City Council Meeting and Public Hearing

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Thursday, November 6, 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. Employee Service Recognition - Five Years of Service
Joe Worthington

V. PUBLIC HEARING/OPEN

A. 2026 Budget Appropriations for the Year Ending December 31, 2026.

VI. PUBLIC HEARING/CLOSE

VII. PUBLIC COMMENTS

VIII. CONSENT AGENDA

IX. OLD BUSINESS

X. NEW BUSINESS

A. Proposal dated October 22, 2025, from Foresite Group, LLC for Professional Design Services to Add Service #7 Parking Deck Landscape Design as shown in Exhibit "A", in an amount not to exceed $7,800.

B. Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract (042527) between the City of Holly Springs, Georgia and the Atlanta Regional Commission (ARC).

C. Temporary Advance for Intergovernmental Receivable from the Atlanta Regional Commission (ARC) Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract (042527).

D. Bond Release for Performance Bonds #1001028360, #1001028361, and #1001177722, and Maintenance Bonds #1001028358, #1001028359, and #1001177723 for Edgewater Subdivision Phase 5.

E. Resolution to accept and authorize streets to become publicly maintained in Edgewater Subdivision-Phase 5.

F. Resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance and Improvement Grant (LMIG) application for the fiscal year 2026.

G. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Insurance effective January 1, 2026 with Cigna Healthcare for the medical, dental, and vision coverage.

H. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Supplemental Insurance effective January 1, 2026 with The Standard Insurance Company for Basic Life and Accidental Death & Dismemberment (AD&D) Insurance, voluntary life insurance, short-term disability, long-term disability, voluntary accident insurance, and voluntary critical illness insurance plans.

I. Resolution of the City of Holly Springs, Georgia, authorizing the renewal of the coverage effective January 1, 2026, with Medcom for the Health Reimbursement Arrangement (HRA), Medical Flexible Spending Account (FSA), and the COBRA administration.

XI. REPORTS

A. Monthly Departmental Reports

XII. ADJOURNMENT

CITY OF HOLLY SPRINGS
PROPOSED BUDGET
For The Year Ending December 31, 2026

City of Holly Springs
Fiscal Year 2026
Proposed Budget
General Fund Revenues

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-0000-31-1100	Real Property Tax	8,290,991	9,994,845	1,703,854
100-0000-31-1110	Real Property Tax - Public Utility	40,000	56,870	16,870
100-0000-31-1300	Personal Property Tax	125,000	162,250	37,250
100-0000-31-1310	Motor Vehicle Tax	25,000	20,000	(5,000)
100-0000-31-1315	Title Ad Valorem Tax (TAVT)	850,000	915,000	65,000
100-0000-31-1316	Apportioned Vehicles (AAVT)	4,500	4,500	-
100-0000-31-1320	Mobile Home Tax	75	60	(15)
100-0000-31-1340	Intangible Tax	65,000	65,000	-
100-0000-31-1350	Railroad Equipment Car Tax	650	650	-
100-0000-31-1600	Real Estate Transfer Tax	10,000	30,000	20,000
100-0000-31-1710	Franchise Tax - Electric	625,000	640,000	15,000
100-0000-31-1730	Franchise Tax - Gas	110,000	125,000	15,000
100-0000-31-1750	Franchise Tax - Cable	175,000	120,000	(55,000)
100-0000-31-1760	Franchise Tax - Telephone	5,500	5,000	(500)
100-0000-31-6100	Business & Occupational Tax	150,000	150,000	-
100-0000-31-6200	Insurance Premium Tax	1,500,000	1,700,000	200,000
100-0000-31-6300	Financial Institutions Tax	4,000	4,000	-
100-0000-31-9100	Penalties & Interest	10,000	14,000	4,000
100-0000-31-9500	FiFa Fees	2,000	2,000	-
100-0000-32-1100	Alcoholic Beverages License Fees	75,000	70,000	(5,000)
100-0000-32-1140	Pouring Permits	5,000	5,000	-
100-0000-32-2210	Zoning and Land Use Fees	10,000	5,000	(5,000)
100-0000-32-2230	Sign Permits	1,500	2,000	500
100-0000-32-2300	Special Event Permits	250	250	-
100-0000-32-2310	Vacant Lot Registration	25	25	-
100-0000-32-2320	Personal Transportation Veh Permit	50	50	-
100-0000-32-2990	Other Licenses & Permits	2,500	2,500	-
100-0000-32-3120	Building Permit Revenue	350,000	1,990,000	1,640,000
100-0000-32-3125	Certificate of Occupancy Fees	50,000	75,000	25,000
100-0000-32-3905	Building Permit - Reinspection Fees	5,000	5,000	-
100-0000-32-4105	Building Permit - Sub Fees	30,000	40,000	10,000
100-0000-32-4110	Occupational Tax Late Fees	1,200	500	(700)
100-0000-33-1000	Grant Revenue	500	-	(500)
100-0000-34-1100	Court Service Fees	2,500	1,000	(1,500)
100-0000-34-1120	Probation Fees	30,000	30,000	-
100-0000-34-1300	Planning & Development Fees	5,000	7,500	2,500
100-0000-34-1305	Plan Review Fees	60,000	70,000	10,000
100-0000-34-1400	Printing & Duplication	250	500	250
100-0000-34-1910	Election Qualifying Fees	-	360	360
100-0000-34-1920	Advertising Fees	750	650	(100)
100-0000-34-2120	Accident/Incident Reports	2,000	3,000	1,000

City of Holly Springs
Fiscal Year 2026
Proposed Budget
General Fund Revenues

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-0000-34-2700	Wrecker Service Contract	20,000	20,000	-
100-0000-34-2900	Expungements	25	-	(25)
100-0000-34-6400	Background Checks	1,000	1,000	-
100-0000-34-9300	Bad Check Fees	50	50	-
100-0000-35-1100	Tree Recompense	5,000	5,000	-
100-0000-35-1170	Municipal Court Fines	700,000	900,000	200,000
100-0000-35-1320	Forfeitures	150	150	-
100-0000-35-1360	Proceeds from the Sale of Conf Assets	500	500	-
100-0000-35-1900	Other Fines-Code	30,000	5,000	(25,000)
100-0000-35-1905	Other Forfeitures	250	250	-
100-0000-36-1000	Interest Revenue	150,000	100,000	(50,000)
100-0000-36-3000	Unrealized Gain/Loss on Investment	250	2,500	2,250
100-0000-37-1000	Donations from Private Sources	250	40	(210)
100-0000-38-0000	Miscellaneous Revenue	47,734	10,000	(37,734)
100-0000-38-0010	Use of Prior Year Fund Balance	2,455,550	-	(2,455,550)
100-0000-38-1000	Rents & Royalties	5,000	3,000	(2,000)
100-0000-38-3000	Reimbursements for Damaged Property	10,000	10,000	-
100-0000-39-2100	Proceeds from the Sale of Assets	50,000	25,000	(25,000)
100-0000-39-3500	Inception of Leases	400,000	100,000	(300,000)
Totals		**$ 16,500,000**	**$ 17,500,000**	**$ 1,000,000**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-1110-51-1100	Salaries & Wages -- Council	42,000	42,000	-
100-1110-51-2100	Employee Benefits -- Medical	134,662	146,508	(11,846)
100-1110-51-2110	Employee Benefits -- Dental	5,017	5,398	(381)
100-1110-51-2120	Employee Benefits -- Add Life	882	779	103
100-1110-51-2200	FICA	2,604	2,604	-
100-1110-51-2300	Medicare	609	609	-
100-1110-51-2400	Employee Benefits -- Retirement	3,058	3,002	56
100-1110-51-2600	Unemployment	173	130	42
100-1110-51-2700	Workers Comp Insurance	133	146	(13)
100-1110-52-3200	Communications	480	480	-
100-1110-52-3500	Travel	1,000	1,000	-
100-1110-52-3600	Dues and Fees	750	750	-
100-1110-52-3700	Education and Training	750	750	-
100-1110-52-3900	Other Expenditures	250	250	-
100-1110-53-1100	General Supplies & Materials	50	50	-
100-1320-51-1100	Salaries & Wages	277,500	284,438	(6,938)
100-1320-51-2100	Employee Benefits -- Medical	19,901	23,650	(3,750)
100-1320-51-2110	Employee Benefits -- Dental	1,613	1,736	(123)
100-1320-51-2120	Employee Benefits -- Add Life	221	221	-
100-1320-51-2130	Employee Benefits -- Disability	1,588	1,588	-
100-1320-51-2200	FICA	15,258	16,308	(1,050)
100-1320-51-2300	Medicare	4,024	4,124	(101)
100-1320-51-2400	Employee Benefits -- Retirement	20,202	20,327	(125)
100-1320-51-2600	Unemployment	68	47	21
100-1320-51-2700	Workers Comp Insurance	1,305	1,472	(166)
100-1320-52-3200	Communications	900	900	-
100-1320-52-3500	Travel	1,300	1,300	-
100-1320-52-3600	Dues and Fees	2,000	2,000	-
100-1320-52-3700	Education and Training	1,250	1,250	-
100-1320-52-3900	Other Expenditures	1,500	1,500	-
100-1320-53-1100	General Supplies & Materials	150	150	-
100-1330-51-1100	Salaries & Wages	198,060	135,259	62,801
100-1330-51-2100	Employee Benefits -- Medical	48,590	38,575	10,015
100-1330-51-2110	Employee Benefits -- Dental	1,234	946	288
100-1330-51-2120	Employee Benefits -- Add Life	368	221	147
100-1330-51-2130	Employee Benefits -- Disability	1,526	994	532
100-1330-51-2200	FICA	12,280	8,386	3,894
100-1330-51-2300	Medicare	2,872	1,961	911
100-1330-51-2400	Employee Benefits -- Retirement	14,419	9,666	4,753
100-1330-51-2600	Unemployment	114	63	51
100-1330-51-2700	Workers Comp Insurance	626	470	156
100-1330-52-1200	Professional Services	5,000	5,000	-

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-1330-52-3200	Communications	900	900	-
100-1330-52-3500	Travel	1,250	1,250	-
100-1330-52-3600	Dues and Fees	6,500	6,500	-
100-1330-52-3700	Education and Training	1,500	1,500	-
100-1330-52-3900	Other Expenditures	500	500	-
100-1330-53-1100	General Supplies & Materials	250	250	-
100-1330-53-1120	General Supplies & Materials Postage	300	300	-
100-1330-53-1600	Small Equipment	500	500	-
100-1330-53-1630	Software	20,900	22,500	(1,600)
100-1330-53-1700	Other Supplies -- Uniforms	50	50	-
100-1400-52-3300	Advertising	-	1,000	(1,000)
100-1500-57-9000	Contingency	165,000	175,000	(10,000)
100-1510-51-1100	Salaries & Wages	262,608	272,854	(10,247)
100-1510-51-2100	Employee Benefits -- Medical	97,926	102,675	(4,750)
100-1510-51-2110	Employee Benefits -- Dental	1,404	1,510	(107)
100-1510-51-2120	Employee Benefits -- Add Life	441	441	-
100-1510-51-2130	Employee Benefits -- Disability	2,136	2,316	(180)
100-1510-51-2200	FICA	16,282	16,917	(635)
100-1510-51-2300	Medicare	3,808	3,956	(149)
100-1510-51-2400	Employee Benefits -- Retirement	19,118	19,500	(381)
100-1510-51-2600	Unemployment	137	94	43
100-1510-51-2700	Workers Comp Insurance	830	949	(119)
100-1510-52-1210	Professional Services - Audit	27,500	40,000	(12,500)
100-1510-52-3300	Advertising	2,800	2,800	-
100-1510-52-3400	Printing and Binding	1,500	1,500	-
100-1510-52-3500	Travel	500	500	-
100-1510-52-3600	Dues and Fees	10,000	10,000	-
100-1510-52-3700	Education and Training	1,500	2,000	(500)
100-1510-52-3900	Other Expenditures	500	500	-
100-1510-53-1100	General Supplies & Materials	1,500	1,500	-
100-1510-53-1120	General Supplies - Postage	7,500	7,500	-
100-1510-53-1600	Small Equipment	250	250	-
100-1510-53-1630	Software	9,150	5,251	3,899
100-1516-51-1100	Salaries & Wages	26,986	27,661	(675)
100-1516-51-2100	Employee Benefits -- Medical	14,800	14,608	192
100-1516-51-2110	Employee Benefits -- Dental	351	255	96
100-1516-51-2120	Employee Benefits -- Add Life	74	74	-
100-1516-51-2130	Employee Benefits -- Disability	224	238	(14)
100-1516-51-2200	FICA	1,673	1,715	(42)
100-1516-51-2300	Medicare	391	401	(10)
100-1516-51-2400	Employee Benefits -- Retirement	1,965	1,977	(12)
100-1516-51-2600	Unemployment	23	16	7

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-1516-51-2700	Workers Comp Insurance	43	48	(5)
100-1516-53-1100	General Supplies & Materials	100	100	-
100-1516-53-1120	General Supplies - Postage	1,500	1,500	-
100-1516-53-1630	Software	3,000	3,000	-
100-1516-53-1700	Other Supplies -- Uniforms	50	50	-
100-1530-52-1200	Professional Services - Legal	35,000	35,000	-
100-1535-51-1100	Salaries & Wages	103,795	59,575	44,220
100-1535-51-2100	Employee Benefits -- Medical	13,267	15,767	(2,500)
100-1535-51-2110	Employee Benefits -- Dental	1,073	381	691
100-1535-51-2120	Employee Benefits -- Add Life	221	147	74
100-1535-51-2130	Employee Benefits -- Disability	838	525	312
100-1535-51-2200	FICA	6,435	3,694	2,742
100-1535-51-2300	Medicare	1,505	864	641
100-1535-51-2400	Employee Benefits -- Retirement	12,501	4,258	8,244
100-1535-51-2600	Unemployment	68	31	37
100-1535-51-2700	Workers Comp Insurance	328	207	121
100-1535-52-1200	Professional Services	20,000	40,000	(20,000)
100-1535-52-3200	Communications	480	480	-
100-1535-52-3600	Dues and Fees	250	250	-
100-1535-52-3900	Other Expenditures	250	250	-
100-1535-53-1100	General Supplies & Materials	500	500	-
100-1535-53-1600	Small Equipment	5,000	5,000	-
100-1535-53-1630	Software	225,000	225,000	-
100-1540-51-1100	Salaries & Wages	-	58,622	(58,622)
100-1540-51-2100	Employee Benefits -- Medical	-	43,580	(43,580)
100-1540-51-2110	Employee Benefits -- Dental	-	1,545	(1,545)
100-1540-51-2120	Employee Benefits -- Add Life	-	147	(147)
100-1540-51-2130	Employee Benefits -- Disability	-	594	(594)
100-1540-51-2200	FICA	-	3,635	(3,635)
100-1540-51-2300	Medicare	-	850	(850)
100-1540-51-2400	Employee Benefits -- Retirement	-	4,189	(4,189)
100-1540-51-2600	Unemployment	-	31	(31)
100-1540-51-2700	Workers Comp Insurance	-	204	(204)
100-1540-52-1200	Professional Services	30,000	30,000	-
100-1540-52-3200	Communications	300	300	-
100-1540-52-3300	Advertising	100	100	-
100-1540-52-3500	Travel	1,000	1,000	-
100-1540-52-3600	Dues and Fees	1,200	1,200	-
100-1540-52-3700	Education and Training	1,500	1,500	-
100-1540-52-3900	Other Expenditures	150	150	-
100-1540-53-1100	General Supplies & Materials	500	500	-
100-1540-53-1120	General Supplies & Materials Postage	100	100	-

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-1540-53-1600	Small Equipment	500	500	-
100-1540-53-1630	Software	5,500	5,500	-
100-1540-53-1700	Other Supplies -- Uniforms	50	50	-
100-1555-52-1200	Professional Services	20,000	20,000	-
100-1555-52-3100	Insurance	256,000	281,600	(25,600)
100-1565-51-1100	Salaries & Wages	89,638	91,854	(2,216)
100-1565-51-2100	Employee Benefits -- Medical	14,095	14,837	(742)
100-1565-51-2110	Employee Benefits -- Dental	355	381	(27)
100-1565-51-2120	Employee Benefits -- Add Life	147	147	-
100-1565-51-2130	Employee Benefits -- Disability	427	453	(27)
100-1565-51-2200	FICA	5,558	5,695	(137)
100-1565-51-2300	Medicare	1,300	1,332	(32)
100-1565-51-2400	Employee Benefits -- Retirement	3,813	3,835	(22)
100-1565-51-2600	Unemployment	91	63	29
100-1565-51-2700	Workers Comp Insurance	1,880	2,119	(239)
100-1565-52-1200	Professional Services	250	250	-
100-1565-52-2110	Disposal -- Garbage	500	500	-
100-1565-52-2140	Lawn Care	500	500	-
100-1565-52-2150	Pest Control	2,200	5,000	(2,800)
100-1565-52-2200	Repairs and Maintenance	10,000	35,000	(25,000)
100-1565-52-2210	Repairs and Maintenance - Vehicles	7,500	7,500	-
100-1565-52-2320	Rental of Equipment	7,500	7,500	-
100-1565-52-3200	Communications	20,000	20,000	-
100-1565-52-3600	Dues and Fees	1,500	504	996
100-1565-52-3900	Other Expenditures	1,000	1,000	-
100-1565-53-1100	General Supplies and Materials	8,000	8,000	-
100-1565-53-1210	Water and Sewer	2,000	3,500	(1,500)
100-1565-53-1220	Natural Gas	3,500	5,000	(1,500)
100-1565-53-1230	Electricity	15,000	16,000	(1,000)
100-1565-53-1270	Gasoline and Diesel	4,000	4,000	-
100-1565-53-1600	Small Equipment	2,000	2,000	-
100-1565-53-1700	Other Supplies -- Uniforms	150	150	-
100-1570-51-1100	Salaries & Wages	87,859	90,056	(2,196)
100-1570-51-2100	Employee Benefits -- Medical	23,284	25,791	(2,508)
100-1570-51-2110	Employee Benefits -- Dental	855	698	156
100-1570-51-2120	Employee Benefits -- Add Life	132	132	-
100-1570-51-2130	Employee Benefits -- Disability	729	775	(45)
100-1570-51-2200	FICA	5,447	5,583	(136)
100-1570-51-2300	Medicare	1,274	1,306	(32)
100-1570-51-2400	Employee Benefits -- Retirement	6,396	6,436	(40)
100-1570-51-2600	Unemployment	41	28	13
100-1570-51-2700	Workers Comp Insurance	466	525	(59)

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-1570-52-3200	Communications	480	480	-
100-1570-52-3500	Travel	700	700	-
100-1570-52-3600	Dues and Fees	2,000	2,000	-
100-1570-52-3700	Education and Training	1,500	1,500	-
100-1570-52-3900	Other Expenditures	150	150	-
100-1570-53-1600	Small Equipment	500	500	-
100-1570-53-1630	Software	1,000	1,000	-
100-2650-51-1100	Salaries & Wages	126,559	132,524	(5,965)
100-2650-51-1300	Salaries & Wages - Overtime	500	500	-
100-2650-51-2100	Employee Benefits -- Medical	53,732	59,347	(5,615)
100-2650-51-2110	Employee Benefits -- Dental	1,651	1,777	(125)
100-2650-51-2120	Employee Benefits -- Add Life	294	294	-
100-2650-51-2130	Employee Benefits -- Disability	1,051	1,116	(66)
100-2650-51-2200	FICA	7,878	8,247	(370)
100-2650-51-2300	Medicare	1,842	1,929	(86)
100-2650-51-2400	Employee Benefits -- Retirement	9,250	9,507	(256)
100-2650-51-2600	Unemployment	91	63	29
100-2650-51-2700	Workers Comp Insurance	402	463	(61)
100-2650-52-1200	Professional Services - Public Defenders	6,000	7,000	(1,000)
100-2650-52-1230	Professional Services -Legal Solicitor/Judge	80,000	96,000	(16,000)
100-2650-52-2320	Rental of Equipment	1,500	1,500	-
100-2650-52-3300	Advertising	100	100	-
100-2650-52-3400	Printing and Binding	100	100	-
100-2650-52-3500	Travel	5,000	5,000	-
100-2650-52-3600	Dues and Fees	1,000	1,000	-
100-2650-52-3700	Education and Training	1,500	1,500	-
100-2650-52-3900	Other Expenditures	100	100	-
100-2650-53-1100	General Supplies & Materials	1,500	1,500	-
100-2650-53-1120	General Supplies - Postage	750	750	-
100-2650-53-1300	Food Supplies	3,000	3,600	(600)
100-2650-53-1600	Small Equipment	250	250	-
100-2650-53-1630	Software	20,000	20,000	-
100-2650-57-1000	Intergovernmental - Cherokee (Inmate Housing)	20,000	20,000	-
100-2650-57-2000	Payments to Other Agencies	250,000	250,000	-
100-3210-51-1100	Salaries & Wages	689,726	675,427	14,300
100-3210-51-1300	Salaries & Wages -- Overtime	3,000	2,500	500
100-3210-51-2100	Employee Benefits -- Medical	162,687	120,759	41,928
100-3210-51-2110	Employee Benefits -- Dental	6,289	6,385	(96)
100-3210-51-2120	Employee Benefits -- Add Life	1,103	1,080	22
100-3210-51-2130	Employee Benefits -- Disability	5,519	5,287	232
100-3210-51-2200	FICA	43,008	42,031	976
100-3210-51-2300	Medicare	10,058	9,830	228

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-3210-51-2400	Employee Benefits -- Retirement	46,500	48,448	(1,948)
100-3210-51-2600	Unemployment	365	251	114
100-3210-51-2700	Workers Comp Insurance	27,474	30,856	(3,382)
100-3210-52-1200	Professional Services	750	750	-
100-3210-52-2200	Repairs and Maintenance	4,500	4,500	-
100-3210-52-2210	Repairs and Maintenance - Vehicles	5,500	5,500	-
100-3210-52-2320	Rental of Equipment	6,000	6,000	-
100-3210-52-3200	Communications	3,500	3,500	-
100-3210-52-3300	Advertising	5,000	5,000	-
100-3210-52-3400	Printing and Binding	600	600	-
100-3210-52-3500	Travel	6,000	6,000	-
100-3210-52-3600	Dues and Fees	5,000	5,000	-
100-3210-52-3700	Education and Training	6,000	6,000	-
100-3210-52-3900	Other Expenditures	3,000	3,000	-
100-3210-53-1100	General Supplies and Materials	2,000	2,000	-
100-3210-53-1120	General Supplies - Postage	500	500	-
100-3210-53-1270	Gasoline and Diesel	18,500	18,500	-
100-3210-53-1600	Small Equipment	2,500	2,500	-
100-3210-53-1630	Software	8,125	8,125	-
100-3210-53-1700	Other Supplies -- Uniforms	6,000	6,000	-
100-3221-51-1100	Salaries & Wages	470,683	495,292	(24,609)
100-3221-51-1300	Salaries & Wages -- Overtime	10,000	10,000	-
100-3221-51-2100	Employee Benefits -- Medical	163,721	190,118	(26,396)
100-3221-51-2110	Employee Benefits -- Dental	7,148	8,107	(959)
100-3221-51-2120	Employee Benefits -- Add Life	882	882	-
100-3221-51-2130	Employee Benefits -- Disability	3,627	4,052	(426)
100-3221-51-2200	FICA	29,802	31,328	(1,526)
100-3221-51-2300	Medicare	6,970	7,327	(357)
100-3221-51-2400	Employee Benefits -- Retirement	34,994	36,111	(1,116)
100-3221-51-2600	Unemployment	274	188	86
100-3221-51-2700	Workers Comp Insurance	22,262	25,742	(3,480)
100-3221-52-1200	Professional Services	500	500	-
100-3221-52-2200	Repairs and Maintenance	3,000	3,000	-
100-3221-52-2210	Repairs and Maintenance - Vehicles	4,000	4,000	-
100-3221-52-3200	Communications	2,400	2,400	-
100-3221-52-3400	Printing and Binding	250	250	-
100-3221-52-3500	Travel	2,000	2,000	-
100-3221-52-3600	Dues and Fees	2,000	2,000	-
100-3221-52-3700	Education and Training	2,500	2,500	-
100-3221-52-3900	Other Expenditures	800	800	-

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-3221-53-1100	General Supplies and Materials	750	750	-
100-3221-53-1120	General Supplies - Postage	50	50	-
100-3221-53-1270	Gasoline and Diesel	14,000	14,000	-
100-3221-53-1600	Small Equipment	3,000	3,000	-
100-3221-53-1630	Software	6,000	6,000	-
100-3221-53-1700	Other Supplies -- Uniforms	3,000	3,000	-
100-3222-51-1100	Salaries & Wages	71,684	73,451	(1,767)
100-3222-51-1300	Salaries & Wages -- Overtime	2,000	2,000	-
100-3222-51-2100	Employee Benefits -- Medical	14,095	14,837	(742)
100-3222-51-2110	Employee Benefits -- Dental	950	776	174
100-3222-51-2120	Employee Benefits -- Add Life	147	147	-
100-3222-51-2130	Employee Benefits -- Disability	574	609	(36)
100-3222-51-2200	FICA	4,568	4,678	(110)
100-3222-51-2300	Medicare	1,068	1,094	(26)
100-3222-51-2400	Employee Benefits -- Retirement	5,364	5,392	(28)
100-3222-51-2600	Unemployment	46	31	14
100-3222-51-2700	Workers Comp Insurance	3,413	3,844	(431)
100-3222-52-2210	Repairs and Maintenance - Vehicles	2,500	2,500	-
100-3222-52-3600	Dues and Fees	150	150	-
100-3222-52-3700	Education and Training	250	250	-
100-3222-53-1270	Gasoline and Diesel	4,000	4,000	-
100-3222-53-1700	Other Supplies -- Uniforms	300	300	-
100-3223-51-1100	Salaries & Wages	1,901,400	1,914,135	(12,735)
100-3223-51-1300	Salaries & Wages -- Overtime	52,000	65,000	(13,000)
100-3223-51-2100	Employee Benefits -- Medical	648,379	635,981	12,398
100-3223-51-2110	Employee Benefits -- Dental	23,032	22,187	845
100-3223-51-2120	Employee Benefits -- Add Life	3,969	3,969	-
100-3223-51-2130	Employee Benefits -- Disability	15,020	16,070	(1,050)
100-3223-51-2200	FICA	121,111	122,706	(1,596)
100-3223-51-2300	Medicare	28,324	28,697	(373)
100-3223-51-2400	Employee Benefits -- Retirement	142,210	141,439	771
100-3223-51-2600	Unemployment	1,231	846	385
100-3223-51-2700	Workers Comp Insurance	90,470	100,828	(10,358)
100-3223-52-1200	Professional Services	4,000	4,000	-
100-3223-52-2200	Repairs and Maintenance	20,000	20,000	-
100-3223-52-2210	Repairs and Maintenance - Vehicles	80,000	80,000	-
100-3223-52-3200	Communications	22,000	22,000	-
100-3223-52-3400	Printing and Binding	600	600	-
100-3223-52-3500	Travel	6,000	6,000	-
100-3223-52-3600	Dues and Fees	7,500	7,500	-

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-3223-52-3700	Education and Training	8,000	8,000	-
100-3223-52-3900	Other Expenditures	3,000	3,000	-
100-3223-53-1100	General Supplies and Materials	5,000	5,000	-
100-3223-53-1270	Gasoline and Diesel	125,000	125,000	-
100-3223-53-1600	Small Equipment	25,000	25,000	-
100-3223-53-1630	Software	22,000	22,000	-
100-3223-53-1700	Other Supplies -- Uniforms	51,000	51,000	-
100-3223-54-2400	Capital Outlay - Vehicles	400,000	100,000	300,000
100-3240-51-1100	Salaries & Wages	74,182	132,741	(58,559)
100-3240-51-1300	Salaries & Wages -- Overtime	2,000	2,500	(500)
100-3240-51-2100	Employee Benefits -- Medical	40,465	87,160	(46,696)
100-3240-51-2110	Employee Benefits -- Dental	1,436	3,090	(1,654)
100-3240-51-2120	Employee Benefits -- Add Life	147	294	(147)
100-3240-51-2130	Employee Benefits -- Disability	603	1,179	(576)
100-3240-51-2200	FICA	4,723	8,385	(3,662)
100-3240-51-2300	Medicare	1,105	1,961	(856)
100-3240-51-2400	Employee Benefits -- Retirement	5,546	9,665	(4,119)
100-3240-51-2600	Unemployment	46	63	(17)
100-3240-51-2700	Workers Comp Insurance	3,528	4,175	(646)
100-3240-52-2200	Repairs and Maintenance	600	600	-
100-3240-52-2210	Repairs and Maintenance - Vehicles	2,000	2,000	-
100-3240-52-3200	Communications	960	960	-
100-3240-52-3500	Travel	3,500	3,500	-
100-3240-52-3600	Dues and Fees	1,000	1,000	-
100-3240-52-3700	Education and Training	4,000	4,000	-
100-3240-53-1100	General Supplies and Materials	2,000	2,000	-
100-3240-53-1110	Weapons Supplies & Ammunition	58,000	58,000	-
100-3240-53-1270	Gasoline and Diesel	2,500	2,500	-
100-3240-53-1600	Small Equipment	8,000	8,000	-
100-3240-53-1630	Software	2,750	2,750	-
100-3240-53-1700	Other Supplies -- Uniforms	1,500	1,500	-
100-3240-57-1000	Intergovernmental	2,500	2,500	-
100-3260-52-1200	Professional Services	250	250	-
100-3260-52-2110	Disposal -- Garbage	1,200	1,200	-
100-3260-52-2150	Pest Control	1,200	1,200	-
100-3260-52-2200	Repairs & Maintenance	65,000	75,000	(10,000)
100-3260-52-2310	Rental of Land & Building	45,500	45,204	296
100-3260-52-3200	Communications	20,000	20,000	-
100-3260-52-3600	Dues and Fees	450	504	(54)
100-3260-53-1100	General Supplies and Materials	3,000	3,000	-

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-3260-53-1210	Water/Sewer	5,500	6,000	(500)
100-3260-53-1230	Electricity	15,000	16,000	(1,000)
100-3260-53-1600	Small Equipment	1,500	1,500	-
100-3450-51-1100	Salaries & Wages	53,972	55,322	(1,349)
100-3450-51-1300	Salaries & Wages -- Overtime	500	500	-
100-3450-51-2100	Employee Benefits -- Medical	35,960	43,580	(7,620)
100-3450-51-2110	Employee Benefits -- Dental	1,436	1,299	137
100-3450-51-2120	Employee Benefits -- Add Life	147	147	-
100-3450-51-2130	Employee Benefits -- Disability	406	476	(70)
100-3450-51-2200	FICA	3,377	3,461	(84)
100-3450-51-2300	Medicare	790	809	(20)
100-3450-51-2400	Employee Benefits -- Retirement	3,966	3,989	(24)
100-3450-51-2600	Unemployment	46	31	14
100-3450-51-2700	Workers Comp Insurance	172	194	(22)
100-3450-52-3600	Dues and Fees	200	200	-
100-3450-52-3700	Education and Training	250	250	-
100-3450-53-1100	General Supplies and Materials	100	100	-
100-3450-53-1630	Software	2,200	2,200	-
100-3450-53-1700	Other Supplies -- Uniforms	500	500	-
100-3500-57-1000	Intergovernmental -- Cherokee Co	2,380,000	4,410,000	(2,030,000)
100-4200-51-1100	Salaries & Wages	-	22,663	(22,663)
100-4200-51-1300	Salaries & Wages -- Overtime	-	500	(500)
100-4200-51-2100	Employee Benefits -- Medical	-	7,673	(7,673)
100-4200-51-2110	Employee Benefits -- Dental	-	95	(95)
100-4200-51-2120	Employee Benefits -- Add Life	-	37	(37)
100-4200-51-2130	Employee Benefits -- Disability	-	186	(186)
100-4200-51-2200	FICA	-	1,436	(1,436)
100-4200-51-2300	Medicare	-	336	(336)
100-4200-51-2400	Employee Benefits -- Retirement	-	1,655	(1,655)
100-4200-51-2600	Unemployment	-	8	(8)
100-4200-51-2700	Workers Comp Insurance	-	559	(559)
100-4200-52-1220	Professional Services -- Engineers	500	500	-
100-4200-52-2110	Disposal -- Garbage	1,500	2,000	(500)
100-4200-52-2150	Pest Control	750	750	-
100-4200-52-2200	Repair & Maintenance	210,219	241,953	(31,734)
100-4200-52-2210	Repair & Maintenance -- Vehicles	2,500	2,500	-
100-4200-52-2320	Rental of Equipment	2,000	2,000	-
100-4200-52-3600	Dues and Fees	12,000	12,000	-
100-4200-52-3850	Contract Labor	308,220	312,840	(4,620)
100-4200-52-3900	Other Expenditures	500	500	-

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	Budgets FY 2026 Proposed	Variance
100-4200-53-1100	General Supplies & Materials	2,000	2,000	-
100-4200-53-1270	Gasoline/Diesel	5,000	5,000	-
100-4200-53-1600	Small Equipment	3,000	3,000	-
100-4260-52-2200	Street Lights -- Repairs & Maintenance	10,000	10,000	-
100-4260-53-1230	Electricity -- Street Lights	130,000	150,000	(20,000)
100-4270-52-2200	Traffic Lights -- Repairs & Maintenance	10,000	10,000	-
100-4270-53-1230	Electricity -- Traffic Lights	3,000	3,000	-
100-6240-52-2200	Repairs & Maintenance	28,500	28,500	-
100-6240-52-3500	Travel	750	750	-
100-6240-52-3600	Dues and Fees	500	500	-
100-6240-52-3700	Education and Training	1,000	1,000	-
100-6240-52-3860	Tree Commission Meetings	3,000	3,000	-
100-6240-53-1100	General Supplies & Materials	5,750	5,750	-
100-6240-53-1400	Books and Periodicals	500	500	-
100-6500-57-1000	Intergovernmental - Sequoyah Regional Library	4,000	4,000	-
100-7200-51-1100	Salaries & Wages	201,310	200,182	1,128
100-7200-51-2100	Employee Benefits -- Medical	26,534	58,535	(32,000)
100-7200-51-2110	Employee Benefits -- Dental	2,006	2,948	(942)
100-7200-51-2120	Employee Benefits -- Add Life	368	368	-
100-7200-51-2130	Employee Benefits -- Disability	1,592	1,706	(114)
100-7200-51-2200	FICA	12,481	12,411	70
100-7200-51-2300	Medicare	2,919	2,903	16
100-7200-51-2400	Employee Benefits -- Retirement	14,656	14,306	350
100-7200-51-2600	Unemployment	137	94	43
100-7200-51-2700	Workers Comp Insurance	3,453	3,745	(292)
100-7200-52-1230	Professional Services -- Legal	1,000	1,000	-
100-7200-52-2210	Repair & Maintenance -- Vehicles	2,000	2,000	-
100-7200-52-3200	Communications	1,600	1,600	-
100-7200-52-3400	Printing and Binding	50	50	-
100-7200-52-3500	Travel	500	500	-
100-7200-52-3600	Dues and Fees	250	250	-
100-7200-52-3700	Education and Training	1,000	2,500	(1,500)
100-7200-52-3900	Other Expenditures	250	250	-
100-7200-53-1100	General Supplies & Materials	100	100	-
100-7200-53-1120	General Supplies -- Postage	100	100	-
100-7200-53-1270	Gasoline/Diesel	2,000	2,000	-
100-7200-53-1400	Books and Periodicals	50	1,000	(950)
100-7200-53-1600	Small Equipment	500	500	-
100-7200-53-1630	Software	15,000	15,000	-
100-7200-53-1700	Other Supplies -- Uniforms	100	100	-
100-7400-51-1100	Salaries & Wages	145,928	149,576	(3,648)
100-7400-51-2100	Employee Benefits -- Medical	28,067	30,375	(2,308)

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-7400-51-2110	Employee Benefits -- Dental	351	255	96
100-7400-51-2120	Employee Benefits -- Add Life	221	221	-
100-7400-51-2130	Employee Benefits -- Disability	1,154	1,287	(133)
100-7400-51-2200	FICA	9,048	9,274	(226)
100-7400-51-2300	Medicare	2,116	2,169	(53)
100-7400-51-2400	Employee Benefits -- Retirement	10,624	10,689	(66)
100-7400-51-2600	Unemployment	68	47	21
100-7400-51-2700	Workers Comp Insurance	419	472	(53)
100-7400-52-1220	Professional Services -- Engineering	85,000	85,000	-
100-7400-52-1230	Professional Services -- Legal	7,000	7,000	-
100-7400-52-3200	Communications	480	480	-
100-7400-52-3300	Advertising	2,500	2,500	-
100-7400-52-3400	Printing and Binding	28,000	28,000	-
100-7400-52-3500	Travel	1,000	1,000	-
100-7400-52-3600	Dues and Fees	3,000	3,000	-
100-7400-52-3700	Education and Training	1,000	1,000	-
100-7400-52-3860	Planning & Zoning Meetings	12,000	12,000	-
100-7400-52-3900	Other Expenditures	250	250	-
100-7400-53-1100	General Supplies and Materials	500	500	-
100-7400-53-1120	General Supplies and Materials - Postage	1,000	1,000	-
100-7400-53-1270	Gasoline/Diesel	50	50	-
100-7400-53-1600	Small Equipment	1,500	1,500	-
100-7400-53-1630	Software	12,800	12,800	-
100-7520-51-1100	Salaries & Wages	9,762	10,006	(244)
100-7520-51-2100	Employee Benefits -- Medical	2,587	2,865	(277)
100-7520-51-2110	Employee Benefits -- Dental	95	77	17
100-7520-51-2120	Employee Benefits -- Add Life	15	15	-
100-7520-51-2130	Employee Benefits -- Disability	77	86	(9)
100-7520-51-2200	FICA	605	620	(15)
100-7520-51-2300	Medicare	142	145	(4)
100-7520-51-2400	Employee Benefits -- Retirement	711	715	(4)
100-7520-51-2600	Unemployment	5	3	1
100-7520-51-2700	Workers Comp Insurance	52	58	(7)
100-7520-52-2310	Rental of Land & Building	-	2,200	(2,200)
100-7520-52-3300	Advertising	-	5,500	(5,500)
100-7520-52-3600	Dues and Fees	-	1,750	(1,750)
100-7520-52-3900	Other Expenditures	-	2,000	(2,000)
100-7520-53-1100	General Supplies & Materials	-	9,000	(9,000)
100-7520-53-1700	Other Supplies -- Uniforms	-	2,500	(2,500)
100-7520-57-1000	Intergovernmental - Cherokee Office of Economic Deve	13,000	13,000	-
100-8000-58-1200	Lease - Principal	531,872	750,000	(218,128)
100-8000-58-2200	Lease - Interest	121,495	130,000	(8,505)

