



## CITY OF STONECREST, GEORGIA

### CITY COUNCIL WORK SESSION – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, March 09, 2026 at 6:00 PM

*Mayor Jazzmin Cobble*

*Mayor Pro Tem Tara Graves - District 1    Council Member Terry Fye - District 2*

*Council Member Alecia Washington - District 3    Council Member George Turner - District 4*

*Council Member Karmesha W. Smith - District 5*

Citizen Access: [Stonecrest YouTube Live Channel](#)

**I. CALL TO ORDER:** Tara Graves, Mayor Pro-Tem

**II. ROLL CALL:** Sonya Isom, City Clerk

**III. AGENDA DISCUSSION ITEMS**

**a. For Discussion** - Finance Department Update - *Keisha Franklin, Finance Director*

**b. For Discussion** - City of Stonecrest 2022 Annual Audit - *Tara Graves, Mayor Pro Tem & Tabb & Tabb, LLC*

**c. For Discussion** - DeKalb County Schools - Student Assignment Project (SAP) - *Terry Fye, District 2 Councilmember & Thurman J. Green, III, DeKalb County School District*

**d. For Decision** - IGA for Execution City of Lithonia Law Enforcement Services - *Tanisha Boynton, Procurement Manager*

**e. For Decision** - Construction Agreement and Easement for Electric Vehicle Charging Stations - *Michael McCoy, Deputy City Manager & Hari Karikaran, City Engineer*

**f. For Discussion** - Request to Approve Safety Policy - *Reginald Powell, Facilities Operations Manager & Leona Durden, Director of Human Resources*

**g. For Discussion** - Fleet Policy Amendment - *Reginald Powell, Facilities Operations Manager*

**h. For Discussion** - NFL Grassroots Foundation Grant - *Keira Drane, Grants Administrator*

**IV. EXECUTIVE SESSION**

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security*

## **V. ADJOURNMENT**

### *Americans with Disabilities Act*

*The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.*

*If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.*



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Finance Department Update**

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**AGENDA SECTION:** *(check all that apply)*

**PRESENTATION**     **PUBLIC HEARING**     **CONSENT AGENDA**     **OLD BUSINESS**  
 **NEW BUSINESS**     **OTHER, PLEASE STATE:** Click or tap here to enter text.

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**CATEGORY:** *(check all that apply)*

**ORDINANCE**    **RESOLUTION**    **CONTRACT**    **POLICY**    **STATUS REPORT**  
 **OTHER, PLEASE STATE:** Click or tap here to enter text.

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**ACTION REQUESTED:**  **DECISION**    **DISCUSSION**,  **REVIEW**, or  **UPDATE ONLY**

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** Keisha Franklin, Finance Director

**PRESENTER:** Keisha Franklin, Finance Director

**PURPOSE:** Finance Update

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Choose an item. Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Memo
- (2) Attachment 2 - Budget Report
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

Mayor and Council,

Please find below a summary of the City's financial position through February 28, 2026 (FY2026, Period 2).

#### General Fund (Fund 100)

- Adopted Budget: \$19,113,300
- Year-to-Date Revenues: \$852,701 (4.5% of budget)
- Year-to-Date Expenditures: \$2,335,222 (12.2% of budget)
- Net Position (YTD): \$(1,482,521)

The current General Fund deficit is primarily attributable to revenue timing. Several major revenue sources, including Insurance Premium Tax, utility/franchise payments, and certain interfund transfers—have not yet been posted as of February 28th. Expenditure levels remain within expected operating range for this point in the fiscal year.

#### Other Major Funds

- ARPA Fund (230): \$161,557 in expenditures recorded; revenue recognition pending reimbursement/draw timing.
- Hotel/Motel Fund (275): Positive net position of \$41,627 YTD.
- Capital Projects Fund (300): \$77,279 in expenditure; SPLOST and transfer revenues have not yet been posted for the period.
- SPLOST II (321): \$1,071,022 in revenue received to date.
- Stonecrest URA (804): \$(340,277) YTD due primarily to scheduled debt principal payment timing.

#### Items Requiring Administrative Review

1. Select expenditure lines currently exceeding budget (e.g., Small Equipment and Buildings & Improvements) will be reviewed for potential budget amendment.
2. Municipal Court revenue postings will be evaluated to confirm proper coding and sign convention.
3. Revenue posting schedules for major tax sources are being verified to ensure accurate forecasting.
4. Municipal Court Revenue (Fund 745):
  - Negative revenue posting observed; reviewing coding and revenue recognition treatment.
5. Major Revenue Timing Gaps:
  - Insurance Premium Tax
  - Utility/Franchise Revenues
  - Certain Transfers

These are expected later in the fiscal cycle but are being verified to ensure accurate forecasting and cash flow alignment.

#### Overall Assessment

Expenditure remains controlled and within normal spending patterns for the first quarter of the fiscal year. The reported deficits across several funds are primarily attributable to revenue timing and posting cycles rather than structural imbalance.

Finance staff are actively reconciling revenue schedules and reviewing budget exception items. If necessary, a formal budget amendment package will be presented for Council consideration.

Respectfully submitted,  
Keisha Franklin  
Finance Director  
City of Stonecrest



City of Stonecrest, GA

# Budget Report for Short-Term

Item III. a.

