



BOARD OF COUNTY COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING
102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

TUESDAY, AUGUST 22, 2023 AT 6:00 P.M.

T. PAGE THARP BUILDING
OPAL CANNON AUDITORIUM
WWW.LEE.GA.US

MEETING AGENDA
WORK SESSION

COUNTY COMMISSIONERS

Billy Mathis, Chairman	District 3
Luke Singletary, Vice-Chairman	District 2
Dennis Roland, Commissioner	District 1
Chris Guarnieri, Commissioner	District 4
George Walls, Commissioner	District 5

COUNTY STAFF

Christi Dockery, County Manager
Kaitlyn Good, County Clerk
Jimmy Skipper, County Attorney

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- | | <u>PAGE</u> |
|---|------------------------|
| 1. <u>INVOCATION</u>
Associate Minister Anna Miller, First United Methodist Church of Albany, to lead the invocation. | |
| 2. <u>PLEDGE OF ALLEGIANCE</u> | |
| 3. <u>CALL TO ORDER</u> | |
| 4. <u>APPROVAL OF MINUTES</u>
(A) Consideration to approve the minutes for the Board of Commissioners meeting for August 8, 2023. | A - D |
| 5. <u>CONSENT AGENDA</u>
NONE | |
| 6. <u>NEW BUSINESS</u>
(A) Recognition of employees' years of service. | 1 |
| 7. <u>PUBLIC HEARING</u>
NONE | |
| 8. <u>DEPARTMENTAL MATTERS</u>
<u>Building Inspection/ Business Licensing</u>
(A) Consideration to approve an alcohol license for consumption on premise of distilled spirits, wine and malt beverages for Rebecca Reynolds Daniel, the new owner of Rooster's, located at 1636 Philema Road South. | 2 - 5 |
| 9. <u>CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES</u>
(A) Elections and Registration – Consideration to award the bid for the Elections and Registration Office Renovation Project. | 6 - 19 |
| 10. <u>COUNTY MANAGER'S MATTERS</u>
(A) Updates on County projects.

(B) Consideration to adopt a resolution authorizing the Southwest Georgia Regional Commission to apply for rural transit 5311 funds through the Georgia Department of Transportation. | 20 - 24

25 - 27 |

- (C) Consideration to approve a proposal from Condrey and Associates, Inc. for the completion of a Classification and Compensation Study.

28 - 53

11. COMMISSIONER'S MATTERS

- (A) Discussion of a text amendment to Chapter 70, Article XII, related to the C-2 General Business District, of the Lee County Code of Ordinances.

54 - 57

12. UNFINISHED BUSINESS

NONE

13. COUNTY ATTORNEY'S MATTERS

NONE

14. EXECUTIVE SESSION

NONE

15. PUBLIC FORUM

Citizens will be allowed to address the Board of Commissioners regarding any issues or complaints. Individuals should sign up prior to the start of the meeting.

16. ANNOUNCEMENTS

- (A) Offices of the Lee County Board of Commissioners will be **closed Monday, September 4, 2023** observance of Labor Day.

- (B) The next regularly scheduled County Commission Meeting is **Tuesday, September 12, 2023 at 6:00pm.**

17. ADJOURNMENT

AGENDA MAY CHANGE WITHOUT NOTICE

Lee County is a thriving vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

Persons with special needs relating to handicapped accessibility or foreign language interpretation should contact the ADA Coordinator at (229) 759-6000 or through the Georgia Relay Service (800) 255-0056 (TDD) or (800) 355-0135 (voice). This person can be contacted at the T. Page Tharp Building in Leesburg, Georgia between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and will assist citizens with special needs given proper notice of seven (7) working days. The meeting rooms and buildings are handicap accessible.



BOARD OF COUNTY COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING
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TUESDAY, AUGUST 8, 2023 6:00 P.M.
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OPAL CANNON AUDITORIUM
WWW.LEE.GA.US

MEETING MINUTES
WORK SESSION

COUNTY COMMISSIONERS

Billy Mathis, Chairman	District 3
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Dennis Roland, Commissioner	District 1
Chris Guarnieri, Commissioner	District 4
George Walls, Commissioner	District 5

COUNTY STAFF

Christi Dockery, County Manager
Kaitlyn Good, County Clerk
Jimmy Skipper, County Attorney

The Lee County Board of Commissioners met in a work session on Tuesday, August 8, 2023. The meeting was held in the Opal Cannon Auditorium of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. Those present were Chairman Billy Mathis, Vice-Chairman Luke Singletary, Commissioner Dennis Roland, Commissioner Chris Guarnieri, and Commissioner George Walls. Staff in attendance was County Manager Christi Dockery, County Attorney Jimmy Skipper, and County Clerk Kaitlyn Good. The meeting was also streamed on Facebook Live. Chairman Mathis called the meeting to order at 6:00pm.

INVOCATION

Shane Mullins, Senior Pastor of Move Christian Church, led the invocation.

PLEDGE OF ALLEGIANCE

The Board and the audience said the Pledge of Allegiance in unison.

CALL TO ORDER

APPROVAL OF MINUTES

- (A) Consideration to approve the minutes for the Board of Commissioners meeting for July 25, 2023. Commissioner Roland made the **MOTION** to approve the minutes for the Board of Commissioners meeting for July 25, 2023. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Singletary and Commissioner Guarnieri voting yea.

CONSENT AGENDA

NONE

NEW BUSINESS

NONE

PUBLIC HEARING

NONE

DEPARTMENTAL MATTERS

Building Inspection/ Business Licensing

- (A) Consideration to approve an alcohol license for consumption on premise of distilled spirits, wine, and malt beverages for Mr. Jaymin Patel, the new owner of Lee Pub, located at 1561 Hwy 19 South Suite 1.

County Attorney Skipper is drafting an amendment to the Code to allow staff to make decisions such as this one, adding that he recalled drafting an amendment several years ago, but was unsure as to why it wasn't adopted then.

Commissioner Roland made the **MOTION** to approve an alcohol license for consumption on premise of distilled spirits, wine, and malt beverages for Mr. Jaymin Patel, the new owner of Lee Pub, located at 1561 Hwy 19 South Suite 1. Commissioner Singletary seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea.

Parks & Recreation

(B) **Consideration to approve a Professional Services Agreement with Lose Design for the development of the 100 acre park.**

Parks and Recreation Director Jeremy Morey discussed the agreement and company stating that Lose Design has come up many times in research and conversation with other Recreation Directors and actually were the developers of the park in Dublin that was mentioned at the last meeting. Based out of Lawrenceville, Georgia, they will complete all consulting, engineering, agricultural design, and landscape design in house and are a recreation-driven company.

This agreement allows for them to come see the property, develop two conceptual designs based on the usable acreage, and sit down with staff to discuss the needs and wants of the property. Vice-Chairman Singletary voiced support stating they are willing to work with staff and address all "must haves" and "want to haves", come up with a master plan, and take the project from start to finish in phases as necessary.

Mr. Morey added that this project could be placed on the ballot for SPLOST VIII. Commissioner Roland asked if this project needed to be put out for bid. County Attorney Skipper confirmed that a bid/ due process is not necessary for a Professional Services Agreement, but will be required once any type of construction starts.

Commissioner Singletary made the **MOTION** to approve a Professional Services Agreement with Lose Design for the development of the 100 acre park at a cost of \$18,750.00 to come from SPLOST VII funds. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri and Commissioner Walls voting yea.

CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES

(A) **Consideration to appoint one (1) member to the Utilities Authority to fill a current vacancy with an unexpired term of one (1) year. Current term expires 01/31/2024. Letter of interest in appointment received from Aaron McCulley.**

Commissioner Walls made the **MOTION** to appoint Aaron McCulley to the Utilities Authority to fill a current vacancy with an unexpired term of one (1) year, expiring 01/31/2024. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Singletary voting yea.

COUNTY MANAGER'S MATTERS

(A) **Updates on County projects.**

County Manager Christi Dockery discussed ongoing projects in the County: (1) Staff is working on the Comprehensive Plan Update, with a survey out and available for community input; and (2) the discussions for SPLOST VIII projects are ongoing.

(B) **Consideration to approve the 2024 Safety Discount Verification Forms for ACCG-IRMA and ACCG-GSIWCF.**

Commissioner Guarnieri made the **MOTION** to approve the 2024 Safety Discount Verification Forms for ACCG-IRMA and ACCG-GSIWCF. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Singletary voting yea.

(C) **Discussion of SPLOST VIII.**

County Manager Christi Dockery stated that Department Heads have been submitting project lists for the Board's consideration for inclusion on the ballot on November 5, 2024. The collection period for SPLOST VIII will be from October 2025 – September 2031. Once the Board decides on which projects to include, meetings with the cities will be scheduled. The ballot amount for SPLOST VII was approximately \$19 million for the County, with the estimate for SPLOST VIII being approximately \$26 million. Chairman Mathis suggested avoiding allotting specific dollar amounts to specific projects as it is hard to know how much something may cost to complete in several years' time.

County Attorney Skipper added that with recent law changes, while collection had to end once that amount was reached, that is now not the case and collection can continue even past the ballot amount. Chairman Mathis asked that staff provide the Board with an outline of the recent law changes. Ms. Dockery added that on page 22 within the packet, there was a list of legal do's and don'ts. Commissioner Walls asked if the Utilities Authority's list (for approximately \$8 million, including a well and tank on the Grand Island property and the expansion of the treatment plant) had been received, to which Ms. Dockery stated that it had and noted that information was included in tonight's packet.

(D) **Discussion of roads.**

The 2024 LMIG application is due in February 2024. Chairman Mathis asked that Board members continue to research and submit their lists to staff for consideration in the grant application.

COMMISSIONER'S MATTERS

(A) **Consideration to authorize staff to put out a bid for the completion of a salary study.**

Commissioner Guarnieri began the discussion stating that he believes the County needs to be looked at as a whole. It has been a long time since a salary study was completed and he believes the time to do one is now so that the Board may make an informed decision on employee pay. Chairman Mathis voiced support, adding that the last time a salary study was completed, the contracted company also developed new job descriptions and classifications, which did not go well. Chairman Mathis and Vice-Chairman Singletary agreed that a salary study was needed, but that the job descriptions and classification aspect were not necessary and would preferably be avoided if possible. With no objection from the Board, staff was instructed to research companies and obtain quotes. This item will be brought back before the Board at a later meeting.

(B) **Consideration to approve an increase in pay for Jail staff.**

All Lieutenants will receive a \$1.00 an hour pay increase and the rest of the Jail staff will receive \$1.93 an hour pay increase. Commissioner Singletary stated items like this were why an overall salary study was needed.