City of Holly Springs
Fiscal Year 2026 Proposed Budget
General Fund Expenditures

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
100-9000-61-1000	Transfer to Town Center Fund	-	300,000	(300,000)
100-9000-61-1000	Transfer to TAD	102,250	137,000	(34,750)
100-9000-61-1000	Transfer to Debt Service	2,455,550	683,805	1,771,745
	Total	**$ 16,500,000**	**$ 17,500,000**	**$ (1,000,000)**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Operating Grant Fund

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
250-0000-33-1000	Grant Revenue	70,000	70,000	-
	TOTAL REVENUES	**$ 70,000**	**$ 70,000**	**$ -**
250-7640-57-2000	Payments to Other Agencies	70,000	70,000	-
	TOTAL EXPENDITURES	**$ 70,000**	**$ 70,000**	**$ -**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Parks Recreation Fund

Account Number	Description	Budgets FY 2025 Proposed	Budgets FY 2026 Proposed	Variance
270-0000-31-4200	Beer/Wine Alcoholic Bev. Excise Tax	255,000	245,000	(10,000)
270-0000-31-4250	Distilled Spirit Alcoholic Bev. Excise Tax	105,000	115,000	10,000
270-0000-31-4300	Local Option Mixed Drink Tax	75,000	65,000	(10,000)
270-0000-31-9100	Penalties and Interest	250	250	-
270-0000-38-0010	Use of Prior Year Fund Balance	-	39,750	39,750
270-0000-38-1000	Rents and Royalties	35,000	45,000	10,000
	TOTAL REVENUES	**$ 470,250**	**$ 510,000**	**$ 39,750**
270-5530-52-2110	Disposal - Garbage Depot	500	1,140	(640)
270-5530-52-2150	Pest Control - Depot	750	750	-
270-5530-52-2200	Repairs & Maintenance - Depot	5,000	5,000	-
270-5530-52-3200	Communications - Depot	1,750	1,000	750
270-5530-53-1100	General Supplies - Depot	1,000	1,000	-
270-5530-53-1210	Water/Sewer - Depot	250	250	-
270-5530-53-1220	Natural Gas - Depot	2,200	2,200	-
270-5530-53-1230	Electricity - Depot	5,000	5,000	-
270-5530-53-1600	Small Equipment - Depot	500	500	-
270-6220-52-2110	Disposal - Garbage Parks	1,750	750	1,000
270-6220-52-2140	Lawn Care	8,000	-	8,000
270-6220-52-2150	Pest Control - Parks	1,500	5,000	(3,500)
270-6220-52-2200	Repairs & Maintenance - Parks	21,720	22,588	(868)
270-6220-52-2320	Rental of Equipment	1,000	500	500
270-6220-52-3200	Communications - Parks	500	1,500	(1,000)
270-6220-52-3600	Dues and Fees	500	500	-
270-6220-52-3850	Contract Labor	215,960	258,452	(42,492)
270-6220-53-1100	General Supplies & Materials - Parks	2,000	1,500	500
270-6220-53-1210	Water/Sewer - Parks	10,000	10,000	-
270-6220-53-1230	Electricity - Parks	10,000	10,000	-
270-6220-53-1600	Small Equipment - Parks	1,000	3,000	(2,000)
270-9000-61-1100	Transfer to Debt Service Fund	179,370	179,370	-
	TOTAL EXPENDITURES	**$ 470,250**	**$ 510,000**	**$ (39,750)**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Tax Allocation District Fund

Account Number	Description	Budgets FY 2025 Proposed	Budgets FY 2026 Proposed	Variance
272-0000-33-7000	Intergovernmental - Cherokee County Government	131,723	142,500	10,777
272-0000-33-7050	Intergovernmental - Cherokee County School District	420,502	455,500	34,998
272-0000-39-1000	Transfers from General Fund	102,250	137,000	34,750
	TOTAL REVENUES	**$ 654,475**	**$ 735,000**	**$ 80,525**
272-9000-61-1100	Transfer to Debt Service Fund	654,475	652,325	2,150
272-7550-57-1000	Intergovernmental - CCSD PILOT 1	-	14,675	(14,675)
272-7550-57-1500	Intergovernmental - CCSD PILOT 2	-	68,000	(68,000)
	TOTAL EXPENDITURES	**$ 654,475**	**$ 735,000**	**$ (80,525)**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Hotel/Motel Tax Fund

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
275-0000-31-4100	Hotel/Motel Tax	6,000	6,000	-
	TOTAL REVENUES	**$ 6,000**	**$ 6,000**	**$ -**
275-7540-52-3300	Advertising/Promotions	2,500	3,000	500
275-7540-57-2000	Payment to Other Agencies	3,500	3,000	(500)
	TOTAL EXPENDITURES	**$ 6,000**	**$ 6,000**	**$ -**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
SPLOST VI Fund

Account Number	Description	Budget FY 2025 Proposed	Budget FY 2026 Proposed	Variance
327-0000-31-3200	SPLOST VI Revenue	3,800,000	3,725,000	(75,000)
327-0000-33-1001	Grant Revenue - LMIG	200,000	200,000	-
327-0000-39-3000	Proceeds from GTIB Loan Phase III	3,500,000	2,000,000	(1,500,000)
327-0000-38-0010	Use of Prior Year Fund Balance	-	225,000	225,000
	TOTAL REVENUES	**$ 7,500,000**	**$ 6,150,000**	**$ (1,350,000)**
327-1565-54-1300	Capital Outlay - City Hall	1,000,000	-	1,000,000
327-1565-54-1320	Capital Outlay - Amphitheater	1,000,000	2,214,253	(1,214,253)
327-4200-54-1410	Capital Outlay - LMIG	200,000	285,747	(85,747)
327-4200-54-1425	Capital Outlay - Hickory Springs Parkway Ph 1	660,000	-	660,000
327-4200-54-1445	Capital Outlay - HS Pkwy Phase III	3,500,000	2,000,000	1,500,000
327-4224-54-1440	Capital Outlay - Hickory Road Sidewalk	500,000	-	500,000
327-4270-54-1400	Capital Outlay - HSP/Fox Creek Intersection	250,000	-	250,000
327-8000-58-1100	Debt Service-Principal GTIB ($3.5M)	335,000	333,000	2,000
327-8000-58-2100	Debt Service-Interest GTIB ($3.5M)	55,000	48,000	7,000
327-8000-58-1100	Debt Service-Principal URA2025	-	165,000	(165,000)
327-8000-58-2100	Debt Service-Interest URA2025	-	1,104,000	(1,104,000)
	TOTAL EXPENDITURES	**$ 7,500,000**	**$ 6,150,000**	**$ 1,350,000**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Town Center Fund

Account Number	Description	Budgets FY 2025 Proposed	Budgets FY 2026 Proposed	Variance
350-0000-39-1000	Transfers from General Fund	-	300,000	300,000
350-0000-39-1000	Transfers from DDA	500,000	-	(500,000)
350-0000-39-1000	Transfers from URA Series 2023	7,500,000	5,000,000	(2,500,000)
350-0000-39-1000	Transfers from URA Series 2025	-	10,000,000	10,000,000
	TOTAL REVENUES	**$ 8,000,000**	**$ 15,300,000**	**$ 7,300,000**
350-1565-52-1200	Professional Services	500,000	300,000	200,000
350-1565-54-1200	Capital Outlay - Site Improvements	500,000	2,500,000	(2,000,000)
350-1565-54-1300	Capital Outlay - City Hall	6,500,000	10,000,000	(3,500,000)
350-1565-54-1310	Capital Outlay - Parking Deck	500,000	2,500,000	(2,000,000)
	TOTAL EXPENDITURES	**$ 8,000,000**	**$ 15,300,000**	**$ (7,300,000)**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Urban Redevelopment Agency

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
360-0000-38-0010	Use of Fund Balance Series 2023	7,500,000	5,000,000	(2,500,000)
360-0000-38-0010	Use of Fund Balance Series 2025	-	10,000,000	10,000,000
	TOTAL REVENUES	**$ 7,500,000**	**$ 15,000,000**	**$ 7,500,000**
360-9000-61-1000	Transfers to Town Center Fund	7,500,000	15,000,000	(7,500,000)
	TOTAL EXPENSES	**$ 7,500,000**	**$ 15,000,000**	**$ (7,500,000)**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Debt Service Fund

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
400-0000-39-1000	Transfer from DDA	500,000	2,234,500	1,734,500
400-0000-39-1000	Transfer from Parks and Recreation	179,370	179,370	-
400-0000-39-1000	Transfers from TAD (CCSD)	420,502	372,825	(47,677)
400-0000-39-1000	Transfers from TAD (BOE)	131,723	142,500	10,777
400-0000-39-1000	Transfer from TAD (General Fund)	102,250	137,000	34,750
400-0000-39-1000	Transfer from General Fund	2,455,550	683,805	(1,771,745)
	TOTAL REVENUES	**$ 3,789,395**	**$ 3,750,000**	**$ (39,395)**
400-8000-58-1100	Debt Service - Principal HSPRA 2016	344,764	352,713	(7,949)
400-8000-58-2100	Debt Service - Interest HSPRA 2016	13,972	6,737	7,235
400-8000-58-1100	Debt Service - Principal HSPRA 2023	128,000	128,000	-
400-8000-58-2100	Debt Service - Interest HSPRA 2023	75,650	71,000	4,650
400-8000-58-1100	Debt Service - Principal URA 2019	555,556	555,600	(44)
400-8000-58-1100	Debt Service - Principal URA 2020	230,770	230,770	-
400-8000-58-1100	Debt Service - Principal URA 2021	519,702	519,730	(28)
400-8000-58-1100	Debt Service - Principal URA 2023	830,000	870,000	(40,000)
400-8000-58-2100	Debt Service - Interest URA 2019	82,978	66,000	16,978
400-8000-58-2100	Debt Service - Interest URA 2020	56,355	51,000	5,355
400-8000-58-2100	Debt Service - Interest URA 2021	139,898	128,000	11,898
400-8000-58-2100	Debt Service - Interest URA 2023	811,750	770,450	41,300
	TOTAL EXPENDITURES	**$ 3,789,395**	**$ 3,750,000**	**$ 39,395**

City of Holly Springs
Fiscal Year 2026 Proposed Budget
Stormwater Fund

Account Number	Description	Budgets FY 2025 Proposed	FY 2026 Proposed	Variance
560-0000-34-4260	Stormwater Utility Fees	610,000	675,000	65,000
	TOTAL REVENUES	**$ 610,000**	**$ 675,000**	**$ 65,000**
560-4910-51-1100	Salaries & Wages	64,156	67,988	(3,832)
560-4910-51-1300	Overtime	500	500	-
560-4910-51-2100	Employee Benefits - Medical Insurance	40,466	23,019	17,447
560-4910-51-2110	Employee Benefits - Dental	1,436	286	1,150
560-4910-51-2150	Employee Benefits - ADD Life	147	110	37
560-4910-51-2125	Employee Benefits - Disability	507	585	(78)
560-4910-51-2200	FICA	4,009	4,246	(237)
560-4910-51-2300	Medicare	938	993	(55)
560-4910-51-2400	Employee Benefits - Retirement	4,707	4,895	(188)
560-4910-51-2600	Unemployment	46	24	22
560-4910-51-2700	Workers Comp Insurance	1,418	1,653	(235)
560-4910-52-1220	Professional Services Engineering	100,000	150,000	(50,000)
560-4910-52-1230	Professional Services Legal	500	500	-
560-4910-52-2150	Pest Control	1,000	1,000	-
560-4910-52-2200	Repairs & Maintenance	209,770	238,151	(28,381)
560-4910-52-2210	Repairs & Maintenance Vehicles	5,000	5,000	-
560-4910-52-2320	Rental of Equipment	1,000	1,000	-
560-4910-52-3200	Communications	1,000	1,000	-
560-4910-52-3600	Dues & Fees	6,000	6,000	-
560-4910-52-3700	Training	500	500	-
560-4910-52-3900	Other Expenditures	250	250	-
560-4910-53-1100	General Supplies and Materials	250	250	-
560-4910-53-1120	General Supplies - Postage	250	250	-
560-4910-53-1210	Water/Sewer	1,000	1,000	-
560-4910-53-1270	Gasoline & Diesel	6,000	6,000	-
560-4910-53-1600	Small Tools & Equipment	3,000	3,000	-
560-4910-53-1700	Office Supplies Uniforms	50	50	-
560-4910-56-1000	Depreciation	150,000	150,000	-
560-4910-57-9000	Contingency	6,100	6,750	(650)
	TOTAL EXPENSES	**$ 610,000**	**$ 675,000**	**$ (65,000)**

ITEM REPORT

AGENDA ITEM NUMBER: X.A.

FROM: Robert H. Logan, City Manager

MEETING DATE: November 6, 2025

AGENDA ITEM: Proposal dated October 22, 2025, from Foresite Group, LLC for Professional Design Services to Add Service #7 Parking Deck Landscape Design as shown in Exhibit "A", in an amount not to exceed $7,800.

EXECUTIVE SUMMARY:

The City of Holly Springs requested a proposal from Foresite Group, LLC for professional design services for a landscape plan for the Holly Springs Town Center Parking Deck. The proposal was submitted to the City on October 22, 2025.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue

FISCAL IMPACT:

$7,800.

ATTACHMENTS:

1. Foresite Group Add Service 7

RECOMMENDATION:

The staff recommendation is approval of Add Service #7 from Foresite Group, LLC.

CONCURRENCES:

FORESITE group

3740 Davinci Court, Suite 100
Peachtree Corners, Georgia 30092
o | 770.368.1399
f | 770.368.1944
w | www.fg-inc.net

October 22, 2025

VIA EMAIL
Rob Logan
City of Holly Springs
Holly Springs Downtown Development Authority
3235 Holly Springs Pkwy
Holly Springs, GA 30115

Re: **Letter Agreement for Professional Design Services**
Holly Springs Town Center
Add Service #7: Parking Deck Landscape Design
Holly Springs, Georgia

Mr. Logan:

Foresite Group, LLC thanks you for the opportunity to submit this Proposal for Additional Services to the City of Holly Springs and Holly Springs Downtown Development Authority for providing Professional Design Services for the above referenced project. Our Project Understanding is detailed below, and the following Proposal details the Scope of Services, Additional Services, Fees, and Hourly Rate Schedule.

Project Understanding

Foresite Group has been requested to provide an add service proposal for landscape and irrigation design of the area surrounding the parking deck of Holly Springs Town Center.

Based on our understanding of this project, Foresite Group has made the following assumptions regarding the Scope of Services:

1. Limits of scope are identified in Exhibit A, attached.
2. Scope is limited to landscape and irrigation design.
3. Hines Inc, a subconsultant of Foresite Group, will provide irrigation design.
4. Client to provide linework of latest parking deck, utilities, storm piping, etc. in AutoCAD format.
5. Site electrical plans are not included in this scope. Electrical for irrigation controller to be provided by others.
6. Meetings with Client will be via phone or online.
7. This scope will be bid as a separate project from Town Center hardscape/landscape.
8. Revisions to plans during bidding and construction for value engineering is not included in this scope.
9. Cost estimating is not included in this scope.

10. Permitting submittals, if required, will be managed and submitted by the Client with Foresite Group addressing permit comments.
11. Permitting and impact fees, if required, will be paid by Client.
12. Bidding will be managed and advertised by others and is not included in this scope.
13. One (1) site visit during CA is included in this scope. Site visit to be conducted by landscape architect.
14. Proposal scope and fees are valid from 90 days from date of proposal.

SECTION 1
Scope of Services

Task 1 – Parking Deck Landscape & Irrigation Design: *Foresite Group will complete the following tasks as part of this phase:*

1. Develop preliminary landscape design and plant palette.
2. Issue preliminary landscape plan to Client for review.
3. Incorporate client changes into final landscape plan and details.
4. Develop irrigation plans and details.
5. Submit final landscape and irrigation plans to Client.

Deliverables:

- *PDF's of Landscape Plans & Details*
- *PDFs of Irrigation Plans & Details*

Task 2 – Construction Administration Assistance: *Foresite Group will complete the following tasks as part of this phase:*

1. Respond to RFI's from Contractor.
2. Review Contractor's submittals.
3. Conduct 1 site visit for punch inspection.

Deliverables:

- *RFI/Submittal responses*
- *Punch list*

SECTION 2
Additional Services

(items not included in this scope but can be provided at an additional fee)

1. Cost estimating.
2. Bidding assistance.
3. Construction documents beyond those listed in the scope.
4. Meetings and additional site visits outside scope of services.

5. Changes to civil/architecture plans after approval of landscape design.
6. Work resulting from changes made in the contract documents to facilitate construction procedures requested after release of the contract documents.

SECTION 3
Fees

Task		Task Fee
Task 1 – Parking Deck Landscape & Irrigation Design		$ 5,700.00
Task 2 - Construction Administration Assistance		$ 2,100.00
	Total	**$ 7,800.00**

All permitting, application, and similar project fees will be paid directly by the Client.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed or actual services performed, and expenses incurred as of the billing period. Payment will be due within 28 calendar days of the date of the invoice. Payments shall be made electronically or sent to Foresite Group, LLC., 3740 Davinci Court, Suite 100, Peachtree Corners, GA 30092.

Invoices are due to Owner's Representative no later than the 10th of each month for services rendered the previous month. Payment will be made on or before the 15th of the following month.

2025 Hourly Rate Schedule
(To be Adjusted Annually)

Principal	$ 285-415/hour
Practice Leader	$ 265-305/hour
Chief Engineer	$ 280-305/hour
Division Leader	$ 200-265/hour
Senior Project Manager	$ 200-280/hour
Senior Project Engineer	$ 200-270/hour
Senior Landscape Architect	$ 140-180/hour
Project Landscape Architect	$ 125-170/hour
Project Manager	$ 140-180/hour
Project Engineer	$ 155-185/hour
Senior Project Analyst	$ 150-170/hour
Project Analyst	$ 125-140/hour
Senior Designer	$ 140-185/hour
Designer	$ 105-120/hour
CAD Drafter	$ 85-105/hour
Administrative Support	$ 80-125/hour
Expert Witness	$ 305/hour

If you agree to the terms of this Letter Agreement and the Standard Terms and Conditions attached hereto and incorporated herein, please have an authorized representative sign and return this Letter Agreement in the spaces below.

We appreciate the opportunity to provide these services to you. Please do not hesitate to contact us if you have any questions or comments.

Sincerely,
FORESITE GROUP, LLC.

By: ______________________________

Name: Jonathan Bullard

Title: Senior Project Manager, Greenspace + Land Design

Date: October 22, 2025

Client:
City of Holly Springs

By:______________________________
(Signature)

Name:______________________________
(Printed Name)

Title:______________________________

Date:______________________________

Client:
Holly Springs Downtown Development Authority

By:______________________________
(Signature)

Name:______________________________
(Printed Name)

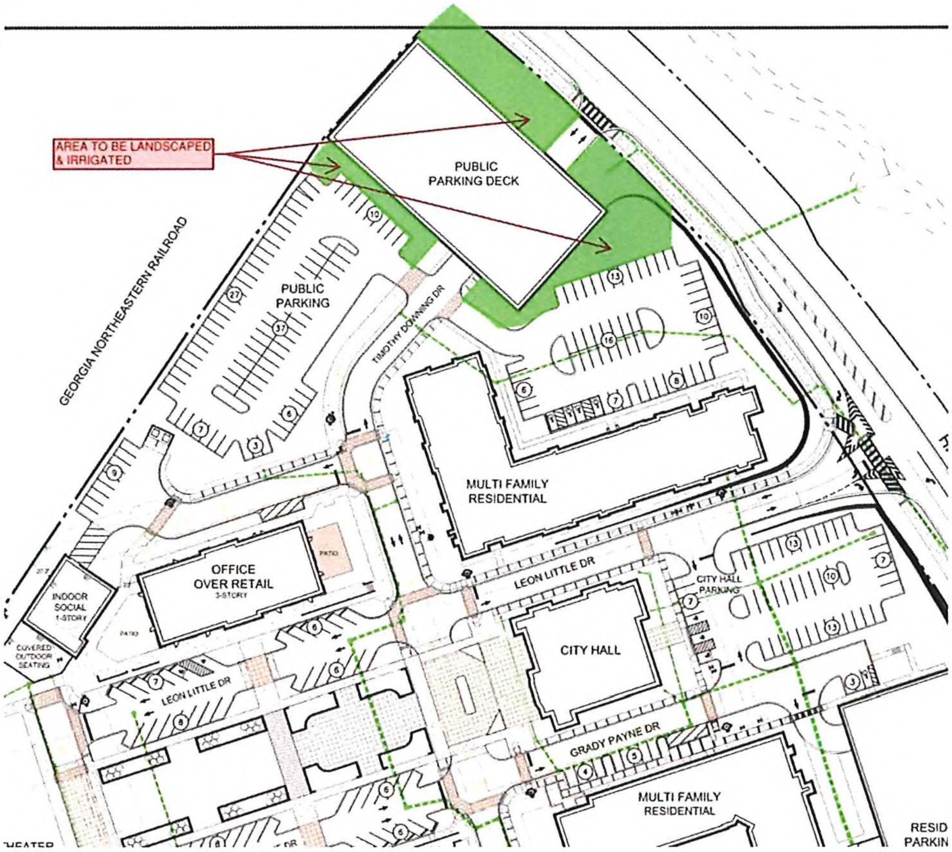
Title:______________________________

Date:______________________________

ALL INVOICES SHALL BE SENT TO THE FOLLOWING ADDRESS:
City of Holly Springs Downtown Development Authority
dme.odyssey@gmail.com
Attn: David Edwards

ALL PAYMENTS SHALL BE SENT VIA EFT OR TO THE FOLLOWING ADDRESS:
Foresite Group, LLC.
3740 Davinci Court, Suite 100
Peachtree Corners, GA 30092
ar@fg-inc.net

Exhibit 'A'
Scope Limits



FORESITE GROUP, LLC
STANDARD TERMS AND CONDITIONS

1 **Scope and Term.** Foresite Group will provide services to Client only as specifically described in the letter agreement (the "Letter Agreement") subject to these Standard Terms and Conditions (these "Terms and Conditions", together with the Letter Agreement and incorporated by reference therein, this "Agreement") These Terms and Conditions will commence on the effective date of the Letter Agreement and will continue in effect until the earlier of the completion of all Services, or termination of the Letter Agreement Except as set forth in the Letter Agreement, Foresite Group will provide its own tools, materials, equipment, and other business items necessary to perform the Services Fees, as defined in the letter agreement, are to perform each task one time Revisions to address Jurisdictional or Client review comments will be made on an hourly basis under the appropriate Submittals and Permitting Tasks, if applicable If requested by the Client and agreed to by Foresite Group, Foresite Group will perform additional services ("Additional Services") at Foresite Group's then current hourly rates, or an agreed upon sum, per a separate letter agreement which will be subject to these Standard Terms and Conditions

2 **Opinions on Costs.** When included in Foresite Group's scope of services, any opinions or estimates of probable construction costs are prepared based on Foresite Group's experience and qualifications and represent Foresite Group's judgment as a professional generally familiar with the industry Foresite Group has no control over the cost of labor, materials, equipment, or services furnished by others, contractor's methods of determining prices, competitive bidding, or market conditions, therefore, Foresite Group does not make any guarantees that proposals, bids, or actual construction costs will not vary from Foresite Group's opinions or estimates of probable construction costs

3 **Termination.** Client or Foresite Group may terminate this Agreement for any reason by giving the non terminating party seven days written notice prior to the proposed termination, provided, however, if payment is not made by Client within three (3) days of written notice by Foresite Group to Client of nonpayment, Foresite Group may terminate this Agreement immediately for failure by Client to make payments in accordance with this Agreement In the event of termination by either party for any reason, Client shall pay Foresite Group for all Services performed up to the effective date of termination and other reasonable expenses incurred by Foresite Group as a result of the termination Sections 3, 4, 5, 6, 7, 9, 11, 14, and 16 will survive the expiration or termination of this Agreement for any reason

4 **Terms of Payment.** Client will pay Foresite Group as follows

4 1 Foresite Group will submit to Client an itemized invoice for all the applicable amount(s) due hereunder, including without limitation any expenses incurred by Foresite Group Payment will be due 28 days from date of invoice and will be payable only in U S dollars All past due amounts will accrue interest at the rate of 1 5% per month or the maximum rate allowed by law, whichever is greater Foresite Group may, after 3 days' written notice to Client, suspend Services under this Agreement, without liability, until all past due amounts have been paid in full, excluding non-payment for amounts disputed in good faith

4 2 If Client objects to any invoice, it must advise Foresite Group in writing its reasons within 10 days of receipt of the invoice or the Client's objections will be waived and the invoice shall conclusively be deemed due and owing

4 3 Amounts invoiced exclude, and Client will pay, all sales, use, transfer, value added tax or other taxes, whether federal, state, provincial, local, or otherwise which are levied or imposed by reason of the Services performed, except those based solely on Foresite Group's net income

4 4 All payments shall be made via the attached payment options Immediately prior to making each payment via EFT, Client shall verbally confirm payment instructions with an authorized representative of Foresite Group designated in writing by Foresite Group as the appropriate representative to confirm said instructions Client agrees that it is solely responsible for confirming payment instructions as required herein Client shall indemnify, hold harmless and make whole Foresite Group, its parents, subsidiaries, affiliates, officers, directors, employees, agents and subconsultants against all damages, liabilities, losses or costs, including reasonable attorneys' fees and costs, to the extent caused by the Client's failure to confirm payment instructions prior to sending payment via EFT as required by this Agreement

5 **Ownership.** Each party will retain title to all of its respective Confidential Information as defined in Section 7 below, whether developed before, during, or after the Services Client agrees that any and all deliverables, plans, diagrams, drawings, specifications, reports, electronic files, field data, notes and other documents and instruments prepared by Foresite Group and delivered to Client hereunder are instruments of professional service (the "Instruments") and may be used by Client only for purposes of the project for which they are made (the "Project") Such Instruments shall be considered authored and owned by Foresite Group and shall remain the property of Foresite Group, whether the Project is completed or not Foresite Group shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto Client shall be permitted to retain copies of such Instruments for information and reference only The Instruments shall not be used or relied upon by Client (a) if they are not completed or are partially complete, or (b) on other projects, or for additions to the Project, except by agreement in writing and with appropriate compensation to Foresite Group

6 **Use.** Any unauthorized use of such Instruments shall be at the Client's sole risk and without liability to Foresite Group Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Foresite Group, its parents, subsidiaries, affiliates, officers, directors, employees, agents and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's unauthorized use of such Instruments of Professional Service In the event of a conflict between the signed and sealed construction documents prepared by Foresite Group and the electronic files, the signed and sealed hard-copy construction documents shall govern

7 **Confidentiality.** "Confidential Information" as used in this Agreement will mean any and all confidential and proprietary technical and non-technical information including patent, copyright, trade secret, and proprietary information, techniques, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, and formulae related to the current, future and proposed products and services of each of the parties and/or its customers and/or vendors, including, without limitation, information concerning product or process research and development, design details and specifications, engineering, financial data (including the amount of or information regarding the fees for the Services), manufacturing, customer lists, business forecasts, sales and merchandising, and marketing plans Each party acknowledges that in the performance of any Services it may be supplied with Confidential Information of the other party Each party will treat, protect, and safeguard as proprietary and confidential this Agreement and all Confidential Information disclosed to the other under this Agreement using at least as great a degree of care as used to maintain the confidentiality of its own Confidential Information, but in no event less than a reasonable degree of care Except with specific prior written authorization, each party will not use, either directly or indirectly, any of the other party's Confidential Information other than for the purpose for which it has been disclosed in connection with the performance of the Services Each of the parties agrees that it will disclose the other party's Confidential Information only to its employees and representatives who need to know such information in connection with the performance of the Services, provided that such employees are bound by terms and conditions protecting such Confidential Information substantially similar to those of this Agreement Each party acknowledges that the disclosure of any Confidential Information, except as expressly permitted by this Agreement, will cause irreparable injury for which the injured party may not have an adequate remedy at law Accordingly, either party may obtain injunctive relief against the breach or threatened breach of any of the foregoing undertakings in addition to any other legal remedies that may be available, and each party hereby consents to the obtaining of such injunctive relief The above restrictions will not apply to any Confidential Information which (a) is rightfully known or is in the rightful possession of the receiving party as of the date of its disclosure by the disclosing party, (b) is in the public domain or generally distributed or made available to others by the disclosing party following the date of its disclosure by the disclosing party without restriction as to use or disclosure, (c) lawfully becomes known or available to the receiving party from third parties who are not under a similar agreement directly or indirectly with the disclosing party regarding disclosure, (d) independently developed by the receiving party as evidenced by its written records, or (e) is required to be disclosed to enforce the terms of this Agreement or by applicable law, provided the

receiving party shall notify the disclosing party as soon as reasonably possible prior to such disclosure to afford the disclosing party an opportunity to object or to seek a protective order.

8 **Indemnification** In the event there is a third party claim against the Client or liability to a third party, Foresite Group agrees, to the fullest extent permitted by law, to indemnify and hold harmless (but not to defend) Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, but only to the extent caused by Foresite Group's negligent performance of professional services under this Agreement Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless (but not to defend) Foresite Group, its officers, directors, employees, agents and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, but only to the extent caused by the Client's negligent acts in connection with the Services and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable Neither the Client nor Foresite Group shall be obligated to indemnify the other party in any manner whatsoever for the other party's sole negligence or for the negligence of others

9 **Representation.** In providing services under the Letter Agreement, Foresite Group shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of Foresite Group's profession currently practicing under similar conditions at the same time and in the same or similar locality Foresite Group does not make, and hereby disclaims, any and all express and/or implied warranties, including, but not limited to, warranties of merchantability, fitness for a particular purpose, noninfringement and title, and any warranties arising from a course of dealing, usage, or trade practice Foresite Group does not warrant that the Services will be error-free

10 **Limitation of Liability.**

10 1 In recognition of the relative risks and benefits of the Services to both Client and Foresite Group, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Foresite Group and its officers, directors, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Foresite Group parties shall not exceed Fifty Thousand Dollars ($50,000), or the total fee for services rendered pursuant to the Letter Agreement, whichever is greater It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law

10 2 Notwithstanding any provision to the contrary in this Agreement, if the Letter Agreement provides for the delivery of any Construction Phase Services by Foresite Group, Client acknowledges and agrees that the general contractor hired by Client is solely responsible for the construction of the project and Foresite Group will not be liable for the construction means, methods, techniques, sequences or procedures employed by such general contractor or for any and all acts or omissions of any such general contractor, subcontractor, supplier, or otherwise with respect to any Construction Phase Services provided by Foresite Group hereunder

10 3 Notwithstanding any provision to the contrary in this Agreement, Foresite Group's scope of Services does not and will not include any services related to the environmental PCBs, petroleum, hazardous waste or radioactive materials or compliance with any environmental health or safety laws Client acknowledges and agrees that Client is solely responsible and liable for assessing any environmental health or safety issues with respect to any and all Client projects and that Foresite Group is in no event liable for any environmental review or claims

11 **Consequential Damages.** Notwithstanding any other provisions of this agreement, Foresite Group will not be liable to Client for any punitive, consequential, indirect, or special damages, including without limitation, loss of profits, revenues, or data with respect to any claims regarding the services to be provided hereunder even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise

12 **Subcontracting.** Foresite Group may subcontract its obligations under this Agreement to a third party reasonably acceptable to Client, so long as Foresite Group remains responsible for the subcontractor's work under the terms of this Agreement, and the third party subcontractor agrees to be bound by terms substantially similar to those in this Agreement.

13 **Independent Contractor.** Both parties agree that Foresite Group is an independent contractor in relation to Client and will not be considered an employee, agent, or servant of Client It is agreed that Foresite Group will have the right to control the details of its Services Client and Foresite Group agree that in no respect will any employee of Foresite Group be an employee of Client

14 **Force Majeure.** Except for payment obligations hereunder, neither party will be liable for failure to perform any of its obligations hereunder where such performance is prevented or interfered with by riots, wars or hostilities between any nations, acts of God, acts of terrorism, fires, storms, floods, earthquakes, strikes, labor disputes, shortages or delays of carriers, shortages or curtailments of raw materials, labor, power or other utility services, pandemics, epidemics or other biological events, including governmental orders arising out of such events, and other cause beyond the reasonable control of the parties hereto, provided, in the event a force majeure event delays a party's performance by more than thirty (30) days, the other party will have the right to terminate this Agreement by providing written notice thereof to the delayed party This provision will not be construed as relieving either party from its obligation to pay any sums due the other party

15 **Disputes.** Any dispute, claim or controversy between the parties hereto arising out of or related to the terms or subject matter of this Letter Agreement shall be resolved through litigation Any action at law or in equity brought to enforce the terms of this Agreement, alleging a breach thereof, or otherwise in connection with, arising out of or relating to the subject matter of the Agreement or the Services shall be brought in the state courts of Gwinnett County, Georgia, which shall be the exclusive venue for all such actions The parties hereby consent to the jurisdiction of the state courts of Gwinnett County, Georgia with respect to any such action, waiving any objection to said jurisdiction Each party agrees to waive a trial by jury

16 **Miscellaneous.** This Agreement, including the Letter Agreement, is the exclusive statement of the agreement between the parties with respect to the matters set forth herein, and supersedes all prior agreements, negotiations, representations, and proposals, written and oral, with respect to the subject matter hereof Variance from, or additions to, the terms and conditions of this Agreement in any purchase order or other written notification from Client will be of no effect This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia, excluding its conflicts of laws rules This Agreement will be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns Without prior written consent of the non assigning party, neither party may assign this Agreement If any action at law or in equity is necessary to enforce the terms of this Agreement, the prevailing party in a final judgment, as determined by the court, in addition to any other rights or remedies available to it, will be entitled to recover attorneys' fees, expert witness fees, and other expenses related to such action

CLIENT:	**FORESITE GROUP, LLC:**
______________________	
By: ______________________	By: Jonathan M. Bullard
Name ______________________	Name: Jonathan Bullard
Title: ______________________	Title: Senior Project Manager

ITEM REPORT

AGENDA ITEM NUMBER: X.B.

FROM: Robert H. Logan, City Manager

MEETING DATE: November 6, 2025

AGENDA ITEM: Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract (042527) between the City of Holly Springs, Georgia and the Atlanta Regional Commission (ARC).

EXECUTIVE SUMMARY:

The Atlanta Regional Commission (ARC) has submitted the proposed Youth Services Contract (042527) 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 effective date of this contract is July 1, 2025.

FISCAL IMPACT:

PY2025 Total Contract Funding (General Services and Work Experience) $147,630.

ATTACHMENTS:

1. WIOA ARC Youth Services Contract 042527

RECOMMENDATION:

The staff recommendation is approval of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract (042527) between the City of Holly Springs, Georgia and the Atlanta Regional Commission (ARC).

CONCURRENCES:

City Manager

WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTH SERVICES CONTRACT

THIS CONTRACT, entered into as of this **1st day of July 2025** by and between the CITY OF HOLLY SPRINGS of Holly Springs, Georgia (hereinafter referred to as the "Contractor") and the ATLANTA REGIONAL COMMISSION (hereinafter referred to as "ARC").

WITNESS THAT:

WHEREAS, ARC desires to engage the Contractor to render certain technical or professional services hereinafter described in connection with an undertaking or project (hereinafter referred to as the "Project") which is to be wholly or partially financed by a grant(s) from the Technical College System of Georgia through the United States Department of Labor (hereinafter, along with the appropriate auditing agency of the entity making such grant(s), referred to as the "Concerned Funding Agency or Agencies"), said grant(s) evidenced by a contract effective April 1, 2025 (hereinafter referred to as the "Grant Contract") and identified as the Workforce Innovation and Opportunity Act (WIOA) Statement of Grant Award; and

WHEREAS, the Contractor desires to render such services in connection with the Project.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Engagement of the Contractor. ARC hereby agrees to engage the Contractor and the Contractor hereby agrees to perform the services hereinafter set forth in accordance with the terms and conditions herein.

2. Scope of Services. Contractor shall do, perform and carry out in a satisfactory and proper manner, as determined by ARC, the work and services described herein and in Attachment A and all corresponding exhibits, attached hereto and made a part hereof.

3. Time of Performance. Notwithstanding the dates of signatures, the effective date of this contract is **July 1, 2025**. The Contractor shall undertake and pursue the services described herein in such sequence as to assure their expeditious completion and as may be required in Attachment A and all corresponding exhibits. All services required hereunder shall be completed on or before **June 30, 2026**. Based upon satisfactory performance, availability of funds, and other factors, ARC may issue an amendment to extend the contract annually for one (1) additional year with the maximum term of the contract not to exceed a total of four (4) years.

4. Compensation and Method of Payment. The Contractor shall be compensated for the work and services to be performed under this contract as set forth in Attachment A and all corresponding exhibits, attached hereto and made a part hereof. In no event, however, will the total compensation and reimbursement, if any, to be paid to the Contractor under this contract exceed the sum specified in Attachment F attached hereto and made a part hereof.

5. Participant Eligibility.

   a) It shall be the Contractor's responsibility to accept and utilize only eligible participants. If the Contractor is responsible for determining participant eligibility, the Contractor shall ensure that prior to the enrollment of any individual in any capacity under this contract for which the Contractor shall cause payments of any type to be made, the Contractor shall determine participant eligibility and document the same in the participant's file. Verification of eligibility for participants referred from a WIOA Board Career Resource Center will be the responsibility of the Contractor. Contractors should maintain copies of necessary documentation forwarded from the Center.

   b) The Contractor shall promptly notify ARC in writing in the event the Contractor obtains any information indicating that a participant may not be eligible for the Project.

6. Fornal Communications. Formal communication regarding this contract shall include, but not necessarily be limited to, correspondence (e.g. requests for amendments), progress reports and fiscal reports.

   All formal communication regarding this contract shall be in writing between the person executing this contract on behalf of the Contractor (Contractor's executor) and ARC's Executive Director.

