30 PM

Ryan P. Shirley, Mayor

Michael Roy Zenchuk II, Mayor Pro Tem, Ward 3

Kyle Whitaker, Ward 1 | Dee Phillips, Ward 2 | Kevin Moore, Ward 4 | Jeff Wilbur, Ward 5

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

"Veterans of U.S. military services may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007."

III. INVOCATION

IV. PRESENTATIONS

- A. Recognition of Promotion
Corporal Riley Landry

V. PUBLIC COMMENTS

VI. OLD BUSINESS

VII. CONSENT AGENDA

- A. June 19, 2025 City Council Meeting minutes

VIII. NEW BUSINESS

- A. **MA-04-2025**, applicant, Idletown Development, Inc., requests an amendment to the stipulations of rezoning case MA-07-2020 for 15.72 +/- acres located off of Palm Street, Holly Springs, GA, tax parcels 094 and 095 of tax plat 15N15 and tax parcel 082A of tax plat 15N15A.
- B. **CUP-01-2025**, applicant requests a conditional use permit for a CBD and/or Tobacco Specialty Store for property located at 2271 Holly Springs Pkwy, Suite 105, Holly Springs, GA, tax parcel 026A of tax plat 15N14C.
- C. **ORD-4-2025**, amendment to the Holly Springs Zoning Ordinance, Article 2: Interpretations and Definitions to amend definitions and Article 5: District Uses and

Regulations to amend permitted uses and conditional uses.

- D. Resolution for the City of Holly Springs Mayor and City Council to appoint a Member to the Cherokee County Library Board of Trustees.
- E. Seventh Amendment of Workforce Innovation and Opportunity Act (WIOA) Contract (WD2210.7) between the City of Holly Springs, Georgia and the Atlanta Regional Commission (ARC).
- F. Statement of Work Quote #Q-103183-1 for the implementation of the NextRequest Standard Plan, between CivicPlus, LLC and the City of Holly Springs, Georgia, in an amount not to exceed \$6,704.35.
- G. Amendment to the job description for the Assistant City Clerk of the City of Holly Springs, Georgia.
- H. Create a job description for the Records Manager of the City of Holly Springs, Georgia.
- I. Quote #1092 dated June 24, 2025, from NeSmith Electric, Inc., for performing electrical installation and repairs located at 220 Stringer Road, Canton, GA 30115, in an amount not to exceed \$5,200.00 and to ratify the City Manager's signature.
- J. Proposal dated June 25, 2025, from Green Heating & Cooling, Inc., for installing a new HVAC system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$10,300.00 and to ratify the City Manager's signature.
- K. Proposals dated June 23, 2025 and June 20, 2025, from Green Heating & Cooling, Inc., for installing two (2) new HVAC systems in the David Cagle house located at 220 Stringer Road, Holly Springs, GA 30115, in an amount not to exceed \$14,868.00.
- L. Proposal #Q00017927, dated June 26, 2025, from Fire Systems, Inc., for repairing the fire suppression system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$3,829.22 and to ratify the City Manager's signature.
- M. Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".

IX. REPORTS

- A. Monthly Departmental Reports

X. ADJOURNMENT

**City of Holly Springs
City Council Meeting Minutes
June 19, 2025**

Elected Officials Present: Mayor Pro Tem Michael Roy Zenchuk II, Councilwoman Dee Phillips, Councilman Kyle Whitaker, Councilman Kevin Moore, and Councilman Jeff Wilbur.

Elected Officials Not Present: Mayor Ryan P. Shirley.

Staff Present: City Attorney Robert M. "Bobby" Dyer, City Manager Robert H. Logan, Assistant City Manager/City Clerk Karen Norred, Finance Director Denise Lamazares, IT/Facilities Manager Ron Carter, Chief Tommy Keheley, Lieutenant Naveed Barbar, Sergeant Mike Sheehan, Sergeant John Burns, Detective Dustin Miller, Detective Travis Wood, Officer Michael Stearnes, Officer Berry Wash, and Officer Rogelio Fernandez.

I. CALL TO ORDER

Mayor Pro Tem Zenchuk called the City Council Meeting to order.

II. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Zenchuk led the Pledge of Allegiance.

III. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

IV. PRESENTATIONS

- A. Employee Recognition - Five Years of Service
Sergeant John Burns
- B. Recognition - Bachelor of Science Degree in Criminal Justice
Detective Dustin Miller
- C. Yard of the Month
James and Margaret Gebhart
- D. Wildcat Area Plan
Cristina Pastore with Kimley-Horn and Associates, Inc.

V. PUBLIC COMMENTS

Mr. Thomas Weaver discussed HB268 in which he submitted a letter to the City of Holly Springs relating to the school maps.

Allison Faucett read a letter from Sara Walker concerning the trees and sidewalks in Harmony on the Lakes.

Allison Faucett spoke concerning the replacement of trees in Harmony on the Lakes.

Thomas Brangan spoke concerning a complaint with the City of Holly Springs Court Administrator.

VI. OLD BUSINESS

VII. CONSENT AGENDA

- A. May 19, 2025 City Council Meeting minutes

Councilwoman Phillips made a motion to approve the consent agenda. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

VIII. NEW BUSINESS

- A. Adopt the 2025 Continuity of Operations Line of Succession Plan.

Councilman Moore made a motion to approve Item A. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- B. Cherokee County, Georgia Local Emergency Operations Plan (LEOP) to be effective for a four-year term from 2025-2029 and authorize the Mayor to execute the plan document.

Councilman Moore made a motion to approve Item B. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- C. Quote from North Cherokee Electrical, Inc. dated April 2, 2025, for the removal of eleven (11) pedestrian lampposts and the relocation of the electrical service point on Holly Springs Parkway, in an amount not to exceed \$11,850.

Councilman Moore made a motion to approve Item C. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- D. Time extension request from Crown Service Contractors for the Holly Springs Town Center Parking Deck Electrical Project, RFB #2024-06.

Councilman Moore made a motion to approve Item D. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- E. First Amendment to Agreement for Sale and Purchase of Lots between Stonecrest Homes GA, LLC and the Downtown Development Authority of Holly Springs and consented to by the City of Holly Springs, Georgia and authorize the Mayor to execute the agreement pending the approval of the City Attorney.

Councilwoman Phillips made a motion to approve Item E. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- F. Resolution authorizing the submittal of the Georgia Department of Transportation 2025 Local Maintenance & Improvement Grant (LMIG) Safety Action Program (SAP) application for the fiscal year 2025 and to ratify the Mayor's signature.

Councilwoman Phillips made a motion to approve Item F. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- G. Special Event Permit for Harmony on the Lakes' Fourth of July Festival.

Councilwoman Phillips made a motion to approve Item G. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- H. Amendment to the job description for Police Lieutenant for the City of Holly Springs, Georgia.

Councilwoman Phillips made a motion to approve Item H. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- I. Quote #24 dated May 11, 2025, from Douglas Outdoors LLC, for performing sidewalk repairs located at 328, 329, 336, 338, and 340 Ellenton Place, Holly Springs, GA 30115, in an amount not to exceed \$2,650.00 and to ratify the City Manager's signature.

Councilwoman Phillips made a motion to approve Item I. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- J. Proposal #5761 dated May 28, 2025, from Hutcheson Horticultural Company, for performing landscape maintenance in the Holly Springs Town Center area along Hickory Road, in an amount not to exceed \$7,440.00 per year and to ratify the City Manager's signature.

Councilman Moore made a motion to approve Item J. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

IX. REPORTS

- A. Monthly Departmental Reports

X. ADJOURNMENT

Councilwoman Phillips made a motion to adjourn the meeting and move into executive session for the purpose of litigation. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

XI. EXECUTIVE SESSION

- A. Litigation

Respectfully submitted.

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.A.



FROM: Nancy Moon, Community Development Director

MEETING DATE: July 7, 2025

AGENDA ITEM: MA-04-2025, applicant, Idletown Development, Inc., requests an amendment to the stipulations of rezoning case MA-07-2020 for 15.72 +/- acres located off of Palm Street, Holly Springs, GA, tax parcels 094 and 095 of tax plat 15N15 and tax parcel 082A of tax plat 15N15A.

EXECUTIVE SUMMARY:

Applicant, Idletown Development, Inc., requests an amendment to the stipulations of rezoning case MA-07-2020 for 15.72 +/- acres located off of Palm Street, Holly Springs, GA, tax parcels 094 and 095 of tax plat 15N15 and tax parcel 082A of tax plat 15N15A. The development, consisting of 63 homes, is known as Idletown Subdivision and is located on Palm Street. It is currently under site development. Stipulation #14 of rezoning case MA-07-2020, states as follows:

Entrance design and improvements to Palm Street shall be provided as per determination and recommendation of the City Engineer. There shall be no public access to Palm Lake Drive. However, an emergency vehicle access shall be provided on Palm Lake Drive equipped with a gate and "Knox Box".

The applicant is requesting that the provision of emergency vehicle access on Palm Lake Drive, as highlighted above, be eliminated from the approved stipulations. At the time this rezoning case was approved, based on the number of lots (63), the secondary access was required. The Fire Safety Code has changed since this rezoning was approved for subdivisions to be developed with up to 120 units before the emergency access road is required. The Fire Marshal has approved the elimination of the secondary access road (see attached email).

Planning Commission Recommendation

The Planning Commission conducted a public hearing on June 10, 2025. No public comments were presented at the meeting. The Planning Commission voted to recommend approval (4-0) to remove the requirement for provision of the emergency vehicle access.

FISCAL IMPACT:

N/A

ATTACHMENTS:

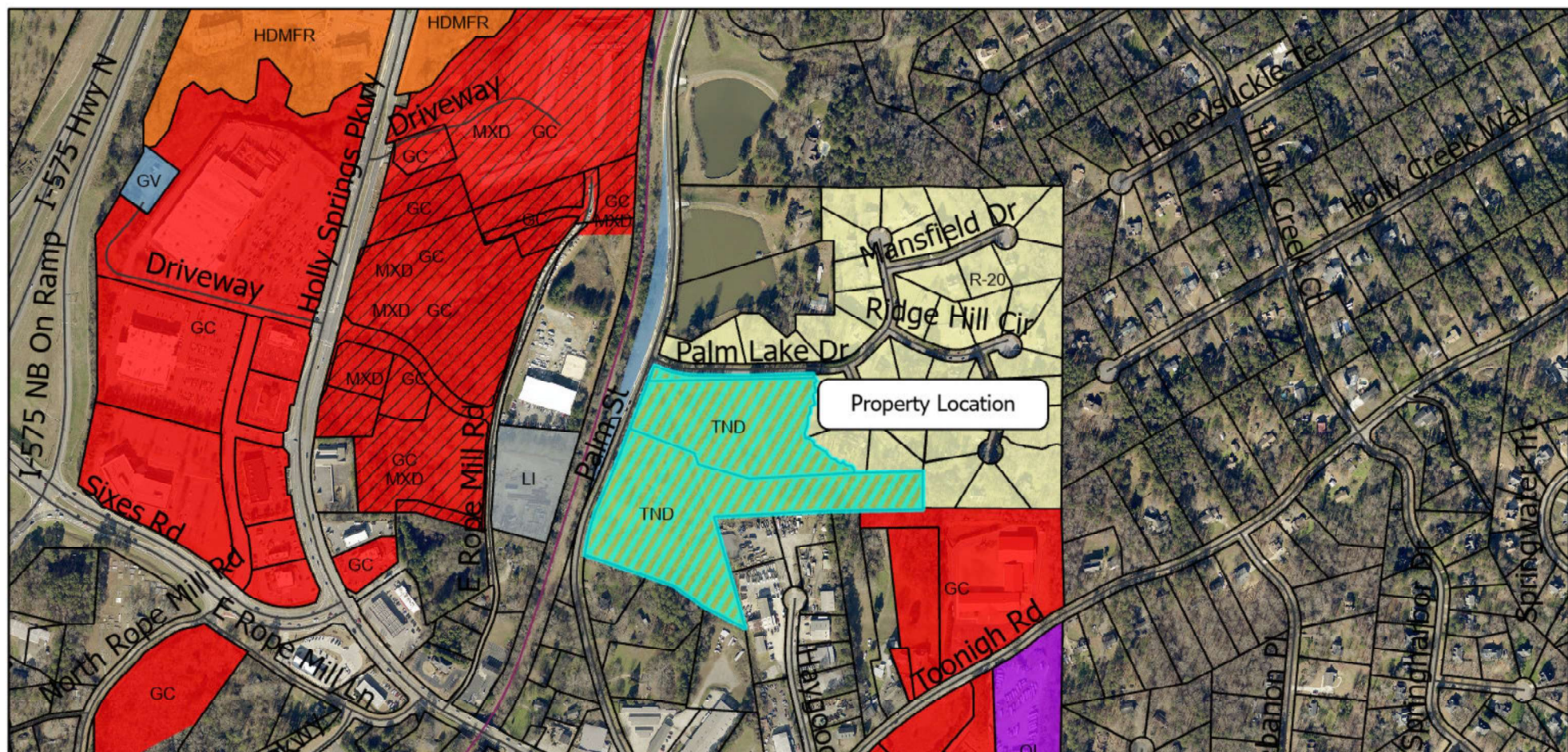
1. Location Map
2. Site Plan
3. Application
4. Fire Marshal Approval
5. Ordinance and Attachment A

RECOMMENDATION:

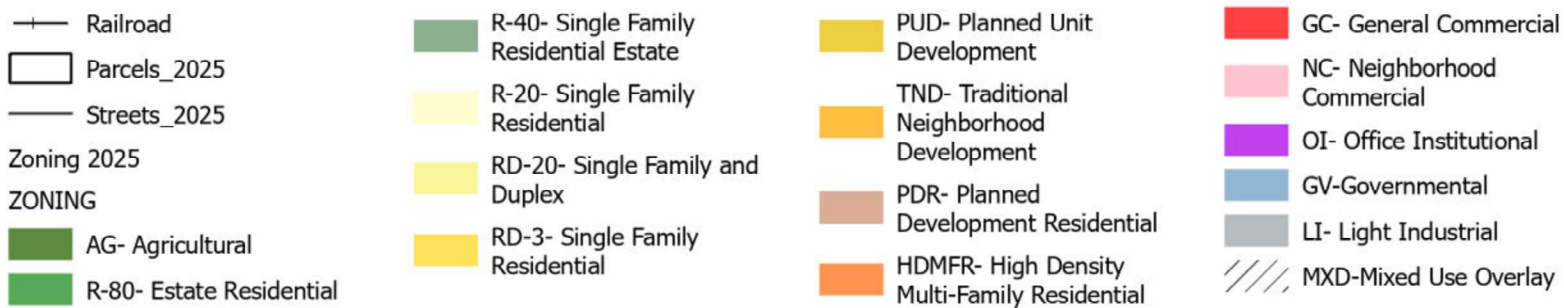
The staff recommendation is approval of the request to remove the emergency access from stipulation #14.

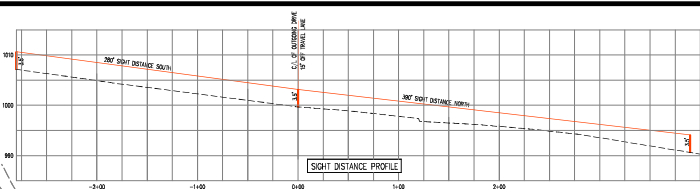
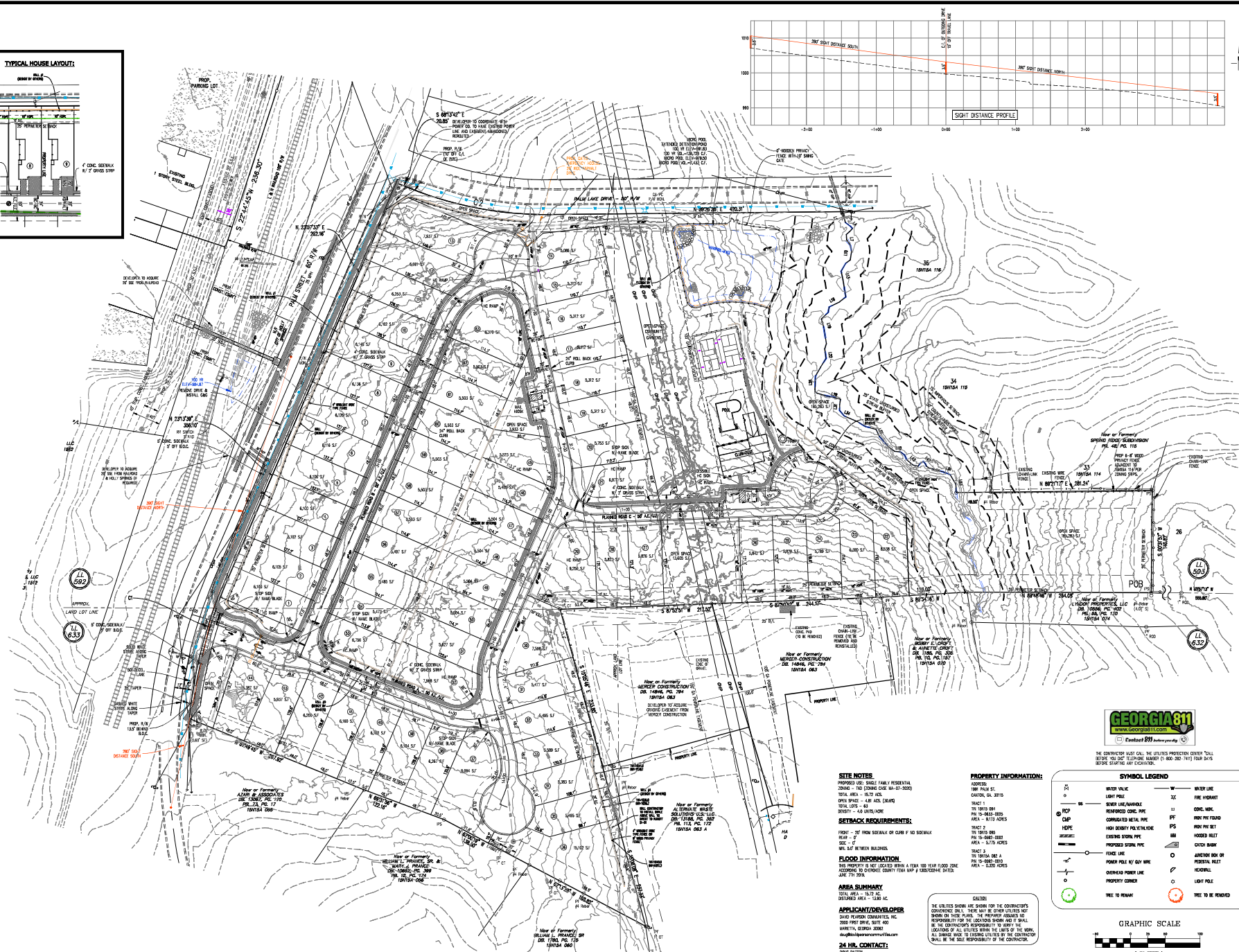
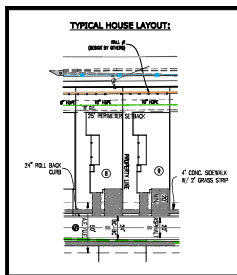
CONCURRENCES:

City Manager
Fire Marshal



MA-04-2025 Location Map





FREY LAND PLANNING
 SITE DESIGN, SURVEYING, CONSULTING
 10000 N. JONES BLVD., SUITE 100
 ATLANTA, GA 30328
 404.255.1234
 WWW.FREYLANDPLANNING.COM



SITE PLAN FOR:
IDLE TOWN
 LAND LOT 500, SEC. 08, T8N, R10E, DISTRICT 2, 2ND SECTION
 CITY OF IDLE TOWN, GAVIATA COUNTY, GA
 TAX PARCEL NO. 10010 004 & 10010 005

REVISION	DATE	BY	DESCRIPTION
1	3-1-22	MSF	ISSUED FOR PERMIT
2	3-1-22	MSF	REVISIONS
3	3-1-22	MSF	REVISIONS
4	3-1-22	MSF	REVISIONS
5	3-1-22	MSF	REVISIONS
6	3-1-22	MSF	REVISIONS
7	3-1-22	MSF	REVISIONS
8	3-1-22	MSF	REVISIONS
9	3-1-22	MSF	REVISIONS
10	3-1-22	MSF	REVISIONS

DRAWN BY: MSF
CHECKED BY: MSF
DATE: 3-1-22
SCALE: 1" = 50'
PROJECT No.:
IDLE TOWN

SHEET No.:
3.0

SITE NOTES:

PROPOSED 100' WIDE RURAL RESIDENTIAL ZONING - TO (EXISTING CASE NO. 07-2002)
 TOTAL AREA - 100.00 AC.
 OPEN SPACE - 48% AC. (48%)
 DENSITY - 4.8 UNITS/ACRE
 TOTAL LOTS - 48

SETBACK REQUIREMENTS:

FRONT - 30' FROM SIDEWALK OR CURB IF NO SIDEWALK
 REAR - 10'
 SIDE - 10'
 MIN. LOT BETWEEN BUILDINGS

FLOOD INFORMATION:

THIS PROPERTY IS NOT LOCATED WITHIN A FLOOD HAZARD ZONE ACCORDING TO CHARTERED COUNTY FLOOD MAP & SUBSEQUENT STUDIES.

AREA SUMMARY:

TOTAL AREA - 100.00 AC.
 DISTURBED AREA - 1.00 AC.

APPLICANT/DEVELOPER:

DAVID FREYER DEVELOPERS, INC.
 2000 FIRST DR. E. SUITE 100
 MARTHA, GEORGIA 30057
 david@freysurvey.com

24 HR. CONTACT:

2000 FIRST DR.
 MARTHA, GA 30057
 (770) 294-1074

PROPERTY INFORMATION:

OWNER: DAVID FREYER
 2000 FIRST DR. E. SUITE 100
 MARTHA, GA 30057
 (770) 294-1074
 TRACT 1: 100.00 AC.
 TRACT 2: 100.00 AC.
 TRACT 3: 100.00 AC.
 TRACT 4: 100.00 AC.
 TRACT 5: 100.00 AC.
 TRACT 6: 100.00 AC.
 TRACT 7: 100.00 AC.
 TRACT 8: 100.00 AC.
 TRACT 9: 100.00 AC.
 TRACT 10: 100.00 AC.

SYMBOL LEGEND:

WATER LINE	WATER LINE
SEWER LINE/WHOLE	SEWER LINE
REPAIRED CONC. PIPE	CONC. PIPE
CONCRETE W/IN PIPE	CONC. PIPE
NEW CONCRETE W/IN PIPE	CONC. PIPE
EXISTING STORM PIPE	STORM PIPE
PROPOSED STORM PIPE	STORM PIPE
POWER LINE	POWER LINE
POWER POLE BY 60' WIRE	POWER POLE BY 60' WIRE
OVERHEAD POWER LINE	OVERHEAD POWER LINE
PROPERTY CORNER	PROPERTY CORNER
WET TO REMAIN	WET TO BE REPAIRED

GRAPHIC SCALE:





MAP AMENDMENT (REZONING) AND CONDITIONAL USE PERMIT APPLICATION

For Application Procedures, See p. 7

APPLICATION **MA-04-2025** APPLICATION CUP-_____

HEARING DATE _____ DATE OF APPLICATION 4-9-25

APPLICANT Idle-town Development Inc. OWNER SAME
(If other than applicant)

ADDRESS 2000 1st Drive Suite 400 ADDRESS _____
Marietta, GA

ZIP CODE 30062 PHONE 770 321 5032 ZIP CODE _____ PHONE _____

EMAIL Doug@davidpearsoncommunities.com EMAIL _____

SIGNATURE [Signature] SIGNATURE _____

APPLICANT OR REPRESENTATIVE MUST ATTEND MEETING OR APPLICATION WILL NOT BE CONSIDERED

PRESENT ZONING DISTRICT(S) TND REQUESTED ZONING DISTRICT No Change

REQUESTED CONDITIONAL USE(S) N/A

PROPERTY LOCATION/ADDRESS 1903 + 1991 Palm Street

MAP NUMBER 15N15A PARCEL NUMBER(S) 094 + 095, 082A

LAND LOT(S) 592, 593 + 633 DISTRICT(S) 15A SECTION(S) 2

ACREAGE 15.724 SEWAGE DISPOSAL TYPE CCWSA UTILITIES AVAILABLE Yes

DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR CONDITIONAL USE REQUEST:
CHANGE IN CONDITIONS

Remove zoning condition that requires emergency access on Palm Lake Drive (SECTION 2) STR 1A
(COMPLETE ON ATTACHED PAPER IF NECESSARY)

The following information must be provided with completed application:

- ☐ WARRANTY DEED
- ☐ TAX DOCUMENTATION
- ☐ SURVEY PLAT BY REGISTERED SURVEYOR
- ☐ 1 LARGE COPY (22" x 34") OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR ☐ 1 PDF COPY OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR
- ☒ CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT (ATTACHMENT A)
- ☒ ATTACHMENT B (CONDITIONAL USE PERMIT REQUESTS ONLY)
- ☐ WATER/SEWER AVAILABILITY LETTER FROM CCWSA (CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY)

(APPLICANT DO NOT WRITE BELOW THIS LINE)

PLANNING COMMISSION RECOMMENDATION:	CITY COUNCIL DECISION:
APPROVED _____ STIPULATIONS _____	APPROVED _____ STIPULATIONS _____
DISAPPROVED _____	DISAPPROVED _____

FILING FEES _____ RECEIPT# _____ CHECK# _____

Application Information

Please print or type answers, using additional paper or a separate sheet of paper, if necessary.

(1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property? No Change

(2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property? No Change

(3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned? No Change

(4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, public safety, or schools? No Change

(5) Whether the zoning proposal is in conformity with the policy and intent of the adopted Future Development Map (FDM) and Future Land Use Map (FLUM)? No Change

(6) Whether the zoning proposal is in conformity with the policies, objectives, and vision set forth by the Community Agenda (Comprehensive Plan) and other adopted policy documents? No Change

(7) Whether an impact is expected on the environment, including, but not limited to, drainage, soil erosion, and sedimentation, flooding, air quality, and water quality and quantity?

No Change

(8) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal? No Change

Complete the following section, if applicable.

Residential

Minimum house size: _____ sq. ft.

Exterior façade: _____

Maximum number of units: _____

Anticipated start date: _____

Anticipated completion date: _____

NO CHANGE
FROM APPROVED
ZONING

Commercial

Number of buildings: _____

Maximum square footage: _____ sq. ft.

Number of stories: _____

Total number of employees: _____

Exterior façade: _____

Anticipated start date: _____

Anticipated completion date: _____

Doug Patten

From: Chad Arp <carp@cherokeecountyga.gov>
Sent: Thursday, April 3, 2025 4:59 PM
To: Doug Patten
Subject: Re: [EXTERNAL] Idletown

Hey Doug!

I can support that request. We have found those emergency only gates create issues long term.

Will you be submitting a final as-built survey of the development? If so, you can show that change on the as-built. If not, how can it best be documented?

Regards,

Chad Arp, CFPS | Fire Marshal-Division Chief
Cherokee County Fire & Emergency Services | Community Risk Reduction Division | Fire Marshal's Office
1130 Bluffs Parkway | Canton, Georgia 30114 | 678-493-6290 office | 678-614-8973 mobile
www.cherokeecountyfire.com



From: Doug Patten <doug@davidpearsoncommunities.com>
Sent: Thursday, April 3, 2025 4:54:38 PM
To: Chad Arp <carp@cherokeecountyga.gov>
Subject: [EXTERNAL] Idletown

Chief, Good Afternoon. When we permitted the Idletown community in Holly Springs we had an Emergency access as a second entrance off Palm Lake Dr. because at the time the rule for the 63 lots we proposed required a second entrance. As I understand now that has been changed to 120 lots that would trigger the need for the second entrance. Our question is can we eliminate that from our plans. We are wrapping up our development of the 63 lots. It is a gated community with Knox box of course and 16 ft gate clearance The City didn't really want us to access Palm Lake Drive but that requirement was the exception. You know Fire Dept. rules. Would you be able to support waiving that entrance based on the new guidelines? See attached for your review

Doug Patten, CPESC/CESSWI
Director of Land Development

David Pearson Communities, Inc.
2000 First Drive, Suite 400
Marietta, Georgia 30062
Office 770-321-5032, Cell 770-294-1974
Doug@DavidPearsonCommunities.com

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential, proprietary, and/or privileged information protected by law. If you are not the

REZONING ORDINANCE

An ordinance to approve an application for rezoning in the City of Holly Springs, Georgia, concerning 15.72+/- acres, identified as tax parcels 094 and 095 of tax plat 15N15 and parcel 082A of tax plat 15N15A of the 15th District of Cherokee County identified in Exhibit A, Location Map, to amend stipulation number 14 of rezoning ordinance MA-07-2020; and

WHEREAS, an application was properly submitted to the City of Holly Springs Planning and Zoning Commission by Idletown Development, Inc., requesting rezoning in the City of Holly Springs, Georgia, 15.72+/- acres, identified as tax parcels 094 and 095 of tax plat 15N15 and parcel 082A of tax plat 15N15A of the 15th District of Cherokee County identified in Exhibit A, Location Map, to amend stipulation number 14 of rezoning ordinance MA-07-2020; and

WHEREAS, after balancing the interest of the community in promoting public health, safety, morality, or general welfare against the right of the property owner to unrestricted use of the property,

The Council of the City of Holly Springs hereby ordains that:

Section 1

The application for rezoning in the City of Holly Springs, concerning 15.72+/- acres, identified as tax parcels 094 and 095 of tax plat 15N15 and parcel 082A of tax plat 15N15A of the 15th District of Cherokee County identified in Exhibit A, Location Map, stipulation number 14 of rezoning ordinance MA-07-2020 is hereby deleted in its entirety and replaced as follows:

14. Entrance design and improvements to Palm Street shall be provided as per determination and recommendation of the City Engineer. There shall be no public access to Palm Lake Drive.

Section 2

This ordinance shall become effective July 7, 2025, upon approval by Mayor and City Council.

Section 3

The Community Development Director of the City of Holly Springs, Georgia, is hereby instructed to make any and all appropriate changes to the Official Zoning Map of Holly Springs, necessitated by the action described in Section 1 above; however, said changes to the Official Zoning Map of Holly Springs are effective concurrent with the effective date identified in Section 3 above, whether or not they have been physically made and represented. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Adopted the 7th day of July, 2025, by the Mayor and City Council of the City of Holly Springs, Georgia.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

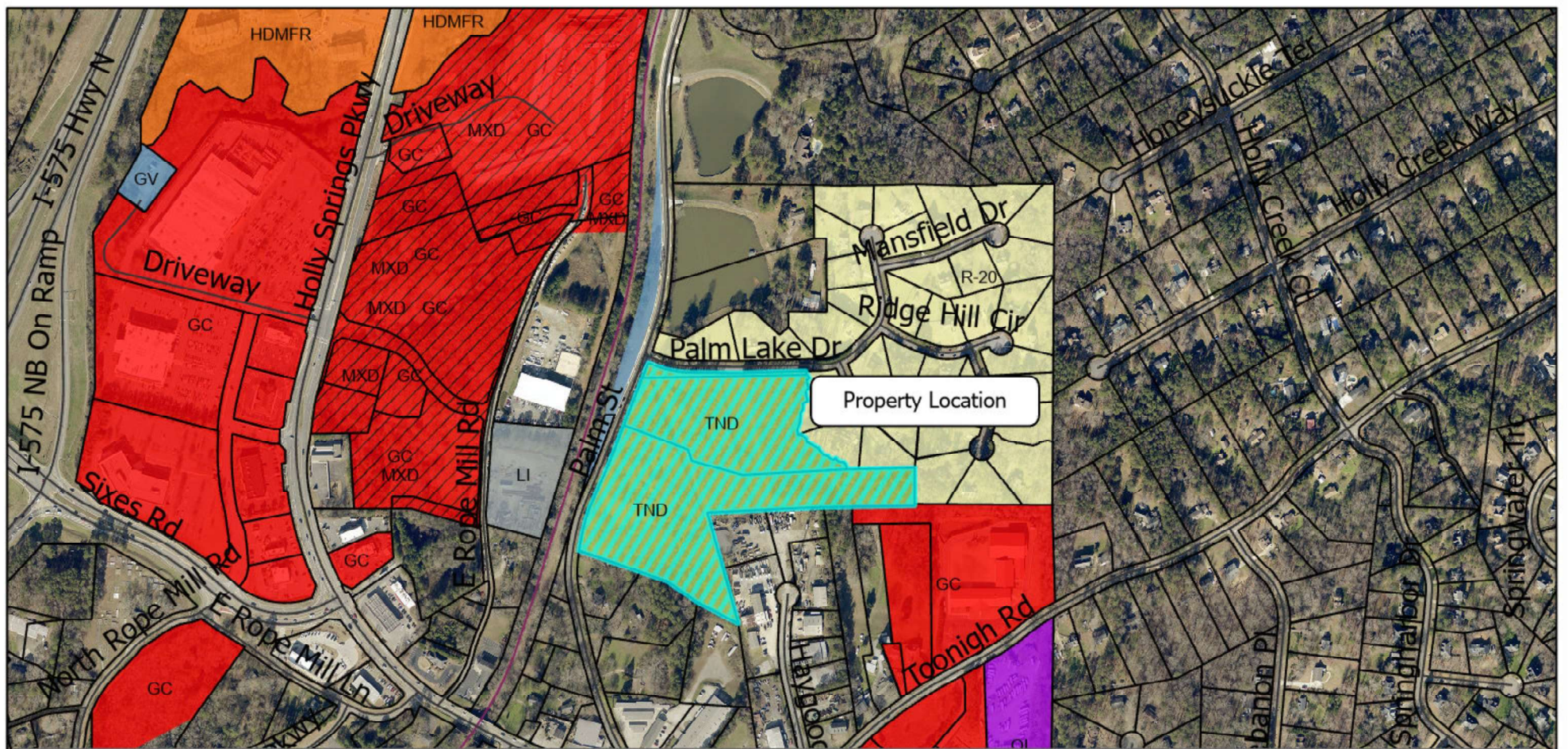
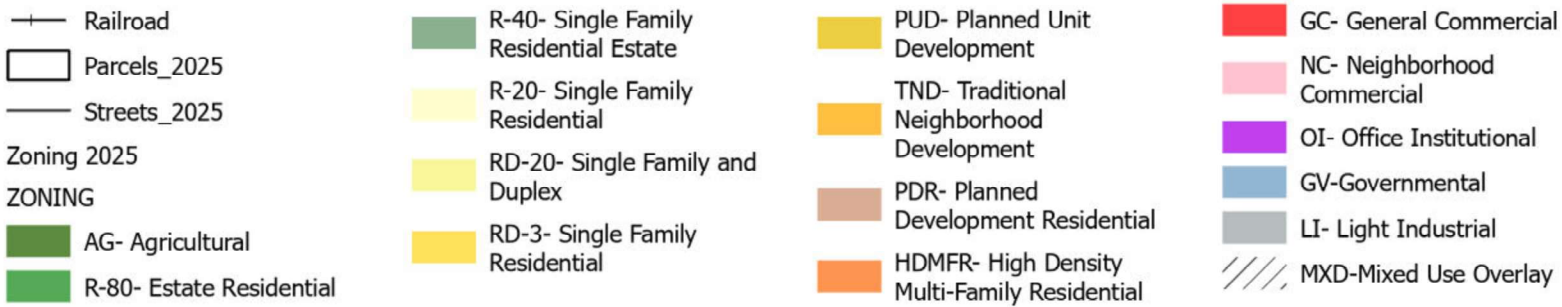


Exhibit A

MA-04-2025 Location Map



ITEM REPORT

AGENDA ITEM NUMBER: VIII.B.



FROM: Nancy Moon, Community Development Director

MEETING DATE: July 7, 2025

AGENDA ITEM: CUP-01-2025, applicant requests a conditional use permit for a CBD and/or Tobacco Specialty Store for property located at 2271 Holly Springs Pkwy, Suite 105, Holly Springs, GA, tax parcel 026A of tax plat 15N14C.

EXECUTIVE SUMMARY:

The applicant, Bhavinkumar Patel, has requested a conditional use permit for a CBD and/or Tobacco Specialty Store for property located at 2271 Holly Springs Pkwy, Suite 105, Holly Springs, GA, tax parcel 026A of tax plat 15N14C. The property is zoned GC, General Commercial and the proposed location for the business is a suite within the shopping center located on this parcel. The site is that of an existing retail tobacco shop, that was permitted prior to the change in ordinance requiring the conditional use permit. As such, the existing permitted uses may continue as a legal nonconforming use. The business recently sold, and the new owner is requesting to sell legal vapes, THC products, hookahs and accessories. He also states an intent to apply for tobacco and hemp licensing through the state once this license is granted. THC and Hemp products were not listed on the previous Occupational Tax Certificate and the additional products would be considered an expansion of the nonconforming use, hence the requirement for approval of a Conditional Use Permit. Per Article 5, Section 5.2-8.D of the Holly Springs Zoning Ordinance, a CBD and/or Tobacco Specialty Store may be permitted by the approval of a Conditional Use Permit.

Planning Commission Recommendation

The Planning Commission conducted a public hearing on June 12, 2025. There were no public comments presented at the meeting. The Planning Commission voted (3-1) to recommend denial of the conditional use permit to allow the addition of THC and hemp products to the business license.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Staff Analysis
2. Location Map
3. Application

RECOMMENDATION:

The staff recommendation is denial of the conditional use permit.

