



City Council Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Monday, April 20, 2026 | 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. Proclamation
Child Abuse Prevention Month

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

VII. OLD BUSINESS

- A. April 6, 2026 City Council Meeting Minutes.

VIII. NEW BUSINESS

- A. Resolution authorizing the submittal and management of the Georgia Department of Transportation (GDOT) Local Road Assistance Administration (LRA) funds application.
- B. Memorandum of Agreement, Additional Purchase Price between Stonecrest Homes, GA, LLC and the Downtown Development Authority of Holly Springs and consented to by the City of Holly Springs, Georgia and authorize the Mayor to execute the agreement pending approval by the City Attorney.
- C. Estimate #0325 from KAM Contracting Southeast, LLC for additional fire hydrants, the extension of water mains, and water main loop reconfiguration in the Holly

Springs Town Center in an amount not to exceed \$170,900.

- D. Change order #4A between Summit Construction & Development and the City of Holly Springs, Georgia for the Holly Springs Parkway Widening Project, Phase III in an amount not to exceed \$19,733.50 and to ratify the signature of the City Manager.
- E. Change order #4B between Summit Construction & Development and the City of Holly Springs, Georgia for the Holly Springs Parkway Widening Project, Phase III in an amount not to exceed \$12,554.18 and to ratify the signature of the City Manager.
- F. Change order #001 between Reeves Young, LLC and the City of Holly Springs, Georgia for the Holly Springs Amphitheatre (RFQ# 2025-01) in an amount not to exceed \$7,320, and to ratify the signature of the City Manager.
- G. Change order #002 between Reeves Young, LLC and the City of Holly Springs, Georgia for the Holly Springs Amphitheatre (RFQ# 2025-01) in an amount not to exceed \$2,105, and to ratify the signature of the City Manager.
- H. Memorandum of Understanding between Cherokee County, Georgia by and through Cherokee County Emergency Management Agency (EMA) and the City of Holly Springs, Georgia for alerts, warnings, and notifications sent through the Federal Emergency Management Agency's (FEMA's) Integrated Public Alert and Warning System and authorize the City Manager to execute the agreement upon approval of the City Attorney.
- I. Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".
- J. Amendment No. 1 to the Client Service Agreement between WellnessIQ, Inc. and the City of Holly Springs.
- K. Renewal of the Property and Liability Coverage with Georgia Interlocal Risk Management Agency (GIRMA).
- L. Renewal of the Off-Duty Liability line of coverage with Lexington Insurance Company.
- M. Renewal of the Excess Crime line of coverage with Hanover Insurance Company/Allmerica.
- N. Renewal of the Excess Cyber Liability line of coverage with Tokio Marine - Houston Casualty Company.
- O. Renewal of the Terrorism & Sabotage line of coverage with Hiscox, Inc.
- P. Ordinance of the City of Holly Springs, Georgia approving budget amendments for the fiscal year 2025 budget.

- Q. Bond Release for Performance Bond #SU1181892, for Sagebrooke subdivision.
- R. Bond Release for Maintenance Bond #1090849-M, for Parc Terrace subdivision.
- S. Resolution to accept and authorize streets to become publicly maintained in Parc Terrace subdivision.
- T. Title VI Nondiscrimination Agreement between the Georgia Department of Transportation and the City of Holly Springs, Georgia.
- U. Second Amendment to Loan Agreement between Georgia Transportation Infrastructure Bank, by and through the State Road and Tollway Authority and City of Holly Springs (Holly Springs Parkway Widening Phase III).
- V. Cherokee County and City of Holly Springs limited license agreement for the use of PremierOne CAD system.
- W. Resolution authorizing the transfer of a service weapon to a former police officer.

IX. REPORTS

X. ADJOURNMENT

XI. EXECUTIVE SESSION

- A. Real Estate



BY THE MAYOR OF THE CITY OF HOLLY SPRINGS

A PROCLAMATION

CHILD ABUSE PREVENTION MONTH

WHEREAS: Children are critical to the City of Holly Springs future success, prosperity, and quality of life. While children are our most valuable resource, they are also our most vulnerable. Children have a right to be safe and an opportunity to thrive, learn, and grow in an environment that fosters healthy development; and

WHEREAS: Child abuse and neglect can be prevented by supporting and strengthening City of Holly Springs families, thus preventing the far-reaching effects of maltreatment and providing the opportunity for children to develop healthy, trusting family bonds, and consequently, building the foundations of communities; and

WHEREAS: Effectively intervening in the lives of children threatened by abuse is a shared responsibility, and City of Holly Springs citizens must come together so that the voices of our children are heard by all. We all must ensure that our communities are extending helping hands to children and families in need; and

WHEREAS: Effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community; and

WHEREAS: By providing a safe and nurturing environment for our children, free of violence, abuse and neglect, we can ensure that City of Holly Springs children will grow to their full potential as the next generation of leaders, helping to secure the future of this state and nation; now

NOW THEREFORE, I, Ryan P. Shirley, Mayor of the City of Holly Springs, Georgia do hereby proclaim April 2026, as CHILD ABUSE PREVENTION MONTH in the City of Holly Springs and urge families and communities to become involved in protecting our community's children.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Holly Springs to be affixed this 20th day of April 2026.

Ryan P. Shirley
Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VII.A.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: April 20, 2026

AGENDA ITEM: April 6, 2026 City Council Meeting Minutes.

EXECUTIVE SUMMARY:

Agenda Item D under Section VIII. New Business on the April 6, 2026 City Council Meeting Agenda was worded incorrectly. The attached minutes reflect the correct wording: Bond Release for Performance Bond #PB00155801890 for The Courtyards at Redbud Lane, Phase 1.

This correction is administrative and does not affect the intent or outcome of the action. It ensures the minutes accurately reflect the approved action.

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Minutes - CC - 04-06-2026 - DRAFT

RECOMMENDATION:

The staff recommendation is approval of the minutes.

CONCURRENCES:

City Attorney

City Manager

Community Development Director

City of Holly Springs
City Council Meeting Minutes
April 6, 2026
6:30 PM

Elected Officials Present: Mayor Ryan P. Shirley, Mayor Pro Tem Michael Zenchuk II, Councilwoman Dee Phillips, and Councilman Kyle Whitaker.

Elected Officials Not Present: Councilman Kevin Moore and Councilman Jeff Wilbur.

Staff Present: City Attorney Robert M. "Bobby" Dyer, City Manager Robert H. Logan, Assistant City Manager/City Clerk Karen Norred, Community Development Director Nancy Moon, Finance Director Denise Lamazares, Public Works Director Alex Gray, Court Administrator Donna Sanders, Information Technology Manager Tyler Gragg, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Lieutenant Naveed Babar, Sergeant Scott Staber, Sergeant James Lenahan, Corporal James Hood, Corporal Riley Landry, Corporal Michael Stearnes, Officer Carson Warner, Officer Edwin Newman, and Officer Frank James.

I. CALL TO ORDER

Mayor Shirley called the City Council Meeting to order.

II. PLEDGE OF ALLEGIANCE

Mayor Shirley led the Pledge of Allegiance.

III. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

IV. PRESENTATIONS

- A. Proclamation
Safe Digging Month
- B. Employee Service Recognition - One Year of Service
Rogelio Fernandez
- C. Employee Service Recognition - Ten Years of Service
Cori Roberts
- D. Employee Recognition – Promotions
Sergeant James Lenahan
Corporal James Hood
Corporal Michael Stearnes
- E. Employee Recognition
Donna Sanders - Certificate of Court Administration

V. PUBLIC COMMENTS

None.

VI. CONSENT AGENDA

- A. March 19, 2026 City Council Meeting Minutes.

Councilwoman Phillips made a motion to approve the consent agenda. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

- A. Professional Services Agreement between Keck & Wood, Inc. and the City of Holly Springs, Georgia, to develop a traffic study to evaluate potential options to improve Ash Street in an amount not to exceed \$25,100.

Councilwoman Phillips made a motion to approve Item A. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

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

Mayor Pro Tem Zenchuk made a motion to approve Item B. Councilwoman Phillips seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- C. Policy amendment to Section 16.17 License Plate Recognition Camera System, of the Holly Springs Police Department Operations Manual.

Councilwoman Phillips made a motion to approve Item C. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- D. Bond Release for Performance Bond #PB00155801890, for The Courtyards at Redbud Lane, Phase 1.

Councilwoman Phillips made a motion to approve Item D. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- E. Bond Release for Performance Bond #GSA2401223, Hayloft, Master Infrastructure-Stormwater and Paving.

Councilwoman Phillips made a motion to approve Item E. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- F. Quote #EST-2026-S0008 and EST-2026-S0009 dated February 19th, 2026, for installing new access control hardware in the Kenneth N. Ball Public Safety Building and City Hall in an amount not to exceed \$27,029.81

Councilwoman Phillips made a motion to approve Item F. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

Motion to amend Section VIII. New Business of the Agenda to add Item G: Renew the agreement dated January 25, 2026, between the City of Holly Springs, Georgia, and Scot Turner on a month-to-month basis, not to exceed \$5,000 per month.

Mayor Pro Tem Zenchuk made a motion to amend the agenda to add Item G. Councilman Whitaker seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- G. Renew the agreement dated January 25, 2026, between the City of Holly Springs, Georgia, and Scot Turner on a month-to-month basis, not to exceed \$5,000 per month.

Mayor Pro Tem Zenchuk made a motion to approve Item G. Councilwoman Phillips seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

IX. REPORTS

- A. Monthly Departmental Reports

X. ADJOURNMENT

Mayor Pro Tem Zenchuk made a motion to adjourn the meeting. Councilwoman Phillips seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

Respectfully submitted.

Attest:

Ryan P. Shirley, Mayor

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.A.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Resolution authorizing the submittal and management of the Georgia Department of Transportation (GDOT) Local Road Assistance Administration (LRA) funds application.

EXECUTIVE SUMMARY:

Governor Kemp and the Georgia Legislature have included Local Road Assistance Administration (LRA) funding in the Georgia amended fiscal year 2026 budget. The LRA funds will be administered and distributed using the Local Maintenance & Improvement Grant (LMIG) application system through the Georgia Department of Transportation (GDOT). The allocation of LRA funding for the City of Holly Springs is \$259,070.54. The City has identified resurfacing and repairs in Mountain Brook, Holly Commons Parkway, and Holly Street in the 2026 LRA Project.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

SPLOST

FISCAL IMPACT:

The total projected fiscal impact of the proposed project is \$336,776. LRA funds and Special Purpose Local Option Sales Tax Fund VI (SPLOST VI) will be used to fund the costs of the project.

ATTACHMENTS:

1. GDOT LRA Grant Application RES
2. 2026 LRA Project

3. 2026 LRA Funding Allocation

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

Finance and Administration

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLLY SPRINGS AUTHORIZING THE SUBMITTAL OF THE GDOT LOCAL ROAD ASSISTANCE ADMINISTRATION (LRA) FUNDS APPLICATION THAT WILL BE ADMINISTERED AND DISTRIBUTED USING THE GRANTS (LMIG) APPLICATION SYSTEM; 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 LOCAL ROAD ASSISTANCE ADMINISTRATION (LRA) FUNDS

WHEREAS, the Georgia Department of Transportation announced that the Governor and the Legislature included in Local Road Assistance Administration (LRA) funds in the amended fiscal year 2026 budget; and

WHEREAS, the LRA funds will be administered and distributed using the GRANTS (LMIG) Application System; and

WHEREAS, eligible activities and projects related to roadway improvements for LRA funds will be the same as the Local Maintenance & Improvement Grant (LMIG); and

WHEREAS, LRA funds will require no match; 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 Road Assistance Administration (LRA) funds application to the Georgia Department of Transportation using the GRANTS (LMIG) Application System;
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 Road Assistance Administration (LRA) funds 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 20th day of April 2026.

CITY OF HOLLY SPRINGS

Attest:

Ryan P. Shirley, Mayor

Karen Norred, City Clerk
(Seal)

2026 LRA Project List

City of Holly Springs

Road Name	Beginning	Ending	Length (Miles)	Description of Work	Project Cost	Project Let Date
Mountain Brook Drive	HS Pkwy	End	0.18	Patch/Resurface/Stripe	\$ 114,647	Summer 2026
Mountain Brook Court	Mountain Brook Dr	End	0.09	Patch/Resurface/Stripe	\$ 53,741	Summer 2026
Holly Commons Parkway	SR 140	Royal Crescent Terrace	0.25	Patch/Resurface/Stripe	\$ 156,446	Summer 2026
Holly Street	HS Pkwy	Childers Road	0.02	Patch	\$ 11,942	Summer 2026
		Totals:	0.54		\$ 336,776	

GDOT District	County	City	Population**	Total Mileage*	FY 2026 LRA Formula Amount	Required FY 2026 LRA Match
5	CHARLTON	HOMELAND	907	24.32	\$43,898.22	0%
5	CHATHAM	(UNINCORPORATED)	93,041	363.49	\$1,243,786.06	0%
5	CHATHAM	BLOOMINGDALE	3,100	32.14	\$72,071.36	0%
5	CHATHAM	GARDEN CITY	10,536	47.33	\$150,279.85	0%
5	CHATHAM	POOLER	31,171	115.92	\$407,740.05	0%
5	CHATHAM	PORT WENTWORTH	14,865	55.29	\$194,459.76	0%
5	CHATHAM	SAVANNAH	148,808	709.74	\$2,185,619.09	0%
5	CHATHAM	THUNDERBOLT	2,536	15.78	\$42,882.25	0%
5	CHATHAM	TYBEE ISLAND	3,139	30.33	\$69,591.70	0%
5	CHATHAM	VERNONBURG	140	1.33	\$3,069.05	0%
3	CHATTAHOOCHEE	CUSSETA-CHATTAHOOCHEE	8,548	80.79	\$186,751.35	0%
6	CHATTOOGA	(UNINCORPORATED)	17,966	423.24	\$780,088.25	0%
6	CHATTOOGA	LYERLY	463	5.93	\$12,491.90	0%
6	CHATTOOGA	MENLO	484	7.10	\$14,436.43	0%
6	CHATTOOGA	SUMMERVILLE	4,421	38.83	\$92,069.20	0%
6	CHATTOOGA	TRION	1,972	19.30	\$44,095.36	0%
6	CHEROKEE	(UNINCORPORATED)	191,040	1274.02	\$3,360,810.43	0%
6	CHEROKEE	BALL GROUND	3,311	21.58	\$57,482.13	0%
6	CHEROKEE	CANTON	38,049	124.21	\$471,270.85	0%
6	CHEROKEE	HOLLY SPRINGS	20,133	72.07	\$259,070.54	0%
6	CHEROKEE	WALESKA	978	3.65	\$12,812.81	0%
6	CHEROKEE	WOODSTOCK	39,381	121.84	\$477,494.68	0%
1	CLARKE	ATHENS-CLARKE	128,691	610.24	\$1,884,718.51	0%
1	CLARKE	WINTERVILLE	1,196	17.12	\$35,024.10	0%
4	CLAY	(UNINCORPORATED)	1,720	196.70	\$313,527.63	0%
4	CLAY	FORT GAINES	978	14.91	\$30,032.58	0%
4	CLAY	BLUFFTON	117	4.40	\$7,593.91	0%
7	CLAYTON	(UNINCORPORATED)	234,996	861.45	\$3,054,864.65	0%
7	CLAYTON	FOREST PARK	19,301	79.58	\$264,404.03	0%
7	CLAYTON	JONESBORO	6,084	27.61	\$87,206.12	0%
7	CLAYTON	LAKE CITY	2,889	17.72	\$48,459.00	0%
7	CLAYTON	LOVEJOY	12,612	22.31	\$127,366.16	0%

ITEM REPORT

AGENDA ITEM NUMBER: VIII.B.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Memorandum of Agreement, Additional Purchase Price between Stonecrest Homes, GA, LLC and the Downtown Development Authority of Holly Springs and consented to by the City of Holly Springs, Georgia and authorize the Mayor to execute the agreement pending approval by the City Attorney.

EXECUTIVE SUMMARY:

This agreement places a lien on the property until it is sold to a third party pursuant to the agreement dated December 20, 2021, between Stonecrest Homes GA, LLC and the Downtown Development Authority of Holly Springs. The Downtown Development Authority approved this Agreement during their April 15, 2026 meeting.

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. MOU DDA and Stonecrest Homes

RECOMMENDATION:

The staff recommendation is to consent to the Memorandum of Agreement and authorize the

Mayor to execute the Agreement.

CONCURRENCES:

City Manager
Downtown Development Authority of Holly Springs

PREPARED BY AND RETURN TO:

McMichael & Gray PC
2180 Satellite Blvd NW, Suite 200
Duluth, GA 30097
File No. MGC-GA-260099-CST

MEMORANDUM OF AGREEMENT

ADDITIONAL PURCHASE PRICE

This Memorandum of Agreement – Additional Purchase (“**Memorandum**”) is entered into this ____ day of April, 2026, by and between **HOLLY SPRINGS DOWNTOWN DEVELOPMENT AUTHORITY** (“**Seller**”), and **STONECREST HOMES GA, LLC**, a Georgia limited liability company (“**Purchaser**”).

RECITALS

A. Seller is the owner, in fee simple title, of certain lots located in Cherokee County, Georgia, which lots are more particularly described on **Exhibit “A”** attached hereto (each, a “**Lot**” and collectively the “**Lots**”).

B. Seller and Purchaser have entered into that certain unrecorded AGREEMENT FOR SALE AND PURCHASE OF LOTS dated as of December 20, 2021 (the “**Agreement**”), pursuant to which Seller agreed to sell and convey the Lots to Purchaser, and Purchaser agreed to purchase and acquire the Lots from Seller upon the terms and conditions set forth therein.

C. A portion of the purchase price for the Lots will be paid upon the sale of the Lot and Home to a Homebuyer.

D. Seller and Purchaser desire to execute this Memorandum and cause it to be recorded in Cherokee County, Georgia land records for the purpose of memorializing the Agreement and to provide third parties with notice of the Agreement and Seller’s right to collect the “Additional Purchase Price,” as such term is defined in the Agreement, from Purchaser.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Purchaser hereby acknowledge and agree that some, though not all, of the terms of the Agreement are as follows:

1. Pursuant to the Agreement and this Memorandum, Seller has agreed to sell and convey Lots to Purchaser and Purchaser has agreed to purchase and acquire such Lots from Seller upon the terms and conditions set forth in the Agreement.

2. Purchaser has agreed to pay to Seller the “Additional Purchase Price” at the time a Home is sold to a Homebuyer as more fully described in Paragraph 2(b) of the Agreement.

3. The failure of Seller to receive from Purchaser payment of the Additional Purchase Price when due shall entitle Seller to exercise all of its rights and remedies under the Agreement at law or in equity.

4. This Memorandum is not an agreement between Seller and Purchaser, but rather, is to give notice of the Agreement and does not supersede, diminish, add to, or change the terms of the Agreement. Reference should be made to the Agreement for all terms, covenants, and conditions with respect to the Additional Purchase Price.

5. This Memorandum shall terminate and be of no further force or effect with respect to any Lot upon the payment of the Additional Purchase Price for such Lot by Purchaser to Seller.

6. This Memorandum may be executed in two or more counterparts, and all of such counterparts when taken together shall constitute one and the same document.

7. Unless otherwise defined herein, all terms with their initial letter capitalized in this Memorandum shall have the same meanings herein as such terms are defined in the Agreement.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement –
Additional Purchase Price as of the date first set forth above.

SELLER:

**HOLLY SPRINGS DOWNTOWN
DEVELOPMENT AUTHORITY**

Signed, sealed and delivered in the
presence of:

By: _____

Name: Ollie Evans

Title: Chairman

Unofficial Witness

Notary Public

[NOTARIAL SEAL]

My Commission Expires: _____

Signed, sealed and delivered in the
presence of:

Attest: _____

Name: Andrea Johnston

Title: Secretary

Unofficial Witness

Notary Public

[NOTARIAL SEAL]

My Commission Expires: _____

[SIGNATURES CONTINUE ON FOLLOWING PAGES]

PURCHASER:

STONECREST HOMES GA, LLC

Signed, sealed and delivered in the
presence of:

Unofficial Witness

Notary Public

[NOTARIAL SEAL]

My Commission Expires:_____

By:_____

Name: Charles D. Heiser, Jr.

Title: Manager

[SIGNATURES CONTINUE ON FOLLOWING PAGES]

APPROVED BY:

**THE CITY OF HOLLY SPRINGS,
GEORGIA**

Signed, sealed and delivered in the
presence of:

Unofficial Witness

Notary Public

[NOTARIAL SEAL]

My Commission Expires: _____

By: _____
Name: _____

Title: _____

Signed, sealed and delivered in the
presence of:

Unofficial Witness

Notary Public

[NOTARIAL SEAL]

My Commission Expires: _____

Attest: _____
Name: _____

Title: _____

[SIGNATURES CONTINUE ON FOLLOWING PAGES]

APPROVED AS TO FORM BY:

**ATTORNEY FOR THE CITY OF
HOLLY SPRINGS, GEORGIA**

Signed, sealed and delivered in the presence
of:

By: _____

Name: _____

Title: _____

Unofficial Witness

Notary Public

[NOTARIAL SEAL]

My Commission Expires: _____

EXHIBIT A

LEGAL DESCRIPTION

All that tract or parcel of land lying and being in Land Lot 343 of the 15th District, 2nd Section, Cherokee County, Georgia, being Lots 15 and 16, of Holly Springs Mixed-Use Development Townhomes East, as per plat recorded in Plat Book 120, Pages 734-737, Cherokee County, Georgia records, which recorded plat is incorporated herein by reference and made a part of this description.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.C.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Estimate #0325 from KAM Contracting Southeast, LLC for additional fire hydrants, the extension of water mains, and water main loop reconfiguration in the Holly Springs Town Center in an amount not to exceed \$170,900.

EXECUTIVE SUMMARY:

The City of Holly Springs requested and received three quotes for the performance of utility and site work within the Holly Springs Town Center. The project includes the installation of an additional fire hydrant, extension of a water main, installation of an irrigation meter, and backflow prevention device on Leon Little Drive. The project also includes the extension of a water main, fire hydrant, installation of a domestic water service line, water meter, backflow prevention device, and the installation of a 6" line to serve the fire suppression system in the parking deck. The project will also include the reconfiguration of an 8" water main, fire hydrants, water service lines, 8" x 6" tees, irrigation service lines, and backflow prevention devices around the amphitheater and social building.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue

FISCAL IMPACT:

\$170,900

ATTACHMENTS:

1. Holly Springs TCP Utility and Site Project

RECOMMENDATION:

The staff recommendation is to award the project to KAM Contracting Southeast, LLC.

CONCURRENCES:

Finance and Administration

KAM Contracting Southeast, LLC

524 Crested Hawk Ridge
Canton, GA 30114

Estimate

Date	Estimate #
3/19/2026	0325

Name / Address
HOLLY SPRINGS TOWN CENTER

			Project
Description	Qty	Cost	Total
MOBILIZATION	1	5,000.00	5,000.00
LOCATE EXISTING UTILITIES WITH VAC TRUCK	1	2,500.00	2,500.00
REMOVE EXISTING PLUG AND EXTEND A 6 INCH DIP MAIN	1	8,500.00	8,500.00
ADD 1 INCH IRRIGATION METER BOX AND BACKFLOW PREVENTER	1	6,500.00	6,500.00
INSTALL FIRE HYDRANT AND PLUG 6 INCH LINE	1	9,950.00	9,950.00
RELOCATE EXISTING FIRE HYDRANT BEHIND FUTURE SIDEWALK.	1	6,000.00	6,000.00
EXTEND 6 INCH DIP WATERLINE TOWARDS PARKING DECK, INSTALL NEW FIRE HYDRANT AND TERMINATE THE 6 INCH LINE	1	19,500.00	19,500.00
TEE OFF THE 6 INCH DIP BEFORE NEW FH AND INSTALL A 1 INCH DOMETIC LINE TO THE PARKING DECK AND INSTALL 1 INCH METER BOX AND BACKFLOW PREVENTER.	1	12,500.00	12,500.00
INTALL 6 INCH DRY SPRINKLER SYSTEM	1	4,800.00	4,800.00
LOCATE EXISTING FH #10. INSTALL A NEW 8 INCH TEE approx 100 lf AND RUN DOWN TO LOOP THE EXISTING MAIN NEAR PLAZA AND FH#9	1	24,800.00	24,800.00
		Total	

Customer Signature

KAM Contracting Southeast, LLC

524 Crested Hawk Ridge

Canton, GA 30114

Estimate

Date	Estimate #
3/19/2026	0325

Name / Address
HOLLY SPRINGS TOWN CENTER

			Project
Description	Qty	Cost	Total
DEMOLISH EXISTING WATER MAIN NORTH OF FH#9 AND DEMO ASSOCIATED SERVICE EXTENSIONS	1	22,850.00	22,850.00
NORTH OF SOCIAL BUILDING TEE FROM EXISTING 8 INCH MAIN AND INSTALL NEW 8X6 TEE AND ALL PROPOSED WATER SERVICE IMPROVEMENTS INCLUDING METER BOXES 2, BACKFLOW PREVENTERS AND 6 INCH DDC	1	43,500.00	43,500.00
TERMINATE EXISTING 1" IRRIGATION SERVICE AT THE MAIN LOCATED NORTH OF EXISTING MANHOLE HS2-37-4 AND INSTALL NEW 1" IRRIGATION SERVICE WITH BFP WEST OF SS CO A-1	1	4,500.00	4,500.00
NOTES			
		Total	

Customer Signature

KAM Contracting Southeast, LLC

524 Crested Hawk Ridge
Canton, GA 30114

Estimate

Date	Estimate #
3/19/2026	0325

Name / Address
HOLLY SPRINGS TOWN CENTER

			Project
Description	Qty	Cost	Total
LAYOUT AND AS BUILTS BY OTHERS -APPROVED PLANS WILL AFFECT FINAL BID -SOIL TESTING BY OTHERS -FEE'S, PERMITS, ETC BY OTHERS -METERS BY THE OTHERS -ROCK HAMMER IS \$3,850.00 PER DAY WITH 2 DAY MIN AND \$1,000 MOBILIZATION -DEWATERING WILL BE ADDITIONAL BY THE DAY BASED ON PUMP SIZE -TRENCH ROCK BLASTED AND DISPOSED OF IN THE DITCH \$76.00 PER CY -MASS ROCK BLASTED AND DISPOSED OF ON SITE \$32.00 PER CY -BLASTING MOBILIZATION AND MONITORING IS ADDITIONAL -CUTTING ASPHALT AND STREET REPAIRS BY OTHERS -EXPORT OF UNSUITABLES NEGOTIATED ON SITE -IMPORT OF GOOD FILL MATERIAL NEGOTIATED ON SITE			
		Total	\$170,900.00

Customer Signature _____



6025 Matt Highway
Cumming, GA 30028
770.888.2224 OFFICE
678.947.3672 FAX

Proposal

Holly Springs Mixed Use

DATE: 03-18-2026

SCOPE OF WORK: Utilities - Water

- Provide/Install items as listed below.
- Includes all necessary management, materials, equipment, and labor.