Commissioner Singletary made the **MOTION** to approve an increase in pay for Jail staff. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Roland and Commissioner Walls voting yea.

(C) **Discussion of approval of a minimum house size.**

County Attorney Skipper stated that the County cannot legally dictate house size, only uphold zoning. House sizes are mostly controlled via a subdivision's specific restrictive covenant.

(D) **Discussion of allowing two houses per acre.**

Commissioner Roland stated that currently on R-1, three (3) houses are allowed to be on one (1) acre of land and he would like to see that number change to two (2) houses per one (1) acre. Chairman Mathis stated the Board should think on this.

UNFINISHED BUSINESS

NONE

COUNTY ATTORNEY'S MATTERS

NONE

EXECUTIVE SESSION

NONE

PUBLIC FORUM

Citizens will be allowed to address the Board of Commissioners regarding any issues or complaints. Individuals should sign up prior to the start of the meeting.

No citizens took part in the Public Forum.

ANNOUNCEMENTS

(A) The next regularly scheduled County Commission Meeting is **Tuesday, August 22, 2023 at 6:00pm.**

ADJOURNMENT

The meeting adjourned at 6:22PM.

Facebook video link: <https://www.facebook.com/leecountyga/videos/605057191761204>

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The meeting rooms and buildings are handicap accessible.



**MEMORANDUM
LEE COUNTY BOARD
OF COMMISSIONERS**

TO: Honorable Board of County Commissioners
SUBJECT: Employee Years of Service Recognition
MEETING DATE: Tuesday, August 22, 2023

Please recognize the following employees for their many years of service to Lee County:

- 5 years – Jeffrey Clements – Wastewater Operator, Utilities Authority
- 5 years – Joseph Pait – Fire & EMS
- 5 years – Nikkie Celinski – E-911 Director
- 5 years – Randy Weathersby – GIS Director
- 10 years – Shanika Henry – E-911 Communications Officer
- 20 years – Brendon Browning – Investigator, Sheriff's Office
- 25 years – Lewis Harris Jr. – Chief Deputy, Sheriff's Office



LEE COUNTY, GA GOVERNMENT

SUBJECT: Alcohol Application

DATE SUBMITTED: 7/26/23

DIVISION:

AUTHORIZED BY: Joey Davenport

AGENDA DATE REQUESTED: 8/22/23

TYPE:

CONTACT PERSON: Carol Lee

DEPARTMENT: Inspection/Licensing

Regular
 Consent

MOTION/RECOMMENDATION:

Staff requests the Board of Commissioners consider an application for Ms. Rebecca Reynolds, new owner of Rooster's Inc. located at 1636 Philema Rd.

BACKGROUND:

All requirements have been met by the applicant.

ATTACHMENTS:

1. Memo

REVIEWED BY (INITIALS):

Legal:
Finance:
Other:

USER DEPT.:

SUBMITTED BY:

County Manager

ADVERTISED:

Date: 8/2/23
Paper: Lee County Ledger
 Not Required

COSTS:

CURRENT FY:

APPROPRIATION CODE:

AFFECTED PARTIES: Notified N/R

COMMISSION ACTION:

Approved
 Approved w/Conditions
 Denied
 Continued to:

FUNDING SOURCE:

Capital Improvement
 Operating
 Other



LEE COUNTY
Life works well here

BOARD OF COUNTY COMMISSIONERS

T. PAGE THARP GOVERNMENTAL BUILDING
102 STARKSVILLE AVENUE NORTH, LEESBURG, GEORGIA 31763

**LEE COUNTY BUILDING INSPECTION
BUILDING INSPECTION
BUILDING PERMITS
BUSINESS LICENSE
ALCOHOL LICENSE**

Joey Davenport
Chief Building Official

Carol Lee
Administrative Assistant

Martha Roberts
Permit Technician

Lee County, Georgia
102 Starksville Ave. N.
Leesburg, GA 31763
(229) 759-6000
Fax: (229) 759-2346
Web: www.lee.ga.us
buildinginspections@lee.ga.us

One of the first
original counties of
Georgia

Established
June 9, 1825

Lee County Alcohol License Memorandum

Date: 8/22/23
To: Lee County Board of Commissioners
From: Carol Lee
License Administrator
RE: Retail Consumption On-Premises Licenses

Ms. Rebecca Reynolds Daniel, the new owner of Rooster's Inc. is requesting that the Board of Commissioners of Lee County Georgia, grant her an alcohol license for consumption on premise of distilled spirits, wine and malt beverages. Ms. Daniel's establishment is located at 1636 Philema Rd.

CONSIDERATIONS FOR APPROVAL OR DENIAL

- 1. The existence or non-existence of verifiable information regarding the applicant's work history, status, experience, and reputation.**

The Business License Department is unaware of any negative information relating to the applicant's work history, status...etc. There is no record of any information on these subjects that would require staff to recommend against the granting of the application for this license.

- 2. The history of the applicant, if any, in engaging in fraudulent or criminal activities.**

See summary by request.

- 3. Compliance with application requirements.**

The applicant has completed all application requirements.



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LEE COUNTY BUILDING INSPECTION BUILDING INSPECTION BUILDING PERMITS BUSINESS LICENSE ALCOHOL LICENSE

Joey Davenport
Chief Building Official

Carol Lee
Administrative Assistant

Martha Roberts
Permit Technician

Lee County, Georgia
102 Starksville Ave. N.
Leesburg, GA 31763
(229) 759-6000
Fax: (229) 759-2346
Web: www.lee.ga.us
buildinginspections@lee.ga.us

*One of the first
original counties of
Georgia*

*Established
June 9, 1825*

4. Adequate and satisfactory reference response.

Reference response was adequate and satisfactory.

5. Proximity of the proposed business to densely populated residential districts.

(See Planner's Report)

6. Compliance with zoning regulations.

(See Planner's Report)

7. Safety of the premises from which the business will operate.

(See Planner's Report)

8. Compliance with state and local laws, regulations and ordinances.

All requirements relating to the application have been met.

STAFF RECOMMENDATION:

Staff requests the Board of Commissioners consider the Alcohol Application for Ms. Rebecca Daniel, new owner of Rooster's Inc.



LEE COUNTY

Life works well here

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LEE COUNTY BUILDING INSPECTION BUILDING INSPECTION BUILDING PERMITS BUSINESS LICENSE ALCOHOL LICENSE

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All requirements relating to the application have been met.

STAFF RECOMMENDATION:

Staff requests the Board of Commissioners consider the Alcohol Application for Ms. Rebecca Daniel, new owner of Rooster's.



MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

TO: Honorable Board of County Commissioners
SUBJECT: Elections and Registration Office Renovation Project
MEETING DATE: Tuesday, August 22, 2023

MOTION/RECOMMENDATION

Motion to award the bid for Elections and Registration Office Renovation Project.

Staff recommends awarding the bid to 3D Construction Service, Inc., the lowest responsive bidder, at a cost of \$90,200.00.

BACKGROUND

Sealed written bids were accepted from qualified vendors for the Elections and Registration Office Renovation Project. All bids were due and subsequently opened at 10:05am on Monday, August 21, 2023 in Opal Cannon Auditorium of the T. Page Tharp Governmental Building.

Sealed written bids were received from three (3) vendors:

3D Construction Service, Inc.	\$90,200.00
Starter Home Builders LLC/ NOAH Roofing Solution	\$97,000.00
ServPro	\$104,782.98

ATTACHMENTS

Proposal from 3D Construction Service, Inc.
Proposal from Starter Home Builders LLC/ NOAH Roofing Solution
Proposal from ServPro

Invitation to Bid
Elections and Registration Office Renovation
RFP #082123-2

Bid Form

Name of Bidder/ Vendor: 3 D CONSTRUCTION SERVICE INC.

Contact Person: STEVE R. DAVIS JR.

Mailing Address: 104 E PINSON ST
SYLVESTER GA 31791

Telephone: 229-344-7720

Email: S DAVIS CONT @ YAHOO. COM

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties.

No addendums will be allowed unless initiated by the County.

The renovation, including the purchase and installation of carpeting, of the Lee County Elections and Registration Office, located at 100 Starksville Avenue North, Leesburg, GA 31763

Total Bid Amount = \$ 90,200.⁰⁰

Authorized Signature:  Title: PRESIDENT

Name Printed: STEVE R. DAVIS JR Date: 08-21-2023

Bid Clarifications.

1. Carpet Tile Allowance for material only of \$2.50 Sq Ft was used. With waste factor we included 4600+/- square feet of carpet.
2. We figured site built counter area. We will utilize butcher block tops, 2x4 support walls with a wood ½ face sheet to reduce damage from foot kicking. It will look as per pic provided; we are clarifying material to be used.
3. We have figured bronze frame and ¼ clear glass for the 2 view windows in the voting room. We have figured ¼ clear glass for the dividers at the counter area.
4. We have figured 12 power drops to the voting machines We have included lighting for the office entrance and the west side breezeway as directed.
5. All other items are as per invitation to bid.

Invitation to Bid
Elections and Registration Office Renovation
RFP #082123-2

Bid Form

Name of Bidder/ Vendor: Starter Home Builders LLC

Contact Person: Lindsey Powell

Mailing Address: 1913 Waymouth DR Albany, GA. 31721

Telephone: (229) 881-9521

Email: Starterhomebuilders@yahoo.com

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties.

No addendums will be allowed unless initiated by the County.

The renovation, including the purchase and installation of carpeting, of the Lee County Elections and Registration Office, located at 100 Starksville Avenue North, Leesburg, GA 31763

Total Bid Amount = \$97,000

Authorized Signature: Lindsey Powell Title: Manager

Name Printed: Lindsey Powell Date: 8-18-2023

Invitation to Bid
Elections and Registration Office Renovation
RFP #082123-2

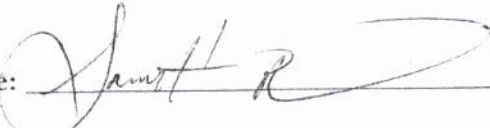
Bid Form

Name of Bidder/ Vendor: Servpro Team Carter
Contact Person: Garrett Reeves
Mailing Address: 1403 Florida Ave
Panama City Fl. 32401
Telephone: (929) 869-4681
Email: garrett@servproalbany.com

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties. No addendums will be allowed unless initiated by the County.

