



## **BOARD OF COUNTY COMMISSIONERS**

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

TUESDAY, JUNE 25, 2024 AT 6:00 P.M.  
T. PAGE THARP BUILDING  
OPAL CANNON AUDITORIUM  
WWW.LEE.GA.US

MEETING AGENDA  
VOTING SESSION

### **COUNTY COMMISSIONERS**

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

### **COUNTY STAFF**

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

### **PAGE**

#### **1. INVOCATION**

Pastor Jonathan LeBarge, New Hope Baptist Church, to lead the invocation.

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. CALL TO ORDER**

#### **4. APPROVAL OF MINUTES**

(A) Consideration to approve the minutes for the Board of Commissioners meeting for June 11, 2024.

A - E

(B) Consideration to approve the minutes for the Finance Committee meeting for June 4, 2024.

F - H

#### **5. CONSENT AGENDA**

NONE

#### **6. NEW BUSINESS**

(A) Recognition of County employees' years of service.

1

#### **7. PUBLIC HEARING**

NONE

#### **8. DEPARTMENTAL MATTERS**

##### **Planning, Zoning & Engineering**

(A) Consideration to approve a sign permit application submitted by **Misabi, LLC (Z24-008)** for the C-2 zoned multi-tenant lot located at 1553 US Hwy 19 South. This application was administratively denied.

2 - 12

#### **9. CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES**

(A) Consideration to appoint **one (1) member** to the **Family & Children Services Board** for a term of five (5) years. Current term expires 06/30/2024. New term expires 06/30/2029. Letters of interest received from Melissa Edmondson (reappointment) and Cindy Robinson.

13 - 15

- (B) Consideration to appoint **one (1) member** to the **Housing Authority Board** for a term of five (5) years. Current term expires 06/30/2024. New term expires 06/30/2029. Letters of interest received from Renea Miller and Christopher Prokesh (reappointment). 16 - 19
- (C) Consideration to appoint **one (1) member** to the **Library Board of Trustees** for a term of three (3) years. Current term expires 06/30/2024. New term expires 06/30/2027. Letters of interest received from Gary Knight (reappointment) and Corrine Sweet. 20 - 23
- (D) Consideration to appoint **three (3) members** to the **Utilities Authority** for a term of one (1) year. Current term expires 06/30/2024. New term expires 06/30/2025. Letters of interest received from Arthur Ford (reappointment), Levent Gokcen (reappointment), Philip Husain, Victor Stubbs (reappointment), Corrine Sweet, and Larry Walters. 24 - 27
- (E) Consideration to appoint **two (2) members** to the **DARTS Citizens Transportation Committee** for a term of two (2) years. Current term expires 07/01/2024. New term expires 07/01/2026. Letters of interest received from Brent Davis (reappointment), Van Mason, and Dr. Peter Ngwafu (reappointment). 28 - 30

#### 10. **COUNTY MANAGER'S MATTERS**

- (A) Updates on County projects. 31 - 37
- (B) Consideration to approve budget amendment 2024-01 for year-end adjustments to the FY2023-2024 budget. 38 - 40
- (C) Consideration to approve the Letter of Intent for a renewal lease of one (1) year for DFCS. 41 - 71
- (D) Consideration to approve a one (1) year contract for Circuit Public Defender David T. Winheim. 72 - 86
- (E) Consideration to adopt a resolution approving the final FY2024-2025 budget. 87 - 88
- (F) Consideration to approve a contract with the Georgia Board of Regents of the University of Georgia on behalf of the University of Georgia Cooperative Extension Service for employee salaries, taxes, and retirement for FY24-25. 89 - 91
- (G) Discussion of the General Obligation of Sales Tax Bonds for SPLOST VIII. 92 - 97
- (H) Discussion of a potential text amendment relating to the permitting and licensing requirements for filming in Lee County.

#### 11. **COMMISSIONER'S MATTERS**

NONE

#### 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.*



(A) The offices of the Lee County Board of Commissioners will be **closed Thursday, July 4, 2024** in observance of the Independence Day Holiday. County offices will reopen for regular business hours on Friday, July 5, 2024. **Residential garbage services will be delayed one day for the remainder of the week.**

(B) The next regularly scheduled County Commission Meeting is **Tuesday, July 9, 2024 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, JUNE 11, 2024 AT 6:00 P.M.

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

MEETING MINUTES  
WORK SESSION

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### COUNTY COMMISSIONERS

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

### COUNTY STAFF

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

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The Lee County Board of Commissioners met in a work session on Tuesday, June 11, 2024. 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 Luke Singletary, Vice-Chairman Chris Guarnieri, Commissioner Dennis Roland, and Commissioner George Walls. Staff in attendance was County Manager Christi Dockery, County Clerk Kaitlyn Good, and County Attorney Jimmy Skipper. Commissioner Billy Mathis was absent. The meeting was also streamed on Facebook Live. Chairman Singletary called the meeting to order at 6:00pm.

### CALL TO ORDER

### INVOCATION

Apostle Malden Batten, The Church of Leesburg, led the invocation.

### PLEDGE OF ALLEGIANCE

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

### APPROVAL OF MINUTES

- (A) **Consideration to approve the Board of Commissioners meeting minutes for May 28, 2024.**  
Commissioner Roland made the **MOTION** to approve the Board of Commissioners meeting minutes for May 28, 2024. Commissioner Walls seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Guarnieri voting yea.
- (B) **Consideration to approve the minutes from the Budget Workshop held May 14, 2024.**  
Commissioner Roland made the **MOTION** to approve the minutes from the Budget Workshop held May 14, 2024. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea.

### CONSENT AGENDA

NONE

### NEW BUSINESS

- (A) **Lee County Republican Party members to address the Board regarding recent appointments and the mission statement.**  
Mr. Alex McColman, the Chairman of the Republican Party introduced himself to the Board. Mr. McColman was joined by Ms. Keri Tanner, Vice-Chair and Ms. Allison Largeman, Secretary. Mr. McColman informed the



Board that on June 20, 2024 at 6:00pm, the Republican Party will be holding a meeting at the Library with the winning candidate of the run-off election. The Republican Party is here for the County and wants to help in any way that they can.

## **PUBLIC HEARING**

- (A) **The Lee County Board of Commissioners will hold a public hearing regarding the proposed 2024-2025 Budget.**

The proposed budget has been available for view online, in the Clerk's Office, and at the libraries. Chairman Singletary opened the Public Hearing at 6:03pm.

With no comments or questions from the Board, staff, or the audience, the Public Hearing was closed at 6:04pm.

Chairman Singletary stated that there would be no millage increase from the County.

## **DEPARTMENTAL MATTERS**

### **Planning, Zoning, & Engineering**

- (A) **Consideration to approve an amendment to the zoning ordinance Chapter 70, Article III, Section 70-84 (T24-001) of the Lee County Code of Ordinances with respect to accessory building allowance for lots of five acres or more, located in Residential Districts. Planning Commission recommends approval with the following changes: (a) The maximum number of accessory buildings to be five for lots 43,561 square feet to five acres, (b) seven maximum number of accessory buildings for lots five acres to 25 acres, (c) seven maximum number of accessory buildings for lots 25 acres or more, (d) the accessory building square footage for lots 43,561 square feet to five acres to be 1,000 square feet for the first five acres, plus 750 square feet for each additional ½ acre, not to exceed a total of 7,000 square feet of floor area, (e) accessory building square footage on lots five acres to 25 acres to be 7,000 square feet for the first five acres, plus 250 square feet for each additional acre, not to exceed a total of 12,000 square feet of floor area, and (f) accessory building square footage for lots 25 acres or more to the maximum total allowable floor area shall be determined in accordance with AG-1 requirements. Public Hearing held May 14, 2024 and Second Reading held May 28, 2024**

Interim Planning Director Joey Davenport addressed the Board regarding the amendment to the ordinance and Planning Commission meeting. Mr. Davenport discussed the current ordinance, staff's proposal, and the Planning Commission proposal to the Board. Mr. Davenport stated this to identify an issue on limitations to buildings on residential properties, which came before the Board and was sent to the Planning Commission. It has been brought back to the Board for final decision.

Chairman Singletary discussed the difference he saw between the three proposals, which seemed to only be that the staff proposal has less on square footage and total number of buildings. Commissioner Guarnieri asked why the Planning Commission felt like they wanted to add square footage on their recommendation. Mr. Davenport answered that there was discussion back and forth. Initially, when it was brought to the Board, he believes it was Commissioner Mathis that made the statement that the number of buildings should be unlimited. However, there was concern with unlimited number of buildings on residential lots, even if the lot is over 50 acres. The compromise that they came back with, in the instances of over 50 acres, was to apply the agriculture zoning limitation.

Commissioner Walls asked how many accessory building you can put on a one-acre lot. Chairman Singletary stated it is up to three. Mr. Davenport stated that according to the current ordinance, you can have a maximum of three for up to an acre lot with the maximum square footage of 800 total. You can have three buildings, each 250 square feet on an acre lot. Commissioner Walls asked if that doesn't count sheds. Mr. Davenport stated that it does. Commissioner Walls stated that sheds weren't a building. Mr. Davenport informed him that a building is classified as anything that has walls and a roof. Commissioner Walls stated that he was referring to the open sheds that do not have walls, such as a pole barn. Mr. Davenport explained that pole barns have always been considered accessory structures.



Commissioner Roland asked if you have a 3,000 square foot house, you can't build a 3,000 square foot shed on an acre. Mr. Davenport stated that there are multiple ways in the ordinance to make that type of determination. This ordinance is lot based size and there is a house based size.

Commissioner Walls stated that he thinks sheds need to be taken out of the ordinance. Chairman Singletary stated that this is for residential lots that are an acre. It was reiterated that the current ordinance only allows for three accessory buildings. Mr. Davenport stated that he believes that the distinction Commissioner Walls is referring to is that he doesn't feel like a pole barn is an accessory building. Chairman Singletary asked if it would be a different part of the ordinance than what is being looked at. Mr. Davenport stated that it would apply. Mr. Davenport read the definition of accessory structure in the ordinance, which would encompass a shed and a pole barn.

Commissioner Walls added that shed do not require permits, to which Mr. Davenport stated that anything less than 200 square feet does not require a permit; however, it must still comply by code. Just because a permit is not required does not mean they are exempt from compliance with our ordinances and codes.

Commissioner Guarnieri made the **MOTION** to approve the staff's proposal of an amendment to the zoning ordinance Chapter 70, Article III, Section 70-84 (T24-001) of the Lee County Code of Ordinances with respect to accessory building allowance for lots of five acres or more, located in Residential Districts. Commissioner Roland seconded the **MOTION**. Commissioner Walls voted nay. The **MOTION** passed with a 3-1 vote.

## **CONSTITUTIONAL OFFICERS & GOVERNMENTAL BOARDS/AUTHORITIES**

- (A) **Consideration to appoint one (1) member to the Southwest Georgia Housing Task Force for a term of two (2) years. Current term expires 05/31/2024. New term expires 05/31/2026. Letter of interest in appointment received by Marian Grant-Whitlock (reappointment).**

Commissioner Roland made the **MOTION** to reappoint Marian Grant-Whitlock to the Southwest Georgia Housing Task Force for a term of two (2) years, expiring 05/31/2026. Commissioner Guarnieri seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea.

- (B) **Consideration to appoint one (1) member to the Hospital Authority for a term of three (3) years. New term expires 12/31/2026. The Hospital Authority provides the following nominees: Robert Davis, Rick Muggridge (reappointment), and Mary Ann Pollock.**

Commissioner Guarnieri made the **MOTION** to reappoint Rick Muggridge to the Hospital Authority for a term of three (3) years, expiring 12/31/2026. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea.

- (C) **Chief Appraiser Doug Goodin to discuss new legislation regarding the Tax Assessor's Office.**

Mr. Goodin presented a prepared PowerPoint presentation. Mr. Goodin informed the Board that assessment notices have been sent out. He also stated that the homestead grant that was given out last year would not be given out this year, this is from the Governor's Office not the County.

Mr. Goodin discussed HB 581, which is a referendum on the November ballot that includes creating a floating homestead for citizens that have that exemption by April 1, 2025. The value that citizens see on their current assessment notice will be their base value for the floating homestead, if citizens vote to approve it. This would affect the 2025 tax digest, such as millage rates and budget process for the County. This will be replacing the estimated taxes and the Board must have a certified estimated roll-back millage rate before assessments are sent out next year, which will be in May.

Mr. Goodin stated that anyone that has already applied for the homestead exemption would automatically be covered under this bill; citizens have until April 1, 2025 if this referendum passes to visit the Tax Assessor's Office and sign up. The three (3) things that can cause a change with the base year for homestead are if the property is sold, if there are renovations/additions to the structure, or if the homeowner opts out of the homestead. Mr. Goodin informed the Board that this referendum is statewide, meaning that even if Lee County



does not pass it, it can still pass through the State. However, Lee County can opt out but there will need to be three (3) public hearings in between January 2, 2025 and March 1, 2025 to explain to the public why Lee County will opt out.

Mr. Goodin said that if the County does opt in, the County can receive a \$0.01 sales tax that the County can use for anything, but this is split between the County and Cities. However, if one entity opts out, this sales tax will not be received. Mr. Goodin discussed what these changes mean for the Tax Assessor's Office. The Tax Assessors Office will now keep three (3) books which are for the floating homestead, other properties, and the non-homestead residential properties. Their office will still have to continue to maintain the same functions for the Department of Audits.

Mr. Goodin stated that with the roll-back rate, there will be a penalty if the Board decides a roll-back rate on the assessments and it is not met. Every property has to be reappraised every three (3) years, 2025-2028 will begin the first three (3) year period. Proof of reevaluations are required, most commonly shown by timestamped photos. Mr. Goodin discussed another item, personal property tax is going from \$7,500.00 to \$20,000.00. In Lee County, that will affect around 2,900 accounts and will equate to around \$100,000.00 of revenue loss for 2025.

Chairman Singletary asked about taxed value ratios and how this equates if there are not changes being made to properties off the baseline year. Mr. Goodin stated that it has nothing to do with that, they still have to change the ratio to get them above the Department of Audits. Mr. Singletary asked how they would change the value if they are homesteaded at 2024. Mr. Goodin stated that they have to keep the two values, the floating homestead and the county wide value that meets the Department of Audits.

Mr. Sam Johnson asked if there is a proposed tax difference for Residential versus Agricultural. Mr. Goodin informed him of a tax relief program for conservancy and forest land.

### **COUNTY MANAGER'S MATTERS**

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

County Manager Christi Dockery discussed ongoing projects in the County: (1) GEMA is in the process of aiding in the development of a Disaster Recovery Plan for the County; (2) Springdale Park is completed; (3) the concrete pad has been laid at Pirates Cove; (4) Callaway Park is in progress; and (5) the County has received the LRA funds.

(B) **Discussion of the General Obligation of Sales Tax Bonds for SPLOST VIII.**

County Manager Christi Dockery explained that sixty (60) days to submit by September 1. She stated that a decision is needed by June 25. The Board can do a conference call if necessary.

### **COMMISSIONER'S MATTERS**

NONE

### **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.*

Sam Johnson – Road paving list and state of Old Leslie Road  
Paul Clayton – Raised taxes and state of Old Leslie Road

Chairman Singletary asked if anyone else would like to speak.  
With no further comments or questions from the audience, the Public Forum was closed.

### **ANNOUNCEMENTS**

- (A) Events for the **Juneteenth Celebration** will be held Thursday, June 13, 2024 – Sunday, June 16, 2024, with the **parade and festival being held Saturday, June 15, 2024 at 10:00am in Leesburg**. For the full schedule and more information, please visit [www.georgiaroots.org](http://www.georgiaroots.org) or contact Mrs. Trish Batten.
- (B) The offices of the Lee County Board of Commissioners will be **closed Wednesday, June 19, 2024** in observance of Juneteenth. County offices will reopen for regular business on Thursday, June 20, 2024. **Garbage services will not be affected.**
- (C) The next regularly scheduled County Commission Meeting is **Tuesday, June 25, 2024 at 6:00pm.**

### **ADJOURNMENT**

Commissioner Guarnieri made the **MOTION** to adjourn the meeting. Commissioner Roland seconded the **MOTION**. The **MOTION** was unanimous with Commissioner Walls voting yea. The meeting adjourned at 6:34PM.

Facebook video link: <https://www.facebook.com/leecountyga/videos/984954733042019>

ATTEST: \_\_\_\_\_  
COUNTY CLERK

\_\_\_\_\_  
CHAIRMAN

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## **BOARD OF COUNTY COMMISSIONERS**

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

TUESDAY, JUNE 4, 2024 AT 9:00AM  
T. PAGE THARP BUILDING  
KINCHAFOONEE CONFERENCE ROOM  
WWW.LEE.GA.US

FINANCE COMMITTEE  
MEETING MINUTES

### **COUNTY COMMISSIONERS**

Luke Singletary, Chairman  
Chris Guarnieri, Vice-Chairman  
Dennis Roland, Commissioner  
Billy Mathis, Commissioner  
George Walls, Commissioner

District 2  
District 4  
District 1  
District 3  
District 5

### **COUNTY STAFF**

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

The Lee County Board of Commissioners met for a Finance Committee meeting on Tuesday, June 4, 2024. The meeting was held in the Flint Conference Room of the Lee County T. Page Tharp Governmental Building in Leesburg, Georgia. Those present were Commissioner Chris Guarnieri, Commissioner Dennis Roland, Commissioner Billy Mathis, and Commissioner George Walls. Luke Singletary joined via Microsoft Teams at 9:10am. Staff in attendance was County Manager Christi Dockery and County Clerk Kaitlyn Good. The meeting was called to order at 9:00am.

### **CALL TO ORDER**

- (A) **Conference call with Jim Battigaglia, President of The Archer Group.**  
Mr. Battigaglia joined the meeting via Microsoft Teams.

Mr. Battigaglia summarized the history of The Archer Company, stating their primary focus is developing classification and compensation plans for public sector organizations. Comparable projects include those for Bulloch County, DeKalb County, Fulton County, Newton County, Spalding County, and the City of Albany. Mr. Battigaglia then summarized the methodology of the salary study, stating their objective compensation systems are developed by integrating two sets of data: formal job evaluations and formal wage and salary surveys.

As part of the job analysis process, employees completed Comprehensive Position Questionnaires (CPQs), management reviewed the CPQs, Archer Company received the CPQs, the County also submitted organizational charts, current descriptions, and current pay plan and payroll data, and finally, the Archer Company interviewed Department Heads. The Archer Company evaluated the following factors that are common to all jobs: Data Utilization, Human Interaction, Machinery, Tools, Equipment Use, Verbal Aptitude, Math Requirement, Physical Requirements, Reasoning and Decision-Making, Education and Experience Requirements, Span of Control, Budgetary Impact, Planning Timeframe, and Environment.