Description	Quantity	Unit
Add Hydrant - Leon Little Drive at Holly Springs Pkwy Ext.		
1" Irrigation Meter (Meter by Others)	1.000	EACH
1" BFP in Box	1.000	EACH
1" Irrigation Tap	1.000	EACH
6" Fittings	5.000	EACH
Thrust Blocking	4.000	EACH
6" DIP	120.000	L.F.
1" Copper Pipe	10.000	L.F.
6" Fire Hydrant	1.000	EACH
8" X 6" Reducer	1.000	EACH
Sub-Total: Add Hydrant - Leon Little Drive at Holly Springs Pkwy Ext.		35,308.12

Waterline Extension to Parking Deck

6" Fittings	5.000	EACH
8" X 6" Reducer	1.000	EACH
6" Fire Hydrant	1.000	EACH
Thrust Blocking	8.000	EACH
6" FDC Assembly	1.000	EACH
1" Copper Pipe	150.000	L.F.
1" Meter & BFP in Box (Meter by Others)	1.000	EACH
6" DIP	270.000	L.F.
Bollard	2.000	EACH
Sub-Total: Waterline Extension to Parking Deck		72,348.93

Water Main Loop Reconfiguration

Demo Water Meter	2.000	EACH
Demo Water Vaults	1.000	EACH

6" Gate Valve	1 000 EACH	
6" DIP	66 000 L F	
6" Fittings	5 000 EACH	
6' DDC/BFP Vault	1 000 EACH	
8" Gate Valve	2 000 EACH	
1" Irrigation Meter (Meter by Others)	1 000 EACH	
8" DIP Water (Fire Line)	140 000 L F	
Demo FDC	1 000 EACH	
2' Domestic Meter & BFP Vault (Meter by Others)	2 000 EACH	
Thrust Blocking	5 000 EACH	
2" Copper Fittings	3 000 EACH	
Demo 8" Pipe	290 000 L F	
8" Fittings	1 000 L S	
2" Copper Tube	140 000 L F	
6" FDC Assembly	1 000 EACH	
8x8 Tapping Sleeve Assembly	1 000 EACH	
1" Copper Pipe	15 000 L F	
2' Domestic Water Tap	2 000 EACH	
Sub-Total: Water Main Loop Reconfiguration		132,086.63

Hydrant Relocation @ Waterline Extension to Parking Deck

Fire Hydrant Relocation	1 000 EACH	
Total: Hydrant Relocation @ Waterline Extension to Parking Deck		4,529.42
QUOTE TOTAL:		244,273.10

NOTES:

Proposal based upon plans updated: 01-28-26
 Proposal pricing is valid until April 17, 2026
 Excludes As-Builts
 Excludes Mass Grading
 Excludes all permits, and fees
 Excludes any replacement of cultivated soils, if required
 Excludes any abatement or asbestos testing
 Excludes removal of any hazardous material or remediation
 Excludes any utility relocates required due to utilities conflicts not shown on plans
 Excludes Amphitheater domestic and irrigation scope Deleted by owner
 This proposal is based upon a classified site condition
 Excludes all site amenities, sidewalks, fencing, guardrails - By Others
 Excludes erosion control BMPs and maintenance
 Demo of power and gas utilities by others if necessary
 Excludes NPDES monitoring
 Excludes all utility fees to CCWSA
 Excludes water meters, by CCWSA
 Excludes fire risers
 Excludes 8" OS&Y Valve
 Excludes all foundation and ramp walls
 Silt Fence and Tree Save fence to be removed by others
 Excludes all dewatering and cleaning of existing utilities
 Escalation clauses will be included in all contracts
 Excludes repair or replacement of existing pavements
 If existing conditions represented by plans or details differ from field conditions additional charges may apply
 Excludes all topsoil placement, landscaping, pond plantings and permanent grassing
 The proposal will require updating based on agreed upon start date, milestone dates, and completion date
 Proposal based on maximum retainage of 10% for the first 50% of payments Upon 50% payment, no further retainage to be withheld

Darrell C Dinsmore Grading, Inc.

1995 Dr. Bramblett Road
Cumming, Ga 30028

Phone: 770-781-4347
Fax: 770-781-9696

Holly Springs Town Center

Proj: Utility Plan - Town Center North
To: City of Holly Springs
3237 Holly Springs Parkway
Canton, Ga 30142
Attn: Mr. David Edwards
Date: 2/5/2026
From: Jesse Tobias

Item #	Work Description	Quantity	Unit	Unit Price	Total
1A	General Site Conditions	1.00	L.S.	3,500.00	3,500.00
1	Additional Fire Hydrant - Leon Little & HS Parkway				24,058.50
A	Tie to Existing	1.00	L.S.	1,000.00	1,000.00
B	8" X 6" Reducer	1.00	Each	725.00	725.00
C	6" Class 350 Ductile Iron Pipe	112.00	L.F.	56.00	6,272.00
D	Fire Hydrants Assembly	1.00	Each	8,250.00	8,250.00
E	6" MJ Bend	3.00	Each	675.00	2,025.00
F	6" MJ Plug/Cap	1.00	Each	500.00	500.00
G	Thrust Block	6.00	Each	250.00	1,500.00
h	8" X 1" Tap, Tapping Saddle, & Corp	1.00	Each	1,250.00	1,250.00
H	1" Type K Copper	15.00	L.F.	32.50	487.50
I	Meter Box (No Meter)	1.00	Each	325.00	325.00
J	1" BFP in Standard Box	1.00	Each	1,500.00	1,500.00
K	Pressure Test and Chlorinate	112.00	L.F.	2.00	224.00
2	Waterline Extension to Parking Deck				46,896.00
A	Relocate Existing Fire Hydrant	1.00	L.S.	3,500.00	3,500.00
B	Tie to Existing	1.00	L.S.	1,000.00	1,000.00
C	8" X 6" Reducer	1.00	Each	725.00	725.00
D	Fire Hydrants Assembly	1.00	Each	8,250.00	8,250.00
E	6" Class 350 Ductile Iron Pipe	252.00	L.F.	56.00	14,112.00
F	6" MJ Bend	6.00	Each	650.00	3,900.00
G	4" FDC Connection	1.00	Each	3,500.00	3,500.00
H	6" MJ Plug/Cap	2.00	2.00	500.00	1,000.00
I	Thrust Block	10.00	Each	250.00	2,500.00
J	6" X 1" Tap, Tapping Saddle, & Corp	1.00	Each	1,250.00	1,250.00
K	1" Type K Copper	140.00	L.F.	32.50	4,550.00
L	Meter Box (No Meter)	1.00	Each	325.00	325.00
M	1" BFP in Standard Box	1.00	Each	1,500.00	1,500.00
N	Pressure Test and Chlorinate	392.00	L.F.	2.00	784.00
3	Water Main Loop Reconfiguration				97,265.50
A	Abandon Existing Fire Hydrant	1.00	L.S.	1,000.00	1,000.00
B	8" X 8" Tap, Tapping Sleeve, and Valve	2.00	Each	9,500.00	19,000.00
C	8" MJ Bend	3.00	Each	725.00	2,175.00

D	8" Class 350 Ductile Iron Pipe	144.00	L.F.	65.00	9,360.00
E	Thrust Blocking	4.00	Each	250.00	1,000.00
F	Saw Cut Road	100.00	L.F.	5.00	500.00
G	Demo and Haul off Asphalt	1.00	L.S.	950.00	950.00
H	GAB Backfill in Roadway	54.00	Tons	60.00	3,240.00
I	Demo Existing 8" DIP	115.00	L.F.	15.00	1,725.00
J	8" MJ Plug/Cap	2.00	Each	500.00	1,000.00
K	Demo Existing 6" DIP	90.00	L.F.	15.00	1,350.00
L	Demo Existing Domestic Service	90.00	L.F.	15.00	1,350.00
M	Excavate Existing Vault to be Relocated	1.00	L.S.	5,000.00	5,000.00
***Road/curb repairs and replace is not included.					
N	8" Gate Valve, Box, & Pad	2.00	Each	2,750.00	5,500.00
O	8" Solid Sleeve Adapter	2.00	Each	500.00	1,000.00
P	8" Class 350 Ductile Iron Pipe	36.00	L.F.	67.50	2,430.00
Q	6" Class 350 Ductile Iron Pipe	108.00	L.F.	56.00	6,048.00
R	8" X 6" MJ Tee	1.00	Each	950.00	950.00
S	Relocate Existing Vault	1.00	L.S.	5,000.00	5,000.00
T	6" X 6" Tee	1.00	Each	950.00	950.00
U	6" MJ Bend	1.00	Each	675.00	675.00
V	6" MJ Plug/Cap	1.00	Each	500.00	500.00
W	8" X 2" Tap, Saddle & Corp.	2.00	Each	750.00	1,500.00
X	2" Curb Stop	2.00	Each	725.00	1,450.00
Y	2" Meter Swivel	2.00	Each	250.00	500.00
Z	2" Meter Box (No Meter)	2.00	Each	500.00	1,000.00
AA	2" BFP Assembly in Standard Box	2.00	Each	2,750.00	5,500.00
BB	2" Bends	3.00	Each	500.00	1,500.00
CC	2" Copper Type K	140.00	L.F.	60.00	8,400.00
DD	4" Schedule 40 PVC Casing	40.00	L.F.	10.00	400.00
EE	Thrust Blocking	9.00	Each	250.00	2,250.00
***Pricing assumes existing vault is fully assembled and can be relocated. Fire risers through building slab are not included.					
N	Terminate Existing Irrigation Service	1.00	L.S.	500.00	500.00
O	8" X 1" Tap, Tapping Saddle, & Corp	1.00	Each	1,250.00	1,250.00
P	1" Type K Copper	15.00	L.F.	32.50	487.50
Q	Meter Box (No Meter)	1.00	Each	325.00	325.00
R	1" BFP in Standard Box	1.00	Each	1,500.00	1,500.00

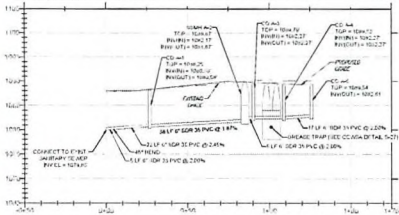
Total: \$ 171,720.00

Water and Sewer Only

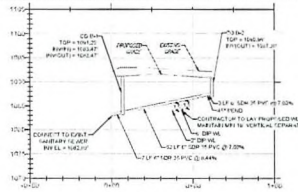
No Exception Taken Reuse and Reuse Submit Specified Item
 Reviewer: In the general contract with the Cherokee County Water and Sewerage Authority, standards and in no way releases the developer, property owner, contractor or their agents of the responsibility to comply with the appropriate standards or codes under the authority of the state or downstream properties. This review does not constitute any endorsement of liability by Cherokee County Water and Sewerage Authority of the reviewing engineer.

Date: 02/09/2025 By: [Signature]
 APPROVED FOR SITE COPY
 02/19/2025 3:27:25 PM

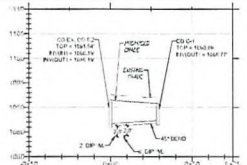
SANITARY SEWER PROFILE VIEW OF DUMPSTER LINE



SANITARY SEWER PROFILE VIEW OF INDOOR SOCIAL SEWER



SANITARY SEWER PROFILE VIEW OF INDOOR SOCIAL GREASE



ROBERTSON LOIA ROOF
 ARCHITECTS & ENGINEERS
 3445 Peachtree Ridge Road, Suite 375, Alpharetta, GA 30009
 770.874.8607 / www.rlrpe.com
 G.C. CONTRACTOR: [Signature]

HOLLY SPRINGS TOWN CENTER
 HICKORY ROAD & BETTY BARRETT WAY
 HOLLY SPRINGS, GEORGIA
 FOR
 STONECREST HOMES GA, LLC
 425 WEST WILFORD ROAD, STE 204
 KENNESAW, GEORGIA

PROGRESS SET, NOT FOR CONSTRUCTION.

UTILITY PLAN EXHIBIT

11/06/2025

23193

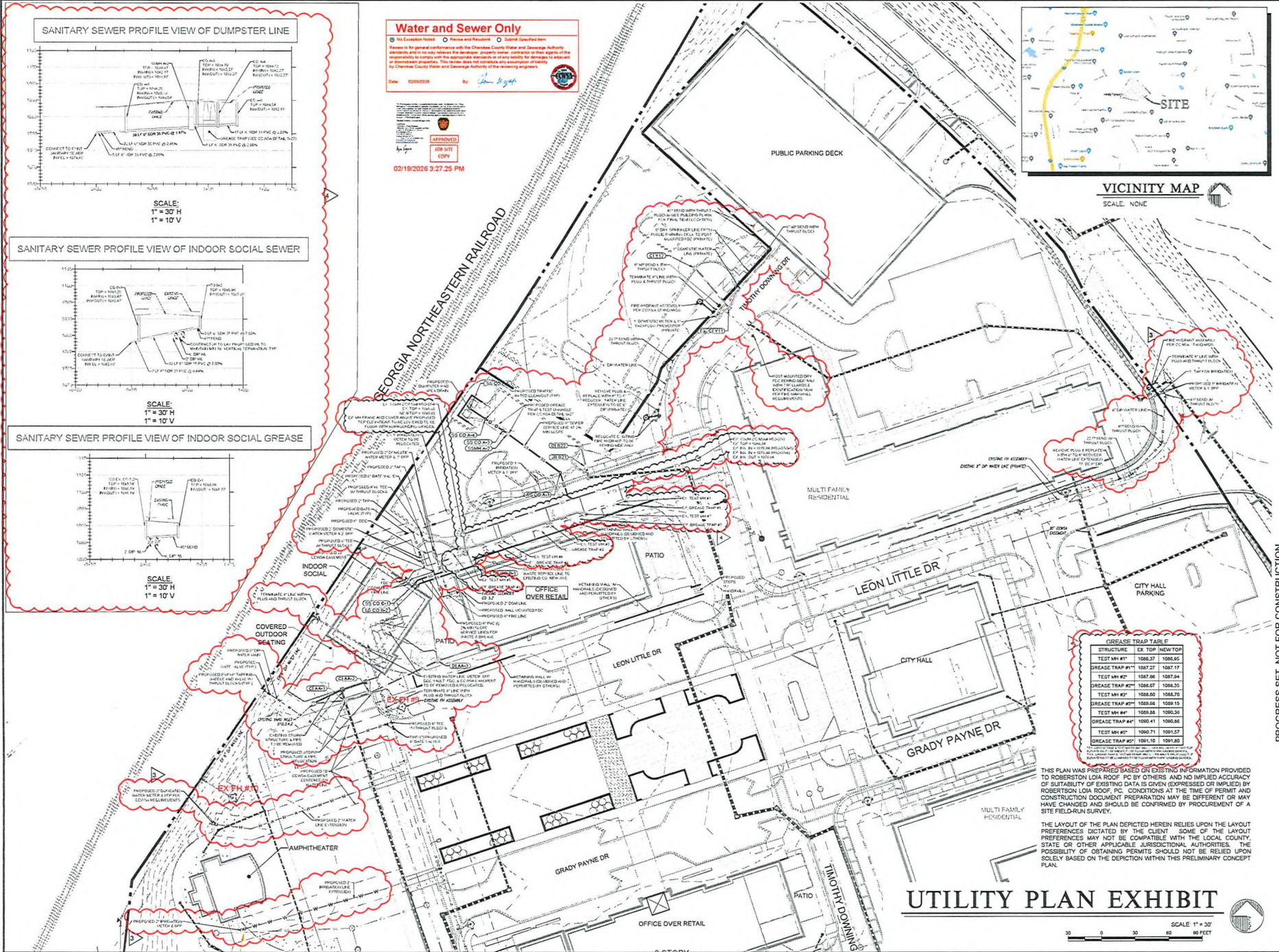
EX-1

UTILITY PLAN EXHIBIT

THIS PLAN WAS PREPARED BASED ON EXISTING INFORMATION PROVIDED TO ROBERTSON LOIA ROOF PC BY OTHERS AND NO IMPLIED ACCURACY OF SUITABILITY OF EXISTING DATA IS GIVEN (EXPRESSED OR IMPLIED) BY ROBERTSON LOIA ROOF PC. CONDITIONS AT THE TIME OF PERMIT AND CONSTRUCTION DOCUMENT PREPARATION MAY BE DIFFERENT OR MAY HAVE CHANGED AND SHOULD BE CONFIRMED BY PROCUREMENT OF A SITE FIELD-RUN SURVEY.
 THE LAYOUT OF THE PLAN DERIVED HEREIN RELIES UPON THE LAYOUT PREFERENCES DICTATED BY THE CLIENT. SOME OF THE LAYOUT PREFERENCES MAY NOT BE COMPATIBLE WITH THE LOCAL, COUNTY, STATE OR OTHER APPLICABLE JURISDICTIONAL AUTHORITIES. THE POSSIBILITY OF OBTAINING PERMITS SHOULD NOT BE RELIED UPON SOLELY BASED ON THE DERIVATION WITHIN THIS PRELIMINARY CONCEPT PLAN.

STRUCTURE	EX. TOP	NEW TOP
TEST MH #1	1086.27	1086.85
DREASE TRAP #1	1087.27	1087.17
TEST MH #2	1087.88	1087.84
DREASE TRAP #2	1088.87	1088.79
TEST MH #3	1088.88	1088.79
DREASE TRAP #3	1088.88	1088.15
TEST MH #4	1088.88	1088.36
DREASE TRAP #4	1088.41	1088.86
TEST MH #5	1086.71	1081.57
DREASE TRAP #5	1086.10	1081.82

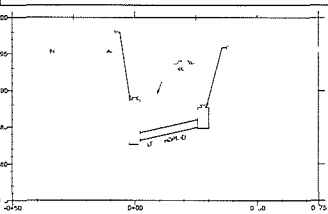
SCALE: 1" = 30' H
1" = 10' V



THIS PLAN WAS PREPARED BASED ON EXISTING INFORMATION PROVIDED TO ROBERTSON LOA ROOF PC BY OTHERS AND NO IMPLIED ACCURACY OF SUITABILITY OF EXISTING DATA IS GIVEN EXPRESSED OR IMPLIED BY ROBERTSON LOA ROOF PC. CONDITIONS AT THE TIME OF PERMIT AND CONSTRUCTION DOCUMENT PREPARATION MAY BE DIFFERENT OR MAY HAVE CHANGED AND SHOULD BE CONFIRMED BY PROUREMENT OF A SITE FIELD RUN SURVEY.

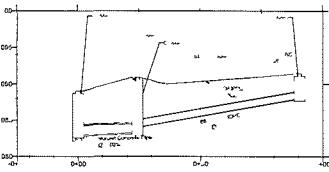
THE LAYOUT OF THE PLAN DEPICTED HEREIN RELIES UPON THE LAYOUT PREFERENCE, DICTATED BY THE CLIENT, SOME OF THE LAYOUT PREFERENCE MAY NOT BE COMPATIBLE WITH THE LOCAL COUNTY, STATE OR OTHER APPLICABLE JURISDICTIONAL AUTHORITIES. THE POSSIBILITY OF OBTAINING PERMITS SHOULD NOT BE RELIED UPON SO EY BASED ON THE DEPICTION WITH THIS PRELIMINARY CONCEPT PLAN.

STORMWATER PROFILE VIEW OF EX B10 3 4 2



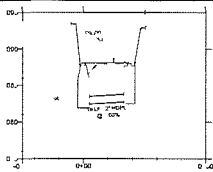
SCALE
1" = 20' H
1" = 7' V

STORMWATER PROFILE VIEW OF AA-3



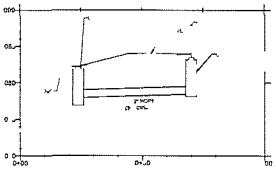
SCALE
1" = 20' H
1" = 7' V

STORMWATER PROFILE VIEW OF STORM LINE - B22



SCALE
1" = 20' H
1" = 7' V

STORMWATER PROFILE VIEW OF STORM LINE - Y11



SCALE
1" = 20' H
1" = 7' V

GEORGIA NORTHEASTERN RAILROAD

PUBLIC PARKING DECK
FFE +1085 00

TIMOTHY DOWNING DR

1/11 FA II
FCS DETENTION

INDOOR SOCIAL

FFE ±1092 10

OFFICE OVER RETAIL

PATIO

FFE ±1091 80

PATIO

LEON LITTLE DR

LEON LITTLE DR

CITY HALL

COVERED
OUTDOOR
SEATING

GRADING PLAN EXHIBIT

SCALE 1" = 40 FEET

PROGRESS SET NOT FOR CONSTRUCTION

ROBERTSON LOA ROOF
ARCHITECTS & ENGINEERS
1100 N. 10TH STREET, SUITE 200
ATLANTA, GA 30309
404.525.1100
www.robertsonloa.com

HOLLY SPRINGS TOWN CENTER
HOLLY ROAD & HOLLY BARRETT WAY
HOLLY SPRINGS, GEORGIA
FOR STONECREST HOMES GA LLC
655 WEST CRAWFORD ROAD, STE 90
BOWLING GREEN, TN 38801

GRADING PLAN EXHIBIT

01/23/2026

23193

EX-2

ITEM REPORT

AGENDA ITEM NUMBER: VIII.D.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Change order #4A between Summit Construction & Development and the City of Holly Springs, Georgia for the Holly Springs Parkway Widening Project, Phase III in an amount not to exceed \$19,733.50 and to ratify the signature of the City Manager.

EXECUTIVE SUMMARY:

The City of Holly Springs requested a change order from Summit Construction & Development for the installation of conduit, removal and replacement of wheel stops, removal of all existing pavement marking, re-striping the entire parking lot, signage and the installation of a 12" drain in the parking lot adjacent to the Kenneth N. Ball Municipal Building and City Hall. The funds for the change order will come from the contingency on this project.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

SPLOST

FISCAL IMPACT:

\$19,733.50.

ATTACHMENTS:

1. Summit Change Order 4A

RECOMMENDATION:

The staff recommendation is approval of the change order.

CONCURRENCES:

Finance and Administration



Project 24-24

SUMMIT CONSTRUCTION & DEVELOPMENT, LLC
6991 Peachtree Industrial Blvd, Building 700, Peachtree Corners, GA 30092
Tel (770) 413-0093 Ext. 804 / Fax (770) 413-0050
iamanfo@summitcd.com

CHANGE ORDER #4A

Date: 4/2/2026

Project: Holly Springs Pkwy Widening III
Location: Holly Springs GA

To (Company): City of Holly Springs/BM & K
Email: jahughes@bmandkinc.com

Attention: Jacan Hughes

Item Number	Item Description	Qty	Units	Unit Price	TOTAL BID
Signs and Markings					
682-6224	CONDUIT, NONMETL, TP 2, 4 IN	90	LF	\$ 16.00	\$ 1,440.00
	Removal of existing markings				
	Eradicate all existing markings in conflict	1	LS	\$ 3,500.00	\$ 3,500.00
652-0095	PAVEMENT MARKING, HANDICAP SYMBOL	3	EA	\$ 400.00	\$ 1,200.00
652-2501	SOLID TRAFFIC STRIPE, 5 IN, WHITE	306	LF	\$ 2.75	\$ 841.50
652-2502	SOLID TRAFFIC STRIPE, 5 IN, YELLOW	1	LS	\$ 100.00	\$ 100.00
652-5701	SOLID TRAFFIC STRIPE, 24 IN, WHITE	36	LF	\$ 12.00	\$ 432.00
652-9001	TRAFFIC STRIPE, WHITE	18	SY	\$ 7.50	\$ 135.00
	WHEEL STOPS	29	EA	\$ 220.00	\$ 6,380.00
	36" Stop Sign (R1-1) DG3 TYP 7 POST	2	EA	\$ 350.00	\$ 700.00
	30" Stop Sign (R1-1) DG3 TYP 7 POST	1	EA	\$ 350.00	\$ 350.00
	30" Do Not Enter (R5-1) Typ DG3 TYP 7 POST	01	EA	\$ 350.00	\$ 350.00
	Solid Traffic Stripe, 8", White for the crosswalk	285	LF	\$ 3.00	\$ 855.00
	One Way Sign	02	EA	\$ 350.00	\$ 700.00
	12" Underdrain	50	LF	\$ 55.00	\$ 2,750.00
				TOTAL	\$19,733.50
	Approval:				

Signed By:

Isaac Amanfo

Isaac Amanfo

VP of Construction

Summit Construction and Development, LLC

Date 04/02/2026

Accepted By:

Robert H Logan

Owner:

Date 4/7/2026

ITEM REPORT

AGENDA ITEM NUMBER: VIII.E.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Change order #4B between Summit Construction & Development and the City of Holly Springs, Georgia for the Holly Springs Parkway Widening Project, Phase III in an amount not to exceed \$12,554.18 and to ratify the signature of the City Manager.

EXECUTIVE SUMMARY:

The City of Holly Springs requested a change order from Summit Construction & Development for the construction of a deceleration lane at 3114 Holly Springs Parkway to accommodate a proposed new business that is currently under construction. The funds for the change order will come from the contingency on this project.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

SPLOST

FISCAL IMPACT:

\$12,554.18.

ATTACHMENTS:

1. Summit Change Order 4B

RECOMMENDATION:

The staff recommendation is approval of the change order.