The renovation, including the purchase and installation of carpeting, of the Lee County Elections and Registration Office, located at 100 Starkville Avenue North, Leesburg, GA 31763

Total Bid Amount = \$104,782.98

Authorized Signature:  Title: Business Development
Name Printed: Garrett Reeves Date: 8/21/23



SERVPRO of Bay County

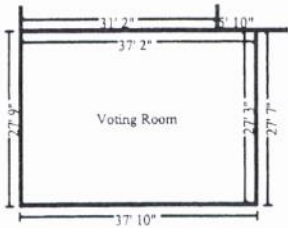
Franchise: 11204 & 11205
 Servpro of Bay County
 850-785-1077
 1403 Florida Ave.
 Panama City, FL 32401
 TEIN 84-4964599

2023-08-08-1811

Main Level

Main Level

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
59. Dumpster load - Approx. 30 yards, 5-7 tons of debris	2.00 EA	545.55	0.00	0.00	218.22	1,309.32
60. Commercial Supervision / Project Management - per hour	40.00 HR	0.00	74.91	0.00	599.28	3,595.68
61. Carpenter - General Framer - per hour	80.00 HR	0.00	72.36	0.00	1,157.76	6,946.56
68. Carpenter - Finish, Trim / Cabinet - per hour	40.00 HR	0.00	72.65	0.00	581.20	3,487.20
69. Containment Barrier/Airlock/Decon. Chamber	80.00 SF	0.00	1.08	0.96	17.48	104.84
Total: Main Level				0.96	2,573.94	15,443.60



Voting Room

Height: 8'

1,030.67 SF Walls
 2,043.46 SF Walls & Ceiling
 112.53 SY Flooring
 128.83 LF Ceil. Perimeter

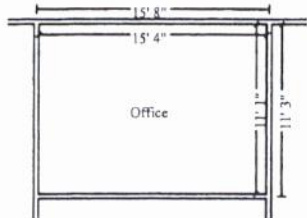
1,012.79 SF Ceiling
 1,012.79 SF Floor
 128.83 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. R&R Carpet tile - High grade	1,012.79 SF	0.65	5.46	393.77	1,316.38	7,898.29
3. R&R Baseboard - 2 1/4"	128.83 LF	0.43	3.13	13.30	94.38	566.32
5. R&R Quarter round - 3/4"	128.83 LF	0.17	1.84	10.10	53.82	322.87
6. Paint the walls and ceiling - two coats	2,043.46 SF	0.00	1.25	44.14	519.68	3,118.15
8. Paint baseboard - two coats	128.83 LF	0.00	1.90	1.65	49.30	295.73
Totals: Voting Room				462.96	2,033.56	12,201.36



SERVPRO of Bay County

Franchise: 11204 & 11205
 Servpro of Bay County
 850-785-1077
 1403 Florida Ave.
 Panama City, FL 32401
 TEIN 84-4964599

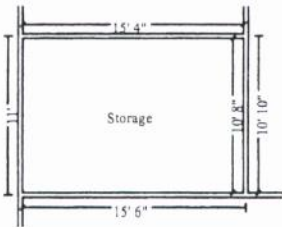


Office

Height: 8'

422.67 SF Walls
 592.61 SF Walls & Ceiling
 18.88 SY Flooring
 52.83 LF Ceil. Perimeter
 169.94 SF Ceiling
 169.94 SF Floor
 52.83 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
9. R&R Carpet tile - High grade	169.94 SF	0.65	5.46	66.07	220.90	1,325.30
10. R&R Baseboard - 2 1/4"	52.83 LF	0.43	3.13	5.45	38.72	232.25
11. R&R Quarter round - 3/4"	52.83 LF	0.17	1.84	4.14	22.06	132.39
12. Paint the walls and ceiling - two coats	592.61 SF	0.00	1.25	12.80	150.72	904.28
13. Paint baseboard - two coats	52.83 LF	0.00	1.90	0.68	20.22	121.28
Totals: Office				89.14	452.62	2,715.50



Storage

Height: 8'

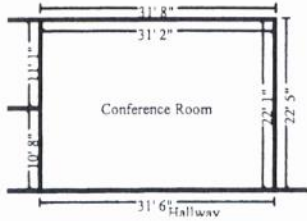
416.00 SF Walls
 579.56 SF Walls & Ceiling
 18.17 SY Flooring
 52.00 LF Ceil. Perimeter
 163.56 SF Ceiling
 163.56 SF Floor
 52.00 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
14. R&R Carpet tile - High grade	163.56 SF	0.65	5.46	63.59	212.58	1,275.52
15. R&R Baseboard - 2 1/4"	52.00 LF	0.43	3.13	5.37	38.12	228.61
16. R&R Quarter round - 3/4"	52.00 LF	0.17	1.84	4.08	21.72	130.32
17. Paint the walls and ceiling - two coats	579.56 SF	0.00	1.25	12.52	147.40	884.37
18. Paint baseboard - two coats	52.00 LF	0.00	1.90	0.67	19.90	119.37
Totals: Storage				86.23	439.72	2,638.19



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Conference Room

Height: 8'

852.00 SF Walls	688.26 SF Ceiling
1,540.26 SF Walls & Ceiling	688.26 SF Floor
76.47 SY Flooring	106.50 LF Floor Perimeter
106.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
19. R&R Carpet tile - High grade	688.26 SF	0.65	5.46	267.60	894.58	5,367.45
20. R&R Baseboard - 2 1/4"	106.50 LF	0.43	3.13	10.99	78.04	468.18
21. R&R Quarter round - 3/4"	106.50 LF	0.17	1.84	8.35	44.50	266.92
22. Paint the walls and ceiling - two coats	1,540.26 SF	0.00	1.25	33.27	391.72	2,350.32
23. Paint baseboard - two coats	106.50 LF	0.00	1.90	1.36	40.76	244.47
Totals: Conference Room				321.57	1,449.60	8,697.34



absentee/server Room

Height: 8'

933.33 SF Walls	846.69 SF Ceiling
1,780.03 SF Walls & Ceiling	846.69 SF Floor
94.08 SY Flooring	116.67 LF Floor Perimeter
116.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
24. R&R Carpet tile - High grade	846.69 SF	0.65	5.46	329.19	1,100.50	6,602.97
25. R&R Baseboard - 2 1/4"	116.67 LF	0.43	3.13	12.04	85.48	512.87
26. R&R Quarter round - 3/4"	116.67 LF	0.17	1.84	9.15	48.74	292.39
27. Paint the walls and ceiling - two coats	1,780.03 SF	0.00	1.25	38.45	452.70	2,716.19
28. Paint baseboard - two coats	116.67 LF	0.00	1.90	1.49	44.64	267.80
Totals: absentee/server Room				390.32	1,732.06	10,392.22



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Hallway

Height: 8'



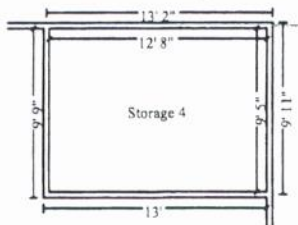
1,177.33 SF Walls
 1,524.63 SF Walls & Ceiling
 38.59 SY Flooring
 147.17 LF Ceil. Perimeter
 347.29 SF Ceiling
 347.29 SF Floor
 147.17 LF Floor Perimeter

Missing Wall

8' X 8'

Opens into HALLWAY

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
29. R&R Carpet tile - High grade	347.29 SF	0.65	5.46	135.03	451.38	2,708.35
30. R&R Baseboard - 2 1/4"	147.17 LF	0.43	3.13	15.19	107.82	646.93
31. R&R Quarter round - 3/4"	147.17 LF	0.17	1.84	11.54	61.46	368.81
32. Paint the walls and ceiling - two coats	1,524.63 SF	0.00	1.25	32.93	387.74	2,326.46
33. Paint baseboard - two coats	147.17 LF	0.00	1.90	1.88	56.30	337.80
Totals: Hallway				196.57	1,064.70	6,388.35



Storage 4

Height: 8'

353.33 SF Walls
 472.61 SF Walls & Ceiling
 13.25 SY Flooring
 44.17 LF Ceil. Perimeter
 119.28 SF Ceiling
 119.28 SF Floor
 44.17 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
34. R&R Carpet tile - High grade	119.28 SF	0.65	5.46	46.38	155.04	930.22
35. R&R Baseboard - 2 1/4"	44.17 LF	0.43	3.13	4.56	32.38	194.18
36. R&R Quarter round - 3/4"	44.17 LF	0.17	1.84	3.46	18.46	110.70
37. Paint the walls and ceiling - two coats	472.61 SF	0.00	1.25	10.21	120.20	721.17
38. Paint baseboard - two coats	44.17 LF	0.00	1.90	0.57	16.90	101.39
Totals: Storage 4				65.18	342.98	2,057.66



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Hallway

Height: 8'

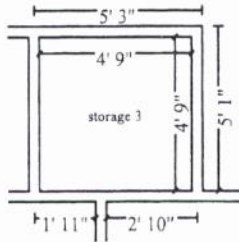
512.00 SF Walls	222.67 SF Ceiling
734.67 SF Walls & Ceiling	222.67 SF Floor
24.74 SY Flooring	64.00 LF Floor Perimeter
64.00 LF Ceil. Perimeter	

Missing Wall

8' X 8'

Opens into HALLWAY1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
39. R&R Carpet tile - High grade	222.67 SF	0.65	5.46	86.57	289.42	1,736.51
40. R&R Baseboard - 2 1/4"	64.00 LF	0.43	3.13	6.60	46.88	281.32
41. R&R Quarter round - 3/4"	64.00 LF	0.17	1.84	5.02	26.74	160.40
42. Paint the walls and ceiling - two coats	734.67 SF	0.00	1.25	15.87	186.84	1,121.05
43. Paint baseboard - two coats	64.00 LF	0.00	1.90	0.82	24.48	146.90
Totals: Hallway				114.88	574.36	3,446.18



storage 3

Height: 8'

152.00 SF Walls	22.56 SF Ceiling
174.56 SF Walls & Ceiling	22.56 SF Floor
2.51 SY Flooring	19.00 LF Floor Perimeter
19.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
44. R&R Carpet tile - High grade	22.56 SF	0.65	5.46	8.77	29.34	175.95
45. R&R Baseboard - 2 1/4"	19.00 LF	0.43	3.13	1.96	13.94	83.54
46. R&R Quarter round - 3/4"	19.00 LF	0.17	1.84	1.49	7.94	47.62
47. Paint the walls and ceiling - two coats	174.56 SF	0.00	1.25	3.77	44.40	266.37
48. Paint baseboard - two coats	19.00 LF	0.00	1.90	0.24	7.26	43.60
Totals: storage 3				16.23	102.88	617.08