## Account Summary

For Fiscal: 2026 Period Ending: 03/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - General Fund</b>							
<b>Revenue</b>							
<a href="#">100-1000-311000</a>	Real Property - Current Year	2,500,000.00	2,500,000.00	0.00	5,775.06	-2,494,224.94	99.77 %
<a href="#">100-1000-311100</a>	Public Utility Tax	48,000.00	48,000.00	0.00	0.00	-48,000.00	100.00 %
<a href="#">100-1000-312000</a>	Real Property - Prior Year	108,000.00	108,000.00	0.00	23,396.03	-84,603.97	78.34 %
<a href="#">100-1000-313010</a>	Personal Property - Current Year	283,000.00	283,000.00	0.00	4,216.57	-278,783.43	98.51 %
<a href="#">100-1000-313100</a>	Motor Vehicle Tax	8,500.00	8,500.00	0.00	298.44	-8,201.56	96.49 %
<a href="#">100-1000-313150</a>	Title Ad Valorem Tax	1,400,000.00	1,400,000.00	0.00	125,967.57	-1,274,032.43	91.00 %
<a href="#">100-1000-313400</a>	Intangible Tax Revenue	111,000.00	111,000.00	0.00	2,478.30	-108,521.70	97.77 %
<a href="#">100-1000-313600</a>	Real Estate Transfer Tax	50,000.00	50,000.00	0.00	2,851.37	-47,148.63	94.30 %
<a href="#">100-1000-313710</a>	Atlanta Gas Light (Southern Co.)	450,000.00	450,000.00	0.00	0.00	-450,000.00	100.00 %
<a href="#">100-1000-313720</a>	Snapping Shoals EMC	575,000.00	575,000.00	0.00	0.00	-575,000.00	100.00 %
<a href="#">100-1000-313730</a>	Xfinity/Comcast	340,000.00	340,000.00	0.00	58,439.33	-281,560.67	82.81 %
<a href="#">100-1000-313740</a>	At&t	70,000.00	70,000.00	0.00	0.00	-70,000.00	100.00 %
<a href="#">100-1000-313750</a>	Georgia Power	2,700,000.00	2,700,000.00	0.00	0.00	-2,700,000.00	100.00 %
<a href="#">100-1000-314000</a>	Personal Property - Prior Year	9,800.00	9,800.00	0.00	2,454.48	-7,345.52	74.95 %
<a href="#">100-1000-316100</a>	Business & Occupation Taxes	2,200,000.00	2,200,000.00	0.00	478,174.38	-1,721,825.62	78.26 %
<a href="#">100-1000-316200</a>	Insurance Premium Tax	6,100,000.00	6,100,000.00	0.00	0.00	-6,100,000.00	100.00 %
<a href="#">100-1000-316300</a>	Financial Institutions Taxes	45,000.00	45,000.00	0.00	0.00	-45,000.00	100.00 %
<a href="#">100-1000-321100</a>	Alcoholic Beverages Current Year	400,000.00	400,000.00	0.00	41,845.00	-358,155.00	89.54 %
<a href="#">100-1000-321220</a>	Insurance License Fee	36,000.00	36,000.00	0.00	6,300.00	-29,700.00	82.50 %
<a href="#">100-1000-321900</a>	Other Licenses/Permits	0.00	0.00	0.00	167.00	167.00	0.00 %
<a href="#">100-1000-322000</a>	Building Permits	460,000.00	460,000.00	0.00	23,674.40	-436,325.60	94.85 %
<a href="#">100-1000-322020</a>	Development Permits	50,000.00	50,000.00	0.00	7,440.00	-42,560.00	85.12 %
<a href="#">100-1000-322050</a>	Zoning Applications	13,000.00	13,000.00	0.00	195.00	-12,805.00	98.50 %
<a href="#">100-1000-322990</a>	Other	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
<a href="#">100-1000-324500</a>	Penalty & Interest On Delinquent T	9,000.00	9,000.00	0.00	1,704.39	-7,295.61	81.06 %
<a href="#">100-1000-324510</a>	Penalty & Interest On Delinquent P	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
<a href="#">100-1000-341100</a>	Fees, Charges	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
<a href="#">100-1000-341200</a>	Film Permitting	10,000.00	10,000.00	0.00	610.00	-9,390.00	93.90 %
<a href="#">100-1000-341300</a>	Planning And Development Fees	500.00	500.00	0.00	0.00	-500.00	100.00 %
<a href="#">100-1000-342000</a>	Alcoholic Beverage Excise Tax	130,500.00	130,500.00	0.00	19,731.20	-110,768.80	84.88 %
<a href="#">100-1000-343000</a>	Local Option Mixed Drink	200,000.00	200,000.00	0.00	18,863.79	-181,136.21	90.57 %
<a href="#">100-1000-347200</a>	Activity Fees	75,000.00	75,000.00	0.00	3,195.00	-71,805.00	95.74 %
<a href="#">100-1000-347500</a>	Program Fees	25,000.00	25,000.00	0.00	1,500.00	-23,500.00	94.00 %
<a href="#">100-1000-351000</a>	Municipal Court	35,000.00	35,000.00	0.00	11,960.00	-23,040.00	65.83 %
<a href="#">100-1000-361000</a>	Interest	200,000.00	200,000.00	0.00	11,463.88	-188,536.12	94.27 %
<a href="#">100-1000-391200</a>	Transfer From Hotel	450,000.00	450,000.00	0.00	0.00	-450,000.00	100.00 %
	<b>Revenue Total:</b>	<b>19,113,300.00</b>	<b>19,113,300.00</b>	<b>0.00</b>	<b>852,701.19</b>	<b>-18,260,598.81</b>	<b>95.54%</b>
<b>Expense</b>							
<a href="#">100-1310-511100</a>	Regular Salaries	170,700.00	170,700.00	0.00	29,792.94	140,907.06	82.55 %
<a href="#">100-1310-512000</a>	Fica/Medicare	21,905.00	21,905.00	0.00	2,238.00	19,667.00	89.78 %
<a href="#">100-1310-512100</a>	Group Insurance	11,500.00	11,500.00	0.00	2,458.20	9,041.80	78.62 %
<a href="#">100-1310-512400</a>	Retirement	22,000.00	22,000.00	0.00	3,627.21	18,372.79	83.51 %
<a href="#">100-1310-512600</a>	Unemployment Expense	300.00	300.00	0.00	316.80	-16.80	-5.60 %
<a href="#">100-1310-512700</a>	Workers Comp	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-1310-512901</a>	LONGEVITY PAY	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-1310-521050</a>	Uniforms	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-1310-521200</a>	Professional Services	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-1310-523500</a>	Travel Expense	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">100-1310-523520</a>	Travel - District 1	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-523530</a>	Travel - District 2	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-1310-523540</a>	Travel - District 3	5,000.00	5,000.00	0.00	1,500.00	3,500.00	70.00 %
<a href="#">100-1310-523550</a>	Travel - District 4	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-523560</a>	Travel - District 5	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-523590</a>	Mayor Travel Expenses	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-1310-523740</a>	Education & Training - D1	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-523750</a>	Education & Training - D2	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-523760</a>	Education & Training - D3	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-523770</a>	Education & Training - D4	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-523780</a>	Education & Training - D5	5,000.00	5,000.00	0.00	485.00	4,515.00	90.30 %
<a href="#">100-1310-523790</a>	Education & Training - Mayor	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-1310-531000</a>	Operating Supplies	3,000.00	3,000.00	0.00	764.38	2,235.62	74.52 %
<a href="#">100-1310-531710</a>	District Expenses - D1 (Charter)	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-1310-531720</a>	District Expenses - D2 (Charter)	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-1310-531730</a>	District Expenses - D3 (Charter)	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-1310-531740</a>	District Expenses - D4 (Charter)	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-1310-531760</a>	District Expenses - D5 (Charter)	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-1310-531770</a>	Citywide Mayor Expense (Charter)	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1310-531800</a>	Mayor Initiatives	75,000.00	75,000.00	0.00	7,599.09	67,400.91	89.87 %
<a href="#">100-1310-531820</a>	Sponsorships	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-1310-531910</a>	District Initiatives - D2	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-1310-531920</a>	District Initiatives - D3	10,000.00	10,000.00	0.00	1,192.32	8,807.68	88.08 %
<a href="#">100-1310-531930</a>	District Initiatives - D4	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-1310-531940</a>	District Initiatives - D5	10,000.00	10,000.00	0.00	562.79	9,437.21	94.37 %
<a href="#">100-1310-531950</a>	District Initiatives - D1	10,000.00	10,000.00	0.00	1,494.68	8,505.32	85.05 %
<a href="#">100-1320-511100</a>	Regular Salaries	589,150.00	589,150.00	0.00	144,831.04	444,318.96	75.42 %
<a href="#">100-1320-512000</a>	Fica/Medicare	42,000.00	42,000.00	0.00	10,875.99	31,124.01	74.10 %
<a href="#">100-1320-512100</a>	Group Insurance	50,000.00	50,000.00	0.00	8,091.56	41,908.44	83.82 %
<a href="#">100-1320-512400</a>	Retirement	71,400.00	71,400.00	0.00	21,340.99	50,059.01	70.11 %
<a href="#">100-1320-512600</a>	Unemployment Expense	1,050.00	1,050.00	0.00	1,003.20	46.80	4.46 %
<a href="#">100-1320-512700</a>	Workers Comp	5,900.00	5,900.00	0.00	0.00	5,900.00	100.00 %
<a href="#">100-1320-512901</a>	LONGEVITY PAY	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-1320-521200</a>	Professional Services	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-1320-521350</a>	Software/Service Contracts	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-1320-523500</a>	Travel Expense	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-1320-523600</a>	Dues & Fees	5,000.00	5,000.00	0.00	30.00	4,970.00	99.40 %
<a href="#">100-1320-523700</a>	Education & Training	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1320-531000</a>	Operating Supplies	3,000.00	3,000.00	0.00	254.27	2,745.73	91.52 %
<a href="#">100-1320-531790</a>	Initiatives	50,000.00	50,000.00	0.00	24.63	49,975.37	99.95 %
<a href="#">100-1320-531810</a>	Hospitality Supplies	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-1330-511100</a>	Regular Salaries	295,000.00	295,000.00	0.00	34,861.90	260,138.10	88.18 %
<a href="#">100-1330-511300</a>	Overtime	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-1330-512000</a>	Fica/Medicare	22,100.00	22,100.00	0.00	2,563.90	19,536.10	88.40 %
<a href="#">100-1330-512100</a>	Group Insurance	39,000.00	39,000.00	0.00	474.15	38,525.85	98.78 %
<a href="#">100-1330-512400</a>	Retirement	37,550.00	37,550.00	0.00	8,232.80	29,317.20	78.08 %
<a href="#">100-1330-512600</a>	Unemployment Expense	1,050.00	1,050.00	0.00	501.61	548.39	52.23 %
<a href="#">100-1330-512700</a>	Workers Comp	3,150.00	3,150.00	0.00	0.00	3,150.00	100.00 %
<a href="#">100-1330-512901</a>	LONGEVITY PAY	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-1330-521120</a>	Election Services	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-1330-521200</a>	Professional Services	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-1330-521350</a>	Software/Service Contracts	50,000.00	50,000.00	0.00	15,097.50	34,902.50	69.81 %
<a href="#">100-1330-523300</a>	Advertising	25,000.00	25,000.00	0.00	600.00	24,400.00	97.60 %
<a href="#">100-1330-523500</a>	Travel Expense	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
<a href="#">100-1330-523600</a>	Dues & Fees	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-1330-523700</a>	Education & Training	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
<a href="#">100-1330-531000</a>	Operating Supplies	10,000.00	10,000.00	0.00	549.68	9,450.32	94.50 %
<a href="#">100-1510-511100</a>	Regular Salaries	1,150,000.00	1,150,000.00	0.00	180,874.69	969,125.31	84.27 %
<a href="#">100-1510-512000</a>	Fica/Medicare	91,000.00	91,000.00	0.00	13,272.71	77,727.29	85.41 %
<a href="#">100-1510-512100</a>	Group Insurance	135,000.00	135,000.00	0.00	18,343.52	116,656.48	86.41 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-1510-512400</a>	Retirement	154,500.00	154,500.00	0.00	29,214.89	125,285.11	81.09 %
<a href="#">100-1510-512600</a>	Unemployment Expense	3,500.00	3,500.00	0.00	2,966.95	533.05	15.23 %
<a href="#">100-1510-512700</a>	Workers Comp	13,000.00	13,000.00	0.00	0.00	13,000.00	100.00 %
<a href="#">100-1510-512901</a>	LONGEVITY PAY	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-1510-521100</a>	Audit Services	75,000.00	75,000.00	0.00	22,500.00	52,500.00	70.00 %
<a href="#">100-1510-521200</a>	Professional Services	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">100-1510-521350</a>	Software/Service Contracts	100,000.00	100,000.00	0.00	5,950.00	94,050.00	94.05 %
<a href="#">100-1510-523300</a>	Advertising Expense	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-1510-523500</a>	Travel Expense	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-1510-523600</a>	Dues & Fees	5,000.00	5,000.00	0.00	84.00	4,916.00	98.32 %
<a href="#">100-1510-523700</a>	Education & Training	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00 %
<a href="#">100-1510-531000</a>	Operating Supplies	5,000.00	5,000.00	0.00	974.24	4,025.76	80.52 %
<a href="#">100-1510-579020</a>	Reserve Contingency	350,000.00	350,000.00	0.00	0.00	350,000.00	100.00 %
<a href="#">100-1530-521200</a>	Professional Services	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-1530-521220</a>	Attorney Fees	650,000.00	650,000.00	0.00	125,556.50	524,443.50	80.68 %
<a href="#">100-1530-521300</a>	Attorney Fees/Other	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-1535-521200</a>	Professional Services	435,000.00	435,000.00	0.00	0.00	435,000.00	100.00 %
<a href="#">100-1535-521350</a>	Software/Service Contracts	130,000.00	130,000.00	0.00	88,862.77	41,137.23	31.64 %
<a href="#">100-1535-523500</a>	Travel Expense	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-1535-531000</a>	Operating Supplies	10,000.00	10,000.00	0.00	585.44	9,414.56	94.15 %
<a href="#">100-1535-531610</a>	Small Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-1535-542400</a>	Computer/Software	100,000.00	100,000.00	0.00	42,926.32	57,073.68	57.07 %
<a href="#">100-1535-542500</a>	Other Equipment	140,000.00	140,000.00	0.00	1,762.02	138,237.98	98.74 %
<a href="#">100-1540-511100</a>	Regular Salaries	415,000.00	415,000.00	0.00	57,104.82	357,895.18	86.24 %
<a href="#">100-1540-512000</a>	Fica/Medicare	30,300.00	30,300.00	0.00	4,231.28	26,068.72	86.04 %
<a href="#">100-1540-512100</a>	Group Insurance	55,000.00	55,000.00	0.00	532.30	54,467.70	99.03 %
<a href="#">100-1540-512400</a>	Retirement	51,500.00	51,500.00	0.00	14,081.92	37,418.08	72.66 %
<a href="#">100-1540-512600</a>	Unemployment Expense	1,050.00	1,050.00	0.00	752.40	297.60	28.34 %
<a href="#">100-1540-512700</a>	Workers Comp	4,275.00	4,275.00	0.00	0.00	4,275.00	100.00 %
<a href="#">100-1540-512901</a>	LONGEVITY PAY	720.00	720.00	0.00	0.00	720.00	100.00 %
<a href="#">100-1540-521050</a>	Uniforms	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-1540-521200</a>	Professional Services	50,000.00	50,000.00	0.00	2,000.00	48,000.00	96.00 %
<a href="#">100-1540-521350</a>	Software/Service Contracts	40,000.00	40,000.00	0.00	955.75	39,044.25	97.61 %
<a href="#">100-1540-523300</a>	Advertising	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-1540-523500</a>	Travel Expense	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
<a href="#">100-1540-523600</a>	Dues & Fees	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1540-523700</a>	Education & Training	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
<a href="#">100-1540-531000</a>	Operating Supplies	7,500.00	7,500.00	0.00	976.86	6,523.14	86.98 %
<a href="#">100-1540-531830</a>	Staff Development	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
<a href="#">100-1540-531840</a>	Staff Appreciation	20,000.00	20,000.00	0.00	464.59	19,535.41	97.68 %
<a href="#">100-1560-511100</a>	Regular Salaries	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00 %
<a href="#">100-1560-521200</a>	Professional Services	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00 %
<a href="#">100-1565-511100</a>	Regular Salaries	832,000.00	832,000.00	0.00	18,440.25	813,559.75	97.78 %
<a href="#">100-1565-511300</a>	Overtime	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-1565-512000</a>	FICA/Medicare	65,200.00	65,200.00	0.00	1,335.18	63,864.82	97.95 %
<a href="#">100-1565-512100</a>	Group Insurance	130,000.00	130,000.00	0.00	330.52	129,669.48	99.75 %
<a href="#">100-1565-512400</a>	Retirement	110,900.00	110,900.00	0.00	5,902.14	104,997.86	94.68 %
<a href="#">100-1565-512600</a>	Unemployment Expense	4,275.00	4,275.00	0.00	486.82	3,788.18	88.61 %
<a href="#">100-1565-512700</a>	Workes Comp	9,215.00	9,215.00	0.00	0.00	9,215.00	100.00 %
<a href="#">100-1565-512901</a>	Longevity	720.00	720.00	0.00	0.00	720.00	100.00 %
<a href="#">100-1565-521050</a>	Uniforms	10,000.00	10,000.00	0.00	4,340.22	5,659.78	56.60 %
<a href="#">100-1565-521200</a>	Professional Services	150,000.00	150,000.00	0.00	11,724.47	138,275.53	92.18 %
<a href="#">100-1565-521800</a>	Security	300,000.00	300,000.00	0.00	50,272.50	249,727.50	83.24 %
<a href="#">100-1565-522000</a>	Repairs & Maintenance	120,000.00	120,000.00	0.00	9,336.29	110,663.71	92.22 %
<a href="#">100-1565-522100</a>	Recycle/Shredding	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-1565-523020</a>	Equipment Rental	11,000.00	11,000.00	0.00	900.43	10,099.57	91.81 %
<a href="#">100-1565-523500</a>	Travel Expense	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-1565-523600</a>	Dues and Fees	1,000.00	1,000.00	0.00	79.58	920.42	92.04 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-1565-523700</a>	Education & Training	2,500.00	2,500.00	0.00	458.00	2,042.00	81.68 %
<a href="#">100-1565-531000</a>	Operating Supplies	1,000.00	1,000.00	0.00	619.64	380.36	38.04 %
<a href="#">100-1565-531020</a>	Pest Control	5,000.00	5,000.00	0.00	65.00	4,935.00	98.70 %
<a href="#">100-1565-531100</a>	Other Supplies	25,000.00	25,000.00	0.00	221.99	24,778.01	99.11 %
<a href="#">100-1565-531200</a>	Stormwater Utility Charges	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-1565-531210</a>	Water/Sewer	5,000.00	5,000.00	0.00	836.29	4,163.71	83.27 %
<a href="#">100-1565-531610</a>	Small Equipment	0.00	0.00	0.00	20,708.15	-20,708.15	0.00 %
<a href="#">100-1565-541300</a>	Buildings & Improvements	332,300.00	332,300.00	0.00	24,703.00	307,597.00	92.57 %
<a href="#">100-1565-542200</a>	Vehicles	70,000.00	70,000.00	0.00	12,601.52	57,398.48	82.00 %
<a href="#">100-1565-542300</a>	Furniture And Fixtures	80,000.00	80,000.00	0.00	0.00	80,000.00	100.00 %
<a href="#">100-1565-542500</a>	Other Equipment	54,000.00	54,000.00	0.00	1,147.20	52,852.80	97.88 %
<a href="#">100-1570-511100</a>	Regular Salaries	465,000.00	465,000.00	0.00	90,004.76	374,995.24	80.64 %
<a href="#">100-1570-512000</a>	Fica/Medicare	35,500.00	35,500.00	0.00	6,676.42	28,823.58	81.19 %
<a href="#">100-1570-512100</a>	Group Insurance	79,000.00	79,000.00	0.00	10,055.90	68,944.10	87.27 %
<a href="#">100-1570-512400</a>	Retirement	60,320.00	60,320.00	0.00	11,244.54	49,075.46	81.36 %
<a href="#">100-1570-512600</a>	Unemployment Expense	1,500.00	1,500.00	0.00	1,504.81	-4.81	-0.32 %
<a href="#">100-1570-512700</a>	Workers Comp	4,950.00	4,950.00	0.00	0.00	4,950.00	100.00 %
<a href="#">100-1570-512901</a>	LONGEVITY PAY	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-1570-521200</a>	Professional Services	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">100-1570-521320</a>	Marketing	175,000.00	175,000.00	0.00	0.00	175,000.00	100.00 %
<a href="#">100-1570-521350</a>	Software/Service Contracts	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
<a href="#">100-1570-523400</a>	Printing	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-1570-523500</a>	Travel Expense	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
<a href="#">100-1570-523600</a>	Dues & Fees	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-1570-523700</a>	Education & Training	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
<a href="#">100-1570-531000</a>	Operating Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-1570-542500</a>	Other Equipment	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">100-1575-511100</a>	Regular Salaries	315,000.00	315,000.00	0.00	0.00	315,000.00	100.00 %
<a href="#">100-1575-512000</a>	Fica/Medicare	24,300.00	24,300.00	0.00	0.00	24,300.00	100.00 %
<a href="#">100-1575-512100</a>	Group Insurance	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
<a href="#">100-1575-512400</a>	Retirement	41,250.00	41,250.00	0.00	0.00	41,250.00	100.00 %
<a href="#">100-1575-512600</a>	Unemployment Expense	755.00	755.00	0.00	0.00	755.00	100.00 %
<a href="#">100-1575-512700</a>	Workers Comp	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-1575-521200</a>	Professional Services	566,160.00	566,160.00	0.00	0.00	566,160.00	100.00 %
<a href="#">100-1575-523500</a>	Travel Expense	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-1575-523600</a>	Dues & Fees	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-1575-523700</a>	Education & Training	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-1575-531000</a>	Operating Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-1595-521050</a>	Uniforms	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-1595-521200</a>	Professional Services	5,000.00	5,000.00	0.00	214.98	4,785.02	95.70 %
<a href="#">100-1595-521350</a>	Software/Service Contracts	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">100-1595-522320</a>	Equipment Lease	200,000.00	200,000.00	0.00	4,220.33	195,779.67	97.89 %
<a href="#">100-1595-523100</a>	General Liability Insurance	300,000.00	300,000.00	0.00	61,569.00	238,431.00	79.48 %
<a href="#">100-1595-523400</a>	Printing	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-1595-523600</a>	Dues & Fees	100,000.00	100,000.00	0.00	269.38	99,730.62	99.73 %
<a href="#">100-1595-523610</a>	Bank Fees	50,000.00	50,000.00	0.00	-908.91	50,908.91	101.82 %
<a href="#">100-1595-531000</a>	Operating Supplies	30,000.00	30,000.00	0.00	5,963.11	24,036.89	80.12 %
<a href="#">100-1595-531010</a>	Postage	1,000.00	1,000.00	0.00	337.02	662.98	66.30 %
<a href="#">100-1595-531040</a>	Service Fees	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-1595-531050</a>	Internet/Phones	100,000.00	100,000.00	0.00	16,823.45	83,176.55	83.18 %
<a href="#">100-1595-531150</a>	Vehicle Fuel	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
<a href="#">100-1595-571010</a>	Tax Bill Processing	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00 %
<a href="#">100-2650-511100</a>	Regular Salaries	205,000.00	205,000.00	0.00	15,865.40	189,134.60	92.26 %
<a href="#">100-2650-512000</a>	Fica/Medicare	15,725.00	15,725.00	0.00	1,213.70	14,511.30	92.28 %
<a href="#">100-2650-512100</a>	Group Insurance	37,000.00	37,000.00	0.00	85.40	36,914.60	99.77 %
<a href="#">100-2650-512400</a>	Retirement	26,700.00	26,700.00	0.00	2,245.20	24,454.80	91.59 %
<a href="#">100-2650-512600</a>	Unemployment Expense	755.00	755.00	0.00	250.80	504.20	66.78 %
<a href="#">100-2650-512700</a>	Workers Comp	2,250.00	2,250.00	0.00	0.00	2,250.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-2650-512901</a>	LONGEVITY PAY	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-2650-523500</a>	Travel Expense	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">100-2650-523600</a>	Dues & Fees	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-2650-523700</a>	Education & Training	20,000.00	20,000.00	0.00	260.00	19,740.00	98.70 %
<a href="#">100-2650-531000</a>	Operating Supplies	3,000.00	3,000.00	0.00	263.91	2,736.09	91.20 %
<a href="#">100-3100-511100</a>	Regular Salaries	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">100-3100-512000</a>	Fica/Medicare	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-3100-512100</a>	Group Insurance	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-3100-512400</a>	Retirement	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">100-3100-512600</a>	Unemployment Expense	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-3100-512700</a>	Workers Comp	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-3100-521200</a>	Professional Services	60,900.00	60,900.00	0.00	0.00	60,900.00	100.00 %
<a href="#">100-6210-511100</a>	Regular Salaries	925,000.00	925,000.00	0.00	236,104.47	688,895.53	74.48 %
<a href="#">100-6210-511300</a>	Overtime	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-6210-512000</a>	Fica/Medicare	75,000.00	75,000.00	0.00	17,364.29	57,635.71	76.85 %
<a href="#">100-6210-512100</a>	Group Insurance	120,000.00	120,000.00	0.00	13,061.16	106,938.84	89.12 %
<a href="#">100-6210-512400</a>	Retirement	78,000.00	78,000.00	0.00	49,063.34	28,936.66	37.10 %
<a href="#">100-6210-512600</a>	Unemployment Expense	4,765.00	4,765.00	0.00	5,189.65	-424.65	-8.91 %
<a href="#">100-6210-512700</a>	Workers Comp	10,600.00	10,600.00	0.00	0.00	10,600.00	100.00 %
<a href="#">100-6210-512901</a>	LONGEVITY PAY	1,440.00	1,440.00	0.00	0.00	1,440.00	100.00 %
<a href="#">100-6210-521050</a>	Uniforms	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
<a href="#">100-6210-521200</a>	Professional Services	175,000.00	175,000.00	0.00	1,410.00	173,590.00	99.19 %
<a href="#">100-6210-521350</a>	Software/Service Contracts	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-6210-521800</a>	Security	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">100-6210-522000</a>	Repairs & Maintenance	120,000.00	120,000.00	0.00	21,162.00	98,838.00	82.37 %
<a href="#">100-6210-522320</a>	Equipment Lease	50,000.00	50,000.00	0.00	6,183.14	43,816.86	87.63 %
<a href="#">100-6210-523200</a>	Internet/Phones	10,000.00	10,000.00	0.00	652.04	9,347.96	93.48 %
<a href="#">100-6210-523300</a>	Advertising	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-6210-523500</a>	Travel Expense	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-6210-523600</a>	Dues & Fees	2,500.00	2,500.00	0.00	69.05	2,430.95	97.24 %
<a href="#">100-6210-523700</a>	Education & Training	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-6210-531000</a>	Operating Supplies	50,000.00	50,000.00	0.00	8,081.94	41,918.06	83.84 %
<a href="#">100-6210-531020</a>	Pest Control	20,500.00	20,500.00	0.00	1,737.23	18,762.77	91.53 %
<a href="#">100-6210-531200</a>	Stormwater Utility Charges	70,000.00	70,000.00	0.00	4,246.80	65,753.20	93.93 %
<a href="#">100-6210-531240</a>	Utilities	75,000.00	75,000.00	0.00	21,802.58	53,197.42	70.93 %
<a href="#">100-6210-531260</a>	Summer Programs	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00 %
<a href="#">100-6210-531610</a>	Small Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-6210-531750</a>	City Events	520,000.00	520,000.00	0.00	29,993.30	490,006.70	94.23 %
<a href="#">100-6210-541300</a>	Buildings & Improvements	35,000.00	35,000.00	0.00	38,459.00	-3,459.00	-9.88 %
<a href="#">100-6210-542500</a>	Other Equipment	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-7220-511100</a>	Regular Salaries	279,000.00	279,000.00	0.00	34,576.75	244,423.25	87.61 %
<a href="#">100-7220-511300</a>	Overtime	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-7220-512000</a>	Fica/Medicare	30,655.00	30,655.00	0.00	2,517.63	28,137.37	91.79 %
<a href="#">100-7220-512100</a>	Group Insurance	43,000.00	43,000.00	0.00	2,448.01	40,551.99	94.31 %
<a href="#">100-7220-512400</a>	Retirement	20,000.00	20,000.00	0.00	8,402.19	11,597.81	57.99 %
<a href="#">100-7220-512600</a>	Unemployment Expense	1,260.00	1,260.00	0.00	582.43	677.57	53.78 %
<a href="#">100-7220-512700</a>	Workers Comp	4,350.00	4,350.00	0.00	0.00	4,350.00	100.00 %
<a href="#">100-7220-512901</a>	LONGEVITY PAY	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-7220-521200</a>	Professional Services	275,000.00	275,000.00	0.00	14,300.00	260,700.00	94.80 %
<a href="#">100-7220-523400</a>	Printing	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-7220-523500</a>	Travel Expense	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-7220-523600</a>	Dues & Fees	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-7220-523700</a>	Education & Training	5,000.00	5,000.00	0.00	1,358.21	3,641.79	72.84 %
<a href="#">100-7220-531000</a>	Operating Supplies	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-7410-511100</a>	Regular Salaries	950,000.00	950,000.00	0.00	163,454.56	786,545.44	82.79 %
<a href="#">100-7410-511300</a>	Overtime	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-7410-512000</a>	Fica/Medicare	80,800.00	80,800.00	0.00	11,967.58	68,832.42	85.19 %
<a href="#">100-7410-512100</a>	Group Insurance	130,000.00	130,000.00	0.00	19,559.80	110,440.20	84.95 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-7410-512400</a>	Retirement	105,000.00	105,000.00	0.00	27,166.79	77,833.21	74.13 %
<a href="#">100-7410-512600</a>	Unemployment Expense	2,760.00	2,760.00	0.00	2,257.22	502.78	18.22 %
<a href="#">100-7410-512700</a>	Workers Comp	11,400.00	11,400.00	0.00	0.00	11,400.00	100.00 %
<a href="#">100-7410-512901</a>	LONGEVITY PAY	1,080.00	1,080.00	0.00	0.00	1,080.00	100.00 %
<a href="#">100-7410-521050</a>	Uniforms	1,000.00	1,000.00	0.00	209.00	791.00	79.10 %
<a href="#">100-7410-521200</a>	Professional Services	200,000.00	200,000.00	0.00	25,596.50	174,403.50	87.20 %
<a href="#">100-7410-521350</a>	Software/Service Contracts	36,000.00	36,000.00	0.00	0.00	36,000.00	100.00 %
<a href="#">100-7410-523300</a>	Advertising	15,000.00	15,000.00	0.00	1,200.00	13,800.00	92.00 %
<a href="#">100-7410-523400</a>	Printing	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-7410-523500</a>	Travel Expense	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
<a href="#">100-7410-523600</a>	Dues & Fees	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">100-7410-523700</a>	Education & Training	11,000.00	11,000.00	0.00	4,739.40	6,260.60	56.91 %
<a href="#">100-7410-531000</a>	Operating Supplies	3,000.00	3,000.00	0.00	342.79	2,657.21	88.57 %
<a href="#">100-7420-511100</a>	Regular Salaries	720,000.00	720,000.00	0.00	136,492.20	583,507.80	81.04 %
<a href="#">100-7420-511300</a>	Overtime	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-7420-512000</a>	Fica/Medicare	53,500.00	53,500.00	0.00	9,938.89	43,561.11	81.42 %
<a href="#">100-7420-512100</a>	Group Insurance	95,000.00	95,000.00	0.00	8,633.55	86,366.45	90.91 %
<a href="#">100-7420-512400</a>	Retirement	75,000.00	75,000.00	0.00	33,009.97	41,990.03	55.99 %
<a href="#">100-7420-512600</a>	Unemployment Expense	2,150.00	2,150.00	0.00	2,508.03	-358.03	-16.65 %
<a href="#">100-7420-512700</a>	Workers Comp	7,550.00	7,550.00	0.00	0.00	7,550.00	100.00 %
<a href="#">100-7420-512901</a>	LONGEVITY PAY	1,440.00	1,440.00	0.00	0.00	1,440.00	100.00 %
<a href="#">100-7420-521050</a>	Uniforms	2,500.00	2,500.00	0.00	1,127.92	1,372.08	54.88 %
<a href="#">100-7420-523400</a>	Printing	2,500.00	2,500.00	0.00	985.00	1,515.00	60.60 %
<a href="#">100-7420-523500</a>	Travel Expense	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
<a href="#">100-7420-523600</a>	Dues & Fees	2,000.00	2,000.00	0.00	540.00	1,460.00	73.00 %
<a href="#">100-7420-523700</a>	Education & Training	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
<a href="#">100-7420-531000</a>	Operating Supplies	2,500.00	2,500.00	0.00	624.94	1,875.06	75.00 %
<a href="#">100-7420-531010</a>	Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-7420-542500</a>	Other Equipment	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
<a href="#">100-7500-511100</a>	Regular Salaries	310,000.00	310,000.00	0.00	44,265.39	265,734.61	85.72 %
<a href="#">100-7500-512000</a>	Fica/Medicare	24,100.00	24,100.00	0.00	3,326.14	20,773.86	86.20 %
<a href="#">100-7500-512100</a>	Group Insurance	42,000.00	42,000.00	0.00	2,624.05	39,375.95	93.75 %
<a href="#">100-7500-512400</a>	Retirement	24,000.00	24,000.00	0.00	6,378.27	17,621.73	73.42 %
<a href="#">100-7500-512600</a>	Unemployment Expense	755.00	755.00	0.00	501.60	253.40	33.56 %
<a href="#">100-7500-512700</a>	Workers Comp	3,400.00	3,400.00	0.00	0.00	3,400.00	100.00 %
<a href="#">100-7500-521200</a>	Professional Services	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
<a href="#">100-7500-521320</a>	Marketing	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
<a href="#">100-7500-521340</a>	Film Marketing	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
<a href="#">100-7500-521350</a>	Software/Service Contracts	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-7500-521360</a>	Film Permitting	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-7500-521370</a>	Film Programs	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">100-7500-523500</a>	Travel Expense	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
<a href="#">100-7500-523600</a>	Dues & Fees	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">100-7500-523700</a>	Education & Training	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">100-7500-531000</a>	Operating Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
	<b>Expense Total:</b>	<b>19,113,300.00</b>	<b>19,113,300.00</b>	<b>0.00</b>	<b>2,335,221.79</b>	<b>16,778,078.21</b>	<b>87.78%</b>
	<b>Fund: 100 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,482,520.60</b>	<b>-1,482,520.60</b>	<b>0.00%</b>
<b>Fund: 230 - ARPA American Rescue Plan 21</b>							
<b>Revenue</b>							
<a href="#">230-1000-332300</a>	ARPA Local Recovery Funds	2,480,294.00	2,480,294.00	0.00	0.00	-2,480,294.00	100.00 %
	<b>Revenue Total:</b>	<b>2,480,294.00</b>	<b>2,480,294.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,480,294.00</b>	<b>100.00%</b>
<b>Expense</b>							
<a href="#">230-1575-541401</a>	MILLER RD ROUNDABOUT	0.00	0.00	0.00	44,528.50	-44,528.50	0.00 %
<a href="#">230-1575-541402</a>	KLONDIKE RD INTERSECTION	0.00	0.00	0.00	17,740.00	-17,740.00	0.00 %
<a href="#">230-1575-541403</a>	HAYDEN QUARRY RD	0.00	0.00	0.00	38,781.40	-38,781.40	0.00 %
<a href="#">230-1575-541404</a>	TURNER HILL ROAD INTERSECTION	0.00	0.00	0.00	60,506.73	-60,506.73	0.00 %
<a href="#">230-6190-521200</a>	Professional Services	146,775.00	146,775.00	0.00	0.00	146,775.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">230-6210-512000</a>	Fica/Medicare	2,141,519.00	2,141,519.00	0.00	0.00	2,141,519.00	100.00 %
<a href="#">230-7500-541100</a>	Land Acquisition	192,000.00	192,000.00	0.00	0.00	192,000.00	100.00 %
	<b>Expense Total:</b>	<b>2,480,294.00</b>	<b>2,480,294.00</b>	<b>0.00</b>	<b>161,556.63</b>	<b>2,318,737.37</b>	<b>93.49%</b>
	<b>Fund: 230 - ARPA American Rescue Plan 21 Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-161,556.63</b>	<b>-161,556.63</b>	<b>0.00%</b>
<b>Fund: 260 - Tree Bank Fund</b>							
<b>Revenue</b>							
<a href="#">260-1000-341400</a>	Tree Bank Fund Revenue	75,314.00	75,314.00	0.00	7,000.00	-68,314.00	90.71 %
	<b>Revenue Total:</b>	<b>75,314.00</b>	<b>75,314.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>-68,314.00</b>	<b>90.71%</b>
<b>Expense</b>							
<a href="#">260-1310-522143</a>	Tree Planting And Removal	75,314.00	75,314.00	0.00	0.00	75,314.00	100.00 %
	<b>Expense Total:</b>	<b>75,314.00</b>	<b>75,314.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,314.00</b>	<b>100.00%</b>
	<b>Fund: 260 - Tree Bank Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>0.00%</b>
<b>Fund: 275 - Hotel/Motel</b>							
<b>Revenue</b>							
<a href="#">275-1000-314100</a>	Hotel/Motel Excise Tax	1,200,000.00	1,200,000.00	0.00	74,003.59	-1,125,996.41	93.83 %
	<b>Revenue Total:</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>	<b>0.00</b>	<b>74,003.59</b>	<b>-1,125,996.41</b>	<b>93.83%</b>
<b>Expense</b>							
<a href="#">275-7500-572000</a>	Payments To Other Agencies	525,000.00	525,000.00	0.00	32,376.57	492,623.43	93.83 %
<a href="#">275-7500-611000</a>	Transfer To General Fund	450,000.00	450,000.00	0.00	0.00	450,000.00	100.00 %
<a href="#">275-7500-611030</a>	Transfer To SPLOST	225,000.00	225,000.00	0.00	0.00	225,000.00	100.00 %
	<b>Expense Total:</b>	<b>1,200,000.00</b>	<b>1,200,000.00</b>	<b>0.00</b>	<b>32,376.57</b>	<b>1,167,623.43</b>	<b>97.30%</b>
	<b>Fund: 275 - Hotel/Motel Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,627.02</b>	<b>41,627.02</b>	<b>0.00%</b>
<b>Fund: 300 - Capital Projects Fund</b>							
<b>Revenue</b>							
<a href="#">300-1000-337100</a>	SPLOST I Revenue	11,800,000.00	11,800,000.00	0.00	0.00	-11,800,000.00	100.00 %
<a href="#">300-1000-361000</a>	Interest	700.00	700.00	0.00	0.00	-700.00	100.00 %
<a href="#">300-1000-391010</a>	Transfer From General Fund	724,000.00	724,000.00	0.00	0.00	-724,000.00	100.00 %
<a href="#">300-1000-391200</a>	Transfer From Hotel	225,000.00	225,000.00	0.00	0.00	-225,000.00	100.00 %
	<b>Revenue Total:</b>	<b>12,749,700.00</b>	<b>12,749,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-12,749,700.00</b>	<b>100.00%</b>
<b>Expense</b>							
<a href="#">300-1565-521200</a>	Professional Services	2,119,700.00	2,119,700.00	0.00	0.00	2,119,700.00	100.00 %
<a href="#">300-1575-521200</a>	Professional Services	550,000.00	550,000.00	0.00	57,310.30	492,689.70	89.58 %
<a href="#">300-1575-541400</a>	Transportation Infrastructure Impro	4,420,000.00	4,420,000.00	0.00	0.00	4,420,000.00	100.00 %
<a href="#">300-1575-541430</a>	Bridgescape	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">300-1575-541590</a>	Way Finding	230,000.00	230,000.00	0.00	0.00	230,000.00	100.00 %
<a href="#">300-1575-541600</a>	Sidewalk Construction	1,020,000.00	1,020,000.00	0.00	0.00	1,020,000.00	100.00 %
<a href="#">300-1575-541601</a>	Sidewalk Design	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">300-1575-541610</a>	Transportation Quick Response	400,000.00	400,000.00	0.00	0.00	400,000.00	100.00 %
<a href="#">300-1575-541611</a>	SPLOST Match Funds	1,300,000.00	1,300,000.00	0.00	0.00	1,300,000.00	100.00 %
<a href="#">300-1575-541620</a>	Traffic Signal Maintenance	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00 %
<a href="#">300-6210-521200</a>	Professional Services	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">300-6210-541200</a>	Site Improvements	760,000.00	760,000.00	0.00	0.00	760,000.00	100.00 %
<a href="#">300-6210-541250</a>	Site Improvements - New Fairingto	0.00	0.00	0.00	19,968.56	-19,968.56	0.00 %
<a href="#">300-6210-541300</a>	Buildings & Improvements	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	100.00 %
	<b>Expense Total:</b>	<b>12,749,700.00</b>	<b>12,749,700.00</b>	<b>0.00</b>	<b>77,278.86</b>	<b>12,672,421.14</b>	<b>99.39%</b>
	<b>Fund: 300 - Capital Projects Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-77,278.86</b>	<b>-77,278.86</b>	<b>0.00%</b>
<b>Fund: 321 - SPLOST II</b>							
<b>Revenue</b>							
<a href="#">321-1000-337100</a>	SPLOST II REVENUE	0.00	0.00	0.00	1,071,022.22	1,071,022.22	0.00 %
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,071,022.22</b>	<b>1,071,022.22</b>	<b>0.00%</b>
	<b>Fund: 321 - SPLOST II Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,071,022.22</b>	<b>1,071,022.22</b>	<b>0.00%</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 340 - Grant Fund</b>							
<b>Expense</b>							
<a href="#">340-1565-531500</a>	GMEBS Health & Wellness Grant Su	0.00	3,004.31	0.00	289.14	2,715.17	90.38 %
	<b>Expense Total:</b>	<b>0.00</b>	<b>3,004.31</b>	<b>0.00</b>	<b>289.14</b>	<b>2,715.17</b>	<b>90.38%</b>
	<b>Fund: 340 - Grant Fund Total:</b>	<b>0.00</b>	<b>3,004.31</b>	<b>0.00</b>	<b>289.14</b>	<b>2,715.17</b>	<b>90.38%</b>
<b>Fund: 745 - Municipal Court Fund</b>							
<b>Revenue</b>							
<a href="#">745-1000-351000</a>	Municipal Court	270,000.00	270,000.00	0.00	-2,875.00	-272,875.00	101.06 %
<a href="#">745-2650-351100</a>	Court Fines	0.00	0.00	0.00	1,367.00	1,367.00	0.00 %
	<b>Revenue Total:</b>	<b>270,000.00</b>	<b>270,000.00</b>	<b>0.00</b>	<b>-1,508.00</b>	<b>-271,508.00</b>	<b>100.56%</b>
<b>Expense</b>							
<a href="#">745-2650-521200</a>	Professional Services	87,000.00	87,000.00	0.00	10,500.00	76,500.00	87.93 %
<a href="#">745-2650-521350</a>	Software/Service Contracts	20,000.00	20,000.00	0.00	307.90	19,692.10	98.46 %
<a href="#">745-2650-521400</a>	Solicitor	66,000.00	66,000.00	0.00	0.00	66,000.00	100.00 %
<a href="#">745-2650-521500</a>	Public Defender	15,000.00	15,000.00	0.00	1,600.00	13,400.00	89.33 %
<a href="#">745-2650-521600</a>	Probation Services	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">745-2650-521800</a>	Security	12,000.00	12,000.00	0.00	2,272.50	9,727.50	81.06 %
<a href="#">745-2650-572000</a>	Payments To Other Agencies	60,000.00	60,000.00	0.00	4,329.04	55,670.96	92.78 %
	<b>Expense Total:</b>	<b>270,000.00</b>	<b>270,000.00</b>	<b>0.00</b>	<b>19,009.44</b>	<b>250,990.56</b>	<b>92.96%</b>
	<b>Fund: 745 - Municipal Court Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-20,517.44</b>	<b>-20,517.44</b>	<b>0.00%</b>
<b>Fund: 804 - Stonecrest URA</b>							
<b>Revenue</b>							
<a href="#">804-1000-381000</a>	Rents And Royalties	438,715.00	438,715.00	0.00	38,102.16	-400,612.84	91.32 %
<a href="#">804-1000-391010</a>	Transfer From General Fund	352,035.00	352,035.00	0.00	0.00	-352,035.00	100.00 %
	<b>Revenue Total:</b>	<b>790,750.00</b>	<b>790,750.00</b>	<b>0.00</b>	<b>38,102.16</b>	<b>-752,647.84</b>	<b>95.18%</b>
<b>Expense</b>							
<a href="#">804-1565-521200</a>	Professional Services	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00 %
<a href="#">804-1565-522000</a>	Repairs & Maintenance	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">804-1565-522130</a>	Custodial	50,000.00	50,000.00	0.00	16,116.66	33,883.34	67.77 %
<a href="#">804-1565-522140</a>	Landscaping	20,000.00	20,000.00	0.00	6,245.00	13,755.00	68.78 %
<a href="#">804-1565-531020</a>	Pest Control	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">804-1565-531240</a>	Utilities	70,000.00	70,000.00	0.00	13,268.12	56,731.88	81.05 %
<a href="#">804-9000-581000</a>	Debt - Principal	342,750.00	342,750.00	0.00	342,748.99	1.01	0.00 %
<a href="#">804-9000-582000</a>	Debt - Interest	201,500.00	201,500.00	0.00	0.00	201,500.00	100.00 %
	<b>Expense Total:</b>	<b>790,750.00</b>	<b>790,750.00</b>	<b>0.00</b>	<b>378,378.77</b>	<b>412,371.23</b>	<b>52.15%</b>
	<b>Fund: 804 - Stonecrest URA Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-340,276.61</b>	<b>-340,276.61</b>	<b>0.00%</b>
	<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-3,004.31</b>	<b>0.00</b>	<b>-962,790.04</b>	<b>-959,785.73</b>	<b>31,946.96%</b>

## Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - General Fund</b>						
Revenue	19,113,300.00	19,113,300.00	0.00	852,701.19	-18,260,598.81	95.54%
Expense	19,113,300.00	19,113,300.00	0.00	2,335,221.79	16,778,078.21	87.78%
<b>Fund: 100 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,482,520.60</b>	<b>-1,482,520.60</b>	<b>0.00%</b>
<b>Fund: 230 - ARPA American Rescue Plan 21</b>						
Revenue	2,480,294.00	2,480,294.00	0.00	0.00	-2,480,294.00	100.00%
Expense	2,480,294.00	2,480,294.00	0.00	161,556.63	2,318,737.37	93.49%
<b>Fund: 230 - ARPA American Rescue Plan 21 Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-161,556.63</b>	<b>-161,556.63</b>	<b>0.00%</b>
<b>Fund: 260 - Tree Bank Fund</b>						
Revenue	75,314.00	75,314.00	0.00	7,000.00	-68,314.00	90.71%
Expense	75,314.00	75,314.00	0.00	0.00	75,314.00	100.00%
<b>Fund: 260 - Tree Bank Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>0.00%</b>
<b>Fund: 275 - Hotel/Motel</b>						
Revenue	1,200,000.00	1,200,000.00	0.00	74,003.59	-1,125,996.41	93.83%
Expense	1,200,000.00	1,200,000.00	0.00	32,376.57	1,167,623.43	97.30%
<b>Fund: 275 - Hotel/Motel Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,627.02</b>	<b>41,627.02</b>	<b>0.00%</b>
<b>Fund: 300 - Capital Projects Fund</b>						
Revenue	12,749,700.00	12,749,700.00	0.00	0.00	-12,749,700.00	100.00%
Expense	12,749,700.00	12,749,700.00	0.00	77,278.86	12,672,421.14	99.39%
<b>Fund: 300 - Capital Projects Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-77,278.86</b>	<b>-77,278.86</b>	<b>0.00%</b>
<b>Fund: 321 - SPLOST II</b>						
Revenue	0.00	0.00	0.00	1,071,022.22	1,071,022.22	0.00%
<b>Fund: 321 - SPLOST II Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,071,022.22</b>	<b>1,071,022.22</b>	<b>0.00%</b>
<b>Fund: 340 - Grant Fund</b>						
Expense	0.00	3,004.31	0.00	289.14	2,715.17	90.38%
<b>Fund: 340 - Grant Fund Total:</b>	<b>0.00</b>	<b>3,004.31</b>	<b>0.00</b>	<b>289.14</b>	<b>2,715.17</b>	<b>90.38%</b>
<b>Fund: 745 - Municipal Court Fund</b>						
Revenue	270,000.00	270,000.00	0.00	-1,508.00	-271,508.00	100.56%
Expense	270,000.00	270,000.00	0.00	19,009.44	250,990.56	92.96%
<b>Fund: 745 - Municipal Court Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-20,517.44</b>	<b>-20,517.44</b>	<b>0.00%</b>
<b>Fund: 804 - Stonecrest URA</b>						
Revenue	790,750.00	790,750.00	0.00	38,102.16	-752,647.84	95.18%
Expense	790,750.00	790,750.00	0.00	378,378.77	412,371.23	52.15%
<b>Fund: 804 - Stonecrest URA Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-340,276.61</b>	<b>-340,276.61</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-3,004.31</b>	<b>0.00</b>	<b>-962,790.04</b>	<b>-959,785.73</b>	<b>31,946.96%</b>

## Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - General Fund	0.00	0.00	0.00	-1,482,520.60	-1,482,520.60
230 - ARPA American Rescue Plar	0.00	0.00	0.00	-161,556.63	-161,556.63
260 - Tree Bank Fund	0.00	0.00	0.00	7,000.00	7,000.00
275 - Hotel/Motel	0.00	0.00	0.00	41,627.02	41,627.02
300 - Capital Projects Fund	0.00	0.00	0.00	-77,278.86	-77,278.86
321 - SPLOST II	0.00	0.00	0.00	1,071,022.22	1,071,022.22
340 - Grant Fund	0.00	-3,004.31	0.00	-289.14	2,715.17
745 - Municipal Court Fund	0.00	0.00	0.00	-20,517.44	-20,517.44
804 - Stonecrest URA	0.00	0.00	0.00	-340,276.61	-340,276.61
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-3,004.31</b>	<b>0.00</b>	<b>-962,790.04</b>	<b>-959,785.73</b>



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: City of Stonecrest 2022 Annual Audit**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** Tara Graves, Mayor Pro Tem

**PRESENTER:** Tabb & Tabb, LLC

**PURPOSE:** Click or tap here to enter text.

**FACTS:** This will be an update of the 2022 Annual Audit Report.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approve Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: DeKalb County Schools – Student Assignment Project (SAP)**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION**     **PUBLIC HEARING**     **CONSENT AGENDA**     **OLD BUSINESS**  
 **NEW BUSINESS**     **OTHER, PLEASE STATE:** Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE**     **RESOLUTION**     **CONTRACT**     **POLICY**     **STATUS REPORT**  
 **OTHER, PLEASE STATE: Presentation**
- 

**ACTION REQUESTED:**  **DECISION**     **DISCUSSION**,     **REVIEW**, or     **UPDATE ONLY**

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** Terry Fye, District 2 Councilmember

**PRESENTER:** Terry Fye, District 2 Councilmember & Thurman J. Green III, DeKalb County School District

**PURPOSE:** To provide the mayor, council and the City of Stonecrest with a presentation on the school’s district plan surrounding enrollment.

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Discussion only Click or tap here to enter text.

**RECOMMENDED ACTION:** Discussion only Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

**SUBJECT: IGA for Execution City of Lithonia Law Enforcement Services**

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS
- NEW BUSINESS     OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT
- OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

**Previously Heard Date(s):** 02/23/25 & [Click or tap to enter a date.](#)

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** [Click or tap to enter a date.](#)

**SUBMITTED BY:** Tanisha Boynton, Procurement Manager / Procurement Official

**PRESENTER:** Tanisha Boynton, Procurement Manager / Procurement Official

**PURPOSE:** InterGovernmental Agreement contract between the City of Lithonia and the City of Stonecrest for Law Enforcement Services for the City of Stonecrest Buildings, Properties, and Events.

**FACTS: Solicitation:** The City of Stonecrest entered into an InternGovernmental Agreement (IGA) with the City of Lithonia for law enforcement services for the City of Stonecrest buildings, properties, and events for a not to exceed amount of \$75,000.00 for the purchase vehicle and \$55.00 hourly rate for police officer. The original term of the agreement was for a period of five (5) month, one (1) year period ending December 31, 2025. To address the continuing need for these services, we are seeking authorization to enter into a new IGA with the City of Lithonia. This agreement shall be for an initial one (1) year term, and shall automatically renew for four (4) additional, one (1) year renewal periods. We are seeking authorization to proceed with the execution of a new IGA agreement with the City of Lithonia to continue receiving law enforcement services. The GL Account Numbers are 100-1565-521800, 100-6210-52180 and 100-2650-57200, Security.

**OPTIONS:** Approve, Deny, Defer [Click or tap here to enter text.](#)



## CITY COUNCIL AGENDA ITEM

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**RECOMMENDED ACTION:** Approve Staff is recommending approval to enter into a new IGA agreement with the City of Lithonia to maintain law enforcement services needed for the City's buildings, properties and events.

### **ATTACHMENTS:**

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Construction Agreement and Easement for Electric Vehicle Charging Stations**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: [Click or tap here to enter text.](#)
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: MOA with GDOT
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** [Click or tap here to enter text.](#) & [Click or tap to enter a date.](#)

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** [Click or tap to enter a date.](#)

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**SUBMITTED BY:** Hari Karikaran, PE, City Engineer

**PRESENTER:** Michael McCoy, Deputy City Manager & Hari Karikaran, City Engineer

**PURPOSE:** To approve a Georgia Power Construction related Agreements for Electrical Chargers at 4929 Browns Mill Road

**FACTS:** On September 22, 2025, staff presented plans for installation of Electrical Chargers at 3120 Stonecrest Blvd (City Hall Parking Lot) and 4929 Browns Mill Road (Browns Mill Aquatic Center). City Council approved installation of Electrical Chargers at both locations. Georgia Power is seeking construction related agreements for 4929 Browns Mill Road. 3120 Stonecrest Blvd property is owned by Urban Redevelopment Agency of City of Stonecrest. 4929 Browns Mill Road property is owned by the City of Stonecrest. Electrical charges are installed at no cost to the City of Stonecrest.

**OPTIONS:** Approve, Deny, Defer    N/A

**RECOMMENDED ACTION:** Approve Staff recommends approval of construction related agreements with Georgia Power for construction of Electrical Chargers at 4929 Browns Mill Road.



## CITY COUNCIL AGENDA ITEM

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### **ATTACHMENTS:**

- (1) Attachment 1 - 4929 Browns Mill Road Georgia Power Agreements 03 09 2026
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**Release for Construction Agreement**

Underground Electrical Service

Version 1.8 (9/28/15)

Georgia Power Company

To release c/o Stonecrest Aq Center 4929 Browns Mill Rd Stonecrest **for construction, all** of the following items must be verified complete, this form signed and returned to the address below:

The Underground Distribution Construction Agreement has been signed by the Customer / Developer.

N/A The \$1200.00 per service point underground service fee (where applicable) and any other CIAC has been paid.

The easement has been signed and properly witnessed by the Property Owner.

Lot Corners have been marked on the curb with paint in lieu of permanent property pins.

Clearance behind the curb or from the edge of pavement/roadway of 12 feet is level with curb and free from obstructions and within three (3) inches of final grade.