CONCURRENCES:

Finance and Administration



Project 24-24

SUMMIT CONSTRUCTION & DEVELOPMENT, LLC
6991 Peachtree Industrial Blvd, Building 700, Peachtree Corners, GA 30092
Tel (770) 413-0093 Ext 804 / Fax (770) 413 0050
amanfo@summitcd.com

CHANGE ORDER #4B

Date: 4/2/2026

Project: Holly Springs Pkwy Widening III
Location: 3114 Hollysprings Pkwy, Holly Springs GA

To (Company): City of Holly Springs/BM & K
Email: jahughes@bmandkinc.com

Attention: Jacen Hughes

Item	Number	Item Description	Qty	Units	Unit Price	TOTAL BID
Decel lane work at 3114 Holly Springs Pkwy(Sub base ans asphalt items shall be paid per Contract Unit Prices)						
210-0100		GRADING COMPLETE (ADDITIONAL FOR STATEFARM DECEL LANE)	1	LS	\$ 10,214.18	\$ 10,214.18
441-0748		CONCRETE MEDIAN, 6 IN	12	SY	\$ 195.00	\$ 2,340.00
TOTAL ESTIMATED ADDITION TO CONTRACT						\$12,554.18

Terms and Conditions:

- 1. Scope of Work** Contractor agrees to furnish all material, labor, installation, insurance, equipment, and tools required for the prompt and efficient execution of the work described herein in a professional and workmanlike manner.
- 2. Quote Amount.** Owner agrees to pay Contractor for the strict performance of his work, the sum as indicated above subject to additions and deductions for changes in the scope of work as may be subsequently agreed upon. Due to current fluctuations in the materials markets, the proposal price is based upon material pricing as of the proposal date. This proposal price is valid for 90 days.
- 3. Disclaimer:**
Due to the constant fluctuation in material costs and fuel, pricing is subject to change. If completion is delayed as a result of major or unforeseen circumstances including but not limited to any strike, lockout, shortage of materials, riot, political or civil disturbance, exceptionally inclement weather, or any variation, act, or omission on the part of the Owner, its representative or any other cause beyond the control of Summit Construction & Development LLC, then the Owner shall not for such reason have any claim against Summit Construction & Development LLC whether for damages or otherwise, The Owner agrees to hold Summit Construction & Development LLC harmless and Summit Construction & Development LLC shall be entitled to a fair and reasonable amount of time for the completion of all works contracted.

Exclusions:

1. Excavation, removal and remediation of unsuitable soils encountered
2. Rock excavation, hauling, and/or removal & replacement
3. Utility conflicts and relocations
4. Any other scope of work other above mentioned items

Approval:**Signed By:**

Ajay Naidu
Chief Estimator - Project/Cost Engineer
Summit Construction and Development, LLC
Date 04/02/2026

Accepted By:

Owner:

Date

ITEM REPORT

AGENDA ITEM NUMBER: VIII.F.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Change order #001 between Reeves Young, LLC and the City of Holly Springs, Georgia for the Holly Springs Amphitheatre (RFQ# 2025-01) in an amount not to exceed \$7,320, and to ratify the signature of the City Manager.

EXECUTIVE SUMMARY:

The proof roll of the building pad identified unstable soil which required remedial measures. The remedial measures included the removal of six inches (6") of soil, back filling with gravel aggregate base (GAB), and compaction/rolling to meet the compaction requirements for the building. The funds for the change order will come from the contingency for this project.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue

FISCAL IMPACT:

\$7,320.

ATTACHMENTS:

1. Reeves Young Change Event 001

RECOMMENDATION:

The staff recommendation is approval of change order #001.

CONCURRENCES:

Finance and Administration



CHANGE EVENT #001 – Foundation Pad Compaction Remediation

Origin:	Unforeseen Conditions	Created By:	Alexander Karr
Date Created:	02/09/2026	Scope:	Out of Scope
Status:	Pricing - Proceeding	Change Reason:	Unforeseen Conditions
Type:	Unforeseen Conditions		

Description:

CE #001 hereby requests the use of Contingency funds for the performance of the additional Work described below.

Contract Documents:

1. N/A.

The Work:

310000- -: EARTHWORK AND UTILITIES

1 - Per the Daily Field Report dated 02/04/2026 (attached hereto) from Oasis Consulting Services, the proof roll of the building pad was found to have instable surfaces requiring remedial measures. The remedial measure include the removal of 6-inches of soils, backfilling with GAB, and compaction/rolling to meet compaction requirements.

Contract Time:

1. TBD

Contract Sum:

1. Please refer the enclosed Contingency Transfer Request Form for the updated Contingency

Reeves Young, LLC reserves its' right to an equitable adjustment to the schedule and General Conditions required for the schedule impacts related to the scope of work identified in this change order, but not known at this time until final commitments of fabrication and delivery are committed by Subcontractor(s). Should additional funds and time be required to complete the project, Reeves Young reserves our right to increase our General Conditions, General Requirements, Fee, Overhead, Bond, and Insurance costs for the additional funds required to complete the project. Reeves Young, LLC and City of Holly Springs ("Owner") agree to work together with due diligence to determine the adjustment due Reeves Young. By executing this Change Event, Ownership agrees that additional cost shall be Submitted by Reeves Young, LLC in a future Owner Change Order and/or Invoice to Owner. Owner agrees to Pay Reeves Young, LLC the total amount of the Owner Change Order and/or Invoice which includes Reeves Young, LLC's Fee and Insurance.

CHANGE EVENT LINE ITEMS						
BUDGET CODE	VENDOR / CONTRACTOR	QTY	UNIT	COST		TOTAL
310000-	BAYARD	1	LS	\$ 7,320.00		\$ 7,320.00
994300-	CONTINGENCY	1	LS	\$ (7,320.00)		\$ (7,320.00)
						\$ -
						\$ -
BUDGET CODE TOTALS						\$ -
99-3100	CONSTRUCTION FEE					\$ -
99-2300	GENERAL LIABILITY INSURANCE					\$ -
GRAND TOTALS						\$ -

REEVES YOUNG
45 Peachtree Industrial Blvd
Sugar Hill, GA 30518



Project: 25118 – Holly Springs Amphitheatre
155 Hickory Road
Holly Springs, GA 30142

City of Holly Springs
OWNER
P.O. Box 990
Holly Springs, GA 30142

Stonecrest Homes GA
PROGRAM MANAGER
625 West Crossville Rd, Suite 204
Roswell, GA 30075

Reeves Young, LLC
CONTRACTOR
45 Peachtree Industrial Blvd, Ste 200
Sugar Hill, GA 30518

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

REEVES YOUNG
45 Peachtree Industrial Blvd
Sugar Hill, GA 30518

CONTINGENCY TRANSFER REQUEST

From: Reeves Young, LLC
45 Peachtree Industrial Blvd
Sugar Hill, GA 30518
_____(hereinafter "Contractor")

To: City of Holly Springs
P O Box 990
Holly Springs, GA 30142
_____(hereinafter "Owner")

CC: Stonecrest Homes GA
625 West Crossville Rd, Suite 204
Roswell, GA 30075
_____(hereinafter "Program Manager")

Re: Contractor's Request for a Contingency Transfer

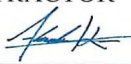
Contractor hereby requests, pursuant to the Construction Agreement between Owner and Contractor, dated 7/31/2025 (the "Contract") for Holly Springs Amphitheatre, located at 155 Hickory Road Holly Springs, GA 30142 (the "Project") to utilize Seven thousand three hundred twenty dollars (\$ 7,320.00) of the Contingency for the following purpose(s):

Cutting down building pad an additional 6 inches and backfilling with GAB to meet compaction requirements

Original Contingency Amount was:	<u>\$ 94,620.00</u>
The Contingency Amount(s) used by previously authorized transfers:	<u>\$ 0.00</u>
The Contingency Amount remaining prior to this request was:	<u>\$ 94,620.00</u>
The Contingency Amount to remain if this request is granted will be:	<u>\$ 87,300.00</u>

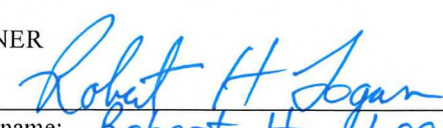
Requested on this 11th day of February, 2026

CONTRACTOR

By: 
Print name: Alexander Karr
Its: Assistant Project Manager

X ACCEPTED -or- _____ DENIED

OWNER

By: 
Print name: Robert H. Logan
Its: City Manager
Dated: 4/13/26

CHANGE ORDER
G 701

Distributed to:

Owner	Contractor
Architect	Subcontractor
Field	Other

PROJECT: Holly Springs Amphitheatre

CHANGE ORDER NO: 1

DATE: 02/04/2026

TO: Reeves Young, LLC

PROJECT NO: 25118

CONTRACT DATE: 01/20/2026

CONTRACT FOR: Grading and Underground
Utilities

The contract is changed as follows:

Changes due to cutting building pad an additional 6 inches and backfilling with GAB to meet
compaction requirements

GAB 72CT at \$45.00 = \$3,240.00

D3 Dozer 6 hours at \$175.00 = \$1,050.00

Roller 6 hours at \$125.00 = \$750.00

Haul Truck 8 hours at \$175.00 = \$1,400.00

Labor 3 crew members 18 hours at \$35.00 = \$630.00

Geotech Fabric \$250.00

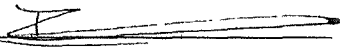
Total	\$ 7,320.00
-------	-------------

Accepted by:

Bayard Builders LLC
CONTRACTOR

OWNER

ARCHITECT

By: 

By: _____

By: _____

02/04/2026
Date: _____

Date: _____

Date: _____



45 Woodstock Street
Roswell, GA 30075
Phone: 678-739-2400

Daily Field Report

Client:

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

Project:

245163.Amphitheatre
City of Holly Springs - Amphitheatre
Hickory Road
Holly Springs, GA 30115

Activity Date: 02/04/2026**Technician:** Thomason, Ben**Activity Type:** Site Evaluation**Comments:**

The undersigned arrived on site as requested to evaluate the area of the proposed Amphitheater. The area was evaluated by proofrolling using a loaded tandem axle dump truck (approximate 18 tons) and extensive probing of the soil surface. The evaluation indicated instability relatively limited to the near surface. Remedial measures of these soft soils include removal of approximately 4 to 6 inches with isolated areas deeper. The area may be backfilled with suitable material such as suitable soils or GAB. The remedial measures should be monitored by an Oasis representative to define the soft soils and reduce unnecessary undercutting.

Site Photo's



45 Woodstock Street
Roswell, GA 30075
Phone: 678-739-2400

Daily Field Report

Client:

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

Project:

245163.Amphitheatre
City of Holly Springs - Amphitheatre
Hickory Road
Holly Springs, GA 30115

Activity Date: 02/07/2026**Technician:** Tim Turner**Activity Type:** Site Evaluation / Density Testing**Comments:**

The undersigned arrived on site as requested to monitor and test the placement and compaction of GAB for the proposed Amphitheater slab. The contractor hauled four truck loads of GAB to the site. The GAB was placed in 4 to 6 inch lifts and compacted using a vibratory smooth drum roller. In addition to monitoring lift thickness, the GAB density was tested and found to meet the required compaction specification.

Site Photo's



45 Woodstock Street
Roswell, GA 30075
Phone: 678-739-2400

Daily Field Report

Client:

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

Project:

245163.Amphitheatre
City of Holly Springs - Amphitheatre
Hickory Road
Holly Springs, GA 30115

Activity Date: 02/10/2026**Technician:** Andy Graff**Activity Type:** Site Evaluation**Comments:**

The undersigned arrived on site as requested to evaluate the foundation bearing for the proposed Amphitheater. The location of today's evaluation was limited to the wall footings bounded by column lines A to D and 1 to 8. The foundation excavations were evaluated by extensive manual probing in conjunction with hand auger and portable dynamic cone penetrometer (DCP) testing at select location(s). The results of the evaluation indicate the foundation soils are suitable for support utilizing the designed maximum allowable bearing pressure of 2,000 psf. Foundations should remain free of loose soils, debris and water prior to concrete placement. If foundation conditions change prior to concrete placement, the foundation soils should be re-evaluated by an Oasis representative.

Reinforcing steel was not installed at this time and was not inspected by an Oasis representative.

Site Photo's

ITEM REPORT

AGENDA ITEM NUMBER: VIII.G.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Change order #002 between Reeves Young, LLC and the City of Holly Springs, Georgia for the Holly Springs Amphitheatre (RFQ# 2025-01) in an amount not to exceed \$2,105, and to ratify the signature of the City Manager.

EXECUTIVE SUMMARY:

In the architectural drawings for the Holly Springs Amphitheatre, the plumbing fixture specifications require pressure-assisted siphon jet action flush on fixtures WC1 and WC2. The change order includes a revision of the specified pressure-assisted siphon jet action to a Regal Manual Flushometer (Regal Model 186-0.125 XL FV). The funds for the change order will come from the contingency for this project.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue

FISCAL IMPACT:

\$2,105.

ATTACHMENTS:

1. Reeves Young Change Event 002

RECOMMENDATION:

The staff recommendation is approval of change order #002.

CONCURRENCES:

Finance and Administration



CHANGE EVENT #002 – Plumbing Fixture Revision

Origin: Design Development
Date Created: 03/12/2026
Status: Pricing - Proceeding
Type: Design Development

Created By: Alexander Karr
Scope: Out of Scope
Change Reason: Design Development

Description:

CE #002 hereby requests the use of Design Contingency funds for the performance of the additional Work described below.

Contract Documents:

1. N/A.

The Work:

22A - PLUMBING

1 - Per Drawing P0.0, the plumbing fixture specification identifies fixtures WC1 and WC2 as requiring pressure-assisted siphon jet action flush. Per direction from Stonecrest Homes, this Change Event captures the revision of the specified pressure-assisted siphon jet action to a Regal Manual Flushometer (REGAL 186-0.125 XL FV).

Contract Time:

1. TBD

Contract Sum:

1. Please refer the enclosed Contingency Transfer Request Form for the updated Contingency

Reeves Young, LLC reserves its' right to an equitable adjustment to the schedule and General Conditions required for the schedule impacts related to the scope of work identified in this change order, but not known at this time until final commitments of fabrication and delivery are committed by Subcontractor(s). Should additional funds and time be required to complete the project, Reeves Young reserves our right to increase our General Conditions, General Requirements, Fee, Overhead, Bond, and Insurance costs for the additional funds required to complete the project. Reeves Young, LLC and City of Holly Springs ("Owner") agree to work together with due diligence to determine the adjustment due. Reeves Young. By executing this Change Event, Ownership agrees that additional cost shall be Submitted by Reeves Young, LLC in a future Owner Change Order and/or Invoice to Owner. Owner agrees to Pay Reeves Young, LLC the total amount of the Owner Change Order and/or Invoice which includes Reeves Young, LLC's Fee and Insurance.

CHANGE EVENT LINE ITEMS						
BUDGET CODE	VENDOR / CONTRACTOR	QTY	UNIT	COST		TOTAL
22A	PLUMBING	1	LS	\$ 2,105.00		\$ 2,105.00
50A	DESIGN CONTINGENCY	1	LS	\$ (2,105.00)		\$ (2,105.00)
						\$ -
						\$ -
BUDGET CODE TOTALS						\$ -
60	CONSTRUCTION FEE					\$ -
01B	GENERAL LIABILITY INSURANCE					\$ -
GRAND TOTALS						\$ -

REEVES YOUNG
45 Peachtree Industrial Blvd
Sugar Hill, GA 30518



Project: 25118 – Holly Springs Amphitheatre
651 Edward Barrett Drive
Holly Springs, GA 30142

Stonecrest Homes GA
PROGRAM MANAGER
625 West Crossville Rd, Suite 204
Roswell, GA 30075

Reeves Young, LLC
CONTRACTOR
45 Peachtree Industrial Blvd, Ste 200
Sugar Hill, GA 30518

SIGNATURE

DATE

SIGNATURE

DATE

REEVES YOUNG
45 Peachtree Industrial Blvd
Sugar Hill, GA 30518

CONTINGENCY TRANSFER REQUEST

From: Reeves Young, LLC
45 Peachtree Industrial Blvd
Sugar Hill, GA 30518
_____(hereinafter "Contractor")

To: City of Holly Springs
P O Box 990
Holly Springs, GA 30142
_____(hereinafter "Owner")

CC: Stonecrest Homes GA
625 West Crossville Rd, Suite 204
Roswell, GA 30075
_____(hereinafter "Program Manager")

Re: Contractor's Request for a Design Contingency Transfer

Contractor hereby requests, pursuant to the Construction Agreement between Owner and Contractor, dated 7/31/2025 (the "Contract") for Holly Springs Amphitheatre, located at 651 Edward Barrett Drive Holly Springs, GA 30142 (the "Project") to utilize two thousand one hundred five dollars (\$ 2,105.00) of the Design Contingency for the following purpose(s):

Changing the specified pressure-assisted siphon jet action flush for plumbing fixtures WC1 and WC2 to a Regal Manual Flushometer (REGAL 186-0 125 XL FV)

Original Design Contingency Amount was:	<u>\$ 94,620.00</u>
The Contingency Amount(s) used by previously authorized transfers:	<u>\$ 0.00</u>
The Contingency Amount remaining prior to this request was:	<u>\$ 94,620.00</u>
The Contingency Amount to remain if this request is granted will be:	<u>\$ 92,515.00</u>

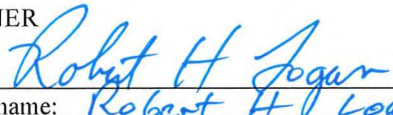
Requested on this 12th day of March, 2026

CONTRACTOR

By: 
Print name: Alexander Karr
Its: Assistant Project Manager

X ACCEPTED -or- _____ DENIED

OWNER

By: 
Print name: Robert H. Logan
Its: City Manager
Dated: 4/13/26

Phoenix Plumbing, LLC.

625 West Crossville Rd. Suite 202
Roswell Ga. 30075
470-294-1560

BUILDER REECE YOUNG
BID DATE November 7, 2025
PROJECT HOLLY SPRING APHITHEATRE - PEX & PVC
ADDRESS 651 EDWARD BARRETT DR
HOLLY SPRINGS, GA 30115



QTY	FIXTURE	DESCRIPTION	MODEL#	COLOR	BUILDER PRICE
MEN'S BATH 1ST FLOOR					
3	URINAL	AMERICAN STANDARD FLOOR MOUNT WASH OUT URINAL/ STRAINER	A6400001020/A73012421000020A	WHITE	\$1,531
3	URINAL VALVE	SLOAN 1.6 GPF MANUAL URINAL FLUSHOMETER	S3982604	CHROME	\$360
5	FLOOR DRAIN	ZURN 3" ADJUSTABLE FLOOR DRAIN	ZN4153NL5B		\$1,010
2	TOILET	KOHLER HIGHLINE PRESSURE ASSIST ADA	K4304-0/K4484-0	WHITE	\$975
2	SEAT	PROFLO ELONGATED OPEN FRONT	PFTSCOF2000WH	WHITE	\$65
2	LAVS	AMERICAN STANDARD RONDALYN 19" ROUND DRIOP IN	491019020	WHITE	\$121
2	FAUCETS	MOEN CHATEAU CENTERSET BATH FAUCET W/ MIXING VALVE	64922/WZW3870XLTC	CHROME	\$444
WOMENS BATH 1ST FLOOR					
5	FLOOR DRAIN	ZURN 3" ADJUSTABLE FLOOR DRAIN	ZN4153NL5B		\$1,010
3	TOILET	KOHLER HIGHLINE PRESSURE ASSIST ADA	K4304-0/K4484-0	WHITE	\$1,463
3	SEAT	PROFLO ELONGATED OPEN FRONT	PFTSCOF2000WH	WHITE	\$97
3	LAVS	AMERICAN STANDARD RONDALYN 19" ROUND DRIOP IN	491019020	WHITE	\$182
3	FAUCETS	MOEN CHATEAU CENTERSET BATH FAUCET W/ MIXING VALVE	64922/WZW3870XLTC	CHROME	\$667
BATH X 4 1ST FLOOR					
4	FLOOR DRAIN	ZURN 3" ADJUSTABLE FLOOR DRAIN	ZN4153NL5B		\$808
4	TOILET	KOHLER HIGHLINE PRESSURE ASSIST ADA	K4304-0/K4484-0	WHITE	\$1,950
4	SEAT	PROFLO ELONGATED OPEN FRONT	PFTSCOF2000WH	WHITE	\$129
4	LAVS	AMERICAN STANDARD RONDALYN 19" ROUND DRIOP IN	491019020	WHITE	\$242
4	FAUCETS	MOEN CHATEAU CENTERSET BATH FAUCET W/ MIXING VALVE	64922/WZW3870XLTC	CHROME	\$889
STORAGE ROOM 1ST FLOOR					
1	MOP SINK	PROFLO 24X24 MOP BASIN	PFMB2424S	WHITE	\$268
1	MOP SINK FAUCET	PROFLO 2 HANDLE WALL MOUNT SERVICE FAUCET	PF1119	CHROME	\$133
WATER HEATERS					
1	WATER HEATER	AO SMITH 40 GALLON ELECTRIC WATER HEATER	ADEL1010A011000		\$544
1	WATER HEATER PAN				\$48
1	CIRCULATING LINE & PUMP	WITH TIMER	G59896341		\$700
MISCELLANEOUS					
2	DRINKING FOUNTAIN PERMITS	ELKAY SOFT SIDES ADA WALL MOUNT BI LEVEL	EEDFP217FPK		\$8,410
		INVOICED SEPARATLEY			\$0
1	PRV	2" PRV W/ STRAINER & SHUTOFFS	223		\$1,886
1	TEMPERING VALVE	WATTS LFMMV 1/2" THERMOSTAT TEMP VALVE	WLFMMVM1USD		\$133
2	HOSE BIBBS	WOODFORD CHROME 3/4" SWEAT X MIGHT WALL	WB65C6		\$1,137
1	50' WATER LINE	2" SCH. 80 PVC WATERLINE			\$2,500
1	50' SEWER LINE	4" PVC SEWER			\$450
ROOF FLASHINGS SUPPLIED BY PHOENIX INSTALLED BY OTHERS					
DISHWASHER INSTALLED BY OTHERS					
SEWER OVER 50' WILL BE \$7.50 PER FT		# OF FIXTURES	29		
WATER OVER 50' WILL BE \$3.50 PER FT				SLAB	\$27,891
SEWERS OVER 12' DEEP WILL BE \$850 OVER SEWER COST				ROUGH	\$27,891
WATER HEATER VENT BY OTHERS		TOTAL CONTRACT	\$92,970	TRIM	\$37,188
GAS LINES BY OTHERS					
OTHER PERMIT/GOVERNMENT FEES WILL BE EXTRA					

THIS QUOTE IS GOOD FOR 60 DAYS FROM THE DATE OF THE QUOTE. PHOENIX PLUMBING RESERVES THE RIGHT TO INCREASE AFTER THIS TERM IF THE MARKET CONDITIONS HAVE CHANGED. PHOENIX PLUMBING IS NOT RESPONSIBLE FOR SHIPMENT DELAYS BEYOND OUR CONTROL.

WATERPIPE TO BE A RATED PEX
SOIL PIPE TO BE FOAM CORE PVC

NEW PROPOSAL

Phoenix Plumbing, LLC. 625 West Crossville Rd. Suite 202 Roswell Ga. 30075 470-294-1560					
BUILDER		REECE YOUNG			
BID DATE		February 13, 2026			
PROJECT		HOLLY SPRING APHITHEATRE - PEX & PVC			
ADDRESS		651 EDWARD BARRETT DR HOLLY SPRINGS, GA 30115			
QTY	FIXTURE	DESCRIPTION	MODEL#	COLOR	BUILDER PRICE
MEN'S BATH 1ST FLOOR					
3	URINAL	AMERICAN STANDARD FLOOR MOUNT WASH OUT URINAL/ STRAINER	A6400001020/A73012421000020A	WHITE	\$1,531
3	URINAL VALVE	SLOAN 1.25 GPF MANUAL URINAL FLUSHOMETER	S3982604	CHROME	\$360
5	FLOOR DRAIN	ZURN 3" ADJUSTABLE FLOOR DRAIN	ZN4153NLSB		\$1,010
1	TOILET	KOHLER WELLCOMME ELONGATED STANDARD HEIGHT	K96053-0	WHITE	\$106
1	TOILET	KOHLER WELLCOMME ELONGATED ADA HEIGHT	K96057-0	WHITE	\$120
2	TOILET VALVE	SLOAN 1.6 GPF MANUAL WATER CLOSET FLUSHOMETER	3080053	CHROME	\$240
2	SEAT	PROFLO ELONGATED OPEN FRONT	PFTSCOF2000WH	WHITE	\$65
2	LAVS	AMERICAN STANDARD RONDALYN 19" ROUND DRIOP IN	491019020	WHITE	\$121
2	FAUCETS	MOEN CHATEAU CENTERSET BATH FAUCET W/ MIXING VALVE	64922/WZW3870XLTC	CHROME	\$444
WOMENS BATH 1ST FLOOR					
5	FLOOR DRAIN	ZURN 3" ADJUSTABLE FLOOR DRAIN	ZN4153NLSB		\$1,010
1	TOILET	KOHLER WELLCOMME ELONGATED STANDARD HEIGHT	K96053-0	WHITE	\$106
2	TOILET	KOHLER WELLCOMME ELONGATED ADA HEIGHT	K96057-0	WHITE	\$240
3	TOILET VALVE	SLOAN 1.6 GPF MANUAL WATER CLOSET FLUSHOMETER	3080053	CHROME	\$360
3	SEAT	PROFLO ELONGATED OPEN FRONT	PFTSCOF2000WH	WHITE	\$97
3	LAVS	AMERICAN STANDARD RONDALYN 19" ROUND DRIOP IN	491019020	WHITE	\$182
3	FAUCETS	MOEN CHATEAU CENTERSET BATH FAUCET W/ MIXING VALVE	64922/WZW3870XLTC	CHROME	\$667
BATH X 4 1ST FLOOR					
4	FLOOR DRAIN	ZURN 3" ADJUSTABLE FLOOR DRAIN	ZN4153NLSB		\$808
4	TOILET	KOHLER WELLCOMME ELONGATED ADA HEIGHT	K96057-0	WHITE	\$479
4	TOILET VALVE	SLOAN 1.6 GPF MANUAL WATER CLOSET FLUSHOMETER	3080053	CHROME	\$479
4	SEAT	PROFLO ELONGATED OPEN FRONT	PFTSCOF2000WH	WHITE	\$129
4	LAVS	AMERICAN STANDARD RONDALYN 19" ROUND DRIOP IN	491019020	WHITE	\$242
4	FAUCETS	MOEN CHATEAU CENTERSET BATH FAUCET W/ MIXING VALVE	64922/WZW3870XLTC	CHROME	\$889
STORAGE ROOM 1ST FLOOR					
1	MOP SINK	PROFLO 24X24 MOP BASIN	PFMB2424S	WHITE	\$268
1	MOP SINK FAUCET	PROFLO 2 HANDLE WALL MOUNT SERVICE FAUCET	PF1119	CHROME	\$133
WATER HEATERS					
1	WATER HEATER	AO SMITH 40 GALLON ELECTRIC WATER HEATER	ADEL1010A011000		\$544
1	WATER HEATER PAN				\$48
1	CIRCULATING LINE & PUMP	WITH TIMER	G59896341		\$700
MISCELLANEOUS					
2	DRINKING FOUNTAIN	ELKAY SOFT SIDES ADA WALL MOUNT BI LEVEL	EEDFP217FPK		\$8,410
	PERMITS	INVOICED SEPARATLEY			\$0
1	PRV	2" PRV W/ STRAINER & SHUTOFFS	223		\$1,886
1	TEMPERING VALVE	WATTS LFMMV 1/2" THERMOSTAT TEMP VALVE	WLFMMVM1USD		\$133
2	HOSE BIBBS	WOODFORD CHROME 3/4" SWEAT X MGMT WALL	WB65C6		\$1,137
1	50' WATER LINE	2" SCH. 80 PVC WATERLINE			\$2,500
1	50' SEWER LINE	4" PVC SEWER			\$450
ROOF FLASHINGS SUPPLIED BY PHOENIX INSTALLED BY OTHERS					
DISHWASHER INSTALLED BY OTHERS					
SEWER OVER 50" WILL BE \$7.50 PER FT		# OF FIXTURES	29		
WATER OVER 50' WILL BE \$3.50 PER FT				SLAB	\$28,523
SEWERS OVER 12' DEEP WILL BE \$850 OVER SEWER COST				ROUGH	\$28,523
WATER HEATER VENT BY OTHERS		TOTAL CONTRACT	\$95,075	TRIM	\$38,030
GAS LINES BY OTHERS					
OTHER PERMIT/GOVERNMENT FEES WILL BE EXTRA					
THIS QUOTE IS GOOD FOR 60 DAYS FROM THE DATE OF THE QUOTE. PHOENIX PLUMBING RESERVES THE RIGHT TO INCREASE AFTER THIS TERM IF THE MARKET CONDITIONS HAVE CHANGED. PHOENIX PLUMBING IS NOT RESPONSIBLE FOR SHIPMENT DELAYS BEYOND OUR CONTROL.					
WATERPIPE TO BE A RATED PEX					
SOIL PIPE TO BE FOAM CORE PVC					

ITEM REPORT

AGENDA ITEM NUMBER: VIII.H.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

AGENDA ITEM: Memorandum of Understanding between Cherokee County, Georgia by and through Cherokee County Emergency Management Agency (EMA) and the City of Holly Springs, Georgia for alerts, warnings, and notifications sent through the Federal Emergency Management Agency's (FEMA's) Integrated Public Alert and Warning System and authorize the City Manager to execute the agreement upon approval of the City Attorney.