   However, the Contractor's executor and ARC's Executive Director shall each have the right to designate in writing to the other an agent to act in his or her behalf regarding this contract. Any restrictions to such designation must be clearly defined in the written designation.

7. *RESERVED*.

8. Contractor's Personnel. The Contractor represents that it has, or will secure at its own expense, adequate personnel required to perform the services contracted under this contract. Such personnel shall not be employees of ARC, nor shall such personnel have been employees of ARC at a level of Group Manager or higher during any time within the twelve (12) month period immediately prior to the date of this contract, except with the express prior written consent of ARC.

9. Maintenance of Effort. The Contractor agrees that the funds provided under this contract shall only be used to provide employment and training opportunities which cannot be provided, without this contract, from funds or sources available otherwise to the Contractor, and that funds under this contract shall not be used to substitute or supplant other funds or sources of revenue. The Contractor further agrees not to terminate, lay off or in any way to reduce the working hours or to infringe upon the promotions or advancement opportunities of any current employee through the utilization or in anticipation of utilization of any participant under this contract.

10. Independent Contractors. No provision of this contract, act of Contractor in the performance of this contract, or act of ARC in the performance of this contract shall be construed as

constituting the Contractor as an agent, servant, or employee of ARC. Neither party to this contract shall have any authority to bind the other in any respect, it being intended that each shall remain an independent contractor.

11. Political Activities. No funds provided under the Act may be used for any project involving political activity.

12. Religious Activities. Persons employed or those who receive or provide services under this contract will not be employed or otherwise engaged on construction, operation or maintenance of that part of any facility that is used for religious instruction or worship.

13. Conflict of Interest. The Contractor ensures that no individual in a decision-making capacity engages in any activity, including the administration of the contract supported by WIOA funds, if a conflict of interest, real or apparent, is involved. A conflict of interest may arise in the event of the employment or enrollment for services under this contract of any immediate family member (or partner) of an individual engaged in a decision-making capacity with the Atlanta Regional Commission, the WIOA Board, or the Contractor. Immediate family is defined as husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparents and grandchild, or an organization which employs, or is about to employ, any of the above, or has a financial or other interest in the firm or organization selected for award. In the event of a potential conflict of interest, the Contractor must notify ARC, in writing, of the instance. No action regarding the individual may take place until approved by ARC in writing.

14. Allowable Costs. In the case of a cost reimbursable contract, the Contractor certifies that costs claimed for reimbursement under this contract shall not include costs incurred prior to the effective date or subsequent to the end date of this contract. The amount reimbursed under this contract shall be limited to the necessary and reasonable costs of employment, training and other services provided according to the terms and conditions of this contract and the attachments hereto. "Allowable Costs" are further defined in Title 20, Code of Federal Regulations, Section 645.220 and Sections 652 through 671; 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or 48 CFR 31, as appropriate. In no event shall the allowable costs for any single line item of the budget attached hereto exceed the amounts shown for that line item therein, except as allowed under Section B. Reimbursement shall not be made to pay cost incurred for travel outside the state of Georgia unless approved in writing by ARC in advance for said travel; provided, further, that if travel inside or outside Georgia is approved, and said travel is to be by air, first class accommodations shall not be allowed. Mileage reimbursement is allowable and shall not exceed the IRS Standard Mileage Rate for Business.

15. Disallowed Costs.

    a) If costs incurred by the Contractor are not in conformity with the requirements of this contract and are subsequently disallowed as a result of a financial and compliance audit performed either pursuant to Audits herein below, by ARC, the Concerned Funding

Agency, the Comptroller General of the United States, or any of their duly authorized representatives, or otherwise, such costs shall be refunded to ARC from non-WIOA sources. ARC further reserves the right to withhold funds to recoup such improper or unauthorized disbursements. No finding of disallowed costs shall be made except after notice and opportunity for a fair hearing as provided in Disputes and Appeals herein below. Funds shall not be allowable under this contract for costs of entertainment. Contributions made on behalf of any participant to retirement systems or plans are not allowable under this contract. Further, funds shall not be allowable under this contract for payment of premiums for insurance policies which provide protection from debts against ARC, the state of Georgia or the United States government; making loans to non-WIOA programs, employees or participants; or legal service expenses for the prosecution of claims against ARC, the Concerned Funding Agency, the state of Georgia or the United States government.

b) Should a participant in the Project be determined to be ineligible subsequent to his or her enrollment, costs for that participant will be disallowed as to the Contractor if it is determined that the participant was enrolled through failure of the Contractor to properly obtain and/or maintain written verification of the participant's eligibility from the organization that completed the original eligibility determination.

16. Bonding. The Contractor shall have and maintain bonding in the dollar amount and any additional requirements as specified in Attachment C to this contract. A copy of the actual bond, or equivalent, and any renewals shall be made apart of this contract and must be provided to ARC within fifteen (15) days from execution of the contract. Bonds shall be obtained from companies holding certificates of authority as acceptable sureties (31 CFR Section 223). A list of these companies is published by the U.S. Department of Treasury in its Circular 570. For bonds that expire during the term of this contract, written proof of the renewal shall be provided to ARC, within fifteen (15) days after renewal. Failure to provide bonds, or bond renewals in the time prescribed in this paragraph may result in suspension or termination of this contract.

a) Any and all subcontractors that are hired or engaged by Contractor (in accordance with the terms herein) to assist it in performing the Services outlined in this Agreement, shall be required to purchase and maintain, at a minimum, the bonding coverage and limits required of Contractor per the requirements in this Agreement. Further, Contractor shall be responsible for obtaining, maintaining and verifying that its subcontractors maintain such coverage and limits and will provide proof of bonding to the Provider prior to the commencement of Services by such subcontractor.

17. Review and Coordination. To ensure adequate assessment of the Project and proper coordination among interested parties, ARC shall be kept fully informed concerning the progress of the work and services to be performed hereunder. Contractor may be required to meet with designated officials of ARC from time to time to review the services performed hereunder. Reasonable prior notice of such review meeting shall be given the Contractor.

18. Reports. The Contractor shall furnish ARC with progress reports, in such form and frequency as may be reasonably specified in writing by ARC or as provided by law, outlining the work accomplished by the Contractor during the period covered in such report and the current status of the Project.

19. Maintenance of Record.

a) Financial Records. The Contractor will keep on a current basis and retain for a period of at least five (5) years from the submission date of the final expense report under this contract, adequate financial records which show the use and application of funds received or paid to the Contractor under this contract consistent with federal and state rules and regulations. In the event of audit or litigation involving this contract beyond the retention period, the Contractor will maintain the records in question until the resolution process or litigation is fully completed. These financial records shall include, but are not limited to, time and attendance records signed by the employee or participant and supervisor showing distribution on an hourly basis of all time worked, leave taken or other categories as appropriate; evidence of wages paid to such participants/employees during the period for which reimbursement is claimed; copies of the invoices filed with ARC; and the worksheets generated to support invoices.

b) Participant Records. The Contractor shall also retain for a similar period of time a system of records for the services provided under this contract which shall include, but are not limited to, completed eligibility determination forms for each person who applied for participation (if eligibility determination is a requirement of this contract) and the original of the completed enrollment form for all persons actually enrolled under this contract (that is, all original forms from the point in the service process when a participant begins contractor services).

c) Access to Records. The Contractor agrees that ARC, the Concerned Funding Agency and, if appropriate, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any and all books, documents, papers, and records (including computer records) of Contractor which are directly pertinent to the Project for the purpose of monitoring, making audit, examination, excerpts, transcriptions and photocopies. This right includes timely and reasonable access to personnel for the purpose of interviews related to such documents. Such records shall be accessible at a place of business of the Contractor within the geographic boundaries of the Area Covered, or within a 30 mile radius outside of said Area Covered, in Paragraph II, Attachment A of the contract during the Time of Performance specified in Paragraph 3 of this contract and during the retention period specified for Financial Records in Paragraph 19 (a) of this contract.

If the Contractor for any reason stops having a place of business in the Area Covered, during the Time of Performance or retention period for Financial Records, such records as described above shall be delivered to the office of ARC within ten (10) days after the last day the contractor has a place of business in the Area Covered.

20. Property. For cost reimbursement contracts, the Contractor shall submit to ARC documentation including, but not limited to, invoices, purchase orders, and sales receipts, for non-expendable personal property purchased with funds provided hereunder where such property has a unit cost of $5,000 or more. Such documentation shall be provided to ARC within ten (10) days from the date of purchase. The Contractor agrees further to obtain quotes from at least three (3) prospective vendors and written approval from ARC prior to the purchase of any item of property, expendable or otherwise, having an aggregate cost of **$3,500** or more. The Contractor further agrees that written approval from ARC is required prior to the purchase of any computer equipment or computer related equipment. Upon completion of the work under this contract, or its termination, the Contractor will dispose of any remaining property in accordance with instructions from ARC. Until such instructions are received, the right to retain or dispose of the property shall remain in ARC. ARC reserves the right to disapprove the purchase of any item(s), regardless of cost, that it deems to be unreasonable and unnecessary.

21. Identification of Documents. All reports, surveys, and other documents completed as part of this contract for publication/public dissemination shall bear on the title page of such report or document, the following legend: “Prepared by (insert name of Contractor) under contract with the Atlanta Regional Commission. The Preparation of this (insert “report” or “document”, as appropriate) was financed in part or wholly by funds provided by Technical College System of Georgia Workforce Innovation and Opportunity Act Grant.” The date (month and year) in which the document was prepared shall also be shown.

22. Publications and Publicity. The Contractor certifies that any publicity given to the Project or service provided herein including, but not limited to, notices, information, pamphlets, press releases, research reports, signs and similar public notices prepared by or for the Contractor shall identify WorkSource Atlanta Regional as the sponsoring organization. Any publicity given to the Project or services provided herein prepared by or for the Contractor must have prior written approval from ARC when the WIOA Board is identified as the sponsoring organization. If the Contractor has not received such approval within thirty (30) calendar days after it is requested, it shall be presumed that ARC has no objection thereto. If ARC’s comments contain objections, reservations or disagreements regarding such material, the same shall accompany the material, presented in such form as ARC shall specify.

23. Copyrights, Rights to Data and Patents.

    a) If any material or data developed in the course of, or under this contract is copyrighted, or if any copyright is acquired under this contract, then ARC and the Concerned Funding Agencies shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, such material and/or data.

    b) The Contractor may retain the entire right, title and interest throughout the world to each subject invention under the provisions of this paragraph. With respect to any such invention to which the Contractor retains title, ARC and the Concerned Funding Agencies shall have a nonexclusive, irrevocable, paid -up license to practice or have practiced the subject invention throughout the world.

24. Covenants Against Contingent Fees. As an inducement for ARC to enter into this contract, the Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract for a commission, percentage, brokerage, or contingent fee. Breach or violation of this warranty shall constitute grounds for immediate termination of this contract; liquidated damages for such breach are established as an amount equal to all funds previously provided the Contractor under this contract.

25. Disclosure of Confidential Information. The Contractor agrees to maintain the confidentiality of any information regarding applicants, Project participants or their immediate families, which may be obtained through application forms, interviews, test, reports from public agencies or counselors, or any other source. Without the permission of the applicant or participant, such information shall be divulged only as necessary for purposes related to the performance or evaluation of the contract and to persons having responsibilities under this contract.

26. Interest of Contractor. The Contractor will not permit any employee or member of its governing board who is a member of any advisory, planning, private industry council, or governing body under the WIOA to cast a vote on any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents or on any matter which would financially benefit such member or any organization such member represents. Further, the Contractor covenants that neither the Contractor nor anyone controlled by the Contractor, controlling the Contractor, or under common control with the Contractor, nor their agents, employees or subcontractors, presently has an interest, nor shall acquire an interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the Contractor's service hereunder in an impartial or unbiased manner. The Contractor further covenants that in the performance of this contract no person having any such interest shall be employed by the Contractor as an agent, subcontractor or otherwise. If the Contractor contemplates taking some action which may constitute a violation of this paragraph, the Contractor shall request in writing the advice of ARC and if ARC shall notify the Contractor in writing that the Contractor's contemplated action will not constitute a violation hereof, then the Contractor shall be authorized to take such action without being in violation of this paragraph.

27. Interest of Member of ARC and Others. No officer, member or employee of ARC, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decision relating to this contract which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such officer, member or employee of ARC, or public official of any local government affected by the Project, have any interest, direct or indirect, in this contract or the proceeds arising there from.

28. Officials Not to Benefit. No member of or delegate to a state or area private industry council (e.g. WIOA Board), the Congress of the United States of America, or employee of the United States government, shall be admitted to any share or part of this contract, or to any benefit

that may arise there from; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

29. <u>Nondiscrimination.</u> The Contractor agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, U.S. Department of Labor Regulations 41 CFR Part 60 and 29 CFR Part 34, issued January 15, 1993. Specifically, the Contractor agrees for itself and for any subcontract which has, or is expected to have, an aggregate value exceeding $10,000 within a 12-month period:

During the performance of this contract, the Contractor agrees as follows:

a) The Contractor will comply fully with the non-discrimination and equal opportunity provisions of section 408 of Title IV Part A of the Social Security Act as amended by the Balanced Budget Act of 1997; The Americans with Disabilities Act of 1990; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

b) The Contractor will not discriminate against any employee or applicant for employment, or program applicant/participant because of race, color, age, religion, sex, handicap, national origin or political affiliation, belief or citizenship. The Contractor will take affirmative action to ensure that applicants are employed/selected and that participants and employees are treated during their period or participation/employment without regard to their race, color, age, religion, sex, handicap, national origin, political affiliation, belief or citizenship. Such action must include, but not be limited to, the following: employment, leave; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, any notices that are provided setting forth the previsions of the nondiscrimination clause.

c) The Contractor will, in all solicitations or advertisements for employees or participants placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, handicap, national origin, political affiliation, belief or citizenship.

d) The Contractor will permit access to any contract-related books, records and accounts by the contracting agency, the State and the Secretary of Labor, or their duly authorized representatives, for purposes of investigation to ascertain compliance with applicable rules, regulations and orders.

e) In the event of the Contractor's non-compliance with the non-discrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts and such other sanctions may be imposed and remedies invoked as provided by rules, regulations and orders of the Secretary of Labor, or as otherwise provided by law.

30. Requirements of Concerned Funding Agency. The Contractor shall be bound by the applicable terms and conditions of the Grant Contract between ARC and the Concerned Funding Agency which said Grant Contract is on file in the offices of ARC and is hereby made a part of this Contract as fully as if same were attached hereto. ARC will notify the Contractor in writing of any applicable changes within a reasonable time after ARC has received appropriate notice of such changes from the Concerned Funding Agency. The Contractor further agrees to follow and be bound by the terms and conditions of any policy decisions or directives related to this contract from ARC, the Governor of the state of Georgia, or his designee, or the U.S. Department of Labor, effective upon receipt of written notice from ARC directing that same apply to this contract.

31. Approval of Assignment and Subcontracts. The Contractor shall not assign or transfer all or any portion of its interest in this contract without prior written approval of ARC. None of the work or services to be performed under this contract by the Contractor shall be subcontracted without the prior written approval of ARC. Further, the Contractor agrees to:

   a) Include small, minority and women's businesses on source lists and assure that they are solicited for the provision of goods/services whenever they are potential sources.

   b) Divide total requirements into smaller requirements to permit maximum small, minority and women's businesses participation whenever economically feasible.

   c) Use the services and assistance of the Small Business Administration and Minority Business Development Agency of the Department of Commerce, as appropriate to assure adequate identification and participation of small, minority and women's businesses.

32. Entire Contract; Amendments. This contract incorporates all prior negotiations, interpretations, ARC Work Papers, and understandings between the parties and is the full and complete expression of their agreement. Any change, alteration, deletion or addition to the terms set forth in this contract must be by written amendment, executed by both parties. Either party may request modification to this contract. Upon execution by both parties hereto, of a written amendment document, the changes shall be in full force and effect.

33. Applicable Law. The Contractor will perform its duties in accordance with the provisions of Title IV Part A of the Social Security Act as amended by the Balanced Budget Act of 1997 (PL103-55, Section 5001), including any amendments thereto, and the regulations, procedures and standards promulgated thereunder, including policies and procedures issued by the State related to WIOA. The Contractor will comply with all applicable federal, state and local laws, rules and regulations that deal with or relate to the employment of persons who perform work or are trained under this contract. This contract shall be deemed to have been executed and performed in the State of Georgia, and all questions of interpretation and instruction shall be construed by the laws of such state. Unless expressly provided otherwise

by statutory law, venue of any action brought under this contract shall be in Fulton County, Georgia, exclusively.

34. Responsibility of Contractor. Unless otherwise prohibited by law, the Contractor agrees to assume full responsibility for any and all losses, damages, costs or expenses which may arise, by reason of any error or omission, misfeasance, malfeasance, or through the negligent or willful conduct of the Contractor or its employees or of any subcontractor of the Contractor.

35. Termination.

    a) For Cause. ARC, in the exercise of its discretion and under its obligation to protect public funds, may terminate this contract for cause at any time, without prior notice or warning, effective immediately upon receipt by the Contractor of a notice of termination for cause. Such notice of termination may specify a later date, but provision of a later date shall not relieve the Contractor of ultimate liability for any funds determined not earned. In the event of termination for cause, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory services completed under this contract. All or part of this contract may be terminated hereunder.

    b) For Convenience. Either party may terminate this contract without cause, for its convenience, by providing a minimum of thirty (30) days written notice thereof to the other party. Failure to supply additional funding under this contract shall not be considered as a form of termination. In the event that a fixed price contract is terminated for convenience, the Contractor shall be entitled to a pro rata share for un-cancelable obligations. No payments shall be made which are speculative or not fully earned.

    c) Date of Completion. In the case of a cost reimbursable contract, no reimbursement shall be claimed for costs accrued after the date of termination, which shall in all other respects (final invoice, retention of records, audit, etc.) be considered the date of completion in Time of Performance. In the case of a fixed price contract, no payment shall be claimed for services delivered after the date of termination, which shall in all other respects (final invoice, retention of records, audit, etc.) be considered the date of completion of the Time of Performance.

36. Termination Due to Non-Availability of Funds. The Contractor acknowledges that all funding for this contract is contingent upon availability of funds to ARC from the State of Georgia as the Administrative Entity for the WIOA Board under present authorization of the WIOA grant. This contract may be terminated or modified at any time due to lack of funds or changes in authorization. The Contractor also acknowledges its awareness that funds may be suspended or terminated if the Contractor refuses to accept any additional or revised conditions required by ARC, WIOA Board, the State of Georgia or the U.S. Department of Labor.

37. Unexpended Funds. In the case of cost reimbursable contracts, funds received by the Contractor but not utilized for costs incurred in fulfillment of this contract will be returned to ARC upon termination of this contract.

38. Program Income. In the case of fixed unit price contracts, any public or private nonprofit contractor revenues under this contract, which are in excess of actual costs of this Project, are to be treated as program income pursuant to 20 CFR 667.200*,* and the Program Income procedure established by the WIOA Board. Contractor shall determine if any such excess revenue exists and shall notify ARC in such form and frequency as ARC may require.

39. Defense and Indemnification.

a) Contractor hereby agrees, to the fullest extent allowed by law, to defend, indemnify, reimburse and hold harmless ARC, its officers, directors, agents, employees or other legally recognized representatives ("ARC Indemnitees") from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to this Agreement or the Services rendered by Contractor ("Claims"), unless Claims have been specifically determined by the trier of fact to be the result of any intentional or negligent act or omission of ARC Indemnitees. This indemnity shall be interpreted in the broadest possible manner to indemnify ARC Indemnitees for any acts or omissions of Contractor, its officers, directors, agents, employees, subcontractors, or other legally recognized representatives.

b) Contractor's duty to defend and indemnify ARC Indemnitees, will arise at the time written notice of the Claim is first provided to ARC Indemnitees regardless of whether Claimant has filed suit on the Claim. Contractor's duty to defend and indemnify ARC Indemnitees will arise even if an individual ARC Indemnitee is the only party sued by Claimant or Claimant alleges that ARC Indemnitees' negligence or willful misconduct was the sole cause of Claimant's damages.

c) Contractor will defend any and all Claims which may be brought or threatened against ARC Indemnitees and will pay on behalf of ARC Indemnitees any expenses incurred by reason of such Claims including, without limitation, court costs and attorney's fees incurred in defending and investing such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of ARC Indemnitees will be in addition to any other legal remedies available to ARC Indemnitees and will not be considered ARC Indemnitees exclusive remedy. However, should the trier of fact determine specifically that the Claims are the result in whole or in part by any intentional or negligent act or omission of ARC Indemnitees, ARC shall reimburse Contractor for all expenses paid up to and including the date of the trier of facts determination, and at that point Contractor's obligation to indemnify shall end.

d) Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of this Defense and Indemnification provision. Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the protection of ARC Indemnities.

e) This Defense and Indemnification obligation shall survive the expiration or termination of this Agreement.

f) Nothing in this Defense and Indemnification shall in any way be interpreted as a waiver or limit in any way ARC Indemnities' governmental immunities or other defenses, as applicable and allowable under the law.

40. Disputes and Appeals. Any dispute concerning a question of fact arising under this contract shall be decided by the Chief Operating Officer of ARC who shall promptly reduce such decision concerning the question of fact to writing and mail, or otherwise furnish a copy thereof, to the Contractor. The Contractor agrees that the decision of the Chief Operating Officer shall be final and conclusive unless, within ten (10) calendar days of receipt of such copy, the Contractor mails or otherwise furnishes a written appeal concerning the question of fact to ARC's Executive Director, who shall arrange a hearing within twenty (20) calendar days after receipt of the appeal. Both the Contractor and the Chief Operating Officer shall be notified no less than five (5) calendar days in advance of the hearing and each shall have the right to present witnesses and give evidence concerning the question of fact at such time. Within twenty (20) calendar days after the hearing, the Executive Director shall make a decision concerning the question of fact in writing to the Contractor and to the Chief Operating Officer. The Contractor agrees that the decision of the Executive Director concerning the question of fact shall be final and conclusive unless determined by the cognizant grantor agency or agencies, or the Comptroller General of the United States, or a court of competent jurisdiction, to have been arbitrary, capricious, an abuse of discretion or otherwise not in accordance with law. Pending final decision of an appeal to the Executive Director, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Chief Operating Officer's decision. Nothing in the foregoing shall be construed as making final the decisions of the Chief Operating Officer or the Director as such decisions relate to questions of law.

41. Grievances. The Contractor agrees to maintain, and inform its WIOA trainees and participants of, its grievance or complaint system for hearing and resolving any grievances about the Project and activities for trainees and participants. Grievance procedures will be in accordance with Section 403 (a) (5) (J) (i.v.) of Part A of the Social Security Act as amended by the Balanced Budget Act of 1997 and in keeping with the U.S. Department of Labor's Implementation Regulations which are published in 20 CFR Sections 667.600 and 667.610. In addition to the above, the Contractor shall adhere to the Atlanta Regional Workforce Board's Workforce Grievance Procedures for trainees and participants during the term of this contract.

42. Audits. If the Contractor is not a for-profit entity, and the Contractor is a non-federal entity that expends $750,000 or more in Federal awards, the Contractor shall cause audits to be accomplished in a manner consistent with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Contractor may elect, or ARC may require, a program specific audit in accordance with 2 CFR Part 200. Non-federal entities that expend less than $750,000 per year in Federal awards are exempt from federal audit requirements for that year. Records must be retained in accordance with Maintenance of Records. Copies of all of the reports resulting from said audits shall be submitted to ARC no later than thirty (30) calendar days after the Contractor receives them. If the Contractor is a for-profit entity, ARC reserves the right to request a financial and

compliance audit of WIOA funds awarded to the Contractor under this contract, to be performed by an independent auditor. Such a request shall be made in writing to the Contractor. The cost for financial and compliance audits of for-profit entities are not allowable without prior written approval from ARC. If the Contractor is required to undergo a financial and/or compliance audit, the audit shall cover the period of this contract. The purpose of this audit will be to determine:

i. Whether financial operations were properly conducted;
ii. Whether financial operations were properly conducted; and
iii. Whether the Contractor has complied with applicable laws and regulations.

The examination will be made in accordance with generally accepted auditing standards; the standards for financial and compliance audits contained in the <u>Standards For Audit of Governmental Organizations, Programs, Activities and Functions</u> issued by the United States General Accounting Office.

The examination shall include such tests of the accounting records and such other auditing procedures as the independent auditor considers necessary in the circumstances.

The entire examination shall be completed and the auditor's report thereon furnished to ARC no later than 120 days after the completion date of this contract.

The examination must include the selection and testing of a representative number of charges under this contract. The selection and testing of transactions shall be based on the auditor's professional judgment considering the adequacy of the controls for insuring compliance; the expectation of adherence or lack of adherence to the applicable laws and regulations; and the potential impact of adverse findings.

In making the test of transaction, the auditor shall determine whether:

i. The amounts reported as expenditures were for allowable services; and
ii. The records show that those who received services or benefits were properly certified as eligible to receive them.

If the auditor becomes aware of illegal acts or other irregularities, prompt notice shall be given to Contractor management officials above the level of involvement. The Contractor, in return, shall promptly notify ARC of the illegal acts or irregularities and of proposed and actual actions, if any. Illegal acts and irregularities include such matters as conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

The auditor's report shall state that the audit was made in accord with the standards specified above and shall be made up of at least:

i. The auditor's report on financial reports by the Contractor to ARC;

ii. The auditor's report on compliance containing:

a. A statement of positive assurance with respect to those items tested for compliance, including compliance with laws and regulations pertaining to financial reports and claims for reimbursements;

b. Negative assurances on those items not tested;

c. A summary of all instances of non-compliance;

d. An identification of total amounts questioned, if any, as a result of non-compliance.

iii. The auditor's report on all fraud, abuse or illegal acts or indications of such acts, including all costs questioned as a result of these acts of which the auditors become aware.

iv. The auditor's report on internal (accounting and administrative) controls must provide an opinion on whether the Contractor's internal controls used in administering the Federally funded programs were adequate to provide reasonable assurance that such Federal funds were managed in compliance with applicable laws and regulations.

In addition to the auditor's report, the Contractor shall provide written comments on the findings and recommendations in the report, including a plan for corrective action taken or planned. If corrective action is not necessary, a statement describing why it is not shall accompany the audit report.

Audit work papers and reports shall be retained for minimum of three years, after the date of issuance of the auditor's report(s), unless the Contractor is notified in writing by ARC to extend the retention period. Audit work papers shall be made available upon request to ARC or its designee or the General Accounting Office at the completion of the audit, and during the retention period. In the event of an audit finding, audit work papers must be maintained for a minimum of three (3) years plus until any audit findings are resolved.

43. Force Majeure. In no event shall either party be responsible or liable for any failure or delay in the performance of its obligations hereunder upon the occurrence of any circumstance beyond the control of either party, such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, work stoppages, accidents, mandatory quarantines, pandemics, curfews, or other restrictions of movements, or civil disorder, to the extent that such circumstances make it illegal or impossible for either party to fulfill the terms of this Agreement. Any termination or delay in the performance of this contract without liability is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical, but in no event longer than ten (10) days, after learning of such basis. It is understood that both parties shall use reasonable efforts which are consistent with industry standard to fulfill the performance of this contract to the extent feasible.

44. <u>Assurances.</u> The Contractor hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including, but not limited to 29 CFR Part 97 and 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as appropriate, as they relate to the federally assisted Project. Also, the Contractor gives assurance and certifies with respect to this contract as follows:

a) It possesses legal authority to enter into this contract and the person executing this contract and identified as the official representative of the Contractor is authorized to enter into the contract.

b) It will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352 and 42 USC 2000d). The Contractor shall keep such records and submit such reports concerning the age and racial and ethnic origin of applicants for employment and employees as ARC or the Concerned Funding Agency may require. The Contractor agrees to comply with such rules, regulations or guidelines as ARC or the Concerned Funding Agency may issue to implement the requirements of this paragraph.

c) Except where specifically prohibited by law, it will give ARC, the Concerned Funding Agency or the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to this contract.

d) It will comply with all requirements imposed by the Concerned Funding Agency and ARC concerning the special requirements of law, program requirements and other administrative requirements approved in accordance with 29 CFR Part 97 or 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as appropriate.

e) It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for improper private gain for themselves or others, particularly those with whom they have family, business, or other ties.

f) For contracts not involving federal financial assistance for construction, it will, if applicable, insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Concerned Funding Agency, through ARC, of the receipt of any communication from the director of the EPA Office of Federal Activities indicating that a facility to be used in the Project is under consideration for listing by the EPA.

g) All applicable governmental health and safety standards will be maintained during the term of the contract.

h) Contractors providing in-kind administrative contributions or wishing to document stand-in costs will maintain the relevant records in accordance with Maintenance of Records of this contract.

i) It will comply with the Georgia Security and Immigration Compliance Act of 2006 (O.C.G.A. § 13-10-90 and O.C.G.A. § 13-10-91).

j) For contracts of amounts in excess of $100,000 the Contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 7401 et seq.). Violations shall be reported to the Federal awarding agency, and the Regional Agency (EPA).

k) It will comply with the Energy Conservation Act (Public Law 94-163).

l) It will comply with the Veterans and Rehabilitation Assistance Act (Public Law 107-288).

m) It will comply with ACORN Prohibition: Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) ("CAA").

n) It will comply with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment & Training", shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149.

o) It will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq*., and 2 CFR 182 requiring that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The Contractor must notify the ARC if an employee of the Contractor convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

p) It will comply with the Buy American Notice Requirement as defined by the Buy American Act (41 U.S.C 10a *et seq*.). See WIOA Section 502 – Buy-American Requirement.

q) It will comply with 2 CFR Part 200.322 – Procurement of Recovered Materials.

r) Other Assurances – by signing this contract, the Contractor certifies that they are in compliance with the Byrd Anti-Lobbying Amendment and Debarment and Suspension, as outlined in Certification for Lobbying on page ___ and the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Contractor Covered Transactions on page ___ of this contract.

45. <u>Conflict.</u> In the event of a conflict between the contract and any document referenced by the contract, the contract shall have final control

IN WITNESS WHEREOF, the Contractor and ARC have executed this contract as of the day first above written.

	CITY OF HOLLY SPRINGS
ATTEST:	
______________________________	By: _________________________________
	Title: ________________________________
	ATLANTA REGIONAL COMMISSION:
ATTEST:	
______________________________ Assistant Secretary	By: _________________________________ Executive Director
	By: _________________________________ Board Chair

ATLANTA REGIONAL COMMISSION
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

CERTIFICATION FOR LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The Contractor, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards of greater than $100,000, at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

ATLANTA REGIONAL COMMISSION
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Contractor Covered Transactions

Instructions for Certification

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

By signing and submitting this proposal, the prospective Contractor is providing the certification set out below:

1. The prospective Contractor shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

2. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any Contractor covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

3. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Contractor Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

4. A participant in a covered transaction may rely upon a certification of a prospective participant in a Contractor covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the No procurement List.

5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

6. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a Contractor covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective Contractor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective Contractor is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The authorized signatory of this contract swears that the foregoing statement is true and correct. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements.

TABLE OF CONTENTS FOR SECTIONS 1, 2, AND 3

CONTRACT BETWEEN ARC AND CITY OF HOLLY SPRINGS/CHEROKEE FOCUS

SECTION 1:

<u>SECTION 2:</u>

<u>SECTION 3:</u>

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
604CB	**PY25 WIOA Out of School Youth Program**	**25-A55AY-00-0159**

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.

Exhibit A

ORGANIZATION AND SERVICES OVERVIEW

1. Contract Executor Information

#	Request	Response
1	Service Provider (Legal Name)	City of Holly Springs/ Cherokee FOCUS
2	Contract Executor Name & Title	Robert Logan City Manager/Finance Director
3	Physical Address	3237 Holly Springs Parkway Holly Springs, GA. 30115
4	Billing Address	City of Holly Springs P.O. Box 990 Holly Springs, GA 30142
5	Telephone Number	(770) 345-5536
6	Fax Number	770-345-0209
7	Email Address	rlogan@hollysprings.ga.us

2. Federal & State Requirement

#	Request	Response
1	Federal Tax ID Number	58-1051551
2	GA Unemployment Insurance Number	140283-03
3	GA Withholding Tax Number	N/A – Municipality
4	Business License Number & County	N/A
5	E-Verify ID Number	104949
6	Minority/Woman Owned	☐ Yes ☒ No
7	Organization Type	☐ Non-Profit ☐ For-Profit ☐ Educational ☒ Public

3. Contract Information

#	Request	Response
1	Contract Type	Cost Reimbursement
2	Contract Begin & End Date	07/01/2025 – 06/30/2026
3	Project Population	Out-of-School Youth (OSY) in Cherokee County
4	Project Schedule (Begin & End Time)	Monday – Friday 9:00am – 5:00pm
5	Holidays & Leave Schedule	• Friday, 7/4/2025 • Monday, 9/1/2025 • Monday, 10/13/25 • Thursday, 11/27/2025 • Friday, 11/28/2025 • Wednesday, 12/24/2025 • Thursday, 12/25/2025 • Thursday, 01/01/2026 • Monday, 1/19/2026 • Monday, 2/16/2026 • Friday, 4/3/2026 • Monday, 5/25/2026 • Friday, 6/19/2026
6	Project Contact Person Name & Title	Sonia Carruthers Director/CEO
7	Client Services Location	Cherokee FOCUS 113 Palm Street Holly Springs, GA 30115
8	Telephone Number	(770) 345-5483
9	Fax Number	770-704-9297
10	Email Address	Sonia@Cherokeefocus.org

Exhibit B

SCOPE OF SERVICES

1. GENERAL

The Contractor agrees to undertake, perform, and complete in an expeditious, satisfactory, and professional manner the services and requirements set herein. In the event, there is a conflict, the terms of this Contract shall control. The Contractor shall provide youth services as required per Workforce Innovative and Opportunity Act (WIOA) law, WIOA rules and regulations, the State, Atlanta Regional Commission (ARC), WorkSource Atlanta Regional and WorkSource Atlanta Regional NextGen Program policies and procedures (to include future amendments). The Contractor assures that they shall refer to the following three (3) Training and Employment Guidance Letters (TEGL) to provide additional guidance in designing of program, current/future planning and providing services:

1. **TEGL 23-14** *(WIOA Youth Program Transition)* – Issued March 26, 2015
2. **TEGL 08-15** *(Second WIOA Title I Youth Program Transition Guidance)* – Issued November 17, 2015
3. **TEGL 21-16** *(Third WIOA Title I Youth Formula Program Guidance)* – Issued March 02, 2017
4. **TEGL 09-22** *(Title I youth formula funds on the activities associated with the implementation of WIOA)* – Issued March 2, 2023
5. **TEGL 10-16** Change 3 *(Performance Accountability Guidance for WIOA Core Programs)* – Issued June 11, 2024

Though services are operated, monitored, and overseen by WorkSource Atlanta Regional (unified Statewide branding designation), Atlanta Regional Workforce Development Board (WIOA mandated Board) and WorkSource Atlanta Regional NextGen Program (provides local youth services), all contracts are executed by ARC as the fiscal agent for WIOA funds.

2. WORKFORCE DEVELOPMENT SERVICE AREA

The Contractor shall perform all the necessary services provided under this Contract within WorkSource Atlanta Regional (Atlanta Regional Workforce Development Board (ARWDB)) also known as Local Workforce Development Area #7 (LWDA)) service areas, which are 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, Attachments, or under direction by ARWDB staff.

3. **KEY CONTRACT PURPOSES/OUTCOMES & PROGRAM PERFORMANCE**

ARC and Contractor have entered a Contract for the operation of the WIOA Out-of-School youth (OSY) services. Contractor acknowledges and agrees that the operation to provide comprehensive workforce services to WIOA eligible OSY, ages 16-24 years old in **Cherokee County**, will be performed at the service delivery location (activity site) indicated on **"Exhibit A – Organization and Services Overview"**. It is the intent of this Contract to outline and assure that the Contractor provides a career pathway model that addresses both education and workforce development strategies (summarized as "CEE" – Credential, Employment and/or Education) to prepare youth for long-term successes in a high demand career. Contractor shall operate the OSY program in a manner consistent with the overall concept of WIOA Youth Programs, WorkSource Atlanta Regional NextGen Program and in accordance with all the terms and conditions of this Contract.

4. **DOCUMENT(S) INCORPORATED INTO CONTRACT**

The document referred to as **"Exhibit C – Program Design"** will be incorporated into this WIOA Youth Contract. The Contractor's Program Design shall detail information related to the Contractor's service delivery methodologies and strategies. The Contractor assures that the Program Design shall not conflict with and shall adhere and operate in accordance with every provision as outlined herein. Detailed information related to this document is included in the Program Design section below.

5. **WIOA FOURTEEN REQUIRED ELEMENTS OF YOUTH SERVICES**

The Contractor shall assure that the following WIOA Fourteen (14) Required Elements of Youth Services are available to all participants enrolled in the WIOA Youth Program. The services may be provided by the Contractor, or by community partner(s) or hybrid (by both). Section 129(c) (1) of WIOA requires that Youth Contractor's design framework for youth programs must include the fourteen elements of youth services as indicated in the following three core areas:

1. Education & Training:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;

2. Alternative secondary school services, or dropout recovery services, as appropriate;

3. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local are involved;

4. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

5. Activities that help youth prepare for and transition to post-secondary education and training.

2. Employment & Economic Development:

6. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

    - Summer employment opportunities and other employment opportunities available through the school year;
    - Pre-apprenticeship programs;
    - Internships and job shadowing; and
    - On-the-job training (OJT) opportunities;

7. Entrepreneurial skills training;

8. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;

3. Personal & Community Development:

9. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;

10. Supportive services;

11. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;

12. Follow-up services for not less than 12 months after the completion of participation;

13. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth; and

14. Financial literacy education.

The Contractor assures that they will refer to TEGL 21-16 and TEGL 09-22 for a complete description of each service element indicated above.