Sewer laterals, water lines and any other privately-owned facilities are adequately located and plainly marked.

Paving and curbing or final grading, as applicable is complete.

Removal of unforeseen obstructions and supply of suitable backfill material,

**A)** will be provided by the Developer / Customer. The Developer / Customer agrees to remove rock and have suitable backfill available during construction while ensuring there are no construction delays.

**-or-**

**B)** will be provided for by Georgia Power crews / contractors. The Developer / Customer may be billed for any additional charges that GPC incurs for the rock removal and select dirt for backfill charged to Georgia Power if actual costs exceed cost allowances.

Erosion, Sedimentation, and Pollution Control Plan. The Developer's Storm Water Pollution Prevention Plan (SWPPP) is in place and available for review. A certification Statement is available for GPC or its subcontractor to sign on the Developer's SWPPP. This project:

**A)** requires a Notice of Intent (NOI) and a copy, with the permit number, is enclosed. The owner/developer agrees to provide a copy of the Notice of Termination (NOT) when filed.

**-or-**

**B)** will not have land disturbance activities totaling more than one (1) acre of land in the common development or it will not trigger any other requirements of the *Georgia Water Quality Control Act*.

The property owner / developer approves the distribution design and lighting represented on GPC's construction print.

Emergency and Standby Generation will be installed on-site:  **No**  **Yes** – if yes, then the installation must meet requirements as stated in GPC Distribution Bulletin 18-23, and the application referenced below must be completed.

The Application for Emergency and Standby Generation Installation & Operation document has been completed and returned to a GPC Engineer or Key Account Manager.

GPC scheduling meetings are usually held weekly. After being released for construction, the job will be scheduled and the Customer / Developer will be notified of the proposed start date.

Signed: \_\_\_\_\_

Developer: \_\_\_\_\_



## Underground Distribution Construction Agreement

**PROJECT / CUSTOMER:** City of Stonecrest - Aquatic Center

**LOCATION:** 4929 Browns Mill Rd Stonecrest Ga 30038

**DEVELOPER / CUSTOMER:** \_\_\_\_\_

**AREA OF CONSTRUCTION:** Per attached Exhibit A

Customer / Developer does hereby attest that the above referenced area of construction in which underground electric distribution facilities are to be installed is clear of all obstructions; that all property lines, where required, are clearly marked and that the area is finished to a grade which shall not change more than three (3+/-) inches of the final grade.

Georgia Power Company, it's employees, and contractors working on this project are hereby released from all claims due to damage of underground facilities that have not been located in the field and that are not covered by the "Utilities Protection Act of Georgia".

Customer / Developer does hereby agree to bear any and all costs to alter the installed underground electric distribution facilities as a result of grade changes or Developer design changes.

Customer / Developer shall be responsible for providing Georgia Power Company a clear unpaved route where underground electric distribution facilities can be installed. If this area is paved and conduit has not been installed, before Georgia Power Company facilities are installed the Developer shall be responsible for opening and re-paving the area required by Georgia Power Company.

Customer / Developer shall be responsible to communicate with contractors and subcontractors warning them of underground electric distribution facilities in the area and for notifying the Georgia Power Company by calling the Utilities Protection Center at GA 811 at least three (3) working days in advance to locate underground electric distribution facilities before digging or grading in the vicinity of installed underground electrical facilities. If Georgia Power Company is not notified, and the underground electric distribution facilities are damaged, then the Developer shall bear the cost of repairs.

Should underground electric distribution facilities become damaged in any way, Customer / Developer will notify the Georgia Power Company at phone #1-888-660-5890 and the Utilities Protection Center at GA 811.

Developer will establish and maintain the appropriate clearances for the transformer(s) on this site per Georgia Power Company Distribution Specification GUK-00.5003, dated 2/7/07. Electric service will not be provided until this specification is satisfied.

Georgia Power Company is not responsible for any damages to locks, gates, fences, walls, vehicles, equipment, trees, landscaping, sidewalks, or any other items that inhibit Georgia Power's access to the poles, cables, transformers, metering, or other equipment serving this site. This includes routine or emergency access of all equipment and personnel.

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME / TITLE / COMPANY:** \_\_\_\_\_  
 \_\_\_\_\_



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## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Request to Approve Safety Policy**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Grant application approval
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** Keira Drane, Grants Administrator

**PRESENTER:** Reginald Powell, Facilities Operations Manager

**PURPOSE:** Introducing policy to Council

**FACTS:** The purpose of this policy is to provide a safe and healthy workplace for all employees, residents, and visitors. The City of Stonecrest is committed to preventing accidents, injuries, and occupational illnesses through effective safety practices, training, and compliance with federal, state, and local regulations.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approve Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Safety Policy
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

---

- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

# City of Stonecrest Safety Policy

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## Policy Statement

The City of Stonecrest is committed to maintaining a safe, secure, and healthy work environment for all employees, contractors, tenants, and visitors. While administrative operations present fewer physical hazards than field or industrial work, risks such as ergonomic strain, fire hazards, workplace security, and emergency events still exist. The City prioritizes prevention, awareness, and compliance with applicable federal, state, and local regulations to safeguard the well-being of everyone who works in or visits City facilities.

---

## Purpose

The purpose of this policy is to provide a safe and healthy workplace for all employees, residents, and visitors. The City of Stonecrest is committed to preventing accidents, injuries, and occupational illnesses through effective safety practices, training, and compliance with federal, state, and local regulations. This policy establishes procedures and expectations to:

- Prevent workplace injuries and illnesses in office and administrative environments.
  - Ensure compliance with federal, state, and local workplace safety standards.
  - Promote a culture of health, safety, and security awareness.
  - Prepare for and respond effectively to workplace-related emergencies.
- 

## Scope

This policy applies to all City of Stonecrest employees, elected officials, contractors, interns, volunteers and any individuals performing work on behalf of the City of Stonecrest. It also applies to tenants and visitors at all administrative offices and facilities.

---

## **Responsibilities**

### **City Manager**

- Provides leadership and allocates resources to ensure compliance with State and local safety programs
- Appoints the Safety Committee and designates the City Safety Coordinator

### **Department Directors & Supervisors**

- Enforce safety rules within their departments
- Ensure employees receive required safety training
- Conduct regular inspections of work areas
- Ensure corrective actions are taken when unsafe conditions are identified

### **Safety Committee**

- Is appointed by the City Manager and includes departmental representatives, Human Resources/Risk Management, and the designated Safety Coordinator
- Meets at a minimum quarterly to review incidents and recommend corrective actions
- Conducts a minimum of one (1) documented safety meeting or training per quarter
- Partners with HR/Risk Management host employee safety training
- Reviews training effectiveness and regulatory updates

### **Facilities Department**

- Conducts a minimum of two (2) documented Safety Self-Inspections per year, at least one every six (6) months at all City owned facilities
- Plan and schedule all annual safety equipment and facility inspections

### **Human Resources / Risk Management**

- Maintains official safety documentation and records.
- Coordinates training programs (CPR, First Aid, Active Threat, Bloodborne Pathogens, etc.).
- Tracks and reports workplace injuries to Insurance carrier and workers comp if applicable
- Maintains documentation required for safety grant and loss control compliance

### **Employees / Contractors / Visitors**

- Follow all safety procedures and training.
  - Report unsafe conditions immediately.
  - Wear required PPE when applicable.
- 

### **Administrative Workplace Safety Rules**

- Maintain proper workstation ergonomics.
  - Keep work areas clean and free of hazards
  - Prohibit horseplay and unsafe conduct.
  - Keep exits clear and participate in fire drills
  - Use extension cords properly; avoid trip hazards.
  - Report unsafe conditions immediately to supervisors or HR/Risk Management
  - Operate only authorized equipment or vehicles
  - Wear required PPE such as safety glasses, gloves, or vests
- 

### **Emergency Preparedness Plan**

- Emergency procedures are coordinated with DeKalb Emergency Management Agency (DEMA) as appropriate
  - Evacuation routes and maps posted in all facilities
  - Fire extinguishers are inspected monthly and serviced annually
  - Safety drills are conducted at least annually and documented by the Safety Committee
  - Alarm systems and emergency communication procedures established
  - Designated assembly points identified for all facilities
- 

### **Hazard Communication Program**

- Safety Data Sheets or “SDS Book” are maintained and accessible to all employees.
  - All containers labeled per GHS (Globally Harmonized Systems) standards. This aligns with classification and labeling of chemicals with warning labels.
  - Applicable Employees are trained on chemical hazards at hire and annually.
  - Non-routine task procedures documented and communicated.
  - Contractors required to share SDS for chemicals brought onsite.
-

## **Personal Protective Equipment (PPE) provides examples**

- Hazard assessments conducted and documented.
  - Applies to employees with occupational exposure (first aid, janitorial, maintenance)
  - PPE provided at no cost and maintained in good condition.
  - Employees trained on selection, use, and care of PPE
  - Supervisors ensure PPE use and compliance
- 

## **Seat Belt Usage**

- The City of Stonecrest maintains a Fleet Policy section 12 “Mandatory Seat Belt Usage”. Mandatory Seat Belt Usage requires all employees, officials, contractors, volunteers, and any person conducting City business to wear seat belts at all times when operating or riding in City-owned, leased, or rented vehicles or equipment equipped with seat belts
  - Failure to comply may result in disciplinary action
- 

## **Recordkeeping and Reporting**

- Safety Records are retained for at least five (5) years by HR/Risk Management
  - Safety Incident reports are documented by Supervisors, Human Resources /Risk Management and submitted to the city’s insurance carrier and or workers comp if warranted.
- 

## **Training Requirements**

- New hires receive safety orientation within 60 days, based on job duties
  - A minimum of one (1) documented safety meeting or training is conducted per quarter
  - Annual refresher training conducted by Safety Committee/HR/Risk Management
  - Additional training provided as regulations or hazards change and certifications expiration
-

## **Policy Compliance and Enforcement**

Failure to follow this policy may result in disciplinary action. Contractors must comply with City Safety Policy requirements. Unsafe work may be suspended until corrected.

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## **Review and Documentation**

This policy is reviewed at least annually by the Safety Committee and HR/Risk Management to ensure compliance with current, state, and local requirements. Documentation of reviews and updates is retained for at least three (3) years.

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## **Safety Committee Structure**

The Safety Committee consists of departmental representatives, one HR member, and the Safety Coordinator. Committee members are appointed by the City Manager. The committee host, reviews incidents, training effectiveness, and regulatory updates.

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## **Definitions**

HR – Human Resources

EPP - Emergency Preparedness Plan

SDS - Safety Data Sheets

PPE - Personal Protective Equipment

DEMA - Dekalb Emergency Management Association

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**Effective Date:** [Insert Date]  
**Approved By:** City of Stonecrest Council

**Signatures:**

**Mayor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Fleet Policy Amendment**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** Reginald Powell, Facilities Operation Manager

**PRESENTER:** Reginald Powell, Facilities Operation Manager

**PURPOSE:** Amend section 12.0 of the current Fleet Policy to include the Mandatory Seat Belt Usage Section

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Discussion only Click or tap here to enter text.

**RECOMMENDED ACTION:** Discussion only Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Amended Fleet Policy with updated section 12.0
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



## City of Stonecrest Fleet Policy

It is the policy of the City of Stonecrest ("City") to promote cost-effective vehicle management through efficient acquisition, operation, maintenance, disposal and recordkeeping.

### 1.0 **Purpose**

This policy establishes guidelines, responsibilities and procedures to ensure proper acquisition, operation, maintenance, disposal and recordkeeping for all vehicles operated by the City of Stonecrest. The City Manager has designated the Facility Operations Manager or their designee to perform the duties of Fleet Management to ensure accountability and operational efficiency.

### 2.0 **Persons Affected**

All elected officials and Employees of the City of Stonecrest. This policy does not include temporary employees.

### 3.0 **Definitions**

- 3.1 Authorized Driver means an elected official or an Employee, except temporary Employees who have been vetted by the City Manager.
- 3.2 Cost-benefit analysis means an assessment of various alternatives to compare their costs versus benefits.
- 3.3 Employee means an elected official, appointed officer or staff personnel with the City of Stonecrest.

- 3.4 Fuel Card PIN means the six (6) digit numerical Personal Identification Number (PIN) selected by the Employee for use with the fuel card.
- 3.5 The Facility Operations Manager is housed within the Parks & Recreation Department and the Department Director may designate additional Parks & Recreation personnel to assist with Fleet Management.
- 3.6 Stonecrest Vehicle means a motor vehicle or trailer for which the City of Stonecrest holds title or registration. This includes vehicles that were obtained through lease, purchase, donation, forfeiture or surplus. The City of Stonecrest vehicles display the City of Stonecrest logo and have a governmental license plate.
- 3.7 Agile Fleet Management is the program the City has chosen to regulate and monitor vehicle use for maintenance and inventory purposes.
- 3.8 GPS refers to the record retention and asset tracking devices that are installed in all City of Stonecrest vehicles. The GPS units are active 24 hours per day and for the benefit of safety, budgeting efficiency and asset protection are constantly collecting vehicle data relative to fuel consumption, miles driven, speed and braking conditions, driving history and location.

#### **4.0 Responsibilities**

- 4.1 The Facility Operations Manager is responsible for:
- 4.1.1 Managing and overseeing all agency vehicles (including inventory, use, repair, and maintenance) and the issuance and use of fuel cards.
  - 4.1.2 Providing training for the use of the City's vehicle program, Agile Fleet Management, and WEX, the City's gas cards, and the creation of individual accounts for Authorized Drivers;
  - 4.1.3 Serving as the liaison for accounting and maintenance of vehicles used by the City of Stonecrest.
  - 4.1.4 Ensuring that the City of Stonecrest is in compliance with fleet requirements set forth under state law.
  - 4.1.5 Approving, denying, or revoking an Employee's authorization to drive a city vehicle based on the individual's motor vehicle report (i.e., driving record). The City Manager or Finance Director may also revoke an Employee's status as an Authorized Driver.
  - 4.1.6 Acquire vehicles utilizing all acquisition methods as described

in the City's Purchasing Policy, (even when payment is not required), including, but not limited to, the following:

- 4.1.6.1 Donation;
- 4.1.6.2 Surplus property procedures;
- 4.1.6.3 Sponsored projects and similar contractual processes.
- 4.1.7 Disposing of existing vehicles in accordance with State of Georgia and the City of Stonecrest surplus property procedures.
- 4.1.8 Ensuring that all of the information for new vehicles is entered into Agile Fleet Management before any use by Authorized Driver's. This includes purchasing and installing any wiring harnesses or GPS modules, and all City identifiers have been labeled and assigned in the system. The Department will complete an annual audit of the records for all vehicles in the system.
- 4.1.9 Accounting for assigned Stonecrest Vehicles and fuel cards.
- 4.1.10 Maintaining and repairing Stonecrest Vehicles in accordance with the City of Stonecrest's and manufacturer's guidelines, (including vehicle inspection requirements) and compiling the maintenance and repair history to the Fleet records sharepoint drive on a quarterly basis.
- 4.1.11 Ensuring that all Authorized Drivers complete an inspection report.

The Department designee is responsible for completing the maintenance and reconciliation of monthly mileage reports no later than the tenth workday of the following month.

- 4.1.12 Ensuring that all new vehicles have proper registration, tags and insurance and updating all Fleet vehicles for proper registration, tags and insurance on an annual basis.
- 4.2 The City Manager and Department Directors are responsible for:
  - 4.2.1 Submitting Employee names to the Facility Operations Manager for consideration to become an Authorized Driver. Names will be submitted from Human Resources upon hiring via signed MVR Report Form, or as requested by the

Department Director.