CONCURRENCES:

City Manager

Staff Analysis

A. Existing Land Use and Zoning Classification of Nearby Property

ADJACENT ZONING		ADJACENT DEVELOPMENT	
NORTH:	OI/R-20	NORTH:	Power Substation/Office/SFR
SOUTH:	GC	SOUTH:	Motel
EAST:	GC	EAST:	Vacant/SFR
WEST:	GC	WEST:	Gas Station/Retail/Office

B. Zoning Proposal Review Standards; Study Required for Amendment

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

The use is permitted only by the issuance of a Conditional Use Permit in the GC zoning district. While retail uses in general are consistent with those in the general area, there specific guidelines for this proposed use that have not been met and which will be discussed later in this report.

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

The proposed use will occur in an existing shopping center and be an expansion of the existing legal nonconforming use.

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

The property is zoned GC and this use may be permitted only with the approval of a conditional use permit. As currently zoned, all permitted uses within the GC zoning district would be allowed. In addition, the existing use is grandfathered and may continue. The THC and hemp sales would not be permitted at this time without the approval of the Conditional Use Permit.

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

This request will not result in a use that would cause an excessive or burdensome use of utilities, streets, or other public services. The site is already developed and will have no impact on the local school system.

5. Whether the zoning proposal is in conformity with the policy and intent of the adopted Future Development Map (FDM) and Future Land Use Map (FLUM)?

The Future Development Map identifies this area as Parkway Corridor. This character area follows Holly Springs Parkway and also encompasses land around interchanges of I-575. The Parkway Corridor is intended to provide primarily a commercial service function, i.e. retail sales, services, and offices, while maintaining quality development standards and sensitive transition to the Holly Springs Town Center. It also includes a high-density multi-family residential component.

Application: Existing and new commercial and high-density multi-family residential

Primary Future Land Uses: office, retail, service, high-density multi-family residential

Zoning Districts: HDMFR, PD-C, NC, GC, OI, GV

6. Whether the zoning proposal is in conformity with the policies, objectives, and vision set forth by the Community Agenda (Comprehensive Plan) and other adopted policy documents?

As stated previously under zoning, the retail sales use is not the issue for a location within this corridor. Additional regulations exist for the proposed use and will be discussed in a subsequent section.

7. Whether an impact is expected on the environment, including, but not limited to, drainage, soil erosion, and sedimentation, flooding, air quality, and water quality and quantity?

No further development is planned with the approval of this application.

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

The site is already developed with office and retail uses. However, guidelines/regulations adopted by City Council may restrict this particular use as discussed in Section C below.

C. Conditional Use Proposal Review Standards

Under Attachment B in the application, the City asks each CUP applicant to complete 16 questions related to the proposed use. This information was received.

Per Article 2, Interpretations and Definitions, Section 2.2: Definitions, a CBD and/or Tobacco Specialty Store is defined as the following:

CBD and/or Tobacco Specialty Store: Any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of cannabinoid (CBD) or tobacco products including but not limited to CBD or tobacco paraphernalia, vape products, or any combination thereof. Products include the following: pipes, punctured metal bowls, bongs, water bongs, electric

pipes, e-cigarettes, e-cigarette juice, buzz bombs, vaporizers, hookah, any devices for holding burning material, any electronic smoking device, and any substances that may be aerosolized or vaporized by such device. Lighters and matches shall be excluded from the definition of CBD and tobacco paraphernalia. Any grocery store, supermarket, convenience store or similar retail use that offers, as an ancillary use, conventional cigars, cigarettes, tobacco, or CBD retail products for sale shall not be defined as a "CBD and/or Tobacco Specialty Store" and shall not be subject to the Conditional Use Permit restrictions of Article 5, Section 5.4-11A CBD and/or Tobacco Specialty Store.

Section 5.4-11A CBD and/or Tobacco Specialty Store states the following:

5.4-11A CBD and/or Tobacco Specialty Store. Retail stores defined under Article 2: Interpretations and Definitions of the Holly Springs Zoning Ordinance as "CBD and/or Tobacco Specialty Store" must satisfy the following requirements prior to the acceptance of a conditional use permit. Distances required for the issuance of a conditional use permit shall be measured in lineal feet by the most direct route of travel on the ground as detailed below:

- a.) Proposed premises of the retail CBD and/or Tobacco Specialty Store establishment is greater than one thousand (1,000) feet from a religious institution, greater than one thousand (1,000) feet from a day care center, greater than one thousand (1,000) feet from a school, and greater than five thousand (5,000) feet from another retail CBD and/or Tobacco Specialty Store with an approved business license by the City of Holly Springs.

Distance from existing land use in feet	Religious Institution	Day Care Center	School	CBD and/or Tobacco Specialty Store
CBD and/or Tobacco Specialty Store	>1,000 ft.	>1,000 ft.	>1,000 ft.	>5,000 ft.

- b.) Means of measurement are further defined below:
1. *Church:* Measured from the front door of the proposed premises of a licensed retail CBD and/or Tobacco Specialty Store to the front door of the church.
 2. *School:* Measured from the front door of the proposed premises of a licensed retail CBD and/or Tobacco Specialty Store to the nearest property line of the real property being used for school or educational purposes.
 3. *Day Care:* Measured from the front door of the proposed premises of a licensed retail CBD and/or Tobacco Specialty Store to the nearest property line of the real property being used for day care services.

4. *Existing retail CBD and/or Tobacco Specialty Store:* Measured from the front door of the proposed premises of a licensed retail CBD and/or Tobacco Specialty Store to the front door of the existing retail CBD and/or Tobacco Specialty Store.

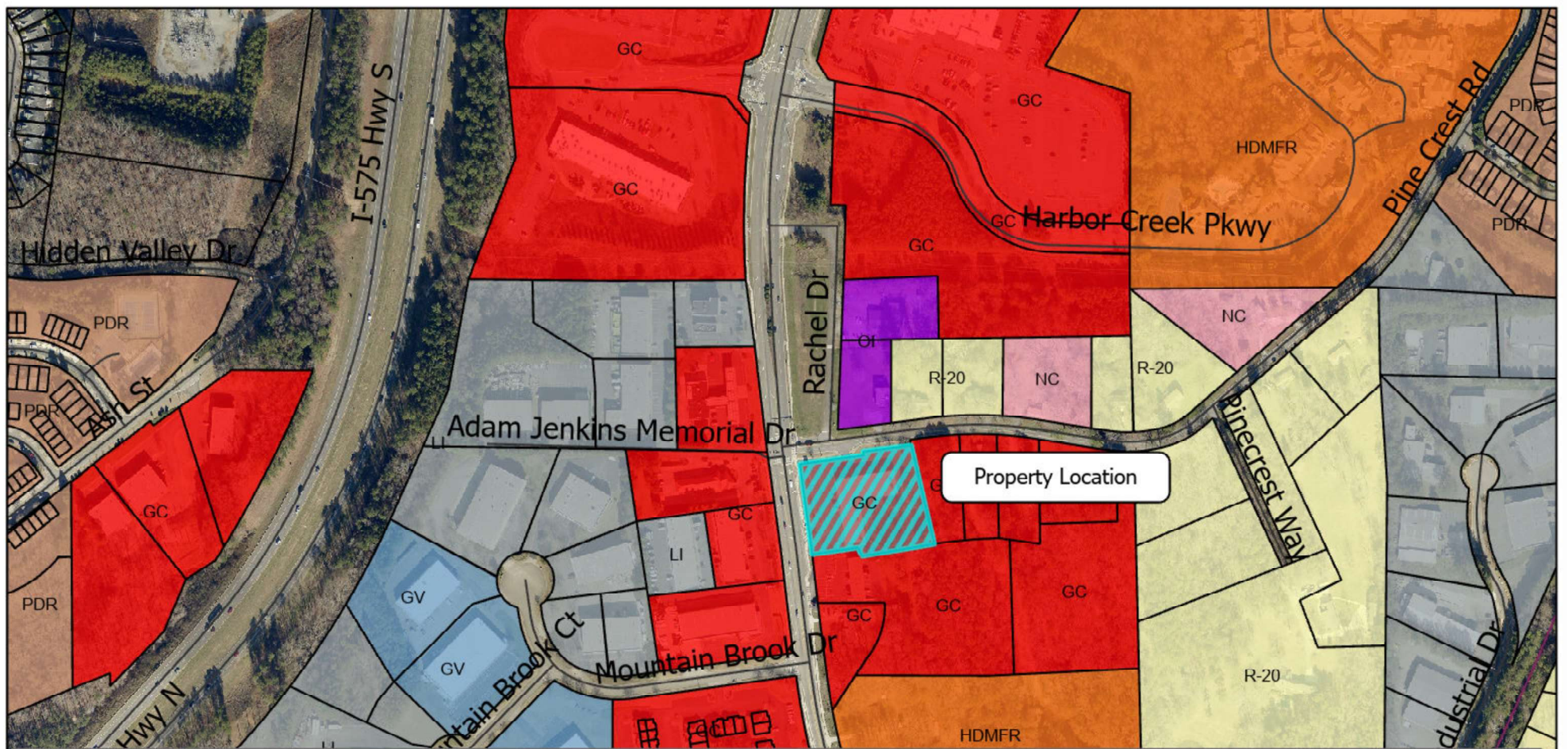
The proposed location is approximately 2000 feet, using the most direct route of travel, from the front door of the proposed building to that of an existing grandfathered CBD/Tobacco Store located in the Walmart shopping center .



- c.) A scale drawing from a registered surveyor identifying the location of the proposed premises and the distance to the nearest religious institution, school, day care center, and other business uses defined as a Retail CBD and/or Tobacco Specialty Store. Distance shall be measured in lineal feet by the most direct route of travel on the ground from premise to premise.
- d.) City Council, in its sole discretion, may consider a variance to reduce distance requirements using the standards set forth in Article 15: Variances, Appeals, and Special Exceptions of the Holly Springs Zoning Ordinance, in addition to the information provided in the application.

D. Summary

The existing uses as identified under the previously approved occupational tax certificate may continue. The addition of the THC and hemp sales changes the identified business uses and therefore must comply with the current ordinance and be approved for a conditional use permit. As such, the proposed use does not meet the conditional use permit criteria for this use as stated in Section C of this report.



CUP-01-2025 Location Map

+ Railroad
 □ Parcels_2025
 — Streets_2025

Zoning 2025

ZONING

AG- Agricultural
 R-80- Estate Residential

R-40- Single Family Residential Estate
 R-20- Single Family Residential
 RD-20- Single Family and Duplex
 RD-3- Single Family Residential

PUD- Planned Unit Development
 TND- Traditional Neighborhood Development
 PDR- Planned Development Residential
 HDMFR- High Density Multi-Family Residential

GC- General Commercial
 NC- Neighborhood Commercial
 OI- Office Institutional
 GV- Governmental
 LI- Light Industrial
 MXD- Mixed Use Overlay





MAP AMENDMENT (REZONING) AND CONDITIONAL USE PERMIT APPLICATION

For Application Procedures, See p. 1

APPLICATION MA- _____ APPLICATION CUP- _____
HEARING DATE _____ DATE OF APPLICATION _____
APPLICANT BHAVINKUMAR PATEL OWNER Ramesh Harkhani
(If other than applicant)
ADDRESS 4020 OLEANDER CT. ADDRESS 2271 Hollysprings Pkwy
KENNESAW GA unit 101, Hollysprings
ZIP CODE 30152 PHONE [REDACTED] ZIP CODE 30115 PHONE [REDACTED]
EMAIL [REDACTED] EMAIL onestop-package@yahoo.com.
SIGNATURE [Signature] SIGNATURE [Signature]

APPLICANT OR REPRESENTATIVE MUST ATTEND MEETING OR APPLICATION WILL NOT BE CONSIDERED

PRESENT ZONING DISTRICT(S) _____ REQUESTED ZONING DISTRICT _____
REQUESTED CONDITIONAL USE(S) _____
PROPERTY LOCATION/ADDRESS 2271 HOLLY SPRINGS PKWY, UNIT 105, HOLLY SPRINGS GA,
30115
MAP NUMBER _____ PARCEL NUMBER(S) _____
LAND LOT(S) _____ DISTRICT(S) _____ SECTION(S) _____
ACREAGE _____ SEWAGE DISPOSAL TYPE _____ UTILITIES AVAILABLE _____

DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR CONDITIONAL USE REQUEST: WE ARE
REQUESTING A CONDITIONAL USE PERMIT TO OPERATE A SMOKE & VAPE
RETAIL STORE OFFERING LEGAL TOBACCO & VAPING PRODUCTS. THE STORE
WILL OPERATE WITHIN AN EXISTING COMMERCIAL SPACE AND WILL
COMPLY WITH ALL LOCAL, STATE & FEDERAL REGULATIONS AND SELL
(COMPLETE ON ATTACHED PAPER IF NECESSARY) LEGAL THC PRODUCTS
The following information must be provided with completed application:

- ___ WARRANTY DEED
- ___ TAX DOCUMENTATION
- ___ SURVEY PLAT BY REGISTERED SURVEYOR
- ___ 1 LARGE COPY (22" x 34") OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR ___ 1 PDF
- ___ COPY OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR
- ___ CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT (ATTACHMENT A)
- ___ ATTACHMENT B (CONDITIONAL USE PERMIT REQUESTS ONLY)
- ___ WATER/SEWER AVAILABILITY LETTER FROM CCWSA (CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY)

(APPLICANT DO NOT WRITE BELOW THIS LINE)

PLANNING COMMISSION RECOMMENDATION:

APPROVED _____ STIPULATIONS _____

DISAPPROVED _____

CITY COUNCIL DECISION:

APPROVED _____ STIPULATIONS _____

DISAPPROVED _____

FILING FEES _____ RECEIPT# _____ CHECK# _____

ATTACHMENT B

For Conditional Use Permit Requests, please answer the following questions on a separate sheet of paper.

1. Please verify that the proposed use complies with all of the additional stipulations by use, if any, as set forth by Section 5.4, Article 5.
2. State the proposed business name, brand, flag, and/or franchise.
3. Explain in detail what services the proposed conditional use business will provide.
4. Has a business plan or model been completed for this proposed conditional use business?
5. Why was this specific location chosen for this proposed establishment?
6. What is the projected date that the proposed conditional use business will open?
7. How many employees are expected to work at the proposed conditional use business?
8. What are the expected hours of operation for the proposed conditional use business?
9. What licensing requirements, if any, are mandated by the state for this business to operate? Do the proprietors of this business already possess these credentials?
10. Does the proposed conditional use business conform with the nearby uses already in existence?
11. Was a feasibility study conducted that provides evidence that the local market demands such a business use? Or is such a study available?
12. Will the proposed conditional use business create a nuisance or disturbance to nearby or adjacent properties?
13. Is the proposed conditional use business a service that is similar or will overlap a nearby establishment already in existence?
14. Will the services provided by the proposed conditional use business complement and correspondent well with the intended character of the respective zoning district area?
15. Will the business have adequate facilities and parking to accommodate the proposed use?
16. If in the Neighborhood Commercial District (NC), could nearby neighborhood residents and local pedestrians be expected to frequent this proposed business establishment without the use of an automobile?

- 1) YES
- 2) SMOKE SUM VAPE + SMOKE.
- 3) SELLING LEGAL VAPES, ^{THC PRODUCTS,} HOOKAHS & ACCESSORIES, COMPLYING WITH ALL STATE & FEDERAL REGULATIONS INCLUDING ID CHECKS & AGE RESTRICTIONS
- 4) N/A
- 5) THIS LOCATION WAS CHOSEN BECAUSE IT IS IN COMMERCIAL AREA WITH ACCESS TO MAJOR ROADS & PROXIMITY TO OTHER RETAIL BUSINESSES MAKING IT IDEAL FOR BUSINESS SUCCESS
- 6) BEGINNING OF JUNE
- 7) 2-3
- 8) MONDAY TO SATURDAY 10-10PM & SUNDAY 12 PM - 8 PM
- 9) TOBACCO LICENSE & HEMP LICENSE, WILL APPLY AFTER BUSINESS LICENSE IS APPROVED
- 10) YES
- 11) YES
- 12) NO
- 13) NO
- 14) YES
- 15) YES
- 16) NO

ITEM REPORT

AGENDA ITEM NUMBER: VIII.C.



FROM: Nancy Moon, Community Development Director

MEETING DATE: July 7, 2025

AGENDA ITEM: ORD-4-2025, amendment to the Holly Springs Zoning Ordinance, Article 2: Interpretations and Definitions to amend definitions and Article 5: District Uses and Regulations to amend permitted uses and conditional uses.

EXECUTIVE SUMMARY:

In 2023, the City added a definition for a CBD and/or Tobacco Specialty Store, as well as, regulations regarding this type of commercial use. The proposed amendment to the Holly Springs Zoning Ordinance, Article 2: Interpretations and Definitions and Article 5: District Uses and Regulations to amend permitted uses and conditional uses, clarifies the previous amendment. Staff proposes the following amendments to Article 2, Interpretations and Definition, Section 2.2: Definitions:

CBD, **Hemp, THC** and/or Tobacco Specialty Store: Any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of cannabinoid (CBD), **hemp, tetrahydrocannabinol (THC)** or tobacco products including but not limited to CBD, **hemp, THC** or tobacco paraphernalia, vape products, or any combination thereof. Products include the following: pipes, punctured metal bowls, bongs, water bongs, electric pipes, e-cigarettes, e-cigarette juice, buzz bombs, vaporizers, hookah, **hemp-infused products**, any devices for holding burning material, any electronic smoking device, and any substances that may be aerosolized or vaporized by such device. Lighters and matches shall be excluded from the definition of CBD and tobacco paraphernalia. Any grocery store, supermarket, convenience store or similar retail use that offers, as an ancillary use, conventional cigars, cigarettes, tobacco, or CBD, **hemp, or THC** retail products for sale shall not be defined as a "CBD, **Hemp, THC** and/or Tobacco Specialty Store" and shall not be subject to the Conditional Use Permit restrictions of Article 5, Section 5.4-11A CBD, **Hemp, THC** and/or Tobacco Specialty Store. **The ancillary use may occupy no more than 10% or 1,000 square feet, whichever is smaller, of the retail area of the establishment. Additional square footage beyond the authorized amount must be approved through the Conditional Use Permit process as denoted in Article 14 of the Holly Springs Zoning Ordinance..**

Staff proposes the following changes with regards to conditional uses to Article 5: District Uses and Regulations, Section 5.2-B General Commercial, GC (D): CBD, **Hemp, THC** and/or

Tobacco Specialty Store.

Staff proposes the following changes with regards to the regulations for these types of establishments to Section 5.4-11A CBD, **Hemp, THC** and/or Tobacco Specialty Store:

5.4-11A CBD, **Hemp, THC and/or Tobacco Specialty Store.** Retail stores defined under Article 2: Interpretations and Definitions of the Holly Springs Zoning Ordinance as "CBD, **Hemp, THC** and/or Tobacco Specialty Store," must satisfy the following requirements prior to the acceptance of a conditional use permit. Distances required for the issuance of a conditional use permit shall be measured in lineal feet by the most direct route of travel on the ground as detailed below:

a.) Proposed premises of the retail CBD, **Hemp, THC** and/or Tobacco Specialty Store establishment is greater than one thousand (1,000) feet from a religious institution, greater than one thousand (1,000) feet from a day care center, greater than one thousand (1,000) feet from a school, and greater than five thousand (5,000) feet from another retail CBD, **Hemp, THC** and/or Tobacco Specialty Store with an approved business license by the City of Holly Springs.

Distance from existing land use in feet	Religious Institution	Day Care Center	School	CBD, Hemp, THC and/or Tobacco Specialty Store
CBD, Hemp, THC and/or Tobacco Specialty Store	1,000 ft.	1,000 ft.	1,000 ft.	5,000 ft.

b.) Means of measurement are further defined below:

1. *Church:* Measured from the front door of the proposed premises of a licensed retail CBD, **Hemp, THC** and/or Tobacco Specialty Store to the front door of the church.
2. *School:* Measured from the front door of the proposed premises of a licensed retail CBD, **Hemp, THC** and/or Tobacco Specialty Store to the nearest property line of the real property being used for school or educational purposes.
3. *Day Care:* Measured from the front door of the proposed premises of a licensed retail CBD, **Hemp, THC** and/or Tobacco Specialty Store to the nearest property line of the real property being used for day care services.
4. *Existing retail CBD, **Hemp, THC** and/or Tobacco Specialty Store:* Measured from the front door of the proposed premises of a licensed retail CBD, **Hemp, THC** and/or Tobacco Specialty Store to the front door of the existing retail CBD and/or Tobacco Specialty Store.

c.) A scale drawing from a registered surveyor identifying the location of the proposed premises and the distance to the nearest religious institution, school, day care center, and other business uses defined as a Retail CBD, Hemp, THC and/or Tobacco Specialty Store. Distance shall be measured in lineal feet by the most direct route of travel on the ground from premise to premise.

d.) City Council, in its sole discretion, may consider a variance to reduce distance requirements using the standards set forth in Article 15: Variances, Appeals, and Special Exceptions of the Holly Springs Zoning Ordinance, in addition to the information provided in the application.

Planning Commission Recommendation

The Planning Commission conducted a public hearing on June 12, 2025. There were no public comments made at the meeting. The Planning Commission voted to recommend approval (4-0) of the text amendment.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. ORD-04-2025

RECOMMENDATION:

The staff recommendation is approval of the amendment.

CONCURRENCES:

City Manager

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF HOLLY SPRINGS, GEORGIA, AS AMENDED, INTERPRETATIONS AND DEFINITIONS, ARTICLE 2 AND DISTRICT USES AND REGULATIONS, ARTICLE 5 OF THE HOLLY SPRINGS ZONING ORDINANCE; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

The Council of the City of Holly Springs hereby ordains that:

Section 1. That the following definition in the Holly Springs Zoning Ordinance, Article 2, Interpretations and Definitions, Section 2.2: Definitions: CBD and/or Tobacco Specialty Store, be deleted in its entirety and replaced as follows:

CBD, Hemp, THC, and/or Tobacco Specialty Store: Any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of cannabinoid (CBD), hemp, tetrahydrocannabinol (THC) or tobacco products including but not limited to CBD, hemp, THC or tobacco paraphernalia, vape products, or any combination thereof. Products include the following: pipes, punctured metal bowls, bong, water bong, electric pipes, e-cigarettes, e-cigarette juice, buzz bombs, vaporizers, hookah, hemp-infused products, any devices for holding burning material, any electronic smoking device, and any substances that may be aerosolized or vaporized by such device. Lighters and matches shall be excluded from the definition of CBD and tobacco paraphernalia. Any grocery store, supermarket, convenience store or similar retail use that offers, as an ancillary use, conventional cigars, cigarettes, tobacco, or CBD, hemp, or THC retail products for sale shall not be defined as a "CBD, Hemp, THC and/or Tobacco Specialty Store" and shall not be subject to the Conditional Use Permit restrictions of Article 5, Section 5.4-11A CBD, Hemp, THC and/or Tobacco Specialty Store. The ancillary use may occupy no more than 10% or 1,000 square feet, whichever is smaller, of the retail area of the establishment. Additional square footage beyond the authorized amount must be approved through the Conditional Use Permit process as denoted in Article 14 of the Holly Springs Zoning Ordinance.

Section 2. That Article 5, District Uses and Regulations, Section 5.2-8, GENERAL COMMERCIAL, GC, be amended by deleting CBD and/or Tobacco Specialty Store from D) Conditional Uses and replacing it with the following:

CBD, Hemp, THC and/or Tobacco Specialty Store

Section 3. That Article 5, District Uses and Regulations, Section 5.4, Additional Requirements by Use, be amended by deleting Section 5.4-11A CBD and/or Tobacco Specialty Store, and replacing it with the following:

5.4-11A CBD, Hemp, THC and/or Tobacco Specialty Store. Retail stores defined under Article 2: Interpretations and Definitions of the Holly Springs Zoning Ordinance as CBD, Hemp,

THC and/or Tobacco Specialty Store, must satisfy the following requirements prior to the acceptance of a conditional use permit. Distances required for the issuance of a conditional use permit shall be measured in lineal feet by the most direct route of travel on the ground as detailed below:

- a.) Proposed premises of the retail CBD, Hemp, THC and/or Tobacco Specialty Store establishment is greater than one thousand (1,000) feet from a religious institution, greater than one thousand (1,000) feet from a day care center, greater than one thousand (1,000) feet from a school, and greater than five thousand (5,000) feet from another retail CBD, Hemp, THC and/or Tobacco Specialty Store with an approved business license by the City of Holly Springs.

Distance from existing land use in feet	Religious Institution	Day Care Center	School	CBD, Hemp, THC and/or Tobacco Specialty Store
CBD, Hemp, THC and/or Tobacco Specialty Store	1,000 ft.	1,000 ft.	1,000 ft.	5,000 ft.

- b.) Means of measurement are further defined below:

1. *Church*: Measured from the front door of the proposed premises of a licensed retail CBD, Hemp, THC and/or Tobacco Specialty Store to the front door of the church.
2. *School*: Measured from the front door of the proposed premises of a licensed retail CBD, Hemp, THC and/or Tobacco Specialty Store to the nearest property line of the real property being used for school or educational purposes.
3. *Day Care*: Measured from the front door of the proposed premises of a licensed retail CBD, Hemp, THC and/or Tobacco Specialty Store to the nearest property line of the real property being used for day care services.
4. *Existing retail CBD, Hemp, THC and/or Tobacco Specialty Store*: Measured from the front door of the proposed premises of a licensed retail CBD, Hemp, THC and/or Tobacco Specialty Store to the front door of the existing retail CBD and/or Tobacco Specialty Store.

- c.) A scale drawing from a registered surveyor identifying the location of the proposed premises and the distance to the nearest religious institution, school, day care center, and other business uses defined as a Retail CBD, Hemp, THC and/or Tobacco Specialty

Store. Distance shall be measured in lineal feet by the most direct route of travel on the ground from premise to premise.

- d.) City Council, in its sole discretion, may consider a variance to reduce distance requirements using the standards set forth in Article 15: Variances, Appeals, and Special Exceptions of the Holly Springs Zoning Ordinance, in addition to the information provided in the application.

Section 2. If any Section, sub-section, sentence, clause, phrase or any portion of this Ordinance be declared invalid or unconstitutional by any court or competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid. It is hereby declared to be the intent of the City Council to provide for separable and divisible parts and he does hereby adopt any and all parts hereof as may not be held invalid for any reason.

Section 3. This Ordinance shall become effective immediately upon approval by the Mayor and Council.

SO ORDAINED, this 7th day of July, 2025.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.D.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: July 7, 2025

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint a Member to the Cherokee County Library Board of Trustees.

EXECUTIVE SUMMARY:

The City of Holly Springs received applications from two residents wishing to be considered to fill the open position on the Cherokee County Library Board of Trustees. City Manager Rob Logan, Assistant City Manager/City Clerk Karen Norred, and Executive Director of the Sequoyah Regional Library System Angela Cortellino conducted an interview with each applicant on June 19, 2025. After careful consideration, staff would like to appoint William O'Neill to fill the position.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. RES Cherokee County Library Board of Trustees appointment
2. Board & Community Organization Application_oneill_Redacted

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS
MAYOR AND COUNCIL TO APPOINT A MEMBER TO THE
CHEROKEE COUNTY LIBRARY BOARD OF TRUSTEES; AND FOR OTHER
PURPOSES**

WHEREAS, the Sequoyah Regional Library System is overseen by the Regional Library Board of Trustees that is composed of nine members from the local county boards; and

WHEREAS, the Cherokee County Board of Trustees was established for the purpose of overseeing the general operations and functions of the libraries throughout the county; and

WHEREAS, the City Council approved Resolution 2013-14 pledging an annual contribution to the Sequoyah Regional Library System, in the amount of \$4,000 per year beginning in January of Fiscal Year 2014; and

WHEREAS, by becoming an annual funding agency, the City of Holly Springs may appoint a representative to the Cherokee County Library Board of Trustees; and

WHEREAS, the term of the appointment shall be for three (3) years; and

WHEREAS, the Cherokee County Library Board of Trustees meet four times a year – January, April, August, and October; and

WHEREAS, the following individual has agreed to be appointed to the Cherokee County Library Board of Trustees:

Member	Board/Commission	Term Begins	Term Expiration
William O'Neill	Cherokee Co. Library Board of Trustees	7/01/2025	6/30/2028

WHEREAS, the term of member William O'Neill is designated three (3) years; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council that City of Holly Springs appoint the aforementioned Cherokee County Library Board of Trustee member.

SO RESOLVED THIS 7th DAY OF JULY 2025.

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Board & Community Organization Application

The City of Holly Springs believes engaged citizens are the key to a high-functioning, well-informed government. The City aims to tap into the invaluable insight that only citizens can offer through various boards, commissions, and authorities. The members of these governing bodies will make decisions for our community as well as recommend and review City policies. This application will assist elected officials, incumbent board members, and staff in reviewing applicant eligibility and qualifications for board membership.

Please select the Boards or Community Groups on which you would like to serve.

Cherokee County Library Board of Trustees

Name

William O'Neill

Address

144 Edgewater Trl, Canton, Georgia 30115

Email

[REDACTED]

Phone #

[REDACTED]

This is a

Cell Phone

Job Title/Occupation

Information Technology

Who are you employed by?

SurveyMonkey

Are you a registered voter in Cherokee County?

Yes

Are you willing to participate in required trainings?

Yes

Were you recommended or nominated by a sitting City council/commission/board member or Mayor?

No

Please list any information (experience, education, community activities, organization memberships, etc.) that you think should be considered for your appointment to a board or commission.

I'm a long time library patron!

Attach a your resume here.

WilliamONeill.pdf

Are there any reasons that you may have a conflict of interest if you were appointed to one of the City of Holly Springs boards or commissions?

No

Signature & Applicant Statement: I understand that I am applying for an appointment to a board, commission, and/or authority with the City of Holly Springs. I understand that the body for which I am being considered may require an interview prior to consideration for such appointment. In addition, I will be required to take an Oath of Office obligating that I perform faithfully and impartially the duties of office. I understand that my application will remain on file until the end of the current calendar year, at which time I will be required to submit a new application. I agree to comply at all times with requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.

William J O'Neill

William O'Neill

SENIOR ENGINEERING MANAGER - SITE RELIABILITY ENGINEERING (SRE)

Atlanta, GA

✉ [REDACTED] | [woneill](#) | [williamoneill](#)

Summary

Results-driven Senior Engineering Manager of Site Reliability (SRE) with extensive experience leading cloud infrastructure transformations, optimizing build and release pipelines, and implementing Infrastructure as Code (IaC) to enhance operational efficiency. Proven ability to drive cost savings, automation, and team velocity, ensuring scalable and reliable systems. Strong leadership in managing remote teams and delivering high-impact technical solutions. Passionate about building high-performing engineering teams and delivering resilient cloud solutions that drive business success.

Work Experience

SurveyMonkey

San Mateo, CA (remote)

SENIOR ENGINEERING MANAGER - SITE RELIABILITY ENGINEERING (SRE)

August 2022 - Current

- Led a three-year transformation to a scalable Kubernetes-based infrastructure, replacing an overprovisioned static setup.
- Successfully migrated and refactored 200 Services, 30 ML models and 100 libraries & SDKs with zero downtime.
- Achieved a 40%+ reduction (~\$2M annual savings) in compute costs.
- Lead and mentor a high-performing team of six remote engineers, fostering collaboration and innovation.

STAFF SOFTWARE ENGINEER - SITE RELIABILITY ENGINEERING (SRE)

October 2021 - August 2022

- Designed and implemented automation frameworks, eliminating manual toil and boosting CI/CD efficiency.

ReCharge Payments

Santa Monica, CA (remote)

SENIOR DEVOPS ENGINEER

June 2020 - October 2021

- Implemented CI/CD pipelines for Terraform and Ansible, accelerating peer review cycle time by 60% (from 2-3 days to under 1 day).
- Created standardized Terraform stacks, enabling self-service infrastructure deployment.
- Designed an interactive candidate tech lab as an additional vetting process during the team's interview cycle.
- Improved individualized developer testing environments by implementing Let's Encrypt SSL certificates and OAuth based authorization.

Teachers Pay Teachers

New York, NY (remote)

DEVOPS TECH LEAD

December 2018 - June 2020

- Coordinated transition from larger operations team to Cloud Operations focused infrastructure team.
- Drove improvements to processes so that requests from development teams were fulfilled in a consistent manner. These changes enabled the Cloud Operations team to implement SLOs for most common requests.
- Led PCI Level 1 certification efforts, reducing audit time from multiple weeks to just 2 days.
- Developed reusable Terraform modules that encapsulated best practices for AWS infrastructure automation.

Spredly

Durham, NC (remote)

SENIOR SYSTEMS ENGINEER

May 2017 - November 2018

Transitioned deployments from manual bespoke processes to immutable infrastructure-as-code via Ansible, Packer, and Terraform.

GE Digital

Atlanta, GA

LEAD INFRASTRUCTURE AUTOMATION ENGINEER

August 2016 - May 2017

- Improved automation of the wing to wing monitoring of GE's network and compute assets. Consolidated monitoring tool sprawl by creating business unit dashboards.
- Automated microservices lifecycle deployment using Jenkins, Sphinx, Swagger, and Ansible.
- Developed an easy button application for the first contact helpdesk which empowered them to do tasks such as pinging hosts, check on application status, and even reboot machines with supervisor approval.

MailChimp

Atlanta, GA

SENIOR INFRASTRUCTURE ENGINEER

October 2012 - May 2016

- Spearheaded migration from 3rd-party managed hosting to self-managed colocation data centers.
- Scaled the operations team from 3 to 40 engineers while optimizing infrastructure performance via documentation of the greenfield datacenter implementations, tech talks on subjects such as Puppet development, infrastructure testing, and 1-on-1 mentorship.
- Migrated high traffic DNS domains from a provider that billed based on usage to Akamai. This reduced costs since billing was no longer traffic based and increased the SLA for DNS.
- Consolidated hundreds of domain names spread across several registrars to one registrar. This made management of domain names more consistent, provided visibility into domain names that should be added or dropped as necessary, and enabled creation of a customized 'parked page' for unused domains.
- Subject matter expert for DNS (internal and external), server provisioning and Akamai CDN configurations.
- Developed internal tooling that automatically provisioned servers from 'rack and stack' bare metal to a fully installed OS registered with an in-house CMDB. Same tooling was also used to handle kvm-based virtual provisioning.
- Implemented configuration management using Puppet, replacing an in-house configuration management tool where development had been abandoned.

Intercontinental Exchange, Inc.

Atlanta, GA

SYSTEMS ENGINEER

March 2010 - October 2012

- Managed >4000 server nodes spread across 6 data centers. Servers were a heterogeneous combination of Solaris, Linux, AIX and Windows.
- Implemented Puppet to manage server configurations. This increased the consistency of server roll-outs and simplified updating existing configurations.
- Introduced Cobbler to automate Kickstart installations. The previous Linux build system was either one-off (CD based) or RHN dependent.
- Designed an automated AWS provisioning system for realistic load testing of public facing applications. Also developed a process for end-user requests that prevented unused instances from remaining active which reduced overall costs.

Skills

Cloud & Infrastructure	Amazon Web Services (AWS), Google Cloud Platform (GCP), Kubernetes, Docker, Terraform
CI/CD & DevOps	Helm, GitHub Actions, ArgoCD, Ansible, Jenkins, GitLab CI/CD
Programming	Python, Ruby, Node.js, Shell
Security & Compliance	PCI DSS, Infrastructure as Code (IaC), Cloud Security

Presentations

PAYMENTSfn 2018

Durham, NC

RAISING CHILDREN VS RAISING RABBITS

May 2018

- A lightning talk about the tooling behind Spreedly's cloud instances and how compliance and security are built into the process.
- Video available at <https://youtu.be/12mv1fhCQRw>

GitHub Octotales

OCTOTALES: MAILCHIMP

March 2016

- GitHub's video profile of MailChimp and their use of GitHub Enterprise. My favorite quote: "As an infrastructure guy, code is our poetry."
- Video available at <https://youtu.be/0eBZUW-9i0M>

Atlanta Puppet Camp

Atlanta, GA

CONTINUOUS DEPLOYMENT OF PUPPET MODULES

December 2014

- Presentation about how MailChimp uses a combination of DSL tooling, editor plugins, peer review, and Jenkins to do continuous deployment of puppet modules to their infrastructure.
- Video available at https://youtu.be/81os_qau_0c

Education

Temple University

Philadelphia, PA

BACHELOR OF ARTS, MASS COMMUNICATION

ITEM REPORT

AGENDA ITEM NUMBER: VIII.E.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: July 7, 2025

AGENDA ITEM: Seventh Amendment of Workforce Innovation and Opportunity Act (WIOA) Contract (WD2210.7) between the City of Holly Springs, Georgia and the Atlanta Regional Commission (ARC).

EXECUTIVE SUMMARY:

The Atlanta Regional Commission (ARC) has submitted the proposed seventh Amendment to Youth Contract WD2210 between the ARC and the City of Holly Springs for the Workforce Innovation and Opportunity Act (WIOA) Contract. The WIOA contract is a pass-through grant administered by Cherokee FOCUS. The proposed seventh amendment adds prior year 2024 funding in the amount of \$110,847, consisting of general services of \$95,512 and work experience services of \$15,335. The amendment also includes updates to the goals and performance measures.

FISCAL IMPACT:

The WIOA grant is a pass-through grant. There is no fiscal impact upon the budget of the City of Holly Springs.

ATTACHMENTS:

1. 7th Amendment Proposal WD2210 - ARC

RECOMMENDATION:

The staff recommendation is approval of the 7th amendment of the WIOA contract.

CONCURRENCES:

Finance and Administration

SEVENTH AMENDMENT OF WORKFORCE INNOVATION AND OPPORTUNITY ACT CONTRACT

THIS SEVENTH AMENDMENT is entered into as of the **1st day of February 2025**, by and between CITY OF HOLLY SPRINGS of Holly Springs, Georgia (hereinafter referred to as the “Contractor”) and the ATLANTA REGIONAL COMMISSION (hereinafter referred to as “ARC”).