EXECUTIVE SUMMARY:

The Cherokee County Emergency Management Agency (EMA) recently received approval from the Federal Emergency Management Agency (FEMA) to issue local Wireless Emergency Alerts (WEA) through the Integrated Public Alert and Warning System (IPAWS). IPAWS is FEMA's national alerting system, designed to deliver authenticated, life-saving information to the public during emergencies. One of its primary components, WEA, allows authorized agencies to broadcast short, geographically targeted messages to WEA-enabled mobile devices via cellular networks. These alerts are commonly recognized through notifications such as America's Missing: Broadcast Emergency Response (AMBER) Alerts and storm warnings. In order for Cherokee County EMA to issue alerts on behalf of any municipal jurisdiction, FEMA requires the completion of a Memorandum of Understanding (MOU).

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Cherokee County EMA MOU

RECOMMENDATION:

The staff recommendation is approval of the MOU between the Cherokee County EMA and the City of Holly Springs.

CONCURRENCES:

Finance and Administration

**MEMORANDUM OF UNDERSTANDING BETWEEN
CHEROKEE COUNTY, GEORGIA BY AND THROUGH CHEROKEE COUNTY
EMERGENCY MANAGEMENT AGENCY AND THE CITY OF HOLLY SPRINGS,
GEORGIA FOR ALERTS, WARNINGS AND NOTIFICATIONS SENT THROUGH
FEMA'S INTEGRATED PUBLIC ALERT AND WARNING SYSTEM**

STATE OF GEORGIA
COUNTY OF CHEROKEE

“FEMA IPAWS ALERTING”

This MEMORANDUM OF UNDERSTANDING (hereinafter “Agreement”) is made and entered into this ____ day of _____, 2026, by and between CHEROKEE COUNTY EMERGENCY MANAGEMENT AGENCY, an agency of CHEROKEE COUNTY, GEORGIA, a political subdivision of the State of Georgia, acting by and through its governing authority, the Cherokee County Board of Commissioners, (the "County"), and the CITY OF HOLLY SPRINGS, GEORGIA a political subdivision of the State of Georgia, acting by and through its governing authority, the Mayor and City Council for the City of Holly Springs, Georgia (the "City"), collectively referred to as the Parties.

WITNESSETH

WHEREAS, Cherokee County Emergency Management Agency (“Cherokee County EMA”) and the City of Holly Springs, Georgia (collectively, the “Parties”) are authorized Alerting Authorities (AA) responsible for providing emergency management services, including public alerting, warning, and notification, within their respective jurisdictions; and

WHEREAS, Cherokee County EMA has obtained the capability to issue Wireless Emergency Alerts (WEAs) through the Federal Emergency Management Agency’s Integrated Public Alert and Warning System (IPAWS) utilizing its mass notification platform, as further described in the IPAWS Annex attached hereto as Exhibit A; and

WHEREAS, the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) requires a fully executed memorandum of understanding between alerting authorities to authorize cross-jurisdictional alerting, including participation by Cherokee County EMA as the holder of the IPAWS authorization; and

WHEREAS, the Parties recognize the need to enhance the timeliness and effectiveness of emergency notifications and desire to establish a cooperative framework whereby Cherokee County EMA may serve as a backup Alerting Authority to issue alerts, warnings, and notifications on behalf of the City of Holly Springs upon request;

WHEREAS, the Parties are authorized to enter into this Memorandum of Understanding pursuant to the Constitution and laws of the State of Georgia, as well as applicable federal regulations and guidance governing participation in IPAWS;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises hereafter set forth, the Parties do hereby agree as follows:

1. PURPOSE:

The above-mentioned Alerting Authorities (AA) recognize the need for interagency cooperation to enhance public alerting capabilities. This Memorandum of Understanding (MOU) allows AAs to establish a backup AA to issue alert, warnings, and notifications (AWN) on their behalf, to their respective communities in the unlikely event the original AA is not able to perform that function.

2. PARTIES TO THE MOU:

Cherokee County EMA

Jurisdiction: Cherokee County, Georgia
POC: Daniel Westbrook
150 Chattin Drive
Canton, GA 30115
jdwestbrook@cherokeecountyga.gov
Office phone: 678-493-4033
After hours phone: 404-376-4573
Approval to use the following:

- Wireless Emergency Alerts

City of Holly Springs, Georgia

Jurisdiction: Holly Springs, Georgia
POC: Robert Logan, City Manager
PO BOX 990
Holly Springs, Georgia 30142
rlogan@hollyspringsga.gov
Office Phone: 770-345-5536
After hours phone: 770-825-3494
Approval to use the following:

- Wireless Emergency Alerts

3. POLICY:

- (a) All parties agree that in the event of an emergency incident requiring the activation of AWN, the AA requesting alerting on behalf shall provide the following information:
- The message content to be used in the WEA, EAS, and/or NWEM
 - The message content should address the following:
 - Identify the Sender
 - Identify the hazard
 - Affected area
 - Action to take
 - A URL to obtain more information
 - The Activation Area
 - The Duration of the Alert
 - A Point of Contact to Maintain Communication During the Incident
 - Complete list of IPAWS event codes outlining the authorized alert types and messaging is attached hereto and incorporated as Exhibit A.
- (b) For purposes of situational awareness, involved jurisdictions will inform each other as soon as possible of the need for alerting assistance.
- (c) The State Alerting Official must approve any MOU between alerting authorities establishing cross jurisdictional support prior to the MOU becoming valid.

- (d) This MOU will be reviewed by all parties every two years.
- (e) If changes are requested to the MOU, the requesting jurisdiction will submit the respective changes to all other parties. Each party will review and provide acceptance, modification or rejection to the requesting jurisdiction for consideration. Should all parties agree to the change(s), a new version of the MOU will be prepared for signature by all parties.
- (f) If a jurisdiction elects to revoke the MOU, the respective jurisdiction will notify all other parties of the MOU in writing with a 30-day notice.
- (g) The State Alerting Official (Signatory) needs to be notified of the ratification or any changes to the MOU including changes of participants. A completed copy of the MOU will be forwarded to the State Alerting Official, the FEMA IPAWS Program Management Office, and uploaded to the IPAWS Users Portal. The State Alerting Official has the right to immediately suspend or terminate any MOU between Alerting Authorities within their jurisdiction.

4. **PROCEDURES:**

The jurisdiction providing alerting on behalf will use the following procedures:

1. Receive alerting request from the impacted jurisdiction(s)
2. Compose an IPAWS message that with message content coming from the impacted jurisdiction(s)
3. Send the IPAWS message
4. Verify message sent; notify the proper POC(s) from the impacted jurisdiction(s)
5. Coordinate further alerts with impacted jurisdiction(s), if necessary

The impacted jurisdiction(s) will use the following procedures:

1. Request assistance from adjoining jurisdiction detailed in this MOU
2. Provide message content to be used in the Awn
3. Monitor alert receipt from adjoining jurisdiction
4. Coordinate with jurisdiction providing alerting on behalf for any ongoing alerts, updates, and/or cancellations

5. **INDEMNIFICATION:**

Each of the Parties agree that, insofar as it is authorized to do so by applicable law, it will protect, save and hold harmless the other Party from all claims, costs, damages, or expenses arising out of the negligence of its agents, employees, servants, or representatives, in connection with acts performed in accordance with the terms of this Agreement.

6. **AUTHORITY:**

Each individual executing this Agreement agrees and represents that he/she is authorized to execute this Agreement on behalf of the respective party.

IN WITNESS WHEREOF, the Parties have caused their duly authorized officers to hereunto set their hands and affix their respective seals as of the day and year first above written.

ALERTING AUTHORITIES SIGNATURES:

		April 20, 2026	
GEOFFREY E. MORTON	DATE	ROBERT H. LOGAN	DATE
County Manager		City Manager	
Cherokee County, Georgia		City of Holly Springs, Georgia	
DANIEL WESTBROOK	DATE		
Director, Cherokee County			
Emergency Management Agency			

STATE ALERTING OFFICIAL SIGNATURE:

NAME & DATE
TITLE
Organization



Integrated Public Alert and Warning System (IPAWS) Annex

Support Annex: 4-17

CHEROKEE COUNTY, GEORGIA

Emergency Management Program

Approval and Implementation

Support Annex 4-17 IPAWS Annex	
Revised Effective Date 1/20/2026	EMAP Standard 4.8.1, 4.8.2, 4.8.3, 4.8.4, 4.8.5
	Revised by: Daniel Westbrook

J. Daniel Westbrook
EMA Director
Cherokee County Emergency Management Agency

This document is for official use and should be handled as sensitive information that is not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate Cherokee County, Georgia directives. Reproduction of this document without the prior approval of the Cherokee County, Georgia, Emergency Management Agency Director, is prohibited.

Point of Contact:

Cherokee County Emergency Management Agency
150 Chattin Drive
Canton, GA 30115
678-493-4001

Record of Changes

Revision Date	Summary of Major Changes	Revised Sections	Revised By

Record of Distribution

Office/Department	Representative	Date Distributed	Distribution Method
GEMA/HS	Savannah Roberts	1/20/2026	Email
Cherokee EMA	Daniel Westbrook	1/20/2026	Email
Cherokee EMA	Rebecah Logan	1/20/2026	Email
Cherokee EMA	Courtney Bourgouin	1/20/2026	Email
Public Services Agency	Chief Dana Martin	1/20/2026	Email
Communications Dept.	Erika Neldner	1/20/2026	Email

Contents

Approval and Implementation	ii
Record of Changes	iii
Record of Distribution	iv
I. Purpose.....	1
II. Authority.....	1
III. Concept of Operations.....	2
IV. Authorized Use of IPAWS.....	4
V. Public Outreach	7
VI. Annex Maintenance	9
VII. IPAWS Annex Appendixes	9
APPENDIX A: ACRONYMS	10
APPENDIX B: GLOSSARY	13
APPENDIX C: CHEROKEE COUNTY EMERGENCY MANAGEMENT	
AUTHORIZED USERS	16
APPENDIX D: IPAWS ARCHITECTURE.....	18
APPENDIX E: IPAWS AND PREPAREDNESS	19

I. Purpose

The Cherokee County, Georgia IPAWS Annex provides policy and procedures agreed upon by Cherokee County Georgia Emergency Management and will permit authorized users to issue emergency information, instructions, and warnings to the general public of Cherokee County, Georgia by activating the alert and warning systems within Cherokee County.

II. Authority

- Cherokee County Local Emergency Operations Plan (2025)
- Cherokee County Ordinance Regarding Emergency Management.
- Authoritative information for this plan is garnered from the following policies and legislation:
 - Integrated Public Alert and Warning System (IPAWS) in Georgia, Georgia Emergency Management Agency and Office of Homeland Security, dated July 12, 2012.
 - Georgia Emergency Management Act of 1981, Ga. Code §38-3-1 et seq., Georgia Code Title 38 - Military, Emergency Management, And Veterans Affairs, Chapter 3 - Emergency Management. Articles 1 through 3 of this chapter may be cited as the 'Georgia Emergency Management Act of 1981.'
 - State of Georgia Emergency Alert System (EAS) Plan, dated February 21, 2013.
 - Georgia Emergency Operations Plan (2013)
 - Presidential Memorandum, "Emergency Alert System Statement of Requirements", September 15, 1995;
 - Executive Order 13407, Public Alert and Warning System, June 26, 2006
 - Warning, Alert, and Response Network (WARN) Act, October 13, 2006
 - National Security Presidential Directive- 51(NSPD-51)/Homeland Security Presidential Directive-20 (HSPD-20), "National Continuity Policy", May 9, 2007
 - National Incident Management System, December 2008
 - Presidential Policy Directive/PPD-21 "Critical Infrastructure Security and Resilience", February 12, 2013
 - Executive Order "Improving Critical Infrastructure Cybersecurity", February 12, 2013
 - National Preparedness Report, March 2013
 - National Response Framework, Second Edition, May 2013

III. Concept of Operations

A. Integrating Public Alert and Warning Systems

Cherokee County has adopted and implemented the Integrated Public Alert and Warning System (IPAWS) which facilitates rapid and reliable delivery of alert and warning information over multiple communication pathways before, during, and after an emergency in the preservation of life and property. Cherokee County incorporates IPAWS into the county's existing structure through a Memorandum of Agreement (MOA), which governs the relationship between the county and state-level Collaborative Operating Groups (COGs) and FEMA. IPAWS provides Cherokee County with the capability to integrate alert and warning systems with the national alert and warning infrastructure. Consequently, IPAWS increases the capability and options available to state and local officials by which life-saving information can be distributed during a crisis.

Cherokee County authorities have chosen to use IPAWS and integrate local alerting and emergency response systems that use Common Alerting Protocol (CAP) standards with the IPAWS infrastructure. Beginning in 2011, the initial IPAWS capabilities were deployed providing public safety authorities at all levels of government with integrated access to send alerts through EAS, Wireless Emergency Alerts (WEA), NOAA Weather Radio All Hazards, internet applications, sirens, road signs, and other unique local technologies, as well as being able to seamlessly incorporate emerging and future alerting channels and communications technologies.

Cherokee County may provide public safety officials with resources to assist them as they adopt CAP, incorporate IPAWS, and ensure their communities understand how to access, use, and respond to public alert and warning information. New alert and warning technologies, particularly alerts to personal cellphones, will only be effective if the public understands the avenues over which alerts are delivered and trusts the emergency messages being sent. Local public safety officials strive to ensure emergency communication plans and tools incorporate the latest technologies, can be leveraged to strengthen communication infrastructure, enhance information sharing and situational awareness, and provide the public with critical information.

B. Roles and Responsibilities

1. Cherokee County

All disasters and emergencies are locally oriented. While first responders are gearing up to respond to the initial aftereffects of an incident, it is an inherent responsibility of local officials to keep the public informed of what actions the public needs to take to protect themselves. These could include evacuation orders, location of points of distribution (for food, water, medicine, etc.), move to higher ground, shelter in place guidance, take cover, etc. Communicating these instructions to the public is the primary purpose of IPAWS. Because local officials have a better understanding of the situation, the immediate actions that are being taken, and potential adverse impacts of the incident, it is incumbent upon these officials to rapidly and effectively communicate to the public what is going on and what needs to be done.

In order to successfully implement IPAWS, Cherokee County, Georgia will maintain a structure to provide rapid alert and warning. This local structure will include:

- Designating in writing, in accordance with jurisdictional procedures, no fewer than three individuals who will be the jurisdiction's alerting authorities for issuing

emergency broadcasts with IPAWS following their successful completion of IS-247.A “Integrated Public Alert and Warning System (IPAWS)” course.

- Incorporating IPAWS into existing and future response plans and procedures as well as training and exercise events.
- Collaborative Operating Group (COG) COGs will maintain a list of all individuals who have successfully completed the IS-247.A course and other required courses as directed by federal and state guidance. A list is included in Appendix C of this annex and will be updated on an annual basis by Cherokee County, Georgia Emergency Management.

Immediately after alert dissemination, a copy of the alert must be transmitted to the State Warning Point by emailing commo@gema.ga.gov, and the State Warning Officer at IPAWS@gema.ga.gov.

2. State of Georgia

Recognizing that all disasters are local, the primary responsibility of the state will be to facilitate the implementation of IPAWS into the emergency notification network. In the case of a catastrophic local, state, or regionally defined event, the state will provide a resilient and comprehensive alert and notification capability.

- GEMA will be designated the COG point of contact as per the signed Memorandum of Agreement (MOA) with FEMA.
- GEMA will form a working group comprised of applicable statewide stakeholders to bring together the necessary technical and operational expertise from the private sector, non-profits, local jurisdictions, state agencies, and the federal government with the goal of defining policy and procedures leading to the implementation of IPAWS across the state.
- GEMA will sign all COGs for all local and State Agency Alerting Authorities.
- GEMA will conduct coordinated periodic tests of the system to ensure functionality of equipment and the network.
- GEMA will provide a backup capability for local jurisdictions’ alerting authorities to issue emergency broadcasts and/or wireless on behalf of the local jurisdiction, as deemed appropriate

3. Federal

FEMA is the lead federal agency for IPAWS coordination and implementation. FEMA ensures that the system is maintained and is operational to achieve the following:

- Build and maintain an effective, reliable, integrated, flexible, and comprehensive alert and warning system.
- Enable federal, state, territorial, tribal, and local alert and warning emergency communication officials to access multiple broadcast and other communications pathways for the purpose of creating and activating alert and warning messages related to hazards impacting public safety and well-being.

- Reach the American people before, during, and after a disaster through as many means as possible.
- Diversify and modernize the EAS.
- Create an interoperability framework by establishing or adopting standards such as CAP.
- Enable alert and warning to those with disabilities and others with access and functional needs and to those without an understanding of the English language.
- Partner with NOAA for seamless integration of message transmission through national networks.
- Receive and authenticate alert messages, then simultaneously deliver to all IPAWS-compliant public alerting systems.
- Continue to engage the media, internet service providers, unique and local alerting system providers as well as future alert technology developers on the implementation of IPAWS.
- Ensure the required Emergency Management Institute (EMI) courses are available and updated periodically.

IV. Authorized Use of IPAWS

IPAWS may be used to alert the public to events that pose a significant threat to life and/or property. IPAWS is a public emergency warning system, NOT a public notification system. Presidential Messages are issued by the President of the United States. AMBER Alerts are issued by the National Center for Missing and Exploited Children (NCMEC) in consultation with state AMBER coordinators. Critical weather warnings (e.g. tornados, flash floods, hurricanes, blizzards or ice storms, and dust storms) are issued by NWS.

Alerts issued by an authorized public safety agency using IPAWS may be disseminated to broadcast media (EAS), weather radios (non-weather emergency messages, or NWEM), cellphones and other mobile devices via Wireless Emergency Alerts (WEA), internet services, road signs, sirens, etc. Some alerts may be selected to broadcast to one alerting technology, while other alerts may be selected to go to numerous alerting technologies.

The primary capability of a WEA (cellphone message) is to quickly announce that an event is occurring or is imminent in the geographic area in which the recipient is located. WEA messages are limited to 90 characters.

EAS (broadcasters) and NWEM (weather radio) alerts can provide more information. For example, the “Headline” element of a NWEM message may be 160 characters and the “Description + Instruction” elements have no character limit.

A. Types of IPAWS Messages

The types of alert messages for which Cherokee County Emergency Management and authorized system users will use IPAWS include:

1. **Warning messages:** Warning messages are issued for those events that alone pose a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short.
2. **Emergency messages:** Emergency messages are issued for those events that by themselves would not kill, injure, or damage property, but indirectly may cause other things to happen that result in a hazard.

B. Event Codes

Authorized Cherokee County, Georgia Emergency Management Agency and Cherokee County, Georgia E-911 Center personnel can send the following event codes through IPAWS:

- **CEM: Civil Emergency Message** - An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific than the Civil Danger Warning (CDW). For example, the CEM could be used to describe a change in the Homeland Security Alert System level in response to a terrorist threat.
- **EQW: Earthquake Warning** - A warning of current or imminent earthquake activity. Authorized officials may recommend or order protective actions according to state law or local ordinance. EQW can be used to inform the public of affected areas and measures to take for safety. If road damages have occurred, detour information can be provided for individuals that require or plan to travel into or away from the affected area.
- **EVI: Evacuate Immediate** - A warning where immediate evacuation is recommended or ordered according to state law or local, tribal, or territorial ordinance.
- **FRW: Fire Warning** - A warning that indicates a spreading wildfire or structure fire threatens a populated area. Evacuation of areas in the fire's path may be recommended by authorized officials according to state law or local ordinance.
- **HMW Hazardous Materials Warning** - A warning indicating the release of a nonradioactive hazardous material (such as a flammable gas, toxic chemical, or biological agent) that require the public to evacuate from the affected area (for an explosion, fire, or oil spill hazard) or shelter in place (for a toxic fume hazard).
- **LAE: Local Area Emergency** - An emergency message that defines an event that by itself does not pose a significant threat to public safety or property. However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. LAE can be used during a disruption in water, electric or natural gas service, road closures due to excessive snowfall, or a potential terrorist threat where the public is asked to remain alert.
- **LEW: Law Enforcement Warning** - A warning of a bomb explosion, riot, or other criminal event (e.g., a jailbreak). An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate, or deny access to affected areas, or arrest violators or suspicious persons. LEW can be used if a bomb threat is received during an event and local authorities are investigating the matter and law enforcement evacuates an area and establishes road blockages until "all clear" is received.

- **MEP: Missing and Endangered Person** - Used to facilitate more efficient and widespread dissemination of alerts and coordinated responses to incidents involving all missing and endangered persons across a single or multiple jurisdictional area, not currently covered by AMBER Alerts. MEP alerts aid in finding missing and endangered people by notifying the public so they can assist in the search. For Cherokee County, the following requirements will be instituted for this event code:
 - Any individual that is 13 years old or younger will have an IPAWS message sent upon request by Cherokee County Law Enforcement or Fire Department officials. This alert will be sent regardless of time of day.
 - For all individuals 14 years or older, Cherokee County Law Enforcement and Fire Department officials must classify the individual as being endangered (due to the circumstance, age, or a cognitive issue) to necessitate an IPAWS alert. An alert will be sent outside of quiet hours upon request.
 - Quiet hours will be designated from 11:00 PM to 7:00 AM. If the situation is deemed critical, an alert will be sent regardless of time of day after diligent consideration.
 - For all situations, Cherokee County Emergency Management will have the ultimate authority and make the final decision on any IPAWS alerts that are requested.
- **RHW: Radiological Hazard Warning** - A warning of the loss, discovery, or release of a radiological material.
- **RWT: Required Weekly Test** - A test message that consists, at a minimum, of the header and end-of message tones.
- **SPW: Shelter in Place Warning** - A warning of an event where the public is recommended to shelter in place (go inside, close doors and windows, turn off air conditioning or heating systems, and turn on the radio or TV for more information).
- **TOE: 911 Telephone Outage Emergency** - An emergency message that defines a local or state 911 telephone network outage by geographic area or telephone exchange. Authorized officials can use TOE to provide alternate phone numbers to reach 911 or dispatch personnel when 911 lines are down. Use TOE instead of LAE to notify the public 911 telephone outage and provide further information.

C. Training Requirements

Prior to accessing the IPAWS system to post alerts, any Cherokee County, Georgia Emergency Management and E-911 staff who have the authority to send messages via IPAWS must complete the following training:

- IS-247 course for COG point of contact (POC) and any user with alert originator responsibilities for IPAWS public alerts.
<https://training.fema.gov/is/courseoverview.aspx?code=IS-247.b&lang=en>
- IS-251 course for COG point of contact (POC) and any user with administrative responsibilities for IPAWS public alerts
<https://training.fema.gov/is/courseoverview.aspx?code=IS-251.a&lang=en>

Initially during the IPAWS application process the Cherokee County, Georgia COG POC submitted a copy of all IPAWS related training certificates to IPAWS@gema.ga.gov. This process will be completed annually as well.

D. Software for Sending Alert

Cherokee County, Georgia Emergency Management will use the existing Rave system to send IPAWS alerts and messages.

E. System Security

To ensure the joint security of the systems and the message data they store, process, and transmit, all parties participating in IPAWS agree to the terms and conditions as stated in their MOAs and the IPAWS Rules of Behavior, which can be requested at IPAWS@fema.dhs.gov.

F. System Tests

At the local, county, and state level, monthly tests or exercises of IPAWS will be conducted to ensure the ability to send emergency notification information across the entire network. Testing should be coordinated prior to execution to ensure appropriate rules and regulations are followed. Any impediments will be immediately identified and a resolution at the lowest jurisdictional level possible will be ascertained. It is pertinent to define which test codes will/should work for each dissemination channel depending on their existing EAS Plan.

The required Monthly Proficiency Demonstration will be conducted by the Cherokee County Emergency Management Agency at noon on the first Wednesday of each month in conjunction with the outdoor warning siren test. This is a WEA message that is sent in the 'practice mode' of the Rave alerting software (so the message is sent to IPAWS but is not disseminated to the public). It should NOT be sent in the live or active mode. FEMA requires you select an event code that your COG is approved to send; do not send a Required Monthly Test (RMT).

It is anticipated that the FEMA IPAWS Program Management Office (PMO) will conduct tabletop, scenario-based, and full-scale exercises of the public alert and warning systems. Where applicable, all jurisdictions will be encouraged to participate in these exercises. GEMA conducts a required monthly test to ensure that the EAS is active throughout Georgia.