- 4.2.2 Authorized Drivers are responsible for: Operating Stonecrest Vehicles in a safe and courteous manner.
- 4.2.3 Ensuring assigned Stonecrest Vehicles are returned with adequate fuel at the end of the reserved period. Adequate fuel means at least one quarter (1/4) of fuel remaining in the vehicle.
- 4.2.4 Returning the keys to the lockbox at the conclusion of a day's use. All keys retained at City Hall must have keys placed in the Fleet lockbox daily. Keys for Operations or Parks & Recreation vehicles will be returned to the lockbox onsite daily.
- 4.2.5 Completing an inspection report and submitting it to the Authorized Driver's department or program's vehicle coordinator.
- 4.2.6 Notifying the Facility Operations Manager of any changes to the Authorized Driver's driving status including but not limited to: traffic warnings; traffic tickets; driver's license suspensions; driver's license revocations; and any other motor vehicle-related citations.
- 4.2.7 Reporting any vandalism, theft, accidents, damages losses, or any problems that occur to assigned vehicles.

## **5.0 Financial Responsibility**

- 5.1 The Department Director is responsible for ensuring the proper use of vehicles by Authorized Drivers in their department.
- 5.2 The Authorized Driver is responsible for paying all traffic and parking fines incurred during the use of a Stonecrest Vehicle. Unauthorized use of a Stonecrest Vehicle or fuel card or failure to follow policies and guidelines may result in disciplinary action, up to and including termination of employment or prosecution.
- 5.3 The Authorized Driver is also responsible for the vehicle keys that are lost or stolen while in the employee's possession. If keys cannot be returned by the Authorized Driver within 24 hours of demand by the City, the Authorized Driver will reimburse the City for the cost of a replacement FOB in the amount it cost to replace keys from the dealership. This cost from the dealership is the responsibility of the employee up to \$500.
- 5.4 Any of the instances below will result in the costs being assumed by the

Authorized Driver. The City does not assume liability or expense incurred by Authorized Drivers resulting from:

- 5.4.1 Unauthorized or prohibited use of a Stonecrest Vehicle;
- 5.4.2 Improper use of a fuel card;
- 5.4.3 Towing, storage or impound charges resulting from an improper parking violation;
- 5.4.4 Damage, mechanical failure, or losses incurred to a Stonecrest Vehicle resulting from driver negligence;
- 5.4.5 Misuse including, but not limited to, personal use, abuse or use of a Stonecrest Vehicle while impaired.
- 5.4.6 If a City vehicle is smoked in or requires additional cleaning because of misuse, the user shall be responsible for the actual cost of cleaning and detailing the vehicle, up to \$500.

## **6.0** Authorized Drivers

**6.1** Prior to operating a city vehicle, an Authorized Driver must complete and submit to the Facility Operations Manager and Human Resources, a City of Stonecrest's Driver Acknowledgement Form, and complete the fleet vehicle training. Completion indicates the individual is an authorized driver.

**6.1.1** Possesses a valid Georgia driver's license and be at least 18 years of age.

**6.1.2** Agree to authorized driver expectations, and responsibilities as discussed in the vehicle training.

**6.1.3** Agrees to use vision correction measures, if applicable, while operating a Stonecrest Vehicle.

**6.1.4** Agrees to utilize the City's Agile Fleet Management Reservation Program for EVERY use of a City vehicle. Vehicle use is documented daily, and keys must always be returned to the rental location's Kiosk or Lock Box.

**6.1.5** Agrees to timely report any ticket or warning received while operating any motorized vehicle but must report any ticket or warning received while operating a city vehicle immediately.

**6.1.6** Has no more than six (6) points on their vehicle report.

- 6.1.7 Has not had an “at fault” accident in the previous three (3) years.
- 6.1.8 Has not received charges or convictions within the previous three (3) years and has no pending charges for any of the following offenses:
  - 6.1.8.1 Driving under the influence (known as “driving while intoxicated” in some states).
  - 6.1.8.2 Refusing to take a test for intoxication (including, but not limited to, breath, blood or other sobriety tests). Or taking a test and receiving an inconclusive result.
  - 6.1.8.3 Leaving the scene of an accident.
  - 6.1.8.4 Driving aggressively or exceeding the speed limit by more than nineteen (19) miles per hour.
- 6.2 The Facility Operations Manager must check the motor vehicle record of any Employee applying to become an Authorized Driver. Accordingly, an Employee seeking to become an Authorized Driver must authorize the Georgia Department of Driver Services to release the Employee’s motor vehicle record (MVR) to the Facility Operations Manager as authorized by the City Manager’s Office. Authorization is given by the Employee completing Driver Services’ Request for Motor Vehicle Report (DDC-18).
  - 6.2.1. The Facility Operations Manager must check Authorized Drivers’ MVRs annually.
  - 6.2.2. Failure to consent to the MVR check will make an Employee ineligible to become or remain an Authorized Driver.
- 6.3 A change to an Authorized Driver’s status, such as receiving a traffic ticket or warning or losing the ability to hold a driver’s license must be reported immediately to the Authorized Driver’s immediate supervisor. The Facility Operations Manager will review the changes and decide whether the Employee’s status as an Authorized Driver should be revoked.
  - 6.3.1 The Facility Operations Manager will notify the relevant department head and the driver of the decision in writing.
  - 6.3.2 If the decision is made to revoke, documentation will be placed in the revoked Authorized Driver’s file as well as the individual personnel file in Human Resources after and the City Manager

will be notified of the final decision.

6.4 Authorized Drivers are subject to random drug testing.

6.4.1 Costs associated with drug testing will be the responsibility of the Human Resources department.

6.4.2 A failed drug test will immediately terminate an Employee's status as an Authorized Driver. A failed drug test cannot be appealed without a documented medical reason for a re-test.

6.4.3 An Employee who has failed a drug test or receives inconclusive results may be subject to disciplinary action, up to and including termination of employment.

6.5 Use of Reservation System

The City has adopted the use of Agile Fleet Management for the purposes of maintaining vehicle inventory, regulating maintenance and ensuring safety for all users. An Authorized Driver who is required to use a City Vehicle on a daily basis may reserve the same vehicle for their use up to one month in advance. Keys must still be returned daily.

6.6 Fleet Management Data Collection

6.6.1 The Authorized Driver acknowledges with the signing of this Policy that they are aware City of Stonecrest vehicles are equipped with GPS systems.

6.6.2 The Fleet GPS and vehicle computers are tied into the City's Fleet Management System and vehicle use, location, mileage, fuel consumption and other data is collected instantly while city vehicles are in use.

6.6.3 Information is collected for the proper tracking and recording of city vehicles to ensure proper maintenance and care of city property.

6.6.4 The City does not monitor vehicle use, however, the Fleet Management System is equipped with the ability to send alerts for excessive speeding, constant hard braking and long idle times, as well as vehicle use that occurs when a vehicle has not been properly checked out.

6.6.5 These reports will be reviewed on a regular basis by the Facility

Operations Manager and any excessive alerts will be sent to the Authorized User's Department Head and City Manager. Excessive speeding, hard braking, idling or use without a reservation may result in the loss of Authorized Driver status and/or employee disciplinary action.

## **7.0 Authorized Use of Stonecrest Vehicles**

- 7.1** Use of Stonecrest Vehicles to Authorized Drivers is to be used to perform official City business only.
- 7.2** Authorized Drivers must observe all traffic laws and proper driving etiquette.
- 7.3** Authorized Drivers may travel to eateries for lunch meetings in the role of performing City business, and Authorized Drivers may purchase food for meals, including using a drive-thru, while in the course of performing City business. However, food may not be eaten while driving a City vehicle, food must be taken back to the office or other locations for consumption.
- 7.4** Authorized uses of Stonecrest Vehicles include:
- 7.4.1** Travel between the place from where the Stonecrest Vehicle is dispatched and the place where the official City business is performed;
  - 7.4.2** Each person riding in a City Vehicle must be participating in official City business;
  - 7.4.3** Transport of materials, supplies, parcels, luggage and other items belonging to or serving the interests of the City; and
  - 7.4.4** Transport of any person or item in the event of a declared emergency.
- 7.5** In addition to the uses listed in Section 7.3, authorized uses of Stonecrest Vehicles when in official travel status include:
- 7.5.1** Travel between the place of City business and/or the place of temporary lodging; and
  - 7.5.2** Any of the following when on official travel status and the distance is not reasonable for walking:
    - 7.5.2.1** Dining establishments.
    - 7.5.2.2** Places to obtain medical assistance, including drug stores.

7.5.2.3 Dry cleaners and laundromats.

7.5.2.4 Similar places required to sustain the health, welfare or efficient performance of the Authorized Driver, excluding places of entertainment.

7.6 The City Manager or designee will approve all authorized drivers for take home vehicle use. This section establishes requirements for authorizing employees to take city-owned vehicles home to travel between their home and work site(s) with the intent to limit the number of take-home vehicle assignments. A Stonecrest vehicle may be driven to an Authorized Driver's home after work hours under the following circumstances:

7.6.1 The Authorized Driver must be on approved travel status with prior take-home vehicle approval from the City Manager or designee.

7.6.2 The Authorized Driver travels to different work sites as a part of routine duties.

7.6.3 The Authorized Driver will suffer great inconvenience by having to pick up or drop a vehicle off at his or her office at the beginning or end of a workday during which the Authorized Driver has used the vehicle in an authorized manner.

7.6.4 The authorized driver who is responsible for responding to emergency situations to protect life and property.

## **8.0 Service Animals**

8.1 In accordance with the provisions with the Americans with Disabilities Act (ADA), service animals shall be permitted in Stonecrest Vehicles under the following conditions:

The Authorized Driver may be asked by the Facility Operations Manager to answer the following questions to determine if the animal is a service animal: (a) is the service animal required because of a disability? and (b) what work or task has the service animal been trained to perform?

8.1.1 The service animal must be kept in a secure crate or transport container while the Stonecrest Vehicle is in motion.

**9.0 Unauthorized Use of Vehicles**

- 9.1 Unauthorized use or misuse of a Stonecrest Vehicle includes, but is not limited to the following:
  - 9.1.1 Use by unauthorized personnel;
  - 9.1.2 Driving violations committed by the Authorized Driver;
  - 9.1.3 Any personal use by the Authorized Driver;
  - 9.1.4 Use of a wireless device, other than a hands-free device, while operating a Stonecrest Vehicle;
  - 9.1.5 Smoking or use of any form of tobacco in or within twenty (20) feet of a Stonecrest Vehicle;
  - 9.1.6 Use of alcohol or any illicit substance use in a Stonecrest Vehicle or while operating a Stonecrest Vehicle;
  - 9.1.7 Travel to attend a sporting or entertainment event, including hunting and fishing, that is not in the service of the City;
  - 9.1.8 Off-road use that is not in the service of the City;
  - 9.1.9 Travel and tasks that are beyond a vehicle's rated capacity and/or hauling more persons than the vehicle capacity allows;
  - 9.1.10 Towing vehicles or trailers, unless a vehicle is designed and designated for that specific purpose;
  - 9.1.11 Travel to engage in soliciting votes; and
  - 9.1.12 Unauthorized extension of the period that a Stonecrest Vehicle is in the Authorized Driver's possession.
  - 9.1.13 Transport of:
    - 9.1.13.1 Anyone to restaurants, cafes, drug stores or other places when not in the service of the City or another authorized use;
    - 9.1.13.2 Relatives, friends, associates and other persons who are not Employees of the City if transport is not serving the interest of the City;
    - 9.1.13.3 Hitchhikers

- 9.1.13.4 Cargo that is unrelated to official City business;
  - 9.1.13.5 Any item or equipment projecting from the side, front or rear of a vehicle in a way that obstructs safe driving or creates a hazard to pedestrians or other vehicles;
  - 9.1.13.6 Political campaign literature or matter or any person or persons soliciting votes in any election; and
  - 9.1.13.7 Acids, explosives, weapons, ammunition and highly flammable material, except by the Operations team performing specific duties for the City, or specific authorization from the City Manager or their designee or in a declared emergency.
- 9.2 When in doubt about whether a specific use is authorized, the decision of the Authorized Driver must be based on whether the use would serve the interest of the City (rather than the driver or others) and would be defensible in the event of questions from the public, a higher government authority or an auditor.

## **10.0 Fuel Cards.**

- 10.1 Each vehicle is assigned a fuel card that must always remain in the console or glovebox. Each Authorized Driver selects their own personal identification number (PIN). An Authorized Driver can only use his or her assigned PIN.
- Sharing a Fuel Card PIN Is strictly prohibited.
- 10.2 Except in described in Section 9.4 below, the fuel card must be used only at fuel stations where it is accepted. If a service station refuses to honor the card, the Authorized Driver must make reasonable efforts to locate a fuel station that will honor it.
- 10.3 When refueling a City vehicle with a fuel card, the Authorized Driver must follow the proper procedures, which include entering the assigned Fuel Card PIN and the vehicle's current odometer reading.
- 10.4 The City does not reimburse for cash or personal credit card purchases of fuel for City vehicles. However, if a driver cannot access a fuel station that honors the fuel card, the City Manager or their designee has the authority to approve reimbursement.

- 10.5 Fuel cards may be used to purchase gas for City purposes for use in City owned mowers, tractors, generators or fuel cans. When this is done, the user must enter a personal PIN, and designate gas cans with a number five (5), and other City equipment with a number ten (10), in place of the milage.
- 10.6 If the Authorized Driver loses the fuel card or finds that the fuel card is missing from the vehicle, they must immediately notify the Facility Operations Manager.
- 10.7 Fuel cards cannot be used to purchase:
- 10.7.1 Fuel for non-City vehicles; and
- 10.7.2 Food, candy, beverages or similar items; Fuel card use violations will subject the offending Authorized Driver to disciplinary action, up to and including termination of employment or prosecution.

## **11.0 Vehicle Cleanliness**

- 11.1 Eating food in Stonecrest Vehicles is prohibited, however, drinking bottled water is allowed;
- 11.2 Stonecrest Vehicles must be kept clean at all times;
- 11.3 Authorized Drivers must remove litter from Stonecrest Vehicles after each use;
- 11.4 Authorized Drivers are responsible for ensuring the assigned Stonecrest Vehicle is washed and the interior cleaned by using an authorized car wash vendor (the interior is the responsibility of the Authorized Driver of record);
- 11.4.1 Authorized Drivers must identify themselves as City of Stonecrest Employees.
- 11.5 If an Authorized Driver repeatedly returns Stonecrest Vehicles that are not clean, the Authorized Driver may lose the right to use a Stonecrest Vehicle.

## **12.0 Mandatory Seat Belt Usage**

- 12.1 All City of Stonecrest employees, Elected officials, Contractors, interns, and volunteers. Any individual conducting official City business must wear seat belts at all times.