For the salary study, the Archer Company and County defined competitive peer market and defined and surveyed a large set of "Benchmark" jobs to be included in salary survey. These benchmark jobs are those that are likely to be found in similar organizations, are fairly stable in content, and examined different types of jobs, at varying pay and responsibility levels. Approximately 50 benchmark jobs were selected for the salary study including directors, managers, supervisors and line workers.

Data from the following comparable participants were examined: Bryan County, Colquitt County, Dawson County, Dougherty County, Harris County, Habersham County, Lumpkin County, Madison County, Oconee County, Pickens County, Tift County, the City of Albany, and the Economic Research Institute Survey. Mr. Battigaglia stated that the County's current pay structure lags the market for the majority of the benchmark jobs.



Market salary estimates were integrated with internal job evaluation points and a regression analysis and correlations were calculated. These results were used to develop the County's pay plan, which is established at 100% of the market data. The Archer Company developed a pay plan with 23 active pay grades, with a 50% spread from pay grade minimum to pay grade maximum. Jobs are assigned to the pay grades based on assigned job evaluation points.

(B) **Discussion of the salary study.**

Mr. Battigaglia stated that the cost to assign employees to each respective pay grade would be approximately \$406,000.00. Three (3) proposed implementation scenarios were discussed:

SCENARIO 1 - YEARS OF SERVICE ADJUSTMENT	
<u>Years of Service</u>	<u>Adjustment</u>
< 1	Minimum
≥ 1 < 2	Min + 3%
≥ 2 < 3	Min. + 6%
≥ 3 < 4	Min. + 9%
≥ 4 < 5	Min. + 12%
≥ 5 < 6	Min. + 15%
≥ 6 < 7	Min. + 18%
≥ 7 < 9	Min. + 21%
≥ 9 < 10	Min + 24%
≥ 10 +	Midpoint

SCENARIO 2 - YEARS OF SERVICE ADJUSTMENT	
<u>Years of Service</u>	<u>Adjustment</u>
< 1	Minimum
≥ 1 < 3	Min. + 5%
≥ 3 < 5	Min. + 10%
≥ 5 < 7	Min. + 15%
≥ 7 < 10	Min. + 20%
≥ 10 < 12	Min. + 25%
≥ 12 < 15	Midpoint
≥ 15 +	Mid + 5%

SCENARIO 3 - YEARS OF SERVICE ADJUSTMENT	
<u>Years of Service</u>	<u>Adjustment</u>
< 1	Minimum
≥ 1 < 3	Min. + 3.5%
≥ 3 < 5	Min. + 7%
≥ 5 < 7	Min. + 10.5%
≥ 7 < 9	Min. + 14%
≥ 9 < 11	Min. + 18.5%
≥ 11 < 13	Min + 21%
≥ 13 < 15	Min + 24.5%
≥ 15 +	Midpoint

Implementation costs would be as follows: Scenario 1 would cost \$1,349,000.00, Scenario 2 would cost \$1,499,267.71, and Scenario 3 would cost \$1,187,130.27.

A concern was raised about departmental equity. Namely, if awarding a pay amount based on longevity, as suggested in the report. Specifically, if there are two individuals within one department that have been with that department for roughly the same length of time, but one of the employees was with another department for a time before starting here, their pay could look drastically different for essentially having the same amount of departmental experience. Mr. Battigaglia stated that if the past experience was for comparable work in a comparable position, that employee should get credit for that work; however, if the job duties are completely different, then when it comes to the salary study and implementation, the employee should not get credit for the longevity in the previous department.

Commissioner Mathis asked Mr. Battigaglia to redo the salary study, removing data from the City of Albany, to which Mr. Battigaglia replied that he would. Tax Commissioner Susan Smith asked if it would be factored in for her staff that they are cross-trained whereas some other Tax Commissioners offices have departments. Mr. Battigaglia stated that that was where the job evaluations came into play.

Commissioner Roland asked if cost of living for larger areas was taken into consideration for the market data, to which Mr. Battigaglia replied that comparable areas were examined. A question was raised on the factor of "Human Interaction" and how it is determined for each job position. Mr. Battigaglia responded that factor is based on answers on the questionnaire.



## 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.

With no further comments or questions from the audience, the Public Forum was closed.

## ANNOUNCEMENTS

(A) The next regularly scheduled County Commission Meeting is **Tuesday, June 11, 2024 at 6:00pm.**

## ADJOURNMENT

The meeting adjourned at 10:30AM.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
COUNTY CLERK

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**MEMORANDUM  
LEE COUNTY BOARD  
OF COMMISSIONERS**


**TO:** Honorable Board of County Commissioners  
**SUBJECT:** Employee Years of Service Recognition  
**MEETING DATE:** Tuesday, June 25, 2024

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

5 years: James Blanton – Deputy Sheriff, Uniform Division, Sheriff's Office  
25 years: Christopher Eubanks – First Lieutenant, Sheriff's Office



<b>Planning, Zoning &amp; Engineering</b> Joey Davenport, Interim Director Amanda Nava, Assistant Director Kara Hanson, Office Manager/Planning Assistant Randy Weathersby, GIS Manager Charles Talley, GIS Technician <b>Tel:</b> 229-759-6000    102 Starksville Avenue N <a href="http://www.lee.ga.us">www.lee.ga.us</a> Leesburg, GA 31763	
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May 31, 2024

Karen Wilson  
 Wilson Permitting Services  
 Kwilson.wps@outlook.com

Re: Ridezilla additional ground sign permit request denial.

In the case of the C-2 zoned multi-tenant lot at 1553 US Hwy 19 S., after further review of the sign ordinance (sections included for your review) the Planning Director in conjunction with Lee County's Planning Consultant has concluded that a variance is not warranted per the ordinance and as such has denied the applicant's sign permit application for an additional ground mounted sign. Consistent with the applicable text of the ordinance in the following sections:

**Sec. 70-644 (c) (4) (b).**

(4) Signs on multi-tenant lots:

- a. On all multi-tenant lots having less than 25,000 square feet of gross leasable area, each individual establishment shall be permitted wall signage as though each individual establishment was an individual building with individual street frontage. Where such multi-tenant premises has a frontage of 200 lineal feet or more on either an arterial or collector street, an additional double-faced ground sign shall be permitted, not to exceed 32 square feet per sign face, and no greater than 25 feet in height. Such additional ground sign shall be no closer than 120 feet from the primary ground sign on the lot.
- b. On multi-tenant lots having 25,000 or more square feet of gross leasable area, one ground sign for the first 500 lineal feet of frontage adjacent to a street and one additional ground sign for each additional 500 lineal feet of street frontage shall be permitted, provided that such ground signs on the lot shall be no closer than 250 feet. Maximum surface area for each such ground sign shall be as follows:

For multi-tenant lots having between 25,000 and 100,000 square feet of gross leasable area, the maximum area of sign faces shall be 175 square feet;

For multi-tenant lots having between 100,000 and 300,000 square feet of gross leasable area, the maximum area of ground sign faces shall be 200 square feet;

For multi-tenant lots having greater than 300,000 square feet of gross leasable area, the maximum square footage for ground sign faces shall be 300 square feet.

The Misabi LLC property has between 500 and 1,000 linear feet of road frontage, and more than 25,000 square feet but less than 100,000 square feet of gross leasable areas, and an existing ground sign. The allowance per the ordinance is one ground sign with a maximum area of sign faces being 175 square feet.

The applicant has the right to appeal the decision of the Planning Director to the Lee County Board of Commissioners per Sec 70-650.

**Sec. 70-650. - Appeals.**

Except for those appeals pertaining to the amortization of signs, appeals of the decisions of the director of planning and engineering under this article shall be to the county commission. The aggrieved party shall file such appeal in writing within 30 days of the date of the appealed decision. The county commission shall consider the appeal at a public meeting conducted within 35 days of the filing of the appeal. The aggrieved party or its agent and the director of planning and engineering shall be allowed to present testimony and evidence as to whether the decision should be affirmed, reversed or modified. Such testimony and evidence shall constitute the record. The county commission shall consider this record in light of the requirements and intent of this article, and shall vote to affirm, reverse or modify the decision at such public meeting. In the event that the county commission fails to render a decision on the appeal within 60 days of the filing of the notice of appeal, the decision of the director of planning and engineering shall stand affirmed. Any person aggrieved by the decision of the county commission may appeal to the Superior Court of Lee County, Georgia, within 30 days of the county commission's decision.

(Ord. of 9-28-2010)

If you need additional information or have any questions, please contact me at [jdavenport@lee.ga.us](mailto:jdavenport@lee.ga.us).

Respectfully,

*Joey Davenport*

Co-Assistant County Manager  
Interim Director Planning,  
Zoning and Engineering  
Chief Building Official  
Lee County, Georgia



# MISABI, LLC

531 E. Commercial Blvd., Oakland Park, FL 33334

April 23, 2024  
Lee County, GA  
City Of Leesburg

Letter of Intent or Reasoning of a Hardship: Sign ordinance, Article XIX section 70-644 (C )  
(4) (b) - 1553 US Hwy 19 South, Leesburg, GA 31763

We are seeking a variance to allow a second monument sign for this shopping center.

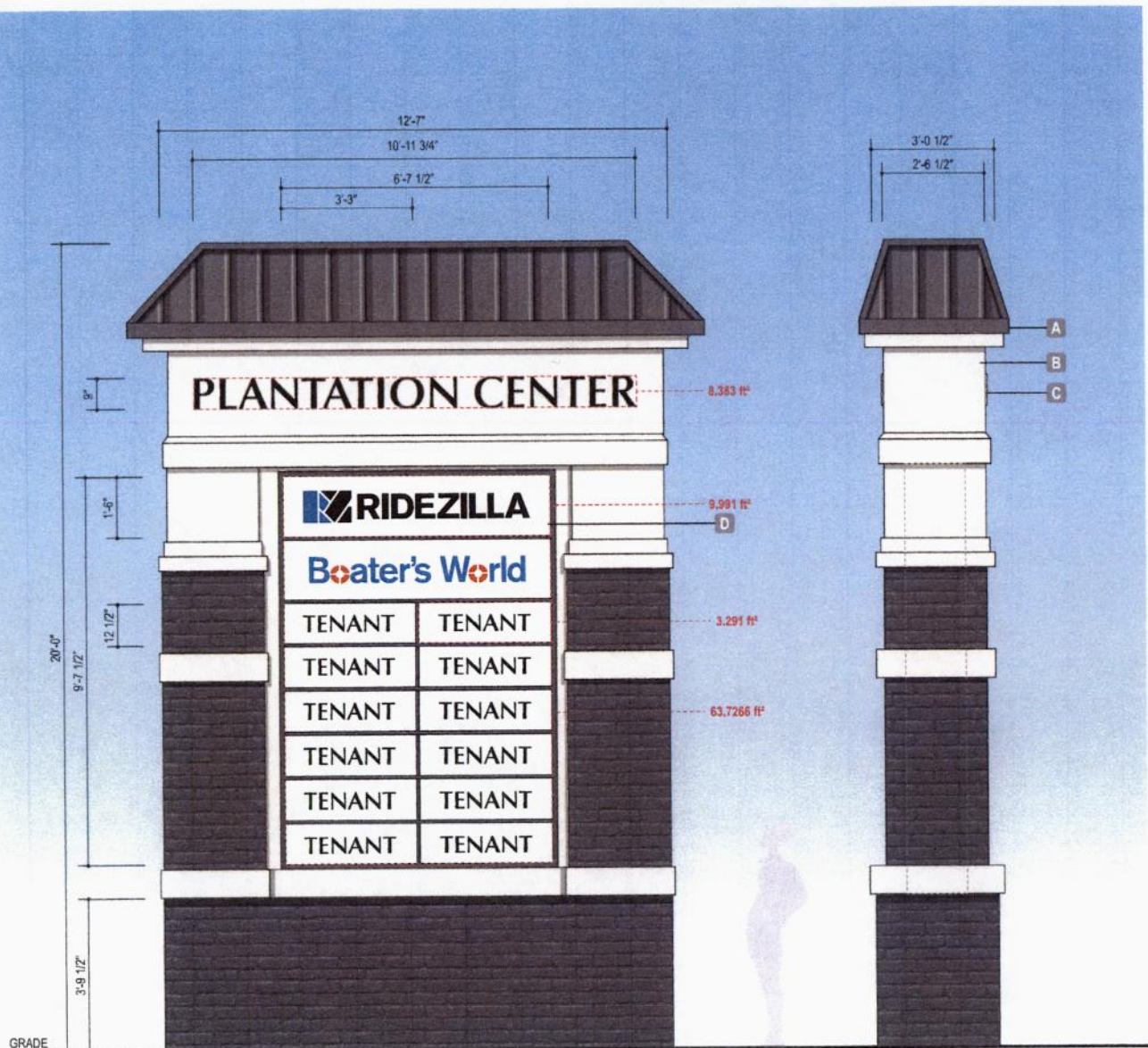
A hardship request is made for the following reasons:

- Lee Market Shopping Center is a large shopping center going through overall positive property improvements.
- A new anchor tenant is expected in the near future that will rent 51,000 SF.
- The new anchor tenant is a Powersports/Marine Superstore with a proven track record in the local area.
- This new store will bring additional jobs and tax revenue to the City of Leesburg and Lee County.
- The new anchor tenant is looking for a second monument sign to be more visual and that makes a confident statement.
- Lee Market sits on a busy thoroughfare and having the larger monument signs on each end of the property would increase visibility that is designed for drivers and onlookers to spot and read quickly.
- Increased visibility would suggest improved business opportunities for all Lee Market Shopping Center tenants.
- The current sign to be replaced is outdated and lacks significant street appeal to this particular area of town. In addition, the signs are smaller and barely legible as you drive by.
- The two new monument signs will create a positive first impression with no question as to which businesses are located within Lee Market Shopping Center.
- The one current sign does not allow for all tenants to be listed that hinders renting of the units when monument signage is unavailable.
- By granting the variance for the second monument we would be in a position to offer the second property owner in Lee Market opportunities for his eight tenants to have space on the monument. Currently they do not have that ability.

Respectfully submitted for your consideration,



G. Luis Alday  
Member & CFO  
[luis.a@outdoornetwork.com](mailto:luis.a@outdoornetwork.com)



Main ID 1 - Tenant Monument  
Qty: 02

FRONT VIEW

END VIEW

MONUMENT SIGN - 20'

Scale  
3/8" = 1'-0"

## Colors & Finishes

Colors shown here may not exactly match manufacturer color chart or actual sample. Client to either provide samples or specifications for custom colors prior to production or approve Denyse color samples or color specifications.

- C1 ● Black
- C2 ○ White
- C3 ○ SW 7004 - Snowbound
- C3 ● SW 7674 - Peppercorn
- C3 ● SW 7670 - Gray Shingle
- D1 ● Digitally Printed Image (color match not required)
- L1 ○ 7000K White LEDs

## Construction Specifications

- A Standing seam aluminum roof structure to match property
- B Aluminum fabricated monument with internal illumination and faux or real brick applied
- C Routed and pushed through acrylic with day night vinyl
- D Acrylic tenant panels with first surface applied vinyl

## Electrical Notes

- ⊗ Disconnect switch(es) UL & ID labels
- ⊗ Vent Location
- FINAL ELECTRICAL CONNECTION AT PANEL BOX BY OTHERS
- ELECTRICAL CONNECTION WITHIN 5' OF SIGN IS INCLUDED
- Suitable for Wet Location
- Electrical Requirement: \_\_\_\_\_ Volts
- Number of Circuits: \_\_\_\_\_ 20 amp Dedicated Branch Circuit(s)
- Max. Line Current: Circuit #01: \_\_\_\_\_
- Connection Type: permanent continuous operation
- Primary Wire Size: 12 AWG / conduit size: 1/2", Secondary Wire Size: 18 awg



Inspected and labeled in accordance with UL Standard for Electric Signs installed using UL listed parts and methods of installation in accordance with Article 600 of the National Electric Code and other applicable local codes. This includes proper grounding and bonding.

## General Notes

1. Dispose of lamps & components that might contain mercury (Hg) according to the laws of the authority having jurisdiction.
2. This sign fabricated using UL approved Acrylic Adhesive for chemical bonding.
3. Unless otherwise specified all mounting hardware to be galvanized or stainless steel

## DENYSE

SIGNAGE &  
ARCHITECTURAL  
ELEMENTS  
1.800.941.7446  
denysco.com

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Management Company  
Polo Project Mgmt

Property Name & Address  
Ridezilla / Boaters World  
1553 US Hwy 19 S  
Leesburg, GA 31763

Opportunity Number  
60346

Denyse Representative  
T.Kogel

Designer  
S.Clemence

Date  
02.23.2024

Revision Date  
4 03.05.2024 sc  
03.06.2024 sc  
03.26.2024 sc  
04.24.2024 sc

Filepath  
Z:\Drawings and  
Graphics\Ridezilla -  
Leesburg,  
GA\Preliminary\Monumen  
t Signage v4

- Concept
- Preliminary
- Production



Property Name & Address  
Ridezilla / Boaters World  
1553 US Hwy 19 S  
Leesburg, GA 31763

DeNyse Representative  
T.Kogel

Date  
02.23.2024

Revision Date	
03.05.2024	sc
03.08.2024	sc
03.26.2024	sc
04.24.2024	sc

○ Concept  
● Preliminary  
○ Production



**Wilson Permit Service**  
3030 Autumn Woods Court  
Douglasville, Ga. 30135

Ofc: 770.575.2749  
Cell: 770.688.5413

05.31.24

Planning & Zoning Dept.  
Lee County Ga.  
102 Starksville Ave. N  
Leesburg, Ga. 31763

Wilson Permit Service  
3030 Autumn Woods Court  
Douglasville, Ga. 30135

RE: Z24-008 Ridezilla Variance Appeal

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On behalf of Misabi LLC, we wish to appeal against the denial of our sign variance application (Z24-008) by the Planning Director. Please add our case to the next Board of Commissioners meeting agenda.

The site address is 1553 US Hwy 19 S, Leesburg, this is the currently named-Lee Market shopping center. Our request is to allow a second multi-tenant monument sign. The additional sign will serve all tenants of the shopping center regardless of which parcel a tenant is located within. Regardless of whether the retail space is under Misabi or Blackshear & Reese ownership.

We believe 2 signs are necessary to fully represent all tenants occupying this shopping center. Some tenant spaces are not visible from the street as outparcel buildings block the view. This situation makes it difficult for those tenants to attract customers.

We respectfully submit this appeal request for your consideration.

Thank you,

*Karen Wilson*

Karen Wilson -Wilson Permit Service



LEE COUNTY  
CITY OF LEESBURG  
CITY OF SMITHVILLE



### VARIANCE APPLICATION

OWNER: Misabi LLC

ADDRESS: 531 E. Commercial Blvd. Oakland Park, Fl. 33334

DAYTIME PHONE #: 954-868-1687 EMAIL: salestax@outdoornetwork.com

ADDRESS OR LOCATION OF PROPERTY: 1553 US Hwy 19 South, Leesburg Ga. 31763

In order that the general health, safety and welfare of the citizens may be preserved, and substantial justice maintained, I (We) the undersigned request in connection with the property hereinafter described:

Present Zoning C-2 Present Use of Property: Shopping Center

           Land Lot Number            Land District            # of Acres

Reasons for requesting variance:

Seeking relief from sign ordinance, Article XIX section 70-644 (C) (4) (b)  
Requesting to place 2 multi-tenant monument signs on the property to  
identify all tenants and the primary tenant-Ridezilla/Boater's World.