V. Public Outreach

A. IPAWS Message Criteria

When circumstances arise and the need for a public warning becomes necessary, the decision to send a message will ultimately be a matter of local judgment. To assist in the decision-making process the following criteria should be applied:

- Does the hazardous situation require the public to take immediate action?
- Does the hazardous situation pose a serious threat to life or property?
- Is there a high degree of probability the hazardous situation will occur?
- Do other means of disseminating the message ensure rapid delivery of urgent information?

B. Writing Effective Alert and Warning Messages

How an alert/warning message is written is as important as what is written. Poorly written warnings can undermine both understanding and credibility. "Style" refers to how you write. Considerations when writing accessible and usable alert and warning messages should include:

- **Specifics:** If the message is not specific enough about the "Who? What? When? Where? Why? How?" the public will spend more time seeking specific information to confirm the risk. If necessary, be specific about what is or is not known about the hazard.
- **Consistency:** An alert/warning should be internally consistent; that is, one part of the message should not contradict another part. It should be consistent with messages that are distributed via other channels. To the extent possible, alerts/warnings should be consistent from event to event, to the degree that the hazard is similar.
- **Certainty:** Avoid conveying a sense of uncertainty, either in content or tone. Confine the message to what is known, or if necessary, describe what is unknown in certain terms. Do not guess or speculate.
- **Clarity:** Use common words that can easily be understood. Do not use technical terminology or jargon. If protective instructions are precautionary, state so clearly. Make it clear if protective instructions pertain to particular at-risk populations (e.g., elderly). If the probability of occurrence of the hazard event is less than 100 percent, try to convey in simple terms what the likelihood of occurrence is.
- **Accuracy:** Do not overstate or understate the facts. Do not omit important information. Convey respect for the intelligence and judgment of the public.

To this end, only those individuals who have successfully completed the IS-247.B course and have been officially designated by Cherokee County, Georgia Emergency Management as an alerting authority will be provided access to the system.

C. Local Media

Local media has a desire to keep its audience informed of ongoing events. Besides their broadcasts, many have developed instant messaging systems to keep the public informed of important events through a variety of social media networks. Coordination with local media outlets is essential for the successful implementation of the Cherokee County, Georgia IPAWS Plan. By making use of the media's desire to inform its audience, public safety officials in Cherokee County, Georgia have and will continue to establish relationships with the media for the passage of critical, time-sensitive, information to the public.

The challenge is that many media outlets are market-driven and are not constrained by political boundaries. In many cases, a television or radio broadcast station that covers multiple counties or state-defined regions may be physically located in a neighboring region.

Through multiple mediums, such as newspaper articles, public service announcements, town hall meetings, or other avenues that the jurisdiction has found effective, the general public will be encouraged to continue to listen to and follow officials' guidance about what to do when a disaster occurs.

Periodically (especially after an incident occurs) the public should be canvassed as to the clarity and effectiveness of the messages that were broadcast. The responses should be reviewed to determine if any changes to the message content need to take place. The results should also be passed to the applicable state agency in order to share them for the benefit of other jurisdictions.

VI. Annex Maintenance

The IPAWS Annex will be reviewed and updated annually and as required following IPAWS activations when events or exercises identify a needed change.

VII. IPAWS Annex Appendixes

APPENDIX A: ACRONYMS

ACRONYM	DESCRIPTION
AWN	Alert, Warning and Notification
AA	Alerting Authority
AAR	After Action Report
ADR	Administrative Message
AO	Alert Originator
AOSP	Alert Origination Software Provider
AVA	Avalanche Watch
AVW	Avalanche Warning
BLU	Blue Alert
CAE	Child Abduction Emergency
CDW	Civil Danger Warning
CEM	Civil Emergency Message
CHP	California Highway Patrol
CMAS	Commercial Mobile Alert System
COG	Collaborative Operating Group
DBGF	Device Based Geo-Fencing
DMO	Practice/Demonstration Warning
EAS	Emergency Alert System
EQW	Earthquake Warning
EVI	Evacuation Immediate
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FIPS	Federal Information Processing Standard
FRW	Fire Warning

FSLTT	Federal, State, Local, Tribal, Territorial
-------	--

GEMA	Georgia Emergency Management Agency
GIS	Geographic Information System
HAZ COLLECT	All-Hazards Emergency Message Collection System
HMW	Hazardous Material Warning
IPAWS	Integrated Public Alert and Warning System
IPAWS OPEN	IPAWS-Open Platform for Emergency Networks
LAE	Local Area Emergency
LEW	Law Enforcement Warning
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPD	Monthly Proficiency Demonstration
NOAA	National Oceanic and Atmospheric Administration
NUW	Nuclear Power Plant Warning
NWEM	Non-Weather Emergency Message
NWS	National Weather Service
PAA	Public Alerting Authority
PIO	Public Information Officer
PMO	Program Management Office
RHW	Radiological Hazard Warning
RMT	Required Monthly Test
SAME	Specific Area Message Encoding
SOG	Standard Operating Guidance
SOP	Standard Operating Procedure
SPW	Shelter – in – Place Warning

TOE	Telephone Outage Emergency
TSS	Technical Support Services
TSSF	Technical Support Services Facility
TTS	Text to Speech
VOW	Volcano Warning
WARN	Warning Alert and Response Network
WEA	Wireless Emergency Alert

APPENDIX B: GLOSSARY

Agency Representative – A person assigned by a primary, assisting, or cooperating federal, state, territorial, tribal, or local government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Agency – A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Alerting Authority – Designated jurisdictional individual who is authorized to write and distribute an alert or warning.

Civil Danger Warning (CDW) – A warning of an event that presents a danger to a significant civilian population. The CDW, which usually warns of a specific hazard and gives specific protective action, has a higher priority than the Local Area Emergency (LAE) (e.g. contaminated water supply, terrorist attack). Public protective actions could include evacuation, shelter in place, or other actions (such as boiling contaminated water or seeking medical treatment).

Civil Emergency Message (CEM) – An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific than the Civil Danger Warning (CDW).

Collaborative Operating Group – IPAWS is structured around Collaborative Operating Groups (COG). A COG is a virtual organization of alerting authorities that holds membership in IPAWS- OPEN and manages system access within that organization. When the application process is complete, FEMA will assign each agency a COG Identification number and Digital Certificate.

Disaster – The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, or significant adverse impact on the environment, resulting from any natural or technological hazards, or a terrorist act, including but not limited to fire, flood, earthquake, wind, storm, hazardous substance incident, water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action. For the purpose of state or federal disaster declarations, the term disaster generally falls into one of two categories relative to the level of severity and impact on local and state resources. They are: Major - likely to require immediate state assistance supplemented by limited federal resources, if necessary, to supplement intra-state efforts and resources; and Catastrophic - will require immediate and massive state and federal assistance in both the response and recovery aspects. Local government's adaptation of the definition of a disaster denotes an event which threatens or actually does inflict damage to people or

property, and is, or is likely to be, beyond the capability of the services, personnel, equipment, and facilities of a local jurisdiction, thereby requiring the augmentation of resources through state-directed assistance.

Emergency – A suddenly occurring and often unforeseen situation which is determined by the Governor to require state response or mitigation actions to immediately supplement local government in protecting lives and property, to provide for public health and safety, or to avert or lessen the threat of a disaster. Local government's adaptation of this definition connotes an event that threatens or actually does inflict damage to people or property, exceeds the daily routine type of response, and still can be dealt with using local internal and mutual aid resources.

Integrated Public Alert and Warning System (IPAWS) – In the event of a national emergency, the President will be able to use IPAWS to send a message to the American people quickly and simultaneously through multiple communications pathways. IPAWS is available to United States Federal, State, local, territorial and tribal government officials as a way to alert the public via the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), NOAA Weather Radio and other National Weather Service dissemination channels, the internet, existing unique warning systems, and emerging distribution technologies.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, state or federal boundary lines) or functional (e.g., police department, health department).

Law Enforcement Warning (LEW) - A warning of a bomb explosion, riot, or other criminal event (e.g. a jailbreak). An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate or deny access to affected areas, and arrest violators or suspicious persons.

Local Area Emergency (LAE) - An emergency message that defines an event that, by itself, does not pose a significant threat to public safety and/or property. However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. Examples include a disruption in water, electric or natural gas service, or a potential terrorist threat where the public is asked to remain alert.

Memorandum of Agreement (MOA) – An agreement document between two or more agencies establishing reciprocal assistance to be provided upon request (and if available from the supplying agency) and laying out the guidelines under which this assistance will operate.

Missing and Endangered Person (MEP) – An emergency message, based on established criteria, about a missing person believed to be endangered. A local or state law enforcement agency investigating the missing person will describe the missing person, provide a description of the mode of transportation, where they were last seen and ask the public to notify the requesting agency if they have any information on the whereabouts of the person.

Mutual-Aid Agreement – Written agreement between agencies and/or jurisdictions

that they will assist one another upon request, by furnishing personnel, equipment, and/or expertise in a specified area.

National Warning System (NAWAS) – A communication system of the federal government which provides warning to the population of an attack or other national emergency. Reception is at local and state warning points.

National Weather Services (NWS) – Federal government agencies charged with weather- related reporting and projections.

Shelter in place – Take immediate shelter where you are—at home, work, school, or wherever you can take protective cover. It may also mean "seal the room"; in other words, take steps to prevent outside air from coming in.

State – When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107- 296, 116 Stat. 2135 (2002).

APPENDIX C: CHEROKEE COUNTY EMERGENCY MANAGEMENT AUTHORIZED USERS

The following Cherokee County Emergency Services staff members have completed the FEMA “Integrated Public Alert and Warning System” (IPAWS) IS-00251.b course:

Name: James Daniel Westbrook Position: Emergency Management Director

Name: Rebecah Logan Position: Emergency Management Deputy Director

Name: Courtney Bourgouin Position: Emergency Management Specialist

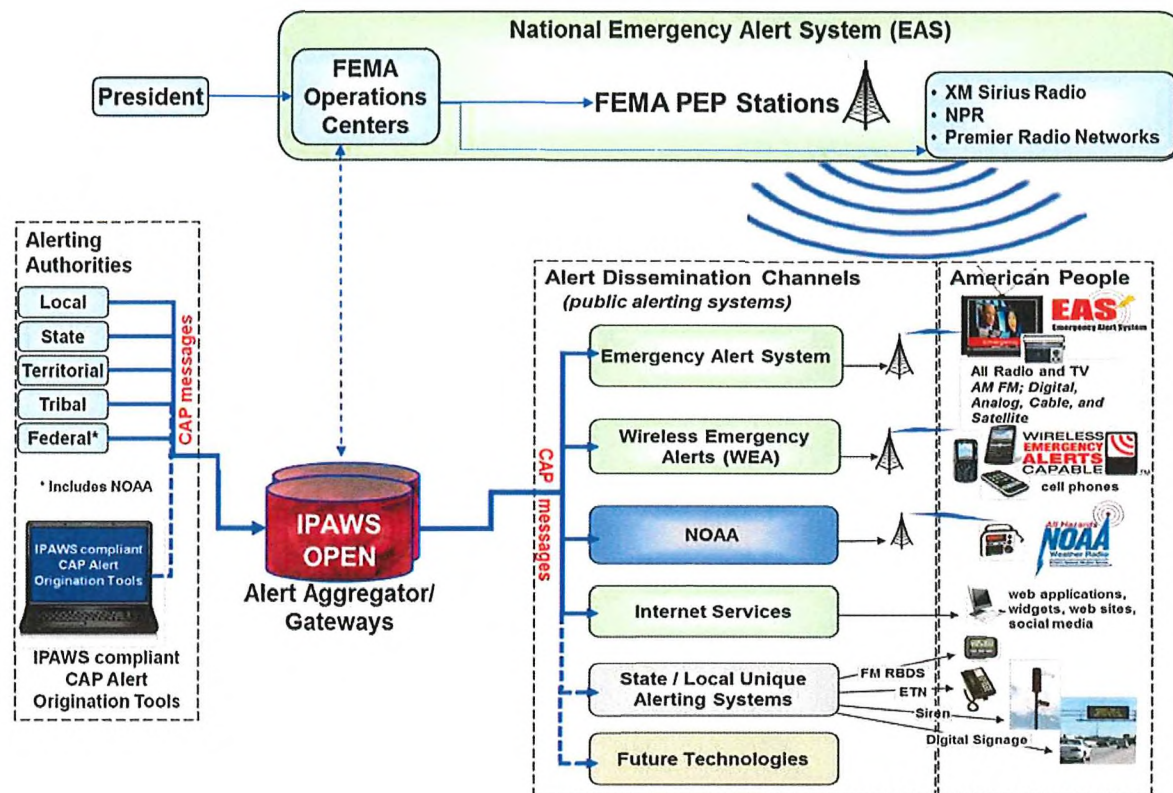
These individuals are authorized to activate IPAWS, limited to the utilization of the following WEA codes:

- **CEM – Civil Emergency Message.** An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE).
- **EQW - Earthquake Warning.** An emergency message warning of current or imminent earthquake activity. *(For use in the event of an earthquake measuring a minimum of magnitude 6.0 or higher.)*
- **EVI - Evacuation Immediate.** An emergency message warning that immediate evacuation is recommended.
- **FRW – Fire Warning.** A warning of a spreading wildfire or structural fire that threatens a populated area. *Evacuation of areas in the fire’s path may be recommended by authorized officials.*
- **HMW - Hazardous Materials Warning.** An emergency message warning of the release of a non-radioactive hazardous material that may recommend evacuation or shelter in place.
- **LAE - Local Area Emergency.** An emergency message that warns of a local emergency of such a nature as to threaten public safety and/or property.
- **LEW - Law Enforcement Warning.** An emergency message warning of a criminal incident that may be of an immediate danger to people in the area.
- **MEP – Missing and Endangered Person.** An emergency message warning of a missing and endangered person that does not meet the criteria for a child abduction emergency.
- **RHW – Radiological Hazard Warning.** A warning of the loss, discovery, or release of a radiological hazard.
- **SPW - Shelter in Place.** An emergency message warning of an event where the public is recommended to shelter in place.

- **TOE - Telephone Outage Emergency.** An emergency message that notifies an affected population of a local 9-1-1 telephone network outage. *Authorized officials may provide alternative phone numbers in which to reach 9-1-1 or dispatch personnel.*

[illegible]

APPENDIX D: IPAWS ARCHITECTURE



APPENDIX E: IPAWS AND PREPAREDNESS

Public Alerts and Warnings Support Preparedness Goals

The Integrated Public Alert and Warning System (IPAWS) supports all preparedness mission areas: prevention, protection, mitigation, response, and recovery efforts. IPAWS delivers coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods.

IPAWS effectively relays information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Prevention

- Communicates timely and well-coordinated information to the public through standardized procedures
- Informs the American public of pending threats, as appropriate, and provides critical instruction on the precautions necessary to protect themselves, their families, and their property
- Tailors alerts to best meet the specific needs of the audience
- Shares prompt and actionable messages with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks

Protection

- Protects and enhances the overall physical and logistical health of communications
- Improves the sector's national security and emergency preparedness posture with state, local, territorial, tribal, federal, international, and private sector entities to reduce risk

Mitigation

- Warns people of the risks in their community and the actions they can take to mitigate those threats
- Alerts children, individuals with disabilities or access and functional needs, diverse communities, and people with Limited English Proficiency (LEP)
- Supports and increases the number of communities that develop and share risk reduction products
- Provides the tools necessary to make decisions quickly
- Shares information obtained through coordinating activities to inform response and recovery decision making by effectively communicating threat and hazard risk analysis

Response

- Informs all affected segments of the community by all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public in taking protective actions
- Delivers credible messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery

Recovery

- Informs all affected segments of the community by all means necessary, including accessible tools
- Utilizes existing resources to promote effective recovery and support states, territories, tribes, federal, and other jurisdictions affected by a disaster
- Promotes effective recovery, particularly for those incidents that are large-scale or catastrophic
- Provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner
- Manages expectations throughout the recovery process and ensures the public has a clear understanding of available assistance and their roles and responsibilities
- Supports the development of state, local, tribal, territorial, and federal government communications plans

Exhibit B

IPAWS Event Codes

- **CEM: Civil Emergency Message** - An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific than the Civil Danger Warning (CDW). For example, the CEM could be used to describe a change in the Homeland Security Alert System level in response to a terrorist threat.
- **EQW: Earthquake Warning** - A warning of current or imminent earthquake activity. Authorized officials may recommend or order protective actions according to state law or local ordinance. EQW can be used to inform the public of affected areas and measures to take for safety. If road damages have occurred, detour information can be provided for individuals that require or plan to travel into or away from the affected area.
- **EVI: Evacuate Immediate** - A warning where immediate evacuation is recommended or ordered according to state law or local, tribal, or territorial ordinance.
- **FRW: Fire Warning** - A warning that indicates a spreading wildfire or structure fire threatens a populated area. Evacuation of areas in the fire's path may be recommended by authorized officials according to state law or local ordinance.
- **HMW Hazardous Materials Warning** - A warning indicating the release of a nonradioactive hazardous material (such as a flammable gas, toxic chemical, or biological agent) that require the public to evacuate from the affected area (for an explosion, fire, or oil spill hazard) or shelter in place (for a toxic fume hazard).
- **LAE: Local Area Emergency** - An emergency message that defines an event that by itself does not pose a significant threat to public safety or property. However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. LAE can be used during a disruption in water, electric or natural gas service, road closures due to excessive snowfall, or a potential terrorist threat where the public is asked to remain alert.
- **LEW: Law Enforcement Warning** - A warning of a bomb explosion, riot, or other criminal event (e.g., a jailbreak). An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate, or deny access to affected areas, or arrest violators or suspicious persons. LEW can be used if a bomb threat is received during an event and local authorities are investigating the matter and law enforcement evacuates an area and establishes road blockages until "all clear" is received.
- **MEP: Missing and Endangered Person** - Used to facilitate more efficient and widespread dissemination of alerts and coordinated responses to incidents involving all missing and endangered persons across a single or multiple jurisdictional area, not currently covered by AMBER Alerts. MEP alerts aid in finding missing and endangered people by notifying the

public so they can assist in the search. For Cherokee County, the following requirements will be instituted for this event code:

- Any individual that is 13 years old or younger will have an IPAWS message sent upon request by Cherokee County Law Enforcement or Fire Department officials. This alert will be sent regardless of time of day.
 - For all individuals 14 years or older, Cherokee County Law Enforcement and Fire Department officials must classify the individual as being endangered (due to the circumstance, age, or a cognitive issue) to necessitate an IPAWS alert. An alert will be sent outside of quiet hours upon request.
 - Quiet hours will be designated from 11:00 PM to 7:00 AM. If the situation is deemed critical, an alert will be sent regardless of time of day after diligent consideration.
 - For all situations, Cherokee County Emergency Management will have the ultimate authority and make the final decision on any IPAWS alerts that are requested.
- **RHW: Radiological Hazard Warning** - A warning of the loss, discovery, or release of a radiological material.
- **RWT: Required Weekly Test** - A test message that consists, at a minimum, of the header and end-of message tones.
- **SPW: Shelter in Place Warning** - A warning of an event where the public is recommended to shelter in place (go inside, close doors and windows, turn off air conditioning or heating systems, and turn on the radio or TV for more information).
- **TOE: 911 Telephone Outage Emergency** - An emergency message that defines a local or state 911 telephone network outage by geographic area or telephone exchange. Authorized officials can use TOE to provide alternate phone numbers to reach 911 or dispatch personnel when 911 lines are down. Use TOE instead of LAE to notify the public 911 telephone outage and provide further information.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.I.



FROM: Robert H. Logan, City Manager

MEETING DATE: April 20, 2026

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

EXECUTIVE SUMMARY:

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

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. RES Surplus Property

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager

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

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

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

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

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

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

This Resolution is adopted on this 19th day of March 2026.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit "A"

Year	Make	Model	VIN #/Serial #
2007	Ford	F250	1FTSW21P57EA31918

ITEM REPORT

AGENDA ITEM NUMBER: VIII.J.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: April 20, 2026

AGENDA ITEM: Amendment No. 1 to the Client Service Agreement between WellnessIQ, Inc. and the City of Holly Springs.

EXECUTIVE SUMMARY:

During the December 5, 2025 Council meeting, the Statement of Work Number 1 to Client Service Agreement between WellnessIQ, Inc., and the City of Holly Springs, Georgia to provide various professional services for the health and wellness program was approved. WellnessIQ offers a wellness platform that can be customized and incorporates challenges, webinars, and the ability for employees to earn rewards.

Amendment No. 1 amends the Term and Termination section (b) Termination for Convenience to provide a 90-day written notice prior to the annual start date.

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. WellRight_WIQ_1st Amendment_2026

RECOMMENDATION:

The staff recommendation is approval of the amendment.

CONCURRENCES:



AMENDMENT NO. 1 TO THE CLIENT SERVICE AGREEMENT

THIS AMENDMENT NUMBER 1 TO THE WELLNESSIQ WELLRIGHT CLIENT SERVICE AGREEMENT (“Amendment No. 1”) is effective as of the date of the last signature below (**“Amendment No. 1 Effective Date”**), and is made by and between WellnessIQ Inc. with a mailing address at 6450 Rockside Woods Blvd, Suite 220, Independence, OH 44131 (**“WIQ”**) and CITY OF HOLLY SPRINGS with a mailing address at 3237 Holly Springs Parkway, Holly Springs, GA 30115 (**“Client”**) (Collectively, the **“Parties”**), and relates to the Client Service Agreement entered into by and between Provider and Client, dated 2/27/2025 as amended (collectively, the **“Agreement”**).

WHEREAS, the Parties desire to amend the Agreement Term language; and

WHEREAS, the capitalized terms used in this 1st Amendment and not otherwise shall have the same meaning as set forth in the Agreement;

NOW, THEREFORE, in consideration of the Parties’ continued business relationship, foregoing premises and the mutual promises hereinafter contained, the sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. Updated Terms. Effective as of 1/1/2026 (“Effective Date”), WIQ and Client hereby agree to amend the **Term and Termination** section of the Client Services Agreement as follows: The Provision regarding (b) Termination for Convenience is hereby modified such that terminations will only be honored at renewal periods. Either the Client or WIQ may terminate this Agreement or any Statement of Work that has not been completed, without cause, by giving written notice 90 days prior to the annual program start date. The 90 days must encompass three full calendar months (e.g. notice received on any date other than the first of the month would include the days remaining in the current month plus three full calendar months). In the case of Client, the period beginning on the date on which Client delivers to WIQ notice of termination of convenience under this paragraph (b) and continuing until the end of the third full calendar month thereafter is referred to herein as the “Transition Period.”
2. Entire Agreement. The Agreement, as amended by this 1st Amendment, constitutes the entire understanding between the Parties relating to the subject matter hereof and is hereby ratified and confirmed by the Parties. This Amendment does not change, waive, alter, or extend part of the Client Service Agreement other than as set forth herein. All provisions not changed by this Amendment shall remain as stated in the Client Service Agreement.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this 1st Amendment effective as of the date of last signature.





WellnessIQ

By: _____

Name: _____

Title: _____

Date: _____

CITY OF HOLLY SPRINGS

By: _____

Name: Ryan P. Shirley

Title: Mayor

Date: April 20, 2026

ITEM REPORT

AGENDA ITEM NUMBER: VIII.K.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: April 20, 2026

AGENDA ITEM: Renewal of the Property and Liability Coverage with Georgia Interlocal Risk Management Agency (GIRMA).

EXECUTIVE SUMMARY:

Enclosed is a side-by-side premium comparison of the insurance renewal proposal from Georgia Interlocal Risk Management Agency (GIRMA) . The net premium has increased by 17.4%, rising from \$166,483 to \$195,514. You will notice an increase in the Property & Equipment value from \$11,217,714 to \$16,664,024 which represents a 50.3% increase in exposures. We also experienced a claim which is still pending resolution but could result in a \$50,000 settlement.