- 12.2 Seat belts must be worn by drivers and passengers when operating or riding in any: city-owned vehicle, leased or rented vehicle used for City business, personally owned vehicle used for City business; construction or maintenance equipment equipped with seat belts
- 12.3 Seat belts must be worn properly and may not be altered, disabled, or Bypassed
- 12.4 No vehicle or equipment may be operated unless all occupants are properly restrained

### 13.0 **Driver Safety**

- 13.1 Authorized Drivers and passengers must properly use all available safety devices, including safety belts, and follow all of the vehicle manufacturer's safety guidelines.
- 13.2 Authorized Drivers must always:
  - Begin each day by filling out the Daily Vehicle Checklist before driving. A notebook will be maintained in every vehicle with a daily checklist that must be completed and signed prior to each use;
  - 13.2.1 Turn off and lock Stonecrest Vehicles when left unattended;
  - 13.2.2 Park Stonecrest Vehicles in well-lit areas at night or in populated areas during the day;
  - 13.2.3 Remove from view, valuables that are inside the Stonecrest Vehicle when it is left unattended; and
- 13.3 Check for items left in Stonecrest Vehicles before returning them to City Hall, or to the Facility Operations Manager. Authorized Drivers must always report acts of vandalism or theft to:
  - 13.3.1 Local law enforcement;
  - 13.3.2 The insurance company by immediately calling the number on the insurance card in the Stonecrest Vehicle;
  - 13.3.3 The Authorized Driver must submit within 24 hours the following documents:
    - 13.3.3.1 City of Stonecrest Liability Incident Report Form; and
    - 13.3.3.2 City of Stonecrest Incident Report form.

- 13.4 Authorized Drivers should not leave a disabled Stonecrest Vehicle unattended along the roadway. Should a vehicle become disabled, the driver must take appropriate safety precautions to avoid injury and damage to the Stonecrest Vehicle. The Authorized Driver should also follow the posted instructions in the glovebox that give them the phone number and process to contact Roadside Assistance to have the vehicle towed.

#### **14.0 Insurance**

- 14.1 Stonecrest Vehicles are insured in accordance with state law;
- 14.2 An insurance card must remain in the Stonecrest Vehicle at all times;
- 14.3 Vehicle insurance coverage is in effect only when the Authorized Driver is operating the Stonecrest Vehicle for official City business;
- 14.4 Only Employees injured while engaged in official City business or an authorized use are covered by the City's Workers' Compensation program;
- 14.5 Liability insurance is in effect only when the Authorized Driver operates a Stonecrest Vehicle for official City business. It covers physical damage to the vehicles of and the personal injury to parties who are involved in an accident.

#### **15.0 Accidents, Damages and Losses**

- 15.1 If a Stonecrest Vehicle sustains damage and/or the Authorized Driver is involved in an accident, the driver must follow the following procedures (forms are kept in the vehicle glovebox and are available in the Fleet Manager Program):
- 15.1.1 Contact local law enforcement;
- 15.1.2 Follow the instructions on the insurance card in the vehicle. Notify the Facility Operations Manager and submit, within twenty-four (24) hours, the following documentation:
- 15.1.2.1 Driver Notification Form
- 15.1.2.2 Liability Incident Report Form
- 15.1.2.3 Incident Report Form
- 15.1.3 Notify their Department Director

15.2 The Department Director and/or Facility Operations Manager will:

15.2.1 Complete the Supervisor's Accident Follow-Up Form and include the City Manager within two (2) business days of learning of an accident. The supervisor should also send a copy of this form to Human Resources for inclusion in the driver's personnel file;

15.2.2 Send the driver to the nearest testing center for an immediate drug test.

Failure to report any accident-causing damage to a City Vehicle and obtaining a Police Report will result in disciplinary action including, but not limited to, suspension of driving privileges, probation, suspension from your job or termination.

#### **16.0 Attachments**

- CITY OF STONECREST's Incident Reporting form
- CITY OF STONECREST's Driver Acknowledgement form
- CITY OF STONECREST's Driver Notification form
- CITY OF STONECREST's Liability Incident Report form
- CITY OF STONECREST's Supervisor's Accident Follow-Up form
- CITY OF STONECREST's Daily Checklist
- "QUEST" drug testing form (C/O City of Stonecrest)?
- CITY OF STONECREST's Emergency Procedures Checklist
- Georgia Department of Driver Services' Request for Motor Vehicle Report (DDS-18)

**17.0 Revision History**

<b>Date</b>	<b>Rev. No.</b>	<b>Change</b>	<b>Reference(s)</b>
12/20/2021	1.0	Initial Version	N/A
01/04/22	2.0	1 <sup>st</sup> Revision	
03/11/2025		Update	
2/13/2026	13.0	Update	
2/13/2026	City Manager Signature	Update	

Approved and Effective \_\_\_\_\_ day of the month of \_\_\_\_\_, this 2025 by:

X

\_\_\_\_\_  
City Manager





## CITY COUNCIL AGENDA ITEM

**SUBJECT: NFL Foundation Grassroots Grant**

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS
- NEW BUSINESS     OTHER, PLEASE STATE: Grant application approval

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT
- OTHER, PLEASE STATE: Grant Application

**ACTION REQUESTED:**  DECISION  DISCUSSION,  REVIEW, or  UPDATE ONLY

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Monday, March 9, 2026

**Current Council Meeting:** Click or tap to enter a date.

**SUBMITTED BY:** Keira Drane, Grants Administrator

**PRESENTER:** Keira Drane, Grants Administrator

**PURPOSE:** Seeking Council approval to apply for grant

**FACTS:** This grant will require us to partner with a local athletic non-profit vendor currently using our park fields to host youth sports programs. This is a grant requiring 100% match (dollar for dollar). The 100% match would be funded from the city’s ARPA funds. The ARPA funds are allocated for Park Upgrades, GL line 230.6210.541200 (Site Improvements). The 100% match amount will be contingent upon the awarded amount. This grant will be used to provide funding for upgrading football fields at Southeast Athletic, Brownsmill and Fairington Park, Application deadline is 3/30/2026.

**OPTIONS:** Discussion only Click or tap here to enter text.

**RECOMMENDED ACTION:** Discussion only Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - NFL Foundation Grassroots Grant Request form



## CITY COUNCIL AGENDA ITEM

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- (2) Attachment 2 - NFL Foundation Grassroots Grant Summary
- (3) Attachment 3 - NFL Foundation Grassroots Grant RFP
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



# Grant Request Submittal Form

<b>Grant Title:</b> 2026 The NFL Foundation Grassroots Program
<b>Grantor:</b> The National Football League (NFL) Foundation, which provides funding for the Program, and the Local Initiatives Support Corporation (LISC), which provides technical assistance and manages the Program.
<b>Grant Purpose:</b> The goal of the Program is to provide nonprofit, neighborhood-based organizations with financial and technical assistance to improve the quality, safety, and accessibility of local football fields.
<b>Grant Requirements:</b> To provide clean, safe, and accessible football fields in low and moderate-income neighborhoods. To improve existing fields or create new football fields.
<b>Maximum Grant Amount:</b> <b>\$50K</b> (capital projects not associated with the actual field surface; installation/refurbishment of bleachers, concession stands, lights, irrigation systems, etc.), <b>\$100K</b> (natural grass/ sod surface fields) and <b>\$250K</b> (new synthetic sports turf surface fields)
<b>Match Requirement:</b> <b>100% (dollar for dollar) ARPA Allocation (GL# 230-6210-541200)</b>

**Eligible Applicants:** Non-profit community-based organizations leading renovation projects are eligible to apply. This includes schools and local parks and recreation departments that are collaborating with local non-profits.

1. Be a community-based organization, middle school or high school serving a neighborhood consisting of low- and moderate-income families and individuals.
2. Have at least one-full time staff person.
3. Be in existence for at least three years.
4. Have a proven track record in real estate development and/or recreation programming.
5. Have 501 (c)(3) tax exempt status/school tax exempt status.
6. Be located in an NFL Target Market as outlined in the RFP (Atlanta Falcons = Statewide)

**Eligible Activities:**

1. Capital improvement projects that:
  - a. to install synthetic sports surfaces.
  - b. To install a field utilizing natural grass/sod surfaces
  - c. Proposals for full size field must be at least 120 yards x 53 1/3, practice size field must be at least 60 yards x 26.
2. General field support grants for the installation/refurbishment of bleachers, concession stands, lights, irrigation systems, etc.

**Grant Term:** Project completion within 18 months from the funding date. Must provide future maintenance and safety and present funding source for long-term maintenance. Must continue existing recreational programs and include established funding sources to sustain programming and staff responsible for delivering the programming. Usage agreements (MOUs) must be in place for multiple leagues or user groups. Also, tracking youth and adult participation in programs.

**Application Process:**

- 1. Proposals Must Include the Following:
  - a. Cover Sheet: organization name, address, phone number, email, contact person and address of project site.
- 2. Narrative:
  - a. Do not exceed 5 pages.
  - b. Brief history of organization/partners.
  - c. Description of project- history of field, budget, timeline.
  - d. Impact on community- programming, number of youth.
- 3. Please title the attachment with organization and project name
- 4. Proposals must include a memorandum of understanding (MOU) between the grantee and any community partners, where such partnerships exist
- 5. Proposals are due by March 30, 2026!**  
**Email to: [sportsandyouthdevelopment@lisc.org](mailto:sportsandyouthdevelopment@lisc.org)**

**Award Process:**

- 1. Proposal Review Process: April 2026 to May 2026**
- 2. Anticipated Award Notifications and Announcements: End of June 2026**

City Department: Parks and Recs

Staff Name and Title: Keira Drane, Grants Administrator

Signature:

Date:



## The NFL Foundation Grassroots Program

**The NFL Foundation Grassroots Program** is a partnership of the National Football League (NFL) Foundation, which provides funding for the Program, and the Local Initiatives Support Corporation (LISC), which provides technical assistance and manages the Program. The goal of the Program is to provide nonprofit, neighborhood-based organizations with financial and technical assistance to improve the quality, safety, and accessibility of local football fields.

### WHAT WE'RE OFFERING

The NFL Foundation Grassroots Program provides grants of up to \$250,000 for capital improvement projects and will require 1:1 match funding. Strong preference will be given to those proposals that (1) seek to upgrade existing facilities that are in poor condition or otherwise underutilized; (2) demonstrate active use of the fields; (3) attract matching funding that exceeds the minimum required match of 1:1. (4) involve local partnerships with nonprofit community partners (e.g., USA Football, Parks and Recreation Departments, YMCA branches, etc.) to promote youth sports safety and community programming on the fields; (5) provide for continuing maintenance and field safety; and (6) involve youth football programs that are currently registered and compliant with USA Football's Football Development Model education program.

### WHO IS ELIGIBLE?

Non-profit community-based organizations leading renovation projects are eligible to apply. This includes schools and local parks and recreation departments that are collaborating with local non-profits. Universities and college campuses are not eligible for this initiative.

### HOW TO APPLY

Interested organizations should carefully review the [Request for Proposals](#) which outlines eligibility and selection criteria. **The application deadline is March 30, 2026.** We invite prospective applicants to join the informational webinar on January 14, 2026 (see below).

### INFORMATIONAL WEBINAR

LISC will host an informational webinar about the RFP on January 14, 2026, at 1 p.m. Eastern. Register for the webinar at the following link: [Webinar Registration - Zoom](#). A recording of the webinar will be available on the [LISC website](#) after January 14th.

### **TIMELINE**

The grantmaking process will run from **December to June 2026**. Key dates include:

- RFP Launch: December 15, 2026
- RFP Informational Webinar: January 14, 2026
- Proposal Submission Deadline: March 30, 2026
- Proposal Review Process: April 2026 to May 2026
- Anticipated Award Notifications and Announcements: End of June 2026

### **QUESTIONS?**

Potential applicants may direct questions to [Sportsandyouthdevelopment@lisc.org](mailto:Sportsandyouthdevelopment@lisc.org)



**GRASSROOTS**  
Field Grant Program in partnership with LISC

**LISC**  
SPORTS & YOUTH DEVELOPMENT

**NFL FOUNDATION GRASSROOTS PROGRAM**  
*A Community Football Fields Program*  
**REQUEST FOR PROPOSALS (RFP)**

**Overview**

The NFL Foundation Grassroots Program is a partnership of the National Football League (NFL) Foundation, which provides funding for the program, and the Local Initiatives Support Corporation (LISC), which provides technical assistance and manages the program. The goal of the program is to provide nonprofit, neighborhood-based organizations with financial and technical assistance to improve the quality, safety, and accessibility of local football fields. The NFL Foundation Grassroots Program provides grants of up to \$250,000 for capital improvement projects.

To be eligible for a grant under the program, projects must be sponsored by nonprofit community-based organizations registered as exempt from Federal Income Tax under Internal Revenue Service Code Section 501(c)(3) or middle or high schools. In addition, **all organizations applying for funds must be located specifically and exclusively within NFL Target Markets, listed in Attachment A and serve low to moderate-income areas within those markets.**

Strong preference will be given to those proposals that (1) seek to upgrade existing facilities that are in poor condition or otherwise underutilized; (2) demonstrate active use of the fields; (3) **attract matching funding that exceeds the minimum required match of 1:1**; (4) involve local partnerships with nonprofit community partners (e.g., USA Football, Parks and Recreation Departments, YMCA branches, etc.) to promote youth sports safety and community programming on the fields; (5) provide for continuing maintenance and field safety; and (6) involve youth football programs that are currently registered and compliant with USA Football’s Football Development Model education program. As noted above, grants are given only for capital expenditures. Applicants may request a maximum of \$250,000 from the NFL Foundation Grassroots Program to be used for capital improvements. Please see “Availability of Funding” for stipulations involved with a \$250,000 maximum grant request.

**Proposals are due by March 30, 2026- No Exceptions**

**Please read the complete RFP before submitting a proposal.**

**EMAIL SUBMISSIONS TO**

[Sportsandyouthdevelopment@lisc.org](mailto:Sportsandyouthdevelopment@lisc.org)

**PLEASE SEND THE PROPOSAL AS A PDF ATTACHMENT AND INCLUDE ALL REQUIRED DOCUMENTS AS PER THE RFP.**

**DO NOT SEND THE PROPOSAL IN THE BODY OF THE EMAIL.  
Please title the attachment with Organization and Project name.**

### **The NFL Foundation Grassroots Program Objectives**

Athletic fields can serve as tremendous community assets by offering opportunities for recreation, education, and relaxation that contribute to the local quality of life. The NFL Foundation Grassroots Program seeks to redress the shortage of clean, safe, and accessible football fields in low and moderate-income neighborhoods.

Nonprofit neighborhood-based organizations can play a leading role in the improvement of existing or creation of new athletic playing fields. With experience in both real estate development and community building, many of these organizations possess the capacity to address both the capital aspects of playing fields' development and the program elements (i.e., youth football leagues, sports tournaments, science fairs, summer festivals, community celebrations, and after-school events). Equally important to this experience, neighborhood-based organizations have connections to their community that legitimize their operations and draw resident support for their work. If local residents have a sense of ownership and see themselves as stakeholders in the creation and maintenance of playing fields, these community assets are more likely to be protected and preserved for long-term use. The NFL Foundation Grassroots Program is intended not only to respond to the immediate shortage of playing fields, but also to build an infrastructure through partnerships and resident involvement that will sustain these open spaces for community use.

To incorporate and improve health and safety on community football fields, the NFL Foundation Grassroots Program collaborates with USA Football, the governing body of American football in the United States, the sole U.S. member of the International Federation of American Football, and a recognized sports organization of the U.S. Olympic & Paralympic Committee. Its nonprofit mission includes designing and delivering premier educational, development, and competitive programs for American football. USA Football partners with leaders in medicine, child advocacy, and athletics to support positive football experiences for youth, high school, and other amateur players. USA Football's mission is to grow, unify and advance America's favorite sport.