**ALSO ATTACH:** (1 copy of each)            Plat of property, including vicinity map

           Legal description Containing Metes and Bounds

I hereby certify that I am the owner and/or legal agent of the owner, in fee simple of the above-described property.

WITNESS 

OWNER 

DATE: 4-1-2024

DATE: 4-1-2024

Application Fee:            Date Paid:            Received by:           

In my absence, I authorize the person named below to act as the applicant in the pursuit of action for the application.

Applicant Name: Karen Wilson

Address: 3030 Autumn Woods Court, Douglasville, Ga. 30135

Phone #: 770.575.2749

Email: kwilson.wps@outlook.com

05/01/2018

SURVEY LEGAL:

ALL THAT CERTAIN TRACT OR PARCEL OF LAND SITUATE LYING AND BEING PART OF LAND LOTS 269 AND 270 OF THE SECOND LAND DISTRICT, LEE COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF PARCEL 5 OF THE PLAT ENTITLED LEE MARKET DEVELOPMENT / CARR FARMS AS RECORDED IN PLAT CABINET D SLIDE D-152, SAID POINT ALSO BEING ON THE EAST RIGHT-OF-WAY OF U.S. ROUTE 19 (150' R/W) AND GO SOUTH 89 DEGREES 56 MINUTES 36 SECONDS EAST A DISTANCE OF 226.03 FEET; GO THENCE NORTH 00 DEGREES 03 MINUTES 24 SECONDS EAST A DISTANCE OF 210.00 FEET TO THE SOUTH RIGHT-OF-WAY OF CEDRIC STREET (60' R/W); GO THENCE SOUTH 89 DEGREES 56 MINUTES 40 SECONDS EAST ALONG THE SOUTH RIGHT-OF-WAY OF CEDRIC STREET A DISTANCE OF 146.87 FEET; GO THENCE SOUTHERLY 7.42 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE EAST, HAVING A RADIUS OF 25.00 FEET, A CHORD BEARING OF SOUTH 08 DEGREES 30 MINUTES 48 SECONDS WEST AND A CHORD DISTANCE OF 7.39 FEET; GO THENCE SOUTH 00 DEGREES 00 MINUTES 39 SECONDS WEST A DISTANCE OF 54.52 FEET; GO THENCE SOUTHERLY 4.81 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE EAST, HAVING A RADIUS OF 25.00 FEET, A CHORD BEARING OF SOUTH 05 DEGREES 29 MINUTES 14 SECONDS EAST AND A CHORD DISTANCE OF 4.80 FEET; GO THENCE SOUTH 89 DEGREES 55 MINUTES 14 SECONDS EAST A DISTANCE OF 115.49 FEET; GO THENCE NORTHERLY 4.90 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 25.00 FEET, A CHORD BEARING OF NORTH 05 DEGREES 34 MINUTES 18 SECONDS EAST AND A CHORD DISTANCE OF 4.89 FEET; GO THENCE NORTH 00 DEGREES 02 MINUTES 40 SECONDS WEST A DISTANCE OF 54.64 FEET; GO THENCE NORTHERLY 7.25 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 25.00 FEET, A CHORD BEARING OF NORTH 08 DEGREES 19 MINUTES 41 SECONDS WEST AND A CHORD DISTANCE OF 7.23 FEET TO THE SOUTH RIGHT-OF-WAY OF CEDRIC STREET; GO THENCE SOUTH 89 DEGREES 55 MINUTES 31 SECONDS EAST ALONG THE SOUTH RIGHT-OF-WAY OF CEDRIC STREET A DISTANCE OF 33.25 FEET; GO THENCE SOUTHERLY 7.28 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE EAST, HAVING A RADIUS OF 25.00 FEET, A CHORD BEARING OF SOUTH 08 DEGREES 24 MINUTES 37 SECONDS WEST AND A CHORD DISTANCE OF 7.26 FEET; GO THENCE SOUTH 00 DEGREES 03 MINUTES 07 SECONDS WEST A DISTANCE OF 182.72 FEET; GO THENCE SOUTHERLY 58.72 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE EAST, HAVING A RADIUS OF 75.00 FEET, A CHORD BEARING OF SOUTH 22 DEGREES 22 MINUTES 42 SECONDS EAST AND A CHORD DISTANCE OF 57.23 FEET; GO THENCE SOUTH 44 DEGREES 48 MINUTES 38 SECONDS EAST A DISTANCE OF 110.25 FEET; GO THENCE SOUTH 89 DEGREES 56 MINUTES 34 SECONDS EAST A DISTANCE OF 74.31 FEET; GO THENCE NORTH 01 DEGREE 03 MINUTES 22 SECONDS EAST A DISTANCE OF 321.00 FEET TO THE SOUTH RIGHT-OF-WAY OF CEDRIC STREET; GO THENCE SOUTH 89 DEGREES 56 MINUTES 36 SECONDS EAST ALONG THE SOUTH RIGHT-OF-WAY OF CEDRIC STREET A DISTANCE OF 30.00 FEET; GO THENCE SOUTH 01 DEGREE 03 MINUTES 20

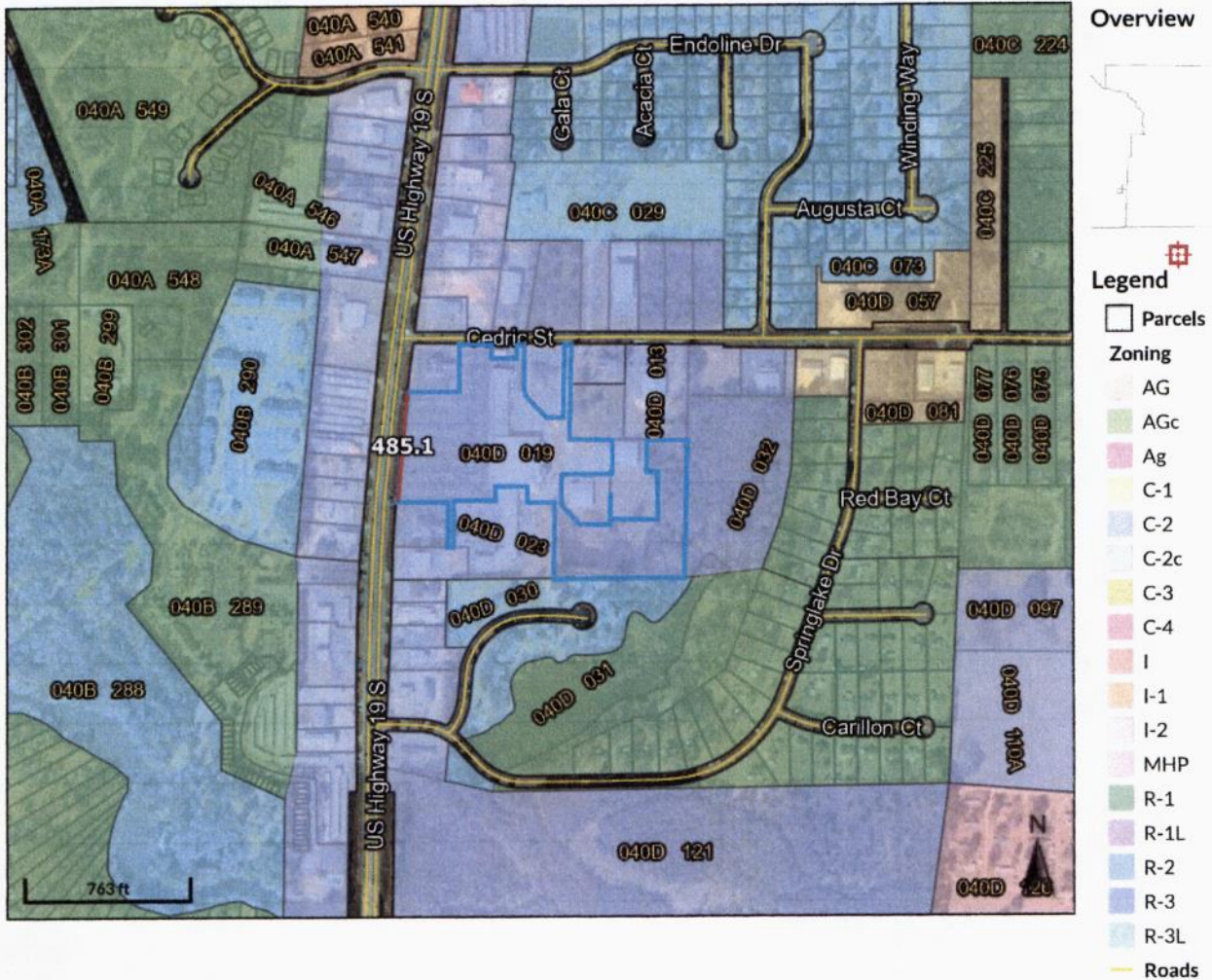


SECONDS WEST A DISTANCE OF 174.99 FEET; GO THENCE SOUTH 89 DEGREES 56 MINUTES 32 SECONDS EAST A DISTANCE OF 241.62 FEET; GO THENCE SOUTH 01 DEGREE 03 MINUTES 26 SECONDS WEST A DISTANCE OF 246.00 FEET; GO THENCE NORTH 89 DEGREES 56 MINUTES 34 SECONDS WEST A DISTANCE OF 51.61 FEET; GO THENCE SOUTH 00 DEGREES 03 MINUTES 26 SECONDS WEST A DISTANCE OF 140.05 FEET; GO THENCE SOUTH 89 DEGREES 52 MINUTES 02 SECONDS WEST A DISTANCE OF 197.64 FEET; GO THENCE SOUTH 00 DEGREES 25 MINUTES 54 SECONDS WEST A DISTANCE OF 155.27 FEET; GO THENCE SOUTH 36 DEGREES 33 MINUTES 35 SECONDS EAST A DISTANCE OF 103.14 FEET; GO THENCE NORTH 89 DEGREES 52 MINUTES 02 SECONDS EAST A DISTANCE OF 129.75 FEET; GO THENCE NORTH 00 DEGREES 25 MINUTES 54 SECONDS EAST A DISTANCE OF 28.27 FEET; GO THENCE SOUTH 89 DEGREES 56 MINUTES 34 SECONDS EAST A DISTANCE OF 207.21 FEET; GO THENCE NORTH 00 DEGREES 03 MINUTES 26 SECONDS EAST A DISTANCE OF 210.00 FEET; GO THENCE NORTH 89 DEGREES 56 MINUTES 34 SECONDS WEST A DISTANCE OF 50.00 FEET; GO THENCE NORTH 00 DEGREES 03 MINUTES 26 SECONDS EAST A DISTANCE OF 140.07 FEET; GO THENCE SOUTH 89 DEGREES 56 MINUTES 34 SECONDS EAST A DISTANCE OF 177.99 FEET; GO THENCE SOUTH 01 DEGREE 03 MINUTES 24 SECONDS WEST A DISTANCE OF 608.90 FEET; GO THENCE NORTH 89 DEGREES 56 MINUTES 32 SECONDS WEST A DISTANCE OF 572.34 FEET; GO THENCE NORTH 00 DEGREES 08 MINUTES 30 SECONDS EAST A DISTANCE OF 329.61 FEET; GO THENCE NORTH 89 DEGREES 56 MINUTES 36 SECONDS WEST A DISTANCE OF 121.98 FEET; GO THENCE NORTH 00 DEGREES 03 MINUTES 24 SECONDS EAST A DISTANCE OF 71.07 FEET; GO THENCE NORTH 89 DEGREES 56 MINUTES 22 SECONDS WEST A DISTANCE OF 141.33 FEET; GO THENCE SOUTH 00 DEGREES 03 MINUTES 24 SECONDS WEST A DISTANCE OF 64.12 FEET; GO THENCE NORTH 89 DEGREES 46 MINUTES 37 SECONDS WEST A DISTANCE OF 189.16 FEET; GO THENCE SOUTH 00 DEGREES 03 MINUTES 24 SECONDS WEST A DISTANCE OF 207.12 FEET; GO THENCE NORTH 89 DEGREES 58 MINUTES 06 SECONDS WEST A DISTANCE OF 25.00 FEET; GO THENCE NORTH 00 DEGREES 03 MINUTES 24 SECONDS EAST A DISTANCE OF 199.61 FEET; GO THENCE NORTH 89 DEGREES 56 MINUTES 26 SECONDS WEST A DISTANCE OF 225.00 FEET TO THE EAST RIGHT-OF-WAY OF U.S. ROUTE 19; GO THENCE NORTHERLY ALONG THE EAST RIGHT-OF-WAY OF U.S. ROUTE 19 492.26 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE EAST, HAVING A RADIUS OF 11,384.16 FEET, A CHORD BEARING OF NORTH 05 DEGREES 21 MINUTES 05 SECONDS EAST AND A CHORD DISTANCE OF 492.22 FEET TO THE NORTHWEST CORNER OF PARCEL 5 OF THE PLAT ENTITLED LEE MARKET DEVELOPMENT / CARR FARMS AS RECORDED IN PLAT CABINET D SLIDE D-152 AND THE POINT OF BEGINNING.

SAID TRACT OR PARCEL CONTAINS 15.859 ACRES.







Parcel ID 040D 019  
 Class Code Commercial  
 Taxing District COUNTY UNINCORPORATED  
 Acres 14.64

Owner MISABI LLC  
 531 E COMMERCIAL BLVD  
 OAKLAND PARK, FL 33334  
 Physical Address 1553 US 19 SOUTH  
 Assessed Value \$3991910

Last 2 Sales

Date	Price	Reason	Qual
4/5/2021	\$3250000	FM	Q
n/a	0	n/a	n/a

(Note: Not to be used on legal documents)

Date created: 4/22/2024

Last Data Uploaded: 4/19/2024 8:07:55 PM

Developed by  Schneider  
 GEOSPATIAL

## Family & Children Services Board of Lee County

District	Name & Address	Phone & Email	Term	Appointing Authority
1	Jennifer Goode 2173 State Hwy 195 Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 06/30/2026	County
5	Shawn McTyeire 129 Marlee Court Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 06/30/2026	County
2	Pastor Malden Batten 896 Lovers Lane Rd PO Box 281 Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 06/30/2026	County
5	Melissa Edmondson 139 Hartsfield Dr. Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 06/30/2024	County
2	Dana Hager 726 Armena Road Leesburg, Georgia 31763		<b>5 Year Term</b> Expiring on 06/30/2025	County

All members must be Lee County citizens.

Meetings are held on the fourth Tuesday of each month at 1:00 p.m. at the DFACS Building at 121 Fourth Street in Leesburg-  
P.O. Box 145.

-  
Bob Lee

**Director**

Email: robert.lee@dhs.ga.gov; Phone: (229) 759-3003; FAX: (229) 759-3004

-  
Website: <http://dfcs.dhs.georgia.gov/>

- Staggered five year terms
- All members paid \$35.00/mthly



**Payton Harris**

---

**Subject:**

FW: Board Appointment

From: blessedwith14 [mailto:

Sent: Thursday, June 20, 2024 6:34 PM

To: Payton Harris <payton.harris@lee.ga.us>

Subject: Board Appointment

Hello Ms.Harris,

I would like to be considered for reappointment to the Lee County Family and Children's Services Board. Thank you.

Melissa Edmondson



# LEE COUNTY

Board of Commissioners

One of Georgia's original counties ~ Established in 1825

## VOLUNTEER BOARD APPLICATION

**Name:** Cindy Robinson  
**Street Address:** 205 Morgan Farm Drive  
**City, State, ZIP Code:** Leesburg, Ga. 31763  
**Phone Number:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
**Board(s) Appointment Requested:** Family & Children Services

**Summarize special skills and qualifications you have acquired from employment, previous volunteer work, government or through other activities.**

I worked for DFCS for 30 years. I started my career as a social services case manager and over the course of the first 8-10 years I worked Investigations, Ongoing CPS, Foster Care and Adoption. I moved into a supervisory role and served as a CPS/Foster Care supervisor, Social Services Program Director, Deputy County Director and County Director. At the time I retired I was a regional consultant. After retirement I went back to work for DFCS for another 6 years as a protective services reviewer for the state working at the discretion of the Division Director; this position ended in 2020.

**Summarize your previous volunteer experience.**

Most of my volunteer experience has been with church serving on the ladies leadership team and personnel committee. I have spent most of my time helping take care of my aging parents.

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.

Chairman  
Luke Singletary  
District 2

Vice-Chairman  
Chris Guarneri  
District 4

Commissioner  
Dennis Roland  
District 1

Commissioner  
Billy Mathis  
District 3

Commissioner  
George Walls  
District 5

County Manager  
Christi Dockery

County Attorney  
Jimmy Skipper

102 Starkville Avenue North  
Leesburg, Georgia 31763

Office: (229) 759-6000  
Fax: (229) 759-6050

[www.lee.ga.us](http://www.lee.ga.us)



## Housing Authority Board – Lee County

District	Name & Address	Phone & Email	Term	Appointing Authority
Resident	Sabrina Mason 118 Pine Avenue Leesburg, GA 31763		<b>1 Year Term</b> Expiring on 03/31/2025	County
2	Jennifer Johnston 137 Winifred Road Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 08/31/2025	County
2	Gwendolyn Meriweather 199 Fairethorne Drive Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 08/31/2026	County
2	Cicily Florence 175 Pine Summit Drive Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 08/31/2028	County
5	Christopher Prokesh 111 Aubry Court Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 06/30/2024	County
4	Kerrie Davis 169 Huntingdon Dr Leesburg, GA 31763		<b>5 Year Term</b> Expiring on 06/30/2026	County

- All members must be Lee County residents.
- Meetings are held on a quarterly basis on the third Tuesday of January, April, July and October at 5:30 P.M. at 521 Pine Avenue, in Albany, GA.