6. PROGRAM DESIGN

The Contractor's Program Design document for program year 2025 (PY25) as referred above, shall be incorporated in this WIOA Youth Contract. Contractor shall notify ARC of any Program Design changes that may occur during the PY. Program Design must conform to WIOA and meet the requirements of WIOA sec. 129 (c), the State policy, and WorkSource Atlanta Regional NextGen Program policies and procedures. Program Design shall include the following components:

a) An operational plan which identifies and outlines how access to all fourteen required service elements will be made available to participants in-person **and in a virtual setting**.

b) Access to the fourteen required service elements and shall identify which of the elements will be provided by the Contractor, or by community partner(s), or hybrid. If a service element is provided by access to another organization or community resource, the Contractor shall have an agreement in the form of a Memorandum of Understanding (MOU) or a Contract with said organization or community resource.

c) Identify the expected performance outcomes for the Program Design elements and anticipated areas of improvement. This will also incorporate the Contractor's "Best Practices". The Contractor must indicate how they will track and evaluate the accessibility and success of the service element design and service delivery.

d) Identify the Contractor's strategy to increase enrollment, access to services, and successful outcomes for the NextGen Program's target youth population: (English language learners (ELL) (e.g. Spanish, Asian-based languages, etc.) – English as a second language (ESL), individuals with disabilities, foster youth, school dropouts and individuals who were or are currently involved in the Justice System (Juvenile/Adult System)).

e) An objective assessment of the academic and occupational skill levels and service needs of each participant for the purpose of identifying appropriate services and career pathways and for developing a Service Plan.

f) Identify innovative experiences that help youth gain marketable skills.

g) Identify strategy that assist and inspire youth through work-based learning experiences.

h) Identify training opportunities that leads to a recognized credential.

i) Connect youth to education and career choices.

j) Link youth to labor market information and demand.

k) Identify a holistic approach to serving youth that also encompasses personal and social development.

l) Identify and develop appropriate linkages and formalize collaborative relationships with other entities possessing expertise and resources relevant to the needs of youth being served.

m) Identify the process to refer for further assessment as necessary and to appropriate programs that have the capacity to serve youth applicants who do not meet WIOA and the Contractor's enrollment requirements.

7. **RECRUITMENT**

The Contractor shall be responsible for recruitment of youth to enroll in the WIOA Youth Program. Contractor will receive funding to provide services to youth who reside in **Cherokee County**. To serve youth who reside outside of the Contractor's service location (area), Contractor must receive prior approval from ARC before they enroll the participant in the WIOA Youth Program. Also, to serve youth who reside outside of ARC service areas (7-counties), approval must be granted to ARC by the Local Workforce Development Area (LWDA) that serves the County which the youth reside in.

8. **ORIENTATION**

The Contractor shall provide orientation to each applicant. This includes information on the array of services that are available through the Contractor and the community (if required). In addition, youth should be given information on other WIOA funded providers, including the Career Resource Centers (CRC) and affiliate partners (such as Vocational Rehabilitation, Adult Literacy Education, and Technical College and University). Orientation may occur over an extended period. The Contractor shall assure that an Orientation Form is in each youth's file validating that orientation was provided. The Orientation Form shall outline the content covered in orientation, date orientation was provided, the names, and signatures of the youth and the Contractor.

9. CERTIFICATION OF PROGRAM ELIGIBILITY

Certification of eligibility for any WIOA-funded programs must be completed prior to enrollment in the WIOA Youth Program. The Contractor shall be responsible for WIOA eligibility certification, and for conducting the most appropriate assessments to determine program placement and services to be provided during program enrollment/participation. ELL/ and individuals with disabilities will be provided the necessary support during these activities. The Contractor will follow WIOA guidelines and instructions as provided by the State and ARC.

Intake – The Contractor shall assure that a WorkSource Atlanta Regional NextGen Program Eligibility Checklist will be completed for each youth to ensure that files contain complete information, documents, and forms. Documents collected during the intake process shall be kept and maintained in a complete individual paper file.

Initial Assessments – The Contractor shall assure that an Objective Assessment Summary is completed for each applicant in a variety of areas to review and determine educational skill levels, occupational skills, prior employment (work experience), employability, interests, aptitudes, and supportive service needs. Where appropriate, recent assessments can be used in lieu of additional assessments. The goal is to accurately evaluate the youth to develop an appropriate and individualized Service Plan.

Basic Skills Assessment – The following tests are the State approved testing instrument (paper and/or online) used to determine the youth basic skills level in Reading and Math, as well as to conduct the pre-and post-tests required for the Measurable Skills Gain (MSG) also known as "In Program Skills Gain" performance measure. However, additional assessments are acceptable upon prior approval from ARC and the State.

- Tests for Adult Basic Education (TABE 13/14).
- Tests for Adult Basic Education (TABE Survey 13/14).

Assessment is key in determining program suitability, program placement and services to be provided while enrolled in the WIOA Youth Program.

Eligibility Requirements – OSY must meet the following requirement established by the WIOA Youth Program:

Must meet all three (3) requirements:

1. Not younger than 16 and not older than 24 years at the time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program;

2. Not attending school (as defined by State law as a public, private, or home study program that meets requirements under O.C.G.A §20-2-690). Youth enrolled in an adult education program provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered OSY; and

3. One or more of the following WIOA barrier(s). At least one WIOA barrier must have verification documentation (which cannot be the NextGen Application):

   - A school dropout, as defined by the state (a youth attending an alternative school at the time of enrollment is not a considered a dropout);

   - Within the age of compulsory school attendance (ages 6–18), but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how the local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar quarters;

   - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either:

     a) Basic skills deficient (8.9 grade level or below); or

     b) An English language learner;

   - An Offender (subject to the juvenile or adult justice system);

   - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 1403 e-2(6)), a homeless child or youth aged 16 to 24 (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A(2)), a runaway;

   - An individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under §477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

   - An individual pregnant or parenting;

   - An individual with a disability; or

   - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

For those circumstances where income is used to determine eligibility, if a youth is determined over-income, youth may be eligible <u>only</u> under the five percent (5%) over-income limited exception. If the 5% exception is required, Contractor must receive prior approval from ARC before they enroll the applicant in the WIOA Youth Program.

10. **REFERRAL & COORDINATION**

The Contractor shall use its own formal referral process to provide optimal service to the youth community. The Contractor shall collaborate with other non-WIOA service programs for youth, and may jointly enroll participants in activities that enhance, re-enforce, or extend services. Joint services are expected to provide youth with the WIOA fourteen required service elements that are appropriate for each youth. The Contractor shall coordinate its activities with other WorkSource Atlanta Regional Service Providers (such as other youth Contractors, the CRC, and its affiliate partners). Youth referred to the Contractor from other agencies may be advised jointly by the referring agency and the Contractor throughout their participation in education, training, and job placement.

Referral for those enrolled in WIOA Youth Program – The Contractor shall be responsible for making partner connections to leverage resources in the form of staff, funds for training, wages, operational needs related to training space/equipment, etc. If the Contractor does not directly provide one or more of the fourteen required service elements, they must have a process to make seamless referrals to the appropriate community partners who can provide such services to address the participant's needs.

Referral for those not enrolled in WIOA Youth Program – The Contractor shall assure that any eligible or non-eligible youth who are not enrolled in WIOA services be provided referral information regarding the full array of applicable or appropriate services available through other community organizations and other local programs including the CRC and its affiliate partners. In addition, youth should be given referrals for further assessment if determined appropriate. Contractors are strongly encouraged to link and share information with other youth serving agencies, organizations and training providers to meet the individual needs of all youth.

Coordination – The Contractor shall actively participate in appropriate community and State-led comprehensive youth development strategies and activities when needed. The Contractor shall also actively participate in special WIOA-related projects when those are made available or requested by the Technical College System of Georgia, Office of Workforce Development (TCSG, OWD) or the United States Department of Labor (USDOL), and other subsequent directives announcing priority strategies and service directions. As practical, activities will align with and reinforce the Governor's strategic directions and the WIOA State Plan, as well as the WorkSource Atlanta Regional Local Plan. Also, the Contractor is expected to participate in activities coordinated by the CRC to support or enhance the services provided to the youth.

11. **SUBCONTRACTING**

The Contractor may subcontract with others to expand and provide youth services and deliver the most comprehensive program. The Contractor shall assure that all subcontractors meet the requirements to provide youth services. If subcontracting is made a part of the Program Design and service delivery strategy/methodology, the Contractor agrees to enter into a written agreement with all subcontractors and to provide copies of all subcontracting agreements to ARC upon request.

Non-Financial Agreements – The Contractor shall enter into a Memorandum of Understanding (MOU) and provide a copy of the MOU to ARC for record keeping purposes.

Financial Contracts – The Contractor shall procure and negotiate contracts with subcontractors that meets all WIOA and ARC rules and regulations.

The Contractor shall monitor the performance of all subcontractors and shall remain responsible to ARC for the performance of any subcontractor. In the event where a breach of provision occurs with the Contractor and the subcontractor, the Contractor further agrees to notify ARC on the action steps taken to mitigate said breach.

12. **PARTICIPANT SERVICE PLANNING**

Ongoing Plan – The Contractor shall conduct appropriate, necessary, and in-depth participant assessment for service delivery. Individualized project activity plans, or a participant Service Plan (Individual Employment Plan (IEP)/ Individual Service Strategy (ISS)/ Individual Service Plan (ISP)) will be developed for each participant. The Service Plan must be developed and agreed upon by the Contractor’s staff and the participant. The Service Plan must have a youth-centered approach that helps each youth set personal, academic and career goals. The Contractor shall ensure that the Service Plan is used to guide the specific service delivery strategies and activities offered to individual youth. The Service Plan must directly link to one or more performance indicators, identify career pathways that include education and employment goals, objectives and services, list appropriate achievement objectives, and identify appropriate planned services. The Service Plan shall also indicate which of the WIOA fourteen required elements of services will be provided and by what organization, and whether or not each element is appropriate or needed. The Contractor shall ensure that the initial Service Plan be completed and signed within one month (30 days) of WIOA Youth Program enrollment and be recorded in the Statewide case management system known as WorkSource GA Portal (also called Virtual One-Stop). At least once every two (2) months there will be a review and update of the Service Plans. The Service Plans will be maintained in each participant file and updates will be reviewed, agreed to or revised, and signed by both parties. Review/update will also be recorded in WorkSource GA Portal/Virtual OneStop (VOS). The Contractor assures that Service Plans will be up-to-date, and will address current activities and goals, as well as challenges and opportunities.

Exit Plan – At the end of WIOA youth services, the Contractor shall ensure that an Exit Plan (including a youth Career Future Plan) to outline and describe next steps, expectations, and supportive service needs (if required) during the WIOA exit period (one year of youth follow-up services) are developed and discussed with the youth.

13. SUPPORTIVE SERVICES

The Contractor shall ensure compliance with and be guided by current WIOA and WorkSource Atlanta Regional policies for supportive services. For participants, these services are to be individualized to a large extent. The Contractor shall provide supportive services from the Contract budget and will also be developed using non-WIOA resources as part of the participant's Service Plan.

- **Incentives** will be included as part of the supportive services offered to a participant. The Contractor shall refer to WorkSource Atlanta Regional NextGen Program "Incentive Policy" for directives and guidance related to issuing incentives.

The Contract shall ensure that complete records are maintained for all WIOA funded supportive services made to participants and documentation are kept indicating receipt of the supportive services by the youth recipient. The Contractor shall maintain other records as may be required by ARC.

14. EMPLOYER CONNECTIONS

The Contractor shall ensure the development of strong and sustainable connections to employers. Such connections are essential in the creation of a system of employers that can effectively assist participants to become highly skilled and employable. These connections should lead to placements in employment or continuing education, as well as meaningful exposure to the world of work with resultant measurable skill increases. These may be described as work-based learning experiences, which are structured, supervised, contextual world-of-work experiences, with documented learning outcomes that take place in the context of actual work environments, link to learning outcomes, developed with employer involvement and input, align with industry-specific skill standards and competencies, and are based upon labor market information.

15. WORK EXPERIENCE/WORK-BASED LEARNING (SHORT-TERM)

The Contractor shall ensure compliance with and be guided by current WIOA and WorkSource Atlanta Regional NextGen Program policies for Work Experience (WEx) services. The Contractor shall provide and effectively manage a variety of components related to WEx, such as employability skills training, job skills instruction directly related to employment, wrap-around services (to include case management, supportive services, monitoring and mentoring), job readiness and employment services, and job retention and reemployment services directly related to employment. WEx must be a planned and structured learning experience that takes place in a workplace for a limited period of time with an academic and occupational education component, where participants are provided with opportunities for career exploration, skill development, and work ethics reinforcement and not exclusively to benefit the employer. The Contractor shall ensure that WEx is appropriate as indicated with the assessment results, Service Plan (short and long-term goals, and objectives), and participants are matched with worksites that will provide them with the skills, training and knowledge needed. The Contract acknowledges that WEx can be unpaid or paid.

Unpaid WEx – Activities that are designed to allow participants to upgrade their work skills in a non-paid work position. The work assignment is determined by the participant's occupational goal and provide participants with an opportunity for work acculturation and basic occupational skills acquisition. This is beneficial for those participants who have sporadic employment history or limited marketable skills. An example of unpaid WEx is Job Shadowing.

Paid WEx – Activities that allow participants to upgrade their job skills in a paid work position. Participants receive at a minimum the hourly wage based on Georgia minimum wage standards for the assigned hours they work at their assigned worksite. The work assignment is determined by the participant's occupational goal and provide participants with an opportunity for work acculturation and basic occupational skills acquisition. This is beneficial for those youth who have sporadic employment history or limited marketable skills. The Contractor assures compliance with the following WIOA work restrictions:

- Participants must not be assigned to work that otherwise would not have been done by existing employees at the worksites.
- Placement must not result in reduction of existing employees working hours or infringement of promotional opportunities.
- Placement must not result in termination or displacement of existing employees of the worksites.

The Contract shall ensure that the following unpaid and paid WEx be made available to participants throughout the PY:

1. **Summer Employment (and other employment opportunities available throughout the school year)** – Employment placement that typically occurs after the last day of school for summer break and ends before school resumes for the following semester.
2. **Pre-apprenticeship Programs** – A preparatory program that prepares participants who want to begin an apprenticeship for certain industry and trade. It is *"designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom*

instruction." The pre-apprenticeship must be sponsored by one of the Registered Apprenticeship programs indicated on the Eligible Training Provider List (ETPL).

3. **Internships and Job Shadowing** – These two activities both offer the individuals exposure to employers and the working environments. They must be supervised, emphasize learning and professional development, and include an evaluative component for both the employer and the individual. Program differences are distinguished below:

   a) Internships – Can be paid or unpaid, the activity can last from one week up to sixteen (16) weeks and must offer career related learning opportunities and experiences. It cannot be routine or repetitive tasks unrelated to identified learning goals.

      ❖ Contractor must receive prior approval from ARC if plans to extend a participant's WEx beyond sixteen weeks. This WEx period does not apply for those youth who begin WEx with less than sixteen weeks remaining in the Contract period.

   b) Job Shadowing – Enables an individual to spend some time observing a professional on the job, which can last from one day up to one week.

4. **On-the-Job (OJT) Training** – *"Provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills. OJT employers may receive reimbursement of 50% or 75% of the wage rate of OJT trainees."* OJT benefits the employees (youth participants) by providing an opportunity to "earn while they learn" in a hands-on environment, acquire job and career advancement skills, and provides an opportunity for long-term employment.

   ▪ All OJT opportunities must be approved and directed by ARC. OJT funds are reserved at ARC and not allocated to the Contractor.

Funds – The Contractor acknowledges that to provide paid WEx opportunities, the organization must have the capacity to be "Employer of Record", whether directly provided or through partnership with an agency or an employer who will serve as "Employer of Record". The Employer of Record must adhere to all child labor laws regarding hours of employment, working conditions, etc. A minimum of sixty percent (60%) of the WEx funding must be allocated to participants' wages and a maximum of forty percent (40%) to staff who are directly working with the WEx Program as well as other related WEx costs. Contractor may elect to allocate more than 60% funding towards participant wages. The same WEx funding allocation requirements of 60/40% applies to all "Employer of Record" partnerships.

❖ **NOTE**: The 60/40% requirements do not apply to OJT, as those opportunities are paid with funds reserved by ARC.

The Contractor assures that no certificate training costs will be allocated to the WEx budget. Also, the Contractor assures compliance with WEx funding requirements as set forth in the Training and Employment Guidance Letter (TEGL) 21-16, issued on March 2, 2017.

WEx after WIOA Exit – Subsidized WEx is not available for participants who have exited (in Follow-up) the WIOA Youth Program.

16. **EMPLOYMENT PLACEMENT (LONG-TERM)**

The Contractor assures that job search activities which lead to long-term unsubsidized (non-WIOA funds) employment are provided to participants who obtain a credential (high school diploma, GED, occupational certificate, other WIOA recognized credential).

After employment placement, the Contract shall assist participants with job retention and re-employment services (for those youth who lose their employment during the twelve-months follow-up period). The Contractor assures that follow-up services will be provided as needed to assist participants with overcoming problems or issues that may arise and to ensure further progress toward long-term employment that leads to self-sufficiency.

17. **OCCUPATIONAL SKILLS TRAINING**

The Contractor shall assure that occupational skills training is provided to appropriate participants, and may be funded by a variety of sources, including WIOA when limited funds are available. Where limited WIOA youth funds are available, the participants may have an opportunity to concurrently co-enroll in both the Youth and Adult Programs. In cases where co-enrollment seems most appropriate, the Contractor must receive approval from ARC prior to making a commitment to the participant and/or initiating the enrollment process. If funded by WIOA, training placement will be into schools on the Eligible Training Provider List (ETPL) (there may be very limited exceptions – only with prior approval from ARC) with completion of the Individual Training Account (ITA) documentation required to participate in the training.

18. **CLIENT MANAGEMENT & TRACKING**

The Contractor shall utilize the statewide case management system WorkSource GA Portal/VOS to manage and track all participants enrolled in WIOA services. Individual participant's data such as initial/ongoing assessments, eligibility certification, ongoing services/activities, counseling notes (c-notes), Service Plans, performance outcomes, etc. must be entered in WorkSource GA Portal/VOS.

Youth registered in WorkSource GA Portal/VOS and enrolled in the WIOA Youth Program becomes the Contractor's participant from service delivery through exit and follow-up, and will be included in the Contractor's performance outcome measurements (there are a few narrow and specific exceptions). This also includes those youth who decide to remove themselves from program participation and/or who move from the service area.

The Contractor shall maintain ongoing contact with and provide continuing services for all active WIOA participants. During active participation, all services provided will be required to be documented in WorkSource GA Portal/VOS at a minimum of every thirty (30) days, or once a calendar month in the form of a counseling note (c-note). C-notes regarding services provided and other related information must be up-to-date, appropriate, complete, addressing any important challenges (including actions/steps taken to address the challenges) and opportunities. Client/case management and tracking will assure that WIOA requirement of providing a service every ninety (90) days is met. If Contractor is unable to maintain contact with and provide services to the participants (as defined by WIOA service requirement period), Contractor must have a policy or procedure documenting the steps to exhaust all resources to re-connect and provide services to the participants as well as the internal process the Contractor's staff will undertake to exit the participant from the WIOA Youth Program. After exit, follow-up contact and services, if appropriate, shall be provided at least once every ninety (90) days, or calendar quarter, for one year (twelve months) after exit. The WorkSource GA Portal/VOS Follow-up screen will be used to document this service in a concise manner. Timely data collection and data entry must be conducted on a continuous basis. ARC will conduct ongoing monitoring to evaluate Contractor's use of WorkSource GA Portal/VOS.

19. **MONITORING**

Monitoring of files, program, and services shall be conducted to ensure continuous program and service improvement.

ARC – The Contractor's program and services will be monitored by the ARC NextGen Program Quality Assurance and Compliance staff, the NextGen Committee, and ARWDB. Monitoring may be conducted at the Contractor's service delivery location, community partner location, employer locations, by telephone and/or electronic (desk review). The Monitoring Team shall conduct monitoring related to performance outcome tracking, quality review of the services provided by the Contractor pursuant to this Contract, and/or conducting any other requisite and/or desired program and/or service reviews of the Contractor. The Contractor agrees to the following:

- The Contractor shall provide to ARC, upon request, a copy of any document or report prepared and maintained by the Contractor relative to costs incurred in providing the services as described in this Contract.

- The Contractor agrees that ARC has the right to make recommendations and findings in connection with any financial or programmatic monitoring or review of the Contractor's operations.

- The Contractor shall be provided with a written report of the monitoring outcome. The monitoring report may contain observations, evaluations, suggestions and/or specific directions for corrective action and/or future preventive action by the Contractor. The Contractor agrees to comply with any corrective actions and/or future preventive actions specified by ARC within the time limits established in the monitoring report. A failure of the Contractor to comply with the specific directions outlined in the monitoring report will be treated as a breach of this Contract.

- The Contractor agrees that any authorized employee or representative of ARC, the State or Federal government shall have the right to enter the premises of the Contractor or any subcontractor of the Contractor to monitor or review any records or property agreements maintained by the Contractor or its subcontractors in connection with this Contract. The Contractor and its subcontractors shall make all books, records, and documents that relate to their activities under this Contract available for monitoring and review upon request.

- The Contractor shall ensure the cooperation of its employees, officers, board members, Committee members and subcontractors in any monitoring or review.

State & Federal – In addition to ARC's monitoring, the State and Federal government may, at its discretion, conduct a separate monitoring of funds and services provided pursuant to this Contract and/or any other necessary on-site monitoring reviews of the Contractor. The Contractor shall permit all examinations and shall generate and maintain all documentation necessary to comply with all relevant monitoring requirements.

Contractor – Contractor shall conduct monitoring and review of its funds, program, services (to include WEx worksites) and subcontracts on a continuous basis. Contractor shall have a process in place to demonstrate that monitoring is being conducted. Contractor shall contact ARC for any technical assistance or tools required to ensure a successful monitoring process and outcomes.

20. **PERFORMANCE & MANAGEMENT SANCTIONS**

The Contractor shall ensure that all services provided under this Contract be performed to ARC's satisfaction, as determined in accordance with all applicable Federal, State, and WorkSource Atlanta Regional, WorkSource Atlanta Regional NextGen Program's Performance Measures, Objectives, Goals and all other applicable service standards and specifications set forth in the Contract. Contract performance measures and objectives are established to guide the outcome of the services provided as outlined in **"Exhibit D – Goals & Performance Measures" and further described in "Exhibit E – Performance Measures/Objectives"**.

To satisfactorily meet the applicable requirements, the Contractor must conclude each respective quarter within a PY with a "Meet" or "Exceed" on the following four (4) performance indicators set forth in "**<u>Exhibit D</u>**":

1. **General Services - Expenditures & Participants to Serve ("Real-Time")** – Must meet at a minimum the total number of active participants to serve in the PY, new participant enrollment numbers, and target population guidelines percentage indicated.

2. **Work Experience (WEx) Services – Expenditures & Participants to Serve ("Real-Time")** – Must meet at a minimum the total number of active participants to serve in the PY indicated.

   - ❖ **NOTE:** <u>Three unpaid</u> WEx placements is equivalent to <u>one paid</u> WEx placement.

3. **Performance Measures – WIOA ("Lag-Time") & Outcome at EOS/Exit ("Stand-In")** – Must meet at a minimum the performance measures percentage and wage indicated.

4. **Case Management Performance Measures ("Real-Time")** – Must meet at a minimum the performance measures percentage indicated.

The Contractor ***<u>will be subjected to sanctions if they fail to "Meet</u>"*** the four performance indicators set forth in "**<u>Exhibit D</u>**", being inconsistent with the overall Contract requirements and/or for performing in a manner that is in violation of any Federal and/or State statute, ordinance, rules, or regulations.

For a successful performance outcome, the Contractor must achieve an overall "Meet" rating for all four performance indicators stated herein. For the first infraction of "Not Meet" in any of the performance outcomes in the PY, the Contractor will be provided additional guidance and technical assistance from ARC. If a "Not Meet" occurs a second time in the PY, ARC, at its sole discretion, may impose the appropriate sanction. The Contractor may appeal the decision to impose a sanction to the WorkSource Atlanta Regional NextGen Committee Chair, who will present the case to the ARWDB Executive Committee for final decision.

21. REPORTING & RECORD-KEEPING

To ensure fiscal accountability, effectiveness and efficiency of services provided, the Contractor shall keep sufficient reports and records, including books of account and other documents related to the Contract, written and computerized, and shall cooperate with ARC to permit the tracking of services provided and the tracing of funds expended.

The Contractor shall submit any required participant status information to ARC in a timely manner with necessary explanations. Contractor staff shall keep participants records accurate and up-to-date in WorkSource GA Portal/VOS, and in paper files that are kept for each participant at the Contractor's physical location. All case management (to include eligibility certification documents and records) and performance goals and measures will be documented, both pre- and post. The Contractor assures that WorkSource GA Portal/VOS data entry and required forms will be timely, accurate, and complete (this includes documents and verification for service delivery, attainment, End-of-Service/Exit, etc.). The Contractor shall follow procedures required by ARC for reporting accomplishment of WIOA performance measures and other contract goals.

Maintenance of Records – All records shall be retained by the Contractor as outlined on Paragraph 19 *Maintenance of Records* of the Contract. Records shall not be removed or destroyed without the written consent of ARC.

Access to Records – The Contractor and its subcontractors, if any, shall maintain all books, documents, papers, accounting records, and other evidentiary information pertaining to all costs incurred under this Contract. For inspection by the ARC, State, and/or Federal agencies, the Contractor shall make such materials available at their respective offices at all reasonable times during this Contract and for three years from the date of final payment under this Contract.

22. **TECHNOLOGY REQUIREMENT**

The Contract shall assure that the following technology software and tools are available and accessible to staff and participants:

- Internet connectivity.
- Internet browser capability (Internet Explorer, Mozilla Firefox, Safari, Chrome, etc.).
- Microsoft Office Suite (particularly Word).
- Adobe Acrobat Reader (updated version).
- Antivirus software.
- Electronic signature software.

23. **INVENTORY REQUIREMENT**

Equipment – The Contractor shall keep up to date inventory lists for all materials and equipment purchased with WIOA funds having an aggregated cost of $3,500. These must be used principally by WIOA participants. Equipment purchased with WIOA funds remains the property of ARC/WorkSource Atlanta Regional. Furthermore, the Contractor shall adhere to the equipment requirements as outlined in Paragraph 20, *Property* of the Contract.

Training Supplies – The Contractor shall inventory and keep up to date inventory lists for all instructional materials purchased with WIOA funds. These must be used principally by WIOA participants.

24. **START-UP IMPLEMENTATION PERIOD**

A Contractor new to ARC's services and programs may be provided with a three (3)-months start-up implementation period, if requested by the Contractor and approved by ARC. If a Contractor inherits youth from previous PY/contracts, the Contractor shall assure that some components of the fourteen youth elements of services and activities shall be made available (whether through the Contractor, community partner, or hybrid) to those participants, with plans for full service/activities implementation effective on the first day subsequent to the three-months implementation period. During this period, the Contractor shall provide ARC with a strategic plan which outlines their fully implemented program service delivery model.

25. **ADMINISTRATIVE & MANAGEMENT SYSTEM**

The Contractor is fully responsible for all aspects, activities and responsibilities of the project and the Contract. Contractor shall develop and maintain administrative and management staff and systems necessary and appropriate to meet the Contract's obligations. Such systems include, without limitation, accounting controls, personnel standards, evaluation procedures, staff training and development as well as other policies or procedures that are necessary to operate the program. These administrative and management systems, policies and/or controls must, in ARC's sole discretion, meet ARC standards. The Contractor shall immediately inform ARC of any changes to the administrative and management systems, policies and/or controls that may affect the services, operation and/or performance of the program.

26. **PROGRAM STAFFING PLANS**

The Contractor shall provide sufficient staff to carry out the purposes of this WIOA Youth Contract. The Contractor shall provide Job Descriptions for positions agreed to by ARC and the Contractor. The Contractor shall ensure that staff positions funded by this WIOA Youth Contract are reasonable and support the delivery of program services described herein. The Contractor shall prepare and provide to ARC a Program Staffing Plan. The Contractor shall assure that any changes to the Program Staffing Plan, which occurs as a result of dismissal, departure or in response to corrective action, be addressed in an expeditious manner to avoid disruption of program services. The Contractor shall notify ARC within two (2) weeks of any program staff vacancy or any staffing changes that could affect operations, delivery of services, performance, and budget. Also, the Contractor shall ensure the following:

- Continue to operate under the philosophy of leveraging funds from partners to sustain operations and maximize the number of personnel serving participants while reducing non-personnel costs to those which are essential.

- Be committed to meet the needs of the community by hiring skilled professionals (staff) who are culturally competent and who work well with and understand the demographic base for the OSY WIOA Youth Program.

- Staff is available to serve and address the needs of the youth.

27. RESOURCE LEVERAGING & SUSTAINABILITY

The Contractor assures that they will incorporate sustainability strategies in their operational plans to ensure that a continuation of WIOA services are provided to participants in the event the WIOA Youth Program funding is delayed, there is a reduction in funding allocation, or other unknown financial reasons that may prevent ARC from allocating funding. The Contractor shall ensure that they have the capacity to self-sustain for up to one quarter (three months) without ARC funding. To the extent possible, the Contractor shall seek additional youth development funding for itself and the community, both through its own applications for funding and/or by supporting applications by other organizations in the community. The Contractor understands that WIOA funds are not issued solely to sustain the Contractor's infrastructure or existence. ARC will continuously assess the Contractor's financial capability to determine potential risk factors.

28. BRANDING

The Contractor shall identify itself as ARC, WIOA, WorkSource Atlanta Regional, and WorkSource Atlanta Regional NextGen Program Service Provider in publicity materials, including signage, and in any public representation of the Contractor's organization, as a matter of course as well as when requested by ARC. The Contractor assures that logo(s) shall not be removed from documents created by ARC Staff. However, a Contractor may include their organization's logo in conjunction with said logo. Contractor shall adhere to State and ARC requirements relating to the use of the WorkSource Georgia brand.

29. ROLES & RESPONSIBILITIES OF ARC

ARC assures the following:

- Shall oversee and evaluate the management and operations of the WIOA Youth Program funded by WorkSource Atlanta Regional to provide services in the WorkSource Atlanta Regional service area.
- Shall distribute funding based on County Fair-Share allocations.
- Shall monitor Contractor's performance, quality of service, and cost effectiveness, and to report such matters to the Atlanta Regional Workforce Development Board, Executive Committee, and WorkSource Atlanta Regional NextGen Committee.
- Shall develop and provide technical assistance and training to Contractor's staff.
- Shall inform the Contractor of Federal, State, ARC, WorkSource Atlanta Regional and WorkSource Atlanta Regional NextGen Program policies, procedures, and rules that may impact the operations of the program(s), and give guidance as needed

for the implementation of such policies, procedures, and rules.

- Shall prepare grant plans and/or modifications as required.
- Shall ensure and enforce Contractor's compliance with all rules, regulations, and procedures.
- Shall maintain local data/case management system for use by Contractor.
- Shall establish and facilitate regularly scheduled meetings with the WIOA Youth Program Contractors.

30. **SPECIAL PROJECTS**

Through resources leveraging and collaborative efforts, WorkSource Atlanta Regional NextGen Program may partner with the Contractor to embark on developing creative and innovative special projects/initiatives that will improve the economic opportunities and prosperity for youth, businesses, and communities. Special Projects funding, services, expectations, and other relevant terms will be agreed upon in writing by all affected parties.

PROGRAM DESIGN

PY 2025

July 1, 2025 – June 30, 2026

Cherokee Youth Works

Program Design - PY 2024

Cherokee Youth Works (CYW) is a year-round WIOA Youth program serving out of school youth 16-24 years of age. Our program is individualized to meet the needs of the young adult. Every participant receives comprehensive and personalized services and program activities based on their need and point of progress in the program.

From the creation of Cherokee FOCUS, our vision has been: "An empowered community of thriving families." By establishing the Cherokee Youth Works program, we are not only aiming to instill our participants with the skills needed to succeed in future careers and in life, we are attempting to break the cycle of poverty, unemployment and low literacy/education in our community.

This document will provide a snap-shot of the intention of the CYW program in Program Year (PY) 2025.

Recruitment Strategy/Efforts

Our focus for the Cherokee Youth Works program has always taken a relational approach to recruitment by enlisting the help of those who know both the program, and our target population. This knowledge is often a result of communications provided and highlighted at our Cherokee FOCUS monthly collaborative partner meetings, as well as our Board and other coalition meetings. Additionally, word-of-mouth from our current and past program participants continues to be our best marketing tool, as they continually refer friends and family.

Of issue in the past few years, has been the growth of options for youth who have decided that traditional high school is not the path they want to continue. We have seen the impact that the opening of Mountain Education in Cherokee County, since it is located in one of our school district campus grounds. The Cherokee School District (CCSD) worked with Mountain Education to enable them to utilize an older school building located on the campus of Etowah High School and E.T. Booth Middle School. The benefit to the Cherokee School System is that when a student officially withdraws from high school and enrolls in the Mountain Education program, it is considered a “transition” because they are still able to get a high school diploma. If that same student decided to withdraw from high school and enroll in the Cherokee Youth Works program, it is considered a “drop out” and affects the Cherokee County dropout rate, whereas a Mountain Education enrollment would not.

In addition to Mountain Education, a new dual enrollment pilot program was started at Chattahoochee Technical College (not the Adult Education division). With this option a student who is on course and up-to-date with high-school credits can choose to withdrawn from their high school and enroll in this program at Chattahoochee Technical College and choose to get a GED or High School diploma while gaining trade skills in classes at the college. Neither one of these programs offer the paid work experience or individual attention that Cherokee Youth Works can, however these programs work to the benefit of keeping the Cherokee County School District drop-out rate low.

We continue to engage our community partners as outreach allies with a team approach. We will be attempting to do more targeted work in the form of co-enrolling with partners including Chattahoochee Technical College Adult Education, Mountain Education Etowah Campus, and Cherokee County

Vocational Rehabilitation. Our goal is to locate as many youth who have dropped out of school and need a GED and workforce training. Additionally, we seek to provide our workforce training services to those youth already with a high school diploma who need assistance establishing a career path, as they do not desire enrollment in post-secondary education. We are strengthening our alliance with the Cherokee County School District (CCSD) to help us identify these youth which has already produced several referrals. Specifically, we have established a direct communication channel with CCSD high school counselors and social workers, who know first-hand those graduating students who could benefit from our services. While we always rely on our large collaborative of supportive partners, we will also be enlisting the specific help of targeted local employers such to let us know if they have been contacted by a youth who would like to apply for a job but does not have a high school diploma or GED and could use our services. Additionally, Cherokee FOCUS was recently honored to be asked to serve on the Cherokee Chief Judge of Superior Court's new School Attendance and School Climate Committee, pursuant to OCGA 20-2-690, along with 12 other organizations that include the Juvenile Court Judge, District Attorney, Solicitor-General, Department of Juvenile Justice, CCSD Superintendent, Cherokee County Sheriff, Chief of police for all municipal police departments in the county, Department of Family and Children Services, County Board of Health, County Mental Health Organization, and a Court approved community based risk reduction program established by juvenile court. While most of these organizations are already working or have worked with Cherokee FOCUS and CYW, this new committee will be focused on helping the youth of our county, which is something that CYW does very well.

Intake & Eligibility Determination Process

Potential participants are made aware of program eligibility guidelines when they call or drop in and at that point can set up a meeting with a CYW staff member. During the meeting, the staff member explains the program particulars, especially highlighting the workforce development aspects, while also getting to know the youth. This allows the staff to ascertain potential needs and barriers to success of the interested applicant. After determining general eligibility, the potential participant is administered an on-line TABE 11/12 test. CYW had moved the TABE portion of our process to this initial meeting to better and more quickly determine the suitability of our program for the interested individual. Moving the TABE has proved to be successful in determining the participant's plan and has also made the intake process more efficient. After reviewing the results of the TABE with the applicant, he is given the required documents/application and direction for completion. The youth is expected to submit the required documentation on his first day of class ("orientation day") which is established and agreed upon after TABE results have been discussed. The enrollment process continues on orientation day when the completed application is reviewed with special emphasis of our Orientation Form which details participant's requirements through Follow-Up. The applicant is also made aware of our Suitability Index (behavior, attendance, classroom performance, etc.) which clearly states our expectations for program participation. After our standard 6-week trial period, we present our collected observational and informal assessment information and completed Suitability Index. We seek the applicant's input as we evaluate and discuss to determine whether official entrance into our program is supported.

Program Orientation and WIOA Services

On a participant's first day with CYW, the applicant submits completed, required documentation unless he/she requests further assistance retrieving something like a State ID or Birth Certificate. The youth is given the opportunity to ask any further questions, and the staff once again reviews the expectations and requirements of the program. Other potential needs are addressed at this time and then discussed further when completing a participant's Individual Service Plan (ISP). Eventual development of the ISP is a critical component of the entry process as it establishes the individual's goals for participation in the program.

Objective Assessment

To determine the direction to pursue with each individual participant, a series of activities are conducted as part of the objective assessment. This includes activities such as resume creation, career assessment, career aspirations, and, ultimately, ISP development. With the information gathered from these activities, along with the anecdotal and observational data from the interview process and classroom performance, the Career Advisors are then able to work with the participant to develop the participant's ISP and to determine an appropriate career pathway (employment, education, or certification).

CYW feels that it is important to ensure the youth participant is an active part of the planning process. We call this "buy in." The goals and expectations of the program and the outcomes expected are laid out clearly so there are no misunderstandings in the future. This is a team effort, and we make clear that we cannot help someone who does not have the desire to help himself. We have found that making all of this certain upfront cuts down on future "lost youth." This is why we implemented a 6-week trial period when the staff and program volunteers are able to gauge commitment to the program through tracking attendance, observing attitude, and getting to know the participant. The youth knows that this period is also a time for him/her to try our program on for size as well (this has cut down on lost youth). This time period can be shortened if the CYW staff and participant determine a clear commitment, or if the participant's plan requires milestones be achieved prior to the 6-week timeline. At the end of the 6-week trial period, all of the above information as well as the Suitability Index are reviewed with the participant to determine eligibility. Upon official registration in our program, the Objective Assessment Summary is completed to reflect the intended goals of the individual and what barriers may affect his achievement.

Assessment Service Plan – Individual Service Plan (ISP)

After evaluating the scores from the TABE test and the results of the career assessment, a CYW Career Advisor sits down and reviews the next steps with the participant. The pathway for the participant is identified and educational, employment and personal goals are set. These goals focus on the individual's aspirations and the information we have collected. The goals are set to align with the participant's expressed interests and desired program outcomes.