Organizations gain significant benefits by partnering with USA Football, enrolling in its Football Development Model (FDM) education program being among them. Supported by experts in long-term athlete development, medicine, and football, the FDM is the sport's first long-term athlete development model. The FDM teaches sport through skill-based progression that is developmentally appropriate physically, mentally, and socially for young players. The model is designed to build better athletes and provide youth programs with training and tools to ensure a high-quality and fun experience while keeping focus on the health and well-being of all athletes.

**NFL Foundation Grassroots applicants are strongly encouraged** to contact USA Football's Mike Cuzzone, Director of Consulting Sales. You may contact him at [mcuzzone@usafootball.com](mailto:mcuzzone@usafootball.com) to establish a relationship, gain information about USA Football and learn which of its programs may best suit your needs. **Please note: Mike Cuzzone is not the contact for NFL Foundation Grassroots Field Grant applications,** please email [Sportsandyouthdevelopment@lisc.org](mailto:Sportsandyouthdevelopment@lisc.org) for application questions.

### **Availability of Funding**

There are two levels of funding available: 1) general field support (e.g., irrigation, bleachers, lights, etc.); and 2) field surface grants.

**General Field Support:** applicants may submit requests of up to \$50,000 for capital projects not associated with the actual field surface. This support includes the installation/refurbishment of bleachers, concession stands, lights, irrigation systems, etc.

**Field Surface Grants:** Matching grants of up to \$250,000 are available to help finance the resurfacing of a community, middle school, or high school football field. Matching grants of up to \$250,000 will be available to applicants seeking to install new synthetic sports turf surfaces. The ability of these new surfaces to withstand constant use and require little ongoing maintenance costs makes this an attractive option for communities, schools, and youth groups to consider.

A smaller number of matching grants of up to \$100,000 will be available to help finance the resurfacing of a community, middle school or high school football field utilizing natural grass/ sod surfaces. If applicants choose to utilize natural grass/sod surfaces as opposed to the synthetic sports surfaces, a minimum five-year maintenance plan and corresponding financial budget must be provided to demonstrate that the applying organization will maintain the field despite projected wear and tear and potential overuse by youth sports participants. Funds from the Program may not be used to maintain field surfaces, as all grant funds must be used for capital expenditures.

### **Organizational Eligibility Criteria**

To be eligible for the NFL Foundation Grassroots Program, organizations applying for grant funds must meet **all** the criteria listed below:

- Be a community-based organization, middle school or high school serving a neighborhood consisting primarily of low and moderate-income families and individuals.
- Please note:**
- **Schools must demonstrate the ability of the community to also utilize the field.**
  - **Universities and college campuses are not eligible to apply for NFL Foundation Grassroots grants and will not be considered for funding.**
- **Have at least one-full time staff** (all-volunteer organizations will not be considered)
  - **Be in existence for at least three years.**
  - **Have a proven track record in real estate development and/or parks programming.**
  - **Have 501(c)(3) tax-exempt status/school status; and**
  - **Located in an NFL Target Market** (Please see the list of eligible Target Markets in Attachment A).

Additionally, the facility should recommend that all youth organizations require all youth football coaches to earn USA Football Coach Certification for tackle or flag.

If an NFL Foundation Grassroots field grant is awarded – for the benefit of its student-athletes and

coaches – the youth and high school football organization scheduled to utilize that field should enroll with USA Football. Learn more at: [usafootball.com/programs/enrollment](http://usafootball.com/programs/enrollment).

### **Selection Criteria**

Organizations and their projects will be selected for funding based upon the following criteria:

1. **Feasibility of the proposed project.** The project budget must be based upon realistic costs, preferably written contractor's estimates.
2. **Project readiness.** Sources of funding for the entire budget should be identified. Plans for field renovation should consider the schedule of recreation activities over the course of the year. A project timeline should be specified in the proposal.
3. **Impact upon neighborhood and support from the community.** Only proposals that locate projects in low and moderate-income communities will be considered. The proposal should clearly state how the field improvements would benefit the community. It also must clearly detail how many youths and adults make use of the field for football and for other activities. Moreover, the proposal must also include a projected increase in the number of people that will use the facility because of the improvements of the NFL Foundation Grassroots Program improvements. Support letters from other neighborhood and partner organizations and joint use agreements (where applicable) must be included as well as contact information for the youth football organizations and high school football programs scheduled to use the field.
4. **Match funding.** The NFL Foundation Grassroots Program requires a minimum local match of one dollar for every NFL Foundation Grassroots Program dollar (1:1). For example, if the proposal requests \$250,000 from the NFL Foundation Grassroots Program, it must demonstrate sources and commitments for at least \$250,000 in local funds, however, should demonstrate total funding sources to cover the costs of the entire project. Match funding at a higher ratio will strengthen the proposal. *\*Note: All funding levels require, minimally, a 1:1 match.*
5. **Security of future field maintenance and safety.** Proposals must have written commitments of maintenance funding for a minimum of five years and a detailed five-year maintenance plan to demonstrate that the applicant will maintain the field despite projected wear and tear and potential overuse by youth sports participants. As a reminder, NFL Foundation Grassroots funds may not be used to maintain field surfaces, as all grant funds must be used for capital expenditures.
6. **Capacity of organization and its partners to carry out project.** The applicant organization must demonstrate, through its current management team and previous experience, the ability to manage a project of this size and nature.

### **Other Terms & Definitions:**

Capital improvements refer to the physical development of the field and its surrounding amenities.

Such projects may include, but are not limited to, new or renovated irrigation systems, topsoil, sod or seeding, lights, bleachers, public address systems, fences, restroom or locker room facilities, goalposts, and scoreboards.

Public agencies (other than public schools) may not apply for grants from the NFL Foundation Grassroots Program. However, community-based non-profit organizations with 501(c)(3) designation, middle schools and high schools meeting all other organizational criteria, and private schools with 501(c)(3) designation may apply to make improvements on fields owned and managed by public sector entities (e.g., City, Parks, and Recreation Departments, etc.). In those cases, the applicant must show evidence that (1) the public entity supports the proposal; (2) the public entity authorizes the applicant to carry out the proposed capital improvements (this authorization must take into account relevant labor/union regulations and liability issues); (3) the public entity demonstrates its financial commitment to field maintenance; and (4) the field is open to and used by the community for organized athletics and other events through joint use agreements.

### **Application Procedures**

To apply for funding under the NFL Foundation Grassroots Program, please email a scanned copy of the following:

**Cover Sheet:** A one-page cover sheet including the following information:

- Name, address, e-mail address, telephone, and facsimile numbers of the organization.
- Executive director and contact person (if different) for this application.
- Brief description of proposed project
- Amount of funding requested.

***Please note that use of the NFL Foundation Grassroots Program, NFL, NFL Foundation or LISC logos are expressly prohibited.***

**Narrative:** In no more than five (5) typed pages, address the following:

- *Description of the organization:* mission, history, and accomplishments, with a focus on capacity to develop the proposed project.
- *Description of the neighborhood:* boundaries of the catchment area, income levels and ethnicity of the population served, condition of housing stock and main commercial areas, existence and conditions of local parks and open spaces (including community facilities).
- *Description of the project:* location, current condition, plans for site use, progress on this plan (including status on site control, zoning, environmental review, and physical improvements), project budget and match funding, timeline for completion of the project, community support for project, and agreements with partner organizations.
- *Impact of the project and future sustainability:* planned or anticipated programming in field space including youth and high school football programs, plans for continued maintenance and

safety of field (including long-term maintenance budget and timeline), and how project fits into community plans for neighborhood.

- Please indicate how you learned about the NFL Foundation Grassroots Program.

**Organizational Attachments:** Please attach the following items:

- IRS 501(c)(3) determination letter
- Two most recent audited financial statements (preferably annual statements for 2022 and 2023)
- Most recent IRS 990 form (preferably 2023)
- Current List of organizations’ Board of Directors (contact information)
- Current list of youth football league organizations utilizing (or will use) the field including league contact information.
- Current list of other youth sports organizations/activities utilizing the fields.
- IRS W-9 Form

**Project Attachments:** Please include a copy of the following items:

- Project budget for the renovations/construction of football field
- Financing commitment letters from match funding sources
- Financial commitment letters and detailed maintenance plan from organizations responsible for field maintenance.
- Landscaping or park design plans
- Environmental reports (if necessary)
- Agreements and budgets for field programming (i.e., youth football)
- Letters of support and joint use agreements from field users and other community organizations
- Contact information for the youth football organizations and high school football programs scheduled to utilize the field.

Proposals should be emailed to [Sportsandyouthdevelopment@lisc.org](mailto:Sportsandyouthdevelopment@lisc.org)

**Proposals are due by March 30, 2026-No exceptions.**

If you have questions regarding this RFP, please contact LISC Sports & Youth Development by e-mail at [Sportsandyouthdevelopment@lisc.org](mailto:Sportsandyouthdevelopment@lisc.org)

<b>NFL Foundation Grassroots Program – Attachment A</b>	
<b>Note: Only organizations located in low-moderate income areas within the following Target Markets are eligible to apply.</b>	
<b>NFL Team</b>	<b>Target Market</b>
Arizona Cardinals	Phoenix, Peoria, Glendale, Tempe, Flagstaff, Sacaton, Tucson, AZ

Atlanta Falcons	Georgia Statewide, Montana Statewide
Baltimore Ravens	Baltimore, MD
Buffalo Bills	Buffalo, Lackawanna, Niagara Falls, Rochester, Tonawanda, Cheektowaga, Lockport, Alden, Akron, Gowanda, NY
Carolina Panthers	North and South Carolina
Chicago Bears	Chicago, Brookfield, Chicago Heights, Decatur, Rock Island, Riverdale, Blue Island, North Chicago, Waukegan, Aurora, Peoria, IL, and Hammond, IN
Cincinnati Bengals	Cincinnati, Hamilton County, Dayton, Montgomery County, Clermont, Butler, Warren, OH; Louisville and Northern Kentucky (Boone County, Campbell County, Kenton County,) <b>Kentucky Counties</b> (Gallatin, Carroll, Grant, Owen, Pendleton, Bracken, Mason, Robertson, Lewis, Nicholas, Fleming, Bourbon, Fayette, Franklin, Scott, Woodford, Henry, Trimble, Oldham, Jefferson, Shelby Gallatin, Carroll, Grant, Owen, Pendleton, Bracken, Mason, Robertson, Lewis, Nicholas, Fleming, Bourbon, Fayette, Franklin, Scott, Woodford, Henry, Trimble, Oldham, Jefferson, Shelby). <b>Ohio Counties</b> (Preble, Clinton, Greene, Clark, Miami, Drake, Madison, Franklin, Fayette, Pickaway, Ross, Highland, Brown, Pike, Scioto, Jackson, Lawrence, Gallia, Meigs, Vinton, Athens, Hocking, Fairfield, Perry, Morgan, Washington, Muskingum, Logan, Champaign, Union, Delaware, Licking, <b>IN Counties</b> (Switzerland, Dearborn, Ripley, Jefferson, Franklin, Union, Fayette, Scott, Clark, OH
Cleveland Browns	Cleveland, Akron, Canton, Cuyahoga, Lake, Ashtabula, Garfield Heights, Parma Heights, Columbus, Trumbull, Mahoning, Columbiana, Toledo, Stark, Wayne, Medina, Summit, Portage, Geauga, Youngstown, Lorain County, OH
Dallas Cowboys	Dallas, Arlington, Fort Worth, Irving, Frisco, TX
Denver Broncos	Colorado Statewide
Detroit Lions	Michigan Statewide
Houston Texans	Houston, TX
Green Bay Packers	Green Bay, Eau Claire, Lacrosse, Madison, Manitowoc, Milwaukee, New Richmond, Racine, Sheboygan, Menasha, Appleton, Little Chute, WI
Indianapolis Colts	Indianapolis, Muncie, IN
Jacksonville Jaguars	Jacksonville; Nassau, Clay, St. John's, Baker, Putnam, and Flagler Counties, FL; Daytona, Panama City Beach, Tallahassee, Fort Walton Beach Areas and Gainesville, FL; Camden and Glynn Counties, GA;
Kansas City Chiefs	Kansas City, Independence, MO; Kansas City, KS
Los Angeles Chargers	Los Angeles County, CA; Orange County, CA; San Diego, CA
Los Angeles Rams	Los Angeles County, CA, Ventura County, Inland Empire, San Fernando Valley, CA
Miami Dolphins	Miami- Dade, Broward, Palm Beach, Collier, Lee, Monroe, Martin, and Port St. Lucie Counties, FL
Minnesota Vikings	Minnesota Statewide; Fargo, ND; Sioux Falls, SD; Des Moines, Cedar Falls and Cedar Rapids, IA
New England Patriots	Boston, Brockton, Lynn, Lawrence, Springfield, Foxborough, Attleboro, MA Nashua, Manchester, NH; Providence, Central Falls, Cranston, RI

New Orleans Saints	Acadia, Ascension, Assumption, Avoyelles, Baton Rouge, Bienville, Bossier, Caddo, Caldwell, Claiborne, Grant, Iberia, Jackson, Jefferson, Lafourche, La Salle, Lincoln, Livingston, Madison, Orleans, Ouachita, Plaquemines, Sabine, St. Bernard, St. James, St. Martin, St. Mary, St. Tammany, St. John, St. Charles, Tangipahoa, Terrebonne, Vermillion, Vernon, and Washington Parishes. New Orleans, LA; Southern Mississippi
New York Giants	Englewood, Hackensack, Jersey City, Newark, Irvington, Paterson, Hoboken, NJ; Mount Vernon, Yonkers, Peekskill, Poughkeepsie- Dutchess County, Newburgh NY - Orange County and Albany NY. Bridgeport, Hartford, New Haven, Stamford, CT
New York Jets	Morris County (Dover, Morris Township), Orange and East Orange, NJ; Hempstead, Wyandanch, NYC, Peekskill, Roosevelt, Uniondale, NY
Las Vegas Raiders	Henderson, Las Vegas, North Las Vegas, NV
Philadelphia Eagles	Philadelphia, PA; Chester, PA; Camden, Southern NJ; Wilmington, DE
Pittsburgh Steelers	Pittsburgh and Allegheny, Armstrong, Beaver, Blair County, Butler, Cambria County, Clinton County, Fayette, Green, Indiana, Lawrence, Somerset, Washington, & Westmoreland counties, Lawrence, Mercer, Crawford, and Erie Counties, PA; Fairmont, Weirton, WV
San Francisco 49ers	San Francisco, South San Francisco, East Palo Alto, Pajaro, Salinas, San José, Watsonville, Santa Clara, Oakland, Alameda, Berkeley, Castro Valley, Hayward, San Leandro, San Lorenzo, Richmond, Union City, Walnut Creek, CA
Seattle Seahawks	Washington State
Tampa Bay Buccaneers	Hernando, Hillsborough, Orange, Osceola, Pinellas, Seminole, Manatee, Polk, Pasco, and Sarasota Counties, FL
Tennessee Titans	Chattanooga, Jackson, Knoxville, Memphis and Davidson, Cheatham, Dickson, Sumner, Rutherford, Williamson, Wilson, Robertson, Cannon, Hickman, Macon, Maury, Smith, Humphreys, Trousdale Counties, TN; Huntsville, Birmingham, AL
Washington Football Team	Washington, DC; Prince George’s County, MD Silver Spring, MD; Richmond, Virginia Beach, Henrico County, VA. West Virginia Statewide