William Myles  
**CEO**

Email: wmyles@albanyha.com; Phone: (229) 434-4500; FAX: (229) 434-4502

Sharon Tarver-Evans  
**Executive Administrator**

Email: sevans@albanyha.com; Phone: (229) 434-4500 (ext. 1001); FAX: (229) 434-4502

P.O. Box 485, Albany, GA 31702

Website: <http://portal.hud.gov/hudportal/HUD>

- Mileage is reimbursed for out of town meetings only

## Payton Harris

---

**Subject:** FW: FW: Application for upcoming board position  
**Attachments:** image001.jpg; image002.jpg; image003.jpg; image004.jpg

**From:** Renea the Realtor [mailto:  
**Sent:** Thursday, March 7, 2024 11:30 AM  
**To:** Payton Harris <payton.harris@lee.ga.us>  
**Subject:** Re: FW: Application for upcoming board position

Yes please



**Certified Residential Specialist**  
The Proven Path To Success

Renea Miller



ERA All in One Realty  
Associate Broker/Realtor ®  
Call or text 229-603-8200



## Kiwanis

Member of Kiwanis Club Dougherty/Albany  
Member since 2010 (Brandon, FL-2010-2014, Anchorage, AK-2014-2021 and Albany, GA-2021-present)  
Past Kiwanis Lt. Governor of AYS Division  
Kiwanis Club of Anchorage  
Past President

[Rate your experience with me](#)  
[ReneaSellsHomes@gmail.com](mailto:ReneaSellsHomes@gmail.com)  
[Reneasellshomes.com](http://Reneasellshomes.com)

On Thu, Mar 7, 2024, 11:22 AM Payton Harris <[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)> wrote:

Good Morning,

I apologize but we just realized the March vacancy is open for Housing Authority residents only. However, we do have a Housing Authority position coming up in June. Please let me know if you would like to be considered for this position.

Thank you,

Payton Harris

Deputy County Clerk



Lee County Board of Commissioners

102 Starksville Avenue North

Leesburg, Georgia 31763

Phone: (229) 759-6000 ext. 2221

Fax: (229) 759-6050

[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)

[www.lee.ga.us](http://www.lee.ga.us)

From: **Renea the Realtor** <

Date: Mon, Dec 11, 2023, 3:35 PM

Subject: Application for upcoming board positions

I am interested in the Joint Development Authority opening Dec 31st and/or the Housing Authority position for March 2024 (or June if the March position is already spoken for)

Respectfully,

Renea Miller

## Payton Harris

---

**Subject:** FW: Housing Authority Board of Lee County

**From:** Chris Law [mailto:cprokesh@hotmail.com]  
**Sent:** Friday, June 14, 2024 11:07 AM  
**To:** Payton Harris <payton.harris@lee.ga.us>  
**Subject:** Re: Housing Authority Board of Lee County

Greetings,

I apologize for the delay; we were in Valdosta all this week for RDI. I will step aside to give someone else an opportunity to serve on the board.

Thank You,  
C. Prokesh

---

**From:** Payton Harris <[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)>  
**Sent:** Wednesday, June 12, 2024 3:28 PM  
**To:** 'cprokesh@hotmail.com' <[cprokesh@hotmail.com](mailto:cprokesh@hotmail.com)>  
**Subject:** Housing Authority Board of Lee County

Good Afternoon Mr. Prokesh,

Your five year term on the Housing Authority Board of Lee County expires on June 30, 2024. Appointments for this board will be brought to the Board of Commissioners meeting on June 25, 2024. If you wish to be reappointed, please send me written notification by June 21, 2024.

Thank you,  
Payton Harris  
Deputy County Clerk  
Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, Georgia 31763  
Phone: (229) 759-6000 ext. 2221  
Fax: (229) 759-6050  
[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)  
[www.lee.ga.us](http://www.lee.ga.us)





## Library Board of Trustees – Lee County

District	Name & Address	Phone & Email	Term	Appointing Authority
2	Greg Crowder <b>Chairman</b> 791 Lovers Lane Rd. Leesburg, GA 31763		<b>3 Year Term</b> Expiring on 06/30/2025	County
2	Donna Ford 407 Hwy 32 East Leesburg, GA 31763		<b>3 Year Term</b> Expiring on 06/30/2025	County
5	Gary Knight <b>Vice Chairman</b> 171 Northwood Drive Leesburg, GA 31763		<b>3 Year Term</b> Expiring on 06/30/2024	County
1	Mark Word P.O. Box 451 Smithville, Ga 31787		3 Year Term Expiring on 06/30/2026	City of Smithville
2	Patsy James <b>Treasurer</b> 116 Broadleaf Drive Albany, GA 31701		3 Year Term Expiring on 06/30/2022	Board of Education
1	Haley Mims 377 Hwy 32 East Leesburg, Ga. 31763		3 Year Term Expiring on 06/30/2022	Board of Education
1	William Hancock 127 Morgan Farm Dr. Leesburg, GA 31763		3 Year Term Expiring on 06/30/2021	City of Leesburg

Members must be Lee County citizens.

Meetings are held at 7:00 p.m. on the second Tuesday of February, May, August, and November.  
Lee County Library – 245 Walnut Street, Leesburg; Smithville Library – 118 Main Street South, Smithville;  
Redbone Branch – 104 Thundering Springs.

Claire Leavy

**Director**

Email: [leavy@leecountylibrary.org](mailto:leavy@leecountylibrary.org); Phone: (229) 759-2369; FAX: (229) 759-2326

Gary Knight  
171 Northwood Drive  
Leesburg, GA 31763

May 28, 2024

Lee County Board of Commissioners  
110 Starksville Avenue, North  
Leesburg, GA 31763

Dear Board of Commissioners:

I am very interested in being reappointed to the Lee County Library Board of Trustees as representative of the Lee County Board of Commissioners.

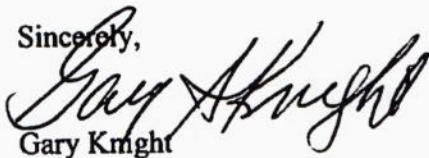
I currently serve as Vice-Chair of the Library Board and am familiar with library policies and operations. I have a good working relationship with other Library Board members as well as the Library director. We work well together to serve the public and to provide valuable library services to all members of our community.

It is my belief the library is a vital and central part of the Lee County Community. My leadership and business positions in the community have allowed me skills and training in helping to respond to the library needs of the residents in our community in an efficient manner and cost-effective manner.

I am an active Lee County Library user and a member of the Friends of the Lee County Library.

It is my hope you will consider my request for re-appointment to the Library Board.

Sincerely,



Gary Knight





May 29, 2024

Lee County Board of Commissioners  
Attn: Christi Dockery  
110 Starksville Avenue, North  
Leesburg, GA 31763

Dear Commissioners:

I recommend Gary Knight for re-appointment to the Library Board of Trustees by the Board of Commissioner for the term, July 1, 2024 – June 30, 2027.

The Lee County Board of Commissioners appoints three representatives to the Library Board of Trustees. The current members appointed by the BOC are:

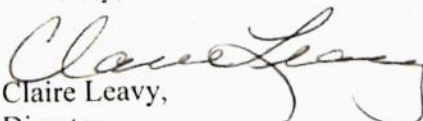
<u>NAME</u>	<u>TERM</u>
Greg Crowder	July 1, 2022- June 30, 2025
Donna Ford	July 1, 2022 – June 30, 2025
Gary Knight	July 1, 2021 – June 20, 2024

According to the By-Laws of the Library Board of Trustees, a member can serve for four consecutive three-year terms. Mr. Knight's term ends June 30, 2024 but can be re-appointed for another three-year term. Mr. Knight has enthusiastically expressed interested in being re-appointed to the Library Board.

Mr. Knight is a responsible Library Board member as well as a Library user. He is knowledgeable in the operations as policies of the Library Board and currently serves as Vice-Chair. Mr. Knight is a well-respected and active member of the Lee County Community. Mr. Knight represents the BOC well in Library matters and I have no doubt he will continue to do so.

If you have any questions or concerns, please do not hesitate to call or email me ([leavy@leecountylibrary.org](mailto:leavy@leecountylibrary.org)).

Sincerely,

  
Claire Leavy,  
Director

## Payton Harris

---

**Subject:** FW: Lee County Volunteer Board Vacancies

**From:** Payton Harris  
**Sent:** Thursday, December 28, 2023 3:07 PM  
**To:** 'Corrine Sweet' <  
**Subject:** RE: Lee County Volunteer Board Vacancies

Good Afternoon,

I will have you placed on the 06/25/2024 agenda for consideration for the Library Board of Trustees.

Regarding the Utilities Authority, we have upcoming vacancies on 01/31/2024 and 06/30/2024. Which vacancy are you interested in?

Thank you,  
**Payton Harris**  
Deputy County Clerk  
Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, Georgia 31763  
Phone: (229) 759-6000 ext. 2221  
Fax: (229) 759-6050  
[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)  
[www.lee.ga.us](http://www.lee.ga.us)



**From:** Corrine Sweet [<mailto:>]  
**Sent:** Friday, December 22, 2023 5:18 PM  
**To:** Payton Harris <[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)>  
**Subject:** Lee County Volunteer Board Vacancies

Good evening. I am writing to express interest in the vacancy on the Library Board of Trustees or the Utilities Authority vacancies; ideally in whichever position I could be of most usefulness. I've lived in Lee County since 2008 and have been hoping for an opportunity to serve in this manner.

What additional information do you need from me? I look forward to hearing from you.

Sincerely,  
Dr. Corrine Sweet  
210 Hawkstead Dr, Leesburg, GA 31763



## Utilities Authority

District	Name & Address	Phone & Email	Term	Appointing Authority
5 BOC	George Walls <b>Chairman</b> 110 Donald Road Leesburg, GA 31763		<b>1 Year Term</b> Expiring on 01/31/2025	<b>By Virtue of Office</b>
1 06/30/2017	Art Ford 407 GA Hwy 32 East Leesburg, GA 31763		<b>1 Year Term</b> Expiring on 06/30/2024	<b>County</b>
1 06/30/2017	Victor Stubbs <b>Vice Chairman</b> 181 Magnolia Avenue Leesburg, GA 31763		<b>1 Year Term</b> Expiring on 06/30/2024	<b>County</b>
3 01/31/2023	Amy Addison 193 Quail Valley Drive Leesburg, GA 31763		<b>1 Year Term</b> Expiring on 01/31/2025	<b>County</b>
5	Aaron McCulley 114 Stocks Dairy Road Leesburg, GA 31763		<b>1 Year Term</b> Expiring on 01/31/2025	<b>County</b>
1 01/31/2023	Bob Usry 586 State Hwy 118 E Smithville, GA		<b>1 Year Term</b> Expiring on 01/31/2025	<b>County</b>
3	Levent Gokcen 374 Hickory Grove Rd. Leesburg, Ga 31763		<b>1 Year Term</b> Expiring on 06/30/2024	<b>County</b>

Members must be Lee County citizens.

Meetings are held on the third Thursday of each month (12 meetings annually) at 6:00 p.m. at the T. Page Tharp Governmental Building, Opal Cannon Auditorium, 102 Starksville Ave. N., Leesburg, GA 31763.

Chris Boswell

**General Manager**

Email: cboswell@lee.ga.us; Phone: (229) 759-6056; FAX: (229) 759-3319

Tricia Holmes

**Utilities Administrator**

Email: tholmes@lee.ga.us; Phone: (229) 759-6056; FAX: (229) 759-3319

- Board Members: paid \$100/monthly

**Payton Harris**

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**Subject:** FW: Utilities Authority Board

**From:** ARTHUR FORD [mailto:  
**Sent:** Wednesday, June 12, 2024 9:16 PM  
**To:** Payton Harris <payton.harris@lee.ga.us>  
**Subject:** Re: Utilities Authority Board

Hello Payton,  
Thanks for your note about reappointment to the Utilities Authority Board.

Yes, I would like to be reappointed to the Utilities Authority Board. I have learned much about the Utility Authority and feel I can add value to the Board by using the knowledge I have gained to help the Board make better decisions on issues that come before it.

Thank you,  
Arthur Ford  
Sent from my iPhone

On Jun 12, 2024, at 3:29 PM, Payton Harris <[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)> wrote:

Good Afternoon Mr. Ford,

Your one year term on the Utilities Authority Board expires on June 30, 2024. Appointments for this board will be brought to the Board of Commissioners meeting on June 25, 2024. If you wish to be reappointed, please send me written notification by June 21, 2024.

Thank you,  
Payton Harris  
Deputy County Clerk  
Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, Georgia 31763  
Phone: (229) 759-6000 ext. 2221  
Fax: (229) 759-6050  
[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)  
[www.lee.ga.us](http://www.lee.ga.us)



# Lee County Utilities Authority

George Walls  
Chairman  
Victor Stubbs  
Vice-Chairman  
Authority Members:  
Johnny Barthlein  
Art Ford  
Levent Gokcen  
Robert (Bob) Usry  
Amy Addison

905 US Highway 19 South  
Leesburg, GA 31763

Tel: (229) 759-6056

Fax: (229) 759-3319

CHRIS BOSWELL  
General Manager

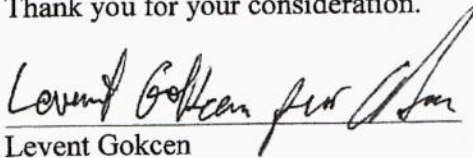
Tricia Holmes  
Director of Administrative Operations

Ira Houston  
Director of Field Operations

June 20, 2024

Dear Commissioners,

I, Levent Gokcen, would like to be reappointed to the Lee County Utilities Authority for another term.  
Thank you for your consideration.



Levent Gokcen  
407 GA HWY 32 East  
Leesburg, Georgia 31763

LG:cb

**Kaitlyn Good**

---

**Subject:**

FW: Lee County Utility Authority Board interest

**From:** Philip Husain <[philiphusain@gmail.com](mailto:philiphusain@gmail.com)>

**Sent:** Monday, June 24, 2024 5:48 PM

**To:** Christi Dockery <[cdockery@lee.ga.us](mailto:cdockery@lee.ga.us)>

**Cc:** Dennis Roland <[droland@lee.ga.us](mailto:droland@lee.ga.us)>

**Subject:** Lee County Utility Authority Board interest

Hello Ms. Dockery,

Please let this correspondence serve as my request/ interest to serve on the Utility Authority of Lee County. I have previously served and would again use my technical and financial expertise in any beneficial way for the Board of Commissioners and citizens of Lee County.

Should you need a more complete curriculum vitae, please let me know.

With the Kindest of Regards,  
Philip Husain, Sr



## Payton Harris

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**Subject:** FW: Utilities Authority Board

**From:** victor stubbs [mailto: . . .]  
**Sent:** Thursday, June 13, 2024 4:01 PM  
**To:** Payton Harris <payton.harris@lee.ga.us>  
**Subject:** Re: Utilities Authority Board

Good Afternoon this is Mr. Victor Stubbs. This is my formal request to be reappointed to the utility board for another term

Your one year term on the Utilities Authority Board expires on June 30, 2024. Appointments for this board will be brought to the Board of Commissioners meeting on June 25, 2024. If you wish to be reappointed, please send me written notification by June 21, 2024.

Thank you,

Payton Harris

Deputy County Clerk

Lee County Board of Commissioners

102 Starksville Avenue North

Leesburg, Georgia 31763

Phone: (229) 759-6000 ext. 2221

Fax: (229) 759-6050

[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)

[www.lee.ga.us](http://www.lee.ga.us)



**Payton Harris**

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**Subject:** FW: Appointment Utilities Board

**From**

**Date:** June 21, 2024 at 1:23:33 PM EDT

**To:** Christi Dockery <[cdockery@lee.ga.us](mailto:cdockery@lee.ga.us)>

**Subject:** Appointment Utilities Board

Hi Christi:

Below is a short summary of some of my experiences.

- ~ School Superintendent 12 years Lee County, 7 years Decatur, Al
- ~Served as Interim Superintendent Sumter, Worth, Mitchell and Lee Counties
- ~Managed several bond issues for new school construction and renovation
- ~Appointed two terms Lee County Development Authority
- ~Experienced bond financing for economic development
- ~Appointed by Gov. Perdue two terms Georgia Professional Standards Commission
- ~Presbyterian elder in two churches
- ~Honored in 2016 as Lee County's Man of the Year

If you need anything else, please let me know. Thank you.

Larry Walters



## DARTS Citizens Transportation Committee

District	Name & Address	Phone & Email	Term	Appointing Authority
5	Brent Davis 571 Northampton Road Leesburg, GA 31763		<b>2 Year Term</b> Expiring on 07/01/2024	<b>County</b>
3	Dr. Peter A. Ngwafu 202 Hawkstead Drive Leesburg, Georgia 31763 <b>Chair</b>		<b>2 Year Term</b> Expiring on 07/01/2024	<b>County</b>

Meetings are held quarterly on the **Wednesday before** the third Thursday of January, April, June, and September at 9:00 AM at the Dougherty County Governmental Building at 240 Pine Ave, Suite 300, Albany, GA 31702.  
Tanner Anderson

Email: TaAnderson@albanyga.gov; Phone: (229) 302-1843; FAX:

## DARTS Policy Coordinating Committee

District	Name & Address	Phone & Email	Term	Appointing Authority
4	Luke Singletary 111 Elgin Court Leesburg, GA 31763		Virtue of County Office	<b>County</b>
	Amanda Nava Assistant Planning Director		Virtue of County Office	<b>County</b>

Members are required to be the Chairman of the Board of Commissioners and the Planning and Zoning Director. Meetings are held quarterly on the Wednesday **before** the third Thursday of January, April, June, and September at 9:00 AM at the Dougherty County Governmental Building at 240 Pine Ave, Suite 300, Albany, GA 31702.

Tanner Anderson

Email: TaAnderson@albanyga.gov; Phone: (229) 302-1843; FAX: (229)

## DARTS Technical Coordinating Committee

District	Name & Address	Phone & Email	Term	Appointing Authority
Lee County	Luke Singletary 111 Elgin Court Leesburg, GA 31763		<b>Virtue of County Office</b>	<b>County</b>

Member is required to be the Planning and Zoning Director. Meetings are held quarterly on the third Thursday of April, June, and September at 9:00 a.m. at the Dougherty County Governmental Building 240 Pine Av, Room 300 - Albany, Ga.

Tanner Anderson

Email: TaAnderson@albanyga.gov; Phone: (229) 302-1843; FAX: (229)

## Payton Harris

---

**Subject:**

FW: DARTS Citizens Transportation Committee

**From:** Brent Davis [mailto:

**Sent:** Monday, June 17, 2024 12:16 PM

**To:** Payton Harris <payton.harris@lee.ga.us>

**Subject:** Re: DARTS Citizens Transportation Committee

Hey Payton, I am on vacation this week and won't be able to send any formal written notification but I hope this email will suffice. I would like to be reappointed for another term.

Sent from my iPhone

On Jun 17, 2024, at 7:09 AM, Payton Harris <[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)> wrote:

Good Morning Mr. Davis,

Your two year term on the DARTS Citizens Transportation Committee expires on July 1, 2024. Appointments for this board will be brought to the Board of Commissioners meeting on June 25, 2024. If you wish to be reappointed, please send me written notification by June 21, 2024.

Thank you,

Payton Harris

Deputy County Clerk

Lee County Board of Commissioners

102 Starksville Avenue North

Leesburg, Georgia 31763

Phone: (229) 759-6000 ext. 2221

Fax: (229) 759-6050

[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)

[www.lee.ga.us](http://www.lee.ga.us)



**Kaitlyn Good**

---

**Subject:**

FW: DARTS

**From:** Van Mason <[vmason@wsbeng.com](mailto:vmason@wsbeng.com)>

**Sent:** Tuesday, June 25, 2024 12:32 PM

**To:** Christi Dockery <[cdockery@lee.ga.us](mailto:cdockery@lee.ga.us)>

**Subject:** DARTS

Hello Christi,

I am very interested in participating on the DARTS board if there is an opportunity. Please let me know if you may need anything from me in this matter.