WITNESSTH THAT:

WHEREAS, the parties hereto did enter into an agreement dated July 1, 2021, and amended as of 5/1/2022, 7/1/2022, 6/1/2023, 10/1/2023, 4/1/2024 and 9/1/2024, respectively, (collectively, the “Agreement”), in which Contractor agreed to perform certain services for ARC and ARC agreed to compensate Contractor for the performance of such services, all as more fully set forth in said Agreement; and

WHEREAS, the parties wish to further amend said Agreement in certain respects as set forth herein below.

NOW THEREFORE, for and in consideration of the mutual benefits to the parties, the parties agree that said Agreement is hereby amended as follows:

1. Pages A-1 and D-1, dated 7/1/2024, are hereby deleted in their entirety and replaced with revised Pages A-1 and D-1, dated 2/1/2025, as attached hereto.
2. Pages F-1 through F-4, dated 7/1/2024, are hereby deleted in their entirety and replaced with revised Pages F-1 through F-4, dated 2/1/2025, as attached hereto.

Except as specifically modified hereinabove, the remainder of said Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, Contractor and ARC have hereunto agreed effective as of the date first above written.

CITY OF HOLLY SPRINGS

ATTEST

By: _____

Title: _____

ATLANTA REGIONAL COMMISSION

ATTEST

Assistant Secretary

Executive Director

Chair

CONTRACT GENERAL OVERVIEW

- I. **General:** The work to be accomplished by the Contractor is in support of the following ARC Subelements:

ARC Cost Center	Cost Center Title	FAIN Number
204CB	PY21 WIOA Out of School Youth Program	AA-36314-21-55-A-13
104CB	PY20 WIOA Out of School Youth Program	AA-34763-20-55-A-13
304CB	PY22 WIOA Out of School Youth Program	AA-38524-22-55-A-13
304CB	PY22 WIOA Out of School Youth Program	AA-38524-22-55-A-13
404CB	PY23 WIOA Out of School Youth Program	23-A55AY-00-0004
404CF	PY21 WIOA Out of School Youth Program	AA-36314-21-55-A-13
504CB	PY24 WIOA Out of School Youth Program	24-A55AY-00-0074
504CF	PY22 WIOA Out of School Youth Program	AA-38524-22-55-A-13

- II. **Area Covered:** The Contractor shall perform all the necessary services provided under this Contract within the WorkSource Atlanta Regional Area (also known as Local Workforce Development Area 07), which is comprised of Cherokee, Clayton, Douglas, Fayette, Henry, Gwinnett, and Rockdale Counties. The specific geographic focus area for Contractor services may be further defined within this Contract, Exhibits, or under direction by ARWDB staff.
- III. **Work and Services:** The Contractor shall do, perform and carry out in a satisfactory and proper manner as determined by ARC the following work and services:

A. **General Provisions**

The Contractor shall perform all work and services in a manner consistent with Georgia's Workforce Innovation and Opportunity Act Plan; Federal Workforce Innovation and Opportunity Act as revised or amended; Federal Final Regulations (20 CFR Part 652 and Parts 660 through 671) for the LWDA; and, any relevant ARC instructions or formal communications.

B. **Specific Provisions**

The Contractor shall do, perform and carry out the work and/or services described in Exhibits listed in the Table of Contents, attached hereto and made a part hereof.

WorkSource Atlanta Regional NextGen Program
Workforce Innovative and Opportunity Act (WIOA)
GOALS & PERFORMANCE MEASURES - Program Year (PY) 2024 (02/01/2025 - 06/30/2025)

NextGen Service Provider (NGSP): City of Holly Springs/Cherokee FOCUS

I.	General Services - Expenditures & Participants to Serve ("Real-Time")					TOTAL WEIGHT	20%	
	Youth Population (Participants) to Serve					Out-of-School		
	Service Location (County)					Cherokee		
	PY2024 General Service Budget					\$95,512		
	Participants to Serve Based on PY2024 Allocated Budget					\$2,000	48	
	Total Participants to Serve for PY2024 (Carryover, New & 2+year)					49		
	Active Participants (under 2 years) to Serve at Cost per of \$2,000					\$95,012		
	PY2023 "Carry-over" Participants					17		
	PY2024 "New" Participant Enrollment					31		
	Total Carry-over and New Participant to Serve (\$95,012 / \$2,000)					48		
	Active Participants (over 2 years) to Serve at Cost per of \$500					\$500		
	PY2023 - 2+ years "Carry-over" Participants					1		
	Cost per does not apply - PY2023 End of Service (EOS)/Exit/One Year Follow-Up					2		
	Pending Exits/Cost per does not apply - Once Processed will Count in EOS/Exit/Follow-Up Total Numbers					0		
	New Enrollment Goals							
	Quarters	1st	2nd	3rd	4th			
	Quarter Dates	07/01/2024 - 09/30/2024	10/01/2024 - 12/31/2024	01/01/2025 - 03/31/2025	04/01/2025 - 06/30/2025			
New Enrollment per Quarter	1	2	14	14				
Total New Enrollment for PY2024	31							
New Enrollment Target Population Guidelines								
School Dropout					72%			
English Language Learner					4%			
Justice System (Juvenile or Adult)					10%			
Foster System (Currently In or Aged Out)					6%			
Disability					8%			
II.	Work Experience (WEx) Services - Expenditures & Participants to Serve ("Real-Time")					TOTAL WEIGHT	20%	
	PY2024 Work Experience Service Budget					\$15,335		
	New WEx Active Participants to Serve at Cost per of \$2,500							
	Quarters	1st	2nd	3rd	4th	Total		
	"New" WEx Participants to Serve per Quarter	1	3	1	1	6		
	*NOTE: Three unpaid WEx placements is equivalent to one paid WEx placement							
	WEx Performance at Completion - Based on Worksite Supervisor Work Evaluation							
	Successful Completion - Performance is Measured in "Real Time" at end of WEx					85%		
	III.	Performance Measures - WIOA ("Lag-Time") & Outcome at EOS/Exit ("Real-Time")					TOTAL WEIGHT	40%
		If High School Dropout, Attain GED/HSD					Performance is Measured in "Real Time" at End of Service (EOS)/Exit	85%
If GED/HSD Recipient, Attain Industry/WIOA Recognized Credential						85%		
Placement in Employment or Education or Advanced Training						85%		
State Required WIOA Performance		2nd Quarter After Exit - Placement in Employment or Education or Training				Performance is Measured Based on WIOA Reporting "One-Year Lag Time"	88.3%	
		4th Quarter After Exit - Placement in Employment or Education or Training					80.5%	
		During Participation or Within One Year After Exit - Attainment of Credential					82.2%	
		2nd Quarter After Exit - Median Earnings after Unsubsidized Employment					\$4,768	
		During a Program Year (Real-Time) - In-Program/Measureable Skills Gain					60%	
Customer Satisfaction					90%			
IV.	Case Management Performance Measures ("Real Time")					MUST be Documented in WorkSource GA Portal/VOS	TOTAL WEIGHT	20%
	Main WIOA Barrier Verification Documented Properly		85%	Career Assessment Conducted within 30 Days of Enrollment		85%		
	Other Required Eligibility Documents Signed, Dated and Uploaded		85%	Original Service Plan Signed within 30 Days of Enrollment		85%		
	Eligibility and Application Dates in VOS Match Verification Documents		85%	Service Plan (IEP/ISS/ISP) Reviewed/Updated Every 60 Days		85%		
	Proof of Orientation Signed by Customer		85%	Ongoing Services Properly Documented		85%		
	Objective Assessment Completed and Summarized in VOS		85%	One of WIOA 14 Elements of Services Provided Every 30 Days		85%		
	All Mandatory Verification Linked to VOS Application		85%	Minimum of One Face-to-Face Contact Every 30 Days		85%		
	Mandatory Activities Assigned at Enrollment (412, 413, 417)		85%	Exit Documents Signed, Dated, and Uploaded		85%		
	Other Appropriate Service Activities Assigned		85%	Follow-Up Data Up-to-date in VOS (if applicable)		85%		
	V.	Requirements & Expectations						
A - Enrollment of new participants may include individuals funded by other sources who are provided services by WIOA-funded staff.								
B - Must ONLY enroll and serve 100% out-of-school customers.								
C - Must receive prior approval from ARC to serve individuals under 16 years of age.								
D - Must receive prior approval from ARC to provide WEx longer than 12 weeks.								
E - "New" WEx Participants means Active WIOA participants that have started a WEx during that quarter.								
F - With the exception of number "III", performance outcomes shall be reported to the NextGen Committee as "Real-Time" outcomes. Though indicated under number "IV", In-Program Skills Gain shall also be reported as "Real-Time" outcomes.								
G - Failure to "MEET" expectations as indicated herein, may result in deduction of the Contractor's approved budget, program probation or cancellation of the Contract.								
H - "Real-Time" - No, delay in time period to measure performance indicators.								
"One Year Lag-Time" - One year delay in time period to measure performance indicators.								

Compensation and Method of Payment

I. Compensation Information

- A. Compensation: In no event will the total compensation and/or reimbursement, if any, to be paid to the contractor under this contract exceed the sum of **\$421,483**. Contractor's invoices for payment will detail charges to be applied to each ARC funding source. In no event will charges applied to each funding source exceed the maximum amounts per funding source or be used before or after the start and ending dates for each funding source, as listed, and detailed on page E-4 and attached hereto and made a part of this contract.
- B. Authorized Expenditures: The amount of total compensation and/or reimbursement referred to in paragraph IA above, **\$421,483**, represents full funding of this contract, and is contingent upon such amount being made available to ARC by the Technical College System of Georgia – Workforce Development in the form of grant contract. At the time of execution of this contract, full funding may not be available. Therefore, the contractor is authorized to incur cost and seek reimbursement only up to a maximum total of **\$421,483**, as shown on page F-4:

Increases in authorized expenditures may be made up to the full funding amount. Any such authorizations shall be in writing and made between the parties hereto.

II. Method of Payment:

- A. The Contractor shall be entitled to receive payments on the following basis. As of the last day of each month during the existence of this contract, the Contractor shall submit to ARC an invoice requesting payment for all appropriate work and services completed during that month. The invoice shall also contain completed, signed and approved staff time sheets. The form of such invoice shall be determined by ARC.

Upon the basis of its audit, review, and approval of such invoice, and its review and approval of the monthly reports called for in the paragraph concerning "Reports" in the main body of the contract ARC will, based on the invoice(s) described above, make payments to the Contractor, but not more often than once a month, unless otherwise approved by ARC. Invoices shall be numbered consecutively and submitted each month until the project is completed.

Contractor's monthly invoices are to be received by ARC no later than the 10th day of the month following the reporting period. Invoices received after the 10th day of the month may not be processed for payment until the 5th day of the following month. Invoices received on time, without error and within budget shall be processed within 30 days from ARC's receipt of the invoice. ARC may,

at its discretion, disallow payment of all or part of an invoice not in conformance with any of the terms of this contract, as determined by ARC.

ARC will not be responsible for payments delayed due to, but not limited to, acts of nature, power outages, etc. ARC will make every attempt to process payments as soon as possible after such situations are resolved.

While ARC highly recommends that the contractor maintain its expenditures within its approved budget and budget line items, ARC does recognize that budgets are estimates and may be subject to change. As a result, ARC shall take into consideration any requests for budget modifications. Approval of such modifications, both cost and no-cost modifications, shall be determined by final approval of ARC and, if necessary, Technical College System of Georgia – Workforce Division.

All approved budget modification requests that change the overall budget (increase or decrease), must be amended to the contract.

The Contractor may be notified by ARC, in writing, on any decision by ARC to make no-cost modifications to the Contractor's budget made by ARC.

ARC will not permit any budget modifications that would cause funding to be used for any other purposes other than those consistent with the original purpose for which this budget was approved, unless otherwise approved by ARC. ARC does reserve the right to approve and disapprove requests that may be allowable, but not required by Federal, State, local and ARC laws and policies.

- B. Final Payment: Upon the completion of all work and services under this contract and the submittal of a final invoice, ARC shall pay all compensation due to the Contractor, less the total of all previous payments made.

Contractor's final closeout invoice must be received by ARC no later than 15 calendar days after the project completion date specified in Paragraph 3 of the contract. Any cost or obligations not claimed on the closeout invoices shall be deemed to be waived and the limit of ARC's liability shall be reduced accordingly without any further notice to Contractor. ARC may, at its discretion, disallow payment of all or part of a final invoice not in conformance with any of the terms of this contract, as determined by ARC.

No advances shall be made under this contract.

- C. Payment Cycle: Payments from ARC are on a "net 30 day" basis, subject to availability of appropriate funding, and as described in Paragraph (II)(A) Method of Payment on page F-1 and F-2.

- III. Completion of Project: It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Contractor under this contract exceed the amount specified on page F-1, Paragraph (I)(A), and that the Contractor expressly agrees that

they shall do, perform, and carry out in satisfactory and proper manner, as determined by ARC, all of the work and services described in Exhibits A through D of this contract.

- IV. Other Requirements: In the case of a cost-reimbursable contract, in addition to the requirements in the main body of the Contract concerning "Requirements of Concerned Funding Agency," Contractor agrees to comply with and shall be bound by the applicable terms and conditions of all State and Federal laws or regulations governing and defining allowable costs and associated procurement standards, including, but not limited to, U.S. Office of Management and Budget 2 CFR Part 200, Uniform Guidance (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), or 29 CFR Part 97, as appropriate. All such documents are available for inspection in the offices of ARC and are hereby made a part of this contract as fully as if the same were attached hereto.

The Contractor further agrees that, if costs incurred by the Contractor are not in conformity with the above requirements and are subsequently disallowed as a result of a review or an audit either pursuant to paragraph concerning "Audits" in the main body of the contract, by ARC, the Concerned Funding Agency, the Comptroller General of the United States, or any of their duly authorized representatives, then, upon written demand by ARC, the Contractor shall promptly reimburse ARC in full for such disallowed costs.

- V. Financial Management System: The Contractor certifies that its financial management system currently complies and will continue to comply with all of the standards for financial management systems specified in 29 CFR Part 97, or 2 CFR Part 200, as appropriate.
- VI. CFDA: 17.259

Cost Reimbursement Budget										
I. GENERAL INFORMATION										
Contractor Name: City of Holly Springs/Cherokee FOCUS										
Contract Number: WD2210.7										
Contract Period: July 1, 2021 - June 30, 2025										
Maximum Funds Available: \$ 421,483										
<i>Funding Period Beginning</i>	7/1/2021	7/1/2021	7/1/2022	1/1/2023	7/1/2023	1/1/2024	7/1/2024	2/1/2025		
<i>Funding Period Ending</i>	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	6/30/2024	6/30/2025	6/30/2025		
II. BUDGET CATEGORIES	Youth Out of School 104CB	Youth Out of School 204CB	Youth Out of School 304CB	Youth Out of School 304CF	Youth Out of School 404CB	Youth Out of School 404CF	Youth Out of School 504CB	Youth Out of School 504CF		Total
A. General Youth Services										
1. Personnel Salaries		3,702	29,242	12,766	2,000	7,250	20,700	9,300		84,960
2. Personnel Benefits		283	3,856	4,283	153	555	1,695	600		11,425
3. Operations			1,112	3,163						4,275
4. Facilities		4,600	5,248							9,848
5. Participant Activities/Support		46	927	349	184	595				2,101
6. Other		61,273	73,330	17,612	9,783	14,429	43,117	20,100		239,644
Total General Youth Services	-	69,904	113,715	38,173	12,120	22,829	65,512	30,000		352,253
B. Work Experience										
1. Personnel Salaries		1,733					2,000			3,733
2. Personnel Benefits		133					153			286
3. Operations										-
4. Facilities										-
5. Participant Activities/Support	10,590	1,096	11,571		11,999	1,484	13,182			49,922
6. Other		4,697	9,592		1,000					15,289
Total Work Experience	10,590	7,659	21,163	-	12,999	1,484	15,335	-		69,230
Total	10,590	77,563	134,878	38,173	25,119	24,313	80,847	30,000		421,483
**PY 2024-2025 Budget Available	-	-	-	-	-	-	80,847	30,000		110,847

ITEM REPORT

AGENDA ITEM NUMBER: VIII.F.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: July 7, 2025

AGENDA ITEM: Statement of Work Quote #Q-103183-1 for the implementation of the NextRequest Standard Plan, between CivicPlus, LLC and the City of Holly Springs, Georgia, in an amount not to exceed \$6,704.35.

EXECUTIVE SUMMARY:

Statement of Work Quote #Q-103183-1 for the implementation of the NextRequest Standard Plan, between CivicPlus, LLC and the City of Holly Springs, Georgia, in an amount not to exceed \$6,704.35. The initial cost includes the subscription, which is for the term beginning 07-08-2025 through 12-31-2025 at a cost of \$5,204.35 with a one-time fee of \$1,500.00 for onboarding, training and implementation. Year two (2) will be for a calendar year term, at a cost of \$10,788.

Three quotes were obtained and NextRequest has some additional features that are more user-friendly than other vendors, which will be an asset for the open records request process.

NextRequest - CivicPlus, LLC	\$6,704.35
JustFoia	\$6,504.58
Granicus	\$12,865.00

FISCAL IMPACT:

\$6,704.35 - Year One
\$10,788.00 - Year Two

ATTACHMENTS:

1. Quote - NextRequest SOW - Standard Plan
2. NextRequest - CivicPlus Master Services Agreement May 2024
3. City of Holly Springs 36523 JustFoia New Proposal (FINAL)
4. Holly Springs GA - Granicus - Q-458948 - 2025JUN27

RECOMMENDATION:

The staff recommendation is approval of the statement of work quote #Q-103183-1.

CONCURRENCES:

Finance and Administration

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-103183-1

7/2/2025 10:51 AM

7/31/2025

Client:

City of Holly Springs, GA

Bill To:

HOLLY SPRINGS CITY, GEORGIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kemp Wyatt		kemp.wyatt@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest Standard Implementation	Standard Implementation (Virtual Only): Admin Users: 1 Kickoff Call, 1 Admin Training. Staff Users have Access to a monthly webinar for general training and questions

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan for local agencies; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features: Review & Redaction Features, Payments, IT & Compliance Features

Initial Term		7/8/2025 - 12/31/2026, Renewal Term 1/1 each calendar year	
Initial Term Invoice Schedule		Year One Annual Total invoiced on 7/8/2025. Year Two Annual Total invoiced on 1/1/2026.	
	Annual Subscription	One Time Fees	Annual Total
Year One	USD 5,204.35	USD 1,500.00	USD 6,704.35
Year Two	USD 10,788.00		USD 10,788.00
Subtotal			USD 17,492.35
Annual Recurring Services Starting Year 3			USD 11,327.40
Renewal Procedure		Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift		5% to be applied in year 3	

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-103183-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus Master Services Agreement

This Master Services Agreement (this “Agreement”) governs all Statements of Work (“SOW”) entered into by and between CivicPlus, LLC (“CivicPlus”) and the customer entity identified on the SOW (“Customer”). This Agreement governs the use and provision of any Services purchased by Customer, as described in any signed SOW, and the effective date of this Agreement shall commence on the date of signature of the SOW (“Effective Date”). If a SOW has not been executed, then the Effective Date shall be determined as the start date of implementation of any software solution by CivicPlus for Customer. CivicPlus and Customer referred to herein individually as “Party” and jointly as “Parties”.

Recitals

I. WHEREAS, CivicPlus is engaged in the business of developing and providing access to proprietary community engagement and government content, workflow, and general management software solutions, platforms and associated services (the “Services”); and

II. WHEREAS, Customer wishes to engage CivicPlus for the procurement of the Services and/or receive a license subscription for the ongoing use of the Services, as set forth in the SOW;

NOW, THEREFORE, Customer and CivicPlus agree as follows:

Agreement

Term & Termination

1. This Agreement shall commence on the Effective Date and shall remain in full force and effect for as long as any SOW is in effect between CivicPlus and Customer, or Services are being provided by CivicPlus to Customer, unless terminated in accordance with this §1 or as otherwise provided in this Agreement (the “Term”). Either Party may terminate this Agreement or any SOW as set forth in such SOW, or at its discretion, effective immediately upon written notice to the other Party, if the other Party materially breaches any provision of this Agreement and does not substantially cure the breach within thirty (30) days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination. CivicPlus reserves the right to withhold, remove and/or discard Customer Data without notice for any breach, including, without limitation, Customer’s non-payment. Upon termination for Customer’s breach, Customer’s right to access or use Customer Data immediately ceases, and CivicPlus shall have no obligation to maintain or forward any Customer Data.

2. Upon termination of this Agreement or any SOW for any reason, (a) the licenses granted for such relevant SOW by §11 below will terminate and Customer shall cease all use of the CivicPlus Property and Services associated with the terminated SOW and (b) any amounts owed to CivicPlus for work performed prior to termination shall immediately become due in full and payable. If Customer has paid in advance for the Services, and this Agreement terminates due to material breach of this Agreement by CivicPlus, CivicPlus shall refund Customer a prorated amount of any amount already paid. Upon termination by Customer for convenience or due to material breach by Customer, in addition to any remedy

provided in this Agreement or provided in law or equity, CivicPlus shall be entitled to retain any amounts already paid. Sections 7, 8, 10, 14, 15, 18, 32 -34, 40, and 42 will survive any expiration or termination of this Agreement.

3. At any time during the Term, CivicPlus may, immediately upon notice to Customer, suspend Customer and any of its Users access to any Service due to a threat to the technical security or technical integrity of the Services.

Invoicing & Payment Terms

4. Customer will pay the amounts owed to CivicPlus for the development and implementation of the Customer's Services, as defined in the SOW ("Project Development"), subscription and licensing, and annual hosting, support and maintenance services ("Annual Recurring Services") in accordance with the payment schedule set forth on the applicable SOW. Invoices shall be sent electronically to the individual/entity designated in the SOW's contact sheet that is required to be filled out and submitted by Customer (the "Contact Sheet"). Customer shall provide accurate, current and complete information of Customer's legal business name, address, email address, and phone number in the Contact Sheet upon submission of a signed SOW. Customer will maintain and promptly update the Contact Sheet information if it should change. Upon Customer's request, CivicPlus will mail hard-copy invoices for a \$5.00 convenience fee to be added to the mailed invoice.

5. Each SOW will state the amount of days from date of invoice payment is due. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or the maximum rate permitted by applicable law, whichever is less, will be added to past due accounts from due date until paid. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s). If the Customer's account exceeds 60 days past due, support will be discontinued until the Customer's account is made current. If the Customer's account exceeds 90 days past due, CivicPlus may suspend in progress Project Development and Annual Recurring Services will be discontinued, and the Customer will no longer have access to the Services until the Customer's account is made current. Customer will be given 15 days' notice prior to discontinuation of Services for non-payment.

6. During the performance of Project Development, if Customer requests a change that requires repeated efforts to previously approved work product and such change causes CivicPlus to incur additional expenses (i.e. airline change fees, resource hours, consultant fees, Customer does not show up for scheduled meetings or trainings), Customer agrees to reimburse CivicPlus for such additional expenses. CivicPlus shall notify Customer prior to incurring such expenses and shall only incur those expenses which are approved by Customer.

Ownership & Content Responsibility

7. Upon full and complete payment of amounts owed for Project Development under the applicable SOW, Customer will own any website graphic designs, Services content, module content, importable/exportable data, and archived information ("Customer Content") created by CivicPlus on behalf of Customer pursuant to this Agreement. "Customer Content" also includes, without limitation, any elements of text, graphics, images, photos, audio, video, designs, artworks, logos, trademarks, services marks, and other materials or content which Customer provides to CivicPlus for processing, transmission, storage, or inputs into any website, software or module in connection with any Services. Customer Content excludes any content in the public domain and any content owned or licensed by CivicPlus, whether in connection with providing Services or otherwise.

8. Upon completion of the Project Development, Customer will take over the management and control of the Services and Customer will assume full responsibility for Customer Content maintenance and administration. Customer, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and

intellectual property ownership or right to use of all Customer Content. Customer hereby grants CivicPlus a worldwide, non-exclusive right and license to reproduce, distribute and display the Customer Content as necessary to provide the Services. Customer represents and warrants that Customer owns all Customer Content or that Customer has permission from the rightful owner to use each of the elements of Customer Content and that Customer has all rights necessary for CivicPlus to use the Customer Content in connection with providing the Services. Customer agrees that CivicPlus shall not be responsible or liable for the content of messages created by Customer or by Customer's Users or end-users who access Service. Notwithstanding the foregoing, CivicPlus retains the right, but not the obligation, to remove any Customer Content that is libelous, harassing, abusive, fraudulent, defamatory, excessively profane, obscene, abusive, hate related, violent, harmful to minors, that advocates racial or ethnic intolerance, intended to advocate or advance computer hacking or cracking, or other material, products or services that violate or encourage conduct that would violate any laws or third-party rights.

9. At any time during the term of the applicable SOW, Customer will have the ability to download the Customer Content and export the data that is processed through the Services ("Customer Data"). Customer may request CivicPlus to perform the export of Customer Data and provide the Customer Data to Customer in a commonly used format, at any time, for a fee to be quoted at time of request and approved by Customer. Upon termination of the applicable SOW for any reason, whether or not Customer has retrieved or requested the Customer Data, CivicPlus reserves the right to permanently and definitively delete the Customer Content and Customer Data held in the Services thirty (30) days following termination of the applicable SOW. During the thirty (30) day period following termination of the SOW, regardless of the reason for its termination, Customer will not have access to the Services.

10. Intellectual Property in the software or other original works created by or licensed to CivicPlus, including all software source code, documents, and materials used in performing the Services ("CivicPlus Property") will remain the property of CivicPlus. CivicPlus Property specifically excludes Customer Content. Customer shall not (i) license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way, except as specifically provided in the applicable SOW; (ii) adapt, alter, modify or make derivative works based upon any CivicPlus Property; (iii) create internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or internet-based device that may allow third party entities, other than Customer, to use the Services; (iv) reverse engineer, decompile, disassemble or otherwise attempt to obtain the software source code to all or any portion of the Services; (v) make any attempt to gain unauthorized access to the Services and/or any of CivicPlus' systems or networks; or (vi) access any CivicPlus Property in order to: (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them outside of the licenses set forth in this Agreement.

11. Provided Customer complies with the terms and conditions herein, the relevant SOW, and license restrictions set forth in §10, CivicPlus hereby grants Customer a limited, nontransferable, nonexclusive, non-assignable license to access and use the CivicPlus Property associated with any valid and effective SOW, for the term of the respective SOW. The license set forth herein, shall only apply to the extent that Customer is using the Services for legitimate business use as intended by the purpose of the Services and not for the purpose of comparing the Services to a competitor or similar product of CivicPlus. Customer hereby warrants and affirms its purpose in accessing or otherwise using the Services is for their intended purpose only and understands and agrees that any other use shall be considered fraud.

12. All CivicPlus helpful information and user's guides for the Services ("Documentation") are maintained and updated electronically by CivicPlus and can be accessed through the CivicPlus "Help Center". CivicPlus does not provide paper copies of its Documentation. Customer and its Users are granted a limited license to access Documentation as needed. Customer shall not copy, download, distribute, or make derivatives of the Documentation.

13. Customer acknowledges that CivicPlus may continually develop, alter, deliver, and provide to the Customer ongoing

innovation to the Services, in the form of new features and functionalities. CivicPlus reserves the right to modify the Services from time to time. Any modifications or improvements to the Services listed on the SOW will be provided to the Customer at no additional charge. In the event that CivicPlus creates new products or significant enhancements to the Services (“New Services”), and Customer desires these New Services, then Customer will have to pay CivicPlus the appropriate fee for the access to and use of the New Services. CivicPlus shall use its reasonable best efforts to provide workarounds in the event any modification to the Services causes Customer to lose substantial functionality of the Services.

14. CivicPlus in its sole discretion, may utilize all comments and suggestions, whether written or oral, furnished by Customer to CivicPlus in connection with its access to and use of the Services (all reports, comments and suggestions provided by Customer hereunder constitute, collectively, the “Feedback”). Customer hereby grants to CivicPlus a worldwide, non-exclusive, irrevocable, perpetual, royalty-free right and license to incorporate the Feedback in the CivicPlus products and services.

Indemnification

15. CivicPlus will defend at its expense or settle any third-party claim against Customer alleging that the Services provided under this Agreement infringe intellectual property rights. CivicPlus will pay infringement claim defense costs, CivicPlus–negotiated settlement amounts, and damages finally awarded by a court. CivicPlus has no obligation for any claim of infringement arising from Customer's use of the Services for purposes not contemplated by this Agreement. CivicPlus’s indemnification obligations under this Section 15 are conditioned upon the Customer (i) promptly notifying the CivicPlus of any claim in writing; (ii) cooperating with CivicPlus in the defense of the claim; and (iii) granting CivicPlus sole control of the defense or settlement of the claim. The indemnification obligations of CivicPlus herein shall not apply to any claims of intellectual property infringement related to Customer Content.

Responsibilities of the Parties

16. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier, licensor or other third-party service provider whose facilities or services are used in furnishing any portion of the Service received by the Customer.

17. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Customer or any entity employed/contracted on the Customer’s behalf. During Project Development, Customer will be responsive and cooperative with CivicPlus to ensure the Project Development is completed in a timely manner.

18. Customer agrees that it is solely responsible for the end-user’s personal data that Customer decides to solicit, collect, store, or otherwise use in connection with any Service provided by CivicPlus. Customer understands and agrees that CivicPlus provides certain solutions with increased security measures for the solicitation and storage of any sensitive data, and it is Customer’s responsibility to determine whether the data it solicits and collects should be stored in such solutions. Customer understands and agrees that CivicPlus does not have knowledge or control over what type of data Customer solicits therefore CivicPlus has no responsibility for the use or storage of end-users’ personal data in connection with the Services or the consequences of the solicitation, collection, storage, or other use by Customer or by any third party of any personal data. Customer has the sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Customer shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party’s intellectual property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

19. Customer is responsible for all activity that occurs under Customer's accounts by or on behalf of Customer. Customer agrees to (a) be solely responsible for all designated and authorized individuals chosen by Customer ("User") activity, which must be in accordance with this Agreement and the CivicPlus Terms of Use; (b) be solely responsible for Customer Data; (c) obtain and maintain during the term all necessary consents, agreements and approvals from end-users, individuals or any other third parties for all actual or intended uses of information, data or other content Customer will use in connection with the Services; (d) use commercially reasonable efforts to prevent unauthorized access to, or use of, any User's log-in information and the Services, and notify CivicPlus promptly of any known unauthorized access or use of the foregoing; (e) use commercially reasonable efforts to prevent unauthorized access to or use of the Services and CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of the Services and/or CivicPlus Property and any loss or theft or unauthorized use of any n User's password or username and/or personal information; and (f) use the Services only in accordance with applicable laws and regulations.

20. The Parties shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use and provision of any of the Services or CivicPlus Property.

21. CivicPlus shall not be responsible for any act or omission of any third-party vendor or service provider that Customer has selected to integrate any of its Services with.

22. Customer understands that CivicPlus must fastidiously allocate resources across all of its customers and specifically reserves necessary resources for Customer's Project Development. If any professional services, such as consulting or training, purchased by Customer are not used during the Project Development phase solely due to the inaction or unresponsiveness of Customer, then these services shall expire 30 days after completion of Project Development. The Customer may re-schedule any unused professional services during this 30-day period as mutually agreed upon by the Parties. Any professional services that have not been used or rescheduled shall be marked as complete and closed upon the expiration of the 30-day period.

Data Security

23. CivicPlus shall, at all times, comply with the terms and conditions of its [Privacy Policy](#). CivicPlus will maintain commercially reasonable administrative, physical, and technical safeguards designed to protect the security and confidentiality of Customer Data. CivicPlus will not modify Customer Data or disclose Customer Data, except (a) in order to provide the Services; (b) to prevent or address service or technical problems in connection with support matters; (c) as specifically directed or expressly permitted in writing by Customer, (d) in compliance with our [Privacy Policy](#); or (f) if compelled by law. Notwithstanding the foregoing, CivicPlus reserves the right to delete, suspend, or block known malicious accounts without Customer authorization. Customer understands that CivicPlus has no obligation to provide the Services or maintain the Customer Data, information or other material if Customer's accounts are past due and unpaid as set forth in this Agreement.

24. Customer acknowledges and agrees that CivicPlus utilizes third-party service providers to host and provide the Services and store Customer Data and the protection of such data will be in accordance with such third party's safeguards for the protection and the security and confidentiality of Customer's Data. Notwithstanding anything to the contrary, CivicPlus shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and CivicPlus will be free (during and after the term hereof) to use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other CivicPlus offerings.

25. CivicPlus may offer Customer the ability to use third-party applications in combination with the Services. Any such third-party application will be subject to acceptance by Customer. In connection with any such third-party application

agreed to by Customer, Customer acknowledges and agrees that CivicPlus may allow the third-party providers access to Customer Data as required for the interoperation of such third-party application with the Services. The use of a third-party application with the Services may also require Customer to agree to a separate agreement or terms and conditions with the provider of the third-party application, which will govern Customer's use of such third-party application.

26. In the event of a security breach due to the sole negligence, malicious actions, omissions, or misconduct of CivicPlus, CivicPlus, as the data custodian, will comply with all remediation efforts as required by applicable federal and state law.

CivicPlus Support

27. CivicPlus will use commercially reasonable efforts to perform the Services in a manner consistent with applicable industry standards, including maintaining Services availability 24 hours a day, 7 days a week with 99.9% uptime. Customer will have 24/7 access to the online CivicPlus Help Center ([civicplus.help](https://www.civicplus.help/hc/en-us/requests/new)) to review use articles, software best practices, receive maintenance release notes, as well as submit and monitor omni-channel support tickets and access solution specific support contact methods (<https://www.civicplus.help/hc/en-us/requests/new>).

28. CivicPlus provides live support engineers based in the domestic United States to respond to basic questions concerning use and configuration, to diagnose software code-related errors, and proactively identify potential systems issues. CivicPlus support engineers serve a preliminary function in the agile development process and escalate defects to software developers or architects for remediation. For security purposes, CivicPlus support engineers are not permitted to modify user accounts, and permissions nor distribute access outside of accounts established by means of a support interaction for testing. Customer delegated Users may receive tutorials and guidance on account modifications but will perform the action themselves.

29. CivicPlus support hours span between the hours of 7 am to 7 pm CST, but may vary by product. Customer may access the CivicPlus Help Center ([civicplus.help](https://www.civicplus.help)) to obtain each product's support hours. After hours support is available by toll-free phone call only. Non-emergency support requested outside of support hours will be subject to additional fees, such fees will be quoted to Customer at the time of the request and will be subject to Customer acceptance and invoiced the next business day following the non-emergency support. CivicPlus shall have the sole discretion to determine in good faith whether support requests qualify as an emergency, exceed reasonable use or are outside the scope of services outlined in any SOW.

30. If a reported problem cannot be solved during the first support interaction, Customer will be provided a ticket number that will be used as communication method throughout ticket escalation until a solution is provided. Support service does not include support for errors caused by third party products or applications for which CivicPlus is not responsible.

Marketing

31. Customer hereby authorizes CivicPlus to include CivicPlus's name and logo inconspicuously within the Customer's instance of the Services. Customer may publicly refer to itself as a customer of the CivicPlus Services, including on Customer's website and in sales presentations. Notwithstanding the foregoing, each Party hereby grants the other a limited, worldwide, license to use the other's logo in conformance with such Party's trademark usage guidelines and solely for the purposes of providing the Services. In no event will either Party issue a press release publicly announcing this relationship without the approval of the other Party, such approval not to be unreasonably withheld.

Limitation of Liability

32. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed the amounts paid by Customer for the Annual Recurring Services in the year prior to such claim of liability.

33. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.

34. The liabilities limited by Section 32 and 33 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if Customer is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if Customer's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

Warranties and Disclaimer

35. Each person signing the SOW, or otherwise agreeing to the terms of this Agreement, represents and warrants that he or she is duly authorized and has legal capacity to execute and bind the respective Party to the terms and conditions of the SOW and this Agreement. Each Party represents and warrants to the other that the execution and delivery of the SOW and the performance of such Party's obligations thereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms. Customer represents and warrants that Customer has not provided any false information to gain access to the Service and that Customer's billing information provided on the Contact Sheet is correct; and it has all necessary rights in the Customer Content to permit Customer's use of the Service and to grant the licenses contained in this Agreement without infringing the intellectual property or other rights of any third parties, violating any applicable laws, or violating the terms of any license or agreement to which it is bound.

36. CivicPlus warrants that the Services will perform substantially in accordance with documentation and marketing proposals, and free of any material defect. CivicPlus warrants to the Customer that, upon notice given to CivicPlus of any defect in design or fault or improper workmanship, CivicPlus will remedy any such defect. CivicPlus makes no warranty regarding, and will have no responsibility for, any claim arising out of: (i) a modification of the Services made by anyone other than CivicPlus, even in a situation where CivicPlus approves of such modification in writing; or (ii) use of the Services in combination with a third-party service, web hosting service, or server not authorized by CivicPlus.

37. The Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by CivicPlus or by third-party providers, or because of other causes beyond CivicPlus's reasonable control, but CivicPlus shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, SERVICE PROVIDER DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT FOR THE EXPRESS WARRANTIES IN THIS AGREEMENT, THE SERVICES ARE PROVIDED "AS IS AND CIVICPLUS HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ARISING FROM A PRIOR COURSE OF DEALING.

38. EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY CIVICPLUS TO CUSTOMER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN

THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT.

Force Majeure

39. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, pandemic, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of public enemy, internet service provider failure or delay, third party application failure, denial of service attack, or other cause of similar or dissimilar nature beyond its control.

Taxes

40. The amounts owed for the Services exclude, and Customer will be responsible for, all sales, use, excise, withholding and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity in connection with the Services (excluding taxes based solely on CivicPlus's income). If the Customer is tax-exempt, the Customer must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and the fees owed by Customer under this Agreement will not be taxed. If such exemption certificate is challenged or held invalid by a taxing authority then Customer agrees to pay for all resulting fines, penalties and expenses.