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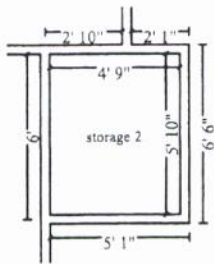
Welcome

Height: 8'

842.67 SF Walls
 1,534.33 SF Walls & Ceiling
 76.85 SY Flooring
 105.33 LF Ceil. Perimeter

691.67 SF Ceiling
 691.67 SF Floor
 105.33 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
49. R&R Carpet tile - High grade	691.67 SF	0.65	5.46	268.92	899.00	5,394.03
50. R&R Baseboard - 2 1/4"	105.33 LF	0.43	3.13	10.87	77.18	463.02
51. R&R Quarter round - 3/4"	105.33 LF	0.17	1.84	8.26	44.00	263.98
52. Paint the walls and ceiling - two coats	1,534.33 SF	0.00	1.25	33.14	390.20	2,341.25
53. Paint baseboard - two coats	105.33 LF	0.00	1.90	1.35	40.30	241.78
63. Countertop - quartz/engineered stone - High grade	72.00 SF	0.00	90.39	319.85	1,365.60	8,193.53
65. Custom cabinets - base units - High grade	18.00 LF	0.00	399.65	514.09	1,541.56	9,249.35
66. R&R Modular glass wall system	20.00 LF	4.49	506.65	781.17	2,200.80	13,204.77
Totals: Welcome				1,937.65	6,558.64	39,351.71



storage 2

Height: 8'

169.33 SF Walls
 197.04 SF Walls & Ceiling
 3.08 SY Flooring
 21.17 LF Ceil. Perimeter

27.71 SF Ceiling
 27.71 SF Floor
 21.17 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
54. R&R Carpet tile - High grade	27.71 SF	0.65	5.46	10.77	36.02	216.10
55. R&R Baseboard - 2 1/4"	21.17 LF	0.43	3.13	2.18	15.52	93.06
56. R&R Quarter round - 3/4"	21.17 LF	0.17	1.84	1.66	8.86	53.07
57. Paint the walls and ceiling - two coats	197.04 SF	0.00	1.25	4.26	50.12	300.68
58. Paint baseboard - two coats	21.17 LF	0.00	1.90	0.27	8.10	48.59
Totals: storage 2				19.14	118.62	711.50



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Total: Main Level 3,700.83 17,443.68 104,660.69

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
70. Hazardous waste/mold rem. labor min	1.00 EA	0.00	101.91	0.00	20.38	122.29
Totals: Labor Minimums Applied				0.00	20.38	122.29
Line Item Totals: 2023-08-08-1811				3,700.83	17,464.06	104,782.98

Grand Total Areas:

6,861.33 SF Walls	4,312.42 SF Ceiling	11,173.76 SF Walls and Ceiling
4,312.42 SF Floor	479.16 SY Flooring	857.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	857.67 LF Ceil. Perimeter
4,312.42 Floor Area	4,521.56 Total Area	6,861.33 Interior Wall Area
3,520.50 Exterior Wall Area	391.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



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Summary for Dwelling

Line Item Total	83,618.09
Material Sales Tax	3,700.83
Subtotal	87,318.92
Overhead	8,732.03
Profit	8,732.03
Replacement Cost Value	\$104,782.98
Net Claim	\$104,782.98

David Cayce



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Recap by Category

O&P Items	Total	%
CABINETRY	16,607.78	15.85%
GENERAL DEMOLITION	4,498.58	4.29%
FLOOR COVERING - CARPET	23,545.82	22.47%
FINISH CARPENTRY / TRIMWORK	4,262.62	4.07%
FRAMING & ROUGH CARPENTRY	5,788.80	5.52%
GLASS, GLAZING, & STOREFRONTS	10,133.00	9.67%
HAZARDOUS MATERIAL REMEDIATION	188.31	0.18%
LABOR ONLY	2,996.40	2.86%
PAINTING	15,596.78	14.88%
O&P Items Subtotal	83,618.09	79.80%
Material Sales Tax	3,700.83	3.53%
Overhead	8,732.03	8.33%
Profit	8,732.03	8.33%
Total	104,782.98	100.00%

This estimate is the property of SERVPRO® of Bay County and has been prepared for the exclusive use of our customer, the insurance agent, the insurance adjuster and the insurance company. This estimate may not be distributed or copied without the expressed written permission of SERVPRO® of Bay County.

SERVPRO® of Bay County is pleased to provide our customers the finest professional mitigation and restoration services. The estimate and the scope of services provided are according to professional guidelines as stated in the IICRC Standard and Reference Guide for Professional Water Damage Restoration published by the Institute of Inspection Cleaning and Restoration Certification (IICRC), 2715 East Mill Plain Blvd. Vancouver, Washington 98661 USA.



MEMORANDUM

LEE COUNTY BOARD OF COMMISSIONERS

TO: Honorable Board of County Commissioners
SUBJECT: County Updates

Agricultural/ Recreation Complex

- Located on 100 acres on Leesburg Bypass — 231 State Route 3
- Proposed plans provided July 29, 2020
 - Including: A boating access point at the creek's edge, the agricultural complex, walking trails, and campsites
- Resolution adopted and lease agreement signed on September 22, 2020 with Georgia Department of Natural Resources for a Boat Ramp
 - Renewed January 11, 2022
 - Estimated Start Date: Fall 2023
 - DNR hired EMC Engineering to survey property for canoe/kayak ramp
 - DNR staff notified us that the DNR Commissioner has signed the Boat Ramp agreement for the Lee County construction project
 - Engineering design began in January 2023
- Improvements to the Property
 - Renovation of Covered Building: New roof, fresh paint, picnic tables, electrical system, well
 - Bobby Donley, Lanier Engineering, provided proposed site plan
 - Proposal submitted to the BOC for review
 - Trails: ¼ mile walking trail that runs along a 46 foot high ridgeline above the Kinchafoonee Creek and has a seasonal view of the waterway
 - Eight (8) picnic tables as well as a number of trash cans have been placed along this trail on the creek side
 - Directional signs for the area ordered (i.e. Parking, No Parking, trail markers, boundary signs, etc.)
- Future Improvements
 - Define the location of the road
 - Grade and place compacted crushed stone GAB/recycled asphalt on the area on top of the ridgeline for a parking area
 - Placing a gate at the trailhead so that the area can be closed to public for safety during high water events
- Planning/Designing Committee created by the Board at the May 11, 2021 meeting
 - **Committee Members:** Art Ford, Tim Sumners, Tom Sumners, Bobby Donley, Lisa Davis, David Dixon, Judy Powell, Commissioner Rick Muggridge, Commissioner Luke Singletary, County Manager Christi Dockery, Parks & Recreation Director Jeremy Morey
 - **First Meeting:** June 14, 2021
 - **Second Meeting:** November 15, 2021
 - **Third Meeting:** January 11, 2022
 - Staff is working with a local engineering firm to develop a plan
- Professional Services Agreement with Lose Designs approved and signed on August 8, 2023

2020 Census Numbers

- Lee County: 33,179
- Smithville: 593
- Leesburg: 3,480

2021 Census Numbers

- Lee County: 33,411

Commercial Land Development Permits

- Ace Hardware Store – Hwy 82
- Artesian City Federal Credit Union
- DeSoto Silicon Ranch Phase II & III
- Ledo Self Storage 2
- Woodgrain Millwork Expansion - Hwy 82
- Seven Brew - Hwy 82
- Whistle Wash - Hwy 82
- Mavis Tire – Hwy 19
- Three (3) Proposed Package Stores –Hwy 19 & Hwy 82
- Boaters World – Ridezilla – Hwy 19
- Eliano’s Coffee – Hwy 19
- Drake Properties – Downtown Leesburg restaurant
- Southern Hills Orchards – New York road Ag Office space
- Forrester Crossing Phase 1- New Office Building
- Forrester Crossing Commercial Subdivision Phase 2 – Hwy 19
- New Jerusalem Grove Baptist Church – Smithville
- New Little Caesar’s Location – US 82
- El-Maya Restaurant Renovation and Expansion – US 19
- Tidal Wave – Ledo Road
- Georgia Electric Associates New Office – Veterinary Way
- Giovingo Properties Sanitary Sewer Expansion – US 82
- Flint Ventures Commercial Subdivision – US 19

GIS

- Road Layer including road width, length, and speed limits

Utilities Mapping Project

- Purpose: To map all utilities in Lee County
 - Includes water mains, water valves, water towers, fire hydrants, sewer lines, sewer manholes, sewer pump stations, fiber, gas, telephone, etc. as well as feature type, pipe size, pipe material, valve size
 - Also mapping greenspace, stormwater holding ponds, Haz Mit lots, etc.
- Goal: To have an internet map in ArcGIS Online where utility workers can view utility maps on a tablet in the field.

LMIG Funds

- **FY2024**
 - Letter received from GDOT July 5, 2023
 - Funds Received from GDOT: \$690,908.06
 - Total, with 30% match from Lee County: **\$898,180.48**
 - Application due February 1, 2024
- **FY2023**
 - Application Submitted October 18, 2022
 - Roads: Lumpkin Road West, Quail Street, Northwood Drive, Stanley Street, Cannon Drive, Balmoral Drive, Elgin Court, Montrose Drive, Brittany Lakes Drive, Fairethorne Drive, Graves Springs Road, Heathridge Court, Hearthstone Drive, Sterling Drive, Pewter Court, Willow Lake

Drive, Fair Oaks Court, Hickory Ridge Court, Cedric Street, Ravenwood Court, Maplewood Court, and Sportmans Club Road. Striping remains to be completed.