In most cases, our participants enter our program with the ambition of completing their GED. Since not having a high school or high school equivalency diploma is viewed as a barrier to employment, CYW holds GED classes with both paid and volunteer tutors that assist students through the process. Depending on the initial TABE scores, it may be recommended that some applicants attend GED classes at Chattahoochee Technical College Adult Education should their instructional needs extend beyond our in-house resources. CYW Career Advisors engage the participant to set specific educational goals relevant to their TABE scores and future plans rather than setting a broad goal of "getting my GED." These goals are individualized and narrow down steps needed to be taken for positive outcomes. With future/long term employment goals in mind, the Career Advisor guides the participant through job/career counseling and evaluation to determine whether the participant is a good candidate for Work Experience (WEx) or other job placement. These will be reflected in the employment goal. The personal goal is unique for each individual depending on his life's circumstances. At this time many students choose to reveal more about themselves and disclose additional information that can assist the CYW staff with directing them to supportive services.

Providing or Making Available the Youth 14 Elements of Services

TUTORING

In-person tutoring is available Tuesdays through Thursdays. We also arrange for individual tutoring sessions beyond these designated class times anytime a student requests such, it is deemed necessary by the instructor, and/or to accommodate participant's work hours, family responsibilities, etc. Virtual as well as in-person services are offered to meet these needs. CYW is equipped with two paid tutors along with our volunteer tutors and interns. This allows CYW to provide a well-rounded educational experience to all participants who are pursuing their GED. Beyond GED, our tutoring staff will also assist participants with preparing for military exams, college entrance exams, placement exams and with college material when needed.

ALTERNATIVE SCHOOL SERVICES/DROPOUT RECOVERY

CYW has worked closely with alternative schools, including home schools, in Cherokee County. These programs have been referral sources and work seamlessly with us in securing necessary paperwork for our program when needed. Often students see our program as an option when they are unsuccessful at the school district's alternative school, further enhancing the need to maintain our solid relationship with the local school district.

WORK EXPERIENCE

CYW collaborates with local partners to provide our participants with experiences in a variety of work fields utilizing WEx dollars, internships, job shadowing, on-the-job training and apprentice programs when available. We also offer participation in Career Compass Academy which is an online WEx opportunity for our youth. (Detailed WEx Plan to follow.)

IN-DEMAND/GROWTH SECTORS

CYW is keeping abreast of the Governors HDCI as well as target growth sectors identified by the Cherokee Office of Economic Development to guide our participants in choosing educational and career paths. Locally some of these focused sectors include healthcare, advanced manufacturing, information technology and film/media. Our youth have successfully participated in the Career Compass Academy which targets these in-demand industries and have participated in Be Pro Be Proud interactive services which highlight in-demand career fields.

WORKFORCE PREPARATION/TRAINING

CYW provides an all-encompassing career readiness, career discovery and workforce training program. CYW makes it a priority to involve community partners from the county Collaborative, as well as its Board, to teach lessons and expose the youth to new careers and concepts and critical employability issues. Both GED participants and those who have already obtained their GED may attend the classes.

Mock interviews, soft skills training, preparation of an elevator speech, how to make a first impression, and professional social media practices are all examples of activities that CYW participants complete.

LEADERSHIP DEVELOPMENT

CYW instills participants with the leadership skills needed to become good citizens of the community. We have community speakers join us to speak on leadership topics, and we have been able to send certain participants to the Rotary Youth Leadership Academy and the Georgia Teen Institute. The Kennesaw State University youth leadership department also assists in teaching leadership skills through interactive workshops, such as diversity classes and becoming a leader.

SUPPORT SERVICES

The robust community Collaborative that Cherokee FOCUS continued to build for over 24 years, has been an undeniable resource for providing supportive services to our youth. Cherokee FOCUS is the local Georgia Family Connection collaborative body in Cherokee County. A Georgia Family Connection is required to act as a Board, Commission or Authority in their county, to study problems of families, children, and youth, and provide services to families, children, and youth. This collaborative structure, allows CYW the opportunity to access a vast catalogue of local supportive service providers and community partners. The Collaborative is used as a resource for providing transportation to our youth, counseling, food, clothing, mentoring, housing assistance, and of course, employment. CYW is very strong in this area given our core of collaboration. Additional funding and In-Kind support from the community partners allow us to provide supportive services as needed and warranted and is vital to our program.

ADULT MENTORING

CYW has wonderful community partners who have been willing to step up and offer their guidance and assistance to our participants. This includes mentorship should a participant become incarcerated. Some provide moral support and personal mentoring, while others provide internship opportunities and ways to expand our participants' work experiences. In some of our cases, when a youth is 18 or older and has no family support, a network of local supportive service providers will be developed to work together with the participant in order to cover the many needs a youth in these situations will have. It is the supportive services and the kindness of these mentors, that have proven that together we can break the cycle of generational poverty.

TWELVE MONTH FOLLOW UP

CYW often maintains contact well beyond the required twelve-month follow-up period. The relationships are established and the program is seen as a place where past participants can come and seek advice or a kind ear. We benchmark the employment status of the exited participant at both 6 months and 12 months to assure that he is still on track with his employment. As we have learned, no matter how strong the relationship with a participant, it sometimes becomes quite difficult to maintain contact during the follow-up period. To combat the challenges this may present, CYW has asked for new/more specific releases of information that will allow our Career Advisors to still access the needed follow-up information even without the participant (ex. specific employment verification release and college specific releases). Assistance provided through the ARC has also been very valuable in securing the needed follow-up information when we are unable to connect with the youth.

While in Follow-Up, CYW continues to assist participants with their employment and educational needs. If supportive services are required to ensure the success of the participant, CYW provides said services as outlined by WIOA.

COUNSELING

Career Advisors provide frequent, compassionate counseling on an ongoing basis to each participant and have noted the pervasiveness of mental health issues among youth. For those clients needing more in-depth professional counseling to overcome a barrier, participants are provided with a list of therapists in the area who provide services on a sliding fee scale. We have recently established a counseling liaison and referral pipeline at Goshen Therapeutic Services, an agency that opened this past year in Cherokee County. We have also partnered with Highland Rivers Health and Open Door Talk, to bring group classes on coping skills and suicide prevention as well as professional development to staff regarding the mental health issues staff members encounter when working with youth. Per ARC directive, we have added the Emotional Wellness Survey to our application and utilize that data to provide individuals with community mental health resources when indicated and/or desired.

FINANCIAL LITERACY

In PY2024, CYW will continue to teach the basics of banking and financial literacy through focused classes as well as during GED instruction. Community partners in the financial field will teach an array of subject matter from budgeting to establishing credit to responsible shopping and college savings. These partners include local bankers and financial aid advisors.

ENTREPRENEURIAL SKILLS

Entrepreneurial skills are taught through the teamwork of community collaborative partners and CYW staff. Local entrepreneurs are welcomed as guest speakers to share their personal experiences and advice. Participants are encouraged to ask questions and be engaged with the guest speakers. Field trips to businesses and stores allow students to see and experience what an entrepreneur can accomplish.

LABOR MARKET/CAREER READINESS

Career readiness is a focus for every participant, and CYW provides both group work and individual direction in this area. Soft skills are introduced and practiced in the classroom and on-the-job training is an avenue for technical skills building. Participants can attend field trips to different work-sites and have participated in job shadowing exercises, and WEx opportunities provide a place to learn and practice needed career skills. Industry credentials are also offered to our participants to support career readiness.

PREPARATION FOR POST-SECONDARY EDUCATION/TRAINING

CYW prepares students for such tests as Accuplacer, SAT or ACT test, and ASVAB. CYW has been successful in transitioning our clients in to a variety of post-secondary educational opportunities. While the majority of CYW students choose to attend Chattahoochee Technical College, CYW staff discusses a variety of options with participants. We are dedicated to supporting each student whether they choose a traditional college route, technical school, or certification program. We also provide opportunities that support credential attainment which aligns with and supports a participant’s ISP goals. These opportunities can enhance a participant's employability in fields such as hospitality, retail, and food service industries.

Referral process

CYW has built relationships throughout Cherokee County with entities such as the Cherokee County School District, Department of Juvenile Justice, Vocational Rehab, the Violence Center, foster care organizations and so on. These groups contact us directly with possible referrals to our program.

Referring WIOA Participants: During the Objective Assessment, our Career Advisors are able to determine if other supportive services outside of what CYW can directly provide are needed. Once identified, the CYW advisor connects the participant with the specific referral. This can be for an array of services including but not limited to counseling, transportation assistance, housing, and other educational support, such as Vocational Rehab, and may also include WIOA Adult services.

Referring those not suitable for our program: If it is determined that a potential participant is not a good fit for the CYW program, he is given the contacts to programs that may better serve him. When appropriate, CYW will make an introductory call for the individual and go above and beyond to assist him until we are satisfied that the individual will be well taken care of.

Coordination with the Career Resource Centers (CRCs)/ One-Stop System

We regularly refer, when appropriate, the One-Stop system to those who call us with general inquiries about job and career resources and are not eligible for our services. CYW is committed to building a stronger relationship with this provider in order to leverage our resources to best serve the Cherokee County population. CYW has invited the One-Stop staff to participate in the Cherokee FOCUS County Collaborative in order to get them connected to more resources in the community.

Academic Requirements (e.g., Basic Skills remediation)

Every applicant of CYW is administered the TABE 11/12 test. If the scores result in an NRS below 3, we will often suggest co-enrollment with Chattahoochee Technical College Adult Education. If TABE 11/12 scores are NRS 3 or above, the applicant will be offered the opportunity to start GED classes with us and will be placed in Level I or Level II classes dependent on the strength of those test scores. During our 6-week trial period, we then carefully monitor the participant's progress and determine if he will remain in the CYW GED tutoring, or if he will need to be referred to Chattahoochee Technical College Adult Education for more intensive GED work.

For participants who have already received a high school diploma or GED and are interested in our other workforce services, we generally require a TABE 11/12 of at least NRS 5 as this would indicate the individual is not Basic Skills Deficient.

Services that lead to attainment of a WIOA recognized credential

CYW offers in-house GED classes and tutoring. CYW has also facilitated web-based credentials such as the ServSafe and Customer Service Certifications in-house. Through partnership with Chattahoochee Technical College Business and Professional Education Department, Goodwill, Rogers Mechanical Contractors and MUST Ministries, CYW is able to offer participants credentialing opportunities such as forklift certification, OSHA certification, HVAC, etc. These certifications, beyond GED, are offered on an individual basis depending on the participant’s service plan, career pathway, and/or current employment.

Meeting Measurable Skills Gain Performance Measures

The vulnerabilities and barriers of the youth population we serve directly affect the attainment of Measurable Skills Gains (MSGs), whose metrics are currently limited in their definition. Intellectual capability, intrinsic beliefs, self-esteem, significant life issues, and physical and mental health are just a few of the factors which limit the speed and quality of progress for each individual and often make MSGs (as currently defined) difficult to achieve. While our youth often achieve MSGs, the yearly requirement can be unreasonably limiting for some of them. Nonetheless, the availability and application of support across all these youth needs is the foundational mission of our program. We readily provide extra instruction and attention beyond designated class times and strive to offer the appropriate resources that are tailor-made to the needs of the individual. Consequently, we have seen ISP goal progress as well as the increasing confidence among our youth who begin to believe they can and will have a brighter future. We will continue our strong efforts in this area and will continue to seek supportive resources outside our program which can enhance our youth’s progress. This includes community mentors and volunteer tutors who can assist us with our mission so that the youth can achieve MSGs more readily.

Innovative experiences that will help youth to gain marketable skills

CYW incorporates interactive learning opportunities for our participants from mock interviews, resume workshops, attendance at career expos and job fairs, as well as the opportunity to shadow at local businesses.

Because CYW has acquired a 15 passenger van through leveraging other resources, it has opened opportunities to take CYW program participants on informative industry tours at local businesses. The CYW staff is continually speaking with local business partners to arrange these tours that will give the participants exposure to opportunities in their community.

Connection to post-secondary education or Advanced Training.

Chattahoochee Technical College was a charter member of our organization 15 years ago and has had at least one seat on our Board of Directors since that time.

CYW maintains a memorandum of understanding and/or relationship with Chattahoochee Technical College, Reinhardt University, and Kennesaw State University. The Career Advisors have also familiarized themselves with other colleges in the area to best advise CYW participants in the direction they should pursue to meet their goals.

CYW hosts guest speakers from post-secondary education to introduce student programs, financial aid and scholarship information as well as information in credentialing or certifications available at the college level. We have also scheduled tours to local colleges as further exposure for our participants regarding post-secondary options.

Providing a holistic approach that not only addresses employment and education development, but one that incorporates personal and social development as well.

CYW takes pride in serving the participant as a whole. When working with this population, we often take on the role of parent, friend, mentor, and confidant. Career Advisors work to maintain maximum availability to participants which often entails after-hours and weekend communications. Our program cannot attain full success without providing the wrap-around services that each individual participant needs. In some cases, this requires making a plea to our Board of Directors to help house a participant who just needs a hand-up to get back on his/her feet, connecting the participant with other organizations in the community that can eliminate a barrier, or lending an ear after hours to make certain that the participant knows he is cared for and supported. To support our holistic approach, CYW has welcomed guests that speak about physical fitness, mindfulness, and mental fortitude. We touch on subjects such as networking, diversity, and how to communicate. Youth are faced with unimaginable temptations and obstacles on a daily basis that have the potential to derail their lives. They are also still feeling the negative ramifications of the COVID pandemic which has affected overall youth mental health, job opportunities, and school performance. It is important to CYW that the participants in our program feel secure in themselves, but also in the company of our other participants and staff, so they can comfortably reach out if in need of help. Together with the other initiatives under the Cherokee FOCUS umbrella, we will work tirelessly until these issues are eradicated.

New Project/Initiatives 2024

In PY2025, CYW is excited to have our new CYW Coalition in place. Made up of local leader partners who will assist in growing our ability to serve wider group of out-of-school youth and identify employee opportunities in the county. This charter group includes the City of Holly Springs City Manager and City Council Member, Chattahoochee Technical College Dean of Adult Education, Cherokee Office of Economic Development Workforce Manager, City of Woodstock Deputy City Manager, Owner Roytec Industries, St. Clemens Episcopal Church Supportive Services Representative, and other business and supportive agencies. And while the Cherokee Department of Juvenile justice has two seats on our Board of Directors, will be strengthen our partnership between DJJ and CYW. We will also revive our recruiting relationship with Cherokee Drug Court and looking ahead to more referrals from CCSD.

Strategies to Assess Effectiveness of Program Design

A new coalition of partners was put into place in the Spring of 2025 to assess the effectiveness of our program design, and work to identify additional funding sources to cover the cost to run the program to its fullest potential. CYW staff, utilize VOS reports as a way to measure progress and outcomes. CYW regularly communicates with other providers as a way to share strategies that other providers may have used and seen successful in assessing their design.

We have incorporated the solicitation of written and verbal testimonials from current participants as well as those entering end-of-services (EOS) status as a way to evaluate our program effectiveness. Plans for PY2025 include the continued administration of a Participant Survey given during the program year. While these surveys have always resulted in strictly positive reviews, our staff engages in regular discussions to identify and implement how best to improve program quality for our youth. On an informal basis, we have on-going discussions with our participants as to how better to serve them.

Work Experience

PROGRAM DESIGN

PY 2025

Strategies to Provide Paid and Unpaid WEx Services

Over the past few years we have been fortunate to have made very strong partnerships in the Cherokee County employer community. Cherokee FOCUS and the Cherokee Youth Works program have always had a very good reputation. As a result of our efforts, we now see employers call us with job opportunities much more so than us having to go out and find good jobs. Also over the past few years our funding and required number of CYW participants has gone down making it much more difficult to place a participant in a WEX experience when our pool of candidates is smaller and almost never matches the job openings that are available. In an effort to supply our county employers with the workers they need, we will continue to evaluate our overall participant recruitment, but especially putting in the effort to reach young people in need of a GED who are looking for the type of jobs that are available in certain industries. During this year we are looking at strengthening our partnership with the Cherokee Department of Economic Development (COED). In the past, the COED Summer Internship was limited to those youth attending CCSD High Schools. As of this year the COED Internship program will be open to all Cherokee County eligible youth, in or out of school.

Employability Skills Activity/Services

In an effort to familiarize both the employer and participant with each other, our program invites local business leaders to speak to our participants about career possibilities in order to introduce youth to the wide variety of openings available in their home county and skills needed to obtain those positions. Community employers are also utilized as part of our in-house work-ready workshops. Workshops taught on topics such as interview techniques, applications that will get you hired, and job retention once you are inside the door, are more effective when they are being taught by employers who could potentially hire the participant. These in-house interactions also give employers the opportunity to meet and get to know our participants directly.

Employer Relationship/Connections

In addition to aligning with like-minded organizations, we have been seeking employers based on pathway/industry as opposed to by strictly individual participant placement. Being a presence in the community and at business-centric events, positions us to build valuable relationships with possible employers. Our Executive Director sits on the advisory committees for the planning of Cherokee's Workforce Collaborative Strategic Implementation Plan through the Cherokee Office of Economic Development along with an array of local and regional leaders from industry, education and the community. We are a 28-year active member of the Cherokee Chamber of Commerce. Networking has proven very productive in securing job placement and opportunities for our participants.

Being an active member of the community has always been a top priority of our program and organization making sure we allow time for speaking at civic clubs, attending and hosting booths at career expos and community events, and participating in monthly Collaborative meetings.

Another action we plan to continue during PY2025 is engaging with our employer partners to discuss OJT and other programs available to them through the ARC. We saw success with this in prior years which resulted in a clear-cut career pathway set up with a local HVAC company and wood and metal fabricator/manufacturer.

Strategies to align WEx with Career Pathways as Outlined in the Service Plan

We are excited to have a larger target of youth/employers this year. We plan to build upon our current relationships with those other employers who can provide career pathway options. We also plan to continue the growth of new employers. We have grown our relationships with employers who can provide opportunities in fields that are often identified by our participants and are in high demand. Listed below are some local businesses that have been willing to take WEx participants to support the participant's career pathway goals.

Healthcare/Dental: Bethesda Community Clinic, Cherokee Children's Dentistry, Master Care Medical Services, Holly Springs Chiropractic, Next Step Ministries, Etowah Veterinary Hospital, Rock Creek Manor Assisted Living

Trade/HVAC: Rogers Mechanical Contractors (formerly R & D Mechanical), Northside Plumbing, Service Wise Electrical Services

Manufacturing/Light Industrial: Universal Alloy Corporation, Roytec Industries, LAT Apprael

Construction: Primus Builders, Raydeo, Outback Deck

Logistics/Warehouse: Belnick Inc., Woodstock Furniture Outlet

Education: CORE Community School, Discovery Point, Chattahoochee Technical College, Fitfully Forward, Sequoyah Regional Library

Administration/Office/IT: Universal Alloy Corporation, Chattahoochee Technical College, Rogers Mechanical Contractors, City of Holly Springs, State Farm

Retail: TJMaxx, Goodwill

Agriculture/Landscaping: Outdoor Expressions, City of Holly Springs, City of Woodstock

Food Services/Other: Guston's, A New Creation Salon, Animal Atlanta, Clark Salon

Work-based learning

Theoretical learning opportunities take place on a continual basis as this is a core aspect of our program. Life Skills and Work Readiness classes introduce our youth to the requirements and expectations of adulthood and the work force environment. Community speakers reinforce these concepts as do mentors and WEx supervisors. By definition, the purpose of WEx participation is to specifically take the theoretical and apply it to a real work environment. We provide pre-interviewing training and practice, development of an "elevator pitch," job application assistance, creation of a resume, etc. which allow the youth to directly apply those concepts learned in the classroom. Additionally, we look for targeted opportunities to allow our youth to directly apply classroom information to hands-on learning. For instance, we continue to work with assisted living and healthcare partners, to create a pathway for CNA training with direct job placement upon successful completion of that training.

Strategies to incorporate sector-based opportunities to WEx participants

Regarding the ARWDB Industry Sectors - We are strongly supported in the manufacturing field in Cherokee County and through the partnerships within the Cherokee FOCUS collaborative, and we are interested to see if targeting participants for the manufacturing jobs that we know are readily open in our county, will succeed. There is an immense amount of growth in Cherokee County, and we have recently added a large apparel manufacturer based in Ball Ground Georgia to our roster of employers. They are eager for talent and were able to take on a WEx participant at 17 years old, which is often a non-starter at other manufacturing companies. Although financial services is a local industry sector as well, we have experienced some challenges in placing WEx participants in these positions due to the sensitivity of the business. We were however able to add State Farm as an employer in the Insurance field which seems to be very popular with our youth.

Strategies to Continuously Monitor the WEx Activities and Worksites, also to Provide Support to the Employers (Worksite Supervisor) and the Participants.

CYW has noticed that even with buy-in, employers often get busy during the WEx placement. Therefore, CYW staff regularly initiates and maintains regular communication with employers to ensure continued feedback and problem-solving if needed. This includes phone calls, emails, texts, and worksite visits to provide frequent touch points for CYW staff and employer. Our in-person visits (even if a brief pop-in) especially show the employer that we are involved/invested and reinforces support to both the worksite and the employee.

Strategies to Assess Effectiveness

Our commitment to implementing and maintaining frequent open communication with the employees and worksite supervisors is key to assessing the effectiveness of our WEx placements. Reviewing notes and close-out evaluations provide additional valuable feedback. Although there are a number of variables affecting this decision, we track how many CYW participants are offered employment upon completion of WEx, which could signal a satisfaction with performance and the WEx program. Generally, we maintain a high level of employment offers extended to our WEx participants.

Exhibit D

WorkSource Atlanta Regional NextGen Program
Workforce Innovative and Opportunity Act (WIOA)
GOALS & PERFORMANCE MEASURES - Program Year (PY) 2025 (07/01/2025 - 06/30/2026)

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

PY2025 Total Contract Funding (General Services and Work Experience)	$147,630

I. General Services - Expenditures & Participants to Serve ("Real-Time")

General Services - Expenditures & Participants to Serve ("Real-Time")	**TOTAL WEIGHT**	**20%**
Youth Population (Participants) to Serve		Out-of-School
Service Location (County)		Cherokee
PY2025 General Service Budget		$116,550
Participants to Serve Based on PY2025 Allocated Budget	$2,100	56
Total Participants to Serve for PY2025 *(Carryover, New & 2+year)*		57
Active Participants (under 2 years) to Serve at Cost per of $2,100	***$115,550***	
PY2024 "Carry-over" Participants	10	
PY2025 "New" Participant Enrollment	45	
Total Carry-over and New Partcipant to Serve *($115,550 / $2,100)*		55
Active Participants (over 2 years) to Serve at Cost per of $500	***$1,000***	
PY2024 - 2+ years "Carry-over" Participants		2
Cost per does not apply - PY2024 End of Service (EOS)/Exit/One Year Follow-Up	8	
Pending Exits/Cost per does not apply - Once Processed will Count in EOS/Exit/Follow-Up Total Numbers	3	

New Enrollment Goals

Quarters	1st	2nd	3rd	4th
Quarter Dates	*07/01/2025 - 09/30/2025*	*10/01/2025 - 12/31/2025*	*01/01/2026 - 03/31/2026*	*04/01/2026 - 06/30/2026*
New Enrollment per Quarter	**10**	**13**	**13**	**9**
Total New Enrollment for PY2025	**45**			

New Enrollment Target Population Guidelines

School Dropout	**70%**
English Language Learner	**5%**
Justice System (Juvenile or Adult)	**9%**
Foster System (Currently In or Aged Out)	**8%**
Disability	**8%**

II. Work Experience (WEx) Services - Expenditures & Participants to Serve ("Real-Time")

TOTAL WEIGHT	**20%**
PY2025 Work Experience Service Budget	**$31,080**
New WEx Active Participants to Serve at Cost per of $2,500	12

Quarters	1st	2nd	3rd	4th	Total
"New" WEx Participants to Serve per Quarter	**3**	**3**	**3**	**3**	**12**

****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"*	**88.8%**
	4th Quarter After Exit - Placement in Employment or Education or Training		**81.0%**
	2nd Quarter After Exit - Median Earnings (Unsubsidized Employment)		**$4,893**
	During Participation or Within One Year After Exit - Attainment of Credential		**82.7%**
	During a Program Year (Real-Time) - Measureable Skills Gain (In-Program)		**60.5%**
	Customer Satisfaction	*Not Yet Negotiated with State*	**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.

Exhibit E

PERFORMANCE MEASURES/OBJECTIVES

REQUIRED PERFORMANCE:

The following Goals and Performance Measures will be used as the performance accountability system for services provided by the awarded WIOA Youth Contractor. Additional information related to the performances are included on "**Exhibit D**" of the Contract. The performance measures will be evaluated each quarter in program year 2025 (PY25) and outcomes will be reported to the NextGen Committee at their quarterly meetings.

1. **GENERAL SERVICES – EXPENDITURES & PARTICIPANTS TO SERVE ("REAL-TIME")**

   Outline the youth population/participants (out-of-school) to serve, the county where services will be provided, and the total budget allocated to the Contractor's WIOA Program.

   Active Participants to Serve at Cost per – Establish to guide the number of participants (new – PY25 and carryover – PY24) to serve and the cost per to serve the participants in the Contractor's WIOA Program.

   - **NOTE:** Because minimal case management is required to ensure retention in the placement outcome (employment or education), there is no cost per associated to youth who exit the WIOA Program and are in Follow-up status.

   New Enrollment Goals – Establish to guide the cumulative and quarterly new enrollment numbers in the Contractor's WIOA Program.

   New Enrollment Target Population Guidelines – Establish to guide the characteristic targets of new enrollments in the Contractor's WIOA Program.

2. **WORK EXPERIENCE (WEx) SERVICES – EXPENDITURES & PARTICIPANTS TO SERVE ("REAL-TIME")**

   Outline the total budget allocated to the Contractor's WIOA Program.

   Active Participants to Serve at Cost per – Establish to guide the number of new WEx participants and the cost to serve the participants cumulative and quarterly in the Contractor's WIOA Program.

3. **PERFORMANCE MEASURES – WIOA ("LAG-TIME") & OUTCOME AT EOS/EXIT ("STAND-IN")**

   WIOA "Lag-Time" Measure – The five (5) performances accountability indicators under

WIOA Performance Measures (Federal). The "State Negotiated Level/Rates" are negotiated by ARC and the State for PY25 to assess the effectiveness of ARC in achieving positive outcomes for youth participants served in the WIOA Youth Program. The "Contractor Level/Rates" were established to guide the outcome of the services provided by the Contractor. The "Contractor Level/Rates" are slightly higher as to ensure that ARC/WorkSource Atlanta Regional "Meets" or "Exceeds" the "State Negotiated Level/Rates".

- *Unless there is further clarification by the Federal/State or ARC/WorkSource Atlanta Regional/WorkSource Atlanta Regional NextGen Program, Transition or Individual Education Plan (IEP) diploma awarded to individuals with disabilities upon completion of high school will not be accepted as meeting the WIOA "Credential" requirement. Therefore, individuals with disabilities must achieve the WIA Common Measures "Certificate" definition in TEGL 17-05, Attachment B.*

Regular guidance will be issued by ARC/WorkSource Atlanta Regional/WorkSource Atlanta Regional NextGen Program regarding interpretations, exit periods and other aspects of the WIOA Performance Measures.

Outcome at Exit/EOS "Stand-In" Measure – The four (4) performances accountability indicators under WorkSource Atlanta Regional NextGen Program (Local). The exit-based "Stand-In" performance numbers were established to guide the outcome of the services provided by the Contractor's WIOA Program. Because WIOA Performance Measures are measured in one-year lag time, the "Stand-In" Measures are youth participants' exits outcome measured in "Real-Time". This method enables the WorkSource Atlanta Regional NextGen Program to immediately assess performance outcome.

WIOA "Lag-Time" Measure	Definition	State Negotiated Level/Rates	Contractor Level/Rates
Placement in Employment, Education, or Training – Employment 2nd Quarter after Exit	Percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.	78.8%	88.8%
Placement in Employment, Education, or Training – Employment 4th Quarter after Exit	Percentage of program participants who are in education or training, or in unsubsidized employment during the fourth quarter after exit from the program.	71.0%	81.0%

Earnings after Entry into Unsubsidized (not paid through WIOA) Employment – Median Earning 2nd Quarter after Exit.	Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program	$3,893	$4,893
Credential Attainment Rate – Attainment within Four Quarters After Exit	Percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program.	72.7%	82.7%
Measurable Skills Gains – In-Program "Real-Time"	Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.	50.5%	60.5%

Outcome at Exit/EOS "Stand-In" Measure	**Definition**	**Contractor Level/Rates**
If School Dropout, Attain General Equivalent Diploma/ High School Diploma (GED/HSD)	Youth participants who were a school dropout at the time of WIOA enrollment who earned a diploma or its equivalent at exit.	85%
If HSD/GED Recipient, Attain Industry/WIOA Recognized Credential	Youth participants who have earned a recognized occupational credential or degree while in the program.	85%
Placement in Employment or Education or Advanced Training	Youth participants who are employed and/or are attending post- secondary education/advanced training at exit.	85%
Customer Satisfaction	Number of youth participants who indicate a positive customer service experience with the Contract's organization and services provided.	90%

4. CASE MANAGEMENT PERFORMANCE MEASURES ("REAL TIME")

The Case Management performance numbers were established to guide the outcome of the services provided by the Contractor's WIOA Program in "Real Time" and to ensure that all required eligibility, ongoing services, Exit/EOS/Follow-Up, WorkSource GA Portal/VOS data entry requirements are met, and validation documentations are collected and uploaded in WorkSource GA Portal/VOS.

The following Goals/Performance further define the Case Management Performance Measures indicated on "**Exhibit D**"

a) Objective Assessment – To complete an "Objective Assessment" (to determine suitability and need) for program (service) placement prior to WIOA NextGen Program enrollment for each participant.

b) Service Plan – To develop a comprehensive "Service Plan" (IEP/ISS/ISP) within thirty (30) days or earlier of WIOA NextGen Program enrollment for each participant. To regularly review and update the Service Plan at a minimum of every sixty (60) days in order to monitor and evaluate the youth's progress towards achieving their short/long-term goals/objectives. Changes to the Service Plan should be documented in WorkSource GA Portal/VOS.

c) Work Experience – Eighty-Five percent (85%) of all participants who are in employment or employment readiness settings (while active participants) will be rated "very good" or "excellent" overall by their supervisor or teacher on an employment readiness rating (Trainee Progress Evaluation) sheet**.**

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 **$147,629**. 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, **$147,629,** 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 **$147,629**, 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: ______________________

Contract Period: **July 1, 2025 - June 30, 2026**

Maximum Funds Available: **$ 147,629**

Funding Period Beginning	**7/1/2025**			
Funding Period Ending	**6/30/2026**			
II. BUDGET CATEGORIES	**Youth Out of School 604CB**			**Total**
A. General Youth Services				
1. Personnel Salaries	30,000			30,000
2. Personnel Benefits	2,295			2,295
3. Operations				-
4. Facilities				-
5. Participant Activities/Support	1,103			1,103
6. Other	83,151			83,151
Total General Youth Services	**116,549**	**-**		**116,549**
B. Work Experience				
1. Personnel Salaries	11,000			11,000
2. Personnel Benefits	842			842
3. Operations				-
4. Facilities				-
5. Participant Activities/Support	19,238			19,238
6. Other				-
Total Work Experience	**31,080**	**-**		**31,080**
Total	**147,629**	**-**		**147,629**
*****PY 2025-2026 Budget Available***	***147,629***	***-***		***147,629***

FIDELITY BONDING REQUIREMENTS

Fidelity bonding, or equivalent, as described in Paragraph 16 of this contract shall be:

___ 1. $100,000, or

___ 2. An amount equal to the highest advance planned for the present contract period, or

___ 3. An amount equal to the maximum possible invoice under the terms of this fixed unit priced contract, or

_X_ 4. Contractor is a state or local government or a public agency which is exempt from bonding requirements under this contract.

___ 5. No less than **$**

*Please note that an increase in the contract budget may require an increase in bonding, or equivalent.

*The budget amount for the period(s) that have been financially monitored AND closed by ARC will not require bonding beyond that period. Bonding should still be maintained through the respective period.

*Where bonding is required, the contractor shall procure and present to ARC a copy of the fidelity bond, or equivalent, within 15 days from the execution of this contract. Failure to do so may result in postponement of contract until such bonding is procured, or cancellation of the contract. If a postponement to the contract is issued, no expenses shall be incurred or reimbursed during the period of postponement.

ITEM REPORT

AGENDA ITEM NUMBER: X.C.

FROM: Robert H. Logan, City Manager

MEETING DATE: November 6, 2025

AGENDA ITEM: Temporary Advance for Intergovernmental Receivable from the Atlanta Regional Commission (ARC) Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract (042527).

EXECUTIVE SUMMARY:

Due to the ongoing federal government shutdown, the normal processing and reimbursement timelines for intergovernmental receivables may be delayed. This advance would be to avoid disruption of services or programs supported by Cherokee FOCUS. The reimbursement will be processed once the federal operations resume and funding is restored.

IS THIS A BUDGETED ITEM?

FUNDING SOURCE:

FISCAL IMPACT:

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is approval of the temporary advance for intergovernmental receivables.

CONCURRENCES:

ITEM REPORT

AGENDA ITEM NUMBER: X.D.

FROM: Robert H. Logan, City Manager

MEETING DATE: November 6, 2025

AGENDA ITEM: Bond Release for Performance Bonds #1001028360, #1001028361, and #1001177722, and Maintenance Bonds #1001028358, #1001028359, and #1001177723 for Edgewater Subdivision Phase 5.

EXECUTIVE SUMMARY:

The following bonds have been requested for release:

Development	Type	Number	Amount
Edgewater Subdivision Phase 5	Maintenance	1001028358	$69,412.00
Edgewater Subdivision Phase 5	Maintenance	1001028359	$38,374.00
Edgewater Subdivision Phase 5	Performance	1001028360	$239,833.00
Edgewater Subdivision Phase 5	Performance	1001028361	$433,824.00
Edgewater Subdivision Phase 5	Performance	1001177722	$114,704.38
Edgewater Subdivision Phase 5	Maintenance	1001177723	$67,589.30

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is approval of the release of the bonds.

CONCURRENCES:

City Manager
City Engineer

ITEM REPORT

AGENDA ITEM NUMBER: X.E.

FROM: Robert H. Logan, City Manager

MEETING DATE: November 6, 2025

AGENDA ITEM: Resolution to accept and authorize streets to become publicly maintained in Edgewater Subdivision-Phase 5.

EXECUTIVE SUMMARY:

The following streets within Edgewater Subdivision-Phase 5 have been requested for acceptance by the City:

Subdivision	Street Name	Length (Linear ft.)
Edgewater-Phase 5	Levi Farms Lane	955
Edgewater-Phase 5	Mason Knoll Drive	926
Edgewater-Phase 5	Stoneview Drive	463

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution and Exhibit A

RECOMMENDATION:

The staff recommendation is approval of the request.

CONCURRENCES:

City Manager
City Engineer

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO ACCEPT AND AUTHORIZE STREETS TO BECOME PUBLICLY MAINTAINED STREETS

WHEREAS, the City of Holly Springs has general authority and control over the streets within its jurisdiction, including the acceptance of streets for maintenance purposes; and

WHEREAS, the below mentioned streets are located within the corporate limits of the City of Holly Springs; and

WHEREAS, the below-mentioned streets have been constructed and inspected in accordance with the standard specification and details; and

WHEREAS, the below-mentioned streets, as shown on the attached map, Exhibit “A”, be placed upon the Municipal Street System as municipally-maintained streets; and

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Council of the City of Holly Springs hereby accept and authorize the following streets, substantially as set forth in Exhibit “A” attached hereto and located within Edgewater Subdivision-Phase 5, to become publicly maintained streets:

Subdivision	Road	Linear Feet
Edgewater-Phase 5	Levi Farms Lane	955
Edgewater-Phase 5	Mason Knoll Drive	926
Edgewater-Phase 5	Stoneview Drive	463

This Resolution is adopted this 6th day of November, 2025.