Other Documents

41. This Agreement, including all exhibits, amendments, and addenda hereto and all SOWs, constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement or any SOW will be effective unless in writing and signed by each Party. However, to the extent of any conflict or inconsistency between the provision in the body of this Agreement and any exhibit, amendment, or addenda hereto or any SOW, the terms of such exhibit, amendment, addenda or SOW will prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in a Customer purchase order or other order documentation (excluding SOWs) will be incorporated into or form any part of this Agreement, all such terms or conditions will be null and void, unless such term is to refer and agree to this Agreement.

Interlocal Purchasing Consent/ Cooperative Purchasing

42. With the prior approval of CivicPlus, which may be withheld for any or no reason within CivicPlus's sole discretion, this Agreement and any SOW may be extended to any public entity in Customer's home-state to purchase at the SOW prices and specifications in accordance with the terms stated herein.

43. To the extent permitted by law, the terms of this Agreement and set forth in one or more SOW(s) may be extended for use by other local government entities upon execution of a separate agreement, SOW, or other duly signed writing by and between CivicPlus and such entity, setting forth all of the terms and conditions for such use, including applicable fees and billing terms.

Miscellaneous Provisions

44. The invalidity or unenforceability, in whole or in part, of any provision of this Agreement shall not void, affect the validity or enforceability of any other provision of this Agreement.

45. The Parties negotiated this Agreement with the opportunity to receive the aid of counsel and, accordingly, intend this Agreement to be construed fairly, according to its terms, in plain English, without constructive presumptions against the drafting Party. The headings of Sections of this Agreement are for convenience and are not to be used in interpreting this Agreement. As used in this Agreement, the word “including” means “including but not limited to.”

46. The Parties will use reasonable, good faith efforts to resolve any dispute between them in good faith prior to initiating legal action.

47. This Agreement and any SOW, to the extent signed and delivered by means of a facsimile machine or electronic mail, shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. The Parties agree that an electronic signature is the legal equivalent of its manual signature on this Agreement and any SOW. The Parties agree that no certification authority or other third party verification is necessary to validate its electronic signature and that the lack of such certification of third party verification will not in any way affect the enforceability of the Parties’ electronic signature or any resulting agreement between CivicPlus and Customer.

48. Due to the rapidly changing nature of software as a service and digital communications, CivicPlus may unilaterally update this Agreement from time to time. In the event CivicPlus believes such change is a material alteration of the terms herein, CivicPlus will provide Customer with written notice describing such change via email or through its website. Customer’s continued use of the Services following such updates constitutes Customer’s acceptance of the same. In the event Customer rejects the update to the terms herein, Customer must notify CivicPlus of its objection within ten (10) days receipt of notice of such update.



Oma Lou Stewart
Assistant Clerk / Records Manager
City of Holly Springs ("Client")
PO Box 990
Holly Springs, GA 30142

(866) 761-5301
3717 Apalachee Parkway
Suite 201
Tallahassee, Florida 32311
sales@justfoia.com
www.justfoia.com

Dear Oma Lou Stewart,

Thank you for considering **JustFOIA's Proposal** in your organization's search for a Records Request Tracking Solution. Please consider the following benefits included with your JustFOIA partnership and subscription:

- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live trainings and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Continuous Training:** In addition to live training, JustFOIA provides a complimentary subscription to a Learning Management System (LMS) including on-demand continuing educational videos and content.
- **Government Security & Compliance:** All JustFOIA client sites are deployed exclusively on the Microsoft Azure Government Cloud, the Gold Standard in government-level security. As a certified SOC 2 organization, JustFOIA ensures the foundational principles of security, privacy, compliance, and transparency.
- **Unlimited Administrators, Power Users & General Users:** No matter the number of staff involved in records requests, JustFOIA allows unlimited users for all contracted modules at no additional charge.
- **Configurability & Flexibility:** JustFOIA is more than *just* FOIA. Receive a better return on investment by leveraging the solution for more than public records. Liens, Permits and Subpoenas are just a few client examples. With JustFOIA, you have more control over system settings and functionality than any other solution. Dynamic fields recognize keywords entered by citizens to point them to the right place.
- **Having a Voice:** JustFOIA was created based on client feedback, which continues to be the main source of product roadmap ideas. Clients play an essential role in our product feedback loop, collaborating with JustFOIA's Product Development & Quality Assurance Teams to ensure powerful and easy-to-use releases.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your consideration and hope that we will have the pleasure of partnering with you.

Sincerely,

Sarah Hutchinson
Solution Consultant
(850) 600-4244 | shutchinson@justfoia.com



Proposal

City of Holly Springs

Issued: June 13, 2025



EXECUTIVE SUMMARY

Records request challenges continue to increase, and the call for transparency is at an all-time high. Organizations are selecting JustFOIA to bridge the transparency gap with their community to create an environment of trust and accountability. JustFOIA licenses a software-as-a-service solution (the “Solution”), which is the **easiest-to-use records requests software** that manages every step of the process from intake to delivery. Our Solution can help you save valuable time by automating repetitive tasks, such as redactions, assignments, reminders, and communication with requesters and responders. It is now essential to leverage technology to streamline your records requests process.

OUR COMPANY

Built by users, for users

JustFOIA, Inc. (“JustFOIA”) began as a product built for MCCi’s public sector clients from a deep understanding gained through 20+ years of servicing municipal clerks, records managers, and the public sector. From its founding roots as a Municode company, MCCi has accelerated more than 1,600 clients’ digital transformation journeys by adding intelligence to their processes.



Because many of these clients were searching for a way to better manage the rise in complexity and volume of their organizations’ records requests, MCCi’s development team and leadership worked hand-in-hand with these clients to simplify the process and provide a better user experience for records managers and the constituents they serve. **In 2014, the JustFOIA Solution was launched.** Fast forward to 2020, JustFOIA’s success sparked the need for its own brand and evolution into becoming a sister-company to MCCi. In 2022, we celebrated the milestone of over 1 MILLION records requests processed in JustFOIA, serving more than 500 clients in 44 states.

WHAT MAKES US DIFFERENT

Development fueled by client ideas



Our clients continue to be a vital component of our product feedback loop with client success, implementation, and support teams all regularly contributing ideas to product management. With the launch of our [Ideas Portal](#), **we ensure clients have a voice**, providing a direct line to submit ideas for development consideration, see the status of their development request, and actively vote for the most important features and improvements.

We believe ideas get better when you create an environment of sharing. We regularly organize specialized group discussions, where users with similar challenges engage with our team to make the system work better for them. In addition to testing done by our seasoned, in-house development and quality assurance testing teams, when large features are ready to be tested, we gather beta clients for focus groups and trial usage before releases make it to prime time.

Personalized, consultative services approach

When choosing a records request management solution partner, there are many things to consider. Features and functionality are certainly part of any software partner buying decision, but what will truly dictate your overall experience will be the support you receive during the initial implementation and beyond. We know records requests are only a part of your overall responsibilities, so we start by taking a personalized, consultative approach to the implementation. You’re not expected to figure this out on your own – we take the time to fully understand your unique needs and conduct multiple live trainings with your Administrators and Power Users, making sure the end result is the desired one.

Best-in-class technical support

Once your project is complete, you will have access to our stellar Technical Support Team, maintaining a documented **100% client satisfaction rate**, for troubleshooting and supporting the Solution. We offer optional supplementary support packages as well, giving you more access to our staff based on your needs.



Proactive client success



JustFOIA



We are fanatical about client success. Don't just take our word for it—check out our [G2 Reviews](#). Success starts with our eagerness to understand our clients' needs and where they are headed on their journey to streamlining their records requests processes. We believe in a proactive support methodology, which begins with client education, excellent service, and communication. Your organization will have a **dedicated Client Success Specialist** that can:

- Identify any needs that could easily be addressed by the Solution
- Serve as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Provide continued education for existing and new users through webinars, workshops, user groups, and more
- Coordinate with our sales operations team for pricing/renewals inquiries and budgetary information

Easiest-to-use or we'll retrain you free

We understand that software – no matter how many features it has – can't be great unless it's easy to use. **We guarantee that JustFOIA is the easiest-to-use records request software, or we will train you again at no extra cost.**



To back this up and to supplement our **live trainings**, we offer our industry-exclusive [Learning Management Software platform](#) – The Training Center for JustFOIA – to our clients for free. With unlimited, on-demand access to hundreds of help videos and product documentation, live monthly learning sessions, and peer-based user groups, training new departments and employees is a breeze. We leverage the platform as we roll out JustFOIA to new clients every day, using it to store custom training videos and designing courses for users that simplify training on new features and functionality. If you are as passionate about learning as we are about training, get JustFOIA certified. We offer certifications for Administrators, Power Users and General Users.

WHAT'S INCLUDED WITH JustFOIA PRO PLUS?

FEATURES & SERVICES		Pro Plus
Security & Compliance		
SOC 2 Certified Organization Partner		✓
Annual Employee Certified CJIS & HIPAA Training		✓
ADA/Section 508 Compliant		✓
CJIS ACE Seal of Compliance		✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)		✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product		✓
System Updates		✓
Single Sign-On (SSO)		✓+
Data Storage & Users		
Standard Data Storage		Unlimited
Unlimited Administrators, Power Users, General Users, & Viewers		✓
Requester Experience		
One (1) Configurable Public Portal for Requesters to Submit & Track Requests		✓
Search Archive to Allow Requesters to Search Previous Requests		✓
Dynamic Form Fields (e.g., conditional fields or messages)		✓
User Experience		
Retention Schedules		✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently		✓
DirectRoute Workflow		+
Notifications, Reminders & Alerts		✓
In-App Internal & External (Requester) Communication Tools		✓
In-App Redaction with Auto-Redaction (Unlimited Users)		✓
Unlimited File Size in Release to Requester		✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction		✓
Time & Materials Tracking		✓
Invoicing Module		✓
Payment Portal for Credit Card Processing		✓+
Laserfiche Integration for Importing/Exporting Files		+
Reporting Dashboard		✓
Standard & Custom Reports through Advanced Reporting		✓
Training/Onboarding		
Dedicated Project Lead		✓
Live, Remote Administrator & Power User Training		✓
Live, Onsite Administrator & Power User Training		+
One-Week Hypercare Period after Go-Live		✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos		✓
Client Service & Support		
Live Technical Support from 8 a.m. to 8 p.m. Eastern		✓
Dedicated Client Success Specialist		✓
Monthly Webinars		✓
JustFOIA Supplemental Support Hours		+

✓ Included + Optional ✓ + Client choice of SSO or Payment Portal Included (Also available as an Optional Add-on)

PRICING



3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Client Name: City of Holly Springs
Proposal Number: 36523
Proposal Type: New JustFOIA System

Quote Date: 06/13/2025
Subscription Period Start Date: 07/13/2025
Subscription Period End Date: 12/31/2026

<i>Product Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>Total</i>
<u>JustFOIA ANNUAL RECURRING SERVICES</u>			
☒ JustFOIA Pro Plus	1	\$9,835.00	\$9,835.00
☒ Single Sign-On (SSO)	1	Included	Included
☒ Any & All Document Management	1	Included	Included
☒ Unlimited Admins, Power Users & General Users	1	Included	Included
☒ Unlimited Storage	1	Included	Included
<i>Site Name:</i> Holly Springs, GA		Included	Included
<i>URL:</i> hollyspringsga.justfoia.com		Included	Included

SUBTOTAL - RECURRING ANNUAL SERVICES	\$9,835.00
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<i>Service Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>Total</i>
<u>JustFOIA SERVICE PACKAGES</u>			
☒ Pro Implementation	1	Included	Included
☒ Configuration of 2 Request Forms	1	Included	Included
• Open Records Requests			
• Police Department Records Requests			
☒ Redaction Exemption Codes Configuration	1	\$1,500.00	\$1,500.00
☒ Single Sign-On Configuration	1	Included	Included
☒ Any & All Document Management Configuration	1	Included	Included
☒ Dynamic Fields Configuration (up to 10/package)	1	\$370.00	\$370.00

SUBTOTAL - ONE-TIME SERVICES	\$1,870.00
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☒ JustFOIA Subscription Proration for 17+ Months	\$4,634.58
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JUSTFOIA SUBSCRIPTION PRORATION (7/13/2025-12/31/2025) & ONE-TIME SERVICES	\$6,504.58
YEAR 1 RECURRING ANNUAL SUBSCRIPTION COST (1/1/2026 - 12/31/2026)	\$9,835.00
YEAR 2 RECURRING ANNUAL SUBSCRIPTION COST	\$10,326.75
YEAR 3 RECURRING ANNUAL SUBSCRIPTION COST	\$10,843.09

All Quotes Expire 30 Days from Quote Date

This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.

NOTE: *The information presented in this document is based on the results of JustFOIA's and Client's collaborative preliminary discovery thus far. As planning and discovery continue, the project scope and costs may change to meet the specific needs of Client. **JustFOIA will provide Master Services Agreement and Addendum with Assumptions, Terms & Conditions for review and approval prior to the start of any project.***

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "**Solution**").

The Recurring Services portion of this Order and/or applicable Addendum will systematically renew unless written notice of termination has been provided. An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts) unless Client has terminated the Order and/or Addendum earlier, as set forth below, or provided sixty (60) days written notice prior to the scheduled renewal date of the Recurring Services.

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

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TECHNICAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email (support@justfoia.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Description	Technical	JMSS	JPASS
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

***Current System Modifications** includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

****New System Configurations** includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

Note on Hours usage: JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

HOW DOES IT WORK?



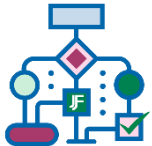
Receive Records Requests through Your Configurable Public Portal

Direct requesters to an online experience to submit and track the status of their requests, search previous requests, pay invoices, and more. Requesters are automatically notified of receipt.



Create Custom Request Forms

Modernize paper forms and emailed PDF requests with as many configurable, web-based forms as you want. Digital forms allow you to quickly collect all the information you need from the start!



Reduce Response Times through Workflow

Streamline your process by automating repetitive tasks and communications through process mapping. Departments and users can be assigned and automatically notified of tasks and due dates. Reminders, escalations, reassignments, and approvals are configurable within each task.



Centralize All Communications – With the Requester and Internal

Create transparency and simplify your communications both internally and externally. Design and automate common communications with templated messages and workflows.



Redact Sensitive Information

Automatically redact documents with one click or manually remove sensitive data. Features include text search, proximity search, redact selected text and/or full page(s). There is no per-user fee, so any user can redact a document if they are permitted by your organization. An exemption log can be automatically generated to accompany each request to explain any redactions.



Estimate & Log Time & Materials

Keep track of the labor, time, and materials costs of fulfilling requests. Configure individual user hourly rates and standard material fees, so invoicing is made simple.



Generate Invoices and Receive Payments

Issue invoices and receive payments inside the Public Portal. Accept all forms of payments including credit cards via our optional, PCI-Compliant Payment Portal, using third-party payment processors.



Import & Organize Response Documents

Easily upload documents from your computer, network or via our optional Laserfiche integration for the requestor to retrieve through your secure JustFOIA Public Portal. Using our optional Any & All Document Management module, extract .PST files and simplify managing hundreds of files.



Analyze Comprehensive Reports

Custom reports are available, in addition to standard reports, such as:

- | | | |
|----------------------|----------------------|---------------------|
| ▪ Processed Requests | ▪ Fees Totals | ▪ Correspondence |
| ▪ Bottlenecks | ▪ Time and Materials | ▪ Open Requests |
| ▪ User Activity | ▪ Deleted Requests | ▪ Request Retention |
| ▪ Paused Requests | ▪ User Task Activity | ▪ Payment Details |

WORLD-CLASS, STANDARD SECURITY & COMPLIANCE

JustFOIA is committed to providing a secure platform for our clients that meets or exceeds industry standards. JustFOIA's SOC 2 Type 2 certification, as defined by the American Institute of Certified Public Accountants (AICPA) demonstrates that an external auditing firm has verified the implementation of strict information security and risk management policies and procedures. JustFOIA's CIO is CISSP certified. **All JustFOIA client sites are deployed exclusively on the Azure Government Cloud**, which was built upon the foundational principles of security, privacy and control, compliance, and transparency. JustFOIA is also the only TX-RAMP Certified records request management cloud product.



SOC 2 COMPLIANCE

The official SOC 2 audit report provides a thorough review of processes relating to risk management, including:

- Internal Controls
- IT Infrastructure
- Logical Security
- Environmental Security
- Disaster Recovery Plans
- Access Management Policies
- Software Development Lifecycle
- Network Security
- Computer Operations
- Acceptable Use Policies
- Subservice Due Diligence
- Change Management Procedures
- Physical Security
- Business Continuity
- Corporate Ethics

MICROSOFT AZURE GOVERNMENT CLOUD

Microsoft Azure Government Cloud is FedRAMP Authorized at Level High and designed to handle data subject to certain government regulations and requirements, such as NIST800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. Azure Government uses physically isolated datacenters and networks (located in U.S. only).

ENCRYPTED DATA

The Solution is a web-based application, and all HTTP communications are secured in transit by TLS 1.2 (aka HTTPS). Your data is encrypted at rest transparently using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

WEB APPLICATION FIREWALL

Azure Web Application Firewall (WAF) provides protection of your web applications from common exploits and vulnerabilities. SQL injection and cross-site scripting are among the most common attacks. WAF on Application Gateway is based on Core Rule Set (CRS) 3.1, 3.0, or 2.2.9 from the Open Web Application Security Project (OWASP). With no additional configuration required, the WAF automatically updates to protect against new vulnerabilities.

LAYER 7 LOAD BALANCING & NETWORK SECURITY GROUPS

Load Balancing distributes traffic across multiple servers to improve availability and performance. Azure Application Gateway serves as a web traffic load balancer that directs traffic to web applications. While traditional load balancers operate at the transport layer (OSI layer 4), Azure Application Gateway makes routing decisions based on additional attributes of an HTTP request, such as URI path or host headers. Application layer (OSI layer 7) load balancing gives the JustFOIA team greater control in managing the Solution's infrastructure. As a second layer of protection, Network Security Groups applied will only allow traffic that is explicitly defined as allowed.

MONITORING & PERFORMANCE ANALYSIS

Our monitoring and alerting systems notify our Network Operations Center (NOC) of any issues with availability or performance. Our engineers are available 24/7 to address any cloud infrastructure issues.

P2S = POINT TO SITE VPN

Support & administrative personnel access the Solution's backend infrastructure via secure VPN connections only.

UPDATE MANAGEMENT

Updates for Windows Server OS and SQL Server are managed through Azure Automation Update Management, deploying critical and security updates monthly and classification updates quarterly.

AZURE BACKUP & SITE RECOVERY SERVICES

Azure's backup service provides independent and isolated backups to guard against accidental destruction of original data. Backups are encrypted and stored in a Recovery Services Vault with built-in management of recovery points.

The Solution's Disaster Recovery is built upon Azure Site Recovery (ASR), a native disaster recovery as a service that replicates all Virtual Machine disks (OS and Data for all web, application, and database servers) from the Azure Region hosting your production environment to a geographically disparate Azure Region. Replicas are kept up to date within five (5) minutes.

ONGOING SECURITY INNOVATION

As you can see, we take numerous measures to secure your data. While we're confident in our technology, we recognize that no system can guarantee data security with 100% certainty. For that reason, we will continue to innovate, maintain state of the art security measures, and thoroughly investigate any reported security issues concerning JustFOIA's services or software.

508/ADA COMPLIANCE

As part of our ongoing commitment to providing the easiest-to-use records requests software, we are dedicated to providing a web application that is accessible to the widest possible audience, regardless of technology or ability. As such, we strive to remove barriers that might prevent a person with disabilities from using our products by adhering to the Revised Section 508 Standards published by the United States Access Board.



The WCAG level of compliance is approved by the ADA for websites and provides recommendations for making content accessible. JustFOIA's citizen-facing pages perform at a Level AA (or level two) conformance to these guidelines, including:

- **Text Equivalents:** Alternative text for appropriate images and other non-text elements
- **Full Keyboard Access:** Built so that it can be accessed using a keyboard
- **Site Consistency:** Feature and functions perform the same way every time
- **Site Structure:** Appropriate headings, lists, paragraphs, style sheets, and other format features to enable easy use with assistive technology
- **Links:** Descriptive link titles, unless the link text already fully describes the target

JustFOIA routinely completes a Voluntary Product Accessibility Template (VPAT) and engages with external consultants certified by the International Association of Accessibility Professionals to ensure our Solution conforms with required standards. Our [VPAT Report](#) allows us to provide the data needed for your procurement team to verify that the JustFOIA Solution complies with Section 508 technical requirements.

CLIENT JOURNEY TO EMPOWERMENT

We're going to walk with you hand-in-hand throughout your JustFOIA Client Journey, actively supporting and guiding your team as they interact and engage with the Solution – thus, empowering your team to manage the system post-implementation. This journey is not viewed as a one-time transaction but as an ongoing partnership, where we remain committed to client success and satisfaction at every stage.

DELIVERY TEAM

Once you have selected your “destination” of JustFOIA, our Delivery Team will guide you through four phases of implementation, ensuring a smooth path to Go-Live:

Phase 1: Pre-Implementation

We think it's important that we get to know each other first – building upon the knowledge gained during the decision-making process to configure the Solution to your specific needs. Your Project Coordinator will gather configuration data and outline expectations for the upcoming implementation phases. During our “Implementation Launch Session,” your assigned Project Coordinator will discuss training, confirm the timeline and key milestone dates, and introduce you to the public-facing side of your JustFOIA site and request form(s).

Phase 2: System Training & Configuration

This phase will consist of two remote/live “*System Training Sessions*” for Administrators and Power Users, focusing on the practical application of the Solution through a hands-on experience submitting and working with mock requests to create a deep practical understanding of requests and administration settings. Clients are introduced to form configurations, retention options, redaction capabilities, communication tools, and more.

Phase 3: Request Training, Processing & Testing

Administrators and Power Users will be guided through the designed request form workflow, creating a collaborative, problem solving experience that results in a more intimate understanding of the process.

As Administrators and Power Users become experts in the Solution, the JustFOIA Delivery Team will collaborate with you to assist in onboarding general users. With numerous resources to onboard and introduce your staff to the Solution including custom training outlines, workflow maps, and guides for long-term reference, JustFOIA empowers you to create an internal training program while reinforcing your own knowledgebase.

Following training, a designated testing window reinforces training principles while preparing to launch the JustFOIA Solution to the public. Your assigned Project Coordinator will be on stand-by to make necessary system modifications.

Phase 4: Launching JustFOIA

Now, the moment we've been waiting for – it's time to Go-Live with JustFOIA! The Delivery Team is invested in your success and will be with you every step of the way. We will remove test data from your JustFOIA site and provide a press kit to spread the word about your efforts to promote transparency. High-level priority is given to inquiries and adjustments during our *Hypercare Check-in Service* period until you are transitioned to your long-term Client Success and Technical Support Teams.

CLIENT SUCCESS

Once you have launched JustFOIA to the public, your journey is only just beginning. Every JustFOIA client is assigned a dedicated Client Success Specialist to ensure they are getting the most out of their investment. Your Client Success Specialist can consult with you to recommend best practices and solutions to common records request issues. We invite clients to participate in periodic user webinars, training opportunities, user communities, and focus groups. Regardless of user type, there is something for everyone.

In addition to ensuring your satisfaction with JustFOIA, your Client Success Specialist will recommend resources found in the Training Center for JustFOIA, our complimentary learning management system with unlimited, on-demand access to hundreds of help videos and product documentation.

JUSTFOIA DEFINITIONS

To determine which modules are applicable, please refer to the Pricing section. Your specific implementation may not include all modules described below.

REDACTION MODULE

Our powerful in-App Redaction Module allows you to upload and redact documents automatically with one click or manually remove sensitive data. Features include text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once applied, redacted areas are burnt into the document and cannot be recovered or removed so only the redacted version can be released. There is no per-user fee, so any permitted user can redact a document.

JUSTFOIA TRAINING CENTER

The JustFOIA Training Center is a robust Learning Management System that offers remote learning, ongoing training and certification. This complimentary subscription provides an easy solution for new users and refresher training. Benefits include:

- 24/7 access to on-demand JustFOIA training videos, certification courses and other resources
- Reduction in training time and expenses
- Catered learning for all skill levels from Basic Users to System Administrators
- Unlimited access for Client's entire organization
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption of JustFOIA
- Customized with fully indexed, recorded training sessions

ADVANCED REPORTING

The Advanced Reporting module will allow Client to select data points to create custom reports and includes the following:

- User-selectable data points
- User-defined date ranges
- Saving created reports
- Ability to export data

SINGLE SIGN-ON (SSO)

The JustFOIA authentication system enables [Single Sign-On](#) ("SSO") integration by allowing connection to one of many supported identity providers. This allows users to login to JustFOIA via trusted connections established with their IT infrastructure (e.g., Microsoft Entra ID (formerly known as Azure Active Directory) login) instead of using username and password authentication within JustFOIA. This feature eliminates the need for users to maintain two sets of credentials, is easier for Client's IT organization to maintain security protocols and gives Client better control over managing user access.

The following types of enterprise connections can be made:

- | | |
|---|---|
| ▪ Microsoft Entra ID (formerly known as Azure Active Directory) | ▪ PingFederate |
| ▪ ADFS | ▪ Google Workspace (formerly G Suite, formerly Google Apps) |
| ▪ Open ID Connect | ▪ SAML |
| ▪ Active Directory | ▪ Duo |

PAYMENT PORTAL

JustFOIA integrates with Authorize.net, PayPal, NIC, and NCR/JetPay to collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure Authorize.net, PayPal, NIC, or NCR/JetPay site. Once they pay, users are able to make the request documents available for immediate release.

LASERFICHE INTEGRATION

Our exclusive Laserfiche integration is a seamless bridge, allowing your organization to leverage Laserfiche to fulfill records requests more quickly and efficiently. From inside the JustFOIA Solution, users can securely connect to their Laserfiche repository to search and browse for responsive documents, sending selected documents to a specific request in the same file format as they are in the repository. As part of your Laserfiche Integration, you can export custom system reports directly into your Laserfiche repository, as well as all parts of a request including communications, response documents, invoices, and a full timeline history of activity on the request. This integration requires each user to have a full Laserfiche license. Please see the [Laserfiche Integration User & Configuration Guide](#).

ANY & ALL DOCUMENT MANAGEMENT

For clients who receive requests for “Any and All” communications, the effort to determine the responsive documents can be overwhelming. Built for clients who need to work with a large number of files, JustFOIA’s Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract .PST files (emails and attachments)
- Detect duplicate emails
- Bulk redact and sort all files with one-click
- Combine files into one PDF
- Create custom folders and review documents in the document viewer

DIRECTROUTE WORKFLOWS

DirectRoute Workflows enhance your organization’s efficiency by automating the initial routing of requests. This empowers requestors to pinpoint the exact department responsible for receiving and addressing their submission. This leads to a significant reduction in processing time, a streamlined user experience, and assurance that requests are routed accurately.

Like JustFOIA’s standard workflow capabilities, DirectRoute Workflows can include due dates, reminders, escalations, approvals and trigger the dispatch of system and customized emails.

DYNAMIC FORM FIELDS

For clients looking for a more advanced form experience, Dynamic Form Fields provides a way to create highly interactive and user-centric request forms. These fields adapt the form’s behavior to requestor input and predefined conditions, specifically enhance the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are not relevant to every requestor. The use of Dynamic Form Fields ensures all data necessary to process a request is collected at the initial submission.

A JustFOIA Dynamic Form Field is defined as a single form field (Dropdown, Checkbox, Text Area, Text Input, Date or Label) that becomes visible and/or required based on form selections or requestor input.

SANDBOX

For clients that prefer to test proposed changes before making updates to their live system, JustFOIA offers a Sandbox environment. JustFOIA will provide a sandbox/testing environment based on a snapshot of the configuration and database on the day requests begin being processed via the JustFOIA Public Portal. An update can be requested at any time, for an additional cost.

INSTANCE

For agencies that prefer to have multiple instances of JustFOIA, there are options available. Ideal for shared services environments with centralized IT administration and billing needs, an additional instance can be used for an additional agency, division or even a sandbox environment. An additional instance includes:

- Per-instance administration interface
- Same add-ons as initial system
- A separate, unique URL
- Unique set of system email templates
- Independent branding and separate Public Portal
- Independent reporting
- A different SSO domain and/or payment account

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

PRO IMPLEMENTATION

CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of current records request process(es) and requirements
- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
 - Create General User and Viewer accounts and respective departments
 - Create user-created email templates
- Conduct internal end-user (General User) trainings
- Perform user acceptance testing
- Complete JustFOIA Training Center trainings and certification
- Configure Deflection/Dynamic Fields, unless Dynamic Fields Configuration Package is quoted

JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (1 hour) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (1 hour) to identify implementation milestones and introduce Client to public facing JustFOIA site and request form(s)
- Establish and configure initial Administrator and Power User security credentials and respective departments

- Personalize Public Portal with Client branding
- Configure number of request forms defined in Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct two (2) Remote System Trainings (1.5 hours and 1 hour respectively); recordings made available in Training Center
- Conduct one (1) Remote Workflow Training (1 hour per form process); recording made available in Training Center
- Provide training support and resources to Administrator and Power User Team for end-user trainings
- Provide technical support through user testing before going live
- Assist with transition to Client Success and Support Teams
- Provide Go-Live Marketing Press Kit

REDACTION EXEMPTION CODES CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide list of desired Exemption Codes for entry into JustFOIA with desired descriptions

JustFOIA TASKS & DELIVERABLES

- Configure Redaction Exemption Codes and Exemption Log
- Complete testing and training

SINGLE SIGN-ON (SSO) CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review [Single Sign-on Guide](#)
- Follow the [Single Sign-on Guide and](#) best practices documentation for your Identity Provider of choice
- Choose a protocol to connect with (e.g.: SAML, Open ID Connect)
- Attend an Integration Call with JustFOIA to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
- Work with JustFOIA to determine what pieces of information will be needed
- Participate in testing

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure JustFOIA SSO:
 - Deliver any relevant documentation for connection type to the client
 - Integration call with Client to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
 - Information gathered by client is provided to JustFOIA
 - Enterprise Connection is created and established in the JustFOIA system
 - Client tests the connection to validate it is configured and working correctly
- Complete testing

ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Attend remote Document Management training and respond promptly to requests for information

JustFOIA TASKS & DELIVERABLES

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

DYNAMIC FIELDS CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a list of desired dynamic form field(s), keywords and/or external links

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering (not to exceed 1 hour)
- Configure and implement up to 10 dynamic form fields (not to exceed 1 hour)
- Complete testing

READY TO PARTNER?

If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
☐	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
☐	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
☐	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: - Legal Name - Bill to Contact(s)/Email(s) - Ship to Contact(s)/Email(s) - Accounts Payable Email (if applicable) - Desired Request Forms - Desired URL (Example: bryantx.justfoia.com)	JustFOIA SC
☐	Ensure your IT Department has reviewed and agreed to the prerequisites for: Single Sign-on - Determine enterprise connection (i.e., Microsoft Entra ID (formerly known as Azure Active Directory), ADFS, SAML) Laserfiche Integration - Must be on version 10.4 or higher - What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCi Managed Cloud, etc.)?	Client IT
☐	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the Payment Portal (Authorize.NET, PayPal, NIC, or NCR/JetPay) - Determine desired payment gateway - Determine/setup merchant account compatible with payment gateway	Client Finance
☐	Client/JustFOIA Legal Review	Client & JustFOIA SC
☐	Client executes Contract and becomes part of the JustFOIA family!	Client

Granicus Proposal for Holly Springs, GA

ORDER DETAILS

Prepared By: Kyle Connors
Phone: (864) 365-8450
Email: kyle.connors@granicus.com
Order #: Q-458948
Prepared On: 27 Jun 2025
Expires On: 16 Aug 2025

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Public Records Request Management	Annual	1 Each	\$12,775.00
Public Records Request Management Annual Services and Maintenance	Annual	1 Each	\$1,915.00
Hosted Data Storage (TB)	Annual	2 Each	\$0.00
Online Payment Connector	Annual	1 Each	\$3,600.00
PST Email Extractor	Annual	1 Each	\$3,600.00
PST Email Extractor Annual Services and Maintenance	Annual	1 Each	\$0.00
Additional Public Records Request Type	Annual	2 Each	\$3,340.00
Additional Public Records Request Type Annual Services and Maintenance	Annual	2 Each	\$500.00
SUBTOTAL:			\$25,730.00

- Once purchased data storage has been exceeded, data storage is billed in increments of 1TB over the purchased data storage amounts herein and will be assessed an additional annual fee of \$1,200.00 and billed in arrears. Storage is reviewed annually and is adjusted at the next annual renewal. Throughout the term of the contract Holly Springs, GA is able to contact Granicus for a report on how much storage has been used.

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Public Records Request Management	\$13,669.25	\$14,626.10
Public Records Request Management Annual Services and Maintenance	\$2,049.05	\$2,192.48
Hosted Data Storage (TB)	\$0.00	\$0.00
Online Payment Connector	\$3,852.00	\$4,121.64
PST Email Extractor	\$3,852.00	\$4,121.64
PST Email Extractor Annual Services and Maintenance	\$0.00	\$0.00
Additional Public Records Request Type	\$3,573.80	\$3,823.97
Additional Public Records Request Type Annual Services and Maintenance	\$535.00	\$572.45
SUBTOTAL:	\$27,531.10	\$29,458.28

PRODUCT DESCRIPTIONS

Solution	Description
Public Records Request Management	Annual subscription to a centralized public records request management and tracking platform which includes: • A branded public portal for request intake with a patented, request deflection technology option • Automated date calculation that uses public records law and organization work schedules to calculate request due dates • Highly configurable automated workflow rules to automate request processing and routine tasks • Request tracking with monitoring tools, configurable escalations, and a complete audit trail • GovQA's Redaction Tool with unlimited user licenses • Billing features include configurable fee schedule, time and materials tracking, and the ability to generate and present estimates and invoices to requesters • A robust reporting suite • Hosting in Microsoft Azure Gov, a CJIS and HIPAA compliant environment • Audited annually by third party auditors for FISMA Moderate, CJIS, HIPAA, and SOC 2 Type 2 compliance.
Public Records Request Management Annual Services and Maintenance	Year 1 Services: The Granicus Services Team will conduct weekly requirements-gathering interviews with the customer over a period of 12-16 weeks during which the consultant will identify the system configuration needed for successful intake, analysis, and disposition of Public Record Requests in a manner that matches or enhances the customer's existing Public Record Request business processes and aligns with industry best practices. The Services Team will configure up to 2 Public Record Request Types, up to 40 automated workflow rules, and will coach the customer's project team on change management. Once GovQA is configured a designated Trainer will be assigned to perform live training sessions. In final preparation for software launch a transition session will be completed to the Granicus Support and Success Teams. Year 2+ Services: In addition to Granicus Support and Success the Services team will be available upon request to provide the following GovQA Assistance for customers: • New Staff Training (4 hours) • Portal Updates • Add/Update Retention Schedules • Custom Field Updates

Solution	Description
	• Admin Task Updates: Adding Staff, Updating Workflows & Letterhead Templates • Recommended System Cleanup and Refresh • Report Creation • If applicable: Redaction Code Updates • If applicable: SSO Changes • If applicable: Payment Vendor Changes
Hosted Data Storage (TB)	Hosted Data Storage (TB)
Online Payment Connector	Enables online payment of request-related fees presented through GovQA's Invoicing solution by creating a connection with your existing payment processing vendor or a Granicus preferred vendor.
PST Email Extractor	Extract and deduplicate Outlook .pst files into component .msg files with their attachments, allowing them to be machine readable and redactable within GovQA while retaining the original .pst file.
PST Email Extractor Annual Services and Maintenance	Year 1: The Granicus Services Team (consultant and technical support engineer) will enable and test these features. The feature's functionality will be reviewed with the customer's project team during workshops. Year 2+ Services: In addition to Granicus Support and Success the Services team will be available upon request to provide the following GovQA Assistance for customers: • New Staff Training (2 hours) • Recommended System Cleanup and Refresh
Additional Public Records Request Type	Tailored intake forms that capture all necessary and unique details needed for response to other types of FOIA requests; plus management and tracking that follows different workflows, escalations, and due date calculations.
Additional Public Records Request Type Annual Services and Maintenance	Year 1 Services: The Granicus Services Team will conduct weekly requirements-gathering interviews with the customer over a period of 12-16 weeks during which the consultant will review the existing GovQA configuration and identify the system configuration needed for the additional request type. Once GovQA is configured a designated Trainer will be assigned to perform live training sessions. In final preparation for software launch a transition session will be completed to the Granicus Support and Success Teams. Year 2+ Services: In addition to Granicus Support and Success the Services team will be available upon request to provide the following GovQA Assistance for customers:

Solution	Description
	• New Staff Training (4 hours) • Portal Updates • Add/Update Retention Schedules • Custom Field Updates • Admin Task Updates: Adding Staff, Updating Workflows & Letterhead Templates • Report Creation

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-458948 dated 27 Jun 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Holly Springs, GA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

	Tier	Low	High
Annual Request Volume (ARV)	1	0	99
	2	100	299
	3	300	499
	4	500	999
	5	1,000	2,499
	6	2,500	4,999
	7	5,000	7,499
	8	7,500	10,000
	Subsequent tiers	2,500	

Client will be renewed in the ARV tiers specified in the table above for use of Records Requests products (i.e., GovQA) based on the actual Request Volumes available in the Client's production environment from beginning of the current Term up to the provision of a renewal quote projected as an ARV.

If less than six (6) months of Request Volume data is available, client will be renewed at the same tier as the previous Term.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-458948 dated 27 Jun 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Holly Springs, GA	
Signature:	
Name:	
Title:	
Date:	

ITEM REPORT

AGENDA ITEM NUMBER: VIII.G.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: July 7, 2025

AGENDA ITEM: Amendment to the job description for the Assistant City Clerk of the City of Holly Springs, Georgia.