The coverage limits and deductibles remain unchanged.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$195,514

ATTACHMENTS:

1. 2026 Holly Springs GIRMA Member Comparison with Ancillary

RECOMMENDATION:

The staff recommendation is approval of the renewal.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

Program Details	2025-2026			2026-2027			Cost Comparison		
	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
General Liability (GIRMA)			\$19,340			\$20,872	24.4%	7.9%	-16.5%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
General Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
<u>Deductibles</u>									
General Liability	\$0		\$0						
Public Officials Liability (GIRMA)			\$10,709			\$11,786	24.4%	10.1%	-14.3%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductible	\$5,000		\$5,000						
Law Enforcement Liability (GIRMA)			\$40,652			\$43,618	-2.5%	7.3%	9.8%
Each Occurrence	\$4,000,000	40		\$4,000,000	39				
Aggregate	Unlimited	<i>Officers</i>		Unlimited	<i>Officers</i>				
Deductible	\$5,000		\$5,000						
Automobile Liability (GIRMA)			\$62,671			\$73,883	9.6%	17.9%	8.3%
Combined Single Limit	\$4,000,000	52		\$4,000,000	57				
Uninsured Motorist Liability	\$75,000	<i>Vehicles</i>	\$575	\$75,000	<i>Vehicles</i>	\$672	9.6%	16.9%	7.3%
<u>Deductibles</u>									
Auto Liability	\$0		\$0						
Auto Physical Damage (GIRMA)			\$16,348			\$18,778	9.8%	14.9%	5.1%
Limit	ACV	51		ACV	56				
Vehicles Covered	Scheduled	<i>Vehicles</i>		Scheduled	<i>Vehicles</i>				
Deductible	\$1,000		\$1,000						
Crime (GIRMA)			\$1,203			\$1,203	-4.2%	0.0%	4.2%
Employee Dishonesty	\$500,000	71		\$500,000	68				
Money & Securities	\$500,000	<i>Employees</i>		\$500,000	<i>Employees</i>				
Deductible	\$1,000		\$1,000						
Property & Equipment (GIRMA)			\$23,943			\$33,324	50.3%	39.2%	-11.2%
Total Insured Values	\$11,217,714	\$11,217,714		\$16,864,024	\$16,864,024				
Flood Limit	\$10,000,000	<i>Property Values</i>		\$10,000,000	<i>Property Values</i>				
Earthquake Limit	\$10,000,000			\$10,000,000					
<u>Deductibles</u>									
Building and Contents	\$1,000	\$11,158,514	\$1,000	\$16,736,943					
Mobile Equipment	\$1,000	\$59,500	\$1,000	\$127,081					
Equipment Breakdown (GIRMA)									
Per Occurrence	\$11,158,214	\$11,158,214		\$16,736,943	\$16,736,943				
Deductible	\$1,000	<i>Property Values</i>	\$1,000	<i>Property Values</i>					
GIRMA Contributions			\$175,441			\$204,136		16.4%	
Dividends/Credits			(\$8,958)			(\$8,622)		-3.8%	
GIRMA Net Contributions			\$166,483			\$195,514		17.4%	
Broker Management Fees			\$15,000			\$15,000			
Amount Due			\$181,483			\$210,514		16.0%	

See next page for Pollution and Ancillary Coverages

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Pollution Liability (GIRMA)			\$24,320			\$24,320	0.0%	0.0%	0.0%
Each Incident Limit	\$1,000,000	16,213		\$1,000,000	16,213				
Aggregate Limit	\$12,000,000	Population		\$12,000,000	Population				
Deductible	\$1,000			\$1,000					
Mold Matter Remediation	\$1,000,000	Expenses Sublimit \$250K		\$1,000,000	Expenses Sublimit \$250K				
Disinfection Event Expenses	\$50,000	Deductible Each Incident		\$50,000	Deductible Each Incident				
Pollution Annualized Premium			\$24,320			\$24,320		0.0%	

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Off-Duty Liability (Lexington Ins. Co.)			\$15,794			\$18,264	8.3%	15.6%	7.3%
Limit	\$1,000,000	36		\$1,000,000	39				
Deductible	\$10,000	Officers		\$10,000	Officers				
Excess Crime (Hanover Ins./Allmerica)			\$2,651			\$2,651	0.0%	0.0%	0.0%
Limit	\$1,500,000	68		\$1,500,000	68				
Deductible	\$500,000	Employees		\$500,000	Employees				
Excess Cyber Liability (Tokio Marine/HCC)			\$18,980			\$13,268	36.2%	-30.1%	-66.3%
Limit	\$1,000,000	\$47,020,120		\$1,000,000	\$64,036,000				
Deductible	\$250,000	Revenues		\$250,000	Revenues				
Terrorism & Sabotage (Hiscox, Inc.)			\$2,080			\$2,444	53.2%	17.5%	-35.7%
Limit	\$250,000	\$10,733,314		\$250,000	\$16,440,833				
Deductible	\$5,000	TIV		\$5,000	TIV				
Ancillary Lines Total			\$39,505			\$36,627		-7.3%	

Total Cost (All lines)			\$245,308			\$271,461		10.7%	
-------------------------------	--	--	------------------	--	--	------------------	--	--------------	--

ITEM REPORT

AGENDA ITEM NUMBER: VIII.L.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: April 20, 2026

AGENDA ITEM: Renewal of the Off-Duty Liability line of coverage with Lexington Insurance Company.

EXECUTIVE SUMMARY:

This plan covers officers who are working off-duty or moonlighting. This policy covers the "gaps" where the general liability policy might decline to cover a claim because the officer was not acting in the scope of their employment.

The premium has increased by 15.6% rising from \$15,794 to \$18,264 with an 8.3% increase in the number of officers.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$18,264

ATTACHMENTS:

1. 2026 Holly Springs GIRMA Member Comparison with Ancillary

RECOMMENDATION:

The staff recommendation is approval of the renewal.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Program Details									
General Liability (GIRMA)			\$19,340			\$20,872	24.4%	7.9%	-16.5%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
General Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductibles									
General Liability	\$0			\$0					
Public Officials Liability (GIRMA)			\$10,709			\$11,786	24.4%	10.1%	-14.3%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductible	\$5,000			\$5,000					
Law Enforcement Liability (GIRMA)			\$40,652			\$43,618	-2.5%	7.3%	9.8%
Each Occurrence	\$4,000,000	40		\$4,000,000	39				
Aggregate	Unlimited	<i>Officers</i>		Unlimited	<i>Officers</i>				
Deductible	\$5,000			\$5,000					
Automobile Liability (GIRMA)			\$62,671			\$73,883	9.6%	17.9%	8.3%
Combined Single Limit	\$4,000,000	52		\$4,000,000	57				
Uninsured Motorist Liability	\$75,000	<i>Vehicles</i>	\$575	\$75,000	<i>Vehicles</i>	\$672	9.6%	16.9%	7.3%
Deductibles									
Auto Liability	\$0			\$0					
Auto Physical Damage (GIRMA)			\$16,348			\$18,778	9.8%	14.9%	5.1%
Limit	ACV	51		ACV	56				
Vehicles Covered	Scheduled	<i>Vehicles</i>		Scheduled	<i>Vehicles</i>				
Deductible	\$1,000			\$1,000					
Crime (GIRMA)			\$1,203			\$1,203	-4.2%	0.0%	4.2%
Employee Dishonesty	\$500,000	71		\$500,000	68				
Money & Securities	\$500,000	<i>Employees</i>		\$500,000	<i>Employees</i>				
Deductible	\$1,000			\$1,000					
Property & Equipment (GIRMA)			\$23,943			\$33,324	50.3%	39.2%	-11.2%
Total Insured Values	\$11,217,714	\$11,217,714		\$16,864,024	\$16,864,024				
Flood Limit	\$10,000,000	<i>Property Values</i>		\$10,000,000	<i>Property Values</i>				
Earthquake Limit	\$10,000,000			\$10,000,000					
Deductibles									
Building and Contents	\$1,000	\$11,158,514		\$1,000	\$16,736,943				
Mobile Equipment	\$1,000	\$59,500		\$1,000	\$127,081				
Equipment Breakdown (GIRMA)									
Per Occurrence	\$11,158,214	\$11,158,214		\$16,736,943	\$16,736,943				
Deductible	\$1,000	<i>Property Values</i>		\$1,000	<i>Property Values</i>				
GIRMA Contributions			\$175,441			\$204,136		16.4%	
Dividends/Credits			(\$8,958)			(\$8,622)		-3.8%	
GIRMA Net Contributions			\$166,483			\$195,514		17.4%	
Broker Management Fees			\$15,000			\$15,000			
Amount Due			\$181,483			\$210,514		16.0%	

See next page for Pollution and Ancillary Coverages

**CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages**

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Pollution Liability (GIRMA)			\$24,320			\$24,320	0.0%	0.0%	0.0%
Each Incident Limit	\$1,000,000	16,213		\$1,000,000	16,213				
Aggregate Limit	\$12,000,000	Population		\$12,000,000	Population				
Deductible	\$1,000			\$1,000					
Mold Matter Remediation	\$1,000,000	Expenses Sublimit \$250K		\$1,000,000	Expenses Sublimit \$250K				
Disinfection Event Expenses	\$50,000	Deductible Each Incident		\$50,000	Deductible Each Incident				
Pollution Annualized Premium			\$24,320			\$24,320		0.0%	

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Off-Duty Liability (Lexington Ins. Co.)			\$15,794			\$18,264	8.3%	15.6%	7.3%
Limit	\$1,000,000	36		\$1,000,000	39				
Deductible	\$10,000	Officers		\$10,000	Officers				
Excess Crime (Hanover Ins./Allmerica)			\$2,651			\$2,651	0.0%	0.0%	0.0%
Limit	\$1,500,000	68		\$1,500,000	68				
Deductible	\$500,000	Employees		\$500,000	Employees				
Excess Cyber Liability (Tokio Marine/HCC)			\$18,980			\$13,268	36.2%	-30.1%	-66.3%
Limit	\$1,000,000	\$47,020,120		\$1,000,000	\$64,036,000				
Deductible	\$250,000	Revenues		\$250,000	Revenues				
Terrorism & Sabotage (Hiscox, Inc.)			\$2,080			\$2,444	53.2%	17.5%	-35.7%
Limit	\$250,000	\$10,733,314		\$250,000	\$16,440,833				
Deductible	\$5,000	TIV		\$5,000	TIV				
Ancillary Lines Total			\$39,505			\$36,627		-7.3%	

Total Cost (All lines)			\$245,308			\$271,461		10.7%	
-------------------------------	--	--	------------------	--	--	------------------	--	--------------	--

ITEM REPORT

AGENDA ITEM NUMBER: VIII.M.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: April 20, 2026

AGENDA ITEM: Renewal of the Excess Crime line of coverage with Hanover Insurance Company/Allmerica.

EXECUTIVE SUMMARY:

This plan covers claims associated with the theft of money, securities, or property by using a computer to transfer covered property from the City's premises or bank to another person or place. Currently, with GIRMA, the coverage limit is \$500,000. This plan would increase the limits to one million five hundred thousand dollars (1.5Mil).

The premium remains \$2,651 and the carrier is offering a three-year renewal for the same annual premium. Exposures remain the same at 68 employees.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$2,651

ATTACHMENTS:

1. 2026 Holly Springs GIRMA Member Comparison with Ancillary

RECOMMENDATION:

The staff recommendation is approval of the renewal.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Program Details									
General Liability (GIRMA)			\$19,340			\$20,872	24.4%	7.9%	-16.5%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
General Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductibles									
General Liability	\$0		\$0						
Public Officials Liability (GIRMA)			\$10,709			\$11,786	24.4%	10.1%	-14.3%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductible	\$5,000		\$5,000						
Law Enforcement Liability (GIRMA)			\$40,652			\$43,618	-2.5%	7.3%	9.8%
Each Occurrence	\$4,000,000	40		\$4,000,000	39				
Aggregate	Unlimited	<i>Officers</i>		Unlimited	<i>Officers</i>				
Deductible	\$5,000		\$5,000						
Automobile Liability (GIRMA)			\$62,671			\$73,883	9.6%	17.9%	8.3%
Combined Single Limit	\$4,000,000	52		\$4,000,000	57				
Uninsured Motorist Liability	\$75,000	<i>Vehicles</i>	\$575	\$75,000	<i>Vehicles</i>	\$672	9.6%	16.9%	7.3%
Deductibles									
Auto Liability	\$0		\$0						
Auto Physical Damage (GIRMA)			\$16,348			\$18,778	9.8%	14.9%	5.1%
Limit	ACV	51		ACV	56				
Vehicles Covered	Scheduled	<i>Vehicles</i>		Scheduled	<i>Vehicles</i>				
Deductible	\$1,000		\$1,000						
Crime (GIRMA)			\$1,203			\$1,203	-4.2%	0.0%	4.2%
Employee Dishonesty	\$500,000	71		\$500,000	68				
Money & Securities	\$500,000	<i>Employees</i>		\$500,000	<i>Employees</i>				
Deductible	\$1,000		\$1,000						
Property & Equipment (GIRMA)			\$23,943			\$33,324	50.3%	39.2%	-11.2%
Total Insured Values	\$11,217,714	\$11,217,714		\$16,864,024	\$16,864,024				
Flood Limit	\$10,000,000	<i>Property Values</i>		\$10,000,000	<i>Property Values</i>				
Earthquake Limit	\$10,000,000			\$10,000,000					
Deductibles									
Building and Contents	\$1,000	\$11,158,514	\$1,000	\$16,736,943					
Mobile Equipment	\$1,000	\$59,500	\$1,000	\$127,081					
Equipment Breakdown (GIRMA)									
Per Occurrence	\$11,158,214	\$11,158,214		\$16,736,943	\$16,736,943				
Deductible	\$1,000	<i>Property Values</i>	\$1,000	<i>Property Values</i>					
GIRMA Contributions			\$175,441			\$204,136		16.4%	
Dividends/Credits			(\$8,958)			(\$8,622)		-3.8%	
GIRMA Net Contributions			\$166,483			\$195,514		17.4%	
Broker Management Fees			\$15,000			\$15,000			
Amount Due			\$181,483			\$210,514		16.0%	

See next page for Pollution and Ancillary Coverages

**CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages**

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Pollution Liability (GIRMA)			\$24,320			\$24,320	0.0%	0.0%	0.0%
Each Incident Limit	\$1,000,000	16,213		\$1,000,000	16,213				
Aggregate Limit	\$12,000,000	Population		\$12,000,000	Population				
Deductible	\$1,000			\$1,000					
Mold Matter Remediation	\$1,000,000	Expenses Sublimit \$250K		\$1,000,000	Expenses Sublimit \$250K				
Disinfection Event Expenses	\$50,000	Deductible Each Incident		\$50,000	Deductible Each Incident				
Pollution Annualized Premium			\$24,320			\$24,320		0.0%	

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Off-Duty Liability (Lexington Ins. Co.)			\$15,794			\$18,264	8.3%	15.6%	7.3%
Limit	\$1,000,000	36		\$1,000,000	39				
Deductible	\$10,000	Officers		\$10,000	Officers				
Excess Crime (Hanover Ins./Allmerica)			\$2,651			\$2,651	0.0%	0.0%	0.0%
Limit	\$1,500,000	68		\$1,500,000	68				
Deductible	\$500,000	Employees		\$500,000	Employees				
Excess Cyber Liability (Tokio Marine/HCC)			\$18,980			\$13,268	36.2%	-30.1%	-66.3%
Limit	\$1,000,000	\$47,020,120		\$1,000,000	\$64,036,000				
Deductible	\$250,000	Revenues		\$250,000	Revenues				
Terrorism & Sabotage (Hiscox, Inc.)			\$2,080			\$2,444	53.2%	17.5%	-35.7%
Limit	\$250,000	\$10,733,314		\$250,000	\$16,440,833				
Deductible	\$5,000	TIV		\$5,000	TIV				
Ancillary Lines Total			\$39,505			\$36,627		-7.3%	

Total Cost (All lines)			\$245,308			\$271,461		10.7%	
-------------------------------	--	--	------------------	--	--	------------------	--	--------------	--

ITEM REPORT

AGENDA ITEM NUMBER: VIII.N.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: April 20, 2026

AGENDA ITEM: Renewal of the Excess Cyber Liability line of coverage with Tokio Marine - Houston Casualty Company.

EXECUTIVE SUMMARY:

Last year, Georgia Interlocal Risk Management Agency (GIRMA) conducted a marketing initiative and secured renewal quotes from Tokio Marine - Houston Casualty Company, which is the same carrier that manages claims for the primary \$250,000 in cyber coverage provided by GIRMA. This approach will streamline the claims-handling process, as there will be a single carrier for reporting cyber claims.

The premium has decreased by 30.1% from \$18,980 to \$13,268 while exposures increased 36.2% from \$47,020,120 to \$64,036,000. The reduction in premium is a result of industry trends along with consideration for the controls the city has in place.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$13,268

ATTACHMENTS:

1. 2026 Holly Springs GIRMA Member Comparison with Ancillary

RECOMMENDATION:

The staff recommendation is approval of the renewal.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Program Details									
General Liability (GIRMA)			\$19,340			\$20,872	24.4%	7.9%	-16.5%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
General Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductibles									
General Liability	\$0		\$0						
Public Officials Liability (GIRMA)			\$10,709			\$11,786	24.4%	10.1%	-14.3%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductible	\$5,000		\$5,000						
Law Enforcement Liability (GIRMA)			\$40,652			\$43,618	-2.5%	7.3%	9.8%
Each Occurrence	\$4,000,000	40		\$4,000,000	39				
Aggregate	Unlimited	<i>Officers</i>		Unlimited	<i>Officers</i>				
Deductible	\$5,000		\$5,000						
Automobile Liability (GIRMA)			\$62,671			\$73,883	9.6%	17.9%	8.3%
Combined Single Limit	\$4,000,000	52		\$4,000,000	57				
Uninsured Motorist Liability	\$75,000	<i>Vehicles</i>	\$575	\$75,000	<i>Vehicles</i>	\$672	9.6%	16.9%	7.3%
Deductibles									
Auto Liability	\$0		\$0						
Auto Physical Damage (GIRMA)			\$16,348			\$18,778	9.8%	14.9%	5.1%
Limit	ACV	51		ACV	56				
Vehicles Covered	Scheduled	<i>Vehicles</i>		Scheduled	<i>Vehicles</i>				
Deductible	\$1,000		\$1,000						
Crime (GIRMA)			\$1,203			\$1,203	-4.2%	0.0%	4.2%
Employee Dishonesty	\$500,000	71		\$500,000	68				
Money & Securities	\$500,000	<i>Employees</i>		\$500,000	<i>Employees</i>				
Deductible	\$1,000		\$1,000						
Property & Equipment (GIRMA)			\$23,943			\$33,324	50.3%	39.2%	-11.2%
Total Insured Values	\$11,217,714	\$11,217,714		\$16,864,024	\$16,864,024				
Flood Limit	\$10,000,000	<i>Property Values</i>		\$10,000,000	<i>Property Values</i>				
Earthquake Limit	\$10,000,000			\$10,000,000					
Deductibles									
Building and Contents	\$1,000	\$11,158,514	\$1,000	\$16,736,943					
Mobile Equipment	\$1,000	\$59,500	\$1,000	\$127,081					
Equipment Breakdown (GIRMA)									
Per Occurrence	\$11,158,214	\$11,158,214		\$16,736,943	\$16,736,943				
Deductible	\$1,000	<i>Property Values</i>	\$1,000	<i>Property Values</i>					
GIRMA Contributions			\$175,441			\$204,136		16.4%	
Dividends/Credits			(\$8,958)			(\$8,622)		-3.8%	
GIRMA Net Contributions			\$166,483			\$195,514		17.4%	
Broker Management Fees			\$15,000			\$15,000			
Amount Due			\$181,483			\$210,514		16.0%	

See next page for Pollution and Ancillary Coverages

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Pollution Liability (GIRMA)			\$24,320			\$24,320	0.0%	0.0%	0.0%
Each Incident Limit	\$1,000,000	16,213		\$1,000,000	16,213				
Aggregate Limit	\$12,000,000	Population		\$12,000,000	Population				
Deductible	\$1,000			\$1,000					
Mold Matter Remediation	\$1,000,000	Expenses Sublimit \$250K		\$1,000,000	Expenses Sublimit \$250K				
Disinfection Event Expenses	\$50,000	Deductible Each Incident		\$50,000	Deductible Each Incident				
Pollution Annualized Premium			\$24,320			\$24,320		0.0%	

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Off-Duty Liability (Lexington Ins. Co.)			\$15,794			\$18,264	8.3%	15.6%	7.3%
Limit	\$1,000,000	36		\$1,000,000	39				
Deductible	\$10,000	Officers		\$10,000	Officers				
Excess Crime (Hanover Ins./Allmerica)			\$2,651			\$2,651	0.0%	0.0%	0.0%
Limit	\$1,500,000	68		\$1,500,000	68				
Deductible	\$500,000	Employees		\$500,000	Employees				
Excess Cyber Liability (Tokio Marine/HCC)			\$18,980			\$13,268	36.2%	-30.1%	-66.3%
Limit	\$1,000,000	\$47,020,120		\$1,000,000	\$64,036,000				
Deductible	\$250,000	Revenues		\$250,000	Revenues				
Terrorism & Sabotage (Hiscox, Inc.)			\$2,080			\$2,444	53.2%	17.5%	-35.7%
Limit	\$250,000	\$10,733,314		\$250,000	\$16,440,833				
Deductible	\$5,000	TIV		\$5,000	TIV				
Ancillary Lines Total			\$39,505			\$36,627		-7.3%	

Total Cost (All lines)			\$245,308			\$271,461		10.7%	
-------------------------------	--	--	------------------	--	--	------------------	--	--------------	--

ITEM REPORT

AGENDA ITEM NUMBER: VIII.O.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: April 20, 2026

AGENDA ITEM: Renewal of the Terrorism & Sabotage line of coverage with Hiscox, Inc.

EXECUTIVE SUMMARY:

This coverage would cover "soft costs" such as business interruption, public relations, crisis coaching, and counseling services. Currently, with GIRMA, there is a crisis management line of coverage with a limit of \$50,000. This plan would increase the limits to three million five hundred thousand dollars (3.5Mil).

The premium has increased by 17.5% rising from \$2,080 to \$2,444.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$2,444

ATTACHMENTS:

1. 2026 Holly Springs GIRMA Member Comparison with Ancillary

RECOMMENDATION:

The staff recommendation is approval of the renewal.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
General Liability (GIRMA)			\$19,340			\$20,872	24.4%	7.9%	-16.5%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
General Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductibles									
General Liability	\$0		\$0	\$0					
Public Officials Liability (GIRMA)			\$10,709			\$11,786	24.4%	10.1%	-14.3%
Each Occurrence	\$4,000,000	\$27,730,725		\$4,000,000	\$34,496,000				
Aggregate	\$20,000,000	<i>Operating Budget</i>		\$20,000,000	<i>Operating Budget</i>				
Deductible	\$5,000		\$5,000	\$5,000					
Law Enforcement Liability (GIRMA)			\$40,652			\$43,618	-2.5%	7.3%	9.8%
Each Occurrence	\$4,000,000	40		\$4,000,000	39				
Aggregate	Unlimited	<i>Officers</i>		Unlimited	<i>Officers</i>				
Deductible	\$5,000		\$5,000	\$5,000					
Automobile Liability (GIRMA)			\$62,671			\$73,883	9.6%	17.9%	8.3%
Combined Single Limit	\$4,000,000	52		\$4,000,000	57				
Uninsured Motorist Liability	\$75,000	<i>Vehicles</i>	\$575	\$75,000	<i>Vehicles</i>	\$672	9.6%	16.9%	7.3%
Deductibles									
Auto Liability	\$0		\$0	\$0					
Auto Physical Damage (GIRMA)			\$16,348			\$18,778	9.8%	14.9%	5.1%
Limit	ACV	51		ACV	56				
Vehicles Covered	Scheduled	<i>Vehicles</i>		Scheduled	<i>Vehicles</i>				
Deductible	\$1,000		\$1,000	\$1,000					
Crime (GIRMA)			\$1,203			\$1,203	-4.2%	0.0%	4.2%
Employee Dishonesty	\$500,000	71		\$500,000	68				
Money & Securities	\$500,000	<i>Employees</i>		\$500,000	<i>Employees</i>				
Deductible	\$1,000		\$1,000	\$1,000					
Property & Equipment (GIRMA)			\$23,943			\$33,324	50.3%	39.2%	-11.2%
Total Insured Values	\$11,217,714	\$11,217,714		\$16,864,024	\$16,864,024				
Flood Limit	\$10,000,000	<i>Property Values</i>		\$10,000,000	<i>Property Values</i>				
Earthquake Limit	\$10,000,000			\$10,000,000					
Deductibles									
Building and Contents	\$1,000	\$11,158,514	\$1,000	\$16,736,943					
Mobile Equipment	\$1,000	\$59,500	\$1,000	\$127,081					
Equipment Breakdown (GIRMA)									
Per Occurrence	\$11,158,214	\$11,158,214		\$16,736,943	\$16,736,943				
Deductible	\$1,000	<i>Property Values</i>	\$1,000	<i>Property Values</i>					
GIRMA Contributions			\$175,441			\$204,136		16.4%	
Dividends/Credits			(\$8,958)			(\$8,622)		-3.8%	
GIRMA Net Contributions			\$166,483			\$195,514		17.4%	
Broker Management Fees			\$15,000			\$15,000			
Amount Due			\$181,483			\$210,514		16.0%	

See next page for Pollution and Ancillary Coverages

CITY OF HOLLY SPRINGS
GIRMA INSURANCE PROGRAM
with Pollution and Ancillary Coverages

Comparative Analysis for May 1, 2026 Renewal

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Pollution Liability (GIRMA)			\$24,320			\$24,320	0.0%	0.0%	0.0%
Each Incident Limit	\$1,000,000	16,213		\$1,000,000	16,213				
Aggregate Limit	\$12,000,000	Population		\$12,000,000	Population				
Deductible	\$1,000			\$1,000					
Mold Matter Remediation	\$1,000,000	Expenses Sublimit \$250K		\$1,000,000	Expenses Sublimit \$250K				
Disinfection Event Expenses	\$50,000	Deductible Each Incident		\$50,000	Deductible Each Incident				
Pollution Annualized Premium			\$24,320			\$24,320		0.0%	

	2025-2026			2026-2027			Cost Comparison		
Program Details	Proposed Program	Proposed Rating Basis	Proposed Premium	Proposed Program	Proposed Rating Basis	Proposed Premium	Exposure Change	Premium Change	Net Rate Change
Off-Duty Liability (Lexington Ins. Co.)			\$15,794			\$18,264	8.3%	15.6%	7.3%
Limit	\$1,000,000	36		\$1,000,000	39				
Deductible	\$10,000	Officers		\$10,000	Officers				
Excess Crime (Hanover Ins./Allmerica)			\$2,651			\$2,651	0.0%	0.0%	0.0%
Limit	\$1,500,000	68		\$1,500,000	68				
Deductible	\$500,000	Employees		\$500,000	Employees				
Excess Cyber Liability (Tokio Marine/HCC)			\$18,980			\$13,268	36.2%	-30.1%	-66.3%
Limit	\$1,000,000	\$47,020,120		\$1,000,000	\$64,036,000				
Deductible	\$250,000	Revenues		\$250,000	Revenues				
Terrorism & Sabotage (Hiscox, Inc.)			\$2,080			\$2,444	53.2%	17.5%	-35.7%
Limit	\$250,000	\$10,733,314		\$250,000	\$16,440,833				
Deductible	\$5,000	TIV		\$5,000	TIV				
Ancillary Lines Total			\$39,505			\$36,627		-7.3%	

Total Cost (All lines)			\$245,308			\$271,461		10.7%	
-------------------------------	--	--	------------------	--	--	------------------	--	--------------	--

ITEM REPORT

AGENDA ITEM NUMBER: VIII.P.



FROM: Denise Lamazares, Finance Director

MEETING DATE: April 20, 2026

AGENDA ITEM: Ordinance of the City of Holly Springs, Georgia approving budget amendments for the fiscal year 2025 budget.

EXECUTIVE SUMMARY:

An ordinance of the City of Holly Springs, Georgia approving budget amendments for the fiscal year 2025 budgets for the American Rescue Plan Act of 2021 (ARPA) Fund, Operating Grant Fund, Parks and Recreation Fund, Tax Allocation District Fund, Hotel/Motel Tax Fund, Town Center, and Urban Redevelopment Agency Fund.

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

American Rescue Plan Act of 2021 Revenues	\$41,479
American Rescue Plan Act of 2021 Expenditures	(\$41,479)
Operating Grant Fund Revenues	\$45,000
Operating Grant Fund Expenditures	(\$45,000)
Parks and Recreation Fund Revenues	\$49,750
Parks and Recreation Fund Expenditures	(\$49,750)
Tax Allocation District Fund Revenues	\$191,775
Tax Allocation District Fund Expenditures	(\$191,775)
Hotel/Motel Tax Fund Revenues	\$700
Hotel/Motel Tax Fund Expenditures	(\$700)

Town Center Fund Revenues	\$19,955,000
Town Center Fund Expenditures	(\$19,955,000)
Urban Redevelopment Agency Fund Revenues	\$20,830,000
Urban Redevelopment Agency Fund Expenditures	(\$20,830,000)

ATTACHMENTS:

1. 2025 Budget Amendment Ordinance ORD-3-2026

RECOMMENDATION:

The staff recommendation is approval of the ordinance for the budget amendments for the fiscal year 2025 budget.