CITY OF HOLLY SPRINGS

____
Ryan P. Shirley, Mayor

Attest:

____
Karen Norred, City Clerk
(Seal)

Plat
Recorded 8/31/2022 12:59 PM
Patty Baker
Clerk of Superior Court
Cherokee County, GA
Book 119 Page 2652
Participant IDs: 2967623181

Exhibit A

FIRE HYDRANT INFO CHART

FH	NORTHING	EASTING	GPM	STATIC PRESSURE	RESIDUAL PRESSURE
1	1518962.74	2215611.64	1,520	120 PSI	90 PSI
2	1518690.20	2215668.22	1,454	120 PSI	88 PSI
3	1518765.74	2216031.78	1,444	115 PSI	82 PSI

CENTERLINE CURVE DATA

LINE	ARC	CHORD BEARING	CHORD	RADIUS
CL-C1	138.29'	N25°28'25"W	133.44'	150.00'
CL-C2	55.56'	N43°55'37"W	55.38'	200.00'
CL-C3	100.00'	N20°34'28"W	99.38'	260.00'
CL-C4	140.88'	N74°34'46"E	137.99'	200.00'
CL-C5	219.21'	N79°48'25"E	216.73'	420.00'

LINE CHART

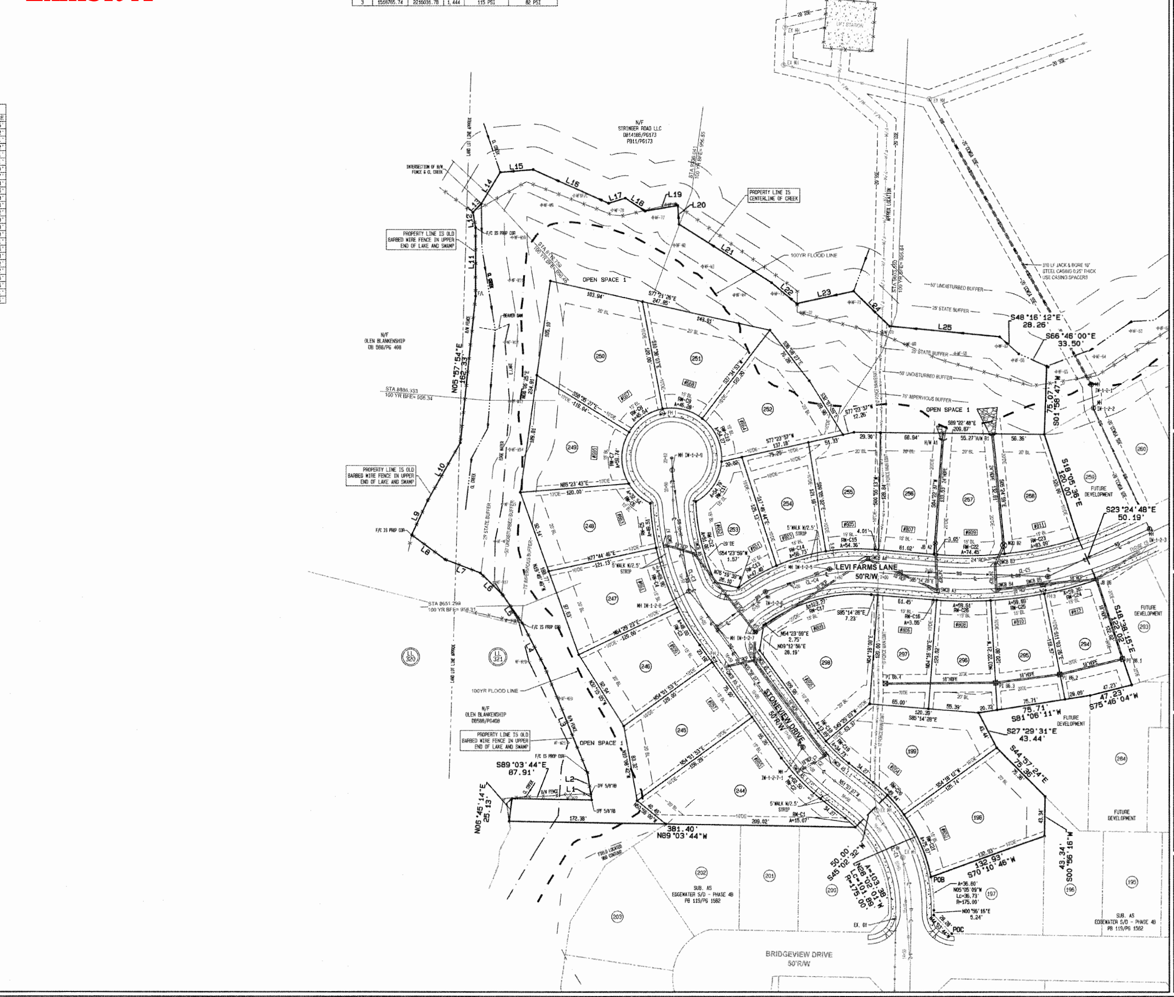
LINE	BEARING	DISTANCE
L1	N08°34'36"W	6.55'
L2	N09°06'21"W	24.12'
L3	N22°01'43"W	123.51'
L4	N27°03'45"W	55.92'
L5	N34°49'13"W	38.11'
L6	N45°30'42"W	34.01'
L7	N69°03'43"W	41.90'
L8	N53°49'40"W	45.37'
L9	N25°03'15"E	41.34'
L10	N29°31'13"E	73.36'
L11	N00°00'17"W	75.03'
L12	N09°48'01"W	17.34'
L13	N44°30'41"E	13.22'
L14	N31°03'10"E	40.28'
L15	N85°03'20"E	36.38'
L16	S65°56'48"E	91.08'
L17	N72°57'34"E	19.31'
L18	S57°03'52"E	26.05'
L19	N80°22'09"E	36.48'
L20	S03°43'43"E	20.62'
L21	S57°48'50"E	120.42'
L22	S50°26'55"E	35.85'
L23	N77°43'28"E	64.25'
L24	S45°43'13"E	55.31'
L25	S84°26'46"E	121.86'

RIGHT-OF-WAY CURVE DATA

LINE	ARC	CHORD BEARING	CHORD	RADIUS
RW-C1	15.07'	S48°25'56"E	15.06'	125.00'
RW-C2	62.50'	S43°55'37"E	62.30'	225.00'
RW-C3	48.00'	S31°08'38"E	47.94'	285.00'
RW-C4	69.96'	S19°17'12"E	69.79'	285.00'
RW-C5	49.51'	S07°16'40"E	49.44'	285.00'
RW-C6	32.54'	S47°46'48"E	32.07'	55.00'
RW-C7	59.74'	S00°17'23"W	56.85'	55.00'
RW-C8	46.04'	S55°23'15"W	44.70'	55.00'
RW-C9	46.28'	N76°31'35"W	44.93'	55.00'
RW-C10	54.27'	N24°09'07"W	52.09'	55.00'
RW-C11	54.79'	N32°39'18"E	52.56'	55.00'
RW-C12	91.06'	N13°30'55"W	90.49'	235.00'
RW-C13	47.40'	S60°26'06"W	47.31'	225.00'
RW-C14	56.73'	S73°41'35"W	56.58'	225.00'
RW-C15	54.36'	S87°50'15"W	54.23'	225.00'
RW-C16	3.55'	S85°28'10"E	3.55'	445.00'
RW-C17	123.27'	N74°34'46"E	120.74'	175.00'
RW-C18	13.89'	N38°14'32"W	13.88'	175.00'
RW-C19	34.73'	N46°12'02"W	34.67'	175.00'
RW-C20	49.44'	N43°47'27"W	49.28'	175.00'
RW-C21	75.07'	N23°24'29"W	74.49'	175.00'
RW-C22	74.45'	S89°21'33"W	74.34'	395.00'
RW-C23	83.09'	S77°55'58"W	82.94'	395.00'
RW-C24	59.30'	N75°07'30"E	59.26'	445.00'
RW-C25	59.69'	N82°47'07"E	59.64'	445.00'
RW-C26	59.61'	S89°32'07"E	59.56'	445.00'

LOT AREA CHART

LOT	AREA (SF)	AC
198	12777	0.29332
199	13409	0.30783
244	14632	0.33590
245	10361	0.23786
246	9716	0.22305
247	9924	0.22782
248	10326	0.23705
249	10190	0.23393
250	15488	0.35556
251	10294	0.23632
252	11704	0.26869
253	7978	0.18315
254	8024	0.18421
255	8700	0.19972
256	8515	0.19548
257	8933	0.20507
258	8786	0.20169
294	8090	0.18572
295	8040	0.18457
296	8220	0.18869
297	7800	0.17906
298	14230	0.32668
OPEN SPACE 1	110274	2.53154



GRID NORTH ~ WEST ZONE

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

CERTIFICATE OF APPROVAL OF WATER & SEWER SYSTEM

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

8-18-2022

CHEROKEE COUNTY WATER & SEWERAGE AUTHORITY — DATE

FINAL PLAT OF
EDGEWATER SUBDIVISION
PHASE 5A
LOCATED IN
LAND LOTS 320 & 321 ~ 15TH DISTRICT ~ 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

GEORGIA REGISTERED LAND SURVEYOR BROCK J. BUCHHOLZ

REVISIONS

NO.	DATE	BY	DESCRIPTION
1.	06/20/22	JJT	ADDRESS CITY COMMENTS.
2.	08/08/22	JJT	ADDRESS CITY COMMENTS

WATTS & BROWNING ENGINEERS, INC.
CIVIL ENGINEERS & LAND SURVEYORS
1349 OLD 41 HWY NW STE 225
MARIETTA, GEORGIA 30060
PHONE: (678) 324-6192
FAX: (770) 694-6870
WWW.WBENGR.COM
LSF000429 - PEF000714

SCALE: 1" = 50'
DATE SURVEYED: 04/11/2022
DATE UPDATED: N/A
SURVEYED BY: MAH
DATE DRAFTED: 04/25/2022
UPDATE DRAFTED: N/A
DRAWN BY: JJT
CHECKED BY: BJB
FIELD BOOK #: 2818
JOB NUMBER: 171106
FOLDER NUMBER: 171106
COGO FILE: N/A
DISC FILE: G:/ENGR/171106/DWG
COUNTY/LL/D/S: CHEROKEE/320/15/2
PLAT FILE: B
SHEET: 3 OF 3

Plat
Recorded 12/1/2022 12:10 PM
Patty Baker
Clerk of Superior Court
Cherokee County, GA
Book 119 Page 2948
Participant IDs: 2967623181

FIRE HYDRANT INFO CHART					
FH	NORTHING	EASTING	GPM	STATIC PRESSURE	RESIDUAL PRESSURE
4	1518856.88	2216256.97	1,454	115 PSI	86 PSI
5	1519249.73	2216561.80	1,501	120 PSI	89 PSI
6	1518968.28	2216530.15	1,404	115 PSI	83 PSI
7	1518722.14	2216531.72	1,343	120 PSI	79 PSI
8	1518663.60	2216165.86	1,482	115 PSI	87 PSI

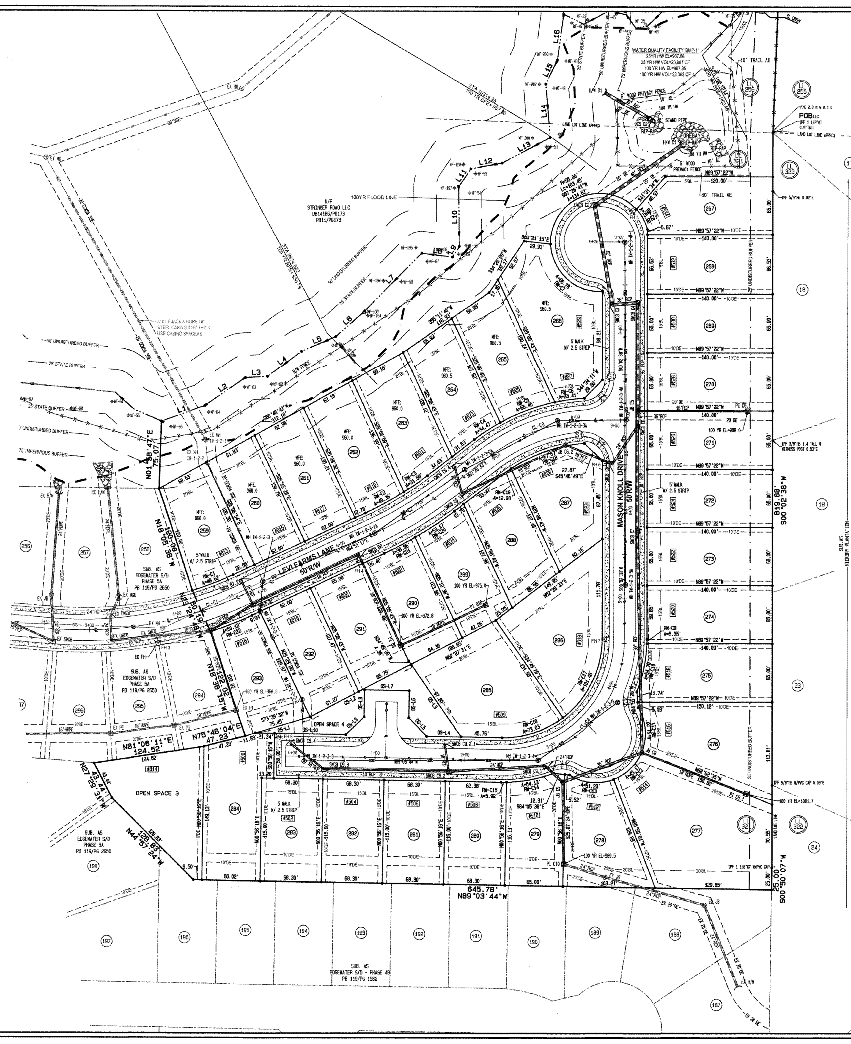
BOUNDARY LINE CHART		
LINE	BEARING	DISTANCE
L1	N69°56'46"E	51.45'
L2	N55°21'49"E	55.24'
L3	N87°01'55"E	24.48'
L4	N53°32'44"E	47.46'
L5	N66°38'24"E	41.59'
L6	N48°48'50"E	43.28'
L7	N44°44'50"E	89.88'
L8	S82°56'54"E	34.50'
L9	N32°44'27"E	14.01'
L10	N00°40'40"W	67.35'
L11	N34°19'20"E	24.36'
L12	N79°30'03"E	35.34'
L13	N61°57'17"E	61.11'
L14	N04°43'40"W	60.42'
L15	N25°56'33"E	29.69'
L16	N07°50'02"E	51.00'
L17	N07°24'33"W	27.69'
L18	N13°24'44"E	20.92'
L19	N15°45'38"W	32.01'
L20	N09°04'14"E	39.30'
L21	N26°36'14"E	36.95'
L22	N04°36'45"E	56.84'
L23	N42°42'24"W	25.36'
L24	N71°56'30"E	51.45'
L25	N51°23'17"W	11.78'
L26	N02°54'31"W	42.88'
L27	N27°11'14"E	22.01'
L28	N00°45'58"W	47.32'
L29	N73°01'46"W	12.73'
L30	N11°44'11"E	49.73'
L31	N38°47'58"E	18.38'
L32	N49°24'35"E	19.19'
L33	N08°29'03"E	18.00'
L34	N39°14'26"W	29.23'
L35	N44°00'40"E	54.11'
L36	N31°25'31"W	33.26'
L37	N21°06'36"E	35.32'
L38	N07°20'15"W	37.20'
L39	N28°39'16"E	19.15'
L40	N78°49'49"E	19.53'
L41	N34°54'15"W	25.00'
L42	N02°09'39"E	61.05'
L43	N28°45'45"E	58.74'
L44	N07°15'44"E	43.33'
L45	N00°01'08"E	31.08'
L46	N14°31'46"W	30.61'

LOT AREA CHART		
LOT	AREA (SF)	AC
259	8370	0.19215
260	7951	0.18254
261	8261	0.18965
262	8469	0.19441
263	8628	0.19806
264	8255	0.18950
265	8772	0.20138
266	12938	0.29702
267	9075	0.20833
268	9314	0.21382
269	9100	0.20891
270	9100	0.20891
271	9100	0.20891
272	9100	0.20891
273	9100	0.20891
274	9100	0.20891
275	9439	0.21669
276	12234	0.28085
277	19308	0.44325
278	9445	0.21682
279	7820	0.17951
280	7855	0.18032
281	7855	0.18031
282	7855	0.18031
283	7855	0.18031
284	10926	0.25083
285	12961	0.29755
286	13056	0.29973
287	9596	0.22029
288	8316	0.19092
289	8215	0.18859
290	8051	0.18482
291	8201	0.18828
292	7931	0.18207
293	8457	0.19414
OPEN SPACE 2	245281	5.63088
OPEN SPACE 3	10595	0.24323
OPEN SPACE 4	5432	0.12471

OPEN SPACE LINE CHART		
LINE	BEARING	DISTANCE
OS-L1	N73°39'32"E	63.63'
OS-L2	N62°31'18"E	127.06'
OS-L3	S34°49'20"E	97.80'
OS-L4	N89°03'44"W	38.50'
OS-L5	N44°03'44"W	28.28'
OS-L6	N00°56'16"E	30.00'
OS-L7	N89°03'44"W	50.00'
OS-L8	S00°56'16"W	30.00'
OS-L9	S45°56'16"W	28.28'
OS-L10	N89°03'44"W	79.82'

RIGHT-OF-WAY CURVE DATA				
LINE	ARC	CHORD BEARING	CHORD	RADIUS
RW-C1	48.62'	S68°22'50"W	48.59'	395.00'
RW-C2	49.36'	S61°05'01"W	49.33'	375.00'
RW-C3	31.66'	S54°53'39"W	31.65'	375.00'
RW-C4	34.47'	S56°51'54"W	34.44'	225.00'
RW-C5	65.45'	S69°35'17"W	65.22'	225.00'
RW-C6	33.41'	S82°10'34"W	33.38'	225.00'
RW-C7	86.78'	S47°52'48"E	78.06'	55.00'
RW-C8	25.90'	N28°56'39"W	25.66'	55.00'
RW-C9	5.35'	N01°00'06"E	5.35'	160.00'
RW-C10	54.70'	N11°45'16"E	54.44'	160.00'
RW-C11	51.22'	N04°43'14"W	49.39'	55.00'
RW-C12	45.17'	N45°28'12"E	43.91'	55.00'
RW-C13	51.23'	S84°18'06"E	49.39'	55.00'
RW-C14	54.13'	N79°07'28"E	53.87'	160.00'
RW-C15	5.92'	N89°52'38"E	5.92'	160.00'
RW-C16	73.03'	S71°55'09"W	71.69'	110.00'
RW-C17	101.48'	S26°28'20"W	97.92'	110.00'
RW-C18	87.57'	N71°03'40"E	86.66'	175.00'
RW-C19	12.98'	N54°36'02"E	12.98'	175.00'
RW-C20	53.17'	N56°03'34"E	53.13'	425.00'
RW-C21	38.66'	N62°14'56"E	38.64'	425.00'
RW-C22	50.12'	N68°04'52"E	50.09'	445.00'

CENTERLINE CURVE DATA				
LINE	ARC	CHORD BEARING	CHORD	RADIUS
CL-C1	219.21'	N79°48'20"E	216.73'	420.00'
CL-C2	86.42'	N58°39'55"E	86.25'	400.00'
CL-C3	131.14'	N71°15'35"E	128.80'	200.00'
CL-C4	214.16'	S45°29'27"W	192.40'	135.00'



GRID NORTH

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

CERTIFICATE OF APPROVAL OF WATER & SEWER SYSTEM

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

CHEROKEE COUNTY WATER & SEWERAGE AUTHORITY — DATE 11-17-2022

FINAL PLAT OF EDGEWATER SUBDIVISION PHASE 5B

LOCATED IN
LAND LOTS 256 & 321 ~ 15TH DISTRICT ~ 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

GEORGIA · BROCK J. BUCHHOLZ

REVISIONS			
NO.	DATE	BY	DESCRIPTION
1.	10/19/22	JJT	ADDRESS CITY COMMENTS.

WATTS & BROWNING ENGINEERS, INC.
CIVIL ENGINEERS & LAND SURVEYORS
1349 OLD 41 HWY NW STE 225
MARIETTA, GEORGIA 30060
PHONE: (678) 324-6192
FAX: (770) 694-6870
WWW.WBENGR.COM
LSF000429 - PEF000714

SCALE:	1" = 50'
DATE SURVEYED:	08/26/2022
DATE UPDATED:	N/A
SURVEYED BY:	MAH
DATE DRAFTED:	09/02/2022
UPDATE DRAFTED:	N/A
DRAWN BY:	JJT
CHECKED BY:	BJB
FIELD BOOK #:	2789, 2818
JOB NUMBER:	171106
FOLDER NUMBER:	171106
COGO FILE:	N/A
DISC FILE:	G: /ENGR/171106/DWG
COUNTY/LL/D/S:	CHEROKEE/256/15/2
PLAT FILE:	B
SHEET:	3 OF 4

Plat
Recorded 12/1/2022 12:10 PM
Patty Baker
Clerk of Superior Court
Cherokee County, GA
Book 119 Page 2949
Participant IDs: 2967623181

BOUNDARY LINE CHART		
LINE	BEARING	DISTANCE
L1	N69°56'46"E	51.45'
L2	N55°21'49"E	55.24'
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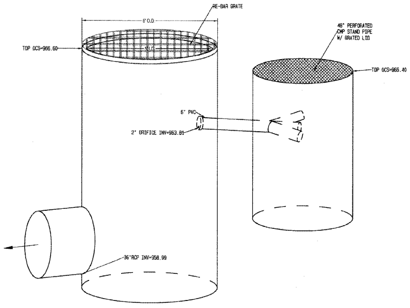
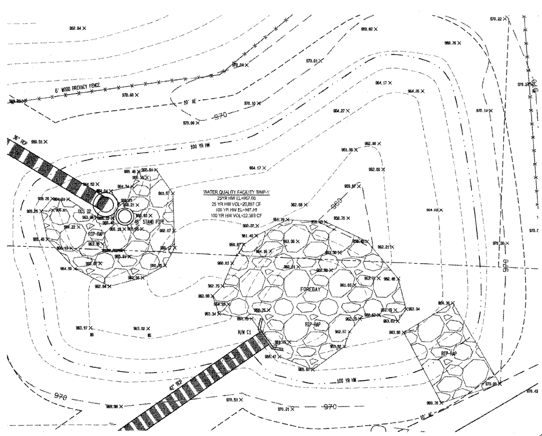


OCS DETAIL
N.T.S.



WATER QUALITY FACILITY DETAIL
1" = 10'

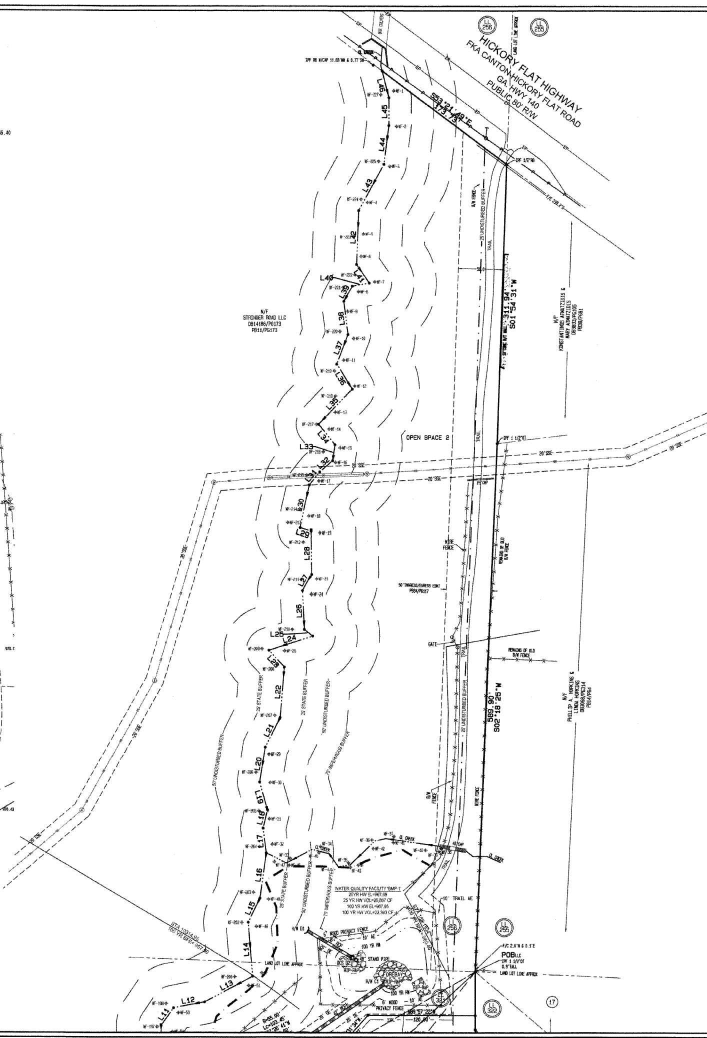
GRID NORTH

GRAPHIC SCALE
50 0 50 100
(IN FEET)
1 inch = 50 ft.

CERTIFICATE OF APPROVAL OF WATER & SEWER SYSTEM

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY "PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY HAVING BEEN FULFILLED, THIS FINAL PLAT IS APPROVED FOR RECORDING.

CHEROKEE COUNTY WATER & SEWERAGE AUTHORITY — DATE 11-17-2022



FINAL PLAT OF
EDGEWATER SUBDIVISION
PHASE 5B
LOCATED IN
LAND LOTS 256 & 321 ~ 15TH DISTRICT ~ 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

GEORGIA REGISTERED LAND SURVEYOR BROCK J. BUCHHOLZ

REVISIONS			
NO.	DATE	BY	DESCRIPTION
1.	10/19/22	JJT	ADDRESS CITY COMMENTS.

WATTS & BROWNING ENGINEERS, INC.
CIVIL ENGINEERS & LAND SURVEYORS
1349 OLD 41 HWY NW STE 225
MARIETTA, GEORGIA 30060
PHONE: (678) 324-6192
FAX: (770) 694-6870
WWW.WBENGR.COM
LSF000429 - PEF000714

SCALE:	1" = 50'
DATE SURVEYED:	08/26/2022
DATE UPDATED:	N/A
SURVEYED BY:	MAH
DATE DRAFTED:	09/02/2022
UPDATE DRAFTED:	N/A
DRAWN BY:	JJT
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FIELD BOOK #:	2789, 2818
JOB NUMBER:	171106
FOLDER NUMBER:	171106
COGO FILE:	N/A
DISC FILE:	G:/ENGR/171106/DWG
COUNTY/LL/D/S:	CHEROKEE/256/15/2
PLAT FILE:	B
SHEET:	4 OF 4

ITEM REPORT

AGENDA ITEM NUMBER: X.F.

FROM: Robert H. Logan, City Manager

MEETING DATE: November 6, 2025

AGENDA ITEM: Resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance and Improvement Grant (LMIG) application for the fiscal year 2026.

EXECUTIVE SUMMARY:

The City of Holly Springs has compiled a list of streets to be resurfaced and repaired in the 2026 LMIG Project. The proposed streets are Stringer Road from Hickory Road to the city limits and Sixes Road from Marble Quarry Road to Toonigh Creek. The estimated project costs from the City Engineer are $328,692. The project will be funded with LMIG funds from the Georgia Department of Transportation (GDOT) and Special Purpose Local Option Sales Tax (SPLOST). GDOT requires a 30% local match to be eligible for LMIG funds. The City of Holly Springs is eligible for LMIG funds in the amount of $237,675.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

SPLOST
Other

FISCAL IMPACT:

$328,692.

ATTACHMENTS:

1. 2026 LMIG Project List
2. 2026 LMIG Resolution 1

RECOMMENDATION:

The staff recommendation is approval of the LMIG resolution.

CONCURRENCES:

Finance and Administration

2026 LMIG PROJECT REPORT
COUNTY/CITY: **CITY OF HOLLY SPRINGS**

ROAD NAME	BEGINNING	ENDING	LENGTH (MILES)	DESCRIPTION OF WORK	PROJECT COST	PROJECT LET DATE
Sixes Raod	Marble Quarry Rd	Toonigh Creek		Patching	$ 12,284.00	Summer 2026
Stringer Raod	Hickory Rd	City Limits	0.51	Patching, Resurfacing, Striping	$ 316,408.17	Summer 2026
		Totals	**0.51**		**$ 328,692**	

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLLY SPRINGS AUTHORIZING THE SUBMITTAL OF THE GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG) APPLICATION FOR THE FISCAL YEAR 2026; AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ACT IN ALL MATTERS PERTAINING TO THE CITY OF HOLLY SPRINGS' ACCEPTANCE AND PARTICIPATION IN THE GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE & IMPROVEMENT GRANT (LMIG)

WHEREAS, the Georgia Department of Transportation administers the Local Maintenance & Improvement Grant (LMIG) for various activities and projects related to roadway improvements; and

WHEREAS, the annual LMIG allocation is based on the total centerline road miles for each local road system and the total population of each city as compared with the total statewide centerline road miles and total statewide population; and

WHEREAS, the Georgia Department of Transportation uses current mileage numbers that are reported to the Office of Data Transportation by the City of Holly Springs; and

WHEREAS, a 30% match is required to obtain LMIG funds as stated in the Transportation Investment Act (TIA); and

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOLLY SPRINGS, GEORGIA, that

1. The City of Holly Springs is hereby authorized to prepare and submit a Local Maintenance & Improvement Grant (LMIG) application to the Georgia Department of Transportation;

2. The Mayor and City Council authorize the City Manager or his designee to act in all matters in connection with this application and the City of Holly Springs' acceptance and participation in the Local Maintenance & Improvement Grant (LMIG) Program through the Georgia Department of Transportation;

3. The City of Holly Springs' officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.

This Resolution is adopted this 6th day of November 2025.

Attest: ____________________________

Ryan P. Shirley, Mayor

____

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: X.G.

FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: November 6, 2025

AGENDA ITEM: Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Insurance effective January 1, 2026 with Cigna Healthcare for the medical, dental, and vision coverage.

EXECUTIVE SUMMARY:

The current health insurance policy is set to expire on December 31, 2025. Negotiations with Cigna resulted in a 22.5% increase over the current rates on the medical premiums, with no changes to the plan.

For the dental renewal, Cigna issued an 8.8% increase over the current rates, also with no changes to the plan.

The vision plan is currently under a rate guarantee, so there will be no rate increase or changes to the plan.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Approximately $1,507,368 for medical and approximately $48,148 for dental.

ATTACHMENTS:

1. Health Insurance Renewal Resolution

RECOMMENDATION:

The staff recommendation is approval of the renewal of the Health Insurance effective January 1, 2026 with Cigna Healthcare for the medical, dental, and vision coverage.

CONCURRENCES:

Finance and Administration

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE RENEWAL OF HEALTH INSURANCE EFFECTIVE JANUARY 1, 2026 WITH CIGNA HEALTHCARE FOR THE MEDICAL, DENTAL AND VISION COVERAGE

WHEREAS, the City Council of the City of Holly Springs desires to renew its health insurance coverage with Cigna Healthcare for the medical, dental, and vision plans for the plan year starting January 1, 2026, and ending December 31, 2026;

WHEREAS, it is the desire of the City Council to renew the Cigna Open Access Plus Plan OAP Base plan as the base medical plan;

WHEREAS, it is the desire of the City Council to renew the Cigna Open Access Plus Plan OAP Buy-Up plan as the buy-up option;

WHEREAS, it is the desire of the City Council to renew the Cigna Q5 DPPO $1000/Ortho plan as the dental plan;

WHEREAS, it is the desire of the City Council to renew the Cigna C1-Standard PPO Comprehensive Plan as the vision plan;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Holly Springs, Georgia, to:

1. Renew with Cigna Healthcare for the medical, dental, and vision coverage for Plan Year January 1, 2026, through December 31, 2026.

2. Renew the Cigna Open Access Plus Plan OAP Base plan as the base plan.

3. Renew the Cigna Open Access Plus Plan OAP Buy-Up plan as the buy-up option plan.

4. Renew the Cigna Q5 DPPO $1000/Ortho plan as the dental plan.

5. Renew the Cigna C1-Standard PPO Comprehensive Plan as the vision plan.

6. Authorize the Assistant City Manager/City Clerk to execute the necessary documents pertaining to these matters.

This Resolution is adopted on this 6th day of November 2025.

CITY OF HOLLY SPRINGS

____
Ryan P. Shirley, Mayor

Attest:

____
Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: X.H.

FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: November 6, 2025

AGENDA ITEM: Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Supplemental Insurance effective January 1, 2026 with The Standard Insurance Company for Basic Life and Accidental Death & Dismemberment (AD&D) Insurance, voluntary life insurance, short-term disability, long-term disability, voluntary accident insurance, and voluntary critical illness insurance plans.

EXECUTIVE SUMMARY:

The current supplemental insurance plans are set to expire on December 31, 2025. These lines of coverage are under a rate guarantee, so there are no rate increases or plan changes.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Approximately $40,150 for the Long-Term Disability and approximately $10,000 for the Basic Life and Accidental Death & Dismemberment (AD&D) Insurance.

ATTACHMENTS:

1. Supplemental Insurance Renewal Resolution

RECOMMENDATION:

The staff recommendation is approval of the renewal of the Supplemental Insurance with

The Standard Insurance Company.

CONCURRENCES:

Finance and Administration

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE RENEWAL OF SUPPLEMENTAL INSURANCE EFFECTIVE JANUARY 1, 2026 WITH THE STANDARD INSURANCE COMPANY FOR THE BASIC LIFE AND ACCIDENTAL DEALTH & DISMEMBERMENT (AD&D) INSURANCE, VOLUNTARY LIFE INSURANCE, SHORT-TERM DISABILITY, LONG-TERM DISABILITY, VOLUNTARY ACCIDENT INSURANCE, AND VOLUNTARY CRITICAL ILLNESS INSURANCE.

WHEREAS, the City Council of the City of Holly Springs desires to renew its insurance coverage with The Standard Insurance Company for the Basic Life and Accidental Death & Dismemberment (AD&D) Insurance, voluntary life insurance, short-term disability, long-term disability, voluntary accident insurance, and voluntary critical illness insurance plans for the plan year starting January 1, 2026, and ending December 31, 2026;

WHEREAS, it is the desire of the City Council to renew the Basic Life and AD&D Insurance plan;

WHEREAS, it is the desire of the City Council to renew the Voluntary Life Insurance plan;

WHEREAS, it is the desire of the City Council to renew the Short-Term Disability and Long-Term Disability plans;

WHEREAS, it is the desire of the City Council to renew the Voluntary Accident Insurance plan;

WHEREAS, it is the desire of the City Council to renew the Voluntary Critical Illness Insurance plan;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Holly Springs, Georgia, to:

1. Renew with The Standard Insurance Company for the Basic Life and Accidental Death & Dismemberment (AD&D) Insurance, voluntary life insurance, short-term disability, long-term disability, voluntary accident insurance, and voluntary critical illness insurance plans for the plan year starting January 1, 2026, and ending December 31, 2026.

2. Renew the Basic Life and AD&D Insurance plan.

3. Renew the Voluntary Life Insurance plan.

4. Renew the Short-Term Disability and Long-Term Disability plans.

5. Renew the Voluntary Accident Insurance plan.

6. Renew the Voluntary Critical Illness Insurance plan

7. Authorize the Assistant City Manager/City Clerk to execute the necessary documents pertaining to these matters.

This Resolution is adopted on this 6th day of November 2025.

CITY OF HOLLY SPRINGS

____
Ryan P. Shirley, Mayor

Attest:

____
Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: X.I.

FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: November 6, 2025

AGENDA ITEM: Resolution of the City of Holly Springs, Georgia, authorizing the renewal of the coverage effective January 1, 2026, with Medcom for the Health Reimbursement Arrangement (HRA), Medical Flexible Spending Account (FSA), and the COBRA administration.

EXECUTIVE SUMMARY:

The current coverage is set to expire on December 31, 2025. These lines of coverage are under a rate guarantee, so there are no rate increases or plan changes.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Approximately $3,150.

ATTACHMENTS:

1. Medcom Renewal Resolution

RECOMMENDATION:

The staff recommendation is approval of the renewal of the insurance with Medcom.

CONCURRENCES:

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE RENEWAL OF THE COVERAGE EFFECTIVE JANUARY 1, 2026 WITH MEDCOM FOR THE HEALTH REIMBURSEMENT ARRANGEMENT (HRA); MEDICAL FLEXIBLE SPENDING ACCOUNT; THE COBRA ADMINISTRATION CONTRACT.

WHEREAS, the City Council of the City of Holly Springs desires to renew its coverage with Medcom for the Health Reimbursement Arrangement (HRA), the Flexible Spending Account (FSA) and the COBRA administration contract for the plan year starting January 1, 2026, and ending December 31, 2026;

WHEREAS, it is the desire of the City Council to renew the Health Reimbursement Arrangement (HRA) to reimburse the last $250 of the eligible participant's deductible;

WHEREAS, it is the desire of the City Council to renew the Medical Flexible Spending Account (FSA) and to allow eligible participants to set aside up to the annual maximum of $3,400 and to carry over up to $680;

WHEREAS, it is the desire of the City Council to renew the COBRA administration contract.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Holly Springs, Georgia, to:

1. Renew with Medcom for the Health Reimbursement Arrangement (HRA), the Flexible Spending Account (FSA) and the COBRA administration contract for the plan year starting January 1, 2026, and ending December 31, 2026.

2. Renew the Health Reimbursement Arrangement (HRA) to reimburse the last $250 of the eligible participant's deductible.

3. Renew the Medical Flexible Spending Account (FSA) and allow participants to set aside up to the annual maximum of $3,400 and to carry over up to $680.

4. Renew the COBRA administration contract.

5. Authorize the Assistant City Manager/City Clerk to execute the necessary documents pertaining to these matters.

This Resolution is adopted on this 6th day of November 2025.