EXECUTIVE SUMMARY:

The amendment proposes to separate the roles of the Assistant City Clerk and the Records Manager. The new position would be responsible for maintaining official municipal records and managing public meeting functions. Additionally, this role would provide support for human resources and risk management activities.

FISCAL IMPACT:

This position would be classified as Grade 16 in the City's Step and Grade Compensation Plan.

ATTACHMENTS:

1. Assistant City Clerk

RECOMMENDATION:

The staff recommendation is approval of the job description.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Assistant City Clerk
2. Department: Finance and Administration Division: City Clerk's Office
3. FLSA Classification: Non-Exempt Pay Grade: 16

B. INTRODUCTORY STATEMENT

This position is responsible for supporting the City Clerk in maintaining official municipal records and managing public meeting functions, while also providing support for human resources and risk management functions.

C. ESSENTIAL JOB FUNCTIONS

1. Assists in preparing, reviewing, verifying, distributing, and posting meeting agendas, meeting packets, minutes, legal notices, and other public records for City Council meetings, as well as for various boards and committee meetings, in compliance with Georgia's Open Meetings Act.
2. Prepares for and may attend City Council, public hearings, and other board and committee meetings to record and transcribe minutes.
3. Sets up the council chambers or other meeting rooms as needed.
4. Maintains membership lists of City board, committee, and advisory committee members.
5. Assists candidates qualifying for local elections.
6. Assists with managing employee recruitment, onboarding, training, payroll and benefits, and employee relations.
7. Assists in monitoring claims activity and processing various claims, including property, casualty, general liability, and automobile liability.
8. Assists in managing risk initiatives to protect the City's assets and reduce losses from employee injuries, accidents, or liability exposures.
9. Maintains confidentiality of all information and documentation.
10. Maintains organized and confidential digital and physical filing systems.

11. Assists in coordinating the City's open records requests and records management program, including compliance, storage, release of records, retention, and destruction of documents.
12. Conducts records maintenance activities in compliance with guidelines governing record retention: ensures proper maintenance and storage of records including scanning, confidentiality of information, and release of records to authorized individuals in accordance with established guidelines; initiates any actions necessary to correct deviation.
13. Coordinates the city's records management program; processes documents for shredding; maintains lists of all destroyed documents.
14. Resolves, and coordinates response to open record requests as required by law.
15. May perform general clerical tasks such as answering phone calls, typing documents, making copies, filing documents, or processing incoming and outgoing mail.
16. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of computers and job-related software programs.
2. Knowledge of customer service principles and practices.
3. Knowledge of agenda preparation procedures.
4. Knowledge of standard human resources practices.
5. Knowledge of state and federal laws and regulations related to human resources.
6. Knowledge of principles, practices, and procedures associated with maintenance of official records.
7. Knowledge of the requirements of the Georgia Open Records Act, Georgia Records Retention Schedule, and other federal, state, and local laws and ordinances affecting City government.
8. Proficiency in Microsoft Office (Word, Excel, Outlook); HRIS and records management software experience is a plus. Skill in the use of modern office principals and equipment.
9. Skill in problem solving.

10. Skill in prioritizing and planning. Strong organizational and time management skills.

11. Skill in public and interpersonal relations.

12. Skill in oral and written communication.

2. Responsibility

a. This position has direct supervision over the Records Manager.

3. Personal Work Relationships

a. Contacts are typically with coworkers, other city employees, elected and appointed officials, candidates, representatives of other municipal governments, business owners, and the general public.

b. Contacts are typically to exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.

b. The work is typically performed in an office.

5. Guidelines

a. Guidelines include the City Code, City Council resolutions, state records retention schedules, and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

b. Guidelines include city and department personnel policies and procedures, the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FLMA), wage and hour laws, risk management policies and procedures, and other applicable state or federal employment laws.

6. Complexity and Scope of Work

a. The role includes a range of administrative and technical responsibilities. The diverse tasks, frequent interruptions, and tight deadlines add to the complexity of the job.

b. The primary purpose of this position is to help manage the operations of the City Clerk's Office and to provide technical support for the City's human resources and risk management functions. Successful performance in this role enhances the efficiency, effectiveness, and integrity of various city functions and operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education; supplemented by three (3) years related experience and/or training that includes municipal government administration, records management, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience.
- b. Experience is sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years' experience or service.
- c. At least 1 year of human resources experience preferred.

Preferred Qualifications

- d. Certified Municipal Clerk (or ability to obtain within two years) or similar certification preferred.
- e. Notary Public (or ability to obtain within 6 months).

8. Supervisory Controls

- a. The Assistant City Manager/City Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Assistant City Clerk with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

ITEM REPORT

AGENDA ITEM NUMBER: VIII.H.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: July 7, 2025

AGENDA ITEM: Create a job description for the Records Manager of the City of Holly Springs, Georgia.

EXECUTIVE SUMMARY:

With the amendment to the Assistant City Clerk job description, the responsibilities of the Records Manager would be outlined as a separate position. This position would be responsible for overseeing the development, implementation, and maintenance of an effective records management program in accordance with Georgia laws and regulations. This position ensures the efficient handling, retention, preservation, and disposition of public records and information, both physical and electronic, in compliance with the Georgia Open Records Act, state records retention schedules, and applicable federal regulations.

FISCAL IMPACT:

This position would be classified as Grade 14 in the City's Step and Grade Compensation Plan.

ATTACHMENTS:

1. Records Manager

RECOMMENDATION:

The staff recommendation is approval of the job description.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Records Manager
2. Department: Finance and Administration Division: City Clerk's Office
3. FLSA Classification: Non-Exempt Pay Grade: 14

B. INTRODUCTORY STATEMENT

This position is responsible for overseeing the development, implementation, and maintenance of an effective records management program in accordance with Georgia laws and regulations. This position ensures the efficient handling, retention, preservation, and disposition of public records and information, both physical and electronic, in compliance with the Georgia Open Records Act, state records retention schedules, and applicable federal regulations.

C. ESSENTIAL JOB FUNCTIONS

1. Maintains a comprehensive records management program in line with Georgia state laws and local ordinances.
2. Ensures compliance with Georgia's Local Government Records Retention Schedules issued by the Georgia Archives.
3. Oversees records lifecycle management including classification, storage, retrieval, retention, and destruction.
4. Coordinates with departments to conduct regular records audits and inventories.
5. Develops policies, procedures, and training programs for staff on proper records management practices.
6. Processes open records requests in accordance with the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.).
7. Manages and implement records management software systems (e.g., electronic document management systems).
8. Ensures proper storage, security, and confidentiality of sensitive records.
9. Trains and provide guidance to departmental records custodians.
10. Maintains up-to-date knowledge of laws and best practices in records and information management.

11. May perform general clerical tasks such as answering phone calls, typing documents, making copies, filing documents, or processing incoming and outgoing mail.

12. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. In-depth knowledge of Georgia's public records laws and records retention guidelines.
2. Knowledge of principles, practices, and procedures associated with maintenance of official records.
3. Familiarity with records management systems and digital archiving practices.
4. Knowledge of the requirements of the Georgia Open Records Act, Georgia Records Retention Schedule, and other federal, state, and local laws and ordinances affecting City government.
5. Strong organizational, analytical, and project management skills.
6. Knowledge of customer service principles and practices.
7. Knowledge of modern office principles and equipment.
8. Proficiency in Microsoft Office and records management software (e.g., Laserfiche).
9. Skill in problem solving.
10. Skill in public and interpersonal relations.
11. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with coworkers, other city employees, elected and appointed officials, representatives of other municipal governments, and the general public.
- b. Contacts are typically to exchange information, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- b. May require lifting boxes up to 30 lbs. and handling physical files.
- c. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include the City policies and procedures, Georgia Public Records Law, Georgia Records Retention Schedules, Georgia Archives Rules and Standards, Records Destruction Procedure, Federal and Compliance Requirements, Technology and Cybersecurity Best Practices. These guidelines may require some interpretation in application.

6. Complexity and Scope of Work

- a. This role includes a range of administrative, technical, and digital responsibilities. The diverse tasks, frequent interruptions, tight deadlines and cross-department coordination add to the complexity of the job.
- b. The primary purpose of this position is to manage an effective records management program. Successful performance in this role enhances the efficiency, effectiveness, and integrity of various city functions and operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education; supplemented by three (3) years related experience and/or training that includes municipal government administration, records management, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience.
- b. Experience sufficient to thoroughly understand the work and to be able to answer questions and resolve problems, usually associated with a minimum of three to five years' experience in records management, preferably in a government setting.
- c. Certified Records Manager (CRM) or similar certification preferred.

8. Supervisory Controls

- a. The Assistant City Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Records Manager with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

ITEM REPORT

AGENDA ITEM NUMBER: VIII.I.



FROM: Ron Carter, IT and Facilities Manager

MEETING DATE: July 7, 2025

AGENDA ITEM: Quote #1092 dated June 24, 2025, from NeSmith Electric, Inc., for performing electrical installation and repairs located at 220 Stringer Road, Canton, GA 30115, in an amount not to exceed \$5,200.00 and to ratify the City Manager's signature.

EXECUTIVE SUMMARY:

Estimate #1092 dated June 24, 2025, from NeSmith Electric, Inc., for performing electrical installation and repairs located at 220 Stringer Road, Canton, GA 30115, in an amount not to exceed \$5,200.00 and to ratify the City Manager's signature.

Three proposals were obtained, and NeSmith Electric, Inc. was the lowest one.

NeSmith Electric, Inc.	\$5,200.00
Advanced Systems, Inc.	\$6,305.00
ServiceWise	\$7,238.94

FISCAL IMPACT:

\$5,200.00 from General Fund.

ATTACHMENTS:

1. NeSmith Estimate - 220 Stringer Road
2. Advanced Systems Proposal - City of Holly Springs (Cagle House Electrical)
3. ServiceWise Quote - 220 Stringer

RECOMMENDATION:

The staff recommendation is approval of the estimate.

CONCURRENCES:

Finance and Administration

ESTIMATE

NeSmith Electric, Inc.
211 Miller Heights
Canton, GA 30115

nesmithelectric@aol.com
+1 (678) 493-2697

City of Holly Springs court house:220 Stringer Rd

Bill to

Ron Carter
City of Holly Springs

Estimate details

Estimate no.: 1092
Estimate date: 06/24/2025

#	Product or service	Description	Qty	Rate	Amount
1.		220 Stringer Rd.			
2.	Electrical Services		1	\$5,200.00	\$5,200.00
3.		Wire (1) 25 amp 240 volt mini split Furnish and install 5 emergency exit bug eyes Furnish and install (9) 8 ft strip light fixtures Furnish and install 1 outlet for the furnace Demo the sub panel Repair the wires in the basement Demo the coax cables Furnish and install 1 switch and outdoor light at basement Relocate wires from the sub panel to the existing panel			

Total

\$5,200.00

June 27, 2025

Accepted date

Robert H Logan, City Manager

Accepted by



Service Wise Electric and Plumbing
2883 Holly Springs Pkwy, Canton, Georgia 30115-7416 United States
(404) 704-4903

BILL TO

City of Holly Springs
3237 Holly Springs Pkwy
Holly Springs, GA 30115

ESTIMATE
107316835

ESTIMATE DATE
Jun 13, 2025

JOB ADDRESS

Ron Carter
220 Stringer Road
Canton, GA 30115 USA

Job: 107320286

ESTIMATE DETAILS

220 Stinger : Misc. electrical work around house.

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
DEMO/SAFE OFF	Demo all existing electrical out of the old panel in the basement and take out the old main panel. clean up the wiring in the basement, add junction boxes to repair open splices in the ceilings. Add tandem breakers in the main panel to create space for the circuits from the sub panel.	1.00	\$799.00	\$799.00
LED LAY-IN	Provide and install LED lay-in fixture. Install (1) in the utility room, (1) in the hallway, (3) in the larger room in the center and (2) in the back storage room to the left. Fixtures will be hung from jack-chain to the trusses. Add switches where needed.	7.00	\$300.40	\$2,102.80
15-30 AMP 120 Volt - 240 Volt	15-30 AMP 120 Volt - 240 Volt Circuit (over 50 feet or no access) Run #10 wire from the main panel to outside, left side of garage. Add AC disconnect and whip for mini-split. install 25 amp 240 volt breaker.	1.00	\$1,383.65	\$1,383.65
120 Volt indoor outlet (up to	120 Volt indoor outlet (up to 10 feet of power source) Run circuit for the furnace, install outlet on side for condensation pump and wire furnace.	1.00	\$470.69	\$470.69
Exit/Emergency Sign	Provide and install new LED exit sign with Battery backup and emergency lighting. One in the upstairs hall, one at garage entry door, one at the front and rear door on the main floor and One at the basement door. Power will come from the switches by each doorway.	5.00	\$496.56	\$2,482.80

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$7,238.94
TAX	\$0.00
TOTAL	\$7,238.94
EST. FINANCING	\$217.14

Thank you for choosing Servicewise Electric & Plumbing for your electrical and plumbing needs! Please see attached invoice for your recent service with us. Forms of payment accepted: check, cash, ACH, and all major credit cards. There is no fee to pay ACH online (just click the appropriate link on the invoice). There is a 2.9% convenience fee for credit card payment (just click the appropriate link on the invoice). We appreciate your prompt payment and your continued business. Have a great day!

Are you a "WISE Plan" member? Be sure to ask one of our team members about all the amazing benefits you receive when becoming a member

(Lifetime/Additional Warranty, Priority Service, discounts, and add'l benefits)

Thank you,

Servicewise Electric and Plumbing Team

CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Servicewise Electric & Plumbing as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here

Date

ITEM REPORT

AGENDA ITEM NUMBER: VIII.J.



FROM: Ron Carter, IT and Facilities Manager

MEETING DATE: July 7, 2025

AGENDA ITEM: Proposal dated June 25, 2025, from Green Heating & Cooling, Inc., for installing a new HVAC system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$10,300.00 and to ratify the City Manager's signature.

EXECUTIVE SUMMARY:

Proposal dated June 25, 2025, from Green Heating & Cooling, Inc., for installing a new HVAC system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$10,300.00 and to ratify the City Manager's signature.

Three proposals were obtained, and Green Heating & Cooling, Inc. was the lowest one.

Green Heating & Cooling, Inc.	\$10,300.00
Brody HVAC	\$10,664.00
ATS Controls LLC	\$12,404.90

FISCAL IMPACT:

\$10,300.00 from General Fund.

ATTACHMENTS:

1. Green Heating & Cooling - Public Safety Proposal
2. Brody HVAC Equip - Public Safety Proposal
3. ATS HVAC - Public Safety Quote

RECOMMENDATION:

The staff recommendation is approval of the proposal.

CONCURRENCES:

Finance and Administration



GREEN HEATING & COOLING, INC.

A tradition of comfort

2568 Marietta Highway
Canton, GA 30114
Phone (770) 479-2844 (770) 479-7991
www.greenheatingandcooling.com

Proposal / Acceptance

Proposal Submitted To City of Holly Springs Public Safety Building	Phone 770-345-5536	Date 6/25/2025
Street 3235 Holly Springs Parkway	Project Name Command Staff Unit	
City, State and Zip Code Holly Springs, GA 30115	Project Location	

We hereby submit specifications and proposal for:

Replace 5 ton heat pump system

Rheem Heat Pump model RP14AY60AC2NA

Matching fan coil model RH2TY6024STANNJ

15KW strip heater model RXBH-1724A15C-B

We Propose hereby to furnish material and labor - complete in accordance with above specifications, with payments to be made as follows:

100%

Total Investment :

\$10,300.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Gene Fowler
678-313-9014

**Note: This proposal may be withdrawn
by us if not accepted within 30days.**

Acceptance of Proposal I have the authority to order the above work and do so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final and complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller will be held harmless for any damages resulting from the removal thereof.

Date of Acceptance: June 26, 2025

Signature: Robert H. Logan

Green Heating & Cooling, Inc.
GA Reg # CN002244

ATS Controls LLC
3595 Hiram Douglasville HWy
Suite 227
Hiram GA 30141



City of Holly Spring
3235 Holly springs parkway,
Holly Springs, GA

QUOTE

Quote # 0000396

Quote Date 06/25/2025

Item	Description	Unit Price	Quantity	Amount
Product	Carrier Product 1. 5 ton Heat pump 15SEER 454B Freon 2. 5 ton air handler 3. 15kw heat strip 4. AC Pad 5. Non programming digital thermostat 6. Flow switch	9004.90	1.00	9,004.90
Service	Labor to Uninstall old unit Labor to install new unit	3000.00	1.00	3,000.00
Product	454B Freon top up	400.00	1.00	400.00
NOTES: A ove is the estimate to installed new 5 ton heat pump, air handler and 15kw heat stip at the above address. Unit will.be registration for 10 years manufacturer warranty and ATS Controls LLC have 1 year labor warranty				
		Subtotal		12,404.90
		Total		12,404.90
		Amount Paid		0.00
		Quote		\$12,404.90

ITEM REPORT

AGENDA ITEM NUMBER: VIII.K.



FROM: Ron Carter, IT and Facilities Manager

MEETING DATE: July 7, 2025

AGENDA ITEM: Proposals dated June 23, 2025 and June 20, 2025, from Green Heating & Cooling, Inc., for installing two (2) new HVAC systems in the David Cagle house located at 220 Stringer Road, Holly Springs, GA 30115, in an amount not to exceed \$14,868.00.

EXECUTIVE SUMMARY:

Proposals dated June 23, 2025 & June 20, 2025, from Green Heating & Cooling, Inc., for installing two (2) new HVAC systems in the David Cagle house located at 220 Stringer Road, Holly Springs, GA 30115, in an amount not to exceed \$14,868.00.

Three proposals were obtained, and Green Heating & Cooling, Inc. was the lowest one.

Green Heating & Cooling, Inc.	\$14,868.00
Brody HVAC	\$16,266.00
Comfort Zone Heating & Cooling	\$17,570.00

FISCAL IMPACT:

\$14,868.00 from General Fund.

ATTACHMENTS:

1. Green Heating & Cooling, Inc - 220 Stringer Rd
2. Brody - HVAC - 220 Stringer Rd
3. Comfort Zone - 220 Stringer Rd

RECOMMENDATION:

The staff recommendation is approval of the proposals.

CONCURRENCES:

Finance and Administration



GREEN HEATING & COOLING, INC.

A tradition of comfort

2568 Marietta Highway
Canton, GA 30114
Phone (770) 479-2844 (770) 479-7991
www.greenheatingandcooling.com

Proposal / Acceptance

Proposal Submitted To City of Holly Springs David Cagle House	Phone 770-345-5536	Date 6/20/2025
---	------------------------------	--------------------------

Street 220 Stringer Road	Project Name
------------------------------------	---------------------

City, State and Zip Code Canton, Ga, 30115	Project Location
--	-------------------------

We hereby submit specifications and proposal for:

Add a 12K BTU Bryant Preferred ductless mini split heat pump system. 21. SEER2

Heat Pump model 37MHRAQ12XA1, Indoor unit model 45MHHAQ12XC1

Honeywell WIFI thermostat.

High Voltage Electrical by others.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, with payments to be made as follows:	100%	Total Investment :	\$4,770.00
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All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

**Note: This proposal may be withdrawn
by us if not accepted within 30days.**

Gene Fowler
678-313-9014

Acceptance of Proposal I have the authority to order the above work and do so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final and complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller will be held harmless for any damages resulting from the removal thereof.

Date of Acceptance: _____

Signature: _____

Green Heating & Cooling, Inc.
GA Reg # CN002244

Proposal Prepared By:



Gene Fowler

-

2568 Marietta Hwy

Canton, GA 30114

Tel : 678-313-9014

gene.fowler@greenhvac.us

www.greenheatingandcooling.com

License: CN002244

Prepared For

City of Holly Springs David Cagle House

220 Stringer Road

Canton, Ga 30115

Tel : 770-345-5536

rcarter@hollyspringsga.us



3 TON COMPLETE SYSTEM

You Invest

\$10,098

MODELS				Included Deductions:
WeatherMaker PA5SAN43600W	Bryant <u>CVPVA3617XMC</u>	Bryant <u>800SB36070M17</u>	Bryant <u>EB-STATE3LTIBR-01</u>	• Comfort Plan Discount Bonus! (\$1,643.93)
-Single-Stage -Split System -Air Conditioner	- Evaporator Coil with Vertex Technology -10 year parts limited to original purchaser upon timely registration -Otherwise 5 years (Applies to residential installation only)	-Legacy 80 Series -Gas Furnace -Single-Stage -20 Year Limited Heat Exchanger Warranty -10 Year Limited Parts Warranty	-Ecobee3 Lite Pro Powered by Bryant -5 Year Warranty	
-10 year parts limited warranty upon timely registration				

INCLUDED SERVICES:

- We will seal and mastic all duct system pressure points related to the installation.
- We will rework existing condensate piping to new system.
- We will install an external filter rack.
- We will repair suction line insulation at new equipment.
- We will rework existing high voltage wiring to new equipment.
- Surge protection to protect your outdoor unit from power spikes.
- **COMMERCIAL APPLICATIONS** The warranty period is five (5) years on the compressor, and one (1) year on all other parts. The warranty is to the original owner only and is not available for subsequent owners.
- Honeywell WIFI thermostat for this system and existing main floor system
- We will remove and properly discard existing equipment per state, local, and federal requirements. We will render all recyclable material to the proper location. We will recover, evacuate and reclaim all refrigerant per Federal EPA guidelines. All used refrigerant will be recycled to an EPA approved recycling facility. We will rework existing gas line to new furnaces as per state and local codes. We will rework exist flue gas vent pipe to the new furnace as per state and local codes. All work will be performed to current state and local codes. We will start and commission your system to strict manufacture guidelines. The system will be precisely calibrated to meet all the manufactures specifications. We will leave our work area in a clean and orderly manner. We will clean up all of our mess leaving only when you're satisfied.
- We will alter, rework, seal, and mastic existing plenums.
- We will connect to the existing refrigerant lines.
- We will include all low voltage wiring.
- Green's first class super efficient up flow complete system installation kit.
- Water safety package. (Drain pan, water safety float shut off, and water safety in line shut off.)
- Replace 8" return with a 10" in bonus room

1

Choose Your Payment Option

- ☐ Credit Card ☐ Check ☐ Cash
-

2

Choose Your Equipment Option

- ☐ 3 Ton Complete System
-

3

Terms and Conditions

To read about Green Heating & Cooling, Inc. - [CLICK THIS LINK!](#)

TERMS & CONDITIONS OF AGREEMENT

1. Purchaser hereby accepts the equipment and service described above and agrees to pay Green Heating & Cooling, Inc. the price shown above.
2. All equipment and material are guaranteed by Green Heating & Cooling, Inc. to be as specified. All work will be completed in a workmanlike manner according to normally accepted practices.
3. Materials and work in addition to that described herein will be furnished only on Purchaser's authorization and will be paid by Purchaser as an extra charge.
4. Upon failure to pay any sums due here under, Purchaser agrees to pay Green Heating & Cooling, Inc. interest at the rate of one and one

half percent (1½%) per month (annual rate of 18%) on all outstanding balances.

5. Green Heating & Cooling, Inc. shall not be liable for any default caused by events beyond its control, including but not limited to, fire, flood, strikes, accidents, or delays affecting this work or other operations in which it is involved, directly or indirectly.

6. Purchaser shall permit Green Heating & Cooling, Inc. reasonable access to the property on which equipment is to be installed. Title to all provided equipment remains with Green Heating & Cooling, Inc. until all amounts due thereon are paid in full, whether such equipment is affixed to the realty or not, and shall remain personal property and be deemed sever-able without injury to the freehold. On any payment default by Purchaser, or if in Green Heating & Cooling, Inc.'s judgment, reasonably exercised, its equity appears to be imperiled, then, Green Heating & Cooling, Inc. may without further notice enter the premises and remove or resell the equipment, and Purchaser shall be liable for any deficiency or loss sustained by Green Heating & Cooling, Inc. in connection therewith.

7. Once equipment is connected at Purchaser's property, Purchaser assumes all risk of loss or damage to such equipment and shall insure same fully to protect all interests of Green Heating & Cooling, Inc., cost of insurance to be paid by Purchaser. Green Heating & Cooling, Inc. carries liability insurance and Worker's Compensation Insurance.

8. Green Heating & Cooling, Inc. provides a one-year limited labor warranty. Equipment or system failure due to lack of proper maintenance service or abuse is expressly excluded. Normal maintenance check-ups and filter replacements are the responsibility of Purchaser. All other warranties, expressed or implied, are the responsibility of the manufacturer of the equipment, parts, or materials used in connection with the services.

9. There are no warranties, expressed or implied, for existing equipment, duct work, or other materials not installed by Green Heating & Cooling, Inc.

10. All warranty work will be performed during Green Heating & Cooling, Inc.'s normal working hours, 8:00AM to 5:00PM, Monday through Friday.

11. Purchaser is responsible for all costs and reasonable attorney fees incurred by Green Heating & Cooling, Inc. in connection with any action or proceeding (including arbitration and appeals) arising out of this agreement, including collection of any outstanding amounts due, whether or not suit is filed.

12. Except as provided herein Green Heating & Cooling, Inc. makes no other representations or warranties, either express or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose Green Heating & Cooling, Inc. expressly disclaims all other warranties. Green Heating & Cooling, Inc.'s maximum liability here under shall consist of refunding all moneys paid to it by Purchaser here under subject to removal and return to Green Heating & Cooling, Inc. of all equipment provided here under. Under no circumstances will Green Heating & Cooling, Inc. be liable to Purchaser or any other person for any damages, including, without limitation, any indirect, incidental, special, or consequential damages, expenses, cost, profits, lost savings or earnings, lost or corrupted data, or other liability arising out of or related to this agreement, or the services or equipment provided here under.

13. This agreement shall be governed and construed solely according to the internal laws of the State of Georgia, without reference to any conflicts of laws.

14. This agreement is the complete and exclusive statement of the agreement between Purchaser and Green Heating & Cooling, Inc. and it supersedes all prior oral and written proposals and any prior or subsequent communications pertaining to the subject matter hereof.

Signature of Authorized Purchaser:

_____ Date _____

Payment to be made as follows: Balance on completion

Green Heating & Cooling, Inc. proposes hereby to furnish and install the equipment and materials as described above on the terms and conditions provided herein. This proposal is good for five (5) days from the date hereof, but may be accepted at any later date at the sole discretion of Green Heating & Cooling, Inc.

Signature of Authorized Representative of Green Heating & Cooling, Inc.:

_____ Date _____

City of Holly Springs Cagle House (upstairs system upflow in attic)Economy 3 - 3.5 ton options 80% - AC • Date Created: 06-23-2025



4

Approve Your Proposal

Print your name

--

Draw your signature.

[Clear](#)

Clear

I accept the terms of this agreement.



Customer Name: City Of Holly Springs - Ron Carter

Address: 220 Stringer Road

City/State/Zip: Canton, GA 30114

Reference: Upstairs HVAC Replacement

Date: 06/13/2025

Phone: 7708286647 (Cell)

Email: rcarter@hollyspringsga.us

Equipment To Be Installed:

Condenser: <u>RA14AY36AJNA</u>	Tons: <u>3</u>	Coil: <u>RCFY3617STANMC</u>	Up To SEER(2) <u>14.3</u>	Furnace: <u>R921T0703A17M4SNAS</u>	AFUE: <u>92%</u>	BTUH: <u>70,000</u>
Condenser: _____	Tons: _____	Coil: _____	Up To SEER(2) _____	Furnace: _____	AFUE: _____	BTUH: _____
Condenser: _____	Tons: _____	Coil: _____	Up To SEER(2) _____	Furnace: _____	AFUE: _____	BTUH: _____
Thermostat Model: <u>Honeywell 8000 Wifi</u>			Air Cleaner Model: _____			

Scope
of
Work:

Brody HVAC will provide materials and labor as required to replace the furnace and coil indoors and the condensing unit outdoors at the above listed address. This unit serves the upstairs space of the building.

Marked items are included in all proposals:

☒ Reclaim Old Refrigerant	☐ New Supply Air Plenum	☒ New Drain Pan With Safety Switch
☒ New Disconnect	☐ New Return Air Plenum	☐ New Condensate Pump
☐ Low Voltage Wiring	☐ New Filter Rack	☐ New Condensate Piping
☒ High Voltage Wiring	☒ New Air Filter	☒ Complete Start-up & System Test
☒ New Equipment Pad	☐ New Supply Air Duct Line	☒ Charge System To Proper Pressures
☒ New Vibration Isolation Pads	☒ New Return Air Duct Line	☒ Clean Work Area Upon Completion
☐ New Refrigerant Lineset	☒ Duct Seal New Connections	☒ Remove Existing Equipment
☐ Lineset Cover	☐ New Supply Air Registers	☒ Labor Warranty (years) (1)
☒ Flush Existing Lineset	☐ New Return Air Grilles	☒ Parts Warranty (years) (1)
☒ Sweep, Evacuate Refrigerant System	☐ External Combustion Air	☒ Compressor Warranty (years) (5)
☒ New Filter Drier	☒ Connect To Existing Gas Line	☒ Heat Exchanger Warranty (years) (5)
☒ New Refrigerant	☐ New Gas Supply Outlet	☒ Proposal Valid (days) (30)
☒ Digital Programmable Thermostat	☒ Misc. Flue Venting Material	

Misc
Notes:

This proposal and subsequent invoice is subject to payment terms as described at <https://brodyhvac.com/payment-terms>. By accepting this proposal, the published terms are also accepted.

Total	\$	<u>11,152.00</u>
Other	\$	_____
Other	\$	_____
Other	\$	_____
Total Amount Due	\$	<u>11,152.00</u>

[Click To Approve Proposed Agreement](#)

As Low As \$139 per month

* All proposals based upon all work being performed and completed in a professional manner using industry installation standards.
All parts/materials/labor requested by the customer that are not specifically included in proposal are subject to additional charges.

Prepared By: Chas Becker Customer Acceptance _____ Date _____



Comfort Zone Heating & Cooling
2905 Marietta Hwy
Canton, GA 30114
(770)213-2665

Estimate 98349078
Job 98310193
Estimate Date 6/17/2025
Customer PO

Billing Address
Ron Carter
220 Stringer Road
Canton, GA 30115 USA

Job Address
Ron Carter
220 Stringer Road
Canton, GA 30115 USA

Estimate Details

12k BTU mini split: Warranty:
5 year parts
1 year labor

Service #	Description	Quantity	Your Price	Your Total
DSCES12HP	ENTRA SERIES 12K BTU (1 Ton) Heat Pump Up to 18 SEER2 & 11 EER2 & 9 HSPF2 Single Zone Wall-Mount Systems Standard Operating Range: Heating: 5°F - 64.4°F Cooling: 50°F - 114.8°F Standard Features: ● Inverter Compressor ● Pre-charged for up to 32.8 ft of Liquid Line ● Self Diagnostics with Digital Display ● Energy Saving Function / Programable Dry Function / Powerful Operation ● Auto Fan Speed Control ● Anti-Corrosion Treatment on outdoor Heat Exchanger ● Wireless IR Remote Controller ● Indoor Unit Quiet Operation ● Auto Restart after Power Failure ● Max Piping (09/12 MBH): 65.625' Length, 32.8' Height ● Max Piping (18/24 MBH): 98.5' Length, 32.8' Height Warranty: Parts: Daikin's part warranty consists of: ● 5 Years limited parts warranty only applies to parts inside Evaporator Coil & Condenser. ● Please See Daikin Warranty Certificate for Additional Details.	1.00	\$5,032.00	\$5,032.00
LABORW1	Labor: 1-Year Labor Warranty (Equipment Only) with CCA * This labor warranty covers parts inside the Proposed Furnace, Evaporator, Air Handler, Package Unit, Ductless Split, Heat Pump or Straight-Cool Condenser only. Exclusions: Labor warranty does <i>not</i> cover failures due to lack of maintenance, failure to replace air filters timely, neglect of the condensation drain system, coil cleanings, negligence, or other required maintenance for the equipment. Such failures may void the labor warranty at the Seller's discretion. Maintenance Requirement: A Comfort Club Agreement (CCA) (annual maintenance agreement) through Comfort Zone is required for extended labor coverage. Without a CCA, the labor warranty defaults to 1 year. For full warranty terms and conditions, please refer to the terms and conditions for additional details.	1.00	\$0.00	\$0.00

Potential Savings	\$0.00
Sub-Total	\$5,032.00
Tax	\$0.00
Total	<u>\$5,032.00</u>

AUTHORIZATION OF WORK

Payment for this invoice/contract is due upon completion of work.

I, the undersigned, am the owner, authorized representative, or tenant of the property where the work described above is to be completed. I hereby authorize Comfort Zone Heating & Cooling to perform the recommended work and to use such materials and labor as deemed necessary by Matt Sparks.

By electronically signing below, I confirm that I have read this contract, including the Terms and Conditions {T&C}, and agree to be bound by all terms outlined herein.

I authorize Comfort Zone Heating & Cooling to proceed with the work at the agreed Contract Price of \$5,032.00.

Comfort Zone Heating & Cooling - Terms & Conditions

Proposal & Payment Terms:

- **Proposal Validity:** This proposal is valid for 30 days from the date of issuance. Comfort Zone reserves the right to withdraw or modify the proposal if not accepted within this timeframe.
- **Right to Cancel:** The Buyer has the right to cancel this contract within three (3) business days from the date of signing, without penalty or obligation. Cancellation must be made in writing and delivered to the Seller by mail, email, or in person. If canceled, the Seller must return any payments made by the Buyer within 10 business days of receiving the cancellation notice.
- **Restocking Fee:** If the Buyer cancels this contract after the three (3) business day Right to Cancel period, a restocking fee of (5%) of the total contract price will apply. This fee covers costs associated with order processing, handling, and return logistics. This fee does not apply if the equipment is defective, or the Seller fails to fulfill the contract terms.

Payment Terms:

- Payment is due in full upon completion of work unless otherwise stated in writing.
- Payments not received within 30 days of job completion are subject to interest at the highest rate legally allowed in Georgia.
- If applicable, sales tax is included in the quoted price.
- If Comfort Zone initiates legal action or employs a collection agency, the Buyer agrees to pay all collection costs, including reasonable attorney fees.

Ownership of Materials:

- Comfort Zone retains ownership of all installed materials and equipment until final payment is received.

Scheduling & Labor

- **Standard Work Hours:** Work will be performed during Monday – Friday, 8 AM – 5 PM unless otherwise stated in the proposal.
- Any work requested outside regular hours is subject to additional labor costs.

Warranty Work Scheduling:

- **Warranty Repairs** are performed during regular business hours.
- After-hours warranty work is available at an additional cost (the difference between standard and overtime rates).

Installation & Site Conditions

- **Risk of Loss:** The customer assumes responsibility for the equipment once it is placed on-site.
- Comfort Zone is not responsible for pre-existing conditions at the job site, including attic pull-down stairs, structural issues, or hazardous materials.

Attic Access & Site Conditions:

- If attic stairs are deemed unsafe, alternative access methods may be required. Comfort Zone is not responsible for repairing or replacing attic stairs unless damage was directly caused by their negligence.

Property Damage Disclaimer:

- Comfort Zone is not responsible for patching, painting, or repairing walls, ceilings, floors, or landscaping affected by HVAC installation.

Warranties & Exclusions

- **Warranty Period:** Warranty coverage begins on the installation date and applies only to the original homeowner.

Labor Warranty (Comfort Zone Coverage):

- The standard labor warranty is one (1) year from the installation date.
- To maintain extended labor warranty coverage offered on the proposal, the customer must have semi-annual maintenance performed by Comfort Zone.
- If the customer does not maintain semi-annual maintenance with Comfort Zone, the labor warranty will automatically revert to a one-year term.
- The labor warranty is non-transferable and applies only to the original homeowner.

Parts Warranty (Manufacturer & Approved Providers):

- Parts are covered under the manufacturer's warranty according to their terms.
- The customer may use any licensed and manufacturer-approved company for the parts warranty.
- The manufacturer's warranty covers parts replacement but does not include labor. Comfort Zone will not cover labor costs for parts warranty repairs unless the part failure is also covered under the Comfort Zone labor warranty.

Warranty Limitations & Voided Conditions:

- Failure to perform semi-annual maintenance with Comfort Zone may reduce the labor warranty to one year at seller's discretion.
- Comfort Zone is not responsible for issues caused by: Lack of maintenance, failure to change air filters, failure to clean condensate drains, coil cleaning, or neglect. Environmental damage (fire, flood, wind, power surges, mold, pests, VOCs, or natural disasters). Third-party modifications or unauthorized repairs.

Customer Maintenance Responsibilities:

To maintain warranty coverage, the homeowner must:

- Operate equipment according to the manufacturer's owner's manual.
- Perform semi-annual maintenance through Comfort Zone for the labor warranty.
- Perform annual maintenance through any licensed and manufacturer-approved company to maintain the parts warranty.
- Promptly report service issues.
- Replace consumables such as filters, UV bulbs, humidifier pads, condensate lines, batteries, timely cleaning of condenser and evaporator coils..

Warranty Exclusions

The warranty does not cover:

- Damage caused by: Natural disasters, fire, storms, flooding, VOCs, power surges.
- Cosmetic issues such as rust, corrosion, paint fading, or cabinet wear.
- Owner-maintained parts, including filters, UV lamps, humidifier pads, water solenoids, batteries, and condensate pumps.
- Drain line blockages, refrigerant leaks, line sets, ductwork, zone boards, wiring external to the unit.

Labor Warranty Requirements – Comfort Club Membership

- To maintain the full labor warranty, the customer must have a semi-annual maintenance performed by Comfort Zone.
- If the membership lapses or maintenance is not performed, Comfort Zone may revert the labor warranty to one (1) year.