- Funds Received from GDOT: \$627,424.76
 - Total, with 30% match from Lee County: **\$815,652.19**
 - BOC awarded bid on December 13, 2022 to Reeves Construction Company for **\$1,977,781.35**
- Completed: May 2023
- July 2023: Closed out project with GDOT

Sidewalks

- Georgia Department of Transportation, GDOT, has approved the City of Leesburg's request for funding assistance for sidewalks on State Route 3, State Route 32, and Firetower Road
- GDOT is committing up to \$304,000.00, or 70% of the project cost, whichever is less
- December 22, 2022: Board voted to pay the County's share of the cost for sidewalks on Firetower Road (\$13,500.00)
- Ongoing project

Smithville Road Bridge

- Georgia Department of Transportation, GDOT, plans to replace the bridge over the Muckaloochee Creek on Smithville Road
- Construction and Maintenance Easements received from adjoining property owners and recorded
- Estimated Start Date: Summer 2023
 - Detour will be implemented during this construction

Speed Limit Ordinance

- Approved by BOC at April 26, 2022 meeting
- Staff has submitted documents to GDOT
- Requested DOT examine Old Leesburg Road/State Route 133
- Awaiting GDOT review and approval

SPLOST VII

- Collection Period: October 1, 2019 - September 30, 2025
- Ballot amount: \$20,825,603.00
 - Current collection: \$17,325,016 as of May 2023 (83%)
 - Avg. monthly collection: \$393,750.37
 - Projected to collect ballot amount by February 2024

SPLOST VIII

- Possible Ballot Year: November 2024
- Collection Period: October 1, 2025 - September 30, 2031
- LC Departments have submitted their requests for projects to be included on the next ballot
 - BOC to discuss

Storm Drainage Repair/ Holding Ponds

- Lumpkin Road
 - BOC approved a contract with Lanier Engineering to survey in March 2020
 - Survey completed June 2020
 - BOC currently reviewing plans and options
- Liberty Holding Pond (Doublegate)
 - BOC approved a contract with engineer Mike Talley to design
 - BOC approved a contract with Lanier Engineering to survey in February 2019
 - Under review

TSPLOST

- Collection Period: April 1, 2019 - March 31, 2024
- Ballot amount: \$16,995,017.00
 - Current Collection: \$14,806,719.95 as of May 2023 (87%)

- Avg. monthly collection: \$300,000.00
- Projected to collect ballot amount by February 2024

TSPLOST II

- Joint meeting held Tuesday, June 21, 2022 at 5:00pm
- Voters approved continuation of TSPLOST II in November 2022
- Collection Period: April 1, 2024 – March 31, 2029

Telecommunications Tower

- To be located at the Smithville Fire Station
- Partnering with Motorola
- Surveying has begun
 - Once completed, crews can then break ground
- Estimated Completion: May 2024

Westover Extension

- GDOT project - DARTS support
- Will connect Westover Road and Ledo Road at Capstone Connector
- Oxford has begun work
- Staff is working with DARTS on signal and safety issues for Ledo Road intersection
- Estimated Completion Date: December 2024
- Working with GDOT and DARTS on intersection improvements at Ledo Road/Westover Road & Capstone intersection

Windstream – Kinetic Fiber Installation

- Kinetic staff is currently staking installation areas throughout the county
- Engineering design is expected to be completed by January 2024
- Crews will begin fiber installation in early 2024 with anticipated completion of over 4,234 underserved properties by the end of 2024.
- Project is required to be completed by 2026 with minimum speeds of 100 Mbps download and 100 Mbps upload
- Funding for this project includes:
 - Grant award from Georgia’s State & Local Fiscal Recovery Funds - \$12,541,241.00
 - Kinetic funding of \$7,337,804.00 with Lee County’s match of \$1,200,000.00
 - ARPA funding
 - Total Investment: \$21,079,046.00

RFPs and RFQs

Open

Landscaping

- Courthouse and Tharp Building
- Pre-Bid Meeting: August 10, 2023
- Bid Opening: September 21, 2023
- Results projected to be brought to the Board on September 26, 2023

Elections and Registration Office Renovation

- Approved by BOC at April 11, 2023 meeting
- Pre-Bid Meeting: July 6, 2023
- Bid Opening: July 20, 2023
 - No bids received
- Bid to republished
- Pre-Bid Meeting: August 8, 2023
- Bid Opening: August 21, 2023

- Results projected to be brought to the Board on August 22, 2023

Recently Awarded

Inmate Medical Services

- Bid Opening: April 27, 2023
- BOC awarded bid on May 9, 2023 to **Southern Health Partners**
- Base pricing of \$418,800.00 annually and with added Dental and Mental Health, will bring the first year's price to \$440,264.00
- Will increase by 4% the second and third year of the contract
- Service to begin July 1, 2023

Future

Fencing

- Approved by BOC at April 25, 2023 meeting
- Staff writing RFP documents
- To be placed at several County facilities
- Projected Bid Opening: TBD

Courthouse Window Coverings

- Approved by BOC at May 25, 2021 meeting
- Pre-Bid Meeting: October 18, 2022
- Project to be reopened at a future date
- Projected Bid Opening: TBD

LED Lighting in the Fire Stations

- Previous Pre-Bid Meeting: September 20, 2022
- Previous Bid Opening: October 19, 2022
- Results brought to the Board on October 25, 2022
 - Bids rejected
- Bid documents to be reviewed and revised
- Project to be reopened at a future date

LED Lighting in all County Buildings

- Approved by BOC at March 23, 2021 meeting
- Projected Bid Opening: TBD

ADA Compliant Website

- Staff writing RFP documents
- Projected Bid Opening: TBD

County Building Painting Services

- Approved by BOC at March 23, 2021 meeting
- Staff writing RFP documents
- Projected Bid Opening: TBD

Flooring Services for County Buildings

- Approved by BOC at April 27, 2021 meeting
- Staff writing RFP documents
- Projected Bid Opening: TBD

Extended Sewer Installation on Hwy 19

- Approved by BOC at June 22, 2021 meeting
- Staff writing RFQ documents
- Projected Bid Opening TBD

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, AND GEORGIA DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER TITLE 49 U.S.C., SECTION 5311.

WHEREAS, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon Applicant, including the provision of the local share of project costs; and

WHEREAS, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW THEREFORE, BE IT RESOLVED BY Lee County Board of Commissioners hereinafter referred to as the "Applicant",

1. That the Designated Official Southwest Georgia Regional Commission, hereinafter referred to as the "Official", is authorized to execute and file an application on behalf of Lee County Board of Commissioners with the Georgia Department of Transportation, to aid in the purchase of bus transit vehicles and/or the planning, development, and construction of bus transit-related facilities pursuant to Section 5307 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances, or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances, or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation.
5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.

6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9030.1E, FTA Certifications and Assurances for Federal Assistance 2023 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
7. That the applicant has or will have available in the General Fund the required non-federal funds to meet local share requirements for this grant application.

APPROVED AND ADOPTED this _____ day of _____, 2023.

Signature of Authorized Official

Name and Title of Authorized Official

Signed, sealed, and delivered this _____ day of _____, 2023 in the presence of

Witness

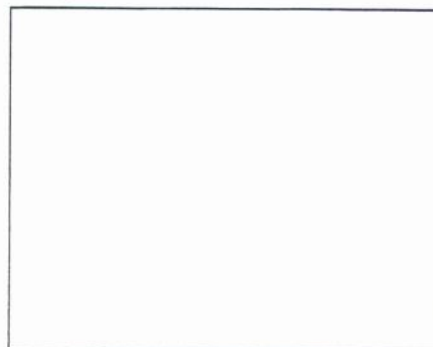
Notary Public/Notary Seal

CERTIFICATE

The undersigned duly qualified and acting _____ of _____
(Title of Certifying/Attesting Official) (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on _____, 2023.

Name of Certifying/Attesting Officer

Title of Certifying/Attesting Officer



Transit Activity Report

Lee County

July 1, 2022 - June 30, 2023

Report Period

<i>Operation Parameters</i>	
Operation Hours 6:00am to 8:00pm M-F Office Hours 8:00am to 5:00pm M-F	
Vehicles in Service	- 4

Total Statistics

Trips Performed	3,050
<i>Public Trips*</i>	55
Service Hours**	16,459
Service Miles**	241,854

Monthly Averages

Trips Per Vehicle -	763
Percentage of Total Trips That Are Public -	1.80%

Peak – 6:00am to 10:00am / 2:00pm to 6:00pm
Off Peak – 10:00am to 2:00pm / 6:00pm to 8:00pm

Trip Purpose

DCH Non-Emergency Medical	0
DHS - Division of Aging	1,080
DHS - DBHDD (Disabilities)	1,873
Public - Personal	55
Private Pay	42
Not Specified	0

* Public Trips are those trips that a general resident has paid out of pocket for transit services (i.e. a fare)

** Service Hours or Miles are defined by miles or hours that a transit vehicle is being operated while a consumer is on board.



August 17, 2023

Ms. Heather Jones
Finance Director/Assistant County Manager
Lee County Board of Commissioners
102 Starksville Avenue North
Leesburg, Georgia 31763

Dear Ms. Jones:

I have enclosed a proposal to conduct a classification and compensation study for Lee County. If selected, we plan to begin work on the project December 1, 2023, with a preliminary cost estimate submitted for review in March 2024 and a final report submitted on or before March 31, 2024. The enclosed proposal outlines a thorough study for the county.

I believe you will agree that confidence is built in a new classification and compensation system by involving management and employees in the process. If selected for this project, we would interview approximately 50% of the county's 250 full-time and part-time employees covered under this letter of agreement. We believe this high percentage of persons individually interviewed for the study will greatly increase its validity. As you will note from the enclosed proposal, in the employee interview process we utilize a variety of skilled consultants with specific subject matter knowledge of local government administration, public safety, public utilities, public finance, public works, and information technology. This process leads to a valid and expertly prepared compensation plan that is accepted by the county's employees.

Condrey and Associates has been serving clients nationwide for more than 24 years and has never been involved in any litigation. I strongly encourage you to check the references we have listed in our proposal packet. I believe you will find that we work very hard to deliver a thoroughly documented and competitive personnel system that meets the needs of management and employees alike.

This offer of services is valid until March 31, 2024. We will be happy to revise the enclosed memorandum of agreement to meet appropriate legal requirements as deemed necessary by Lee County or to enter into an appropriate contract initiated by the county.

We are looking forward to providing high quality human resource management consulting services to Lee County. I believe you will find our firm to be highly competent and responsive to the needs of your jurisdiction. Please contact me at (706) 380-7107 if I may provide further information.

Sincerely,

Steve Condrey, Ph.D.
President

**PROPOSAL FOR A CLASSIFICATION
AND COMPENSATION STUDY
FOR
LEE COUNTY, GEORGIA**

August 17, 2023

**Condrey and Associates, Inc.
PO Box 7907
Athens, Georgia 30604-7907
(706) 380-7107 (phone)
steve@condrey-consulting.com
www.condrey-consulting.com**

Table of Contents

Profile of Proposer	1
Representative Client Contacts	2
Selected Clients	4
Summary of Proposer's Qualifications	10
Summary of Consultant Responsibilities and Assignments	13
Project Understanding, Proposed Approach, and Methodology	14
Summary of the Proposed Fee Structure	16
Memorandum of Agreement	17
Contract for Technical Assistance to Lee County	20
Schedule of Activities	23

PROFILE OF PROPOSER

Condrey and Associates, Inc. is a human resource management consulting firm providing personnel-related technical assistance to local and state government organizations. All work performed for the Lee County project will be conducted from the firm's offices in Athens, Georgia.