Thanks,

Van Mason  
Area Manager, Contract Administration



229.347.3971 (o)  
-  
675 Ponce De Leon Avenue NE  
Suite 7500, 8500 & NE 223  
Atlanta, GA 30308  
[wsbeng.com](http://wsbeng.com)

For a list of WSB employee licenses and certifications visit [here](#).

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## Payton Harris

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**Subject:** FW: DARTS Citizens Transportation Committee

**From:** Ngwafu, Peter A. [mailto:]  
**Sent:** Monday, June 17, 2024 3:52 PM  
**To:** Payton Harris <payton.harris@lee.ga.us>  
**Subject:** RE: DARTS Citizens Transportation Committee

Good Afternoon Mr. Harris,  
I write to inform you that it has been a pleasure for me to serve on DARTS Citizens Transportation Committee, representing Lee County. I would be honored to be reappointed for another two year term.  
Sincerely,



**Peter Ajongwa Ngwafu, PhD**  
*Dean, College of Business, Education, and Professional Studies*  
Professor of Public Administration



**Albany State University**  
504 College Drive  
Albany, GA 31705  
<https://www.asurams.edu>

**ASU's Quality Enhancement Plan (QEP) is Guiding Persistence to Success.** Learn more at [www.asurams.edu/qep](http://www.asurams.edu/qep).

**From:** Payton Harris <[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)>  
**Sent:** Monday, June 17, 2024 10:09 AM  
**To:** Ngwafu, Peter A. <[mailto:]>  
**Subject:** [EXTERNAL]DARTS Citizens Transportation Committee

Good Morning Mr. Ngwafu,

Your two year term on the DARTS Citizens Transportation Committee expires on July 1, 2024. Appointments for this board will be brought to the Board of Commissioners meeting on June 25, 2024. If you wish to be reappointed, please send me written notification by June 21, 2024.

Thank you,  
Payton Harris  
Deputy County Clerk  
Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, Georgia 31763  
Phone: (229) 759-6000 ext. 2221  
Fax: (229) 759-6050  
[payton.harris@lee.ga.us](mailto:payton.harris@lee.ga.us)  
[www.lee.ga.us](http://www.lee.ga.us)







## MEMORANDUM

### LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners  
**SUBJECT:** County Updates

---

#### ADA Compliant Website

- NTS currently working on the Website

#### Agricultural/ Recreation Complex

- Located on 100 acres on Leesburg Bypass — 231 State Route 3
- Proposed plans provided July 29, 2020
- 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
  - An Environmental study will be conducted in the next few weeks
- 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: ¾ 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, Rick Muggridge, Commissioner Luke Singletary, County Manager Christi Dockery, Parks & Recreation Director Jeremy Morey
    - **Meetings:** June 14, 2021, November 15, 2021, 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
- Onsite meeting held Friday, September 15, 2023

- Concept plan meeting held Friday, February 2, 2024
- Final plans presented to BOC on March 12, 2024
  - To be completed in phases
  - Includes: Multipurpose building, tennis courts, pickleball courts, RV campsite, walking and cross country trail, pavilions, amphitheater, practice fields, and a flexible lawn area
- Next Step: Development of bid documents for construction

### **Bicentennial Anniversary – June 9, 2025**

- Preliminary discussions ongoing with staff and Chamber of Commerce staff on projects and ideas for a community celebration for Lee County's first 200 years

### **Census Numbers (2020)**

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

### **Commercial Land Development Permits**

- Boaters World – Ridezilla – Hwy 19
- City of Leesburg Water Improvements
- Dawson Road Commercial Subdivision Lots 3-8 – US Hwy 82
- DeSoto Silicon Ranch Phase II & III
- Drake Properties – Downtown Leesburg Restaurant Passion
- Eliano's Coffee – US Hwy 19
- Flint Ventures Commercial Subdivision – US Hwy 19
- Forrester Crossing Phase I – New Office Building
- Giovingo Properties Sanitary Sewer Expansion – US Hwy 82
- Gold Star EMS – Fussell Road
- Hibachi Express Drive-thru Expansion – US Hwy 19
- Lamon Office Building – Ledo Road
- Lee County Utilities Authority Water & Sewer Improvements
- Marlow Lane Sewer Utilities Extension – US Hwy 82
- Mavis Tire – US Hwy 19
- New Jerusalem Grove Baptist Church – Smithville
- Oakland Express convenience store – US Hwy 82
- Oxford Business Park
- Seven Brew – US Hwy 82 (to include proposed package store)
- Three (3) Proposed Package Stores – US Hwy 19, Philema Road, and US Hwy 82
- Gas Station – US Hwy 82
- Woodgrain Millwork Expansion – US Hwy 82

### **DeSoto Solar Project**

- Staff anticipates pushing power to the grid on both the DeSoto II and the DeSoto III projects by the end of this year
- Both projects to be fully completed by the end of Spring 2024
- Received first \$235,000.00 annual payment
- DeSoto I is fully completed and operating well
  - Sheep expected to be on the DeSoto I project by the end of summer or early fall 2024

### **GEMA**



- GEMA representatives will be working with local government, businesses, and citizens to create a Disaster Recovery and Redevelopment Plan
  - There will be at least three stakeholder meetings
- Consists of a zero-cost match
  - First meeting was held in the Kinchafoonee Room on Friday, April 26, 2024
    - A representative from the County and from the school system was in attendance
    - The City of Leesburg was also invited but was not in attendance
- Next meeting will be held Tuesday, June 25, 2024

## **GIS**

- Implemented Pictometry

### **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, Hazard Mitigation 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**
  - Funds Received from GDOT: \$690,908.06
    - Total, with 30% match from Lee County: **\$898,180.48**
  - Application approved September 18, 2023
  - Grant Funds received September 19, 2023
  - BOC awarded bid on December 12, 2023 to Oxford Construction Company
  - Roads: Chokee Road, Country Drive, Knollwood Drive, Springlake Drive, and Wiregrass Way

## **LRA Funds**

- March 2024: Governor Kemp announced an additional \$250 million in Local Road Assistance Administration funds (LRA) was to be included in the amended FY 2024 budget
- Same application process and eligible activities/ projects as for the traditional LMIG
- No required match
- Lee County's formula amount for this grant is **\$855,690.09**
- Application submitted May 31, 2024
  - Road Projects: English Drive, Hickory Grove Road, New York Road from Mossy dell Road to SR 195
- Application approved June 5, 2024
- Funds received June 6, 2024

## **Main Street Governmental Building Parking Lot Project**

- BOC awarded the project to Blackout Sealcoating on May 14, 2024 for \$11,956.70  
Repair of the parking lot of the Governmental Building located on Main Street that houses the Environmental Health, USDA, and UGA County Extension offices
- Notice of Award sent May 20, 2024
  - Awaiting paperwork from vendor

## **New York Road Bridge Repair**

- BOC approved the Bridge repair for the Chokee Creek Bridge on New York Road
- April 9, 2024: Southern Concrete Construction Company awarded this bid for \$30,000.00
- April 12, 2024: Official Notice to Proceed issued

## **Playground Upgrades**

### **Pirates Cove**

- New exercise equipment has been purchased for Pirates Cove Nature Park
- Zane Grace Construction to install a 48x48x6 concrete pad
  - BOC awarded project on May 14, 2024 for \$20,493.00
  - Notice of Award sent May 20, 2024
  - Notice to Proceed sent May 21, 2024
  - Concrete poured May 8, 2024
- Project in progress

### **Callaway Park**

- Additional playground equipment has been purchased with SPLOST
- Complete, fencing to be installed

### **Springdale Park**

- Additional playground equipment has been purchased with SPLOST
- Complete, fencing to be installed

## **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 progress

## **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: August 15, 2024
  - Detour will be implemented during this construction as bridge will be closed to thru traffic
  - Estimated completion date: January 7, 2025

## **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: \$22,272,812 as of May 2024 (107%)

## **SPLOST VIII**

- Citizens voted on referendum March 12, 2024
  - Vote passed
- Collection Period: October 1, 2025 - September 30, 2031
- September 12, 2023: BOC approved placing on the March 2024 ballot
- Meeting with Lee County, Leesburg, and Smithville officials held Tuesday, October 10, 2023 with all entities in agreement
- IGA and projects list approved by the BOC on October 24, 2023
- Completed IGA submitted to the Elections and Registration Office November 10, 2023



### **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 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
- Conditional Use and Variance: Approval recommendation from the Planning Commission on May 2, 2024 and approved by the BOC on May 14, 2024 following a Public Hearing
- Estimated Completion: Aug. 2024

### **Utilities Authority**

- SAG Well Grant - \$1,200,000.00
- The funding would be used to improve the reliability and redundancy of Lee County's drinking water supply by providing a 1.0 million gallon per day well and treatment facility to provide safe, reliable, and potable drinking water
- The drinking water supply will allow the community to avoid lapses in service during peak water usage months and allow the drinking water to be treated to EPA standards

### **Westover Extension**

- GDOT project - DARTS support
- Will connect Westover Road and Ledo Road at Capstone Connector
- Oxford Construction Company awarded bid from GDOT
  - Project ongoing
- Staff is working with GDOT and DARTS on signal and safety issues for Ledo Road intersection
- Estimated Completion Date: December 2024
- Discussions with GDOT regarding a traffic study and signal installation ongoing
- GDOT committed to conducting a traffic study of this intersection once the project is completed

### **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 2026
- 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



- Groundbreaking held Wednesday, February 7, 2024 at Oakland Court
- 75 permits issued

## **RFPs and RFQs**

### **Open**

#### **Painting for the Interior of the Tharp Building**

- ARPA funds expenditures approved by BOC at April 23, 2024 meeting
- Bid Opening: July 3, 2024

#### **Flooring for the Interior of the Tharp Building**

- Approved by BOC at April 27, 2021 meeting
- ARPA funds expenditures approved by BOC at April 23, 2024 meeting
- Bid Opening: July 3, 2024

### **Recently Awarded**

#### **Coston Road Paving Project**

- Approved by BOC at September 26, 2023 meeting
- Pre-Bid Meeting: November 16, 2023
- Re-published February 2024
- Pre-Bid Meeting: March 14, 2024
- Bid Opening: April 4, 2024
- BOC awarded the bid to Advanced Engineering Services on April 9, 2024 for \$49,800.00
- April 10, 2024: Notice of Award
- April 25, 2024: Notice to Proceed

#### **Road Resurfacing Projects (including LMIG 2024)**

- Pre-Bid Meeting: November 28, 2023
- Bid Opening: December 11, 2023
- Approved by BOC at September 12, 2023 meeting
- BOC awarded bid on December 12, 2023 to **Oxford Construction Company** at a total cost of **\$5,032,661.75**
- **Roads**: Argyll Place, Aylesbury Place, Berkeley Road, Cambridge Road, Carillon Court, Carowinds Drive, Chokee Road, Coosaw Court, Country Drive, Creek Isle Drive, Creekshire Court, Creekview Drive, Danbury Lane, Doris Drive, Foxworth Drive, Halifax Place, Huntingdon Drive, Johns Drive, Knollwood Drive, Lavender Lane, Longleaf Drive, Margate Drive, Marion Court, Midway Street, Morning Mist Drive, Muckalee Lane, New York Road, Pebble Ridge Drive, Pineview Drive, Pinewood Road, Red Bay Court, Springlake Drive, Towne Lane, Victorian Court, Village Lane, Warrington Road, Willard Court, Winnstead Drive, and Wiregrass Way
  - **Roads currently being worked on**: Creek Isle Drive, Creekshire Court, Creekview Drive, and Muckalee Lane \* Complete just finished up on shoulder work.
  - **Estimated Completion Date**: June 2024

### **Future**

#### **Renovation of the E-911 Center**

- Approved by BOC at April 23, 2024 meeting
- Staff writing RFP documents
- Projected Bid Opening: July 2024

#### **Expansion of the Public Works Office Building**

- Approved by BOC at April 23, 2024 meeting
- Staff writing RFP documents
- Projected Bid Opening: July 2024

#### **Sewer Extension on Hwy 19**

- Approved by BOC at June 22, 2021 meeting
- Staff writing RFQ documents
- Projected Bid Opening TBD
- The plans and easement plats are completed and ready for submittal from Lanier Engineering
- Estimated Completion: December 2024

#### **Fencing**

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

**Lee County Board of Commissioners  
Budget Amendment Form**

**Budget Year**

**2024**

**Budget Amendment Number:**

**2024-1**

Page 1

**Purpose of Request:**

To adjust for year end purposes

**Finance Comments**

To make line item adjustments for year end

**Finance Recommendation:**

[ x ] Recommend Approval  
[ ] Recommend Denial  
[ ] No Recommendation

A MOTION TO ACCEPT THIS BUDGET AMENDMENT WAS MADE BY COMMISSIONER \_\_\_\_\_.

SECONDED BY COMMISSIONER \_\_\_\_\_ MOTION WAS THEN

( ) ADOPTED / ( ) DEFEATED BY A VOTE OF \_\_\_\_\_.

DATE: \_\_\_\_\_

Item No.	Dept/Acct Name	Fund & Division Nbr.	Division Name	Account No.	Current Budget	Increase	Decrease	Amended Budget
1	Property Tax Current	100		311100	(13,475,000.00)	(539,723)		(14,014,723)
2	Timber Tax	100		311120	(45,000.00)	(15,397)		(60,397)
3	Other Property Tax Revenue	100		311190	(250.00)	(2,523)		(2,773)
4	TAVT Admin Fee	100		311314	(25,000.00)	(27,481)		(52,481)
5	Mobile Home Taxes	100		311320	(61,800.00)	(15,739)		(77,539)
6	Mixed Drink Excise Tax	100		314300	-	(1,493)		(1,493)
7	Insurance Premium Tax	100		316200	(2,316,604.00)	(71,903)		(2,388,507)
8	Alcohol Bev License	100		321100	(36,500.00)	(31,000)		(67,500)
9	Wine - Retail Sales	100		321125	(23,850.00)	(4,684)		(28,534)
10	Liquor - Retail Sales	100		321135	(3,700.00)	(13,985)		(17,685)
11	Zoning Fees	100		322210	(35,100.00)	(13,573)		(48,673)
12	Building Permits	100		323100	(141,500.00)	(18,144)		(159,644)
13	Smithville Permits	100		323101	(2,000.00)	(1,219)		(3,219)
14	Leesburg Permits	100		323102	(6,500.00)	(2,976)		(9,476)
15	Misc Grants	100		334004	-	(279,049)		(279,049)
16	21P-Y-088-1-6221	100		334013	-	(30,416)		(30,416)
17	Election Qualifying Fees	100		341910	(7,000.00)	(1,429)		(8,429)
18	Sale of Maps	100		341930	(25.00)	(20)		(45)
19	Commissions	100		341940	(450,000.00)	(21,564)		(471,564)
20	Ambulance Fees	100		342600	(750,000.00)	(12,884)		(762,884)
21	Sanitation Commercial	100		344111	(630,000.00)	(36,102)		(666,102)
22	Event Fees	100		347502	(25.00)	(361)		(386)
23	Concession Stand Revenue	100		347504	-	(507)		(507)
24	Credit Card Fees	100		349902	135,600.00	54,000		189,600
25	Magistrate Court	100		351130	(70,450.00)	(463)		(70,913)
26	Victims Assistance	100		351152	(2,500.00)	(1,073)		(3,573)
27	Fines and Forfeitures	100		351900	(75,000.00)	(1,650)		(76,650)
28	Checking Account Interest	100		361000	(44,000.00)	(104,868)		(148,868)
29	Georgia Fund One	100		361800	(475,000.00)	(378,582)		(853,582)
30	Contributions	100		371000	-	(975)		(975)
31	Insurance Proceeds	100		383000	(50,000.00)	(12,351)		(62,351)
32	Other Misc Revenue	100		389000	(223,000.00)	(13,670)		(236,670)
33	Sale of Fixed Assets	100		392100	(50,000.00)	(19,554)		(69,554)
34	Commissioners - Rent/Lease	100	1110	521200	35,000.00	700		35,700
35	Commissioners - Contractual	100	1110	523000	3,900.00	10,366		14,266
36	Commissioners - Telephones	100	1110	523215	7,400.00	300		7,700
37	Commissioners - Advertising	100	1110	523300	3,000.00	1,365		4,365
38	Commissioners - Travel Non Training	100	1110	523510	7,000.00	500		7,500
39	Commissioners - Subscriptions	100	1110	523620	120.00	20		140
40	Commissioners - Seminar Costs	100	1110	523700	2,750.00	1,005		3,755
41	Commissioners - Other Misc	100	1110	531109	15,000.00	30,100		45,100
42	Commissioners - Electricity	100	1110	531230	122,000.00	14,800		136,800
43	Commissioners - Operational Supplies	100	1110	531710	100.00	880		980