Legal & Liability Provisions

Dispute Resolution & Georgia Law:

- Any disputes must be filed within one (1) year from the date of work completion.
- Georgia law governs all disputes arising from this contract.

Liability Limitation:

- Comfort Zone's maximum liability is limited to the amount paid by the Buyer for services rendered.

Comfort Zone is not liable for:

- Consequential or incidental damage (e.g., loss of use, discomfort, property damage).
- Claims arising from improper system operation, customer negligence, or failure to maintain the system.

Alterations & Third-Party Repairs:

- Any modifications or repairs made by non-Comfort Zone personnel void all labor warranties.

Equipment Compliance & Code Upgrades:

- Comfort Zone is not responsible for system modifications required due to future code changes or government regulations. If required, such upgrades will be billed separately.

Severability & Entire Agreement

- **Severability:** If any provision of this agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, that provision shall be modified or removed to the minimum extent necessary so that the remaining provisions remain in full force and effect.

Entire Agreement:

- This agreement represents the entire understanding between Comfort Zone Heating & Cooling and the Buyer, superseding all prior discussions, negotiations, or agreements.
- No other verbal or written agreements shall modify or contradict these terms unless expressly agreed upon in writing by both parties.

Force Majeure

- Comfort Zone shall not be liable for any failure or delay in performance due to circumstances beyond its reasonable control, including but not limited to: Natural disasters, acts of war, supply chain disruptions, or power outages.
- If such events occur, Comfort Zone may delay, reschedule, or modify the scope of work as necessary without liability to the Buyer.

Customer Cooperation & Site Access

- The Buyer agrees to provide Comfort Zone with full and safe access to the worksite.

Pets & Safety Considerations:

- The Buyer is responsible for securing pets and ensuring a safe working environment.
- Comfort Zone is not liable for pet escapes, damages, or injuries caused by customer-owned animals.



Authorization of Work

Payment for this invoice/contract is due upon completion of work.

I, the undersigned, am the owner, authorized representative, or tenant of the property where the work described above is to be completed. I hereby authorize Comfort Zone Heating & Cooling to perform the recommended work and to use such materials and labor as deemed necessary by Comfort Zone Heating & Cooling.

By electronically signing below, I confirm that I have read this contract, including the Terms and Conditions, and agree to be bound by all terms outlined herein.

I authorize Comfort Zone Heating & Cooling to proceed with the work at the agreed Contract Price.

Comfort Zone Heating & Cooling - Terms & Conditions

Proposal & Payment Terms:

- **Proposal Validity:** This proposal is valid for 30 days from the date of issuance. Comfort Zone reserves the right to withdraw or modify the proposal if not accepted within this timeframe.
- **Right to Cancel:** The Buyer has the right to cancel this contract within three (3) business days from the date of signing, without penalty or obligation. Cancellation must be made in writing and delivered to the Seller by mail, email, or in person. If canceled, the Seller must return any payments made by the Buyer within 10 business days of receiving the cancellation notice.
- **Restocking Fee:** If the Buyer cancels this contract after the three (3) business day Right to Cancel period, a restocking fee of (5%) of the total contract price will apply. This fee covers costs associated with order processing, handling, and return logistics. This fee does not apply if the equipment is defective, or the Seller fails to fulfill the contract terms.
- **Payment Due:** In full upon completion of work unless otherwise stated in writing.
 - Payments not received within 30 days of job completion are subject to interest at the highest rate legally allowed in Georgia.
 - If applicable, sales tax is included in the quoted price.
- **Legal Action:** If Comfort Zone initiates legal action or employs a collection agency, the Buyer agrees to pay all collection costs, including reasonable attorney fees.

Ownership of Materials:

- Comfort Zone retains ownership of all installed materials and equipment until final payment is received.

Scheduling & Labor:

- Standard Work Hours: Work will be performed during Monday – Friday, 8 AM – 5 PM unless otherwise stated in the proposal.
- Any work requested outside regular hours is subject to additional labor costs.

Warranty Work Scheduling:

- Warranty Repairs are performed during regular business hours.
- After-hours warranty work is available at an additional cost (the difference between standard and overtime rates).

Installation & Site Conditions:

- Risk of Loss: The customer assumes responsibility for the equipment once it is placed on-site.
- Comfort Zone is not responsible for pre-existing conditions at the job site, including attic pull-down stairs, structural issues, or hazardous materials.



Attic Access & Site Conditions:

- If attic stairs are deemed unsafe, alternative access methods may be required. Comfort Zone is not responsible for repairing or replacing attic stairs unless damage was directly caused by their negligence.

Property Damage Disclaimer:

- Comfort Zone is not responsible for patching, painting, or repairing walls, ceilings, floors, or landscaping affected by HVAC installation.

Warranties & Exclusions:

- **Warranty Period:** Warranty coverage begins on the installation date and applies only to the original homeowner.

Labor Warranty (Comfort Zone Coverage):

- The standard labor warranty is one (1) year from the installation date.
- To maintain extended labor warranty coverage offered on the proposal, the customer must have semi-annual maintenance performed by Comfort Zone.
- If the customer does not maintain semi-annual maintenance with Comfort Zone, the labor warranty will automatically revert to a one-year term.
- The labor warranty is non-transferable and applies only to the original homeowner.

Parts Warranty (Manufacturer & Approved Providers):

- Parts are covered under the manufacturer's warranty according to their terms.
- The customer may use any licensed and manufacturer-approved company for the parts warranty.
- The manufacturer's warranty covers parts replacement but does not include labor. Comfort Zone will not cover labor costs for parts warranty repairs unless the part failure is also covered under the Comfort Zone labor warranty.

Warranty Limitations & Voided Conditions:

- Failure to perform semi-annual maintenance with Comfort Zone may reduce the labor warranty to one year at seller's discretion.
- Comfort Zone is not responsible for issues caused by: Lack of maintenance, failure to change air filters, failure to clean condensate drains, coil cleaning, or neglect. Environmental damage (fire, flood, wind, power surges, mold, pests, VOCs, or natural disasters). Third-party modifications or unauthorized repairs.

Customer Maintenance Responsibilities:

- **To maintain warranty coverage, the homeowner must:**
 - Operate equipment according to the manufacturer's owner's manual.
 - Perform semi-annual maintenance through Comfort Zone for the labor warranty.
 - Perform annual maintenance through any licensed and manufacturer-approved company to maintain the parts warranty.
 - Promptly report service issues.
 - Replace consumables such as filters, UV bulbs, humidifier pads, condensate lines, batteries, timely cleaning of condenser and evaporator coils..

Warranty Exclusions:

- **The warranty does not cover:**
 - Damage caused by: Natural disasters, fire, storms, flooding, VOCs, power surges.
 - Cosmetic issues such as rust, corrosion, paint fading, or cabinet wear.
 - Owner-maintained parts, including filters, UV lamps, humidifier pads, water solenoids, batteries, and condensate pumps.
 - Drain line blockages, refrigerant leaks, line sets, ductwork, zone boards, wiring external to the unit.



Labor Warranty Requirements – Comfort Club Membership:

- To maintain the full labor warranty, the customer must have a semi-annual maintenance performed by Comfort Zone.
- If the membership lapses or maintenance is not performed, Comfort Zone may revert the labor warranty to one (1) year.

Legal & Liability Provisions

Dispute Resolution & Georgia Law:

- Any disputes must be filed within one (1) year from the date of work completion.
- Georgia law governs all disputes arising from this contract.

Liability Limitation:

- Comfort Zone's maximum liability is limited to the amount paid by the Buyer for services rendered.

Comfort Zone is not liable for:

- Consequential or incidental damage (e.g., loss of use, discomfort, property damage).
- Claims arising from improper system operation, customer negligence, or failure to maintain the system.

Alterations & Third-Party Repairs:

- Any modifications or repairs made by non-Comfort Zone personnel void all labor warranties.

Equipment Compliance & Code Upgrades:

- Comfort Zone is not responsible for system modifications required due to future code changes or government regulations. If required, such upgrades will be billed separately.

Severability & Entire Agreement

- **Severability:** If any provision of this agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, that provision shall be modified or removed to the minimum extent necessary so that the remaining provisions remain in full force and effect.

Entire Agreement:

- This agreement represents the entire understanding between Comfort Zone Heating & Cooling and the Buyer, superseding all prior discussions, negotiations, or agreements.
- No other verbal or written agreements shall modify or contradict these terms unless expressly agreed upon in writing by both parties.

Force Majeure:

- Comfort Zone shall is not liable for any failure or delay in performance due to circumstances beyond its reasonable control, including but not limited to: Natural disasters, acts of war, supply chain disruptions, or power outages.
- If such events occur, Comfort Zone may delay, reschedule, or modify the scope of work as necessary without liability to the Buyer.

Customer Cooperation & Site Access:

- The Buyer agrees to provide Comfort Zone with full and safe access to the worksite.

Pets & Safety Considerations:

- The Buyer is responsible for securing pets and ensuring a safe working environment.
- Comfort Zone is not liable for pet escapes, damages, or injuries caused by customer-owned animals.



Comfort Zone Heating & Cooling
2905 Marietta Hwy
Canton, GA 30114
(770)213-2665

Estimate 98343741
Job 98310193
Estimate Date 6/17/2025
Customer PO

Billing Address
Ron Carter
220 Stringer Road
Canton, GA 30115 USA

Job Address
Ron Carter
220 Stringer Road
Canton, GA 30115 USA

Estimate Details

Upstairs 3 ton 14 SEER A/C High efficient furnace: 5 year parts
1 year labor

Square footage of upstairs required a 3 ton. Current 2.5 ton system does not have supporting ductwork. Will need to upsize an existing return & add a new return duct and a new supply duct

Service #	Description	Quantity	Your Price	Your Total
CS1492SSU3	Installation of a Daikin 14 SEER2, 92% AFUE, 3 Ton, Single Stage Up Flow Complete System Includes the Following: (1) Daikin 14 Seer2 Single Stage, Straight Cool, 3 Ton Condenser (1) Daikin 92% AFUE, Single Stage Gas Furnace (1) Daikin Up Flow Evaporator Coil with Thermal Expansion Valve Installation also Includes: • Removal & Recycling of existing equipment • (1) New Thermostat • (1) New Secondary Emergency Water Safety Switch • (1) New Composite Weatherproof Outdoor Pad (If needed) • (1) New Condensate Pump (If needed) • (1) New Disconnect & Whip (If needed) • Reinsulate Plenums • All necessary ductwork transitions • Seal all Ductwork connections • Connect to existing High and Low Voltage electrical • Connect to existing Gas Line • Connect to existing Flue System • Connect to existing Drain System • Pressure Test Lineset to 500 PSI • Pull 500 Micron Vacuum on Lineset • Insulate Refrigerant Suction Line at Condenser • Install new Liquid Line Filter Drier • Charge system to Manufacturer Recommendations • All Necessary Permits • Proper Start Up & Commissioning of New System • Clean work area to customers satisfaction Warranty: Parts: Daikin's part warranty consists of: • Limited Lifetime warranty on the Heat Exchanger • 5 Years limited parts warranty only applies to parts inside Furnace, Evaporator Coil & Condenser. • Please See Daikin Warranty Certificate for Additional Details.	1.00	\$11,388.00	\$11,388.00
EXFLEX.10	Includes new Flex Duct run to existing Boot and Register, Collar & Sealing duct.	1.00	\$400.00	\$400.00
EXFLEX.08	Includes new Flex Duct run to existing Boot and Register, Collar & Sealing duct.	2.00	\$375.00	\$750.00

Potential Savings	\$0.00
Sub-Total	\$12,538.00
Tax	\$0.00
Total	<u>\$12,538.00</u>

AUTHORIZATION OF WORK

Payment for this invoice/contract is due upon completion of work.

I, the undersigned, am the owner, authorized representative, or tenant of the property where the work described above is to be completed. I hereby authorize Comfort Zone Heating & Cooling to perform the recommended work and to use such materials and labor as deemed necessary by Matt Sparks.

By electronically signing below, I confirm that I have read this contract, including the Terms and Conditions {T&C}, and agree to be bound by all terms outlined herein.

I authorize Comfort Zone Heating & Cooling to proceed with the work at the agreed Contract Price of \$12,538.00.

Comfort Zone Heating & Cooling - Terms & Conditions

Proposal & Payment Terms:

- **Proposal Validity:** This proposal is valid for 30 days from the date of issuance. Comfort Zone reserves the right to withdraw or modify the proposal if not accepted within this timeframe.
- **Right to Cancel:** The Buyer has the right to cancel this contract within three (3) business days from the date of signing, without penalty or obligation. Cancellation must be made in writing and delivered to the Seller by mail, email, or in person. If canceled, the Seller must return any payments made by the Buyer within 10 business days of receiving the cancellation notice.
- **Restocking Fee:** If the Buyer cancels this contract after the three (3) business day Right to Cancel period, a restocking fee of (5%) of the total contract price will apply. This fee covers costs associated with order processing, handling, and return logistics. This fee does not apply if the equipment is defective, or the Seller fails to fulfill the contract terms.

Payment Terms:

- Payment is due in full upon completion of work unless otherwise stated in writing.
- Payments not received within 30 days of job completion are subject to interest at the highest rate legally allowed in Georgia.
- If applicable, sales tax is included in the quoted price.
- If Comfort Zone initiates legal action or employs a collection agency, the Buyer agrees to pay all collection costs, including reasonable attorney fees.

Ownership of Materials:

- Comfort Zone retains ownership of all installed materials and equipment until final payment is received.

Scheduling & Labor

- **Standard Work Hours:** Work will be performed during Monday – Friday, 8 AM – 5 PM unless otherwise stated in the proposal.
- Any work requested outside regular hours is subject to additional labor costs.

Warranty Work Scheduling:

- Warranty Repairs are performed during regular business hours.
- After-hours warranty work is available at an additional cost (the difference between standard and overtime rates).

Installation & Site Conditions

- **Risk of Loss:** The customer assumes responsibility for the equipment once it is placed on-site.
- Comfort Zone is not responsible for pre-existing conditions at the job site, including attic pull-down stairs, structural issues, or hazardous materials.

Attic Access & Site Conditions:

- If attic stairs are deemed unsafe, alternative access methods may be required. Comfort Zone is not responsible for repairing or replacing attic stairs unless damage was directly caused by their negligence.

Property Damage Disclaimer:

- Comfort Zone is not responsible for patching, painting, or repairing walls, ceilings, floors, or landscaping affected by HVAC installation.

Warranties & Exclusions

- **Warranty Period:** Warranty coverage begins on the installation date and applies only to the original homeowner.

Labor Warranty (Comfort Zone Coverage):

- The standard labor warranty is one (1) year from the installation date.
- To maintain extended labor warranty coverage offered on the proposal, the customer must have semi-annual maintenance performed by Comfort Zone.
- If the customer does not maintain semi-annual maintenance with Comfort Zone, the labor warranty will automatically revert to a one-year term.
- The labor warranty is non-transferable and applies only to the original homeowner.

Parts Warranty (Manufacturer & Approved Providers):

- Parts are covered under the manufacturer's warranty according to their terms.
- The customer may use any licensed and manufacturer-approved company for the parts warranty.
- The manufacturer's warranty covers parts replacement but does not include labor. Comfort Zone will not cover labor costs for parts warranty repairs unless the part failure is also covered under the Comfort Zone labor warranty.

Warranty Limitations & Voided Conditions:

- Failure to perform semi-annual maintenance with Comfort Zone may reduce the labor warranty to one year at seller's discretion.

- Comfort Zone is not responsible for issues caused by: Lack of maintenance, failure to change air filters, failure to clean condensate drains, coil cleaning, or neglect. Environmental damage (fire, flood, wind, power surges, mold, pests, VOCs, or natural disasters). Third-party modifications or unauthorized repairs.

Customer Maintenance Responsibilities:

To maintain warranty coverage, the homeowner must:

- Operate equipment according to the manufacturer's owner's manual.
- Perform semi-annual maintenance through Comfort Zone for the labor warranty.
- Perform annual maintenance through any licensed and manufacturer-approved company to maintain the parts warranty.
- Promptly report service issues.
- Replace consumables such as filters, UV bulbs, humidifier pads, condensate lines, batteries, timely cleaning of condenser and evaporator coils..

Warranty Exclusions

The warranty does not cover:

- Damage caused by: Natural disasters, fire, storms, flooding, VOCs, power surges.
- Cosmetic issues such as rust, corrosion, paint fading, or cabinet wear.
- Owner-maintained parts, including filters, UV lamps, humidifier pads, water solenoids, batteries, and condensate pumps.
- Drain line blockages, refrigerant leaks, line sets, ductwork, zone boards, wiring external to the unit.

Labor Warranty Requirements – Comfort Club Membership

- To maintain the full labor warranty, the customer must have a semi-annual maintenance performed by Comfort Zone.
- If the membership lapses or maintenance is not performed, Comfort Zone may revert the labor warranty to one (1) year.

Legal & Liability Provisions

Dispute Resolution & Georgia Law:

- Any disputes must be filed within one (1) year from the date of work completion.
- Georgia law governs all disputes arising from this contract.

Liability Limitation:

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- Consequential or incidental damage (e.g., loss of use, discomfort, property damage).
- Claims arising from improper system operation, customer negligence, or failure to maintain the system.

Alterations & Third-Party Repairs:

- Any modifications or repairs made by non-Comfort Zone personnel void all labor warranties.

Equipment Compliance & Code Upgrades:

- Comfort Zone is not responsible for system modifications required due to future code changes or government regulations. If required, such upgrades will be billed separately.

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I, the undersigned, am the owner, authorized representative, or tenant of the property where the work described above is to be completed. I hereby authorize Comfort Zone Heating & Cooling to perform the recommended work and to use such materials and labor as deemed necessary by Comfort Zone Heating & Cooling.

By electronically signing below, I confirm that I have read this contract, including the Terms and Conditions, and agree to be bound by all terms outlined herein.

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- **Restocking Fee:** If the Buyer cancels this contract after the three (3) business day Right to Cancel period, a restocking fee of (5%) of the total contract price will apply. This fee covers costs associated with order processing, handling, and return logistics. This fee does not apply if the equipment is defective, or the Seller fails to fulfill the contract terms.
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 - If applicable, sales tax is included in the quoted price.
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ITEM REPORT

AGENDA ITEM NUMBER: VIII.L.



FROM: Ron Carter, IT and Facilities Manager

MEETING DATE: July 7, 2025

AGENDA ITEM: Proposal #Q00017927, dated June 26, 2025, from Fire Systems, Inc., for repairing the fire suppression system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$3,829.22 and to ratify the City Manager's signature.

EXECUTIVE SUMMARY:

Proposal #Q00017927, dated June 26, 2025, from Fire Systems, Inc., for repairing the fire suppression system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$3,829.22 and to ratify the City Manager's signature.

This repair work is required so that the fire suppression system can be certified and "green tagged".

FISCAL IMPACT:

\$3,829.22 from General Fund.

ATTACHMENTS:

1. Fire Systems - Public Safety Repair Proposal

RECOMMENDATION:

The staff recommendation is approval of the proposal.

CONCURRENCES:

Finance and Administration

Alarm...Extinguisher...Special hazard...Vehicle...Exit lights...Sprinkler
www.firesystems.net
 Phone: (770)333-7979

PROPOSAL

Date:	06/26/2025	Quotation No:	Q00017927
Customer:	7476 - CITY OF HOLLY SPRINGS		
Address:	PO BOX 990, HOLLY SPRINGS, GA 30142		
Contact:	RON CARTER		
Phone:	7703455536	Fax:	678.880.9505
		E-Mail:	
Project:	4009 - CITY OF HOLLY SPRINGS PUBLIC SAFETY BUILDING		
Location:	3235 HOLLY SPRINGS PARKWAY, HOLLY SPRINGS, GA 30115		

Scope of work

[illegible]

EstimatedTaxes:	0.00	Total:	3,829.22
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Exceptions and clarifications:



Alarm...Extinguisher...Special hazard...Vehicle...Exit lights...Sprinkler
www.firesystems.net
Phone: (770)333-7979

CUSTOMER'S RESPONSIBILITIES:

CUSTOMER agrees to provide FSI with access to the equipment subject to this Agreement. If access is in any way denied, or in the event CUSTOMER causes any unreasonable delay in providing us access, then FSI has the right to charge additional fees. CUSTOMER is solely responsible for testing, inspecting, and maintaining the equipment subject to this Agreement, and complying with all applicable codes, in the intervals between any inspections or Service Calls by FSI. FSI has no responsibility or liability for any damage or loss of any kind or nature whatsoever which may occur in the intervals between inspections or Service Calls. If at any time CUSTOMER becomes aware of a material defect or other problem with the equipment subject to this Agreement, CUSTOMER agrees to promptly notify FSI in writing of the defect. CUSTOMER understands that it is its responsibility to notify the local authority having jurisdiction should you become aware of any defects that could impair the operation of the equipment. CUSTOMER shall be responsible for safeguarding equipment delivered to CUSTOMER's premises. CUSTOMER will immediately make FSI personnel aware of any hazardous locations, hazardous conditions, or any special safety requirements. CUSTOMER will abate any hazardous conditions and provide necessary site-specific safety training. FSI is not an agent or an employee of the Customer.

WATER SUPPLY: Testing and treatment of the water supply, and any costs associated therewith, are not covered by this Agreement and are the sole responsibility of the CUSTOMER. Equipment is available that is designed to monitor for conditions that can contribute to internal corrosion inside the water based fire protection system installed in your facility. Such testing and treatment can be provided pursuant to a separate written agreement.

WATER DISCHARGE: COMPANY will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc. CUSTOMER must provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the type of inspection and accepts all liability for water discharge.

ATTICS: Attics are excluded from this Agreement unless after the COMPANY's investigation, and in its sole discretion, the attic and its entry are deemed safe and accessible. Only those attics having a floor-level entry door with stairs pull down stairs, and/or a permanently mounted access ladder, will be considered for inclusion in the Agreement. Further, only those attics having appropriate, permanently attached flooring and appropriate lighting will be considered for inclusion in the Agreement. Assessment of the suitability of access, flooring and lighting is solely within the discretion of the COMPANY. Any attic deemed safe and accessible must be specifically listed on the front of the Agreement to qualify for inclusion in the Agreement. To the extent that any attic is included in the Agreement, only such equipment as is safely visible and accessible from the floored area of the attic will be subject to the agreement.

DRY PIPE SYSTEM: CUSTOMER is responsible for locating and/or identifying, in writing to COMPANY, all devices that are not marked, such as dry pipe system low point auxiliary drains and other devices. CUSTOMER is aware that dry pipe sprinkler systems must be drained after each operation of the dry valve to remove water from the system. CUSTOMER is also aware that other sources of water can exist in dry pipe systems in the absence of the operation of the dry valve, e.g., condensation from the air compressor maintaining air pressure in the dry system and temperature changes in the space(s) surrounding the piping. CUSTOMER is aware that residual water left in a dry pipe system may freeze, causing damage to the pipes or other components, and cause water damage to the premises and property therein. During inspection and testing of dry pipe systems, CUSTOMER must provide COMPANY full access to all low point auxiliary drains (drum drips) so that residual water from testing can be drained. CUSTOMER acknowledges their duty to perform regular, proper draining of low point auxiliary drains in accordance with the intervals described in NFPA 25 and otherwise required. If any dry pipe or pre-action systems are included in this Agreement, inspection or testing of proper pitch or slope of the pipe is excluded and is outside the scope of this Agreement.

TEMPERATURE: CUSTOMER shall ensure that all areas of the building containing water-filled sprinkler pipe or components shall be maintained at a minimum temperature of 40° F. COMPANY is not responsible for assessing or maintaining building conditions including, but not limited to, the heating, cooling, insulation and conditioning of spaces in which water-filled piping is located. Conditions of temperature are outside the scope of this inspection.

PRICING: Unless specifically stated otherwise, CUSTOMER is to pay applicable sales tax, all other taxes, false alarm fees, building permit fees, and other charges imposed by any government authority, or fire department. FSI also charges for travel time to and from your location. If CUSTOMER fails to keep an appointment or denies access to the work site, FSI reserves the right to bill for lost time. Unless otherwise specified, all prices are F.O.B. Smyrna, GA, or if dropped shipped, F.O.B. manufacturer's warehouse.

CUSTOMER understands that the scope of work can change. If the scope of work changes, unanticipated problems develop, or delays are caused by others, an equitable adjustment to the price shall be made. Specific causes of adjustments include, but are not limited to, additional repairs and testing required by failures caused by your use of a fire systems contractor other than FSI, other trades such as failure of room integrity tests, additional equipment required by government officials such as seismic bracing or double backflow preventers, schedule changes due to CUSTOMER's convenience, additions, or changes due to lack of water pressure. By authorizing this work, CUSTOMER agrees to these potential price adjustments.

PAYMENT TERMS: FSI will bill CUSTOMER for the services or materials that FSI provides. CUSTOMER agrees to pay all bills within thirty (30) days after receipt. CUSTOMER agrees to pay FSI regardless of whether CUSTOMER has been paid by third parties not subject to this Agreement. If CUSTOMER requires FSI to execute any of CUSTOMER's documents, and there is a conflict between the language of this Agreement and the language of CUSTOMER's document, the terms and conditions of this Agreement shall prevail. In the event that FSI commences legal action for payment, CUSTOMER agrees to pay all of our reasonable legal fees and costs. In case of late payments, CUSTOMER agrees to pay interest at the rate of two (2%) percent plus the prime rate of interest per month. Until the total purchase price of the equipment sold hereunder is paid by the CUSTOMER, FSI shall have a purchase money security interest in the equipment. CUSTOMER authorizes FSI to file any and all financing statements or liens with respect to such security interest without the additional signature of the CUSTOMER wherever such filing is permitted by law. CUSTOMER acknowledges that payment for system or equipment installation is not contingent upon the performance of the final system test. Final turnover test will be itemized and billed under a separate invoice upon completion of same.

LIMITATION OF LIABILITY/WARRANTIES: THE TOTAL LIABILITY OF FSI TO THE CUSTOMER FOR ALL CLAIMS OR SUITS OF ANY KIND, WHETHER BASED UPON CONTRACT, TORT (INCLUDING NEGLIGENCE), WARRANTY, STRICT LIABILITY, OR OTHERWISE, FOR ANY LOSSES, DAMAGES, COSTS, OR EXPENSES OF ANY KIND WHATSOEVER ARISING OUT OF, RESULTING FROM, OR RELATED TO THE PERFORMANCE OR BREACH OF THIS AGREEMENT SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE ANNUAL VALUE OF THE INSPECTION AGREEMENT PRICE. NEITHER FSI, NOR ITS SUCCESSORS OR ASSIGNS, OR ITS SHAREHOLDERS, PARTNERS, DIRECTORS, OFFICERS, AGENTS, EMPLOYEES, OR REPRESENTATIVES, SHALL BE LIABLE TO THE CUSTOMER FOR CONSEQUENTIAL, SPECIAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR PUNITIVE DAMAGES OR LOSSES, INCLUDING REVENUES FROM LOSS OF USE, COST OF CAPITAL, LOSS OF GOODWILL, LOSS OF REVENUES, RENT OR PROFIT, AND THE CUSTOMER HEREBY SPECIFICALLY RELEASES FSI AND EACH OF SUCH PERSONS FROM ANY SUCH LIABILITY.

THE GUARANTEES AND WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR OTHERWISE. THERE ARE NO OTHER WARRANTIES, AGREEMENTS, OR UNDERSTANDINGS, WRITTEN OR ORAL, WITH RESPECT TO THE WORK PERFORMED BY FSI THAT EXTENDS BEYOND THOSE SET FORTH IN THIS AGREEMENT.

FSI CANNOT GUARANTEE THAT WORK WILL BE COMPLETED WITHIN A PARTICULAR TIME PERIOD OR BY A PARTICULAR DATE, AND FSI, THEREFORE, CANNOT BE HELD RESPONSIBLE FOR THE FAILURE OR INABILITY OF FSI OR ANYONE ELSE TO COMPLETE WORK WITHIN A PARTICULAR TIME PERIOD OR BY A PARTICULAR DATE.



Alarm...Extinguisher...Special hazard...Vehicle...Exit lights...Sprinkler
www.firesystems.net
Phone: (770)333-7979

INSURANCE/WAIVER OF SUBROGATION: FSI IS NOT AN INSURER. CUSTOMER is responsible for obtaining all insurance that CUSTOMER, in its sole discretion, deems necessary, including coverage for personal injury and property damage. The Pricing under this Agreement is not related in any way to the value of any of the property where the services under this Agreement are being rendered. CUSTOMER hereby waives any and all rights of recovery against FSI, its officers, members, agents, and employees, occurring on, arising out of, or related to, this Agreement, and any performance, or failure of performance, including but not limited to, breach of contract, intentional or negligent acts or omissions, to the extent such loss or damage is covered by proceeds received from the insurance of CUSTOMER or CUSTOMER's other contractors or agents, required to be carried by CUSTOMER under this Agreement. This waiver of subrogation provision shall be limited to (i) loss or damage to property, and (ii) injury or death to any person. CUSTOMER shall indemnify and hold FSI harmless against any loss or expense, including reasonable attorneys' fees, resulting from CUSTOMER's failure to provide an effective waiver

FORCE MAJEURE:

Except with respect to CUSTOMER's obligation to make timely payments when due, FSI shall not be held responsible for any delay or failure in performance of any part of this Agreement to the extent such delay or failure is caused by fire, flood, explosion, war, strike, embargo, government requirement, civil, or military authority, act of God, nature or the public enemy, inability to secure material or transportation facilities, act or omission of carriers or any other causes beyond its reasonable control

PROTECTION OF FSI:

This Agreement is intended only for CUSTOMER's benefit. Therefore, CUSTOMER agrees to protect, indemnify, defend, release, and hold FSI harmless and FSI's related parties from liability against all third parties claims or losses (including reasonable attorneys' fees) brought against FSI which relate in any way to any services or materials provided by FSI, or any other services or materials which CUSTOMER claims FSI should have provided. FSI's related parties include FSI's affiliated corporate entities, officers, directors, members, agents, employees and subcontractors.

This protection/indemnity covers claims brought against FSI by CUSTOMER's insurance company. It also includes claims against FSI arising under contract, warranty, FSI's own intentional and negligent acts or omissions, negligent misrepresentation, strict product liability, cross-claims or other claims for indemnification or contribution, or any other theory of liability whatsoever.

DISPUTES/CHOICE OF LAW:

At FSI's sole and exclusive option, any dispute shall be decided by Arbitration under the Commercial Rules of JAMS Arbitration, Mediation and ADR Services, or by litigation in the Superior Court of Georgia. This Agreement shall in all respects be interpreted, construed in accordance with, and governed by, the internal laws of the State of Georgia, without regard to its rules on conflict of laws. Each of the parties hereby irrevocably submits to the exclusive jurisdiction of the local, state, and federal courts located in Georgia in any action, suit, or proceeding relating to, or in connection with, this Agreement. The venue of any dispute shall be Cobb County, Georgia. Nothing in this section shall affect or limit any right to serve process in any manner permitted by law, to bring proceedings in the courts of any jurisdiction, or to enforce in any lawful manner a judgment obtained in one jurisdiction in any other jurisdiction.

CUSTOMER must bring any lawsuit against FSI within one (1) year after the act, omission, or event giving rise to the lawsuit. If CUSTOMER does not, then CUSTOMER shall have no right to sue FSI, and FSI shall have no liability to CUSTOMER for that claim. It is critical that CUSTOMER brings any claim in a timely manner. Time is of the essence. Both parties waive our respective right to a jury trial.

TERM OF AGREEMENT:

The term of this Agreement shall be one (1) year. This Agreement shall automatically renew for an additional term on the anniversary of the effective date of the Agreement, unless written notice of termination is given by the non-renewing party to the other party no later than sixty (60) days prior to the anniversary renewal date. This Agreement shall apply to all services and work provided by FSI during the term of this Agreement.

SCOPE OF AGREEMENT:

This Agreement constitutes the entire agreement between the parties. All previous agreements, communications, representations, warranties, and negotiations between the parties have been merged with, integrated into, and superseded by this Agreement. CUSTOMER agrees that the terms and conditions of this Agreement shall govern notwithstanding any inconsistent or additional terms and conditions of any purchase order or other document submitted by CUSTOMER, even if signed by FSI. This Agreement is not binding on FSI until FSI signs it, or services are commenced under this Agreement, which commencement constitutes FSI's acceptance. If FSI do not approve this Agreement FSI's only obligation is to refund any advance payments CUSTOMER has made for services not yet rendered

This Agreement sets forth the terms and conditions of any work performed, or materials provided. It is understood that CUSTOMER have the authority to authorize FSI to perform services for both buildings that CUSTOMER owns and/or buildings that CUSTOMER does not own but manages or has an agreement to provide services. "FSI" and "COMPANY" refers to Fire Systems, Inc. and "CUSTOMER" refers to you, our customer. By permitting us to work on CUSTOMER's premises, accepting equipment, or by signing this work order or quote, CUSTOMER accepts all of these terms and conditions as explicitly stated.

Submitted by

Customer
Authorized representative

By Robert H Logan
Print name Robert H Logan
Title City Manager
Date June 27, 2025

Fire Systems, Inc.
Authorized representative

By _____
Print name _____
Title _____
Date _____

ITEM REPORT

AGENDA ITEM NUMBER: VIII.M.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: July 7, 2025

AGENDA ITEM: Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".

EXECUTIVE SUMMARY:

Resolution declaring certain property as surplus and authorizing its sale or disposal in Exhibit "A".

FISCAL IMPACT:

ATTACHMENTS:

1. Surplus Property Resolution and Exhibit A

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE OR DISPOSAL

WHEREAS, it has been determined that the City has no further use of these certain items; and

WHEREAS, the City Council may determine that these items are surplus property; and

WHEREAS, the fair market value, if any, is determined for the surplus property and its disposal will be for the common benefit; and,

WHEREAS, the City Manager or his designee will oversee the sale or disposal of this item; and,

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Council of the City of Holly Springs hereby approve the surplus and authorize the sale or disposal of the items described in attached Exhibit "A".