The two principals associated with the project, Dr. Steve Condrey and Ms. Jan Hansford, have collaborated on over 500 similar projects for state and local governments. Consultants for this project will be chosen from among consultants with specific subject matter knowledge in local government, public safety, public utilities, public health, and public works administration: Mr. Mark Knowles, an independent consultant experienced in financial administration and information technology, Dr. Rex Facer, Associate Professor in the Romney Institute of Public Management at Brigham Young University and a skilled human resources consultant, Gene Mays, former Chief Deputy of the Athens-Clarke County, Georgia, Sheriff's Department and a skilled law enforcement consultant, Mr. James Hansford, a skilled classification consultant and former Executive Director of the Georgia Firefighter Standards and Training Commission, Mr. Mike Mahathirath, a skilled consultant specializing in IT, Finance and Staffing Analyses, Dr. Mark Foster, an industrial psychologist with extensive experience in law enforcement administration, Dr. James M. Austin, Jr., an industrial psychologist and President of Austin Consulting, Inc., Mr. Brian Burke, a certified Real Estate Appraiser and Firefighter, and Dr. Greg Reece, a skilled technical writer and consultant.

REPRESENTATIVE CLIENT CONTACTS

Listed below are five representative references. Additional professional references are available upon request.

Ms. Shanda L. Murphy
County Clerk & Human Resources Director
White County Government
1235 Helen Highway
Cleveland, Georgia 30528
(706) 865-2235
smurphy@whitecounty.net

We are in the process of completing a comprehensive classification and compensation study for White County (approximately 300 employees).

Ms. Tara Palmer
Human Resources Director
Paulding County Board of Commissioners
Watson Government Complex
240 Constitution Boulevard
Dallas, GA 30132
(770) 443-7521
tara.palmer@paulding.gov

We completed a comprehensive classification and compensation study for Paulding County in 2017 (approximately 900 employees). We completed an update for the County in 2020. We are currently under contract to begin another update for the county beginning September 2023.

Mr. Michael Spiers
Senior Director of HR and Risk Management
Camden County Board of Commissioners
200 E. 4th Street
Woodbine, Georgia 31569
(912) 576-7058

We completed a comprehensive classification and compensation study for Camden County in 2022 (approximately 362 employees). Additionally, we conducted a public safety salary survey for the county in 2023.

Mr. Jim Carter, County Manager
Mr. Mike Walker, Assistant County Manager
Tift County Board of Commissioners
225A Tift Avenue, Suite 204
Tifton, Georgia 31794
(229) 388-6032
jim.carter@tiftcounty.org
mwalker@tiftcounty.org

In 2008 we completed a comprehensive classification and compensation study for Tift County (approximately 325 employees). We completed updates for the county in 2018 and 2021.

Ms. Paige Dukes
County Manager
Lowndes County Government
327 N. Ashley Street, 3rd Floor
Valdosta, Georgia 31601
(229) 671-2440
cmanager@lowndescounty.com

We completed a comprehensive classification and compensation study for Lowndes County in 2015 (approximately 500 employees). We completed an update for the county in 2021.

SELECTED CLIENTS

Alabama

Alabama Department of Postsecondary Education
Alabama Department of Corrections
Alabama Department of Human Resources Head Start
Anniston Water Works and Sewer Board
City of Anniston
City of Athens
City of Auburn
City of Chelsea
Curry Water Authority
City of Decatur
City of Dothan
Dothan-Houston County Intellectual Disabilities Board
City of Enterprise
City of Eufaula
Cleburne County
Eufaula Water & Sewer Board
Etowah County
Town of Falkville
City of Gadsden
City of Jasper
Jasper Water Works and Sewer Board
Lee County
Limestone County
City of Madison
City of Mobile
Mobile County
Mobile County Personnel Board
Mobile Area Water and Sewer Board
Mobile Housing Authority
North Central Alabama Regional Council of Governments (NARCOG)
City of Opelika
City of Prattville
City of Rainbow City
City of Tallahassee
City of Tuscaloosa
Selma Waterworks and Sewer Board
Walker County

Alaska

Matanuska-Susitna Borough

Arkansas

City of Jonesboro
City of North Little Rock

Connecticut

Town of Waterford

Florida

City of Miami Beach

St. Johns County

City of Panama City Beach

St. Johns County Property Appraiser

St. Johns County Clerk of Courts

Georgia

City of Acworth

Ben Hill County

Brantley County

Brunswick-Glynn County Joint Water and Sewer Commission

Camden County

City of Canton

City of Cartersville

Columbus Consolidated Government

Cook County

City of Covington

Coweta County Water and Sewerage Authority

City of Forest Park

Irwin County

City of Hinesville

City of Holly Springs

City of Lawrenceville

Liberty County

Liberty County Planning Commission

City of Loganville

City of Suwanee

Lowndes County

McIntosh County

Morgan County

Paulding County

City of Peachtree City

Pickens County

City of Statesboro

City of Swainsboro

Tift County

Troup County

City of Tybee Island

United Methodist Church, North Georgia Conference

City of Valdosta

City of Watkinsville

Illinois

Village of Forsyth
City of Moline

Iowa

Dallas County
City of Fort Dodge
Muscatine Power and Water
City of Pella
Story County
Winneshiek County

Kentucky

Bowling Green Municipal Utilities
DESA International, Inc., Bowling Green
City of Morganfield

Maine

City of Scarborough

Maryland

City of Takoma Park

Missouri

City of Cape Girardeau
City of Gladstone
City of Jefferson City
City of Lake Saint Louis
City of O'Fallon
City of Sedalia

Nevada

Carson City School District
City of Boulder City

New Hampshire

Local Government Center
City of Concord
Town of Hanover
Town of Newport
Manchester Employees' Contributory Retirement System

New Mexico

Bloomfield School District
Deming Public School System

New Mexico (continued)
Santa Fe Community College
San Juan College

New York
Madison County Government
Onondaga County Government
Orange County Government

North Carolina
Braswell Memorial Library, Rocky Mount
Cape Fear Public Utility Authority
Town of Chapel Hill
City of Hickory
City of Laurinburg
Lenoir County
City of Lincolnton
Lincoln County Government
North Carolina League of Municipalities
Orange County Government
City of Rocky Mount
Rutherford County Government
City of Wilson

North Dakota
City of Bismarck
City of Grand Forks
City of Mandan
Mandan Parks District

Oklahoma
City of Broken Arrow
Northeastern State University

South Carolina
Town of Fort Mill
City of Goose Creek
Jasper County Government
McCormick County
Saluda County

South Dakota
City of Aberdeen
City of Pierre
Brown County
Meade County

South Dakota (continued)

Minnehaha County
Pennington County
City of Madison
City of Mitchell
City of Rapid City
City of Spearfish

Tennessee

City of Hendersonville

Texas

City of Big Spring
City of Beaumont
City of Forney
City of Galveston
City of Rockport
City of Seabrook
Galveston County Government
Galveston County Health District
Harris County Housing Authority
Oller Engineering, Inc., Lubbock
Texas Municipal League Intergovernmental Risk Pool
Webb County Government

Vermont

Town of Hartford
Town of Norwich

Virginia

The Children's Center
City of Franklin
Franklin Development and Housing Authority
Powhatan County
Town of Rocky Mount
Town of Vinton

Washington

City of Moses Lake

Wyoming

City of Casper
City of Cody
City of Evanston
Evanston Parks & Recreation District
City of Gillette
City of Green River
City of Laramie

Wyoming (continued)
City of Rock Springs
City of Sheridan
Sheridan County Government
Sheridan Recreation District
City of Wheatland

SUMMARY OF PROPOSER'S QUALIFICATIONS

Stephen E. Condrey, Ph.D. Steve Condrey, President of Condrey and Associates, has over thirty years of professional experience in human resource management and has consulted nationally and internationally with over 800 organizations concerning personnel-related issues. He is the immediate past Editor-in-Chief of the *Review of Public Personnel Administration* and is the co-editor of *Public Administration in Post-Communist Countries* (CRC Press, 2013), editor of the *Handbook of Human Resource Management in Government*, Jossey-Bass, (1998, 2005 and 2010), and *Radical Reform of the Civil Service*, Lexington Press, 2001. He is the 1998 recipient of the University of Georgia's Walter Barnard Hill Award for Distinguished Achievement in Public Service and Outreach and was named Hill Fellow by the University of Georgia in 2004 (the University of Georgia's highest public service faculty honor). He holds the IPMA-SCP designation from the International Public Management Association for Human Resources. Steve retired from the Carl Vinson Institute of Government, University of Georgia in 2010. He was appointed by President Obama as Chairman of the Federal Salary Council in 2010 and served in this capacity until 2017. Dr. Condrey was elected as a Fellow to the National Academy of Public Administration in 2012 and was President of the American Society for Public Administration for 2013-2014.

Ms. Jan Hansford. Jan Hansford, Vice President of Condrey and Associates, is a Principal Human Resource Management Consultant with the Vinson Institute and recently retired as Human Resources Director of Athens-Clarke County, Georgia, a consolidated government of over 1600 employees. With over 30 years of related experience, both as a practitioner and as a consultant, Jan specializes in administrative classification issues, *Fair Labor Standards Act* compliance, and payroll restructuring and administration. She is also well-versed in communicating complex classification and compensation issues in a clear and understandable fashion and will assist in communicating study results to department heads, elected officials, and employees. Ms. Hansford has assisted in managing over 400 personnel-related projects. Jan holds the IPMA-SCP designation from the International Public Management Association for Human Resources.

Mr. Mark Knowles. Mark Knowles, Principal Consultant with Condrey and Associates, is the founder of GovDirections.com – a leading online procurement monitoring system. Mark has prior experience with the Georgia Municipal Association, where he provided technical assistance to local governments. Mark has assisted with organizational management issues related to technology in several communities including the cities of Rapid City, South Dakota, and Auburn, Alabama. Mark has experience in performance benchmarking and assisted in the design and implementation of systems in communities such as Lowndes County and Dawson County, Georgia. Mark has over twenty years of classification and compensation experience and has assisted managing projects in over 200 jurisdictions across the United States.