**Lee County Board of Commissioners  
Budget Amendment Form**

44	Comm - CDBG 21p-y-088-1-6221	100	1110	572206	-	31,227		31,227
45	County Manager - Medical	100	1320	521235	50.00	42		92
46	County Manager - Office Supplies	100	1320	531101	5,000.00	2,000		7,000
47	Elections - Overtime	100	1400	511300	-	7,000		7,000
48	Elections - Other Buildings	100	1400	522207	-	3,600		3,600
49	Elections - Telephones	100	1400	523215	3,400.00	820		4,220
50	Elections - Postage	100	1400	523220	6,500.00	550		7,050
51	Elections - Advertising	100	1400	523300	2,500.00	474		2,974
52	Elections - Subscriptions	100	1400	523620	250.00	171		421
53	Elections - Office Supplies	100	1400	531101	2,000.00	125		2,125
54	Elections - Other Misc	100	1400	531109	100.00	1,625		1,725
55	Elections - Operations Supplies	100	1400	531710	300.00	145		445
56	IT - Professional Svcs	100	1535	521200	175,000.00	6,573		181,573
57	IT - Other Equip	100	1535	522205	12,000.00	400		12,400
58	IT- Vehicle R&M	100	1535	522210	250.00	1,020		1,270
59	IT - Computer Equipment	100	1535	542410	30,000.00	6,100		36,100
60	Tax Comm - Overtime	100	1545	511300	1,400.00	2,500		3,900
61	Tax Comm - Medical	100	1545	521235	-	184		184
62	Tax Comm - Postage	100	1545	523220	18,000.00	6,230		24,230
63	Tax Comm - Advertising	100	1545	523300	5,000.00	3,940		8,940
64	Tax Assessor - Overtime	100	1550	511300	1,500.00	300		1,800
65	Tax Assessor - Rent Lease	100	1550	522320	1,215.00	530		1,745
66	Tax Assessor - Cellular	100	1550	523210	-	760		760
67	Tax Assessor - Postage	100	1550	523220	700.00	175		875
68	Tax Assessor - Travel Costs	100	1550	523500	10,000.00	4,800		14,800
69	Tax Assessor - Dues	100	1550	523600	3,300.00	3,220		6,520
70	Tax Assessor - Subscriptions	100	1550	523620	1,109.00	46		1,155
71	Tax Assessor - Seminar	100	1550	523700	3,000.00	2,165		5,165
72	Tax Assessor - Other Misc	100	1550	531109	-	160		160
73	Facilities - Ground Maint	100	1565	522212	4,000.00	82,000		86,000
74	Facilities - Oakland Library	100	1565	522220	25,000.00	19,600		44,600
75	Facilities - Election Sites	100	1565	522221	50,000.00	55,400		105,400
76	Facilities - Recreation	100	1565	522223	16,000.00	2,000		18,000
77	Facilities - Cell Phones	100	1565	523210	2,800.00	1,500		4,300
78	Facilities - Gas and Diesel	100	1565	531270	3,322.00	1,400		4,722
79	Utility Billing - Rent/Lease	100	1590	522320	-	85		85
80	Utility Billing - Subscriptions	100	1590	523620	-	25		25
81	Utility Billing - Waste Disposal	100	1590	523610	3,182,000.00	35,000		3,217,000
82	Utility Billing - Gas	100	1590	531270	-	175		175
83	Superior Court - Overtime	100	2150	511300	1,500.00	4,400		5,900
84	Superior Court - Medical	100	2150	521235	-	46		46
85	Superior Court - Postage	100	2150	523220	4,000.00	870		4,870
86	Magistrate Court - Part Time	100	2400	511120	15,100.00	15,650		30,750
87	Magistrate Court - Professional Svcs	100	2400	521200	400.00	3		403
88	Magistrate Court - Medical	100	2400	521235	-	46		46
89	Magistrate Court - Cell Phones	100	2400	523210	2,800.00	156		2,956
90	Magistrate Court - Postage	100	2400	523220	5,000.00	1,826		6,826
91	Magistrate Court - Travel	100	2400	523500	4,000.00	1,603		5,603
92	Magistrate Court - Operational	100	2400	531710	3,000.00	321		3,321
93	Probate Court - Professional Svcs	100	2450	521200	1,000.00	1,913		2,913
94	Probate Court - Postage	100	2450	523220	3,000	700		3,700
95	Probate Court - Travel	100	2450	523500	2,800	675		3,475
96	Probate Court - Travel Non Training	100	2450	523510	-	300		300
97	Probate - Subscriptions	100	2450	523620	20	5		25
98	Probate Court - Seminar Co	100	2450	523700	1,300	955		2,255
99	Probate Court - Office Supplies	100	2450	533101	4,200	2,400		6,600
100	Probate Court - Operational Supplies	100	2450	531710	5,000	1,000		6,000
101	DA - Telephones	100	2700	523215	-	1,280		1,280
102	Indigent - Legal Fees	100	2900	521250	38,000	12,607		50,607
103	Indigent - Telephones	100	2900	523215	600	269		869
104	Public Safety - Overtime	100	3100	511300	115,000	124,309		239,309
105	Public Safety - Part Time	100	3100	511120	578,900		100,000	478,900
106	PS - Medical Other	100	3100	521235	50,000	500		50,500
107	PS - Employee Testing	100	3100	521305	900	468		1,368
108	PS - Vehicle R&M	100	3100	522210	47,000	51,000		98,000
109	PS - Contractual	100	3100	523000	68,500	10,750		79,250
110	PS - Cellular	100	3100	523210	9,700	100		9,800
111	PS - Telephones	100	3100	523215	40,000	150		40,150
112	PS - Operational	100	3100	531710	38,000	3,000		41,000
113	PS - Uniforms	100	3100	531750	69,600	800		70,400
114	Sheriff - Part Time	100	3300	511120	7,974	2,000		9,974
115	Sheriff - Regular	100	3300	511100	2,981,676		112,788	2,868,888
116	Sheriff - Overtime	100	3300	511300	55,800	164,000		219,800
117	Sheriff - Contractual	100	3300	523000	31,000	4,800		35,800



**Lee County Board of Commissioners**  
**Budget Amendment Form**

118	Sheriff - Drug Tests	100	3300	523002	-	100	100
119	Sheriff - Cell Phones	100	3300	523210	23,200	750	23,950
120	Sheriff - Telephones	100	3300	523215	22,500	850	23,350
121	Sheriff - Postage	100	3300	523220	1,500	400	1,900
122	Sheriff - Dues	100	3300	523600	1,000	900	1,900
123	Sheriff - Office Supplies	100	3300	531101	11,000	2,200	13,200
124	Sheriff - Electricity	100	3300	531230	4,000	3,600	7,600
125	Sheriff - Computer Equipment	100	3300	542410	-	68,962	68,962
126	Jail - Prisoner Medical	100	3325	521245	441,000	77,000	518,000
127	Jail - Overtime	100	3325	511300	51,200	132,770	183,970
128	Jail - Other Capital Equipment	100	3325	542500	-	2,842	2,842
129	Coroner - Part Time	100	3700	511120	700	2,800	3,500
130	Coroner - Professional Svcs	100	3700	521200	3,000	5,325	8,325
131	Coroner - Vehicle R&M	100	3700	522210	750	179	929
132	Coroner - Travel	100	3700	523500	1,500	2,200	3,700
133	Coroner - Dues	100	3700	523600	225	225	450
134	Coroner - Fuel	100	3700	531270	750	710	1,460
135	Coroner - Operational	100	3700	531710	500	1,400	1,900
136	Coroner - Uniforms	100	3700	531750	200	176	376
137	Animal Control - Salaries	100	3910	511000	91,000	9,400	100,400
138	Animal Control - Part Time	100	3910	511120	26,200		16,200
139	Animal Control - Overtime	100	3910	511300	7,500	1,500	9,000
140	Public Works - Part Time	100	4200	511120	16,500		8,500
141	Public Works - Overtime	100	4200	511300	15,000	8,500	23,500
142	Public Works - Other Capital	100	4200	542500	-	67,884	67,884
143	Public Works Operational	100	4200	531710	67,907	1,500	69,407
144	Public Works - Heavy Equipment R&M	100	4200	522220	100,000	68,500	168,500
145	Lee County Health - Vehicle R&M	100	5100	522210	200	135	335
146	Lee County Health - Tires	100	5100	531175	-	274	274
147	Lee County Health - Electricity	100	5100	531230	11,500	2,360	13,860
148	Lee County Health - Gas	100	5100	531270	5,500	500	6,000
149	Lee County Health - Lubricants	100	5100	531275	150	350	500
150	County Extension - Salaries	100	5500	511000	63,000		40,430
151	County Extension - PT Salaries	100	5500	511120	-	577	577
152	County Extension - Salaries	100	5500	512400	9,235	4,404	13,639
153	County Extension - Contractual	100	5500	523000	-	25,762	25,762
154	County Extension - Travel	100	5500	523500	1,100	182	1,282
155	County Extension - Dues	100	5500	523600	500	390	890
156	County Extension - Seminar Costs	100	5500	523700	500	235	735
157	County Extension - Tires	100	5500	531175	-	663	663
158	County Extension - Electricity	100	5500	531230	2,500	100	2,600
159	County Extension - Operational	100	5500	531710	200	500	700
160	Recreation - Salaries	100	6100	511000	239,962	12,275	252,237
161	Recreation - PT Salaries	100	6100	511120	24,622		8,036
162	Recreation - Overtime	100	6100	511300	15,000	4,500	19,500
163	Recreation - Professional Svcs	100	6100	521200	1,200	200	1,400
164	Recreation - Other Buildings	100	6100	522207	15,000	9,000	24,000
165	Recreation - Heavy Equip	100	6100	522220	3,500	50	3,550
166	Recreation - Travel	100	6100	523500	-	950	950
167	Recreation - Rec Programs	100	6100	531140	55,000	4,000	59,000
168	Recreation - Water	100	6100	531210	26,000	8,200	34,200
169	Code Enforcement - Overtime	100	7450	511300	18,000	13,318	31,318
170	Code Enforcement - Operational	100	7450	531710	1,500	2,700	4,200
171	Contingency	100	1110	579000	726,450	598,950	1,325,400
172	E911 - Firework Tax	207		314600	(460)	(14)	(474)
173	E911 - Interest	207		361000	(180)	(845)	(1,025)
174	E911 - Other Misc Revenue	207		389000	(20,670)	(17,035)	(37,705)
175	E911 - Salaries	207	3800	511000	522,072		8,000
176	E911 - Overtime	207	3800	511300	64,500	8,000	72,500
177	E911 - Computer Equipment	207	3800	542410	-	3,500	3,500
178	E911 - Other Capital Equipment	207	3800	542500	14,000	15,100	29,100
179	E911 - Transfers from General Fund	207		391001	(603,637)	(706)	(604,343)
180	Interfund Transfer 911	100	9000	611001	603,637	706	604,343
181	Landfill Metal Recycle	511		344151	(30,000)	(3,500)	(33,500)
182	Landfill Interest	511		361000	(100)	(345)	(445)
183	Landfill Salaries	511		511000	69,580		4,350
184	Landfill Overtime	511		511300	500	4,350	4,850
							-

# STATE PROPERTIES COMMISSION

270 Washington Street SW, Suite 2129, Atlanta, Georgia 30334

Chairman  
Brian P. Kemp  
Governor

Executive Director/State Property Officer  
Marty W. Smith

6/25/2024

Ms. Christi Dockery  
County Manager  
Lee County Board of Commissioners  
102 Starksville Avenue North  
Leesburg, GA 31763-4548  
229-759-6000 x2231  
cdockery@lee.ga.us

**RE: Letter of Intent - Georgia Department of Human Services – Division of Family and Children Services  
Lease # 4083 – 121 Fourth Street, Leesburg, GA 31763-4390**

Dear Ms. Dockery:

Thank you for your efforts to date in proposing and providing information to the State Properties Commission (“**Tenant**”) and the Georgia Department of Human Services – Division of Family and Children Services (“**Occupying Agency**”) regarding the potential lease of the space at the above referenced address. Please review the following terms and conditions. If such are necessary, please make any revisions in customary Microsoft Word “redline” format and return the “redlined” electronic document to me via email at your earliest convenience as time is of the essence. Once fully executed, this letter will signal an agreement of the parties to the terms and conditions therein for a new lease agreement (hereinafter, the “**Agreement**”). However, this letter does not – nor will it ever – constitute a binding offer. **Therefore, we request your response within ten (10) business days of the date of this letter.**

## PROPOSED PREMISES INFORMATION

<b>LANDLORD LEGAL NAME AND NOTICE ADDRESS:</b>	Lee County Board of Commissioners, the governing authority of Lee County, a political subdivision of the State of Georgia Attn.: County Manager 102 Starksville Avenue North, Leesburg, GA 31763-4548
<b>LANDLORD RENT:</b>	102 Starksville Avenue North, Leesburg, GA 31763-4548
<b>PREMISES ADDRESS:</b>	121 Fourth Street, Leesburg, GA 31763-4390 County of Lee
<b>PREMISES:</b>	The Premises comprises: <b>7,051</b> Rentable Square Feet (“ <b>RSF</b> ”) in a Multi-Tenant building as illustrated in <b>Exhibit A-1</b> , and more specifically described in the Floor Plans attached hereto as <b>Exhibit A-2</b> .

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Georgia Department of Human Services – Division of Family and Children Services  
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### PROPOSED LEASE TERMS

COMMENCEMENT DATE:	The proposed Agreement will commence on the 1 <sup>st</sup> day of July 2024 (hereinafter, the “Commencement Date”)															
TERM:	The “Term” of the proposed lease Agreement will be from the Commencement Date through 11:59 p.m. on the 30 <sup>th</sup> day of June 2025 (hereinafter, the “Expiration Date”).															
RENTAL RATE:	The following Rental Rate schedule outlines the Modified Gross rent that the Landlord is proposing to Tenant for the Term. <table><tr><td>FISCAL YEAR</td><td>TERM</td><td>MONTHLY RENT</td><td>ANNUAL RENT</td></tr><tr><td>2025</td><td>7/1/24 – 6/30/25</td><td>\$4,153.00</td><td>\$49,836.00</td></tr></table>				FISCAL YEAR	TERM	MONTHLY RENT	ANNUAL RENT	2025	7/1/24 – 6/30/25	\$4,153.00	\$49,836.00				
FISCAL YEAR	TERM	MONTHLY RENT	ANNUAL RENT													
2025	7/1/24 – 6/30/25	\$4,153.00	\$49,836.00													
RENEWAL OPTIONS:	Two (2), one-year Renewal Options															
RENEWAL OPTION RENTAL RATE:	<table><tr><td>FISCAL YEAR</td><td>TERM</td><td>MONTHLY RENT</td><td>ANNUAL RENT</td></tr><tr><td>2026</td><td>7/1/25 – 6/30/26</td><td>\$4,153.00</td><td>\$49,836.00</td></tr><tr><td>2027</td><td>7/1/26 – 6/30/27</td><td>\$4,153.00</td><td>\$49,836.00</td></tr></table>				FISCAL YEAR	TERM	MONTHLY RENT	ANNUAL RENT	2026	7/1/25 – 6/30/26	\$4,153.00	\$49,836.00	2027	7/1/26 – 6/30/27	\$4,153.00	\$49,836.00
FISCAL YEAR	TERM	MONTHLY RENT	ANNUAL RENT													
2026	7/1/25 – 6/30/26	\$4,153.00	\$49,836.00													
2027	7/1/26 – 6/30/27	\$4,153.00	\$49,836.00													
OPERATING EXPENSES:	Landlord shall be responsible for all building and property operating expenses for the Term including any renewals.															
UTILITIES:	With the sole exception of telephone and data/internet, Landlord shall furnish and pay for electricity, gas, water, sewer, and any other utility used by Tenant while occupying the Premises.															
JANITORIAL:	Landlord shall pay for and be responsible for the fulfilment of (a) all Janitorial Services, as such term will be defined in the lease Agreement, and (b) acquiring such supplies as are required for fulfilment of the specified Janitorial Services for the Premises, including any restrooms within the Premises.															
PARKING:	Landlord shall provide parking in the amount of five and thirty-nine hundredths (5.39) spaces per one thousand (1,000) Rentable Square Feet of the Premises, or <b>thirty-eight (38)</b> parking spaces located on the Land as more particularly depicted in <b>Exhibit A-3</b> attached hereto. All parking spaces shall be free of charge throughout the Term and any Renewal Term(s).															

**The remainder of this page intentionally left blank**

## OTHER BUSINESS TERMS

<b>OBLIGATION TO REPAIR &amp; MAINTAIN:</b>	Landlord will be responsible for all building and property operations, interior and exterior repairs, and maintenance of the Premises at no additional charge to Tenant.
<b>SIGNAGE RIGHTS:</b>	Within one hundred twenty (120) calendar days of the execution of a lease Agreement between Landlord and Tenant, Tenant or Occupying Agency (or Agencies), at Landlord's sole cost and expense, shall be permitted to replace, as necessary, the Occupying Agency's (or Agencies') identity signage graphics where such are extant in, on, and around the Building and Premises's exterior, in order to bring such into compliance with the standards set forth in <i>Department of Human Services Facilities Signage Guide</i> , attached hereto and incorporate herein as <b>Exhibit B</b> .
<b>DEFERRED MAINTENANCE AMELIORATION:</b>	<p>The Occupying Agency has identified items of deferred maintenance, repair, and/or replacement that have been agreed to be necessary to the care of the Building and/or Common Area and that are the prior, current, and ongoing responsibility of the Landlord. These structural and non-structural elements of the Building and/or Common Area, as well as the appurtenances thereto, are particularly to be rendered in good operable condition as herein described within one hundred twenty (120) calendar days of the execution of a lease Agreement between Landlord and Tenant by Landlord's completion of the following at Landlord's sole cost and expense in a good and workmanlike manner in compliance with all applicable ordinances, orders, rules, regulations, and requirements of all federal, state, and municipal governments and the appropriate departments, boards, and offices thereof, at a time or times that will not unreasonably interfere with Tenant's or Occupying Agency's business activities. Landlord will also obtain all of the required building permits and other governmental authorizations (if any) for the completion of the Deferred Maintenance Amelioration at Landlord's sole cost and expense. These include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>a. <b>Ceilings:</b> Landlord will repair or replace and paint any stained or damaged ceilings, or parts thereof, to match those existing within the Premises to a uniform "like new" appearance (excepting otherwise, ordinary wear and tear).</li> <li>b. <b>Exterior and Structural Conditions:</b> All deferred maintenance, including but not limited to noticeable cracks, damage, rot, mold, mildew, discoloration, and/or peeling paint extant on the exterior of the Building containing the leased Premises must be remedied so that the exterior of the Building containing the leased Premises is restored to a uniform "like new" appearance (excepting otherwise, ordinary wear and tear).</li> <li>c. <b>Parking Touch-Up:</b> Landlord will fill all cracks and/or surface depressions, remediate all other damage and/or degradation, apply an asphalt overlay if such is reasonably necessary, and apply asphalt sealcoating to render the asphalt and/or paved surfaces of the Land to a uniform "like new" appearance (excepting otherwise, ordinary wear and</li> </ul>

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	<p>tear). Landlord will also apply an appropriate amount of (a) chlorinated rubber, (b) thermal plastic, or (c) oil-based paint to mark parking places, curb designations, and ADA compliant markings to render the asphalt and/or paved surfaces of the Land to a uniform "like new" appearance (excepting otherwise, ordinary wear and tear).</p>
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## TENANT IMPROVEMENTS

