

**CITY OF LILBURN  
AGENDA ITEM NO. 5**

<b>Date:</b>	September 29, 2025	<b>To: Mayor and Council</b>	September 29, 2025
<b>From:</b>	Jenny Simpkins	<b>Department:</b>	City Manager
<b>Work Session Date Requested:</b>	October 13, 2025	<b>Presenter:</b>	Jenny Simpkins
<b>Agenda Title:</b>	<b>Approval of Resolution No. 2025-14, a Resolution authorizing an advance of \$2,690,000 including a loan in the amount of \$966,232 to the Lilburn Downtown Development Authority for site development of the assemblage at First and Main.</b>		
<b>Audio/Visual Requirements:</b>	n/a	<b>Deadline Date:</b>	n/a

<b>Agenda Item (Background/History/Details):</b>
<p>The Downtown Development Authority released an Invitation to Bid No. 2024-01 on November 8, 2024, for site development services for the assemblage at First and Main in Old Town. The bid opening was scheduled for December 11, 2024, with a mandatory pre-bid conference on November 18, 2024. No bidders participated in the mandatory pre-bid conference, and the DDA placed the bid on hold until the land development permit for the assemblage was approved by the County and the City.</p> <p>Invitation to Bid No. 2025-01 opened on June 3, 2025, with a mandatory pre-bid conference held on June 18, 2025. Three contractors participated in the pre-bid conference. The bids were due August 27, 2025, at 2:15 pm, and one bid was received from Lewis Contracting Services, LLC, in the amount of \$2,690,000.00. The DDA’s project manager and engineer met with the bidder for a best and final offer.</p> <p>The City must advance funds to the DDA to fund the contract. The advance funds will come from a variety of funding sources, and most of the advance funds (\$1,723,768) will not be repaid to the City by the DDA as the improvements will be public. However, a loan in the amount of \$966,232 will be repaid to the City when the property sells.</p>

<b>Staff Recommendations:</b>
Staff recommends the following: <b>“Motion to approve Resolution No. 2025-14, a Resolution authorizing an advance of \$2,690,000 including a loan in the amount of \$966,232 to the Lilburn Downtown Development Authority for site development of the assemblage at First and Main.”</b>

<b>Department Head Approval:</b>	<b>J. Simpkins</b>
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<b>Mayor’s Signature Required:</b>	<b>Y</b>	<b>N</b>
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<b>List Attachments:</b>
<ol style="list-style-type: none"> <li>1. Resolution No. 2025-14</li> <li>2. Best and Final Offer from Lewis Contracting Services, LLC</li> </ol>

<b>Budgeted Yes/No</b>	<b>Fund</b>	<b>Proj #</b>	<b>Proj Name</b>	<b>Current Budget or Balance</b>	<b>Requested Allocation</b>
Yes	324	M-0011-01	Assemblage – Road & Park	\$500,000	\$518,204
Yes	270	M-0011-01	Assemblage – Streetscape	\$350,000	\$261,851
Yes	350	M-0011-01	Assemblage – Stormwater	\$150,000	\$150,000
No	GCSW	N/A	N/A	\$	\$793,713
No	100	N/A	Transfer from fund balance*	\$3,569,163	\$966,232
				\$	\$2,690,000

\*General Fund cash balance as of June 30, 2025.