CITY OF HOLLY SPRINGS

____
Ryan P. Shirley, Mayor

Attest:

____
Karen Norred, City Clerk
(Seal)

FINANCIAL HIGHLIGHTS
As of September 30, 2025

Budget Summary
75% of year lapsed

	2024 Year End (audited)	2025 Budget	2025 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	15,103,770	16,500,000	4,259,348	25.81%
American Rescue Plan (ARP) Act of 2021	323,192	1,920,000	22,218	1.16%
Operating Grant Fund	107,492	70,000	68,063	97.23%
Parks & Recreation Fund	492,625	470,250	362,649	77.12%
Tax Allocation District	564,478	654,475	155,236	23.72%
Hotel/Motel Tax Fund	6,582	6,000	4,495	74.91%
SPLOST III Fund	-	-	-	0.00%
SPLOST V Fund	4,689,516	-	-	0.00%
SPLOST VI Fund	3,478,548	7,500,000	4,922,809	65.64%
Town Center Fund	7,646,132	8,000,000	919,113	11.49%
Urban Redevelopment Agency	546,811	7,500,000	20,581,969	274.43%
Debt Service Fund	2,027,350	3,789,395	2,306,389	60.86%
Stormwater Utility Fund	4,516,289	610,000	58,025	9.51%
TOTAL REVENUES - ALL FUNDS	**$ 39,502,785**	**$ 47,020,120**	**$ 33,660,314**	**71.59%**

	2024 Year End (audited)	2025 Budget	2025 Year to Date	% Annual Budget
EXPENDITURES/EXPENSES BY FUND				
General Fund	18,923,939	16,500,000	11,095,953	67.25%
American Rescue Plan (ARP) Act of 2021	243,643	1,920,000	1,961,479	102.16%
Operating Grant Fund	107,493	70,000	83,472	119.25%
Parks & Recreation Fund	1,002,706	470,250	448,034	95.28%
Tax Allocation District	604,532	654,475	601,766	91.95%
Hotel/Motel Tax Fund	4,050	6,000	6,695	111.58%
SPLOST III Fund	-	-	-	0.00%
SPLOST V Fund	5,567,456	-	-	0.00%
SPLOST VI Fund	3,112,140	7,500,000	2,999,365	39.99%
Town Center Fund	7,036,797	8,000,000	916,817	11.46%
Urban Redevelopment Agency	7,046,132	7,500,000	1,290,257	17.20%
Debt Service Fund	3,827,885	3,789,395	2,307,007	60.88%
Stormwater Utility Fund	346,648	610,000	136,631	22.40%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	**$ 47,823,421**	**$ 47,020,120**	**$ 21,847,476**	**46.46%**

Comparison to Prior Year

75% of year lapsed

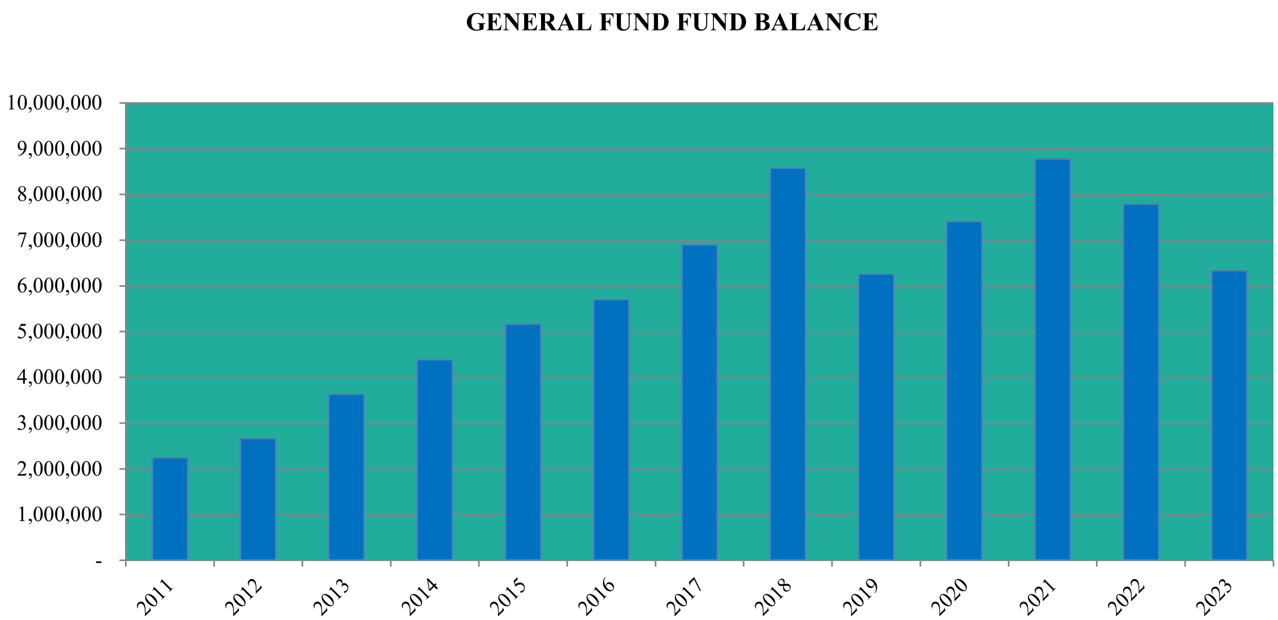
	09/30/2024 Actual (audited)	2024 Budget	% of Annual Amended Budget	09/30/2025 Actual	2025 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	5,209,064	19,125,000	27.24%	4,259,348	16,500,000	25.81%
American Rescue Plan (ARP) Act of 2021	61,479	2,000,000	3.07%	22,218	1,920,000	1.16%
Operating Grant Fund	70,776	107,500	65.84%	68,063	70,000	97.23%
Parks & Recreation Fund	361,878	1,005,000	36.01%	362,649	470,250	77.12%
Tax Allocation District	76,706	605,115	12.68%	155,236	654,475	23.72%
Hotel/Motel Tax Fund	4,993	6,000	83.21%	4,495	6,000	74.91%
SPLOST V Fund	4,297,625	5,600,000	76.74%	-	-	0.00%
SPLOST VI Fund	312,409	3,485,000	0.00%	4,922,809	7,500,000	65.64%
Town Center Fund	4,800,159	7,700,000	62.34%	919,113	8,000,000	11.49%
Urban Redevelopment Agency	444,898	7,100,000	6.27%	20,581,969	7,500,000	274.43%
Debt Service Fund	561,755	3,850,000	14.59%	2,306,389	3,789,395	60.86%
Stormwater Utility Fund	53,379	610,000	8.75%	58,025	610,000	9.51%
TOTAL REVENUES - ALL FUNDS	**$ 16,255,121**	**$ 51,193,615**	**31.75%**	**$ 33,660,314**	**$ 47,020,120**	**71.59%**
EXPENDITURES/EXPENSES BY FUND						
General Fund	12,076,587	19,125,000	63.15%	11,095,953	16,500,000	67.25%
American Rescue Plan (ARP) Act of 2021	243,643	2,000,000	12.18%	1,961,479	1,920,000	102.16%
Operating Grant Fund	83,328	107,500	77.51%	83,472	70,000	119.25%
Parks & Recreation Fund	952,410	1,005,000	94.77%	448,034	470,250	95.28%
Tax Allocation District	330,593	605,115	0.00%	601,766	654,475	91.95%
Hotel/Motel Tax Fund	3,050	6,000	50.83%	6,695	6,000	111.58%
SPLOST V Fund	4,797,232	5,600,000	85.66%	-	-	0.00%
SPLOST VI Fund	17,188	3,485,000	0.00%	2,999,365	7,500,000	39.99%
Town Center Fund	5,172,393	7,700,000	67.17%	916,817	8,000,000	11.46%
Urban Redevelopment Agency	4,800,159	7,100,000	67.61%	1,290,257	7,500,000	17.20%
Debt Service Fund	2,362,290	3,850,000	61.36%	2,307,007	3,789,395	60.88%
Stormwater Utility Fund	127,576	610,000	20.91%	136,631	610,000	22.40%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	**$ 30,966,448**	**$ 51,193,615**	**60.49%**	**$ 21,847,476**	**$ 47,020,120**	**46.46%**

Changes in Fund Balance/Net Position
As of September 30, 2025

Unaudited

Fund	Balance as of 1/1/2025 (audited)	Revenues	Expenditures/ Expenses	Balance as of 9/30/2025	Net Increase/ (Decrease)
General Fund	6,332,250	4,259,348	11,095,953	(504,355)	(6,836,605)
American Rescue Plan (ARP) Act of 2021	79,550	22,218	1,961,479	(1,859,711)	(1,939,261)
Operating Grant Fund	37,372	68,063	83,472	21,963	(15,409)
Parks & Recreation Fund	245,602	362,649	448,034	160,217	(85,385)
Tax Allocation District	527,925	155,236	601,766	81,395	(446,530)
Hotel/ Motel Tax Fund	8,908	4,495	6,695	6,708	(2,200)
SPLOST VI Fund	366,408	4,922,809	2,999,365	2,289,852	1,923,444
Town Center Fund	(52,782)	919,113	916,817	(50,486)	2,296
Urban Redevelopment Agency	7,966,935	20,581,969	1,290,257	27,258,647	19,291,712
Debt Service Fund	43,280	2,306,389	2,307,007	42,662	(618)
Stormwater Utility Fund	12,461,243	58,025	136,631	12,382,637	(78,606)
	$ 28,016,691	**$ 33,660,314**	**$ 21,847,476**	**$ 39,829,528**	**$ 11,812,837**

General Fund - History of Fund Balance

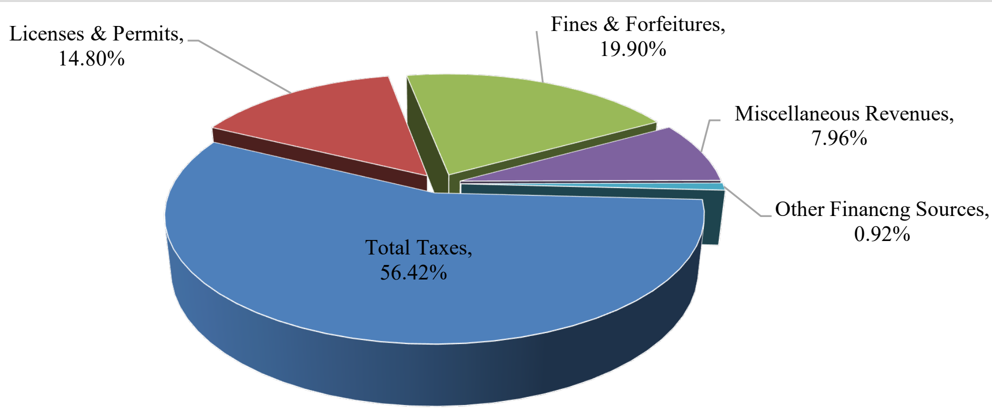


Budget Comparison Report - General Fund

75% of year lapsed

REVENUES	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Property Taxes	17,517	8,290,991	648,649	7.82%
Motor Vehicle Taxes	1,117	25,000	18,922	75.69%
Motor Vehicle Title Ad Valorem Tax	71,164	850,000	679,153	79.90%
Mobile Home Tax	-	75	58	77.11%
Recording Intangible Taxes	5,922	65,000	48,420	74.49%
Penalties & Interest	11,083	10,000	28,323	283.23%
Fifa Fees	480	2,000	2,700	135.00%
Franchise Tax	-	625,000	801,773	128.28%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	2,291	10,000	21,050	210.50%
Business & Occupation Tax	1,858	150,000	149,689	99.79%
Financial Institutions Tax	-	4,000	4,245	106.13%
Insurance Premium Tax	-	1,500,000	-	0.00%
Total Taxes	111,430	11,992,716	2,402,981	20.04%
Licenses & Permits	28,548	595,525	630,262	105.83%
Fines & Forfeitures	66,850	738,425	847,572	114.78%
Miscellaneous Revenues	15,804	117,284	74,739	63.72%
Interest Income	33,486	150,250	264,484	176.03%
Proceeds from the Sale of Assets	-	50,000	39,300	78.60%
Inception of Lease Liability	-	400,000	-	0.00%
Donation from Private Sources	-	250	-	0.00%
Fund Balance	-	2,455,550	-	0.00%
TOTAL GENERAL FUND REVENUES	**$ 256,118**	**$ 16,500,000**	**$ 4,259,348**	**25.81%**

Revenues by Source

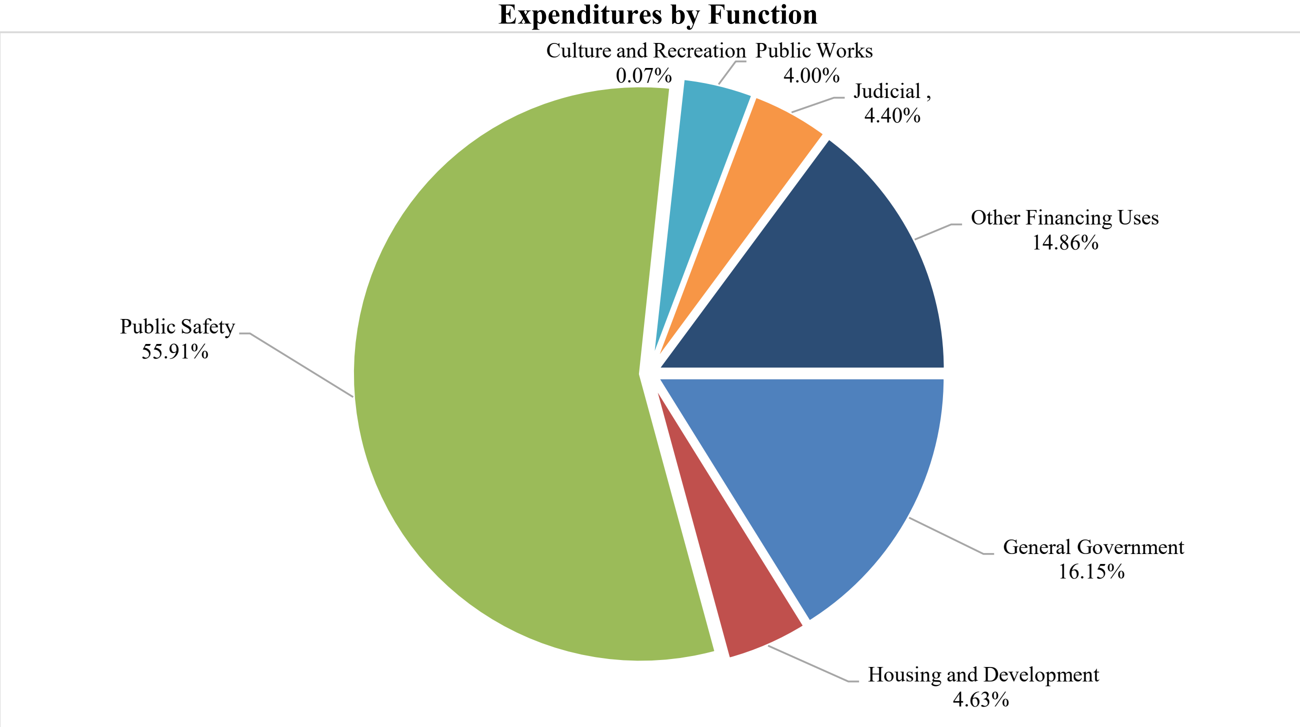


Budget Comparison Report - General Fund

75% of year lapsed

EXPENDITURES	**September 2025 Transactions**	**2025 Budget**	**YTD Transactions**	**% of Annual Budget**
General Government	155,749	2,621,631	1,791,621	68.34%
Housing and Development	48,292	671,081	513,222	76.48%
Public Safety	407,571	8,656,881	6,203,494	71.66%
Culture and Recreation	150	44,000	7,560	17.18%
Public Works	46,283	701,189	443,322	63.22%
Judicial	63,956	594,050	488,370	82.21%
Other Financing Uses	39,425	3,211,167	1,648,364	51.33%
TOTAL GENERAL FUND EXPENDITURES	**$ 761,425**	**$ 16,500,000**	**$ 11,095,953**	**67.25%**

Expenditures by Function



Budget Comparison Report - All Funds
75% of year lapsed

Unaudited

	2024 Year End Actuals	2025 Budget	Year to Date	% 2025 Annual Budget
GENERAL FUND				
Revenues:	15,103,770	16,500,000	4,259,348	25.81%
Expenditures:	18,923,939	16,500,000	11,095,953	67.25%
Excess Revenues over (under) Expenditures	**(3,820,169)**	**-**	**(6,836,605)**	
AMERICAN RESCUE PLAN (ARP) ACT OF 2021				
Revenues:	323,192	1,920,000	22,218	1.16%
Expenditures:	243,643	1,920,000	1,961,479	102.16%
Excess Revenues over (under) Expenditures	**79,549**	**-**	**(1,939,261)**	
OPERATING GRANT FUND				
Revenues:	107,492	70,000	68,063	97.23%
Expenditures:	107,493	70,000	83,472	119.25%
Excess Revenues over (under) Expenditures	**(1)**	**-**	**(15,409)**	
PARKS & RECREATION FUND				
Revenues:	492,625	470,250	362,649	77.12%
Expenditures:	1,002,706	470,250	448,034	95.28%
Excess Revenues over (under) Expenditures	**(510,081)**	**-**	**(85,385)**	
TAX ALLOCATION DISTRICT				
Revenues:	564,478	654,475	155,236	23.72%
Expenditures:	604,532	654,475	601,766	91.95%
Excess Revenues over (under) Expenditures	**(40,054)**	**-**	**(446,530)**	

Budget Comparison Report - All Funds
75% of year lapsed

Unaudited

	2024 Year End Actuals	2025 Budget	Year to Date	% 2025 Annual Budget
HOTEL/MOTEL TAX FUND				
Revenues:	6,582	6,000	4,495	74.91%
Expenditures:	4,050	6,000	6,695	111.58%
Excess Revenues over (under) Expenditures	**2,532**	**-**	**(2,200)**	
URBAN REDEVELOPMENT AGENCY				
Revenues:	546,811	7,500,000	20,581,969	274.43%
Expenditures:	7,046,132	7,500,000	1,290,257	17.20%
Excess Revenues over (under) Expenditures	**(6,499,321)**	**-**	**19,291,712**	
SPLOST VI FUND				
Revenues:	3,478,548	7,500,000	4,922,809	65.64%
Expenditures:	3,112,140	7,500,000	2,999,365	39.99%
Excess Revenues over (under) Expenditures	**366,408**	**-**	**1,923,444**	
TOWN CENTER FUND				
Revenues:	7,646,132	8,000,000	919,113	11.49%
Expenditures:	7,036,797	8,000,000	916,817	11.46%
Excess Revenues over (under) Expenditures	**609,335**	**-**	**2,296**	
DEBT SERVICE FUND				
Revenues:	2,027,350	3,789,395	2,306,389	60.86%
Expenditures:	3,827,885	3,789,395	2,307,007	60.88%
Excess Revenues over (under) Expenditures	**(1,800,535)**	**-**	**(618)**	
STORMWATER UTILITY FUND				
Revenues:	4,516,289	610,000	58,025	9.51%
Expenses:	346,648	610,000	136,631	22.40%
Excess Revenues over (under) Expenses	**4,169,641**	**-**	**(78,606)**	

Investments
As of September 30, 2025

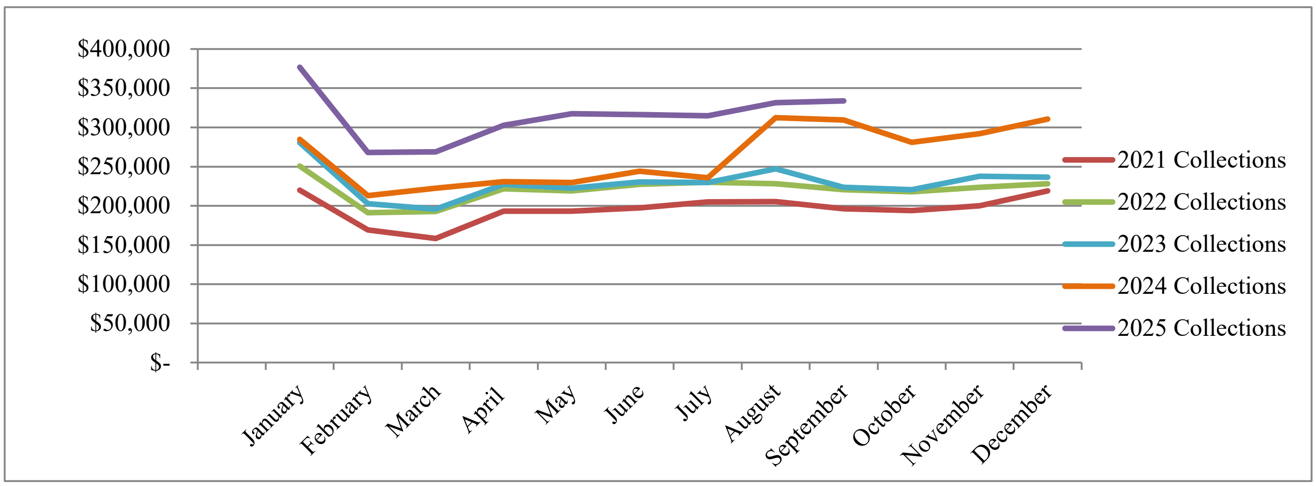
South State Bank		
Downtown Development Authority - CD 4.25%		108,786
Subtotal South State Bank	**$**	**108,786**
Goldman Sachs Autocallable GS Momentum Builder		242,000
Certificate of Deposit - CD 4.25% Maturity Date - 2/22/2026		336,127
Certificate of Deposit - CD 4.25% Maturity Date - 2/28/2026		279,086
Certificate of Deposit - CD 4.25% Maturity Date - 2/24/2026		560,324
Certificate of Deposit - CD 4.25% Maturity Date - 2/24/2026		563,485
Certificate of Deposit - CD 4.25% Maturity Date - 2/24/2026		275,549
Certificate of Deposit - CD 4.25% Maturity Date - 2/28/2026		277,880
Certificate of Deposit - CD 4.25% Maturity Date - 2/28/2026		83,494
Certificate of Deposit - CD 4.25% Maturity Date - 2/28/2026		1,090,193
Certificate of Deposit - CD 4.25% Maturity Date - 3/7/2026		618,375
Subtotal South State Investment Services	**$**	**4,326,512**
Total Investments	**$**	**4,435,298**

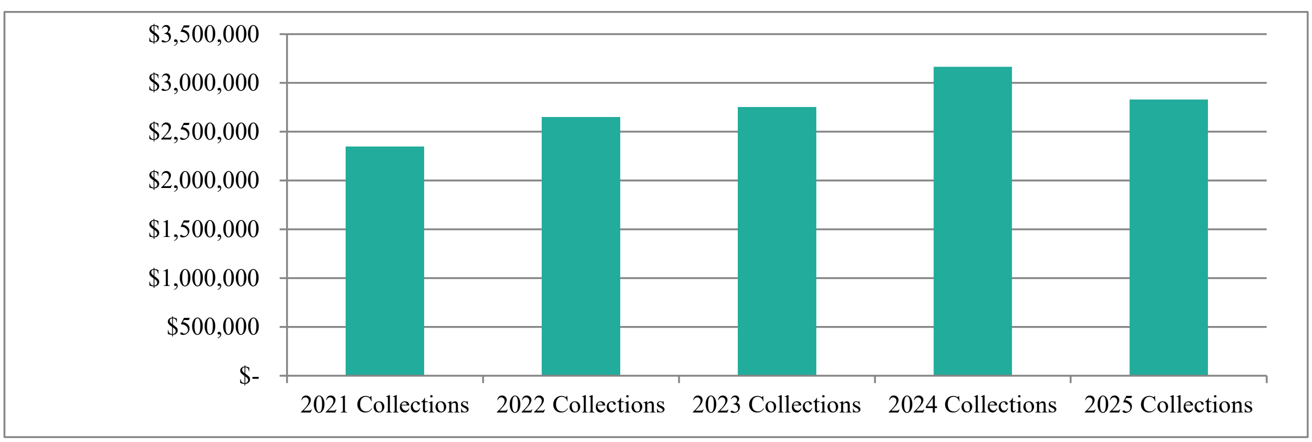
Cash
As of September 30, 2025

South State Bank		
General Fund		657,036
Municipal Court Fund		124,698
Police Forfeiture Account		1,246
Police Seized Asset Account		26
Money Market Account		1,666,462
Main Street Board		43,304
Tree Replacement Fund		42,376
American Rescue Plan (ARP) Act of 2021		-
Operating Grant Fund		7,001
Parks & Recreation Fund		131,197
Tax Allocation District (TAD)		2,400
Hotel Motel Tax Fund		6,221
SPLOST VI		654,034
Town Center Fund		44,600
Debt Service Fund		42,662
Downtown Development Authority - Checking		5,080
Stormwater Utility Fund		92,170
Subtotal South State Bank	**$**	**3,520,515**
South State Investment Services		
Budget Stabilization Cash Account		91
Subtotal South State Investment Services	**$**	**91**
Total Cash	**$**	**3,520,606**

Special Purpose Local Option Sales Tax Collections
As of September 30, 2025

	2021 Collections	2022 Collections	2023 Collections	2024 Collections	2025 Collections	% Change from Prior Year
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	316,327	29.68%
July	204,832	229,938	229,808	235,599	314,915	33.67%
August	205,351	228,172	247,254	312,409	331,501	6.11%
September	196,323	220,495	223,389	309,613	333,791	7.81%
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**	**$ 2,830,163**	





Downtown Development Authority

As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Revenues				
Interest Revenue	1,707.35	-	8,619.20	100%
Miscellaneous Revenue	-	6,500	-	0.00%
Proceeds from Sale of Property	-	500,000	282,462	56.49%
TOTAL REVENUES	**$ 1,707.35**	**$506,500**	**$ 291,081**	**57.47%**
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 September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	17,517	8,290,991	565,684	6.82%
Real Property Tax - Public Utility	-	40,000	29,215	73.04%
Personal Property Tax	-	125,000	53,749	43.00%
Motor Vehicle Tax	1,117	25,000	14,877	59.51%
Motor Vehicle Title Ad Valorem Tax	71,164	850,000	679,153	79.90%
Apportioned Vehicles (AAVT)	-	4,500	4,045	89.89%
Mobile Home Tax	-	75	58	77.11%
Intangible Tax	5,922	65,000	48,420	74.49%
Railroad Equipment Car Tax	-	650	-	0.00%
Real Estate Transfer Tax	2,291	10,000	21,050	210.50%
Franchise Tax - Electric	-	625,000	645,822	103.33%
Franchise Tax - Gas	-	110,000	62,618	56.93%
Franchise Tax - Cable	-	175,000	90,067	51.47%
Franchise Tax - Telephone	-	5,500	3,266	59.38%
Business & Occupational Tax	1,858	150,000	149,689	99.79%
Insurance Premium Tax	-	1,500,000	-	0.00%
Financial Institutions Tax	-	4,000	4,245	106.13%
Penalties & Interest	11,083	10,000	28,323	283.23%
FiFa Fees	480	2,000	2,700	135.00%
Total Taxes	**111,430**	**11,992,716**	**2,402,981**	**20.04%**
Alcoholic Beverage Licenses	-	75,000	7,000	9.33%
Alcohol Pouring Permit	420	5,000	4,220	84.40%
Zoning and Land Use Permits	3,560	10,000	9,295	92.95%
Planning and Development Fees	568	5,000	7,093	141.87%
Sign Permit Fees	250	1,500	2,490	166.00%
Special Event Permits	-	250	-	0.00%
Vacant Lot Registration	-	25	-	0.00%
Personal Transportation Veh Permit	-	50	10	20.00%
Other Licenses and Permits	525	2,500	1,345	53.80%
Building Permit Revenue	9,986	350,000	397,526	113.58%
Certificate of Occupancy Fees	1,500	50,000	64,000	128.00%
Building Permit - Reinspection Fees	-	5,000	150	3.00%
Building Permit-Sub Fee	1,520	30,000	31,432	104.77%
Occupational Tax Late Fees	-	1,200	281	23.39%
Plan Review Fees	10,218	60,000	105,419	175.70%
Total Licenses and Permits	**28,548**	**595,525**	**630,262**	**105.83%**
Municipal Court Fines	66,725	700,000	846,497	120.93%
Cash confiscations-Forfeitures	-	150	-	0.00%
Proceeds From Sale of Confiscations	125	500	125	25.00%
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	-	30,000	950	3.17%
Other Forfeitures	-	250	-	0.00%
Total Fines and Forfeitures	**66,850**	**738,425**	**847,572**	**114.78%**