<p><b>TENANT IMPROVEMENTS &amp; LANDLORD CONSTRUCTION:</b></p>	<p><b>1. <u>Tenant Improvements:</u></b> Within one hundred twenty (120) calendar days of the execution of a lease Agreement between Landlord and Tenant (hereinafter, the "<b>Tenant Improvement Timeframe</b>"), Landlord agrees to complete the following modifications to the Premises (hereinafter, the "<b>Tenant Improvements</b>") at Landlord's sole cost and expense in a good and workmanlike manner in compliance with all applicable ordinances, orders, rules, regulations, and requirements of all federal, state, and municipal governments and the appropriate departments, boards, and offices thereof, at a time or times that will not unreasonably interfere with Tenant's or Occupying Agency's business activities. All such Tenant Improvements, where applicable, will be completed in accordance with and render, where reasonable, the Premises in material compliance with <i>State Properties Commission - Construction Standards for Occupied Leased Properties</i>, attached hereto and incorporated herein as <b>Exhibit C</b>. Landlord will also obtain all of the required building permits and other governmental authorizations (if any) for the completion of the Tenant Improvements at Landlord's sole cost and expense. Where applicable, the Occupying Agency will be responsible for disconnecting and reconnecting all computers and appliances, and Landlord will move Occupying Agency's furniture and replace same when Tenant Improvements are complete. Landlord will perform a final cleaning of all areas affected by the completion of any such Tenant Improvements at Landlord's sole cost and expense immediately prior to completion of said Tenant Improvements. Landlord and Landlord's management company both agree that they will not charge Tenant a construction management fee for such Tenant Improvements.</p> <p style="padding-left: 40px;"><b>a. <u>Remove Wallpaper:</u></b> Remove all existing wallpaper, including wallpaper borders.</p> <p style="padding-left: 40px;"><b>b. <u>Paint Touch-Up:</u></b> Fill any surface depressions and apply touch-up paint where reasonably necessary to render the painted interior surfaces of the leased Premises, including doors and door frames, to a uniform "like new" appearance (excepting otherwise, ordinary wear and tear).</p> <p style="padding-left: 40px;"><b>c. <u>Re-Carpet the Premises:</u></b> Re-Carpet the currently carpeted areas of the interior of the Premises with commercial grade, level loop, 26-ounce carpet containing permanent stain resistant properties that cannot be removed by commercial cleanings or abrasive wear. This carpet is to be selected by the Occupying Agency from a finish board of qualified samples provided by Landlord at Landlord's sole cost and expense within ten (10) calendar days following the date that such a finish board is provided to them. Each calendar day following the aforementioned ten</p>
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	<p>(10) calendar days and extending through the day that Occupying Agency selects the carpeting will be added to extend the Tenant Improvement Timeframe.</p> <ul style="list-style-type: none"> <li>i. Landlord will remove and dispose of the existing carpeting as well as any padding and related material and properly prepare the exposed surface for proper installation of the new carpet selected by the Occupying Agency.</li> <li>ii. Landlord will repair any damage or defects to the floor slab. The floor slab shall be rendered level to within 1"/12 ft. and in adequate condition for specified flooring installation with minimal leveling or floor preparation.</li> <li>iii. Landlord will complete direct-glue carpet installation with no pad throughout the carpeted areas of the Premises. Landlord will provide floor preparation and/or leveling as required. All of the carpet will be commercial grade, level loop, 26-ounce carpet. All of the carpet will have permanent stain resistant properties that cannot be removed by commercial cleanings or abrasive wear.</li> <li>iv. Landlord will install continuous roll 4"-high rubber base with pre-formed corners throughout the Premises. Landlord will install straight base along the carpeted floor surfaces and coved base along the uncarpeted floor surfaces.</li> <li>v. Landlord will install appropriate flooring transition strips where material changes between dissimilar flooring materials exists.</li> </ul> <p><b>d. Re-Floor the Premises:</b> Re-Floor the uncarpeted flooring-tiled surfaces of the interior of the Premises with flooring tiles selected by the Occupying Agency from a finish board of qualified samples of luxury vinyl tile (LVT), vinyl composite tile (VCT) flooring, and/or porcelain tile flooring (as required) provided by Landlord at Landlord's sole cost and expense, the selection of which will be finalized within ten (10) calendar days following the date that such a finish board is provided to them. Each calendar day following the aforementioned ten (10) calendar days and extending through the day that Occupying Agency selects the flooring will be added to extend the Tenant Improvement Timeframe. All tile is to be thoroughly cleaned and waxed (or appropriately finished per manufacturer's printed instructions) immediately prior to the completion of the Tenant Improvements.</p> <ul style="list-style-type: none"> <li>i. Landlord will remove and dispose of the existing floor covering as well as any related material and properly prepare</li> </ul>
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	<p>the exposed surface for proper installation of the new flooring selected by the Occupying Agency.</p> <ul style="list-style-type: none"> <li>ii. Landlord will repair any damage or defects to the floor slab. The floor slab shall be rendered level to within 1"/12 ft. and in adequate condition for specified flooring installation with minimal leveling or floor preparation.</li> <li>iii. Landlord will install luxury vinyl tile (LVT) flooring in high-traffic areas including lobbies, waiting rooms, reception areas, breakrooms, and hallways.</li> <li>iv. Landlord will install continuous roll 4"-high rubber base with pre-formed corners throughout the Premises. Landlord will install straight base along the carpeted floor surfaces and coved base along the uncarpeted floor surfaces.</li> <li>v. In all low-traffic areas such as file rooms and storage rooms, Landlord will install single-color Armstrong "Excelon" vinyl composite tile (VCT) flooring, or a single-color substitute of equal or higher quality provided such substitute is pre-approved in writing by Tenant or Occupying Agency, which pre-approval or denial must be delivered to Landlord within ten (10) calendar days following Occupying Agency's receipt of Landlord's request for such pre-approval or denial. Each calendar day following the aforementioned ten (10) calendar days and extending through the day that Tenant or Occupying Agency approves or denies the proposed substitute flooring will be added to extend the Tenant Improvement Timeframe.</li> <li>vi. In all rooms housing telecommunications equipment, Landlord will install one-color Armstrong SDT 12" x 12" tile, or a single-color substitute of equal or higher quality static dissipative tile provided such substitute is pre-approved in writing by Tenant or Occupying Agency, which pre-approval or denial must be delivered to Landlord within ten (10) calendar days following Occupying Agency's receipt of Landlord's request for such pre-approval or denial. Each calendar day following the aforementioned ten (10) calendar days and extending through the day that Tenant or Occupying Agency approves or denies the proposed substitute flooring will be added to extend the Tenant Improvement Timeframe.</li> <li>vii. Landlord will install 12" x 24" porcelain tile flooring with corresponding coved tile base in all restrooms. Landlord will</li> </ul>
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	install full-width marble thresholds where needed in all restrooms.
	<b>viii.</b> Landlord will install appropriate flooring transition strips where material changes between dissimilar flooring materials exists.

#### OTHER LEGAL TERMS

<b>CONTINGENCY:</b>	The terms of any real estate transaction for the Premises shall be subject to final approval and full execution of the lease by both Landlord and Tenant.
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If the foregoing is acceptable to Landlord and Landlord agrees to undertake good faith negotiations with Tenant in order to finalize a lease Agreement embodying the terms and conditions set forth above, please execute this letter where indicated below (or have it executed by the party possessing the authority to do so) and return a scanned or electronic copy to our office (via email) by the time and date referenced in the opening paragraph. If you have any questions or would like to discuss any aspect of this letter or the subsequent lease Agreement on which it will be based, please contact me directly.

Best regards,

Robert C. "Rob" Hill, III  
Leasing Specialist  
State Properties Commission of Georgia  
270 Washington Street, SW  
Suite 2-129  
Atlanta, Georgia 30334-9056  
Office: (404) 463-1728  
Mobile: (404) 973-9699  
Email: rob.hill@spc.ga.gov

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AGREED AND ACCEPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

**Landlord:** Lee County Board of Commissioners

**By:** \_\_\_\_\_

**Name:** Billy Mathis

**Title:** Chairman

AGREED AND ACCEPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

**Occupying Agency:** Georgia Department of Human Services – Division of Family and Children Services

**By:** \_\_\_\_\_

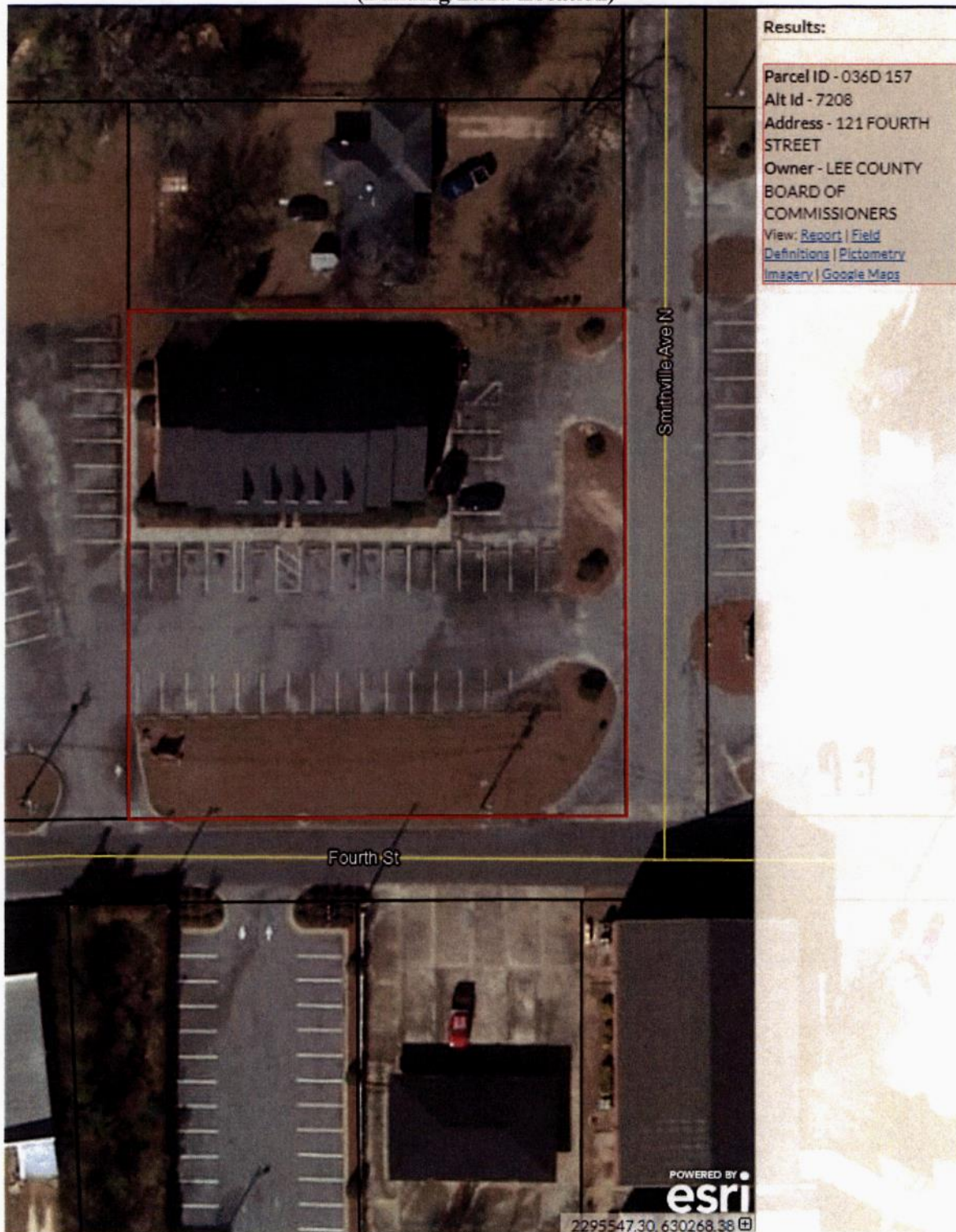
**Name:** Candice L. Broce

**Title:** Commissioner

By signing, the Occupying Agency approves this Letter of Intent as to content including monetary obligations that will be incurred by the Occupying Agency subsequent to the execution of the lease by the State Properties Commission and the Landlord, and upon assignment of the Premises to such Occupying Agency by the State Properties Commission.



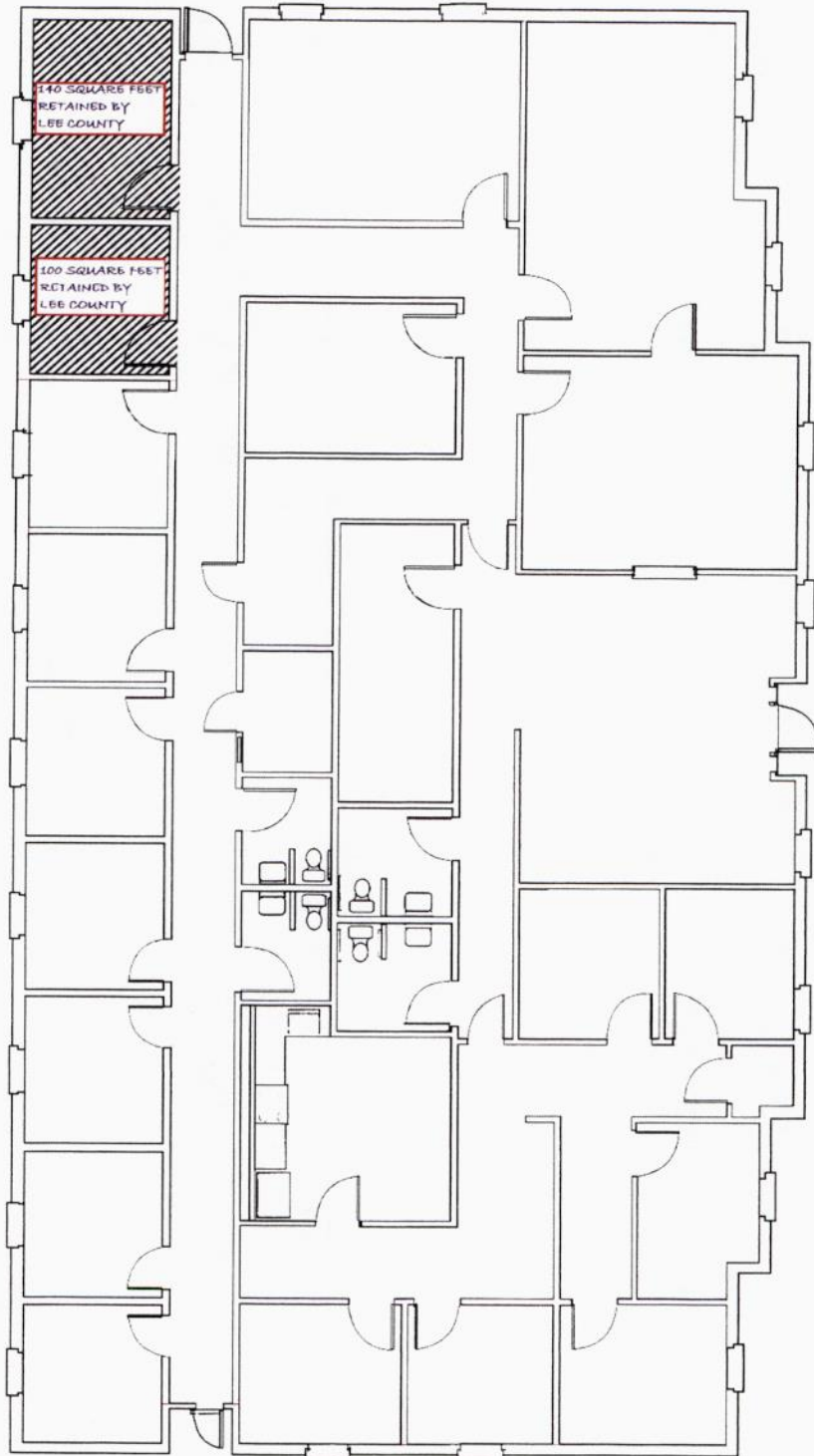
**Exhibit A-1**  
**(Building/Land Location)**



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**Exhibit A-2**  
**Floor Plan: First Floor**  
**(Plans Not to Scale or Design)**





**Exhibit A-2**  
**Floor Plan: Second Floor**  
**(Plans Not to Scale or Design)**

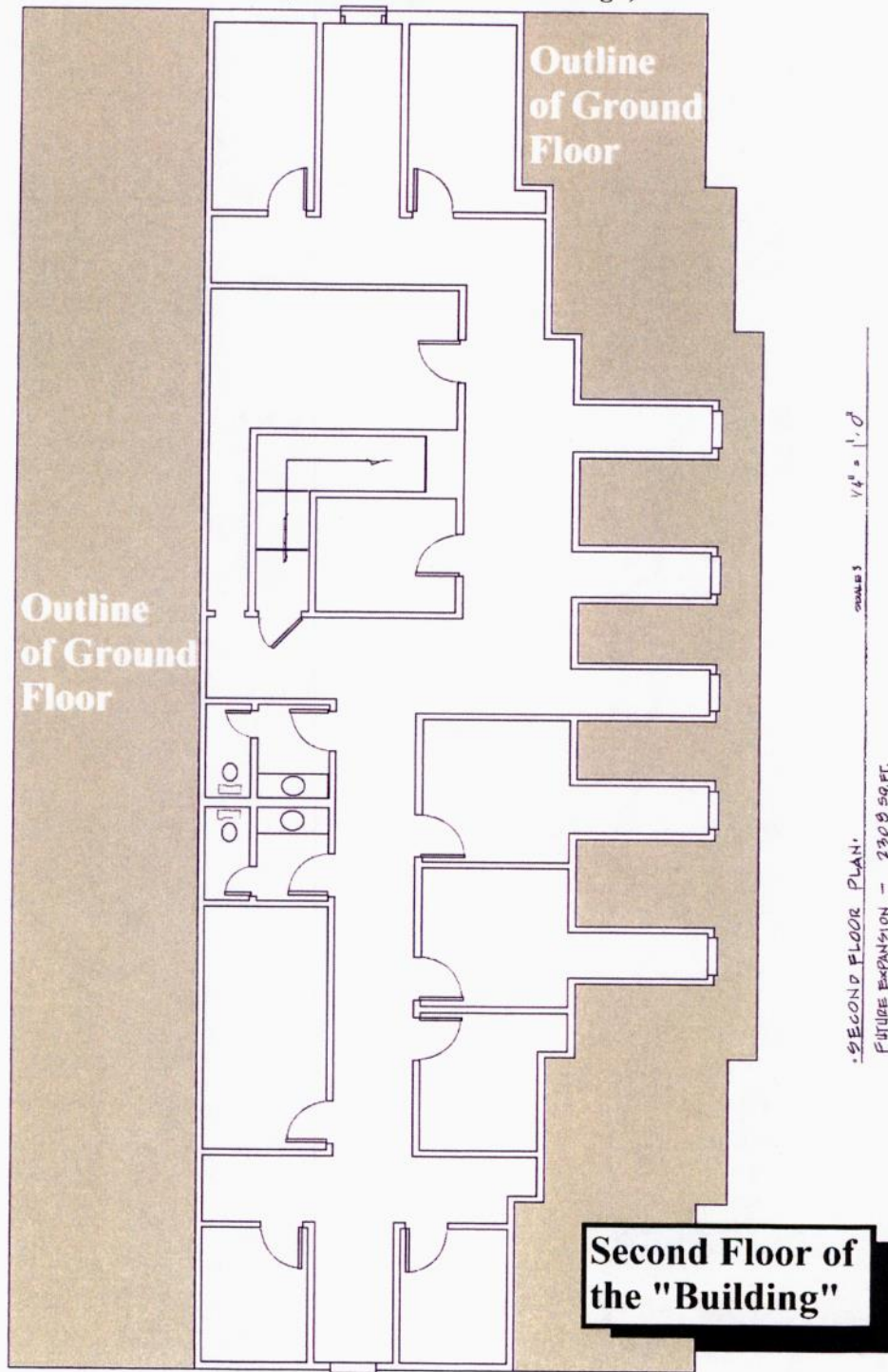
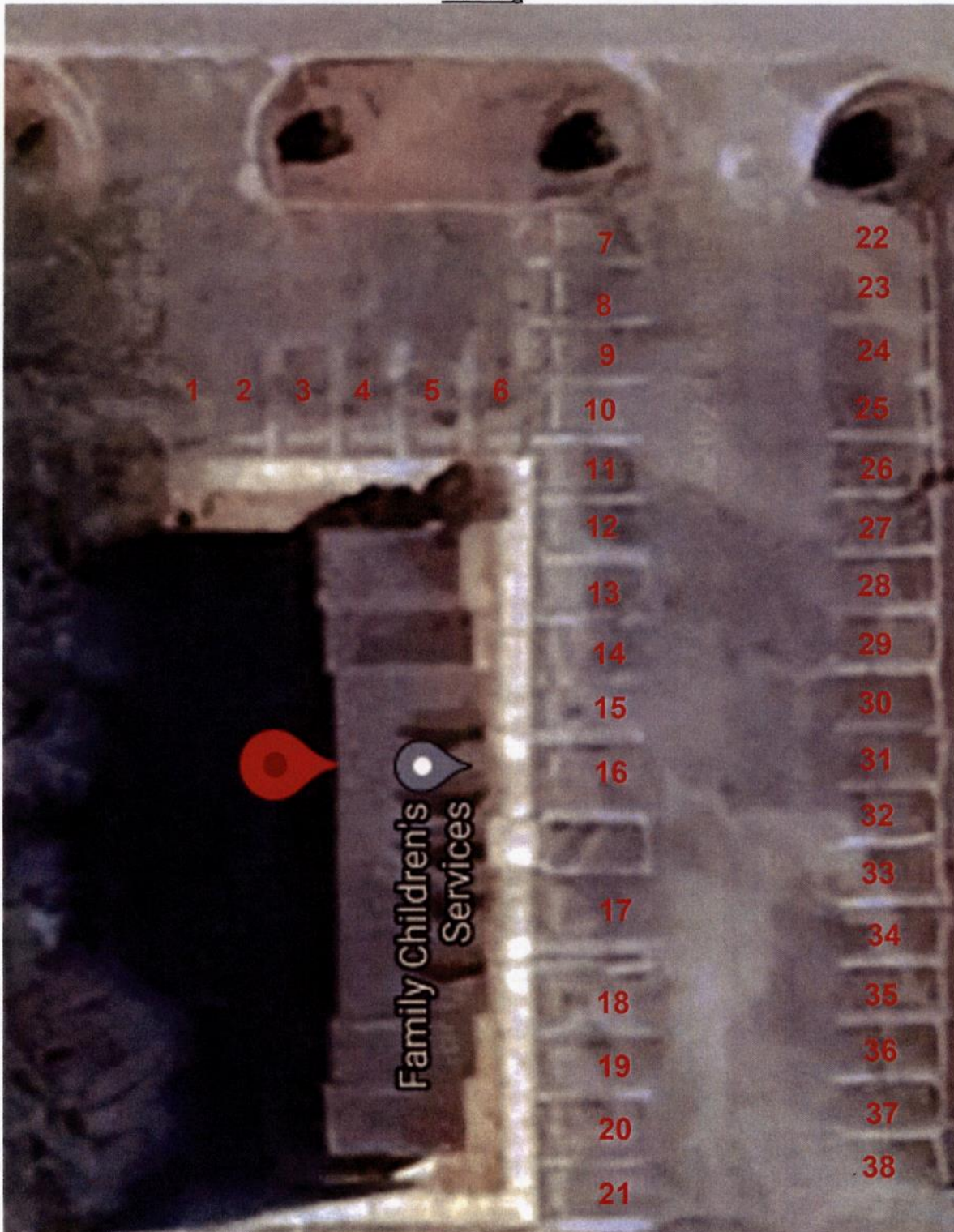