CONCURRENCES:

Finance and Administration

AN ORDINANCE OF THE CITY OF HOLLY SPRINGS, GEORGIA APPROVING BUDGET AMENDMENTS FOR THE FISCAL YEAR 2025 BUDGET FOR THE AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUND, OPERATING GRANT FUND, PARKS AND RECREATION FUND, TAX ALLOCATION DISTRICT FUND, HOTEL/MOTEL TAX FUND, TOWN CENTER FUND, AND URBAN REDEVELOPMENT AGENCY FUND.

WHEREAS, the Mayor and City Council of the City of Holly Springs have prepared budgets for fiscal year 2025 for the American Rescue Plan Act of 2021 (ARPA) Fund, Operating Grant Fund, Parks and Recreation Fund, Tax Allocation District Fund, Hotel/Motel Tax Fund, Town Center Fund, and Urban Redevelopment Agency Fund; and

WHEREAS, that budget has been amended to reflect actual revenues and expenditures/expenses; and

WHEREAS, it is required by the State of Georgia that local governments adopt ordinances or resolutions approving the collection of revenues and approving the appropriations necessary to effectively carry out the aims and operations proposed in their budgets; and

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Holly Springs, and it is hereby ordained that the following amendments, and attached detailed line items as shown on “Exhibit A”, are approved for the purpose of amending the 2025 fiscal budget:

American Rescue Plan Act of 2021 Fund Revenues	\$ 41,479
American Rescue Plan Act of 2021 Fund Expenditures	\$ (41,479)
Operating Grant Fund Revenues	\$ 45,000
Operating Grant Fund Expenditures	\$ (45,000)
Parks & Recreation Fund Revenues	\$ 49,750
Parks & Recreation Fund Expenditures	\$ (49,750)
Tax Allocation District Fund Revenues	\$ 191,775
Tax Allocation District Fund Expenditures	\$ (191,775)
Hotel/Motel Tax Fund Revenues	\$ 700
Hotel/Motel Tax Fund Expenditures	\$ (700)
Town Center Fund Revenues	\$ 19,955,000
Town Center Fund Expenditures	\$ (19,955,000)

Urban Redevelopment Agency Fund Revenues	\$ 20,830,000
Urban Redevelopment Agency Fund Expenditures	\$ (20,830,000)

SO ORDAINED THIS 20th DAY OF APRIL, 2026 BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF HOLLY SPRINGS, GEORGIA.

Passed on Reading

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.Q.



FROM: Nancy Moon, Community Development Director

MEETING DATE: April 20, 2026

AGENDA ITEM: Bond Release for Performance Bond #SU1181892, for Sagebrooke subdivision.

EXECUTIVE SUMMARY:

The following bond has been requested for release:

Subdivision/Development	Bond/Agreement Type	Number	Amount
Sagebrooke	Performance	SU1181892	\$72,847

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is approval for the release of the bond.

CONCURRENCES:

City Manager
City Engineer

ITEM REPORT

AGENDA ITEM NUMBER: VIII.R.



FROM: Nancy Moon, Community Development Director

MEETING DATE: April 20, 2026

AGENDA ITEM: Bond Release for Maintenance Bond #1090849-M, for Parc Terrace subdivision.

EXECUTIVE SUMMARY:

The following bond has been requested for release:

Subdivision/Development	Bond/Agreement Type	Number	Amount
Parc Terrace	Maintenance	1090849-M	\$222,129

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is approval for the release of the bond.

CONCURRENCES:

City Manager
City Engineer

ITEM REPORT

AGENDA ITEM NUMBER: VIII.S.



FROM: Nancy Moon, Community Development Director

MEETING DATE: April 20, 2026

AGENDA ITEM: Resolution to accept and authorize streets to become publicly maintained in Parc Terrace subdivision.

EXECUTIVE SUMMARY:

The following streets within Parc Terrace Subdivision have been requested for acceptance by the City:

Subdivision	Street Name	Length (Linear ft.)
Parc Terrace	Nesbit Drive	469
Parc Terrace	Wells Circle	1970

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 Parc Terrace Subdivision, to become publicly maintained streets:

Subdivision	Road	Linear Feet
Parc Terrace	Nesbit Drive	469
Parc Terrace	Wells Circle	1970

This Resolution is adopted this 20th day of April, 2026.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Plat
Recorded 3/29/2022 3:51 PM
Patty Baker
Clerk of Superior Court
Cherokee County, GA
Book 119 Page 3130
Participant IDs: 8931030795

THIS BLOCK RESERVED FOR THE CLERK OF THE
SUPERIOR COURT

Exhibit A

COPY

1. A ● SYMBOL INDICATES A LOT THAT IS ADJACENT TO A 100-YEAR FLOOD PLAIN REQUIRING AN ELEVATION CERTIFICATE. SAID LOTS FINISHED FLOOR ELEVATIONS MUST BE A MINIMUM OF 3 FEET ABOVE THE 100-YEAR FLOOD ELEVATION.
2. A ▲ SYMBOL INDICATES A LOT THAT IS ADJACENT TO A TREE SAVE AREA. THE TREE SAVE AREA ADJACENT TO SAID LOT SHALL BE PROTECTED.
3. ALL LANDSCAPE BUFFERS AND OTHER BUFFERS SHALL NOT BE DISTURBED OR REMOVED.

CENTERLINE CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
CL 1	100.00'	34.00'	34.19'	N 37°02'29" E	104°04'54"
CL 2	75.00'	78.01'	106.21'	S 23°33'28" E	90°09'08"
CL 3	75.00'	177.61'	105.93'	N 66°16'32" E	89°09'08"
CL 4	37.00'	56.23'	52.40'	S 23°33'28" E	90°09'08"
CL 5	500.00'	48.03'	48.01'	N 24°16'12" E	5°30'12"
CL 6	500.00'	56.79'	56.57'	N 38°23'28" E	16°15'41"



COMBINED LOT/OPEN SPACE AREA
(EXCLUDING RIGHT-OF-WAY)
649,609 Sq. Feet
14.913 Acres

NS ALLIANCE
LAND SURVEYING
L.S.F. 1322
6055 ATLANTA DRIVE, SUITE 100
FLOWERY BRANCH, GA 30542
770.226-4730 | WWW.ASMALL.COM

LOCATED IN:
LAND LOT 517 & 564
15TH DISTRICT, 2ND SECTION
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

FINAL PLAT
FOR
PARC TERRACE

DATE	DESCRIPTION
2021.08.01	INITIAL
2021.08.01	REV. 1
2021.08.01	REV. 2
2021.08.01	REV. 3
2021.08.01	REV. 4
2021.08.01	REV. 5
2021.08.01	REV. 6
2021.08.01	REV. 7
2021.08.01	REV. 8
2021.08.01	REV. 9
2021.08.01	REV. 10

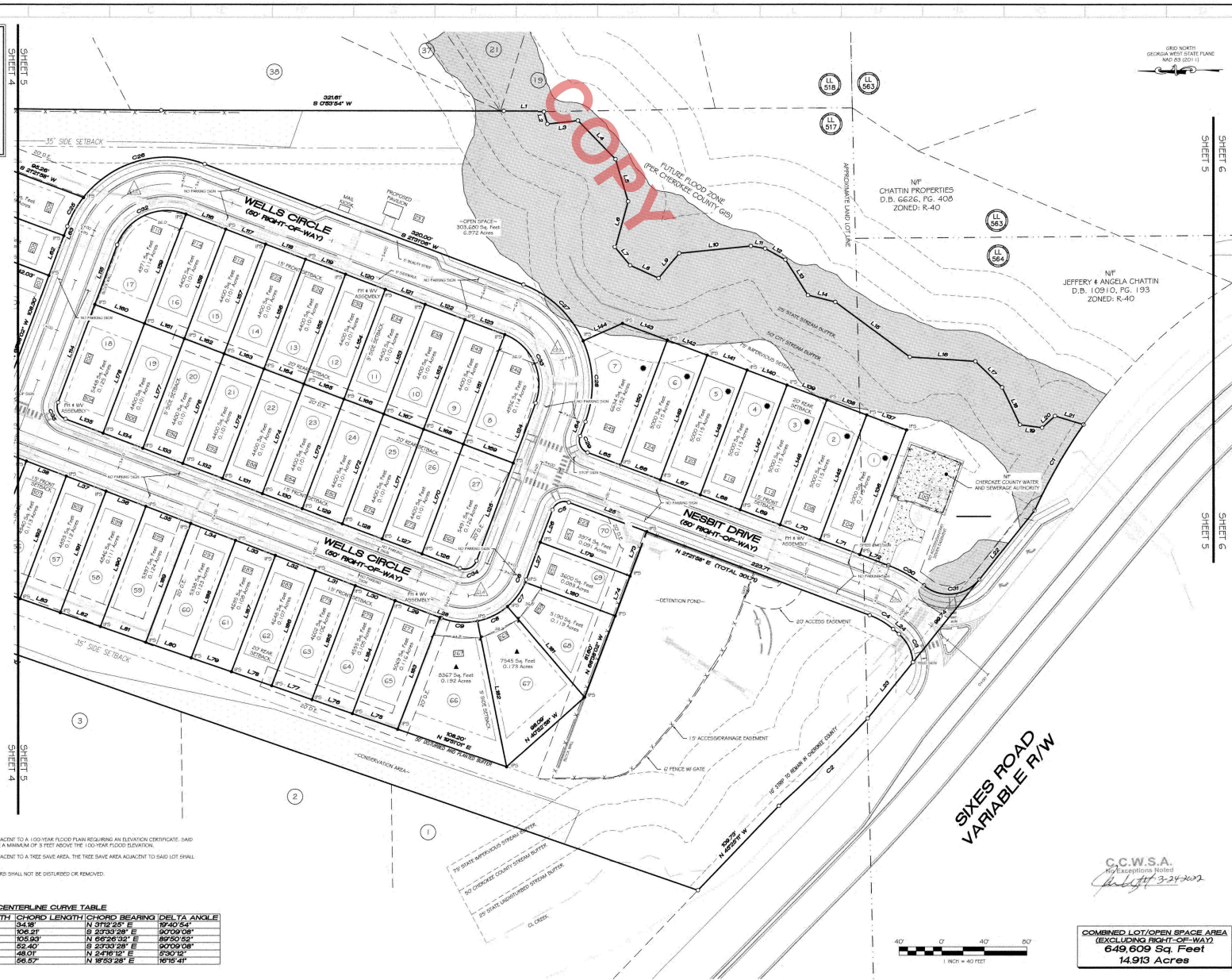
DRAFTED BY: MCB
CHECKED BY: MCB
PROJECT #: 201.00

811
Know what's below.
Call before you dig.
SPECIFICALLY IDENTIFIED ARE LOCATIONS OF UTILITIES AND STRUCTURES. THE INFORMATION IS FOR INFORMATIONAL PURPOSES ONLY. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES AND STRUCTURES PRIOR TO ANY EXCAVATION OR CONSTRUCTION. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR OBTAINING ANY NECESSARY PERMITS AND FOR ANY DAMAGE TO UTILITIES OR STRUCTURES. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES OR STRUCTURES. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES OR STRUCTURES.

4 OF 6

Plat
 Recorded 3/29/2022 3:51 PM
 Patty Baker
 Clerk of Superior Court
 Cherokee County, GA
 Book 119 Page 2131
 Participant IDs: 8931030795

THIS BLOCK RESERVED FOR THE CLERK OF THE
 SUPERIOR COURT



1. A ● SYMBOL INDICATES A LOT THAT IS ADJACENT TO A 100-YEAR FLOOD PLAIN REQUIRING AN ELEVATION CERTIFICATE. SAID LOT'S FLOODED FLOOR ELEVATION MUST BE A MINIMUM OF 3 FEET ABOVE THE 100-YEAR FLOOD ELEVATION.
2. A ▲ SYMBOL INDICATES A LOT THAT IS ADJACENT TO A TREE SHADE AREA. THE TREE SHADE AREA ADJACENT TO SAID LOT SHALL BE PROTECTED.
3. ALL LANDSCAPE BUFFERS AND OTHER BUFFERS SHALL NOT BE DISTURBED OR REMOVED.

CENTERLINE CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
CL-1	100.00'	24.35'	34.16'	N 37°23'23" E	10°40'54"
CL-2	75.00'	18.07'	25.31'	S 23°32'28" E	10°10'04"
CL-3	75.00'	17.61'	25.03'	N 59°25'32" E	89°50'52"
CL-4	67.30'	16.22'	22.40'	S 23°32'28" E	10°10'04"
CL-5	200.00'	48.00'	48.01'	N 24°16'12" E	2°30'12"
CL-6	200.00'	56.76'	56.67'	N 19°53'28" E	10°16'41"

SIXES ROAD
 VARIABLE R/W

COMBINED LOT/OPEN SPACE AREA
 (EXCLUDING RIGHT-OF-WAY)
 649,608 Sq. Feet
 14.913 Acres

ALLIANCE
 LAND SURVEYING
 L.S.F. 1322
 109
 FLOWERY BRANCH, GA 30542
 770.256.4730 | WWW.ALPAT.COM

LOCATED IN:
 LAND LOT 517 & 564
 15TH DISTRICT, 2ND SECTION
 CITY OF HOLLY SPRINGS
 CHEROKEE COUNTY, GEORGIA

FINAL PLAT
 FOR
 PARC TERRACE

DATE	DESCRIPTION
2018.0	PROJECT #
2018.0	CHECKED BY: MCB
2018.0	DRAFTED BY: MCB

811
 Know what's below.
 Call before you dig.
 Call 811 or visit 811.org
 to get the location and depth of underground utilities before you dig.
 Call 811 or visit 811.org
 to get the location and depth of underground utilities before you dig.
 Call 811 or visit 811.org
 to get the location and depth of underground utilities before you dig.

SHEET NO:
 5 OF 6

ITEM REPORT

AGENDA ITEM NUMBER: VIII.T.



FROM: Nancy Moon, Community Development Director

MEETING DATE: April 20, 2026

AGENDA ITEM: Title VI Nondiscrimination Agreement between the Georgia Department of Transportation and the City of Holly Springs, Georgia.

EXECUTIVE SUMMARY:

Title VI Nondiscrimination Agreement between the Georgia Department of Transportation and the City of Holly Springs, Georgia.

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Title VI Nondiscrimination Agreement W-Assurances

RECOMMENDATION:

The recommendation is to approve the Title VI Nondiscrimination Agreement between the Georgia Department of Transportation and the City of Holly Springs, Georgia.

CONCURRENCES:

TITLE VI NON-DISCRIMINATION AGREEMENT

The Georgia Department of Transportation and

Name of Recipient

Policy Statement

The ***(Name of Recipient)*** _____, *hereinafter referred to as the "Recipient"* assures that no person shall on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include **all** programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's ***(Name of person/division)*** _____, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

Name of Responsible Agency Official (Please Print)

Title

Date

Title VI
Non-Discrimination Agreement
Page No. 1

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, **(Name of Recipient)** _____ has appointed a Title VI Specialist who is responsible for **Attachment 1**, which describes the hierarchy for **(Name of Recipient)'s** _____ Title VI Program, including an organization's chart illustrating the level and placement of Title VI responsibilities.

Assurances

49 CFR Part 21.7

The _____, hereby gives assurances:

1. That no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are Federally funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:

☐ List all major programs and activities of the recipient and Title VI responsibilities for each one of them. Include information as **Attachment 2** to this Nondiscrimination Agreement.
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each program, activity, and facility as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Georgia Department of Transportation (GDOT) under the Federally-Funded Program and is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.

Title VI
Non-Discrimination Agreement
Page No. 2

5. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements.

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

6. That the Recipient shall insert the clauses of Appendix A of this Agreement in every contract subject to the Act and the Regulations.
7. That the Recipient shall insert the clauses of Appendix B of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Agreement, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under a Federal Aid Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a Federal Aid Program.
9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by GDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The head of the recipient shall be held responsible for implementing Title VI requirements.
3. Establish a civil rights unit and designate a coordinator who has a responsible position in the organization and easy access to the head of the recipient. This unit shall contain a Title VI Specialist, who shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately staff the civil rights unit to effectively implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, or national origin, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report

Title VI
Non-Discrimination Agreement
Page No. 4

of investigation, will be forwarded to GDOT's Office of Equal Employment Opportunity (OEEEO) within 10 days of the date the complaint was received by the recipient.

6. Collect statistical data (race, color, national origin) of participants in, and beneficiaries of the programs and activities conducted by the recipient.
7. Conduct Title VI reviews of the recipient and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Conduct training programs on Title VI and related statutes.
9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year.

a) Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

b) Accomplishment Report

List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Specialist and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Specialist. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Specialist for review and action.
2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
 - a) The date of alleged act of discrimination; or
 - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Specialist. If necessary, the Title VI Specialist will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.
4. Within 10 days, the Title VI Specialist will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as GDOT and USDOT.
5. The recipient will advise GDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to GDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address (es) of alleged discriminating official(s).
 - c) Basis of complaint (i.e., race, color, or national origin)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the recipient.

- f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
6. Within 60 days, the Title VI Specialist will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with GDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Recipient. The Title VI Specialist will also provide GDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contact for GDOT's Title VI staff is as follows:

Georgia Department of Transportation
Office of Equal Opportunity, Title VI/ Program
600 West Peachtree Street, N.W. 7th Floor
Atlanta, GA 30308
(404) 631-1497

Sanctions

In the event the recipient fails or refuses to comply with the terms of this agreement, the GDOT may take any or all of the following actions:

- a) Cancel, terminate, or suspend this agreement in whole or in part;
- b) Refrain from extending any further assistance to the recipient under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c) Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d) Refer the case to the Department of Justice for appropriate legal proceedings.

SIGNED FOR THE GEORGIA DEPARTMENT OF TRANSPORTATION:

Signature

EEO Director

Title

Date

NAME OF RECIPIENT:

Signature

Title

Date

Title VI
Non-Discrimination Agreement
Page No. 8

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Title 49, Code of Federal Regulations, part 21 to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Title 49, Code of Federal Regulations, part 21, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Title 49, Code of Federal Regulations, part 21 may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Title 49, Code of Federal Regulations, part 21 may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the state of Georgia will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid Highways, and the policies and procedures prescribed by the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the state of Georgia all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the state of Georgia and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the state of Georgia, its successors and assigns.

The state of Georgia, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the state of Georgia will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter

Title VI
Non-Discrimination Agreement
Page No. 11

or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (Recipient) pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the STATE will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the STATE will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the STATE and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (Recipient) pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the STATE will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the STATE will there upon revert to and vest in and become the absolute property of the STATE and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, and national origin);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title VI
Non-Discrimination Agreement
Page No. 15

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ITEM REPORT

AGENDA ITEM NUMBER: VIII.U.



FROM: Nancy Moon, Community Development Director

MEETING DATE: April 20, 2026

AGENDA ITEM: Second Amendment to Loan Agreement between Georgia Transportation Infrastructure Bank, by and through the State Road and Tollway Authority and City of Holly Springs (Holly Springs Parkway Widening Phase III).

EXECUTIVE SUMMARY:

Due to the timing of the utility relocations, the Holly Springs Parkway Widening Phase III project will not be completed by the May 1, 2026, deadline. This project was funded by a loan from the Georgia Transportation Infrastructure Bank. This amendment will extend the deadline to May 1, 2027. The project is expected to be completed by November 30, 2026.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

SPLOST

FISCAL IMPACT:

This amendment extends the time permitted for the spend down period.

ATTACHMENTS:

1. Amendment

RECOMMENDATION:

The staff recommendation is approval of the amendment.

CONCURRENCES:

City Manager

SECOND AMENDMENT
To
Loan Agreement
Between
Georgia Transportation Infrastructure Bank,
By And Through The State Road And Tollway Authority
And
City of Holly Springs
(Holly Springs Parkway Widening Phase III)

This Second Amendment ("Second Amendment") to the Loan Agreement for the Holly Springs Parkway Widening Phase III is effective as of April 15, 2026 ("Second Amendment Effective Date"), and is by and between the Georgia Transportation Infrastructure Bank, by and through the State Road and Tollway Authority ("SRTA") and the City of Holly Springs. SRTA and the Georgia Transportation Infrastructure Bank shall be collectively referred to as the "GTIB." The City of Holly Springs shall be referred to as the "Recipient." The GTIB and Recipient may be collectively referred to as the "Parties."

WHEREAS, the GTIB and Recipient entered into the Loan Agreement for the Holly Springs Parkway Widening Phase III, dated May 1, 2021 (the "Agreement"), wherein the GTIB agreed to award a Loan in the Loan Amount to Recipient pursuant to the terms and conditions of the Agreement; and

WHEREAS, the Parties would like to amend the Agreement as set forth in this Second Amendment.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound, agree as follows:

1. Any capitalized term not specifically defined in this Second Amendment will have the same meaning assigned in the Agreement to that term.
2. The Project spend down Expiration Date is hereby extended by one (1) year until May 1, 2027.
3. All other terms and conditions of the Agreement, as may have been previously amended and which are not expressly modified by this Second Amendment, shall be given full force and effect.

The Parties have signed, sealed, and delivered this Second Amendment as of the Second Amendment Effective Date.

State Road and Tollway Authority

Attest:

By: _____
Jannine Miller
Executive Director

Merryl S. Mandus
General Counsel

City of Holly Springs (SEAL)

By: _____
Name: Ryan P. Shirley
Title: Mayor

Name: Karen Norred
Title: City Clerk

ITEM REPORT

AGENDA ITEM NUMBER: VIII.V.



FROM: Casey Barton, Captain

MEETING DATE: April 20, 2026

AGENDA ITEM: Cherokee County and City of Holly Springs limited license agreement for the use of PremierOne CAD system.

EXECUTIVE SUMMARY:

Cherokee County and City of Holly Springs limited license agreement for the use of PremierOne CAD system. This agreement allows for the police department to have direct access to the CAD (Computer Aided Dispatch) system, specifically in the in-car mobile data terminals. We will begin with 25 licenses that will be funded for the first year by the Friends of the Holly Springs Police Department Foundation.

IS THIS A BUDGETED ITEM?

No

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

No fiscal impact for year 1. The following years will have a fiscal impact, at a minimum, of \$216.64 per user, or \$5,416 for 25 users annually.

ATTACHMENTS:

1. 2026-03-26- City of Holly Springs PremierOne License IGA_

RECOMMENDATION:

The staff recommendation is approval of the agreement.

CONCURRENCES:

**CHEROKEE COUNTY AND CITY OF HOLLY SPRINGS LIMITED LICENSE
AGREEMENT FOR THE USE OF PREMIERONE CAD SYSTEM**

The Cherokee County and City of Holly Springs Limited License Agreement for the use of PremierOne Mobile Dispatch Clients (hereinafter, the "Agreement") is made and entered into by and between Cherokee County, Georgia, a political subdivision of the state of Georgia, acting by and through its governing authority the Cherokee County Board of Commissioners (hereinafter, the "County") and the City of Holly Springs, a municipal corporation acting by and through its governing authority, the City Council of Holly Springs, Georgia (hereinafter, the "City") (County and City are each a "Party").

RECITALS

WHEREAS, a paramount objective of the Cherokee County Board of Commissioners is to protect the health, safety, and welfare of all of the County's residents, visitors, businesses and other organizations (hereinafter, the "Stakeholders"); and

WHEREAS, to protect the health, safety, and welfare of the Stakeholders, the Cherokee County Board of Commissioners authorized the acquisition from Motorola Solutions of the PremierOne CAD, Mobile, Records and Jail Management System (hereinafter, the "Cherokee County System"); and

WHEREAS, the County is the sole owner and operator of the Cherokee County System; and

WHEREAS, the purpose of Cherokee County System is to better enable the County's public safety agencies and public safety personnel to protect the health, safety, and welfare of the Stakeholders; and

WHEREAS, the Cherokee County Sheriff's Office, Cherokee County Fire and Emergency Services, and the Cherokee County Public Services Agency, will be better enabled by the Cherokee County System to protect the health, safety, and welfare of the Stakeholders; and

WHEREAS, the Cherokee County Board of Commissioners also desires to provide the cities of Cherokee County, the cities' public safety agencies, and the cities' public safety personnel with enhanced means to protect the health, safety, and welfare of the Stakeholders within each respective city; and

WHEREAS, the City is a municipality located within the County, the County and the City provide mutual assistance in emergency situations, and the broadest use possible of the Cherokee County System will greatly enable said mutual assistance; and

WHEREAS, to these public-safety-centered ends, the Cherokee County Board of

Commissioners negotiated with Motorola Solutions for the Cherokee County System to include a PremierOne Enterprise Site License that is defined to allow for limited and specific participation by the public safety agencies of the County's cities on the Cherokee County System; and

WHEREAS, said limited and specific participation of designated cities' public safety agencies as allowed by the PremierOne Enterprise Site License on the Cherokee County System provides for an unlimited number of PremierOne Mobile Dispatch Clients with Mapping for use by said public agencies of the cities; and

WHEREAS, said participation of designated of the cities' public safety agencies allowed by the PremierOne Enterprise Site License is solely and specifically limited to said PremierOne Mobile Dispatch Clients with Mapping; and

WHEREAS, said limited and specific participation regarding PremierOne Mobile Dispatch Clients with Mapping on the Cherokee County System is defined in the PremierOne Enterprise Site License to allow the participation of the City's public safety agency, the City of Holly Springs Police Department (hereinafter, "Holly Springs Police"); and

WHEREAS, it is also a paramount objective of the City to protect the health, safety, and welfare of the Stakeholders; and

WHEREAS, the City desires that Holly Springs Police use the Cherokee County System in said limited and specific manner regarding PremierOne Mobile Dispatch Clients with Mapping pursuant to the terms and conditions of this Agreement; and

WHEREAS, the County and City are authorized to enter into this Agreement pursuant to the provisions of Article IX, Section III, Paragraph I of the Constitution of the State of Georgia; and

WHEREAS, this Agreement shall be considered an intergovernmental agreement in accordance with Article IX, Section III, Paragraph I of the Constitution of the State of Georgia.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

I. Grant of Limited License

A. Description of Technology. The PremierOne Mobile Dispatch Client with Mapping software application that can be installed on City computers or tablets for use in the field. This Agreement permits Holly Springs Police to install Motorola Solutions software on their mobile computers. Participation in the Agreement is not required for the County's public safety answering point to direct emergency calls to Holly Springs Police; instead, the Agreement is intended to offer the City an optional enhanced level of service.