Mr. Gene Mays. Gene Mays, Senior Consultant with Condrey and Associates, has over twenty-five years of law enforcement experience as a Patrol Officer, Corporal, Juvenile Officer, Detective, Sergeant, Internal Affairs Officer, and Captain with the Athens-Clarke County Police Department. He recently retired as Chief Deputy of the Clarke County, Georgia Sheriff Department. In addition to directly related law enforcement experience, Gene is a skilled law

enforcement consultant, having consulted with numerous jurisdictions concerning personnel-related issues (classification and compensation, job analysis, and assessment centers). Gene coordinated the law enforcement interviews with the City of Anniston, Alabama, Orange County, North Carolina, Jefferson City, Missouri, North Little Rock and Jonesboro, Arkansas, Galveston County, Texas, Wilson, North Carolina, Auburn, Alabama, Cape Girardeau, Missouri, Sheridan, Wyoming, Gladstone, Missouri and Jasper, Alabama projects.

Mr. James E. Hansford. Jim Hansford, Principal Consultant with Condrey and Associates, has over thirty-five years of experience as a Firefighter, Lieutenant, Captain, Chief of Training and Fire Chief of a consolidated government fire department. He recently retired as the Executive Director of the State of Georgia Firefighter Standards and Training Council, where he administered the certification program for all fire departments in the State of Georgia. Jimmy is a member of the International Association of Fire Chiefs, Georgia Association of Fire Chiefs, and the Georgia Firefighters Association. Mr. Hansford is a skilled consultant, having assisted with over 100 personnel-related projects in various jurisdictions.

Mr. Mike Mahathirath. Mike Mahathirath, Senior Consultant with Condrey and Associates, is co-founder of GovDirections – the leading online procurement monitoring service. Mike has prior experience with the Georgia Municipal Association and the Georgia Department of Community Affairs. Mike managed one of the largest lease-purchase pools in the United States and implementation of a statewide uniform chart of accounts for Georgia Local Governments. Mike has over twelve years of experience working with local governments throughout the United States.

Dr. Rex Facer. Rex L. Facer II, Senior Consultant with Condrey and Associates, is an Associate Professor in the Romney Institute of Public Management in the Marriott School at Brigham Young University where he teaches in the Master of Public Administration program. President Obama appointed Facer to the Federal Salary Council in 2010. Facer previously served on NASPAA's Commission on Peer Review and Accreditation, including a term as chair. The commission is the accrediting body for master's degree programs in public administration. Professor Facer regularly lectures and consults nationally and internationally on human resource management and local public finance issues. His published research has appeared in leading peer-reviewed journals. His current research focuses on public sector compensation practices, alternative work schedules, and local government finance. Rex coordinates all performance appraisal design and training as well as all salary equity analyses for Condrey and Associates, Inc.

Dr. James M. Austin, Jr. Jim Austin, Senior Consultant with Condrey and Associates, is President of Austin Consulting, Incorporated. Dr. Austin has extensive experience in conducting job analysis, assessment center preparation/administration, policy development, training, and position classification activities in a variety of public and private sector organizations including Home Depot.

Dr. Mark Foster. Mark Foster, Senior Consultant with Condrey and Associates, is an industrial psychologist with over 20 years of experience in law enforcement personnel selection and promotion administration. Mark has coordinated the promotional process for the Georgia State

Patrol for the past twelve years, and the Georgia Bureau of Investigation for the past eight years. Additionally, he has consulted nationally with numerous other law enforcement agencies and with Fortune 500 corporations such as Georgia Pacific and Federal Express.

Dr. Cathy Reese. Cathy Reese, Senior Consultant with Condrey and Associates, is Assistant Professor of Public Administration at Arkansas State University where she teaches courses in budgeting, financial administration, and human resource management. Cathy has over 15 years of experience in conducting classification and compensation studies and most recently worked on the North Little Rock and Jonesboro, Arkansas, projects.

Mr. Brian Burke. Brian Burke, Senior Consultant with Condrey and Associates, is a certified Real Estate Appraiser and Fire Officer. Brian has consulted with over 30 organizations, and currently works for a local government.

Ms. Linda Seagraves. Linda Seagraves, Principal Consultant with Condrey and Associates, is a Personnel Specialist with the Vinson Institute of Government. Ms. Seagraves specializes in payroll restructuring and is skilled in calculating project implementation costs so that accurate budget projections are provided to the client. Ms. Seagraves has consulted with over 500 organizations.

Dr. Gregory L Reece. Greg Reece, Principal Consultant with Condrey and Associates, is a human resources technical writer and skilled consultant with over fifteen years of experience in providing services related to the development of classification and compensation plans for city and county governments, state and regional agencies, non-profit organizations, libraries, and colleges and universities. He specializes in the review and analysis of job data in the development of defensible job descriptions for public-sector employees using the Factor Evaluation System (FES). He holds degrees from Claremont Graduate University (Ph.D.), Vanderbilt University (M.Div.), Samford University (B.A), and Martin Methodist College (A.A.). Greg has provided consulting services for the City of Auburn, AL Library; the Lincoln County, NC Library; the Morton-Mandan, ND Library; the McCormick County, SC Library; the City of Eufaula, AL Library; the Mitchell, SD Library; and various college and university-based libraries. Greg lives in Montevallo, AL where he serves as President of the Parnell Memorial Library Foundation Board, a 501c3 organization which provides financial and other support for Montevallo's public library.

SUMMARY OF CONSULTANT RESPONSIBILITIES AND ASSIGNMENTS

Steve Condrey will serve as project director and will coordinate all direct contacts with the client in conjunction with **Jan Hansford**. Jan will also coordinate the classification interview schedule, personally interview top administrative personnel, be responsible for constructing the overall classification plan, direct the salary survey, calculate project implementation costs, review the proposed classification plan with appropriate County officials, conduct employee classification appeals (if any), and be available on an as-needed basis for follow-up technical assistance and training during the first year of project implementation.

Dr. Greg Reece is the writer for the project. **Linda Seagraves** will coordinate salary data collection activities as part of this project and will calculate the costs of various project implementation plans.

Lee County staff support required for the project will be minimal. We request that one person be appointed to serve as our principal contact for the purpose of communicating project plans and schedules and gathering current payroll information.

PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

- * For a full description of project activities please see the enclosed draft contract.
- * Condrey and Associates will conduct a salary survey specifically for this project. Approximately 15 organizations will be invited to participate in the survey. The salary data will be collected using an internet-based salary survey.
- * We will provide Lee County with three implementation plans showing the relative impact of differing funding levels on the compensation plan. This will provide the County with a degree of flexibility in implementing the project. Back-up data will provide individual employee salary calculations for placement in the new plan. Additionally, Condrey and Associates will discern the need for and, if necessary, detail the cost of any equity adjustment to ease employee pay compression.
- * Three months following project implementation, Condrey and Associates will conduct an employee appeals process. The appeals process will provide employees an opportunity to provide written justification for appealing their classification. Condrey and Associates will reply to all appeals in writing and will conduct telephone reviews to ascertain the nature of the appeals. We normally have few (if any) classification appeals.
- * Condrey and Associates utilizes a modified version of the Factor Evaluation System (FES). FES is the most widely utilized point-factor evaluation system and is the basis for most all other point-factor job evaluation systems. We have utilized FES in over 500 organizations of differing functions and degrees of administrative sophistication. We find that FES, when applied skillfully and properly, produces an internally equitable classification plan that is highly acceptable to management as well as the organization's employees. Training in FES application will be provided to Lee County human resources staff. Also, we provide a full year of follow-up technical assistance to include additional training to ensure that the system is properly maintained. Please note that all FES data calculations are available in electronic format. Also, since FES is in the public domain, there are no copyright or royalty fees associated with its use.
- * We will conduct extensive interviews or desk audits with full-time position incumbents (approximately 50% of the county's 250 full-time and part-time employees). This will help ensure an accurate and internally equitable classification plan that is accepted by management as well as the department's employees.
- * Condrey and Associates utilizes a system of career ladders as an overlay to the classification system developed through our job evaluation system. These career ladders provide avenues for managerial flexibility as well as individual employee incentive and achievement. We believe this methodology is superior to traditional broad-banding and avoids that system's potential flaws, including those related to equal pay.

* Condrey and Associates is very familiar with the *Americans with Disabilities Act* (ADA). In addition to providing advice to clients in the practical application of ADA, one of the firm's principals conducted the most extensive survey to date of ADA implementation in America's cities. Approximately 300 cities responded to the survey. The results appear in the *American Review of Public Administration*.

SUMMARY OF THE PROPOSED FEE STRUCTURE

Condrey and Associates will provide the services outlined in the enclosed draft contract for the **fixed cost** of \$47,500. This fee includes one year of follow-up technical assistance at no additional charge to the jurisdiction.

MEMORANDUM OF AGREEMENT

This agreement is made and entered into this ____ day of _____, 2023, by and between Lee County, party of the first part, hereinafter called the COOPERATOR and Condrey and Associates, Inc., party of the second part, hereinafter called the CONSULTANT. All obligations under this agreement will be performed by Condrey and Associates, Inc.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with Condrey and Associates and inasmuch as the CONSULTANT is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

The CONSULTANT is an independent contractor. Furthermore, the parties hereto agree that any information gathered from the COOPERATOR or its employees, and the documents prepared therefrom, shall be the property of the COOPERATOR. They shall remain confidential and shall not be used by CONSULTANT other than in its duties and responsibilities hereunder.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

Condrey and Associates will:

- a. Carry on the cooperative service via telephone, Zoom, and in the offices of Condrey and Associates substantially as set forth in the attached outline marked "Appendix A" and made a part of this agreement.

b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of one year after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of Condrey and Associates involving transactions related to this agreement.

Section II

COOPERATOR will pay Condrey and Associates a fixed fee of \$47,500. This amount will be paid in two (2) equal installments, within twenty (20) days of receipt of billing. The invoices should be directed to Ms. Heather Jones, Finance Director/Assistant County Manager, Lee County Board of Commissioners, 102 Starksville Avenue North, Leesburg, Georgia 31763; (229) 759-6000. The billings shall occur on December 15, 2023 and March 1, 2024.

Section III

The term of this agreement shall be from December 1, 2023 through March 31, 2024. However, it may be terminated by either party by written notice of such intent submitted 30 days in advance. In the event of such termination, the COOPERATOR will pay Condrey and Associates a prorated portion of the upcoming installment consistent with the revised termination date. Condrey and Associates will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the parties hereto.
Any modification hereto shall be in writing and signed by both parties.

Section V

Neither party to this agreement will discriminate against any person, employee or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, veteran status, or disability.

IN WITNESS WHEREOF, this agreement is entered into on the date first above written.