This Resolution is adopted this 7th day of July 2025.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit "A"

Smith & Wesson 2.0 – 9mm semi-automatic pistols	Serial Numbers
	NBD0461
	NBA1782
	NDK1524
	NDK7536
	NDK7517
	NES7636
	NDK7528
	NDK7763

Smith & Wesson MP15 - .223/.556 caliber semi-automatic rifles	Serial Numbers
	TN96834
	TN96016
	TJ98315
	TF60264
	TF72977
	40265
	SN35848
	36277

Remington 870 – 12-gauge pump action shotguns	Serial Numbers
	CC90410D
	CC99716F
	RS37351W
	C816670M



FINANCIAL HIGHLIGHTS
As of May 31, 2025



Budget Summary
41% of year lapsed

	2024 Year End (audited)	2025 Budget	2025 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	17,435,276	16,500,000	3,088,702	18.72%
American Rescue Plan (ARP) Act of 2021	3,750,580	1,920,000	22,218	1.16%
Operating Grant Fund	136,908	70,000	30,454	43.51%
Parks & Recreation Fund	2,363,840	470,250	195,973	41.67%
Tax Allocation District	384,548	654,475	81,499	12.45%
Hotel/Motel Tax Fund	5,460	6,000	2,461	41.02%
SPLOST III Fund	22,150	-	-	0.00%
SPLOST V Fund	6,707,585	-	-	0.00%
SPLOST VI Fund	-	7,500,000	2,712,900	36.17%
Town Center Fund	6,451,025	8,000,000	840,738	10.51%
Urban Redevelopment Agency	20,902,565	7,500,000	129,756	1.73%
Debt Service Fund	3,385,509	3,789,395	1,519,739	40.11%
Stormwater Utility Fund	1,878,911	610,000	51,150	8.39%
TOTAL REVENUES - ALL FUNDS	\$ 63,424,357	\$ 47,020,120	\$ 8,675,590	18.45%

EXPENDITURES/EXPENSES BY FUND				
General Fund	15,216,644	16,500,000	7,429,052	45.02%
American Rescue Plan (ARP) Act of 2021	3,753,051	1,920,000	1,961,479	102.16%
Operating Grant Fund	136,672	70,000	42,241	60.34%
Parks & Recreation Fund	2,587,800	470,250	117,069	24.90%
Tax Allocation District	96,130	654,475	321,766	49.16%
Hotel/Motel Tax Fund	8,435	6,000	4,300	71.67%
SPLOST III Fund	41,530	-	-	0.00%
SPLOST V Fund	5,511,290	-	-	0.00%
SPLOST VI Fund	-	7,500,000	1,621,036	21.61%
Town Center Fund	6,754,049	8,000,000	717,374	8.97%
Urban Redevelopment Agency	6,436,309	7,500,000	840,738	11.21%
Debt Service Fund	1,545,007	3,789,395	1,483,638	39.15%
Stormwater Utility Fund	275,799	610,000	53,351	8.75%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 42,362,717	\$ 47,020,120	\$ 14,592,044	31.03%



Comparison to Prior Year
41% of year lapsed

	05/31/2024 Actual (unaudited)	2024 Budget	% of Annual Amended Budget	05/31/2025 Actual	2025 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	3,493,084	13,975,000	25.00%	3,088,702	16,500,000	18.72%
American Rescue Plan (ARP) Act of 2021	35,780	2,000,000	1.79%	22,218	1,920,000	1.16%
Operating Grant Fund	40,872	75,000	54.50%	30,454	70,000	43.51%
Parks & Recreation Fund	187,846	875,000	21.47%	195,973	470,250	41.67%
Tax Allocation District	68,100	446,112	15.27%	81,499	654,475	12.45%
Hotel/Motel Tax Fund	2,747	6,000	45.78%	2,461	6,000	41.02%
SPLOST V Fund	2,267,842	7,685,000	29.51%	-	-	0.00%
SPLOST VI Fund	-	2,600,000	0.00%	2,712,900	7,500,000	36.17%
Town Center Fund	4,002,082	15,300,000	26.16%	840,738	8,000,000	10.51%
Urban Redevelopment Agency	272,681	15,000,000	1.82%	129,756	7,500,000	1.73%
Debt Service Fund	435,855	3,850,000	11.32%	1,519,739	3,789,395	40.11%
Stormwater Utility Fund	32,909	610,000	5.39%	51,150	610,000	8.39%
TOTAL REVENUES - ALL FUNDS	\$ 10,839,797	\$ 62,422,112	17.37%	\$ 8,675,590	\$ 47,020,120	18.45%
EXPENDITURES/EXPENSES BY FUND						
General Fund	8,988,522	13,975,000	64.32%	7,429,052	16,500,000	45.02%
American Rescue Plan (ARP) Act of 2021	209,300	2,000,000	10.47%	1,961,479	1,920,000	102.16%
Operating Grant Fund	43,637	75,000	58.18%	42,241	70,000	60.34%
Parks & Recreation Fund	857,989	875,000	98.06%	117,069	470,250	24.90%
Tax Allocation District	330,593	446,112	0.00%	321,766	654,475	49.16%
Hotel/Motel Tax Fund	-	6,000	0.00%	4,300	6,000	71.67%
SPLOST V Fund	2,764,294	7,685,000	35.97%	-	-	0.00%
SPLOST VI Fund	-	2,600,000	0.00%	1,621,036	7,500,000	21.61%
Town Center Fund	4,685,444	15,300,000	30.62%	717,374	8,000,000	8.97%
Urban Redevelopment Agency	4,002,082	15,000,000	26.68%	840,738	7,500,000	11.21%
Debt Service Fund	1,524,076	3,850,000	39.59%	1,483,638	3,789,395	39.15%
Stormwater Utility Fund	51,051	610,000	8.37%	53,351	610,000	8.75%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 23,456,989	\$ 62,422,112	37.58%	\$ 14,592,044	\$ 47,020,120	31.03%



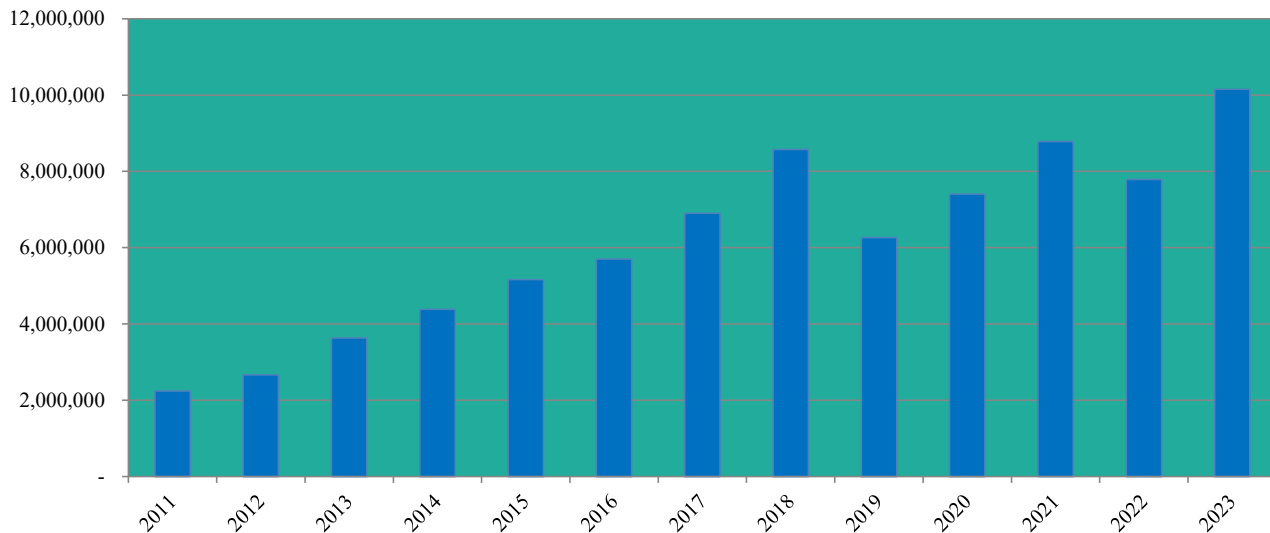
**Changes in Fund Balance/Net Position
As of May 31, 2025**

Unaudited

Fund	Balance as of 1/1/2024 (unaudited)	Revenues	Expenditures/ Expenses	Balance as of 5/31/2025	Net Increase/ (Decrease)
General Fund	10,152,420	3,088,702	7,429,052	5,812,070	(4,340,350)
American Rescue Plan (ARP) Act of 2021	-	22,218	1,961,479	(1,939,261)	(1,939,261)
Operating Grant Fund	37,373	30,454	42,241	25,586	(11,787)
Parks & Recreation Fund	755,682	195,973	117,069	834,586	78,904
Tax Allocation District	567,979	81,499	321,766	327,712	(240,267)
Hotel/ Motel Tax Fund	6,376	2,461	4,300	4,537	(1,839)
SPLOST VI Fund	-	2,712,900	1,621,036	1,091,863	1,091,863
Town Center Fund	(662,117)	840,738	717,374	(538,752)	123,365
Urban Redevelopment Agency	14,466,257	129,756	840,738	13,755,274	(710,982)
Debt Service Fund	1,843,815	1,519,739	1,483,638	1,879,916	36,101
Stormwater Utility Fund	8,291,664	51,150	53,351	8,289,463	(2,201)
	\$ 35,459,448	\$ 8,675,590	\$ 14,592,044	\$ 29,542,995	\$ (5,916,454)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE

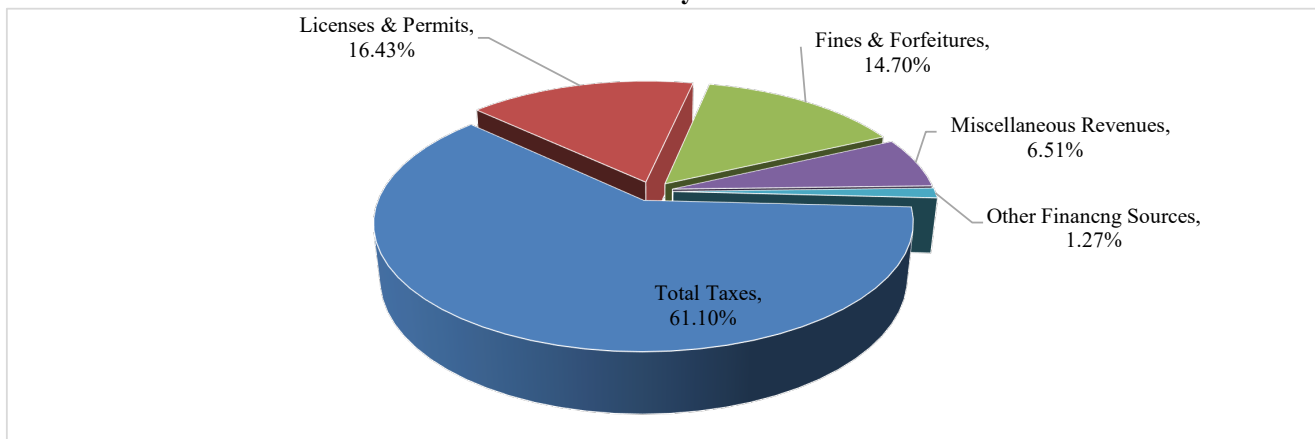




Budget Comparison Report - General Fund
41% of year lapsed

REVENUES	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Property Taxes	10,354	8,290,991	560,417	6.76%
Motor Vehicle Taxes	2,427	25,000	13,274	53.10%
Motor Vehicle Title Ad Valorem Tax	90,362	850,000	374,645	44.08%
Mobile Home Tax	-	75	58	77.11%
Recording Intangible Taxes	10,302	65,000	26,040	40.06%
Penalties & Interest	826	10,000	12,382	123.82%
Fifa Fees	105	2,000	1,710	85.50%
Franchise Tax	-	625,000	740,137	118.42%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	3,216	10,000	11,498	114.98%
Business & Occupation Tax	4,940	150,000	142,640	95.09%
Financial Institutions Tax	-	4,000	4,245	106.13%
Insurance Premium Tax	-	1,500,000	-	0.00%
Total Taxes	153,950	11,992,716	1,887,046	15.73%
Licenses & Permits	114,263	595,525	507,321	85.19%
Fines & Forfeitures	77,121	738,425	453,972	61.48%
Miscellaneous Revenues	5,158	117,284	44,133	37.63%
Interest Income	17,551	150,250	156,921	104.44%
Proceeds from the Sale of Assets	39,300	50,000	39,300	78.60%
Inception of Lease Liability	-	400,000	-	0.00%
Donation from Private Sources	39,300	250	-	0.00%
Fund Balance	-	2,455,550	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 446,643	\$ 16,500,000	\$ 3,088,702	18.72%

Revenues by Source

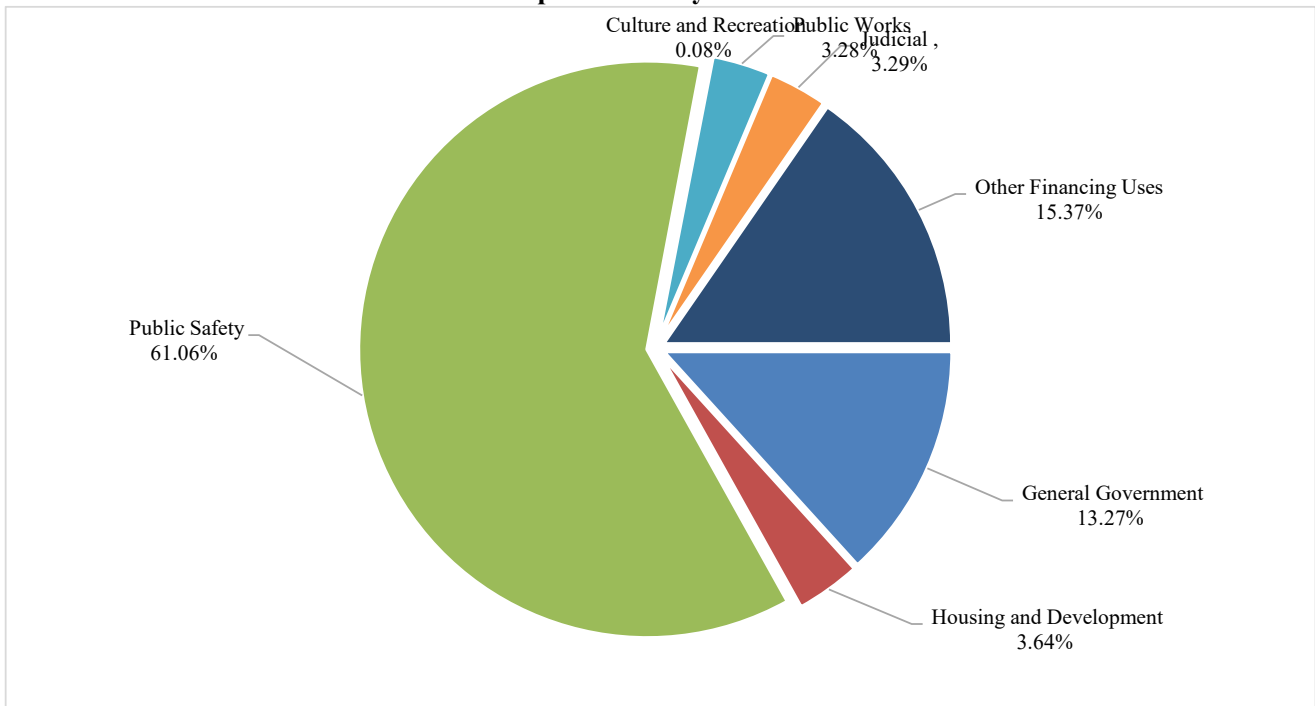




Budget Comparison Report - General Fund
41% of year lapsed

EXPENDITURES	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
General Government	197,612	2,621,631	985,970	37.61%
Housing and Development	64,565	671,081	270,458	40.30%
Public Safety	2,715,913	8,656,881	4,536,432	52.40%
Culture and Recreation	342	44,000	5,794	13.17%
Public Works	33,115	701,189	243,713	34.76%
Judicial	56,111	594,050	244,675	41.19%
Other Financing Uses	46,936	3,211,167	1,142,009	35.56%
TOTAL GENERAL FUND EXPENDITURES	\$ 3,114,595	\$ 16,500,000	\$ 7,429,052	45.02%

Expenditures by Function





Budget Comparison Report - All Funds
41% of year lapsed

Unaudited

	2024 Year End Actuals	2025 Budget	Year to Date	% 2025 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	17,435,276	16,500,000	3,088,702	18.72%
Expenditures:	15,216,644	16,500,000	7,429,052	45.02%
Excess Revenues over (under) Expenditures	2,218,631	-	(4,340,350)	
<u>AMERICAN RESCUE PLAN (ARP) ACT OF 2021</u>				
Revenues:	3,750,580	1,920,000	22,218	1.16%
Expenditures:	3,753,051	1,920,000	1,961,479	102.16%
Excess Revenues over (under) Expenditures	(2,471)	-	(1,939,261)	
<u>OPERATING GRANT FUND</u>				
Revenues:	136,908	70,000	30,454	43.51%
Expenditures:	136,672	70,000	42,241	60.34%
Excess Revenues over (under) Expenditures	236	-	(11,787)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	2,363,840	470,250	195,973	41.67%
Expenditures:	2,587,800	470,250	117,069	24.90%
Excess Revenues over (under) Expenditures	(223,960)	-	78,904	
<u>TAX ALLOCATION DISTRICT</u>				
Revenues:	384,548	654,475	81,499	12.45%
Expenditures:	96,130	654,475	321,766	49.16%
Excess Revenues over (under) Expenditures	288,418	-	(240,267)	



Budget Comparison Report - All Funds
41% of year lapsed

Unaudited

	2024 Year End Actuals	2025 Budget	Year to Date	% 2025 Annual Budget
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	5,460	6,000	2,461	41.02%
Expenditures:	8,435	6,000	4,300	71.67%
Excess Revenues over (under) Expenditures	(2,975)	-	(1,839)	
<u>URBAN REDEVELOPMENT AGENCY</u>				
Revenues:	20,902,565	7,500,000	129,756	1.73%
Expenditures:	6,436,309	7,500,000	840,738	11.21%
Excess Revenues over (under) Expenditures	14,466,257	-	(710,982)	
<u>SPLOST VI FUND</u>				
Revenues:	-	7,500,000	2,712,900	36.17%
Expenditures:	-	7,500,000	1,621,036	21.61%
Excess Revenues over (under) Expenditures	-	-	1,091,863	
<u>TOWN CENTER FUND</u>				
Revenues:	6,451,025	8,000,000	840,738	10.51%
Expenditures:	6,754,049	8,000,000	717,374	8.97%
Excess Revenues over (under) Expenditures	(303,025)	-	123,365	
<u>DEBT SERVICE FUND</u>				
Revenues:	3,385,509	3,789,395	1,519,739	40.11%
Expenditures:	1,545,007	3,789,395	1,483,638	39.15%
Excess Revenues over (under) Expenditures	1,840,501	-	36,101	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	1,878,911	610,000	51,150	8.39%
Expenses:	275,799	610,000	53,351	8.75%
Excess Revenues over (under) Expenses	1,603,111	-	(2,201)	



Investments
As of May 31, 2025

South State Bank

Downtown Development Authority - CD 4.75% 100,169

Subtotal South State Bank \$ 100,169

Goldman Sachs Autocallable GS Momentum Builder	230,600
Certificate of Deposit - CD 4.05% Maturity Date - 9/21/2025	331,543
Certificate of Deposit - CD 4.05% Maturity Date - 9/28/2025	275,255
Certificate of Deposit - CD 4.05% Maturity Date - 9/23/2025	552,745
Certificate of Deposit - CD 4.05% Maturity Date - 9/23/2025	555,863
Certificate of Deposit - CD 4.05% Maturity Date - 9/23/2025	271,822
Certificate of Deposit - CD 4.05% Maturity Date - 9/28/2025	274,065
Certificate of Deposit - CD 4.05% Maturity Date - 9/28/2025	82,348
Certificate of Deposit - CD 4.15% Maturity Date - 9/28/2025	1,075,264
Certificate of Deposit - CD 4.15% Maturity Date - 10/6/2025	607,956

Subtotal South State Investment Services \$ 4,257,461

Total Investments \$ 4,357,631



Cash
As of May 31, 2025

South State Bank

General Fund	1,642,435
Municipal Court Fund	139,602
Police Forfeiture Account	1,806
Police Seized Asset Account	26
Money Market Account	3,407,730
Main Street Board	58,605
Tree Replacement Fund	43,737
American Rescue Plan (ARP) Act of 2021	-
Operating Grant Fund	10,623
Parks & Recreation Fund	295,117
Tax Allocation District (TAD)	243,977
Hotel Motel Tax Fund	4,188
SPLOST VI	772,370
Town Center Fund	140,669
Debt Service Fund	79,381
Downtown Development Authority - Checking	5,078
Stormwater Utility Fund	195,285

Subtotal South State Bank	\$ 7,040,630
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South State Investment Services

Budget Stabilization Cash Account	91
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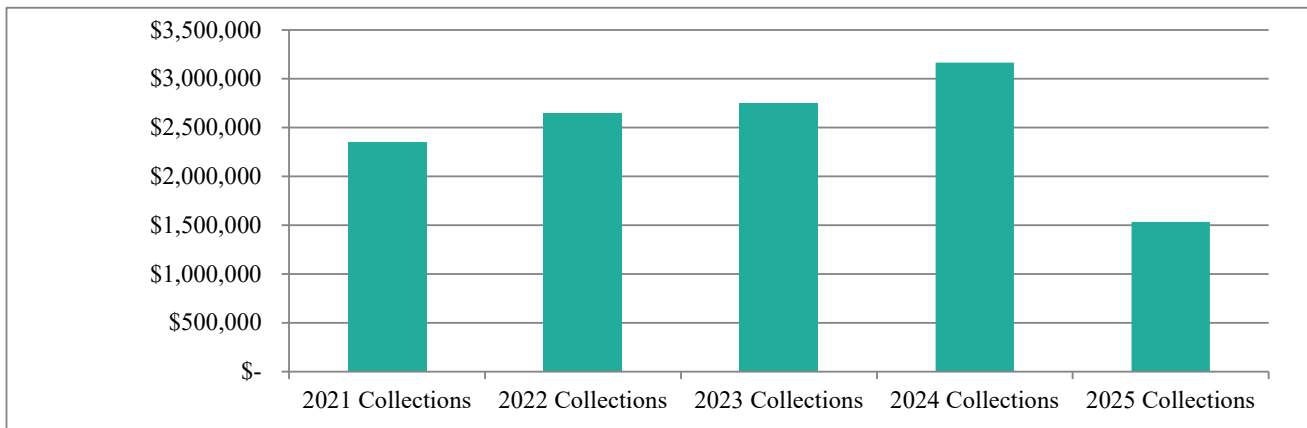
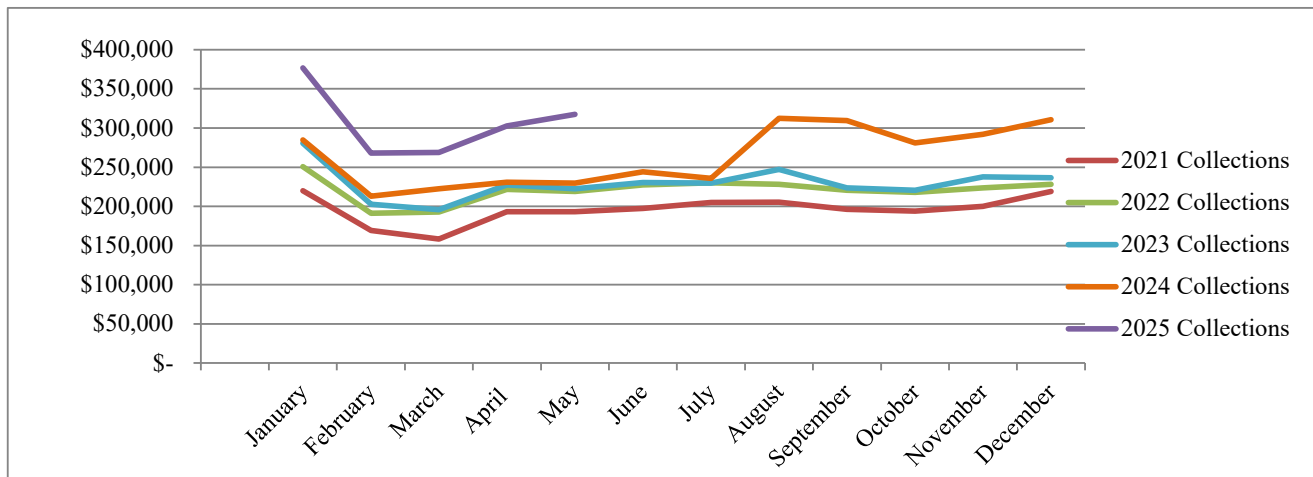
Subtotal South State Investment Services	\$ 91
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Total Cash	\$ 7,040,721
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Special Purpose Local Option Sales Tax Collections
As of May 31, 2025

						% Change from Prior Year
	2021 Collections	2022 Collections	2023 Collections	2024 Collections	2025 Collections	
January	\$ 219,927	\$ 250,695	\$ 280,583	\$ 284,961	\$ 376,756	32.21%
February	169,237	191,168	202,766	212,973	268,028	25.85%
March	158,258	192,686	195,742	222,279	268,721	20.89%
April	193,138	221,796	227,217	230,875	302,760	31.14%
May	193,137	219,102	222,579	229,480	317,365	38.30%
June	197,249	227,296	230,478	243,921		
July	204,832	229,938	229,808	235,599		
August	205,351	228,172	247,254	312,409		
September	196,323	220,495	223,389	309,613		
October	193,776	217,820	220,673	280,899		
November	199,817	223,696	237,509	292,072		
December	218,887	228,006	236,436	310,513		
	\$ 2,349,931	\$ 2,650,872	\$ 2,754,435	\$ 3,165,593	\$ 1,533,630	





Downtown Development Authority
As of May 31,2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Revenues				
Interest Revenue	0.33	-	1.32	100%
Miscellaneous Revenue	-	6,500	-	0.00%
Proceeds from Sale of Property	-	500,000	282,462	56.49%
TOTAL REVENUES	\$ 0	\$506,500	\$ 282,463	55.77%
Expenditures				
Dues & Fees	-	500	-	0.00%
Training	-	250	-	0.00%
DDA Meetings	-	3,000	-	0.00%
Other Expenditures	-	250	-	0.00%
Sponsorships	-	2,500	-	0.00%
Transfers to Primary Government	-	500,000	282,462	56.49%
TOTAL EXPENDITURES	\$ -	\$ 506,500	\$ 282,462	55.77%



GENERAL FUND REVENUE DETAIL

As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	10,354	8,290,991	477,811	5.76%
Real Property Tax - Public Utility	-	40,000	29,066	72.66%
Personal Property Tax	39	125,000	53,540	42.83%
Motor Vehicle Tax	2,427	25,000	9,229	36.92%
Motor Vehicle Title Ad Valorem Tax	90,362	850,000	374,645	44.08%
Apportioned Vehicles (AAVT)	-	4,500	4,045	89.89%
Mobile Home Tax	-	75	58	77.11%
Intangible Tax	10,302	65,000	26,040	40.06%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	3,216	10,000	11,498	114.98%
Franchise Tax - Electric	-	625,000	645,822	103.33%
Franchise Tax - Gas	-	110,000	31,309	28.46%
Franchise Tax - Cable	30,285	175,000	60,812	34.75%
Franchise Tax - Telephone	1,094	5,500	2,194	39.89%
Business & Occupational Tax	4,940	150,000	142,640	95.09%
Insurance Premium Tax	-	1,500,000	-	0.00%
Financial Institutions Tax	-	4,000	4,245	106.13%
Penalties & Interest	826	10,000	12,382	123.82%
FiFa Fees	105	2,000	1,710	85.50%
Total Taxes	153,950	11,992,716	1,887,046	15.73%
Alcoholic Beverage Licenses	-	75,000	7,000	9.33%
Alcohol Pouring Permit	600	5,000	2,365	47.30%
Zoning and Land Use Permits	1,040	10,000	3,817	38.17%
Planning and Development Fees	-	5,000	4,057	81.15%
Sign Permit Fees	550	1,500	1,187	79.13%
Special Event Permits	-	250	-	0.00%
Vacant Lot Registration	-	25	-	0.00%
Personal Transportation Veh Permit	-	50	-	0.00%
Other Licenses and Permits	50	2,500	125	5.00%
Building Permit Revenue	78,437	350,000	333,515	95.29%
Certificate of Occupancy Fees	16,000	50,000	53,500	107.00%
Building Permit - Reinspection Fees	-	5,000	150	3.00%
Building Permit-Sub Fee	7,039	30,000	22,518	75.06%
Occupational Tax Late Fees	35	1,200	258	21.52%
Plan Review Fees	10,513	60,000	78,829	131.38%
Total Licenses and Permits	114,263	595,525	507,321	85.19%
Municipal Court Fines	77,021	700,000	453,272	64.75%
Cash confiscations-Forfeitures	-	150	-	0.00%
Proceeds From Sale of Confiscations	-	500	-	0.00%
Court Costs	-	2,500	-	0.00%
Drug Testing Fees	-	-	-	100%
Expungements	-	25	-	0.00%
Tree Recompense Revenue	-	5,000	-	0.00%
Other Fines & Forfeitures-Code	100	30,000	700	2.33%
Other Forfeitures	-	250	-	0.00%
Total Fines and Forfeitures	77,121	738,425	453,972	61.48%



GENERAL FUND REVENUE DETAIL

As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Grant Revenue	-	500	881	176.15%
Probation Fees	2,154	30,000	11,690	38.97%
Election and Qualifying Fees	-	-	-	100%
Printing and Duplicating Service Fees	434	250	1,441	576.46%
Advertising Fees	-	750	-	0.00%
Accident/Incident Reports	260	2,000	1,370	68.50%
Wrecker Service Contract	-	20,000	20,000	100.00%
Background Checks	60	1,000	450	45.00%
Bad Check Fees	-	50	100	200.00%
Miscellaneous Revenue	2,250	47,734	2,283	4.78%
Rents and Royalties	-	5,000	870	17.40%
Reimbursement for Damaged Property	-	10,000	5,048	50.48%
Total Miscellaneous Income	5,158	117,284	44,133	37.63%
Interest Revenue	17,551	150,000	156,921	104.61%
Unrealized Gain or Loss on Investments	-	250	-	0.00%
Total Investment Income	17,551	150,250	156,921	104.44%
Proceeds from Sale of Assets	39,300	50,000	39,300	78.60%
Inception of lease liabilities	-	400,000	-	0.00%
Donations from Private Sources	-	250	10	4.00%
Fund Balance	-	2,455,550	-	0.00%
Total Other Financing Sources	39,300	2,905,800	39,310	1.35%
TOTAL GENERAL FUND REVENUES	\$ 407,343	\$ 16,500,000	\$ 3,088,702	18.72%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Governing Body</i>				
Salaries & Wages-Council	3,500	42,000	17,500	41.67%
Employee Benefits-Medical	9,784	134,661	42,789	31.78%
Employee Benefits-Dental	351	5,017	1,561	31.11%
Employee Benefits-ADD Life	65	882	365	41.39%
FICA	137	2,604	760	29.18%
Medicare	32	609	178	29.18%
Employee Benefits-Retirement	255	3,058	1,274	41.66%
Unemployment	6	173	30	17.20%
Workers Comp Insurance	-	133	94	70.38%
<i>Total Salaries and Benefits</i>	14,130	189,137	64,550	34.13%
Communications	255	480	1,162	242.10%
Travel	1,739	1,000	2,633	263.27%
Dues and Fees	-	750	585	78.03%
Education and Training	1,085	750	1,560	208.00%
Other Expenditures	36	250	916	366.45%
Small Equipment	-	-	1,076	100%
General Supplies and Materials	-	50	-	0.00%
<i>Total Operations</i>	3,116	3,280	7,932	241.83%
<i>City Manager</i>				
Salaries & Wages	21,346	277,500	116,106	41.84%
Employee Benefits-Medical	1,588	19,901	7,892	39.65%
Employee Benefits-Dental	114	1,613	569	35.27%
Employee Benefits-ADD Life	18	221	110	49.87%
Employee Benefits-Disability	126	1,588	756	47.61%
FICA	1,312	15,258	7,138	46.78%
Medicare	307	4,024	1,669	41.49%
Employee Benefits-Retirement	1,684	20,202	8,418	41.67%
Unemployment	-	68	24	35.63%
Workers' Comp. Insurance	-	1,305	920	70.50%
<i>Total Salaries and Benefits</i>	26,495	341,680	143,603	42.03%
Communications	77	900	329	36.50%
Travel	-	1,300	274	21.06%
Dues and Fees	-	2,000	616	30.82%
Education and Training	-	1,250	-	0.00%
Other Expenditures	241	1,500	1,892	126.11%
General Supplies and Materials	-	150	-	0.00%
Small Equipment	-	-	153	100%
<i>Total Operations</i>	318	7,100	3,264	45.97%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
City Clerk				
Salaries & Wages	15,197	198,060	82,975	41.89%
Employee Benefits-Medical	3,604	48,589	17,904	36.85%
Employee Benefits-Dental	83	1,234	413	33.45%
Employee Benefits-ADD Life	31	368	184	49.94%
Employee Benefits-Disability	126	1,526	756	49.56%
FICA	904	12,280	4,930	40.14%
Medicare	211	2,872	1,153	40.14%
Employee Benefits-Retirement	1,202	14,419	6,008	41.67%
Unemployment	-	114	40	35.41%
Workers' Comp. Insurance	-	626	441	70.51%
Total Salaries and Benefits	21,356	280,088	114,804	40.99%
Professional Services	300	5,000	300	6.00%
Communications	77	900	339	37.69%
Travel	-	1,250	-	0.00%
Dues and Fees	85	6,500	1,505	23.15%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	500	195	38.99%
General Supplies and Materials	-	250	51	20.59%
General Supplies - Postage	18	300	139	46.41%
Small Equipment	-	500	846	169.22%
Software	-	20,900	3,819	18.27%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	479	37,650	7,195	19.11%
Elections				
Advertising	-	-	-	100%
Total Operations	-	-	-	100.00%
Contingency				
Contingency	-	165,000	-	0.00%
Total Operations	-	165,000	-	0.00%
Financial Administration				
Salaries & Wages	20,201	262,608	110,852	42.21%
Salaries & Wages overtime	-	-	14	100%
Employee Benefits-Medical	6,951	97,925	34,521	35.25%
Employee Benefits-Dental	78	1,404	388	27.64%
Employee Benefits-ADD Life	37	441	221	50.00%
Employee Benefits-Disability	184	2,136	1,103	51.63%
FICA	1,165	16,282	6,391	39.25%
Medicare	273	3,808	1,495	39.25%
Employee Benefits-Retirement	1,593	19,118	7,966	41.67%
Unemployment	-	137	48	35.36%
Workers' Comp. Insurance	-	830	585	70.52%
Total Salaries and Benefits	30,481	404,689	163,583	40.42%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services - Audit	11,000	27,500	27,000	98.18%
Advertising/Promotions	-	2,800	-	0.00%
Printing and Binding	-	1,500	-	0.00%
Travel	-	500	240	47.93%
Dues and Fees	43	10,000	5,053	50.53%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	500	245	48.91%
General Supplies and Materials	-	1,500	536	35.71%
General Supplies-Postage	186	7,500	1,397	18.63%
Small Equipment	-	250	307	122.63%
Software	-	9,150	-	0.00%
Total Operations	11,229	62,700	34,777	55.47%
Licensing				
Salaries & Wages	2,076	26,986	11,374	42.15%
Employee Benefits-Medical	992	14,800	4,925	33.28%
Employee Benefits-Dental	19	350	97	27.71%
Employee Benefits-ADD Life	6	74	37	49.62%
Employee Benefits-Disability	19	224	113	50.60%
FICA	116	1,673	633	37.84%
Medicare	27	391	148	37.86%
Employee Benefits-Retirement	164	1,965	819	41.66%
Unemployment	-	23	8	35.09%
Workers' Comp. Insurance	-	43	30	69.93%
Total Salaries and Benefits	3,419	46,529	18,184	39.08%
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	-	1,500	803	53.53%
Software	-	3,000	-	0.00%
Other Supplies-Uniforms	-	50	-	0.00%
Total Operations	-	4,650	803	17.27%
Legal				
Professional Services - Legal	870	35,000	8,636	24.67%
Total Operations	870	35,000	8,636	24.67%
Information Technology				
Salaries & Wages	11,459	103,795	42,077	40.54%
Employee Benefits-Medical	1,062	13,267	5,277	39.77%
Employee Benefits-Dental	128	1,073	642	59.82%
Employee Benefits-ADD Life	20	221	121	54.87%
Employee Benefits-Disability	104	838	622	74.18%
FICA	693	6,435	2,521	39.17%
Medicare	162	1,505	589	39.17%
Employee Benefits-Retirement	1,042	12,502	5,209	41.67%
Unemployment	-	68	16	23.75%
Workers' Comp. Insurance	-	328	231	70.53%
Total Salaries and Benefits	14,669	140,032	57,305	40.92%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	20,000	-	0.00%
Communications	85	480	384	79.99%
Dues and Fees	-	250	32	12.70%
Other Expenditures	-	250	72	28.65%
General Supplies and Materials	-	500	96	19.25%
Small Equipment	216	5,000	1,724	34.47%
Software	838	225,000	48,213	21.43%
Total Operations	1,140	251,480	50,520	20.09%
Human Resources				
Professional Services	-	30,000	-	0.00%
Advertising/Promotions	-	100	-	0.00%
Communications	-	300	11	3.56%
Travel	-	1,000	-	0.00%
Dues and Fees	-	1,200	282	23.53%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	150	-	0.00%
General Supplies and Materials	-	500	-	0.00%
General Supplies-Postage	-	100	-	0.00%
Gasoline/Diesel	-	-	-	100%
Small Equipment	-	500	-	0.00%
Software	-	5,500	1,167	21.21%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	-	40,900	1,460	3.57%
Risk Management				
Professional Services	-	20,000	5,000	25.00%
Liability Insurance	41,991	256,000	170,191	66.48%
Total Operations	41,991	276,000	175,191	63.48%
General Government Building				
Salaries & Wages	5,197	89,638	28,079	31.33%
Employee Benefits-Medical	1,002	14,093	4,975	35.30%
Employee Benefits-Dental	29	355	146	41.07%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	36	427	216	50.53%
FICA	313	5,558	1,692	30.43%
Medicare	73	1,300	396	30.43%
Employee Benefits-Retirement	318	3,813	1,589	41.66%
Unemployment	2	91	26	28.92%
Workers' Comp. Insurance	-	1,880	1,325	70.47%
Total Salaries and Benefits	6,983	117,302	38,516	32.83%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	250	-	0.00%
Disposal - Garbage	105	500	420	83.99%
Lawn Care	-	500	-	0.00%
Pest Control	226	2,200	918	41.70%
Repairs and Maintenance	-	10,000	1,020	10.20%
Repairs and Maintenance - Vehicles	1,408	7,500	1,723	22.97%
Rental of Equipment	604	7,500	3,148	41.98%
Communications	901	20,000	9,172	45.86%
Dues and Fees	41	1,500	449	29.91%
Other Expenditures	(10)	1,000	8	0.85%
General Supplies and Materials	1,036	8,000	4,175	52.19%
Water and Sewer	263	2,000	844	42.22%
Natural Gas	202	3,500	2,314	66.10%
Electricity	2,209	15,000	6,408	42.72%
Gasoline and Diesel	234	4,000	1,977	49.41%
Small Equipment	-	2,000	1,456	72.79%
Software	-	-	-	100%
Other Supplies-Uniforms	-	150	224	149.63%
Capital Outlay - Site improvement	3,993	-	7,987	100%
Capital Outlay - Buildings	-	-	-	100%
Total Operations & Capital	11,214	85,600	42,242	49.35%
Communication & Eternal Affairs				
Salaries & Wages	6,758	87,859	37,406	42.57%
Employee Benefits-Medical	1,741	23,285	8,648	37.14%
Employee Benefits-Dental	53	855	266	31.16%
Employee Benefits-ADD Life	11	132	66	50.09%
Employee Benefits-Disability	61	729	369	50.61%
FICA	403	5,447	2,230	40.94%
Medicare	94	1,274	522	40.94%
Employee Benefits-Retirement	533	6,396	2,665	41.67%
Unemployment	-	41	15	36.34%
Workers' Compensation	-	466	328	70.45%
Total Salaries and Benefits	9,655	126,484	52,515	41.52%
Communications	43	480	192	40.00%
Travel	-	700	-	0.00%
Dues and Fees	-	2,000	389	19.45%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	150	57	38.32%
Small Equipment	-	500	-	0.00%
Software	27	1,000	252	25.24%
Total Operations	69	6,330	891	14.07%
TOTAL GENERAL GOVERNMENT	\$ 197,612	\$ 2,621,631	\$ 985,970	37.61%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Municipal Court</i>				
Salaries & Wages	9,735	126,559	50,134	39.61%
Salaries & Wages - Overtime	-	500	28	5.60%
Employee Benefits-Medical	4,002	53,732	19,883	37.00%
Employee Benefits-Dental	98	1,651	490	29.68%
Employee Benefits-ADD Life	25	294	147	50.00%
Employee Benefits-Disability	89	1,051	532	50.57%
FICA	575	7,878	2,950	37.45%
Medicare	134	1,842	690	37.46%
Employee Benefits-Retirement	771	9,250	3,854	41.67%
Unemployment	-	91	32	35.49%
Workers' Compensation	-	402	283	70.44%
<i>Total Salaries and Benefits</i>	<u>15,429</u>	<u>203,250</u>	<u>79,024</u>	<u>38.88%</u>
Professional Services - Public Defender	1,100	6,000	4,006	66.76%
Professional Services - Solicitor/Judge	4,000	80,000	32,260	40.33%
Rental of Equipment	112	1,500	560	37.31%
Advertising	-	100	-	0.00%
Printing & Binding	-	100	-	0.00%
Travel	453	5,000	2,599	51.98%
Dues and Fees	-	1,000	1,079	107.95%
Education and Training	-	1,500	475	31.67%
Other Expenditures	-	100	98	98.48%
General Supplies and Materials	-	1,500	-	0.00%
General Supplies and Materials Postage	31	750	200	26.66%
Food Supplies	405	3,000	1,128	37.60%
Small Equipment	-	250	397	158.88%
Software	1,525	20,000	5,935	29.68%
Intergovernmental - Inmate Housing	165	20,000	1,870	9.35%
Payment to Other Agencies	32,892	250,000	115,043	46.02%
<i>Total Operations</i>	<u>40,683</u>	<u>390,800</u>	<u>165,650</u>	<u>42.39%</u>
TOTAL JUDICIAL	<u>\$ 56,111</u>	<u>\$ 594,050</u>	<u>\$ 244,675</u>	<u>41.19%</u>
<i>Police Administration</i>				
Salaries & Wages	51,154	689,726	299,578	43.43%
Salaries & Wages-Overtime	9	3,000	138	4.61%
Employee Benefits-Medical	8,141	162,686	40,302	24.77%
Employee Benefits-Dental	394	6,289	1,968	31.29%
Employee Benefits-ADD Life	78	1,103	467	42.32%
Employee Benefits-Disability	422	5,519	2,534	45.91%
FICA	3,118	43,008	18,274	42.49%
Medicare	729	10,058	4,274	42.49%
Employee Benefits-Retirement	3,875	46,500	19,375	41.67%
Unemployment	-	365	145	39.82%
Workers' Compensation	-	27,474	19,365	70.48%
<i>Total Salaries and Benefits</i>	<u>67,920</u>	<u>995,728</u>	<u>406,419</u>	<u>40.82%</u>