B. Participation. Pursuant to the PremierOne Enterprise Site License, the County grants to the City a revocable limited license (the "Limited License") for Holly Springs Police to utilize an unlimited number of PremierOne Mobile Dispatch Clients with Mapping on the Cherokee County System, as is specifically allowed by the PremierOne Enterprise Site License and defined by Motorola Solutions.

C. No Property Interest of the Cherokee County System Control Conveyed. The Limited License does not grant to the City any property interest in or control over the Cherokee County System.

D. Limitation on Use of the Cherokee County System for Criminal Justice Information. Until the requirements of this section have been fully satisfied, the City shall not use the Cherokee County System to transmit or store any criminal justice information that has been directly or indirectly received from any state or federal agency or that is subject to regulation under state or federal law (hereinafter "CJI"). Upon execution of this Agreement, the City shall: [1] provide to the County the Holly Springs Police CJI data security compliance procedures and requirements, including any requirements of the Criminal Justice Information Services ("CJIS") division of the Federal Bureau of Investigations; [2] to the extent permitted by law, modify Holly Springs Police's procedures at the request of the County to ensure overall legal compliance in connection with using CJI on the Cherokee County System; [3] work with the County to set up the Cherokee County System so that CJI may be transmitted and stored in the Cherokee County System in compliance with applicable law (including CJIS regulatory requirements); and [4] pay for any vendor costs associated with such system modifications. The Parties acknowledge that state or federal laws and regulations may require the Parties to commit to additional contractual obligations in connection with storage and transmittal of CJI, and the Parties agree to enter into such contracts as may be required by state and federal law for this limited purpose, or if the Parties cannot agree on such contractual requirements, then any Party may terminate this Agreement with notice to the others. Once any necessary supplemental contracts are in place and the Cherokee County System is set up to handle the CJI data security compliance procedures and requirements of Holly Springs Police, the County shall notify the City that CJI may be transmitted and stored on the Cherokee County System.

E. Additional Features and Products The Parties acknowledge that additional features and products may become commercially available for purchase and use on the Cherokee County System. If the City desires to add features or obtain supplemental licenses (such as a license to use handheld devices on the Cherokee County System), it shall notify the County and the Parties shall discuss the matter in good faith. The City will be solely responsible for all costs associated with any additional licenses required for the City's use of such features and products, and the City will be solely responsible for the configuration and security compliance of such features or products to the extent used by the City.

II. Obligations of the County

A. Core System Use and Access. The County agrees to allow the use of the PremierOne Mobile Dispatch Clients with Mapping by Holly Springs Police as authorized and defined by the PremierOne Enterprise Site License and subject to the conditions of this Agreement. For this purpose, the County further agrees to provide remote access to the Cherokee County System to the mobile data terminal devices utilized by Holly Springs Police. The County will also provide remote access to dedicated office terminal(s) maintained by the City, as required for reporting functionality. City users will be granted access to the Cherokee County System twenty-four (24) hours a day, seven (7) days a week. It is understood that access during these times may be disrupted due to scheduled maintenance or due to circumstances beyond the control of the County. While the County will use reasonable efforts to reduce the interruptions of access to the System, in no event will the City or any of its users hold the County responsible for any service disruption.

B. System Maintenance and Support. The County agrees to use good faith efforts to maintain and support the Cherokee County System; provided, however, that nothing in the Agreement will limit the County's discretion in modifying, updating, or operating the Cherokee County System.

C. Responsibility to Appoint Liaisons. The Cherokee County Public Services Agency will appoint a singular liaison (collectively "the County liaisons") to work with liaisons appointed by Holly Springs Police (the "City liaison") on matters relating to the Cherokee County System. Each Party shall notify the others in the event of any change in the name or contact information for its appointed liaison(s). The Parties shall coordinate a mutually-acceptable division of responsibility among the liaisons to handle any issues or problems that may arise.

D. Change Management Responsibilities. The County liaisons will evaluate requests for changes to rights, procedures, and practices in the Cherokee County System received from their counterpart City liaisons and further evaluate the changes in a training environment. If any requested change is determined to negatively affect the County in terms of compliancy, process impediments, or work disruptions, the request for change will not be implemented into the production environment. (For purposes of this Agreement, "production environment" means standard live operations and "training environment" means a simulated situation that can be used for testing and training.) If the County liaisons agree to accept the proposed change, any configuration changes will be performed by the County staff who have the authority to make the necessary changes within the application, with support (as needed) from third-party vendors.

E. Access Assistance to the Cities. The County agrees to provide system support with regard to remote access. Said system support will only be available Monday to Friday, from 8:00 a.m. to 5:00 p.m., excluding County holidays and County closures. The City liaisons should contact the

County liaisons with requests for support regarding remote access. The County liaisons will in turn involve other required Cherokee County resources to provide the support, as appropriate.

F. Technical Assistance to the Cities. The County agrees to exert their best efforts to answer questions and share general knowledge to facilitate the use of the Cherokee County System by Holly Springs Police. The County liaisons will be the City's technical assistance contacts. The County will retain sole access to Motorola's customer success team and, should a question need to be escalated to a more knowledgeable source, the County will escalate the question to the customer success team and transmit the response to the City. The training of the City's users is the ultimate responsibility of the City. Nevertheless, the County will exert their best efforts to provide knowledge and insights to help Holly Springs Police enable the end-user training of staff.

G. Data Storage. The County agrees to act in good faith with respect to storage, backup, restoration and disaster recovery of data, but cannot guarantee the complete preservation and/or recovery of all data stored by or on behalf of the County.

H. Legal Compliance. The County agree to comply with all federal, state, and county statutory and regulatory mandates related to the operation of the Cherokee County System; provided, however, that the City shall be ultimately responsible for ensuring that CJI brought by the City into the Cherokee County System is in compliance with applicable law.

I. Notification. The County agrees to give timely written notification to the City of: **[1]** City violations, service interruption, and temporary removal of access to the Cherokee County System or other actions, including proposed revocation of the Limited License; **[2]** the County's intent to change the County System or vendor when the County's Board of Commissioners approves such change; **[3]** the County's intent to upgrade or enhance the mission critical functions related to the access granted by the Limited License to Holly Springs Police.

III. Obligations of the City

A. Cherokee County System Limited License Fee. For the Limited License to use the Cherokee County System throughout the term of the Agreement, the City agrees to pay the County licensing fees as detailed on Schedule "B" ("Fee Schedule"), due and payable within thirty (30) days of the complete execution of the Agreement and annually thereafter by the same date of each applicable twelve-month period.

B. Prohibition of Sale, Assignment or Transfer. The City agrees to never sell, assign or otherwise transfer its Limited License, in whole or in part, to any other person or entity. Any attempted sale, assignment or transfer will make the Limited License automatically void.

C. Responsibility for Purchasing and Maintaining All Necessary Equipment. The City agrees

that it shall be solely responsible for purchasing and maintaining all equipment necessary for Holly Springs Police to participate as additional users of the Cherokee County System pursuant to the Limited License, including mobile data terminal devices, with such equipment, meeting, when applicable, technical specifications required by Motorola Solutions. The City's Information Technology Department is responsible for installing the PremierOne Mobile Dispatch Client software.

D. Responsibility for Third-Party Licenses Required for Access to the County's Network and Required for Security Compliance. The City agrees that it shall be solely responsible for purchasing and maintaining all third-party licenses required for access to the County's network, which is necessary for participation on the Cherokee County System, in connection with utilization by Holly Springs Police of the PremierOne Mobile Dispatch Clients with Mapping, and the City's office terminal(s) associated with reporting functionality. Said third-party licenses include, but might not be limited to, the following: Window User Client Access; Multi-Factor, and NetMotion. The City agrees that it is responsible for purchasing and maintaining all third-party licenses and other means necessary for security compliance as required by law, at its cost. As PremierOne information is stored locally on mobile terminal devices, said means may include, but are not limited to: enabling local encryption; multifactor authentication; and mobile device management tracking systems.

E. Responsibility for Complying with Software Security Requirements Imposed by the County.

1. The City agrees that City authorized personnel must utilize a secured virtual private network to gain remote access to the Cherokee County System. The City agrees to be bound by the County's security requirements, which are set forth in Schedule "A" (the "Security Requirements"). The City shall notify the County in writing the identity of the City's employees who are responsible for ensuring system security (hereinafter, the "City's Security Manager"). The City's Security Manager shall provide to the County in writing the number of Holly Springs Police's vehicles and the number of corresponding users of the PremierOne Mobile Dispatch Clients and reporting terminal(s) needing remote access to the Cherokee County System. The City's Security Manager, working with the County's Chief Information Officer, will be responsible for ensuring the individual Holly Springs Police users are complying with the County's Security Requirements. The City must immediately notify the County in the event of a change of the Security Manager. The City's Security Manager must notify the County within twenty- four (24) hours of a change in the employment status of any Holly Springs Police user. The City's Security Manager must also notify the County within twenty-four (24) hours of the addition of any new Holly Springs Police user. The County shall have the right from time to time to inspect, monitor and audit applicable equipment and records of the City to ensure compliance with the

Security Requirements and the Agreement.

2. The Parties acknowledge that the City's users of the Cherokee County System will have to utilize the County's network to participate on the System. The County reserves the right to restrict use of certain software while on that network. These restrictions include, without limitation, the following: The City's users shall install Windows updates when they are on the City's network as opposed to the County's. While on the County's network, the City shall not use any applications that exist outside of the County network; provided, however, that the County, solely at its discretion, based on security risk analysis and bandwidth consumption, may provide a network pass allowing the use of specific outside applications.

3. The City Agrees that any IPADS or other HANDHELD devices used to access county resources must be registered with the County's Mobile Device Management (MDM) solution and that all devices adhere to the County's PIN/Password and other security policies. Any loss of such registered device must be reported to appointed County and City liaisons.

F. Legal Compliance. The City agrees to comply with all federal, state, and county statutory and regulatory mandates related to its participation in the Cherokee County System. These include, without limitation, all CJI requirements imposed by regulatory agencies, including the Georgia Bureau of Investigation and the Criminal Justice Information Services (CJIS) division of the Federal Bureau of Investigations.

G. Responsibility for Complying with Vendor Software Security Requirements. The City agrees that it must comply with any software security requirements imposed by vendors enabling the Cherokee County System. The City is responsible for all costs of such compliance.

H. Data Storage Responsibilities.

1. Cloud Storage. The Parties acknowledge that the PremierOne Mobile Dispatch Clients does not involve cloud storage. If that changes in the future, then the following will be applicable. Cherokee County System involves cloud storage of some data, and the County purchases a cloud data storage service for this purpose. The City's use of the cloud storage will be subject to the terms and conditions of the contract between the County and storage provider. Additionally, the City shall comply with any restrictions imposed by the County on the use of this storage capacity. Until further notice from the County, the City shall limit file storage on the cloud to text documents (e.g. PDF/.doc), pictures (e.g., .jpg), and audio (e.g. .wav) files and may not store video files in this location. The City agrees that it will be responsible for the cost of cloud storage based on its usage compared to overall storage capacity. For example, if the City's data stored on the cloud as of the end of a given billing

period makes up 15% of the total cloud storage space purchased by the County for the Cherokee County System, the City will be responsible for 15% of the cost for such space during that billing period. The County will invoice the City on a quarterly basis for such costs, with the amount due to be paid by the City within thirty (30) days receipt of the invoice.

2. **On-Site Storage.** The Parties acknowledge the Cherokee County System stores some data on infrastructure owned and maintained locally by the County. The City shall comply with any restrictions imposed by the County on the use of this storage capacity. Until further notice from the County, the City shall limit file storage on the County's local infrastructure to information stored in the application saved on the database.

I. Responsibility to Appoint Liaisons. The City agrees that Holly Springs Police must each appoint a singular liaison for their respective departments to work with the County liaisons.

J. Change Management Responsibilities. The City agrees that the City liaisons will submit any requests for changes of rights, procedures, and practices in the Cherokee County System in writing to the County liaisons. The request will specifically outline the requested change, its anticipated result, any anticipated benefits, any risks, and any anticipated adverse impact. The County liaisons will evaluate the request for change and evaluate the proposed change in a training environment. If any requested change is determined to negatively affect the County in terms of compliancy, process impediments, or work disruptions, the request for change will not be implemented into the production environment. If the County liaisons agree to accept the proposed change, any additional costs charged by Motorola Solutions or another vendor to assist in implementing the change will be the responsibility of the City.

K. Responsibility to Share Views. The City agrees that views of applicable Computer Aided Dispatch modules will be shared with the County. Notwithstanding the foregoing, all City information will be accessible to the designated County staff responsible for administering the Cherokee County System, and may be accessed by such staff for the limited purposes of supporting the functioning of the System.

L. Reporting Responsibilities. The City agrees that Holly Springs Police will be responsible for generating and performing its own queries from the PremierOne reporting data warehouse. The City agrees that Holly Springs Police will not have access to the PremierOne transactional server.

M. Crime Reporting Responsibilities. The City agrees that Holly Springs Police will be responsible for submissions and corrections of crime reporting statistics.

N. Training of Personnel. The City agrees that it is ultimately responsible for the training of the Holly Springs Police users of the PremierOne Mobile Dispatch Clients with Mapping.

O. Use Restrictions. The City agrees to restrict its use of the Cherokee County System to legitimate business-related purposes of Holly Springs Police. The Cherokee County System shall not be used to conduct personal or unrelated business.

P. Infrastructure Capacity. The City acknowledges that the County has a finite amount of communications infrastructure (network bandwidth, storage, etc.) to support the data needs of the various devices that will be using the Cherokee County System. The City shall cooperate with the County to implement any steps and procedures that the County in its discretion determines are appropriate to avoid overburdening this infrastructure. For example, and without limitation, because map updating is a data-intensive process the County shall have discretion in limiting the frequency of system “pushes” of map update data to clients. If the City requests additional special infrastructure to be added to the County’s baseline capacity for the Cherokee County System, and such request is approved by the County, the City shall be fully responsible for the cost of upgrading the infrastructure as requested.

Q. Responsibility for Complying with PremierOne Enterprise Site License. The City shall not take any action or omit to take any action that would violate or cause the County to violate the PremierOne Enterprise Site License.

R. Indemnity. The City shall be responsible for any violation of law or other wrongdoing by the City or its personnel in connection with use of the Cherokee County System. To the maximum extent permitted by the law, the City shall indemnify the County and their officers and employees from any harm, damages, cost or liability arising from such wrongful use.

IV. General Provisions of this Agreement

A. Term and Termination for Convenience. This Agreement shall be deemed to take effect on _____, 2026(the “Effective Date”) and run until the earlier of: [1] termination or expiration without renewal of the County’s PremierOne Enterprise Site License; [2] ten years from the Effective Date or [3] the earlier termination of this Agreement as authorized herein. Certain requirements that logically should survive expiration or termination of the Agreement shall survive. The Agreement may be terminated for convenience by any Party when that Party gives notice in writing to the other Parties at least one hundred and eighty (180) days prior to the date of its withdrawal from the Agreement.

B. Breach of the Agreement. The failure by any Party to perform its obligations under the terms and conditions of the Agreement shall be deemed a breach of the Agreement and shall entitle the other Parties to either: [1] declare in writing a breach requiring the breaching Party to cure the breach within thirty (30) days of the declaration or [2] in the event of serious breach involving violation of law or material impact to the aggrieved Party, immediately terminate the Agreement. In addition, in the event of a failure of the City or of any Holly Springs Police users of the Cherokee

County System pursuant to the Limited License to comply with any of the Security Requirements of the Agreement, the County may immediately terminate the access to the system of Holly Springs Police and/or of any particular City user.

C. Obligations Upon Termination or Expiration. In the event of termination or expiration of the Agreement, the City shall immediately return or delete (as appropriate) all data, software and hardware provided by the County for utilization pursuant to the Limited License and comply with any other steps reasonably necessary to fully remove the City from the Cherokee County System. The City also agrees to comply with the handling and disposal of confidential information in conjunction with the requirements imposed by law, including CJIS. Upon termination or expiration of the Agreement, the City shall have 30 days in which to request that the County return all City data in the possession or control of the County (including data on County equipment or stored in a cloud environment controlled by the County). The format of such data for return purposes shall be in the discretion of the County and/or its vendor. Upon termination or expiration of the Agreement, the City shall be responsible for any vendor costs of deletion of the City's data from County storage, to the extent such deletion is required by law or by the City's CJI data policies. If the City requests the copying and return of such data, the City shall pay any additional charges assessed by the County's vendor for that purpose.

D. No Joint Venture. The Parties agree that nothing contained within this Agreement can be or should be construed as creating a joint venture or partnership between the County and the City.

E. Governing Law, Disputes and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. If any disputes or issues arise in connection with this Agreement which cannot be resolved amicably, then any Party shall have the right to request the other Parties participate in non-binding mediation. The mediator shall be mutually agreed upon, and the costs of the mediator shall be shared equally between the Parties. In the event there is no request for mediation or mediation efforts fail, then any dispute or issues shall be resolved through litigation. In the event mediation is unsuccessful or deemed futile, the County and the City shall be entitled to pursue all available remedies at law or equity; provided that any action or suit related to this Agreement shall be brought in the Superior Court of the Blue Ridge Circuit of Georgia, and the Parties hereby submit to the jurisdiction and venue of such court. Accordingly, the prevailing Party shall be entitled to recover attorney's fees, court costs and other expenses in addition to damages or other judgment rendered.

F. Entire Agreement. This Agreement contains the entire agreement of the Parties and supersedes all prior communications or agreements, whether oral, written, or understood, regarding the subject of this Agreement.

G. Amendment. This Agreement may be modified or amended only pursuant to the mutual

agreement of the Parties and in writing properly executed by the Parties.

H. Severability. If any portion of this Agreement shall be held to be invalid, illegal, void or otherwise unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Agreement is invalid or unenforceable but that, by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

I. Force Majeure. None of the Parties shall be liable for their respective non-negligent or non-willful failure to perform or shall be deemed in default with respect to the failure to perform (or cure a failure to perform) any of their respective duties or obligations under this Agreement or for any delay in such performance due to: [1] any cause beyond their respective reasonable control; [2] any act of God; [3] any change in applicable governmental rules or regulations rendering the performance of any portion of this Agreement legally impossible; [4] earthquake, fire, explosion or flood; [5] strike or labor dispute; [6] delay or failure to act by any governmental or military authority; or [7] any war, hostility, embargo, sabotage, civil disturbance, riot, insurrection or invasion. In such event, the time for performance shall be extended by an amount of time equal to the period of delay caused by such acts, and all other obligations shall remain intact.

J. Records. Each Party shall maintain records relating to matters covered by this Agreement as required by Georgia law. Such records shall be maintained for a period of three years following the end of the term of this Agreement.

K. Counterparts. This Agreement may be executed in multiple counterparts, and each counterpart shall be considered an original.

L. Notice - All notices required by the provisions of this Agreement to be secured from or given by any of the Parties hereto to the others shall be in writing and shall be delivered either by: [1] hand delivery to the recipient Party at such Party's address; or [2] the United States Certified Mail – Return Receipt Requested, postage prepaid, and addressed to the recipient Party at such Party's address; or [3] national overnight commercial carrier to the other Parties at the addresses given below, or at a substitute address previously furnished to the Party by written notice in accordance herewith:

To County:	To Public Services Agency:	To City:
County Manager 1130 Bluffs Parkway Canton, GA 30114	CAD Manager 150 Chattin Dr. Canton, GA 30114	City Manager PO Box 990 Holly Springs, GA 30142

The date of service of such notice shall be deemed to be either the day upon which such notice is hand delivered, the third day after the postmark date when sent by certified mail or the day when delivered by national overnight commercial carrier. The Parties hereto agree that, even though notices shall be addressed to the attention of a particular person, title, or entity as forth in this Agreement, it shall be a valid and perfected delivery of notice even though the said named person or the person holding said title or named entity is not the person, title or entity who accepts or receives delivery of the said notice, but is the lawful successor person, title or entity of the named person, title or entity. Any notice, hand delivered or so mailed, the text of which is reasonably calculated to apprise the recipient Party of the substance thereof and the circumstances involved, shall be deemed sufficient notice under this Agreement. Any Party hereto may from time to time, by notice to the others, designate a different person or title, or both if applicable, or address to which notices to said Party shall be given.

M. Authority. Each of the individuals executing this Agreement on behalf of his or her respective Party agrees and represents to the other Parties that he or she is authorized to do so and further agrees and represents that this Agreement has been duly passed upon by the required governmental agency or board in accordance with all applicable laws and spread upon the minutes thereof. The Parties hereto agree that this Agreement is an intergovernmental contract, and is entered into pursuant to Article IX, Section III, Paragraph I of the Constitution of the State of Georgia 1983.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused their duly authorized officers to hereunto set their hands and affix their respective seals as of the day and year first above written.

APPROVED by the Cherokee County Board of Commissioners
this ____ day of _____, 2026.

Signed On Behalf of Cherokee County, Georgia:

By: _____
HARRY B. JOHNSTON, Chairman Date _____

Attest: _____
CHRISTY BLACK, County Clerk Date _____

APPROVED by the City Council of Holly Springs
this ____ day of _____, 2026.

Signed On Behalf of City of Holly Springs, Georgia:

By: _____
RYAN SHIRLEY, Mayor Date _____

Attest: _____
KAREN NORRED, City Clerk Date _____

SCHEDULE “A” SECURITY REQUIREMENTS

This Schedule contains the requirements and obligations of the City and of the City’s staff using the Cherokee County System (“System Users”) to safeguard the County’s network and data.

1. Device Security

- a. The City’s mobile devices must include reasonable hardware, software, and procedural security control measures, acceptable to the County, designed to prevent the following:
 - i. Unauthorized access and attempts to disrupt services;
 - ii. Unauthorized changes to software and hardware components; and
 - iii. Propagation and execution of harmful code, including but not limited to computer viruses/worms and malware.
- b. The City must have operational procedures and or tools installed in operation the following security controls on their mobile devices:
 - i. Controls in place to protect/secure devices from loss and theft; if such occurrence occurs, notification to the County to deactivate account must be made within twenty-four (24) hours.
 - ii. Password protected screen lock that is automatically activated by a period of inactivity of no more than fifteen (15) minutes;
 - iii. System firewall and Endpoint Detection and Response (EDR) software, acceptable to the County.
 - iv. Ensure all operating systems, hardware, and applications are up to date with security patches (to be performed monthly while disconnected from County network).
 - v. Conduct security audits and risk assessments on a monthly basis with remediation completed on identified vulnerabilities.
 - vi. Any other security requirements to combat changes in threat landscape as dictated through cyber security insurance mandates.
- c. The PremierOne Mobile program does transmit and cache locally to Windows devices CJIS and HIPAA information. The City’s mobile devices will be required to adhere to additional security requirements for the protection of that information.

2. User Security

- a. The City shall make its authorized System User’s aware of their internal written security policies and the obligations of this Agreement.
- b. The City agrees that it will at all times comply with, and will ensure that all System Users will comply with all rules or directions made or given by the County to ensure System security including the following:
 - i. Individually, unique System User and device accounts will be created.
 - ii. System User accounts will require strong password authentication, including multifactor authentication.

- iii. Each System User will not disclose any passwords needed to access the System, nor transfer any security hardware or software needed to access the System to any person or organization without the prior written approval of the County.
- iv. Each System User will not record nor share the passwords necessary to access the System or allow unauthorized individuals to use them.
- v. Each City System User will be required to change their password every ninety (90) days following the guidelines specified by the County.
- c. Notification will be provided to the County within twenty-four (24) hours of change in employment status of any System User.

3. Breaches of Security

- a. In the event a breach is suspected, including but not limited to the loss of a mobile device, the City shall take corrective action to identify and notify the County immediately of such breach identifying the steps being taken to prevent a recurrence.
- b. Should any actions of the City or a City System User cause/create a breach of the System, City shall agree to be responsible for any and all reasonable costs incurred by the County to remedy such breach.
- c. The City understands that the County may carry out inspections or investigations necessary to ensure the adequate protection of information. If a deficiency is discovered, the City must promptly take steps to correct such deficiency as acceptable by the County.

**SCHEDULE “B”
FEE SCHEDULE**

License Description	Unit Price, Year 1*
Public Safety Secured Virtual Private Network Renewal (Per Device)	\$ 113.55
Multi-Factor Authentication Renewal (Per User)	\$ 68.67
Client Access Licenses (CALs) to Windows Server(s) (Per User)	\$ 34.42

****Unit prices may increase annually, up to 10% per year as charged by supplier.**

ITEM REPORT

AGENDA ITEM NUMBER: VIII.W.



FROM: Tommy Keheley, Chief

MEETING DATE: April 20, 2026

AGENDA ITEM: Resolution authorizing the transfer of a service weapon to a former police officer.

EXECUTIVE SUMMARY:

Resolution authorizing the transfer of a service weapon to a former police officer.

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. RES Transfer of Service Weapon

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE TRANSFER OF A SERVICE WEAPON TO A FORMER POLICE OFFICER

WHEREAS, the City of Holly Springs, Georgia recognizes the dedicated service and contributions of its law enforcement officers; and

WHEREAS, Corporal Corinne Roberts honorably served as a sworn police officer with the City of Holly Springs for over ten (10) years, demonstrating professionalism, integrity, and commitment to public safety; and

WHEREAS, when appropriate and consistent with applicable laws and regulations, to allow retiring or separating officers in good standing to retain their issued service weapon as a token of appreciation for their service; and

WHEREAS, Corporal Corinne Roberts has met all requirements for separation in good standing and is legally eligible to possess a firearm under federal, state, and local law; and

WHEREAS, the service weapon to be transferred has been identified as:

Make: Smith & Wesson

Model: M&P-9 / 2.0 (9mm semi-automatic pistol)

Serial Number: NMR7502;

NOW, THEREFORE, BE IT RESOLVED that the City of Holly Springs hereby authorizes the transfer of the above-described service weapon to Corporal Corinne Roberts, subject to compliance with all applicable laws, departmental policies, and administrative procedures;

BE IT FURTHER RESOLVED that Corporal Corinne Roberts shall assume all responsibility and liability for the ownership, possession, and use of the firearm upon transfer; and

BE IT FURTHER RESOLVED that the appropriate officials of the City of Holly Springs are authorized and directed to take all necessary actions to effectuate this transfer, including proper documentation and recordkeeping.

This Resolution is adopted on this 20th day of April 2026.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)