FOR CONDREY AND ASSOCIATES:

FOR LEE COUNTY:

Stephen E. Condrey
President

Date: _____

Date: _____

Jan H. Hansford
Vice President

Date: _____

Corporate Seal

APPENDIX A

Contract for Technical Assistance to Lee County: Proposal for Reviewing and Updating the County's Classification and Compensation System

The administration of Lee County has determined the need for a review and updating of the job classification system and pay plan for selected employees covered under its personnel system.

Objectives

Condrey and Associates proposes the following schedule of activities to accomplish four objectives:

1. Review and revise the current personnel classification system and pay plan for all employees covered under this agreement;
2. Produce an updated description of each job and produce a classification system based on job content analysis;
3. Collect salary data and produce a recommended pay plan based on job analysis, job evaluation, and survey data; and
4. Train designated personnel in each step of classification and pay plan development to help insure the implementation and maintenance of the system.

Phase I – Developing a Work Plan and Schedule of Activities

- 1.1 Condrey and Associates, in cooperation with appropriate officials, will generate a work plan of activities and target dates for completion.
- 1.2 During this phase all the documents detailing the current personnel policies and procedures, job classification system and pay plan will be made available to Condrey and Associates for review and analysis.

Phase II – Job Analysis Survey

- 2.1 Condrey and Associates will develop a detailed job survey form to be completed by position incumbents. This data will serve as the basis for generating updated job descriptions, job classifications, and job evaluations (ranking of jobs).
- 2.2 Condrey and Associates will determine the number of interviews and/or job audits that will need to be conducted to ensure adequate data for generating a complete and valid description of each job and job classification. It is anticipated approximately 50% of the

county's 250 full-time and part-time employees included in this study will be interviewed concerning their job duties and responsibilities.

- 2.3 After the job survey, job audits and interview data are analyzed, a properly formatted job description will be completed for each job. The written job description will draw on four sources of information: (1) current job descriptions, (2) information from the job survey, (3) supervisors' review and critique, and (4) interviews and job audits.

Phase III – Job Evaluation

- 3.1 Condrey and Associates will furnish a job evaluation format of established procedures for ranking jobs and measuring differences in job content.
- 3.2 Condrey and Associates and appropriate officials will select a format best suited for measuring different levels of knowledge, skills, and abilities required to perform the jobs to be evaluated.

Phase IV – Developing a Compensation Structure

Condrey and Associates will:

- 4.1 Condrey and Associates will conduct a salary survey of organizations specifically for this project. The survey will include up to 15 organizations and 40 benchmark positions.
- 4.2 Condrey and Associates will collect, review, and format published salary data covering relevant public and private organizations.
- 4.3 Condrey and Associates will analyze and format the survey data for use in establishing competitive pay levels.
- 4.4 After the survey data is compiled, Condrey and Associates will review all data generated to this point with appropriate officials to determine what additional information needs to be considered before moving to the next phase.

Phase V – Developing a Pay Plan

Condrey and Associates will:

- 5.1 Establish recommended pay grades based on the job evaluation results (Phase III) and the wage survey (Phase IV).
- 5.2 Establish pay steps or ranges in each grade and present the complete recommended pay plan to appropriate officials for review. At this point the plan will reflect the data from

Phases III and IV as well as cost-of-living data and the jurisdiction's financial condition and compensation policy.

Phase VI – Implementing and Administering the Program

Condrey and Associates will:

- 6.1 Recommend a series of career ladders and lattices as appropriate.
- 6.2 Determine the proper FLSA designation of each position.
- 6.3 Present alternative plans to ameliorate salary compression.
- 6.4 Be available to provide a reasonable level of ongoing technical assistance necessary to maintain the program.

Cost and Duration

The cost for Condrey and Associates to provide the services specified in this proposal will be a **fixed fee** of \$47,500. Considering the scope of the project, we anticipate a four (4) month work plan beginning December 1, 2023, with final reports submitted on or before March 31, 2024. Follow-up technical assistance will be provided through March 31, 2025 at no additional cost to the County (with the exception of travel-related costs). Formal involvement would terminate March 31, 2024.

Lee County
Schedule of Activities

<u>DATE</u>	<u>ACTIVITY</u>
December 2023	<ul style="list-style-type: none">o Conduct project orientation for human resources staff, department heads and elected officialso Distribute position questionnaireso Completed position questionnaires returned to Condrey and Associates
January 2024	<ul style="list-style-type: none">o Conduct employee interviewso Conduct salary survey
February 2024	<ul style="list-style-type: none">o Continue salary survey
March 2024	<ul style="list-style-type: none">o Develop preliminary cost estimateo Present preliminary classification and pay reporto Publish final report
April 2024 - March 2025	<ul style="list-style-type: none">o Provide follow-up technical assistance in pay plan implementation.

Project Directors: Dr. Stephen E. Condrey, President
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Section One

BE IT ORDAINED by the Board of Commissioners of Lee County, and it is hereby ordained by authority of the same, that Article XII, related to the C-2 General Business District, Section 70-382(h) of the Lee County Code of Ordinances is hereby amended by deleting Section 70-382(h) in its entirety and adopting, in lieu thereof, a new Section 70-382(h) which shall provide as follows:

(h) Hospitals, medical offices and freestanding ancillary healthcare service providers

BE IT FURTHER ORDAINED by the Board of Commissioners of Lee County, and it is hereby ordained by authority of the same, that Article XII, related to the C-2 General Business District, Section 70-382 of the Lee County Code of Ordinances is hereby amended by adding a new subsection (m) to Section 70-382 which shall provide as follows:

(m) Sanitariums and nursing homes.

BE IT FURTHER ORDAINED that Article XII, Section 70-383 is hereby amended by adding thereto a new “conditional use” in the C-2 General Business District as follows:

(g) As to free standing ancillary healthcare service providers to be located in a C-2 zoning district, which are not located upon the primary campus of a hospital as defined in O.C.G.A. §31-6-2(30.1) or at the remote location of a hospital as defined in O.C.G.A. §31-6-2(31.1), all freestanding ancillary healthcare services shall be required to obtain a conditional use permit under this Section of the Code.

For the purpose of the Lee County Zoning Code, the term “freestanding ancillary healthcare services” means services not provided on the primary campus of a hospital or at the “remote location of a hospital”, and which provide the following types of ancillary care:

1. Freestanding Diagnostic ancillary healthcare services;
2. Freestanding Therapeutic ancillary healthcare services; and
3. Freestanding Custodial ancillary healthcare services.

Freestanding Diagnostic ancillary healthcare services include, but is not limited to radiology, cardiac monitoring, pulmonology, audiology, and clinical lab services – including, but not limited to urology and blood testing, sleep laboratory services, x-rays, ultrasounds, and imaging studies.

Freestanding Therapeutic ancillary healthcare services shall include, but are not limited to dialysis, nutrition and food service, physical therapy, occupational therapy, language and speech therapy, and psychotherapy.

Freestanding Therapeutic ancillary healthcare services shall include, but are not limited to dialysis, nutrition and food service, physical therapy, occupational therapy, language and speech therapy, and psychotherapy.

Freestanding Custodial ancillary healthcare services include hospice care, nursing facilities, home healthcare and rehabilitation services.

Section Three

BE IT FURTHER ORDAINED that this ordinance shall become effective on the date of its approval by the governing body of Lee County; provided, however, that the amendments to the County Zoning Code adopted pursuant to the provisions of this ordinance shall not be applicable to any building permit application, zoning or rezoning application, or conditional use application for the construction and operation of freestanding ancillary healthcare services in the unincorporated area of Lee County which was submitted to the County as a complete application before the effective date of this ordinance.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SO ORDAINED this _____ day of _____, 2023.

**Board of Commissioners
of Lee County, Georgia**

By: _____
Billy Mathis, Chairman

Attest: _____
Kaitlyn Good, County Clerk

ACTION TAKEN

FIRST READING: _____

SECOND READING: _____

DATE OF ADOPTION: _____

Freestanding Custodial ancillary healthcare services include hospice care, nursing facilities, and home healthcare and rehabilitation services.

Section Two

BE IT FURTHER ORDAINED that Article XIV, Section 70-422 is hereby amended by deleting Sec. 70-422(f) in its entirety in lieu adopting a new Sec. 70-422(f) which shall provide as follows:

(f) Offices of any type: clinical research and services not primarily related to goods or merchandise; provided, however, this subsection shall not include hospitals, medical offices, and freestanding ancillary healthcare service providers.

BE IT FURTHER ORDAINED that Article XIV, Section 70-422 is hereby amended by adding thereto a new “permitted use” in the C-4 Traditional Office District as follows:

(k) Hospitals, medical offices, and freestanding ancillary healthcare service providers.

BE IT FURTHER ORDAINED that Article XIV, Section 70-423 is hereby amended by adding thereto a new “conditional use” in the C-4 Traditional Office District as follows:

(5) As to free standing ancillary healthcare service providers located or to be located in a C-4 zoning district which are not located upon the primary campus of a hospital as defined in O.C.G.A. §31-6-2(30.1) or at the remote location of a hospital as defined in O.C.G.A. §31-6-2(31.1), all freestanding ancillary healthcare services shall be required to obtain a conditional use permit under this Section of the Code.

For the purpose of the Lee County Zoning Code, the term “freestanding ancillary healthcare services” means services not provided on the primary campus of a hospital or at the “remote location of a hospital”, and which provide the following types of ancillary care:

1. Freestanding Diagnostic ancillary healthcare services;
2. Freestanding Therapeutic ancillary healthcare services; and
3. Freestanding Custodial ancillary healthcare services.

Freestanding Diagnostic ancillary healthcare services include, but is not limited to radiology, cardiac monitoring, pulmonology, audiology, and clinical lab services – including, but not limited to urology and blood testing, sleep laboratory services, x-rays, ultrasounds, and imaging studies.

O.C.G.A. 31-6-2

30.1) "Primary campus" means the building at which the majority of a hospital's or a remote location of a hospital's licensed and operational inpatient hospital beds are located, and includes the health care facilities of such hospital within 1,000 yards of such building. Any health care facility operated under a hospital's license prior to July 1, 2019, but not on the hospital's primary campus shall remain part of such hospital but shall not constitute such hospital's primary campus unless otherwise meeting the requirements of this paragraph.

(31.1) "Remote location of a hospital" means a hospital facility or organization that is either created by, or acquired by, a hospital that is the main provider for the purpose of furnishing inpatient hospital services under the name, ownership, and financial and administrative control of the main provider.

(32) "Rural county" means a county having a population of less than 50,000 according to the United States decennial census of 2010 or any future such census.