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	750	-	0.00%
Repairs & Maintenance	2,999	4,500	2,999	66.65%
Repair & Maintenance-Vehicle	680	5,500	4,868	88.51%
Rental of Equipment	488	6,000	2,247	37.45%
Communications	352	3,500	1,459	41.70%
Advertising	-	5,000	-	0.00%
Printing and Binding	-	600	-	0.00%
Travel	-	6,000	876	14.60%
Dues and Fees	-	5,000	1,797	35.93%
Education and Training	-	6,000	879	14.65%
Other Expenditures	225	3,000	250	8.33%
General Supplies and Materials	88	2,000	834	41.68%
General Supplies - Postage	66	500	209	41.80%
Gasoline/Diesel	1,354	18,500	5,475	29.59%
Small Equipment	-	2,500	1,366	54.64%
Software	13	8,125	167	2.05%
Other Supplies - Uniforms	162	6,000	871	14.52%
Total Operations and Capital	6,428	83,475	24,297	29.11%
Criminal Investigation Division				
Salaries & Wages	31,448	470,683	157,509	33.46%
Salaries & Wages-Overtime	89	10,000	748	7.48%
Employee Benefits-Medical	9,889	163,721	47,548	29.04%
Employee Benefits-Dental	397	7,148	2,083	29.15%
Employee Benefits-ADD Life	61	882	368	41.67%
Employee Benefits-Disability	271	3,627	1,625	44.79%
FICA	1,863	29,802	9,346	31.36%
Medicare	436	6,970	2,186	31.36%
Employee Benefits-Retirement	2,916	34,994	14,581	41.67%
Unemployment	-	274	73	26.53%
Workers' Compensation	-	22,262	15,692	70.49%
Total Salaries and Benefits	47,371	750,363	251,757	33.55%
Professional Services	8	500	30	6.05%
Repair & Maintenance	-	3,000	-	0.00%
Repair & Maintenance-Vehicle	2,499	4,000	2,499	62.49%
Communications	130	2,400	1,468	61.16%
Printing and Binding	253	250	1,087	434.95%
Travel	-	2,000	533	26.63%
Dues and Fees	-	2,000	424	21.20%
Education and Training	-	2,500	-	0.00%
Other Expenditures	-	800	451	56.44%
General Supplies and Materials	-	750	74	9.83%
General Supplies and Materials-Postage	-	50	-	0.00%
Gasoline and Diesel	1,105	14,000	4,778	34.13%
Small Equipment	-	3,000	409	13.63%
Software	206	6,000	1,842	30.70%
Other Supplies - Uniforms	960	3,000	2,059	68.62%
Total Operations and Capital	5,162	44,250	15,653	35.37%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Vice</i>				
Salaries & Wages	5,713	71,684	32,985	46.01%
Salaries & Wages-Overtime	-	2,000	448	22.42%
Employee Benefits-Medical	1,006	14,094	4,996	35.45%
Employee Benefits-Dental	59	950	296	31.16%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	48	574	290	50.55%
FICA	333	4,568	1,956	42.82%
Medicare	78	1,068	458	42.84%
Employee Benefits-Retirement	447	5,364	2,235	41.67%
Unemployment	-	46	16	35.11%
Workers' Compensation	-	3,413	2,405	70.48%
<i>Total Salaries and Benefits</i>	7,697	103,908	46,159	44.42%
Repairs & Maintenance Vehicles	6	2,500	448	17.93%
Repairs & Maintenance	500	-	500	100%
Dues and Fees	-	150	19	12.69%
Education & Training	-	250	-	0.00%
Gasoline	305	4,000	1,436	35.89%
Other Supplies - Uniforms	-	300	-	0.00%
<i>Total Operations and Capital</i>	811	7,200	2,403	33.37%
<i>Patrol</i>				
Salaries & Wages	131,283	1,901,400	728,473	38.31%
Salaries & Wages-Overtime	7,604	52,000	35,903	69.04%
Employee Benefits-Medical	40,788	648,377	203,895	31.45%
Employee Benefits-Dental	1,470	23,032	7,263	31.53%
Employee Benefits-ADD Life	306	3,969	1,727	43.52%
Employee Benefits-Disability	1,194	15,020	6,790	45.21%
FICA	8,304	121,111	45,689	37.72%
Medicare	1,942	28,324	10,685	37.73%
Employee Benefits-Retirement	11,851	142,210	59,254	41.67%
Unemployment	8	1,231	401	32.59%
Workers' Compensation	1,446	90,470	68,117	75.29%
<i>Total Salaries and Benefits</i>	206,195	3,027,144	1,168,198	38.59%
Professional Services	650	4,000	2,000	50.00%
Repair & Maintenance	15,496	20,000	16,306	81.53%
Repair & Maintenance-Vehicle	13,093	80,000	44,586	55.73%
Communications	1,221	22,000	6,418	29.17%
Printing and Binding	-	600	-	0.00%
Travel	244	6,000	319	5.31%
Dues and Fees	32	7,500	1,219	16.25%
Education & Training	-	8,000	117	1.46%
Other Expenditures	906	3,000	1,894	63.13%
General Supplies and Materials	8	5,000	786	15.72%
Gasoline and Diesel	8,950	125,000	41,422	33.14%
Small Equipment	34	25,000	885	3.54%
Software	-	22,000	1,675	7.61%
Other Supplies - Uniforms	3,260	51,000	11,402	22.36%
Capital Outlay - Vehicles	-	400,000	-	0.00%
Capital Outlay - Machinery & Equipment	-	-	-	100%
Loss on Disposition of Capital Assets	11,992	-	11,992	-
Payment to Other Agencies	-	-	-	100%
<i>Total Operations and Capital</i>	55,885	779,100	141,020	18.10%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Police Training				
Salaries & Wages	5,819	74,182	48,386	65.23%
Salaries & Wages-Overtime	-	2,000	-	0.00%
Employee Benefits-Medical	2,941	40,465	14,611	36.11%
Employee Benefits-Dental	99	1,436	496	34.54%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	51	603	305	50.56%
FICA	337	4,723	2,770	58.65%
Medicare	79	1,105	648	58.62%
Employee Benefits-Retirement	462	5,546	2,311	41.67%
Unemployment	-	46	24	53.13%
Workers' Compensation	-	3,528	2,487	70.49%
Total Salaries and Benefits	9,801	133,781	72,111	53.90%
Repair & Maintenance-Vehicle	31	2,000	71	3.55%
Repairs & Maintenance	500	600	500	83.32%
Communications	58	960	247	25.71%
Travel	482	3,500	593	16.93%
Dues and Fees	-	1,000	127	12.70%
Education and Training	-	4,000	1,300	32.50%
General Supplies and Materials	293	2,000	712	35.62%
Weapons Supplies & Ammunition	-	58,000	21,356	36.82%
Gasoline and Diesel	260	2,500	870	34.79%
Small Equipment	208	8,000	508	6.36%
Software	-	2,750	2,550	92.73%
Other Supplies - Uniforms	134	1,500	549	36.60%
Intergovernmental	-	2,500	2,500	100.00%
Total Operations and Capital	1,966	89,310	31,883	35.70%
Police Stations and Buildings				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	93	1,200	372	30.99%
Pest Control	45	1,200	225	18.75%
Repairs and Maintenance	1,856	65,000	3,343	5.14%
Rental of Land & Building	3,622	45,500	21,730	47.76%
Communications	1,873	20,000	9,466	47.33%
Dues & fees	42	450	218	48.47%
General Supplies and Materials	501	3,000	1,243	41.45%
Water/Sewer	450	5,500	2,047	37.22%
Electricity	1,902	15,000	5,027	33.51%
Small Equipment	-	1,500	1,594	106.26%
Total Operations	10,384	158,600	45,265	28.54%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Probation				
Salaries & Wages	4,152	53,972	22,690	42.04%
Salaries & Wages - Overtime	-	500	-	0.00%
Employee Benefits-Medical	2,941	35,960	14,621	40.66%
Employee Benefits-Dental	99	1,436	496	34.54%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	38	406	227	55.83%
FICA	234	3,377	1,277	37.81%
Medicare	55	790	299	37.80%
Employee Benefits-Retirement	330	3,966	1,652	41.66%
Unemployment	-	46	16	35.11%
Workers' Compensation	-	172	121	70.58%
Total Salaries and Benefits	7,861	100,772	41,473	41.16%
Dues and Fees	-	200	25	12.70%
Education and Training	-	250	-	0.00%
General Supplies and Materials	-	100	141	141.42%
Small Equipment	-	-	295	100%
Software	180	2,200	1,080	49.09%
Other Supplies - Uniforms	-	500	-	0.00%
Total Operations and Capital	180	3,250	1,542	47.44%
Fire Services				
Intergovernmental-Fire Services	2,288,252	2,380,000	2,288,252	0.00%
Total Fire Services	2,288,252	2,380,000	2,288,252	0.00%
TOTAL PUBLIC SAFETY	\$ 2,715,913	\$ 8,656,881	\$ 4,536,432	52.40%
Highways and Streets				
Salaries & Wages	(4,168)	-	11,139	100%
Employee Benefits - Medical	(1,632)	-	(1,632)	
Employee Benefits - Dental	(45)	-	(45)	
Employee Benefits - Add Life	(75)	-	(75)	
Employee Benefits - Disability	75	-	75	
FICA	(261)	-	687	100%
Medicare	(61)	-	161	100%
Employee Benefits - Retirement	(1,248)	-	(1,248)	
Unemployment	(6)	-	10	100%
Workers Comp Insurance	(177)	-	(177)	
Professional Services-Engineering	-	500	2,000	400.00%
Disposal-Garbage/Recycling	130	1,500	520	34.67%
Pest Control	-	750	-	0.00%
Repairs & Maintenance	230	210,219	27,172	12.93%
Repairs & Maintenance-Vehicles	254	2,500	298	11.92%
Rental of Equipment	-	2,000	-	0.00%
Dues and Fees	18	12,000	1,798	14.99%
Contract Labor	25,305	308,220	126,526	41.05%
Other Expenditures	-	500	-	0.00%
General Supplies and Materials	-	2,000	134	6.70%
Gasoline/Diesel	406	5,000	998	19.96%
Small Equipment	-	3,000	-	0.00%
Total Operations	18,746	548,189	168,341	30.71%
Street Lights				
Repairs & Maintenance	-	10,000	10,522	105.22%
Electricity-Street Lights	14,142	130,000	61,252	47.12%
Total Street Lights	14,142	140,000	71,774	51.27%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Traffic Lights				
Repairs & Maintenance	-	10,000	2,520	25.20%
Electricity-Traffic Lights	227	3,000	1,078	35.94%
Total Traffic Lights	227	13,000	3,598	27.68%
TOTAL PUBLIC WORKS	\$ 33,115	\$ 701,189	\$ 243,713	34.76%
Tree Commission				
Repairs & Maintenance	-	28,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	63	12.69%
Education and Training	-	1,000	-	0.00%
Tree Commission Meetings	150	3,000	900	30.00%
General Supplies & Materials	192	5,750	831	14.45%
Books and Periodicals	-	500	-	0.00%
Total Operations	342	40,000	1,794	4.49%
Culture and Recreation				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
TOTAL CULTURE AND RECREATION	\$ 342	\$ 44,000	\$ 5,794	13.17%
Building Inspections				
Salaries & Wages	17,418	201,310	83,316	41.39%
Salaries & Wages- Overtime	37		49	100%
Employee Benefits-Medical	3,948	26,534	8,116	30.59%
Employee Benefits-Dental	188	2,006	541	26.97%
Employee Benefits-ADD Life	43	368	135	36.63%
Employee Benefits-Disability	189	1,592	599	37.61%
FICA	1,053	12,481	5,123	41.05%
Medicare	246	2,919	1,198	41.05%
Employee Benefits-Retirement	1,221	14,656	6,107	41.67%
Unemployment	1	137	68	49.36%
Workers' Compensation	-	3,453	2,434	70.49%
Total Salaries and Benefits	24,344	265,456	107,684	40.57%
Professional Services-Legal	-	1,000	-	0.00%
Repairs & Maintenance - Vehicles	384	2,000	927	46.36%
Communications	157	1,600	760	47.52%
Printing & Binding	-	50	-	0.00%
Travel	-	500	-	0.00%
Dues and Fees	15	250	307	122.70%
Education and Training	400	1,000	1,249	124.90%
Other Expenditures	-	250	620	248.09%
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	-	100	-	0.00%
Gasoline/Diesel	130	2,000	638	31.89%
Books and Periodicals-Code Books	-	50	-	0.00%
Small Equipment	-	500	1,193	238.70%
Software	-	15,000	3,819	25.46%
Other Supplies-Uniforms	-	100	-	0.00%
Total Operations	1,086	24,500	9,514	38.83%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Planning and Zoning				
Salaries & Wages	18,539	145,928	61,505	42.15%
Employee Benefits-Medical	3,141	28,066	10,348	36.87%
Employee Benefits-Dental	49	351	97	27.65%
Employee Benefits-ADD Life	99	221	129	58.22%
Employee Benefits-Disability	207	1,154	706	61.16%
FICA	1,119	9,048	3,643	40.27%
Medicare	262	2,116	852	40.27%
Employee Benefits-Retirement	2,110	10,624	6,388	60.13%
Unemployment	4	68	24	35.63%
Workers' Compensation	118	419	295	70.44%
Total Salaries and Benefits	25,647	197,995	83,987	42.42%
Professional Services-Engineering	7,207	85,000	29,940	35.22%
Professional Services-Legal	70	7,000	1,360	19.43%
Communications	78	480	353	73.58%
Advertising	165	2,500	331	13.23%
Printing & Binding	3,894	28,000	5,695	20.34%
Travel	-	1,000	-	0.00%
Dues and Fees	-	3,000	2,233	74.43%
Education and Training	-	1,000	-	0.00%
Planning & Zoning Meeting Fees	500	12,000	2,500	20.83%
Other Expenditures	-	250	256	102.25%
General Supplies and Materials	-	500	-	0.00%
General Supplies - Postage	-	1,000	399	39.93%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	1,500	397	26.48%
Software	-	12,800	-	0.00%
Total Operations	11,915	156,080	43,464	27.85%
Economic Development				
Salaries & Wages	751	9,762	3,739	38.30%
Employee Benefits - Medical	193	2,586	961	37.14%
Employee Benefits - Dental	6	95	30	31.16%
Employee Benefits - Add Live	1	15	7	49.20%
Employee Benefits - Disability	7	77	41	53.30%
FICA	45	605	223	36.85%
Medicare	10	142	52	36.74%
Employee Benefits - Retirement	59	711	296	41.65%
Unemployment	-	5	1	25.00%
Workers Comp Insurance	-	52	36	70.15%
Total Salaries & Benefits	1,073	14,050	5,387	38.34%
Rental of land & building	-	-	2,160	0.00%
Dues and Fees	500	-	515	0.00%
Contract Labor	-	-	-	0.00%
Other Expenditures	-	-	1,571	0.00%
General Supplies & Materials	-	-	3,176	0.00%
Professional Services	-	-	-	0.00%
Total Operations	500	-	7,422	100.00%
Intergovernmental				
Intergovernmental - COED	-	13,000	13,000	100.00%
Total Intergovernmental	-	13,000	13,000	100.00%
TOTAL HOUSING AND DEVELOPMENT	\$ 64,565	\$ 671,081	\$ 270,458	40.30%



General Fund Expenditures
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
<i>Capital Lease</i>				
Capital lease - Interest	6,917	121,495	39,319	32.36%
Capital lease Principal	<u>31,148</u>	<u>531,872</u>	<u>170,496</u>	32.06%
TOTAL CAPITAL LEASE	<u>\$ 38,065</u>	<u>\$ 653,367</u>	<u>\$ 209,815</u>	<u>32.11%</u>
<i>Other Financing Uses</i>				
Transfer to Other Funds	<u>8,872</u>	<u>2,557,800</u>	<u>932,194</u>	36.45%
TOTAL OTHER FINANCING USES	<u>\$ 8,872</u>	<u>\$ 2,557,800</u>	<u>\$ 932,194</u>	<u>36.45%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 3,114,595</u>	<u>\$ 16,500,000</u>	<u>\$ 7,429,052</u>	<u>45.02%</u>



American Rescue Plan (ARP) Act of 2021
As of May 31,2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Interest Revenue	-	20,000	22,218	111.09%
Miscellaneous Revenue	-	1,900,000	-	0.00%
TOTAL REVENUES	\$ -	\$ 1,920,000	\$ 22,218	1.16%
EXPENDITURES:				
Intergovernmental Fire Services	1,961,479	1,920,000	1,961,479	102.16%
TOTAL EXPENDITURES	\$ 1,961,479	\$ 1,920,000	\$ 1,961,479	102.16%



Operating Grant Fund
As of May 31,2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Atlanta Regional Commission Grant	-	70,000	30,454	43.51%
TOTAL REVENUES	\$ -	\$ 70,000	\$ 30,454	43.51%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	9,199	70,000	42,241	60.34%
TOTAL EXPENDITURES	\$ 9,199	\$ 70,000	\$ 42,241	60.34%



Parks&RecreationFund

As of May 31,2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Alcoholic Bev Excise Tax Beer & Wine	20,991	255,000	99,842	39.15%
Alcoholic Bev Excise Tax Distilled Spirit	8,987	105,000	47,314	45.06%
Local Option Mixed Drink Tax	6,743	75,000	27,252	36.34%
Penalties and Interest	101	250	223	89.14%
Rents and Royalties	3,136	35,000	21,341	60.97%
TOTAL REVENUES	\$ 39,958	\$ 470,250	\$ 195,973	41.67%
EXPENDITURES:				
Disposal-GarbageDepot	-	500	-	0.00%
Pest Control - Depot	45	750	225	30.00%
Repairs & Maintenance - Depot	250	5,000	386	7.71%
Communications	45	1,750	511	29.22%
General Supplies - Depot	-	1,000	-	0.00%
Water/Sewer - Depot	12	250	56	22.48%
Natural Gas - Depot	137	2,200	783	35.61%
Electricity - Depot	346	5,000	997	19.93%
Small Equipment - Depot	-	500	729	145.79%
Disposal - Garbage Parks	146	1,750	584	33.36%
Lawn Care	-	8,000	-	0.00%
Pest Control - Parks	400	1,500	1,924	128.28%
Repairs & Maintenance - Parks	6,554	21,720	13,462	61.98%
Rental - Equipment & Land	-	1,000	128	12.77%
Communications	113	500	637	127.45%
Dues and Fees	-	500	445	89.00%
Contract Labor	15,726	215,960	77,429	35.85%
General Supplies and Materials - Parks	-	2,000	382	19.08%
Water/Sewer - Parks	1,533	10,000	4,180	41.80%
Natural Gas	52	-	855	100%
Electricity - Parks	772	10,000	3,547	35.47%
Small Equipment - Parks	-	1,000	858	85.80%
Capital Outlay - Site Improvements	-	-	8,951	100%
Transfers to Other Funds	-	179,370	-	0.00%
TOTAL EXPENDITURES	\$ 26,131	\$ 470,250	\$ 117,069	24.90%



Tax Allocation District Fund
As of May 31,2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Intergovernmental Cherokee County Govt	551	131,723	15,816	12.01%
Intergovernmental Cherokee County School 1	1,759	420,502	49,000	11.65%
Transfers from General Fund	8,872	102,250	16,683	16.32%
TOTAL REVENUES	\$ 11,182	\$ 654,475	\$ 81,499	12.45%
EXPENDITURES:				
Transfer to Debt Service Fund	0	654,475	321,766	49.16%
TOTAL EXPENDITURES	\$ 0	\$ 654,475	\$ 321,766	49.16%



Hotel/Motel Tax Fund
As of May 31,2025

	May 2025		YTD		% of Annual
	Transactions	2025 Budget	Transactions		Budget
REVENUES:					
Hotel/Motel Taxes	501	6,000	2,461		41.02%
TOTAL REVENUES	\$ 501	\$ 6,000	\$ 2,461		41.02%
EXPENDITURES:					
Advertising/Promotions	-	5,000	1,800		36.00%
Payment to Other Agencies	-	1,000	2,500		250.00%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 4,300		71.67%



Urban Redevelopment Agency
As of May 31,2025

	May 2025		YTD	% of Annual
	Transactions	2025 Budget	Transactions	Budget
REVENUES:				
Interest	24,147	-	129,756	100%
Fund Balance	-	7,500,000		0.00%
TOTAL REVENUES	\$ 24,147	\$ 7,500,000	\$ 129,756	1.73%
EXPENDITURES:				
Transfer to Town Center Fund	215,292	7,500,000	840,738	11.21%
TOTAL EXPENDITURES	\$ 215,292	\$ 7,500,000	\$ 840,738	11.21%



SPLOST VI Fund
As of May 31,2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
SPLOST VI Revenue	317,365	3,800,000	1,533,630	40.36%
Grant Revenue - LMIG	-	200,000	202,295	101.15%
Issuance of Long Term Deb	532,525	3,500,000	976,975	27.91%
TOTAL REVENUES	\$ 849,890	\$ 7,500,000	\$ 2,712,900	36.17%
EXPENDITURES:				
Capital Outlay - Bldgs City Hall	4,195	1,000,000	30,852	3.09%
Capital Outlay - Amphitheater	-	1,000,000	-	0.00%
Capital Outlay - Site Improv Parking lot	-	-	3,928	100%
Capital Outlay - LMIG	771	200,000	2,611	1.31%
Capital Outlay - Hickory Springs Parkway	-	660,000	-	0.00%
Capital Outlay - Hickory Springs Ind Dr Realign	11,650	-	11,650	100%
Capital Outlay - HS Pkwy Ph II	86,971	-	87,846	100%
Capital Outlay - HS Pkwy Ph III	371,621	3,500,000	826,545	23.62%
Capital Outlay - HS Pkwy Wide IV	17,450	-	33,350	100%
Capital Outlay - Hickory Spring Ind Dr	7,396	-	7,396	100%
Capital Outlay - Hickory Rd Widening	1,472	-	2,300	100%
Capital Outlay - Hickory Rd Widening	26,564	-	27,423	100%
Capital Outlay - Sidewalk Projects	-	-	-	100%
Capital Outlay - Hickory Road Sidewalk	-	500,000	-	0.00%
Capital Outlay - Fox Creek/Turner Village	6,322	250,000	358,244	143.30%
Capital Outlay - Hickory Spring Pkwy Intersec	-	-	-	100%
Capital Outlay-HS Pkwy Phase III	-	-	-	100%
Capital Outlay - Equipment	8,220	-	8,220	100%
Capital Outlay - Hickory Road Bridge	8,281	-	15,782	100%
Capital Outlay - Equipment	-	-	47,289	100%
Debt Service - Principal GTIB	54,326	335,000	135,551	40.46%
Debt Service - Interest GTIB	8,713	55,000	22,047	40.09%
TOTAL EXPENDITURES	\$ 613,953	\$ 7,500,000	\$ 1,621,036	21.61%



Town Center Fund
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Transfer from Other Funds	215,292	8,000,000	840,738	10.51%
TOTAL REVENUES	\$ 215,292	\$ 8,000,000	\$ 840,738	10.51%
EXPENDITURES:				
Professional Services	-	500,000	-	0.00%
Capital Outlay - Site Improvements	49,617	500,000	175,082	35.02%
Capital Outlay - Hardscape/softscape	110,614	500,000	115,114	23.02%
Capital Outlay - Buildings City Hall	-	6,500,000	-	0.00%
Capital Outlay - Buildings Parking Deck	85,237	500,000	427,178	85.44%
TOTAL EXPENDITURES	\$245,467	\$8,500,000	\$717,374	8.44%



Debt Service Fund
As of May 31, 2025

	May 2025		YTD	% of Annual
	Transactions	2025 Budget	Transactions	Budget
REVENUES:				
Transfer from Other Funds	-	3,789,395	1,519,739	40.11%
TOTAL REVENUES	\$ -	\$ 3,789,395	\$ 1,519,739	40.11%
EXPENDITURES:				
Debt Service - Bond Principal HSPRA 2016	-	344,764	171,341	49.70%
Debt Service - Bond Interest HSPRA 2016	-	13,972	8,027	57.45%
Debt Service - Bond Principal HSPRA 2023	115,385	128,000	115,385	90.14%
Debt Service - Bond Interest HSPRA 2023	28,772	75,650	28,772	38.03%
Debt Service - Bond Principal URA 2019	-	555,556	-	0.00%
Debt Service - Bond Principal URA 2020	-	230,770	-	0.00%
Debt Service - Bond Principal URA 2021	-	519,702	259,851	50.00%
Debt Service - Bond Principal URA 2023	64,000	830,000	64,000	7.71%
Debt Service - Bond Interest URA 2019	-	82,978	277,778	334.76%
Debt Service - Bond Interest URA 2020	-	56,355	43,988	78.06%
Debt Service - Bond Interest URA 2021	-	139,898	70,417	50.33%
Debt Service - Bond Interest URA 2023	444,079	811,750	444,079	54.71%
TOTAL EXPENDITURES	\$ 652,236	\$ 3,789,395	\$ 1,483,638	39.15%



Stormwater Utility Fund
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Stormwater Utility Fees	1,154	610,000	51,150	8.39%
TOTAL REVENUES	\$ 1,154	\$ 610,000	\$ 51,150	8.39%
EXPENSES:				
Salaries & Wages	3,657	60,916	10,971	18.01%
Employee Benefits - Medical Insurance	544	36,277	1,632	4.50%
Employee Benefits - Dental Insurance	15	1,133	45	3.97%
Employee Benefits - Disability	31	485	93	19.18%
Employee Benefits - ADD Life	6	147	18	12.24%
FICA	227	3,778	681	18.03%
Medicare	53	883	159	18.01%
Employee Benefits - Retirement	416	4,995	1,248	24.98%
Unemployment	2	46	6	13.04%
Workers Comp Insurance	59	3,410	177	5.19%
Professional Services - Legal	-	1,000	-	0.00%
Professional Services - Engineer	7,207	100,000	29,940	29.94%
Repairs & Maintenance	350	216,630	4,230	1.95%
Repairs & Maintenance - Vehicles	155	2,500	2,648	105.93%
Rental of Equipment	-	1,000	-	0.00%
Pest Control	-	500	-	0.00%
Communications	78	1,000	299	29.91%
Dues and Fees	1	5,000	149	2.98%
Training	-	1,500	40	2.67%
Other Expenditures	-	250	93	37.36%
General Supplies & Materials	-	500	-	0.00%
General Supplies - Postage	-	500	23	4.69%
Water/Sewer	-	1,000	-	0.00%
Gasoline & Diesel	87	5,000	294	5.87%
Small Equipment	-	3,200	603	18.86%
Other Supplies-Uniforms	-	250	-	0.00%
Depreciation	-	150,000	-	0.00%
Contingency	-	6,100	-	0.00%
Capital Lease Interest	-	2,000	-	0.00%
TOTAL EXPENSES	\$ 12,889	\$ 610,000	\$ 53,351	8.75%



Holly Springs Tree Commission
Budget to Actual Comparison Report
As of May 31, 2025

	May 2025 Transactions	2025 Budget	YTD Transactions	% Variance
REVENUES:				
Development Fees/Recompense	-	5,000	-	0.00%
Donations from Private Source	-	250	10.00	4.00%
TOTAL REVENUES	\$ -	\$ 5,250.00	\$ 10.00	0.19%
EXPENDITURES:				
Landscaping/Tree Planting & Care	-	28,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	63.47	12.69%
Education and Training	-	1,000	-	0.00%
Tree Commission Meetings	150.00	3,000	900.00	30.00%
Tree Seedlings	192.40	5,750	830.73	14.45%
Books and Periodicals	-	500	-	0.00%
TOTAL EXPENDITURES	\$ 342.40	\$ 40,000.00	\$ 1,794.20	4.49%

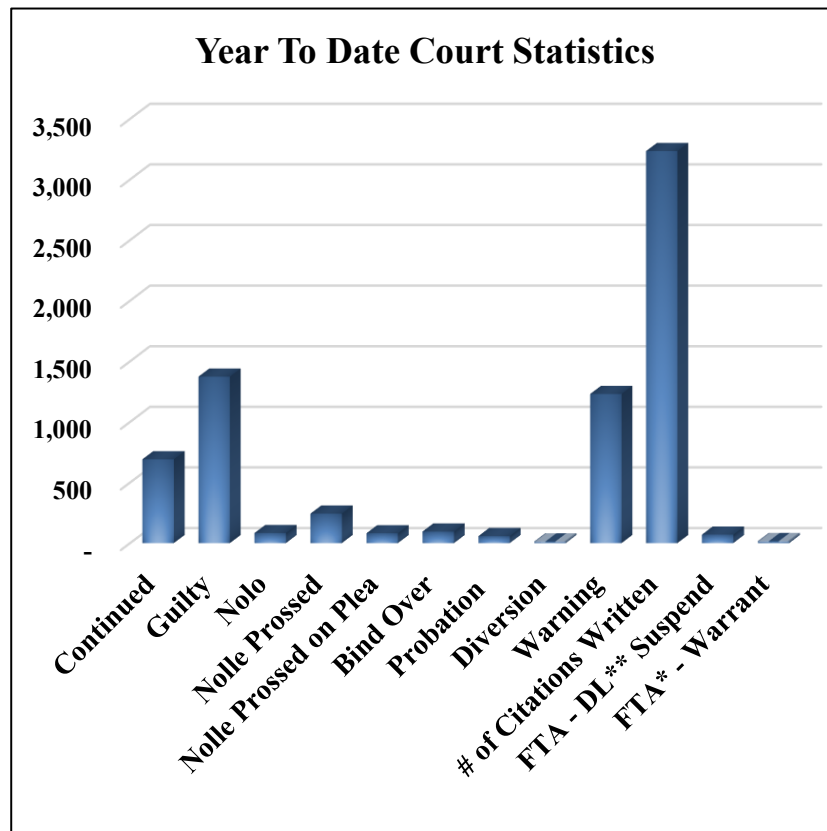


City of Holly Springs Court Statistics 2025 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	117	201	103	160	110	-	-	-	-	-	-	-	691
Guilty	185	404	252	293	239	-	-	-	-	-	-	-	1,373
Nolo	14	18	16	24	11	-	-	-	-	-	-	-	83
Nolle Prossed	70	53	42	53	25	-	-	-	-	-	-	-	243
Nolle Prossed on Plea	0	29	15	17	20	-	-	-	-	-	-	-	81
Bind Over	17	23	18	28	9	-	-	-	-	-	-	-	95
Probation	6	18	8	15	11	-	-	-	-	-	-	-	58
Diversion	3	7	3	1	-	-	-	-	-	-	-	-	14
Warning	336	225	302	184	183	-	-	-	-	-	-	-	1,230
# of Citations Written	749	622	794	549	520	-	-	-	-	-	-	-	3,234
FTA - DL** Suspend	8	16	12	24	10	-	-	-	-	-	-	-	70
FTA* - Warrant	1	3	5	2	6	-	-	-	-	-	-	-	17

* Failure to Appear

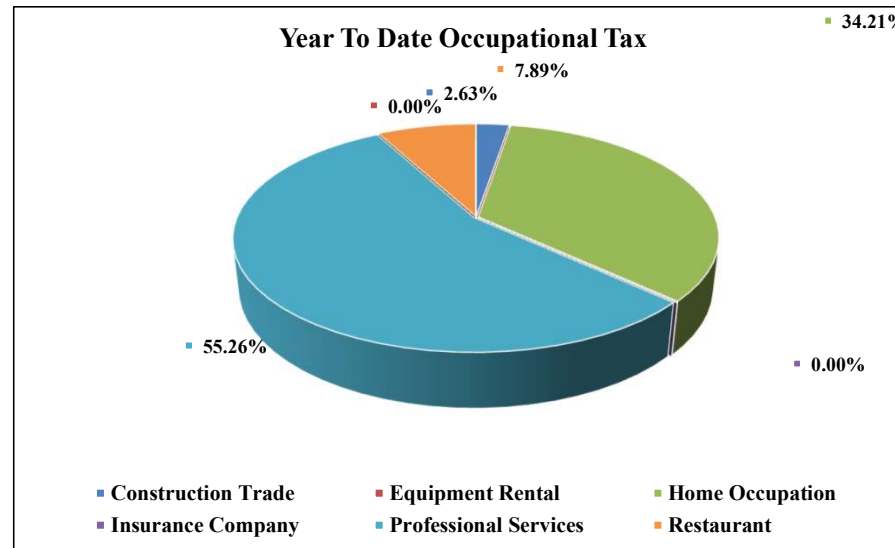
** Driver's License





**City of Holly Springs
Occupational Tax Summary
2025 Year to Date**

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	
Construction Trade	-	-	-	-	1	-	-	-	-	-	-	-	1	2.63%
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Home Occupation	4	1	1	3	4	-	-	-	-	-	-	-	13	34.21%
Insurance Company	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Professional Services	-	5	4	7	5	-	-	-	-	-	-	-	21	55.26%
Restaurant	-	2	-	1	-	-	-	-	-	-	-	-	3	7.89%
	4	8	5	11	10	-	-	-	-	-	-	-	38	100.00%

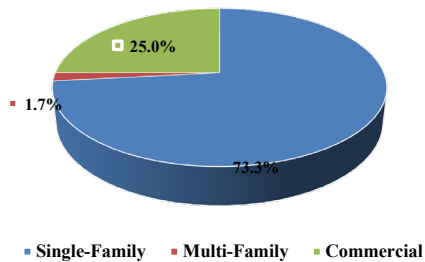




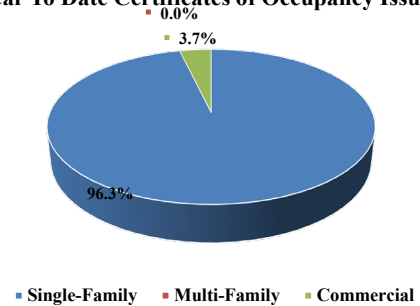
City of Holly Springs
Building Permits and Certificates of Occupancy
2025 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	3	12	4	56	31								106
Accessory Structures	2	2	2	5	4								15
Additions		1											1
Basement Buildouts				2									2
Mechanical	2	2	2	1	6								13
Plumbing	3	2		3	4								12
Electrical	2	5	2	2	2								13
Miscellaneous		6		1	6								13
Residential Fence	1												1
Certificates of Completion	1		1	1	1								4
Certificates of Occupancy	5	8	4	5									22
Multi-Family													
Townhomes													0
Apartments		2			2								4
Misc-Multi Family													0
Certificates of Occupancy													0
Commercial													
New Structures	4				1								5
Addition-C													0
Tenant Build Outs					1								1
Accessory Structures					1								1
Mechanical													0
Plumbing		1											1
Electrical			1	1									2
Misc-C		1	2	3	4								10
Signs	2	2	4	2	4								14
Utilities	3	10	6	3	4								26
Commercial Fence													0
Certificates of Completion													0
Certificates of Occupancy		1											1

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued





**City of Holly Springs
Monthly Operation Report
Executive Summary**

Description	May-25
Pot Hole Repair	2
Tree Service Work	3
ROW Mowing	49
Dead Animal Pick Up	1
Street Sweeping	6
Road Salting	0
Sign Maintenance	0
Litter Pickup	3
Stormwater maintenance	4
Traffic Signals	0
Equipment Maintenance	2
Misc. Work Orders	5
PARKS	
J.B. Owens	18
Barrett Park	19
Karen J. Barnett Park	18
J.C. Mullins	24
Monthly Totals	154



**City of Holly Springs
Stormwater Statistics
2025 Year to Date**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Stormwater Inspection Days	20	11	13	11	12								67
Number of Stormwater Complaints	1	2	4	2	1								10
Miles of Road Swept	0	0	0	0	0								0