GENERAL FUND REVENUE DETAIL

As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Grant Revenue	-	500	881	176.15%
Probation Fees	1,836	30,000	21,636	72.12%
Election and Qualifying Fees	-	-	-	100%
Printing and Duplicating Service Fees	567	250	2,352	940.62%
Advertising Fees	900	750	900	120.00%
Accident/Incident Reports	-	2,000	2,230	111.50%
Wrecker Service Contract	-	20,000	20,000	100.00%
Background Checks	75	1,000	745	74.50%
Bad Check Fees	-	50	100	200.00%
Miscellaneous Revenue	4,950	47,734	11,602	24.30%
Rents and Royalties	-	5,000	1,770	35.40%
Reimbursement for Damaged Property	7,476	10,000	12,524	125.24%
Total Miscellaneous Income	**15,804**	**117,284**	**74,739**	**63.72%**
Interest Revenue	28,036	150,000	264,484	176.32%
Unrealized Gain or Loss on Investments	5,450	250	-	0.00%
Total Investment Income	**33,486**	**150,250**	**264,484**	**176.03%**
Proceeds from Sale of Assets	-	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	-			
	-	**2,905,800**	**39,310**	**1.35%**
TOTAL GENERAL FUND REVENUES	**$ 256,118**	**$ 16,500,000**	**$ 4,259,348**	**25.81%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Governing Body				
Salaries & Wages-Council	3,500	42,000	31,500	75.00%
Employee Benefits-Medical	9,784	134,661	81,925	60.84%
Employee Benefits-Dental	351	5,017	2,966	59.11%
Employee Benefits-ADD Life	65	882	625	70.84%
FICA	137	2,604	1,307	50.17%
Medicare	32	609	306	50.18%
Employee Benefits-Retirement	255	3,058	2,293	74.99%
Unemployment	6	173	54	30.95%
Workers Comp Insurance	-	133	95	71.50%
Total Salaries and Benefits	**14,130**	**189,137**	**121,070**	**64.01%**
Communications	257	480	2,189	456.04%
Travel	223	1,000	5,355	535.53%
Dues and Fees	-	750	877	116.91%
Education and Training	-	750	1,560	208.00%
Other Expenditures	63	250	1,060	424.01%
Small Equipment	-	-	1,076	100%
General Supplies and Materials	-	50	-	0.00%
Total Operations	**543**	**3,280**	**12,117**	**369.42%**
City Manager				
Salaries & Wages	21,346	277,500	201,491	72.61%
Employee Benefits-Medical	1,588	19,901	14,243	71.57%
Employee Benefits-Dental	114	1,613	1,024	63.49%
Employee Benefits-ADD Life	18	221	184	83.12%
Employee Benefits-Disability	126	1,588	1,260	79.35%
FICA	1,312	15,258	12,388	81.19%
Medicare	307	4,024	2,897	72.00%
Employee Benefits-Retirement	1,684	20,202	15,152	75.00%
Unemployment	-	68	24	35.63%
Workers' Comp. Insurance	-	1,305	930	71.27%
Total Salaries and Benefits	**26,495**	**341,680**	**249,593**	**73.05%**
Communications	78	900	638	70.90%
Travel	-	1,300	274	21.06%
Dues and Fees	-	2,000	1,813	90.67%
Education and Training	-	1,250	239	19.12%
Other Expenditures	-	1,500	1,892	126.11%
General Supplies and Materials	-	150	-	0.00%
Small Equipment	-	-	592	100%
Total Operations	**78**	**7,100**	**5,448**	**76.73%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
City Clerk				
Salaries & Wages	20,349	198,060	149,482	75.47%
Employee Benefits-Medical	3,604	48,589	32,319	66.52%
Employee Benefits-Dental	83	1,234	743	60.21%
Employee Benefits-ADD Life	6	368	282	76.58%
Employee Benefits-Disability	32	1,526	1,166	76.41%
FICA	1,227	12,280	8,903	72.50%
Medicare	287	2,872	2,082	72.50%
Employee Benefits-Retirement	1,202	14,419	10,814	75.00%
Unemployment	4	114	46	40.03%
Workers' Comp. Insurance	-	626	450	71.84%
Total Salaries and Benefits	**26,794**	**280,088**	**206,287**	**73.65%**
Professional Services	-	5,000	300	6.00%
Communications	78	900	649	72.09%
Travel	-	1,250	-	0.00%
Dues and Fees	-	6,500	2,144	32.99%
Education and Training	-	1,500	-	0.00%
Other Expenditures	991	500	1,231	246.13%
General Supplies and Materials	-	250	113	45.34%
General Supplies - Postage	3	300	175	58.22%
Small Equipment	-	500	1,151	230.27%
Software	-	20,900	12,905	61.74%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	**1,072**	**37,650**	**18,668**	**49.58%**
Elections				
Advertising	-	-	-	100%
Total Operations	**-**	**-**	**-**	**100.00%**
Contingency				
Contingency	-	165,000	-	0.00%
Total Operations	**-**	**165,000**	**-**	**0.00%**
Financial Administration				
Salaries & Wages	20,234	262,608	192,611	73.35%
Salaries & Wages overtime	-	-	28	100%
Employee Benefits-Medical	6,951	97,925	62,323	63.64%
Employee Benefits-Dental	78	1,404	699	49.76%
Employee Benefits-ADD Life	37	441	368	83.33%
Employee Benefits-Disability	184	2,136	1,838	86.06%
FICA	1,167	16,282	11,113	68.25%
Medicare	273	3,808	2,599	68.25%
Employee Benefits-Retirement	1,593	19,118	14,339	75.00%
Unemployment	-	137	48	35.36%
Workers' Comp. Insurance	-	830	594	71.55%
Total Salaries and Benefits	**30,517**	**404,689**	**286,559**	**70.81%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services - Audit	-	27,500	32,000	116.36%
Advertising/Promotions	145	2,800	2,975	106.25%
Printing and Binding	562	1,500	2,137	142.49%
Travel	-	500	240	47.93%
Dues and Fees	266	10,000	7,710	77.10%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	500	333	66.51%
General Supplies and Materials	-	1,500	536	35.71%
General Supplies-Postage	4,040	7,500	5,778	77.04%
Small Equipment	-	250	2,578	1031.30%
Software	-	9,150	5,024	54.91%
Total Operations	**5,014**	**62,700**	**59,310**	**94.59%**
Licensing				
Salaries & Wages	2,076	26,986	19,707	73.03%
Employee Benefits-Medical	992	14,800	8,893	60.09%
Employee Benefits-Dental	19	350	175	49.89%
Employee Benefits-ADD Life	6	74	61	82.70%
Employee Benefits-Disability	19	224	189	84.33%
FICA	116	1,673	1,097	65.58%
Medicare	27	391	257	65.63%
Employee Benefits-Retirement	164	1,965	1,473	74.99%
Unemployment	-	23	8	35.09%
Workers' Comp. Insurance	-	43	31	70.98%
Total Salaries and Benefits	**3,419**	**46,529**	**31,890**	**68.54%**
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	-	1,500	803	53.53%
Software	-	3,000	1,250	41.67%
Other Supplies-Uniforms	-	50	-	0.00%
Total Operations	**-**	**4,650**	**2,053**	**44.15%**
Legal				
Professional Services - Legal	4,518	35,000	24,407	69.74%
Total Operations	**4,518**	**35,000**	**24,407**	**69.74%**
Information Technology				
Salaries & Wages	11,165	103,795	86,832	83.66%
Employee Benefits-Medical	1,062	13,267	9,523	71.78%
Employee Benefits-Dental	128	1,073	1,155	107.67%
Employee Benefits-ADD Life	20	221	202	91.45%
Employee Benefits-Disability	104	838	1,036	123.64%
FICA	674	6,435	5,224	81.18%
Medicare	158	1,505	1,222	81.18%
Employee Benefits-Retirement	1,042	12,502	9,376	75.00%
Unemployment	-	68	16	23.75%
Workers' Comp. Insurance	-	328	234	71.43%
Total Salaries and Benefits	**14,353**	**140,032**	**114,822**	**82.00%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	20,000	-	0.00%
Communications	86	480	728	151.67%
Dues and Fees	10	250	109	43.40%
Other Expenditures	-	250	72	28.65%
General Supplies and Materials	-	500	122	24.44%
Small Equipment	-	5,000	2,947	58.94%
Software	5,014	225,000	133,279	59.24%
Total Operations	**5,111**	**251,480**	**137,256**	**54.58%**
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	605	50.45%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	150	-	0.00%
General Supplies and Materials	-	500	234	46.76%
General Supplies-Postage	1	100	1	0.84%
Gasoline/Diesel	-	-	-	100%
Small Equipment	-	500	-	0.00%
Software	-	5,500	6,294	114.43%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	**1**	**40,900**	**7,144**	**17.47%**
Risk Management				
Professional Services	-	20,000	15,125	75.63%
Liability Insurance	-	256,000	254,832	99.54%
Total Operations	**-**	**276,000**	**269,957**	**97.81%**
General Government Building				
Salaries & Wages	5,005	89,638	48,623	54.24%
Employee Benefits-Medical	1,002	14,093	8,981	63.73%
Employee Benefits-Dental	29	355	262	73.93%
Employee Benefits-ADD Life	12	147	123	83.33%
Employee Benefits-Disability	36	427	360	84.22%
FICA	301	5,558	2,929	52.71%
Medicare	70	1,300	685	52.69%
Employee Benefits-Retirement	318	3,813	2,860	75.00%
Unemployment	2	91	34	37.63%
Workers' Comp. Insurance	-	1,880	1,396	74.25%
Total Salaries and Benefits	**6,776**	**117,302**	**66,253**	**56.48%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	250	-	0.00%
Disposal - Garbage	105	500	841	168.27%
Lawn Care	-	500	-	0.00%
Pest Control	551	2,200	2,387	108.51%
Repairs and Maintenance	844	10,000	16,300	163.00%
Repairs and Maintenance - Vehicles	18	7,500	4,731	63.07%
Rental of Equipment	988	7,500	6,141	81.88%
Communications	1,221	20,000	14,126	70.63%
Dues and Fees	42	1,500	1,440	96.01%
Other Expenditures	-	1,000	383	38.25%
General Supplies and Materials	1,179	8,000	7,248	90.60%
Water and Sewer	340	2,000	2,235	111.77%
Natural Gas	243	3,500	3,333	95.23%
Electricity	1,197	15,000	12,283	81.89%
Gasoline and Diesel	257	4,000	3,081	77.03%
Small Equipment	179	2,000	2,629	131.43%
Software	-	-	-	100%
Other Supplies-Uniforms	-	150	224	149.63%
Capital Outlay - Site improvement	-	-	7,987	100%
Capital Outlay - Buildings	-	-	-	100%
Total Operations & Capital	**7,165**	**85,600**	**85,370**	**99.73%**
Communication & Eternal Affairs				
Salaries & Wages	6,758	87,859	64,439	73.34%
Employee Benefits-Medical	1,741	23,285	15,610	67.04%
Employee Benefits-Dental	53	855	480	56.08%
Employee Benefits-ADD Life	11	132	110	83.48%
Employee Benefits-Disability	61	729	615	84.35%
FICA	403	5,447	3,842	70.54%
Medicare	94	1,274	898	70.53%
Employee Benefits-Retirement	533	6,396	4,797	75.00%
Unemployment	-	41	15	36.34%
Workers' Compensation	-	466	333	71.50%
Total Salaries and Benefits	**9,655**	**126,484**	**91,140**	**72.06%**
Communications	43	480	364	75.84%
Travel	-	700	-	0.00%
Dues and Fees	-	2,000	646	32.32%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	150	57	38.32%
Small Equipment	40	500	40	8.00%
Software	27	1,000	1,168	116.82%
Total Operations	**110**	**6,330**	**2,276**	**35.96%**
TOTAL GENERAL GOVERNMENT	**$ 155,749**	**$ 2,621,631**	**$ 1,791,621**	**68.34%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Municipal Court				
Salaries & Wages	9,735	126,559	89,076	70.38%
Salaries & Wages - Overtime	-	500	10	1.95%
Employee Benefits-Medical	4,002	53,732	35,893	66.80%
Employee Benefits-Dental	98	1,651	882	53.43%
Employee Benefits-ADD Life	25	294	245	83.33%
Employee Benefits-Disability	89	1,051	886	84.29%
FICA	575	7,878	5,249	66.63%
Medicare	134	1,842	1,228	66.65%
Employee Benefits-Retirement	771	9,250	6,938	75.00%
Unemployment	-	91	32	35.49%
Workers' Compensation	-	402	288	71.60%
Total Salaries and Benefits	**15,429**	**203,250**	**140,726**	**69.24%**
Professional Services - Public Defender	530	6,000	6,803	113.38%
Professional Services - Solicitor/Judge	9,260	80,000	66,160	82.70%
Rental of Equipment	158	1,500	1,039	69.28%
Advertising	-	100	-	0.00%
Printing & Binding	-	100	-	0.00%
Travel	412	5,000	3,011	60.23%
Dues and Fees	-	1,000	1,272	127.22%
Education and Training	-	1,500	950	63.33%
Other Expenditures	-	100	104	104.48%
General Supplies and Materials	-	1,500	725	48.33%
General Supplies and Materials Postage	84	750	452	60.32%
Food Supplies	410	3,000	2,064	68.80%
Small Equipment	-	250	2,141	856.30%
Software	1,985	20,000	13,215	66.08%
Intergovernmental - Inmate Housing	935	20,000	4,950	24.75%
Payment to Other Agencies	34,753	250,000	244,757	97.90%
Total Operations	**48,527**	**390,800**	**347,645**	**88.96%**
TOTAL JUDICIAL	**$ 63,956**	**$ 594,050**	**$ 488,370**	**82.21%**
Police Administration				
Salaries & Wages	51,602	689,726	504,747	73.18%
Salaries & Wages-Overtime	262	3,000	463	15.45%
Employee Benefits-Medical	8,141	162,686	72,864	44.79%
Employee Benefits-Dental	394	6,289	3,542	56.32%
Employee Benefits-ADD Life	78	1,103	778	70.53%
Employee Benefits-Disability	422	5,519	4,223	76.51%
FICA	3,162	43,008	30,800	71.61%
Medicare	739	10,058	7,203	71.62%
Employee Benefits-Retirement	3,875	46,500	34,875	75.00%
Unemployment	-	365	145	39.82%
Workers' Compensation	-	27,474	19,596	71.33%
Total Salaries and Benefits	**68,674**	**995,728**	**679,237**	**68.22%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	750	250	33.33%
Repairs & Maintenance	-	4,500	3,792	84.27%
Repair & Maintenance-Vehicle	894	5,500	7,449	135.43%
Rental of Equipment	592	6,000	4,205	70.08%
Communications	356	3,500	2,879	82.26%
Advertising	-	5,000	33	0.66%
Printing and Binding	350	600	350	58.25%
Travel	1,026	6,000	1,902	31.70%
Dues and Fees	-	5,000	2,832	56.64%
Education and Training	566	6,000	2,445	40.75%
Other Expenditures	104	3,000	557	18.57%
General Supplies and Materials	-	2,000	1,136	56.78%
General Supplies - Postage	22	500	509	101.79%
Gasoline/Diesel	1,318	18,500	10,285	55.60%
Small Equipment	-	2,500	1,366	54.64%
Software	13	8,125	9,679	119.12%
Other Supplies - Uniforms	-	6,000	1,155	19.25%
Total Operations and Capital	**5,241**	**83,475**	**50,823**	**60.88%**
Criminal Investigation Division				
Salaries & Wages	32,893	470,683	286,972	60.97%
Salaries & Wages-Overtime	-	10,000	903	9.03%
Employee Benefits-Medical	9,889	163,721	87,115	53.21%
Employee Benefits-Dental	397	7,148	3,671	51.35%
Employee Benefits-ADD Life	61	882	613	69.44%
Employee Benefits-Disability	271	3,627	2,708	74.66%
FICA	1,947	29,802	17,013	57.09%
Medicare	455	6,970	3,979	57.08%
Employee Benefits-Retirement	2,916	34,994	26,246	75.00%
Unemployment	-	274	73	26.53%
Workers' Compensation	-	22,262	15,852	71.20%
Total Salaries and Benefits	**48,830**	**750,363**	**445,143**	**59.32%**
Professional Services	-	500	30	6.05%
Repair & Maintenane	-	3,000	3,292	109.74%
Repair & Maintenance-Vehicle	212	4,000	5,090	127.25%
Communications	256	2,400	2,109	87.89%
Printing and Binding	108	250	162	64.80%
Travel	-	2,000	533	26.63%
Dues and Fees	-	2,000	495	24.74%
Education and Training	1,450	2,500	1,650	66.00%
Other Expenditures	-	800	577	72.19%
General Supplies and Materials	-	750	148	19.76%
General Supplies and Materials-Postage	-	50	-	0.00%
Gasoline and Diesel	1,045	14,000	8,219	58.71%
Small Equipment	-	3,000	409	13.63%
Software	206	6,000	5,988	99.80%
Other Supplies - Uniforms	-	3,000	3,705	123.49%
Total Operations and Capital	**3,277**	**44,250**	**32,407**	**73.24%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Vice				
Salaries & Wages	5,547	71,684	47,998	66.96%
Salaries & Wages-Overtime	-	2,000	448	22.42%
Employee Benefits-Medical	1,006	14,094	9,019	64.00%
Employee Benefits-Dental	59	950	533	56.08%
Employee Benefits-ADD Life	12	147	123	83.33%
Employee Benefits-Disability	48	574	484	84.25%
FICA	323	4,568	2,803	61.37%
Medicare	76	1,068	656	61.39%
Employee Benefits-Retirement	447	5,364	4,023	75.00%
Unemployment	-	46	16	35.11%
Workers' Compensation	-	3,413	2,441	71.53%
Total Salaries and Benefits	**7,518**	**103,908**	**68,545**	**65.97%**
Repairs & Maintenance Vehicles	-	2,500	658	26.34%
Repairs & Maintenance	6	-	545	100%
Dues and Fees	-	150	24	15.69%
Education & Training	-	250	-	0.00%
Gasoline	-	4,000	1,792	44.79%
Small Equipment	-	-	809	100%
Other Supplies - Uniforms	-	300	-	0.00%
Total Operations and Capital	**6**	**7,200**	**3,828**	**53.16%**
Patrol				
Salaries & Wages	147,555	1,901,400	1,284,225	67.54%
Salaries & Wages-Overtime	10,781	52,000	81,934	157.57%
Employee Benefits-Medical	42,076	648,377	362,623	55.93%
Employee Benefits-Dental	1,517	23,032	13,009	56.48%
Employee Benefits-ADD Life	318	3,969	2,928	73.76%
Employee Benefits-Disability	1,211	15,020	11,401	75.91%
FICA	9,536	121,111	81,837	67.57%
Medicare	2,230	28,324	19,139	67.57%
Employee Benefits-Retirement	11,851	142,210	106,657	75.00%
Unemployment	7	1,231	477	38.71%
Workers' Compensation	2,105	90,470	72,106	79.70%
Total Salaries and Benefits	**229,188**	**3,027,144**	**2,036,336**	**67.27%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services	150	4,000	3,000	75.00%
Repair & Maintenance	150	20,000	23,227	116.14%
Repair & Maintenance-Vehicle	5,691	80,000	77,324	96.65%
Communications	1,536	22,000	12,429	56.50%
Printing and Binding	-	600	155	25.83%
Travel	-	6,000	319	5.31%
Dues and Fees	-	7,500	1,426	19.02%
Education & Training	716	8,000	1,163	14.54%
Other Expenditures	28	3,000	2,428	80.94%
General Supplies and Materials	-	5,000	1,314	26.28%
Gasoline and Diesel	8,244	125,000	74,785	59.83%
Small Equipment	-	25,000	13,791	55.16%
Software	-	22,000	16,367	74.40%
Other Supplies - Uniforms	1,875	51,000	24,162	47.38%
Captial Outlay - Vehicles	-	400,000	-	0.00%
Capital Outlay - Machinery & Equipment	-	-	-	100%
Loss on Disposition of Capital Assets	-	-	11,992	100%
Payment to Other Agencies	-	-	-	100%
Total Operations and Capital	**18,391**	**779,100**	**263,881**	**33.87%**
Police Training				
Salaries & Wages	6,037	74,182	72,308	97.47%
Salaries & Wages-Overtime	-	2,000	-	0.00%
Employee Benefits-Medical	2,941	40,465	26,376	65.18%
Employee Benefits-Dental	99	1,436	893	62.18%
Employee Benefits-ADD Life	12	147	123	83.33%
Employee Benefits-Disability	51	603	508	84.26%
FICA	351	4,723	4,159	88.05%
Medicare	82	1,105	973	88.02%
Employee Benefits-Retirement	462	5,546	4,160	75.00%
Unemployment	-	46	24	52.65%
Workers' Compensation	-	3,528	2,500	70.85%
Total Salaries and Benefits	**10,036**	**133,781**	**112,023**	**83.74%**
Repair & Maintenance-Vehicle	-	2,000	1,583	79.17%
Repairs & Maintenance	6	600	352	58.62%
Communications	59	960	481	50.11%
Travel	-	3,500	593	16.93%
Dues and Fees	-	1,000	140	13.99%
Education and Training	-	4,000	1,300	32.50%
Other Expenditures	-	-	616	100%
General Supplies and Materials	-	2,000	1,813	90.63%
Weapons Supplies & Ammunition	-	58,000	32,156	55.44%
Gasoline and Diesel	131	2,500	1,493	59.72%
Small Equipment	45	8,000	3,067	38.34%
Software	-	2,750	3,008	109.39%
Other Supplies - Uniforms	-	1,500	549	36.60%
Intergovernmental	-	2,500	2,500	100.00%
Total Operations and Capital	**241**	**89,310**	**49,651**	**55.59%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Police Stations and Buildings				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	94	1,200	748	62.34%
Pest Control	90	1,200	694	57.83%
Repairs and Maintenance	934	65,000	27,259	41.94%
Rental of Land & Building	3,622	45,500	36,217	79.60%
Communications	1,121	20,000	14,268	71.34%
Dues & fees	41	450	384	85.35%
General Supplies and Materials	833	3,000	2,961	98.71%
Water/Sewer	533	5,500	3,929	71.44%
Electricity	845	15,000	9,332	62.21%
Small Equipment	-	1,500	2,154	143.59%
Total Operations	**8,114**	**158,600**	**97,947**	**61.76%**
Probation				
Salaries & Wages	4,165	53,972	39,349	72.91%
Salaries & Wages - Overtime	-	500	-	0.00%
Employee Benefits-Medical	2,941	35,960	26,386	73.37%
Employee Benefits-Dental	99	1,436	893	62.18%
Employee Benefits-ADD Life	12	147	123	83.33%
Employee Benefits-Disability	38	406	378	93.05%
FICA	235	3,377	2,215	65.60%
Medicare	55	790	518	65.58%
Employee Benefits-Retirement	330	3,966	2,974	74.99%
Unemployment	-	46	16	35.11%
Workers' Compensation	-	172	161	93.88%
Total Salaries and Benefits	**7,875**	**100,772**	**73,013**	**72.45%**
Dues and Fees	-	200	37	18.44%
Education and Training	-	250	-	0.00%
General Supplies and Materials	-	100	141	141.42%
Small Equipment	-	-	295	100%
Software	180	2,200	1,800	81.82%
Other Supplies - Uniforms	-	500	136	27.20%
Total Operations and Capital	**180**	**3,250**	**2,409**	**74.13%**
Fire Services				
Intergovernmental-Fire Services	-	2,380,000	2,288,252	0.00%
Total Fire Services	**-**	**2,380,000**	**2,288,252**	**0.00%**
TOTAL PUBLIC SAFETY	**$ 407,571**	**$ 8,656,881**	**$ 6,203,494**	**71.66%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Highways and Streets				
Salaries & Wages	3,146	-	23,723	100%
Employee Benefits - Medical	513	-	2,519	100%
Employee Benefits - Dental	14	-	70	100%
Employee Benefits - Add Life	(19)	-	(150)	100%
Employee Benefits - Disability	56		299	100%
FICA	193	-	1,458	100%
Medicare	45	-	342	100%
Employee Benefits - Retirement	(416)		(2,912)	100%
Unemployment	(2)	-	2	100%
Workers Comp Insurance	(59)		(413)	100%
Professional Services-Engineering	-	500	2,000	400.00%
Disposal-Garbage/Recycling	130	1,500	1,040	69.33%
Pest Control	-	750	-	0.00%
Repairs & Maintenance	1,674	210,219	36,403	17.32%
Repairs & Maintenance-Vehicles	6	2,500	203	8.12%
Rental of Equipment	-	2,000	-	0.00%
Dues and Fees	10	12,000	11,906	99.22%
Contract Labor	25,685	308,220	229,265	74.38%
Other Expenditures	-	500	-	0.00%
General Supplies and Materials	-	2,000	134	6.70%
Gasoline/Diesel	581	5,000	3,196	63.92%
Small Equipment	-	3,000	122	4.06%
Total Operations	**31,557**	**548,189**	**309,206**	**56.40%**
Street Lights				
Repairs & Maintenance	-	10,000	10,522	105.22%
Electricity-Street Lights	14,238	130,000	117,974	90.75%
Total Street Lights	**14,238**	**140,000**	**128,496**	**91.78%**
Traffic Lights				
Repairs & Maintenance	160	10,000	3,336	33.36%
Electricity-Traffic Lights	328	3,000	2,284	76.14%
Total Traffic Lights	**488**	**13,000**	**5,620**	**43.23%**
TOTAL PUBLIC WORKS	**$ 46,283**	**$ 701,189**	**$ 443,322**	**63.22%**
Tree Commission				
Repairs & Maintenance	-	28,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	238	47.69%
Education and Training	-	1,000	-	0.00%
Tree Commission Meetings	150	3,000	1,500	50.00%
General Supplies & Materials	-	5,750	1,441	25.06%
Books and Periodicals	-	500	-	0.00%
Total Operations	**150**	**40,000**	**3,180**	**7.95%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Culture and Recreation				
professional servies	-		380	100%
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
	-	4,000	4,380	**109.50%**
TOTAL CULTURE AND RECREATION	**$ 150**	**$ 44,000**	**$ 7,560**	**17.18%**
Building Inspections				
Salaries & Wages	14,999	201,310	144,178	71.62%
Salaries & Wages- Overtime	37	-	251	100%
Employee Benefits-Medical	3,948	26,534	23,907	90.10%
Employee Benefits-Dental	188	2,006	1,291	64.37%
Employee Benefits-ADD Life	31	368	257	69.92%
Employee Benefits-Disability	135	1,592	1,140	71.62%
FICA	903	12,481	8,794	70.46%
Medicare	211	2,919	2,057	70.46%
Employee Benefits-Retirement	1,221	14,656	10,992	75.00%
Unemployment	-	137	68	49.36%
Workers' Compensation	-	3,453	2,472	71.59%
Total Salaries and Benefits	**21,673**	**265,456**	**195,407**	**73.61%**
Professional Services-Legal	-	1,000	-	0.00%
Repairs & Maintenance - Vehicles	136	2,000	1,233	61.63%
Communications	158	1,600	1,392	87.01%
Printing & Binding	-	50	-	0.00%
Travel	-	500	-	0.00%
Dues and Fees	71	250	466	186.39%
Education and Training	-	1,000	1,728	172.80%
Other Expenditures	-	250	735	294.09%
General Supplies and Materials	-	100	60	59.70%
General Supplies - Postage	25	100	54	53.61%
Gasoline/Diesel	126	2,000	1,093	54.66%
Books and Periodicals-Code Books	-	50	-	0.00%
Small Equipment	-	500	2,168	433.66%
Software	-	15,000	15,069	100.46%
Other Supplies-Uniforms	-	100	-	0.00%
Total Operations	**516**	**24,500**	**23,998**	**97.95%**
Planning and Zoning				
Salaries & Wages	11,225	145,928	111,341	76.30%
Employee Benefits-Medical	2,053	28,066	18,559	66.13%
Employee Benefits-Dental	19	351	175	49.77%
Employee Benefits-ADD Life	18	221	202	91.48%
Employee Benefits-Disability	102	1,154	1,114	96.56%
FICA	665	9,048	6,609	73.04%
Medicare	156	2,116	1,546	73.05%
Employee Benefits-Retirement	1,278	10,624	11,498	108.23%
Unemployment	-	68	33	47.91%
Workers' Compensation	-	419	368	87.90%
Total Salaries and Benefits	**15,516**	**197,995**	**151,445**	**76.49%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Professional Services-Engineering	6,790	85,000	62,677	73.74%
Professional Services-Legal	2,629	7,000	6,159	87.98%
Communications	79	480	669	139.39%
Advertising	-	2,500	992	39.70%
Printing & Binding	-	28,000	13,190	47.11%
Travel	-	1,000	-	0.00%
Dues and Fees	-	3,000	2,247	74.88%
Education and Training	-	1,000	-	0.00%
Planning & Zoning Meeting Fees	-	12,000	4,700	39.17%
Other Expenditures	-	250	256	102.25%
General Supplies and Materials	-	500	630	125.90%
General Supplies - Postage	16	1,000	500	50.03%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	1,500	2,094	139.58%
Software	-	12,800	3,360	26.25%
Total Operations	**9,514**	**156,080**	**97,474**	**62.45%**
Economic Development				
Salaries & Wages	751	9,762	6,743	69.07%
Employee Benefits - Medical	193	2,586	1,734	67.05%
Employee Benefits - Dental	6	95	53	56.08%
Employee Benefits - Add Live	1	15	12	82.00%
Employee Benefits - Disability	7	77	68	88.83%
FICA	45	605	402	66.45%
Medicare	10	142	94	66.26%
Employee Benefits - Retirement	59	711	533	74.96%
Unemployment	-	5	1	25.00%
Workers Comp Insurance	-	52	37	71.19%
Total Salaries & Benefits	**1,073**	**14,050**	**9,678**	**68.88%**
Rental of land & building	-	-	2,160	100%
Advertising	-	-	5,367	100%
Dues and Fees	-	-	1,534	100%
Contrac Labor	-	-	-	100%
Other Expenditures	-	-	1,935	100%
General Supplies & Materials	-	-	8,631	100%
Other Supplies - Uniforms	-	-	2,592	100%
Professional Services	-	-	-	100%
Total Operations	**-**	**-**	**22,220**	**100.00%**
Intergovernmental				
Intergovernmental - COED	-	13,000	13,000	100.00%
Total Intergovernmental	**-**	**13,000**	**13,000**	**100.00%**
TOTAL HOUSING AND DEVELOPMENT	**$ 48,292**	**$ 671,081**	**$ 513,222**	**76.48%**

General Fund Expenditures
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
Capital Lease				
Captial lease - Interest	6,131	121,495	66,753	54.94%
Capital lease Principal	31,934	531,872	319,025	59.98%
TOTAL CAPITAL LEASE	**$ 38,065**	**$ 653,367**	**$ 385,778**	**59.04%**
Other Financing Uses				
Transfer to Other Funds	1,360	2,557,800	1,262,586	49.36%
TOTAL OTHER FINANCING USES	**$ 1,360**	**$ 2,557,800**	**$ 1,262,586**	**49.36%**
TOTAL GENERAL FUND EXPENDITURES	**$ 761,425**	**$ 16,500,000**	**$ 11,095,953**	**67.25%**

American Rescue Plan (ARP) Act of 2021

As of September 30, 2025

	September 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	-	1,920,000	1,961,479	102.16%
TOTAL EXPENDITURES	**$ -**	**$ 1,920,000**	**$ 1,961,479**	**102.16%**

Operating Grant Fund
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Atlanta Regional Commission Grant	-	70,000	68,063	97.23%
TOTAL REVENUES	**$ -**	**$ 70,000**	**$ 68,063**	**97.23%**
EXPENDITURES:				
Payments to Other Agencies-FOCUS	11,416	70,000	83,472	119.25%
TOTAL EXPENDITURES	**$ 11,416**	**$ 70,000**	**$ 83,472**	**119.25%**

Parks&RecreationFund
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Alcoholic Bev Excise Tax Beer & Wine	21,576	255,000	191,230	74.99%
Alcoholic Bev Excise Tax Distilled Spirit	12,935	105,000	92,578	88.17%
Local Option Mixed Drink Tax	5,462	75,000	51,292	68.39%
Penalties and Interest	129	250	591	236.38%
Rents and Royalties	1,084	35,000	26,957	77.02%
TOTAL REVENUES	**$ 41,186**	**$ 470,250**	**$ 362,649**	**77.12%**
EXPENDITURES:				
Disposal-GarbageDepot	95	500	756	151.26%
Pest Control - Depot	90	750	888	118.40%
Repairs & Maintenance - Depot	388	5,000	863	17.27%
Communications	46	1,750	693	39.61%
General Supplies - Depot	-	1,000	-	0.00%
Water/Sewer - Depot	14	250	109	43.48%
Natural Gas - Depot	116	2,200	1,259	57.22%
Electricity - Depot	854	5,000	4,387	87.74%
Small Equipment - Depot	-	500	334	66.80%
Disposal - Garbage Parks	51	1,750	411	23.49%
Lawn Care	-	8,000	-	0.00%
Pest Control - Parks	330	1,500	2,730	182.02%
Repairs & Maintenance - Parks	35,704	21,720	87,746	403.99%
Rental - Equipment & Land	-	1,000	128	12.77%
Communications	177	500	1,324	264.85%
Dues and Fees	-	500	445	89.00%
Contract Labor	13,830	215,960	138,375	64.07%
Other Expenditures	-	-	640	100%
General Supplies and Materials - Parks	60	2,000	528	26.42%
Water/Sewer - Parks	980	10,000	8,611	86.11%
Natural Gas	-	-	855	100%
Electricity - Parks	645	10,000	6,129	61.29%
Small Equipment - Parks	-	1,000	2,502	250.19%
Capital Outlay - Site Improvements	-	-	8,951	100%
Transfer to Debt Service Fund	-	179,370	179,368	100.00%
TOTAL EXPENDITURES	**$ 53,380**	**$ 470,250**	**$ 448,034**	**95.28%**

Tax Allocation District Fund
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Intergovernmental Cherokee County Govt	-	131,723	24,239	18.40%
Intergovernmental Cherokee County School I	-	420,502	75,890	18.05%
Transfers from General Fund	1,360	102,250	55,106	53.89%
TOTAL REVENUES	**$ 1,360**	**$ 654,475**	**$ 155,236**	**23.72%**
EXPENDITURES:				
Transfer to Debt Service Fund	-	654,475	601,766	91.95%
TOTAL EXPENDITURES	**$ -**	**$ 654,475**	**$ 601,766**	**91.95%**

Hotel/Motel Tax Fund
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Hotel/Motel Taxes	438	6,000	4,495	74.91%
TOTAL REVENUES	**$ 438**	**$ 6,000**	**$ 4,495**	**74.91%**
EXPENDITURES:				
Advertising/Promotions	-	5,000	4,195	83.90%
Payment to Other Agencies	-	1,000	2,500	250.00%
TOTAL EXPENDITURES	**$ -**	**$ 6,000**	**$ 6,695**	**111.58%**

Urban Redevelopment Agency
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Interest	-	-	201,731	100%
Miscellaneous Revenue	-	7,500,000	-	0.00%
Proceeds from General Long-term Debt	-	-	-	100%
General Obligation Bond Issued	19,690,000	-	19,690,000	
Premium on Bonds Issued	690,238	-	690,238	100%
TOTAL REVENUES	**$ 20,380,238**	**$ 7,500,000**	**$ 20,581,969**	**274.43%**
EXPENDITURES:				
Issuance Cost	371,144	-	371,144	100%
Transfer to Town Center Fund	5,345	7,500,000	919,113	12.25%
TOTAL EXPENDITURES	**$ 376,489**	**$ 7,500,000**	**$ 1,290,257**	**17.20%**

SPLOST VI Fund
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
SPLOST VI Revenue	333,791	3,800,000	2,830,163	74.48%
Grant Revenue - LMIG	-	200,000	550,865	275.43%
Issuance of Long Term Deb	293,520	3,500,000	1,541,780	44.05%
TOTAL REVENUES	**$ 627,311**	**$ 7,500,000**	**$ 4,922,809**	**65.64%**
EXPENDITURES:				
Capital Outlay - Bldgs City Hall	18,913	1,000,000	120,267	12.03%
Capital Outlay - Bldg Improvement	-	-	8,250	100%
Capital Outlay - Amphitheater	19,388	1,000,000	19,388	1.94%
Capital Outlay - Site Improv Parking lot	-	-	3,928	100%
Capital Outlay - Building Improv	-	-	25,168	100%
Prof Svc Engineering Safe Streets	-	-	7,332	100%
Prof Services Engineering-Wildcat Project	-	-	51,021	100%
Capital Outlay - LMIG	583	200,000	9,172	4.59%
Capital Outlay - Hickory Springs Parkway	-	660,000	-	0.00%
Capital Outlay - Hickory Sprins Ind Dr Realign	-	-	11,650	100%
Capital Outlay - HS Pkwy Ph II	-	-	105,814	100%
Capital Outlay - HS Pkwy Ph III	199,409	3,500,000	1,472,540	42.07%
Capital Outlay - Holly Street	645	-	1,076	100%
Capital Outlay - HS Pkwy Wide IV	-	-	35,862	100%
Captial Outlay - Hickory Spring Ind Dr	-	-	27,702	100%
Capital Outlay - Hickory Rd Widening	-	-	8,975	100%
Capital Outlay - Hickory Rd Widening	-	-	34,644	100%
Capital Outlay - Sidewalk Projects	19,345	-	118,771	100%
Capital Outlay - Hickory Road Sidewalk	-	500,000	-	0.00%
Capital Outlay - Fox Creek/Turner Village	-	250,000	401,894	160.76%
Capital Outlay - Hickory Spring Pkwy Intersec	-	-	-	100%
Capital Outlay-HS Pkwy Phase III	-	-	-	100%
Captial Outlay - Equipment	46,450	-	54,670	100%
Capital Outlay - Hickory Road Bridge	47,665	-	118,747	100%
Capital Outlay - Palm St Bridge Replace	6,925	-	15,760	100%
Capital Outlay - Equipment	-	-	94,579	100%
Debt Service - Principal GTIB	27,287	335,000	217,306	64.87%
Debt Service - Interest GTIB	4,233	55,000	34,852	63.37%
TOTAL EXPENDITURES	**$ 390,842**	**$ 7,500,000**	**$ 2,999,365**	**39.99%**

Town Center Fund
As of September 30, 2025

		September 2025 Transactions		2025 Budget		YTD Transactions	% of Annual Budget
REVENUES:							
Transfer from Other Funds		5,345		8,000,000		919,113	11.49%
TOTAL REVENUES	**$**	**5,345**	**$**	**8,000,000**	**$**	**919,113**	**11.49%**
EXPENDITURES:							
Professional Services		-		500,000		400	0.08%
Capital Outlay - Site Improvements		29,960		500,000		345,104	69.02%
Capital Outlay - Hardscape/softscape		-		-		115,114	100%
Capital Outlay - Buildings City Hall		-		6,500,000		-	0.00%
Capital Outlay - Buildings Parking Deck		5,525		500,000		455,845	91.17%
Capital Outlay - Buildings Amphitheater		-		-		354	100%
TOTAL EXPENDITURES		**$35,485**		**$8,000,000**		**$916,817**	**11.46%**

Debt Service Fund
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Transfer from Other Funds	-	3,789,395	2,306,389	60.86%
TOTAL REVENUES	**$ -**	**$ 3,789,395**	**$ 2,306,389**	**60.86%**
EXPENDITURES:				
Debt Service - Bond Principal HSPRA 2016	-	344,764	344,740	99.99%
Debt Service - Bond Interest HSPRA 2016	-	13,972	13,996	100.17%
Debt Service - Bond Principal HSPRA 2023	-	128,000	115,385	90.14%
Debt Service - Bond Interest HSPRA 2023	-	75,650	28,772	38.03%
Debt Service - Bond Principal URA 2019	-	555,556	555,556	100.00%
Debt Service - Bond Principal URA 2020	-	230,770	-	0.00%
Debt Service - Bond Principal URA 2021	-	519,702	519,702	100.00%
Debt Service - Bond Principal URA 2023	-	830,000	64,000	7.71%
Debt Service - Bond Interest URA 2019	-	82,978	82,929	99.94%
Debt Service - Bond Interest URA 2020	-	56,355	-	0.00%
Debt Service - Bond Interest URA 2021	-	139,898	137,849	98.54%
Debt Service - Bond Interest URA 2023	-	811,750	444,079	54.71%
TOTAL EXPENDITURES	**$ -**	**$ 3,789,395**	**$ 2,307,007**	**60.88%**

Stormwater Utility Fund
As of September 30, 2025

	September 2025 Transactions	2025 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Stormwater Utility Fees	1,414	610,000	58,025	9.51%
TOTAL REVENUES	**$ 1,414**	**$ 610,000**	**$ 58,025**	**9.51%**
EXPENSES:				
Salaries & Wages	3,657	60,916	25,599	42.02%
Employee Benefits - Medical Insurance	544	36,277	3,808	10.50%
Employee Benefits - Dental Insurance	15	1,133	105	9.27%
Employee Benefits - Disability	31	485	217	44.74%
Employee Benefits - ADD Life	6	147	42	28.57%
FICA	227	3,778	1,589	42.06%
Medicare	53	883	371	42.02%
Employee Benefits - Retirement	416	4,995	2,912	58.30%
Unemployment	2	46	14	30.43%
Workers Comp Insurance	59	3,410	413	12.11%
Professional Services - Legal	60	1,000	60	6.00%
Professional Services - Engineer	6,790	100,000	62,677	62.68%
Repairs & Maintenance	10,205	216,630	24,553	11.33%
Repairs & Maintenance - Vehicles	6	2,500	2,548	101.93%
Rental of Equipment	-	1,000	-	0.00%
Pest Control	-	500	-	0.00%
Communications	80	1,000	617	61.70%
Dues and Fees	-	5,000	6,331	126.62%
Training	-	1,500	40	2.67%
Other Expenditues	-	250	3,023	1209.28%
General Supplies & Materials	-	500	17	3.46%
General Supplies - Postage	-	500	23	4.69%
Water/Sewer	-	1,000	-	0.00%
Gasoline & Diesel	65	5,000	614	12.29%
Small Equipment	-	3,200	1,056	33.00%
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	**$ 22,217**	**$ 610,000**	**$ 136,631**	**22.40%**

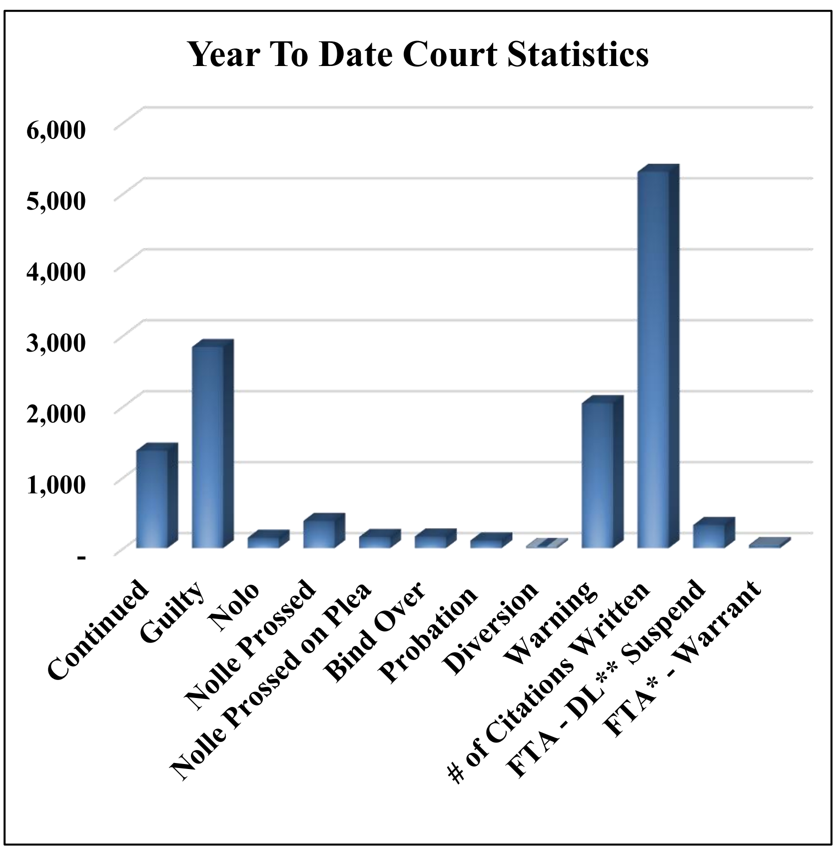
Holly Springs Tree Commission
Budget to Actual Comparison Report
As of September 30, 2025

	September 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	238.47	47.69%
Education and Training	-	1,000	-	0.00%
Tree Commission Meetings	150.00	3,000	1,500.00	50.00%
Tree Seedlings	-	5,750	1,441.04	25.06%
Books and Periodicals	-	500	-	0.00%
TOTAL EXPENDITURES	**$ 150.00**	**$ 40,000.00**	**$ 3,179.51**	**7.95%**

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	176	188	213	104	-	-	-	**1,372**
Guilty	185	404	252	293	239	441	401	389	229	-	-	-	**2,833**
Nolo	14	18	16	24	11	22	17	3	21	-	-	-	**146**
Nolle Prossed	70	53	42	53	25	42	40	36	21	-	-	-	**382**
Nolle Prossed on Plea	0	29	15	17	20	28	11	19	17	-	-	-	**156**
Bind Over	17	23	18	28	9	33	13	18	3	-	-	-	**162**
Probation	6	18	8	15	11	9	13	17	10	-	-	-	**107**
Diversion	3	7	3	1	-	3	5	5	2	-	-	-	**29**
Warning	336	225	302	184	183	212	241	178	180	-	-	-	**2,041**
# of Citations Written	749	622	794	549	520	576	614	411	467	-	-	-	**5,302**
FTA - DL** Suspend	8	16	12	24	10	14	35	32	174	-	-	-	**325**
FTA* - Warrant	1	3	5	2	6	6	13	6	1	-	-	-	**43**

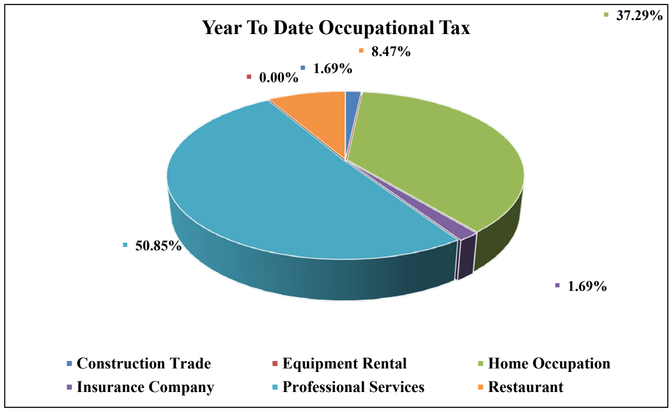
* Failure to Appear
** Driver's License



YTD Fines Bound Over

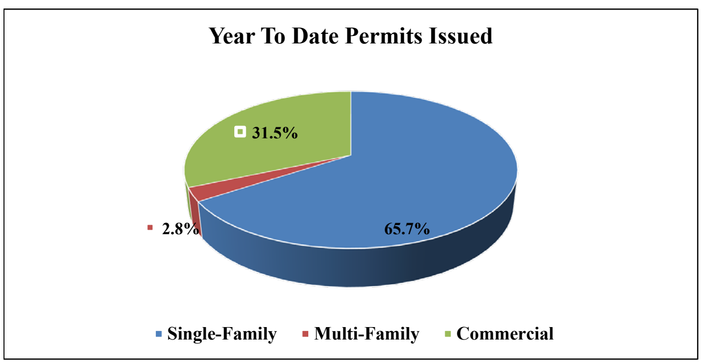
City of Holly Springs
Occupational Tax Summary
2025 Year to Date

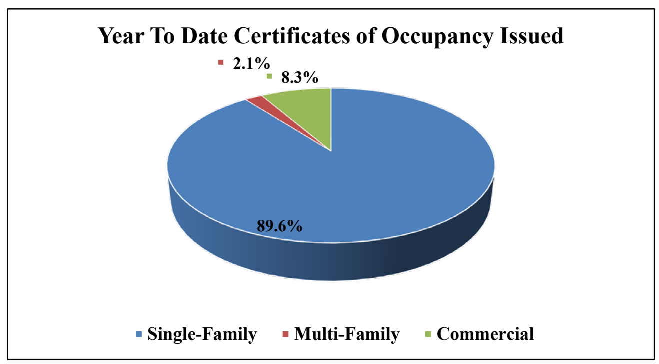
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	
Construction Trade	-	-	-	-	1	-	-	-	-	-	-	-	1	1.69%
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Home Occupation	4	1	1	3	4	2	1	-	6	-	-	-	22	37.29%
Insurance Company	-	-	-	-	-	1	-	-	-	-	-	-	1	1.69%
Professional Services	-	5	4	7	5	1	1	4	3	-	-	-	30	50.85%
Restaurant	-	2	-	1	-	-	2	-	-	-	-	-	5	8.47%
	4	**8**	**5**	**11**	**10**	**4**	**4**	**4**	**9**	**-**	**-**	**-**	**59**	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	1	1	9	3				**120**
Accessory Structures	2	2	2	5	4	5	1	3	1				**25**
Additions		1				2	2						**5**
Basement Buildouts				2			1						**3**
Mechanical	2	2	2	1	6	7	2	6	5				**33**
Plumbing	3	2		3	4	3	3	2	5				**25**
Electrical	2	5	2	2	2		3	1	3				**20**
Miscellaneous		6		1	6			7	3				**23**
Residential Fence	1					1	1	2	2				**7**
Certificates of Completion	1		1	1	1		4	6					**14**
Certificates of Occupancy	5	8	4	5			5	2					**29**
Multi-Family													
Townhomes						3		4					**7**
Apartments		2			2								**4**
Misc-Multi Family													**0**
Certificates of Occupancy						1							**1**
Commercial													
New Structures	4				1				1				**6**
Addition-C													**0**
Tenant Build Outs					1	1		1					**3**
Accessory Structures					1								**1**
Mechanical													**0**
Plumbing		1											**1**
Electrical			1	1									**2**
Misc-C		1	2	3	4	2	9	9	5				**35**
Signs	2	2	4	2	4	8	7	1	2				**32**
Utilities	3	10	6	3	4	3	6	8	2				**45**
Commercial Fence													**0**
Certificates of Completion							1						**1**
Certificates of Occupancy		1					1	1					**3**





City of Holly Springs
Monthly Operation Report
Executive Summary

Description	Sep-25
Pot Hole Repair	4
Tree Service Work	0
ROW Mowing	50
Dead Animal Pick Up	0
Street Sweeping	0
Road Salting	0
Sign Maintenance	6
Litter Pickup	0
Stormwater maintenance	1
Traffic Signals	0
Equipment Maintenance	2
Misc. Work Orders	7
PARKS	
J.B. Owens	14
Barrett Park	18
Karen J. Barnett Park	13
J.C. Mullins	25
Monthly Totals	**140**

City of Holly Springs
Monthly Operation Report
Executive Summary

Description	Sep-25
Pot Hole Repair	4
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