Exhibit A-3  
Parking



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**Exhibit B**

**Department of Human Services Facilities Signage Guide**



**Georgia Department of Human Services**

# **DHS Facility Signage Guide**

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**AL LOI for Lease 4083**

Georgia Department of Human Services – Division of Family and Children Services  
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## **DHS Facility Signage Guide**

### **Fonts**

Signage across the Department's facilities should be consistent. Overall, signs should use the state seal and the name of the Department and Division in Arial and Arial Black font. "Georgia Department of Human Services" is always represented in Arial Black font. Division names are represented in Arial regular font. Both are written in title case format.

The DHS signs should use black type. Signage restrictions and mandates from building / complex owners should be provided to [ofssrealestateunit@dhs.ga.gov](mailto:ofssrealestateunit@dhs.ga.gov).

### **Doors**

Facility doors should have all writing in Arial font, with the exception of the Department name in Arial Black. Font color should be white or black, depending on the tint of the glass. Images of the state seal can be downloaded from the Employee Intranet.

If a vector file is needed, contact [dhsgraphics@dhs.ga.gov](mailto:dhsgraphics@dhs.ga.gov).

Hours of operation should follow Associated Press Style format, with the hours represented as numerals and "a.m." or "p.m." represented lowercase with periods. Please find examples on the following pages.

Hours of operation  
Monday – Friday  
8 a.m. – 5 p.m.

### **Design approvals**

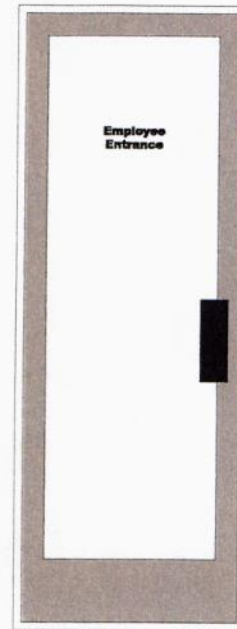
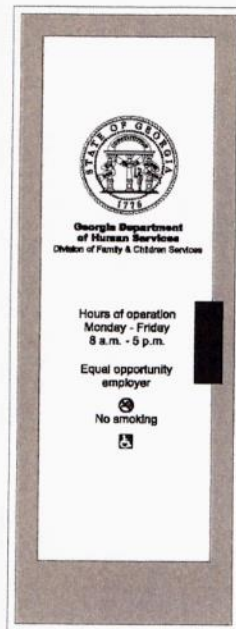
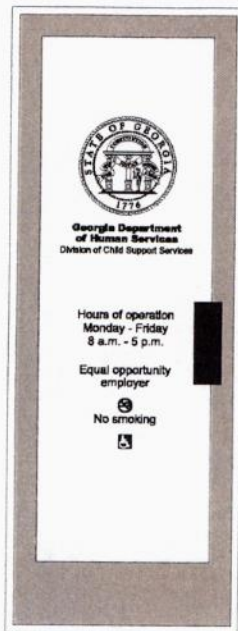
All signage graphics must be approved by DHS prior to installation. The Office of Facilities and Support Services is the primary contact with the sign vendor regarding design edits. Design approvals and installations will not be authorized unless approved by the DHS Office of Communications.

### **Measurements**

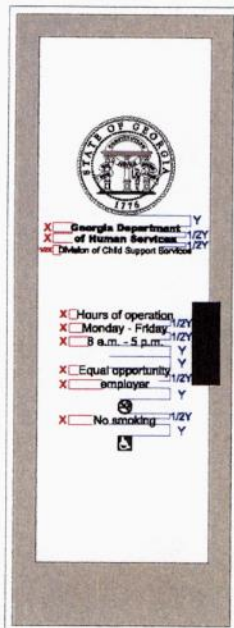
"Y" is determined after the DHS seal is scaled proportionally by the vendor. Once "Y" is determined, the vendor will need to measure and use accordingly.



## Single door mockup



## Single door specifications



All text and seal centered

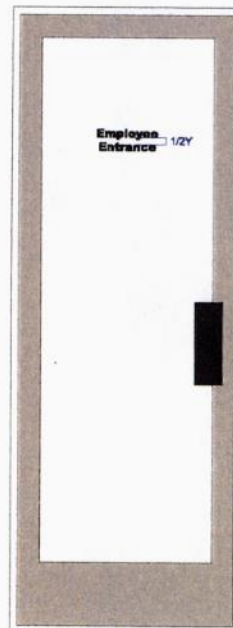
**Department name**  
Arial Black

**Division name**  
Arial Regular  
(0.005 inch smaller than Department name)

**Do not change kerning/tracking from default settings.**

**Hours of operation times**  
Arial Regular  
Follows Associated Press Style

**Equal opportunity and no smoking sign**  
Arial Regular  
Add handicap accessible signage on all new-construction facilities



All text centered at eye level

**Font**  
Arial Black

X = Letter height  
1/2X = Letter height variable

Y = Spacing between lines reference  
1/2Y = Spacing between lines variable

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## Double door mockup



## Double door specifications

All text left-aligned

### Hours of operation times

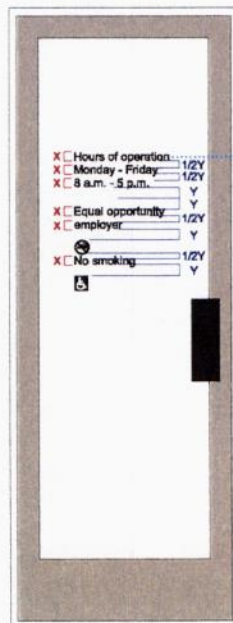
Arial Regular

Follows Associated Press Style

### Equal opportunity and no smoking sign

Arial Regular

Add handicap accessible signage on all new-construction facilities



X = Letter height  
1/2X = Letter height variable

Y = Spacing between lines reference  
1/2Y = Spacing between lines variable



All text and seal centered

Department name  
Arial Black

Division name  
Arial Regular  
(0.005 inch smaller than Department name)

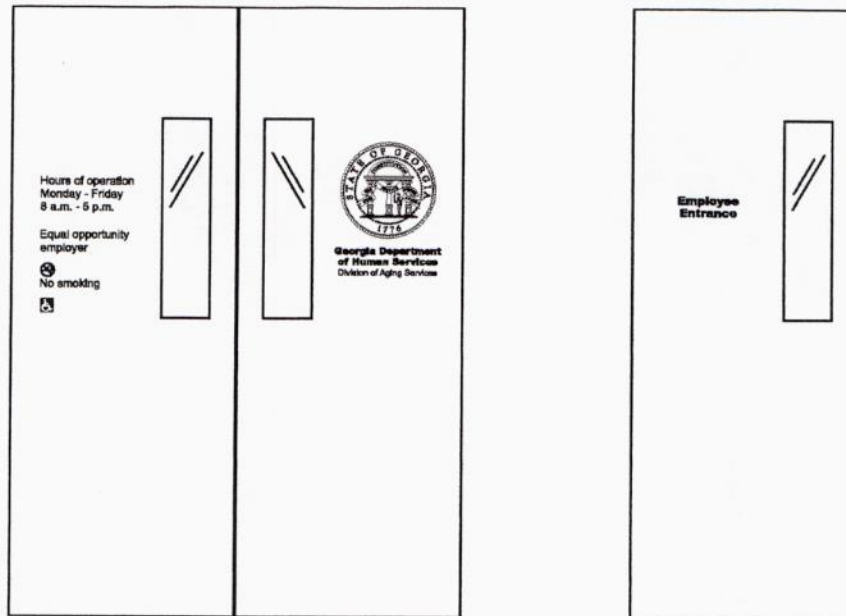
**Do not change kerning/tracking from default settings.**

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## Solid/non-glass door mockup



## Solid/non-glass door specifications

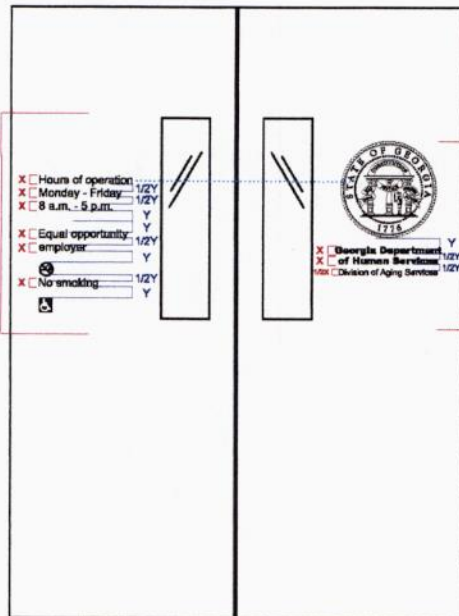
All text  
left aligned

**Hours of operation times**  
Arial Regular

Follows  
Associated  
Press Style

**Equal opportunity and no smoking sign**  
Arial Regular

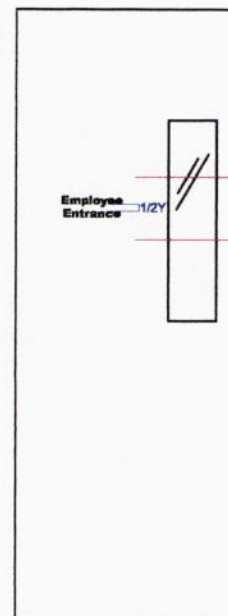
Add  
handicap  
accessible  
signage  
on all new-  
construction  
facilities



All text and  
seal centered

**Department name**  
Arial Black

**Division name**  
Arial Regular  
(0.005 inch  
smaller than  
Department  
name)  
**Do not  
change  
kerning/  
tracking  
from default  
settings.**



All text  
centered  
at eye level.

**Font**  
Arial Black

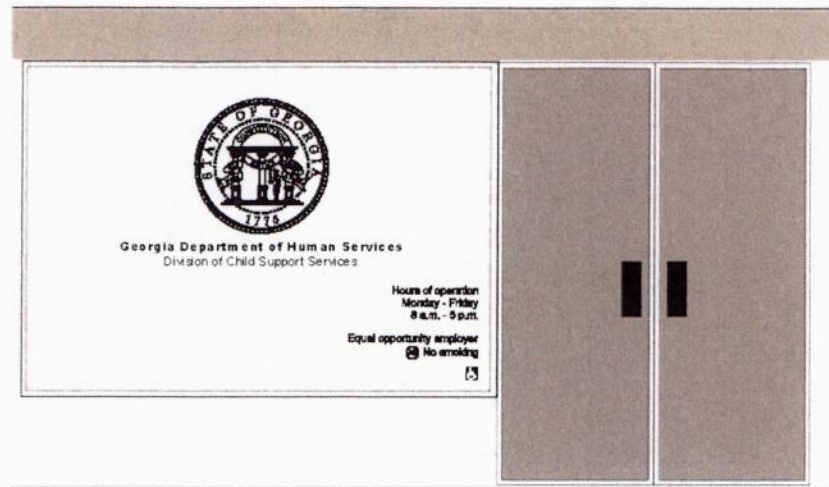
X = Letter height  
1/2X = Letter height variable

Y = Spacing between lines reference  
1/2Y = Spacing between lines variable

## AL LOI for Lease 4083

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## Solid door with adjacent window panel mockup



## Solid door with adjacent window panel specifications

### Seal

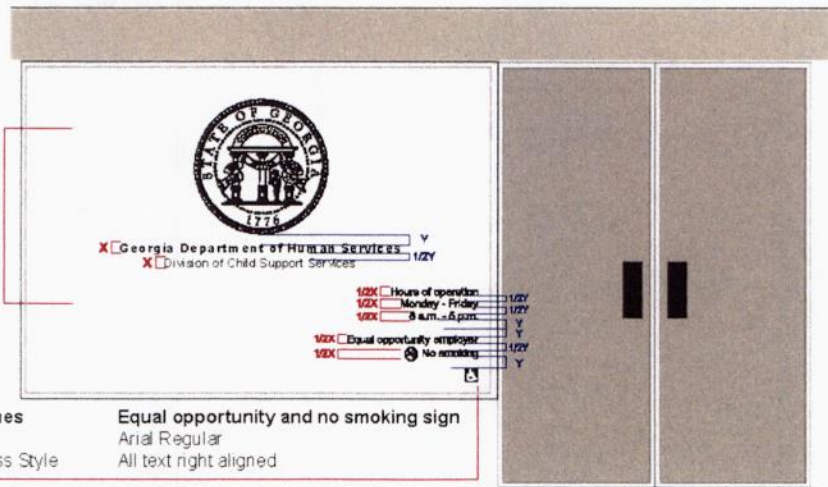
Department name  
Arial Black

Division name  
Arial Regular  
**Do not change  
kerning/tracking  
from default settings.**

Seal, Department and  
Division names must  
be centered on glass

Hours of operation times  
Arial Regular  
Follows Associated Press Style

Equal opportunity and no smoking sign  
Arial Regular  
All text right aligned



X = Letter height  
1/2X = Letter height variable

Y = Spacing between lines reference  
1/2Y = Spacing between lines variable

## AL LOI for Lease 4083

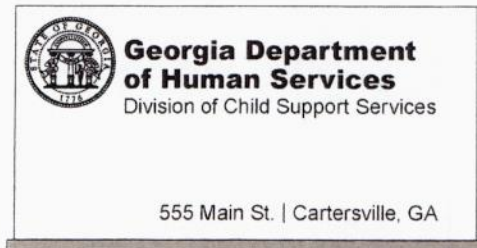
Georgia Department of Human Services – Division of Family and Children Services  
121 Fourth Street, Leesburg, GA 31763-4390



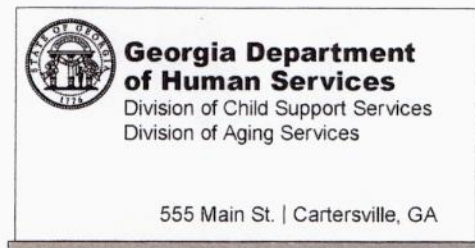
## Signs/Marquees

### Monument/panel sign mockup

Horizontal - Single location

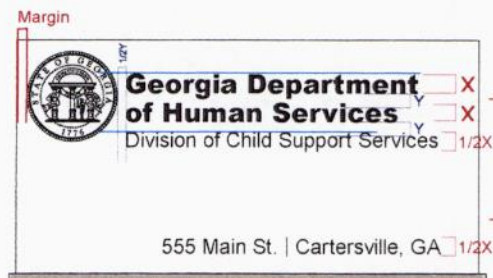


Horizontal - Co-location



### Monument/panel sign specifications

Horizontal - Single location



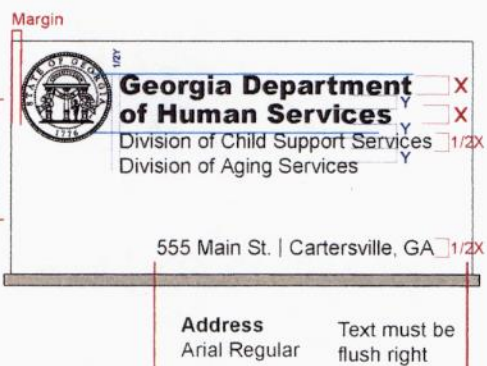
Department name  
Arial Black

Division name  
Arial Regular

**Do not change  
kerning/tracking  
from default  
settings.**

All text must be  
left aligned

Horizontal - Co-location



**Address**  
Arial Regular  
Text must be  
flush right

X = Letter height  
1/2X = Letter height variable

Y = Spacing between lines reference  
1/2Y = Spacing between lines variable

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## Monument/panel sign mockup

Vertical - Single location

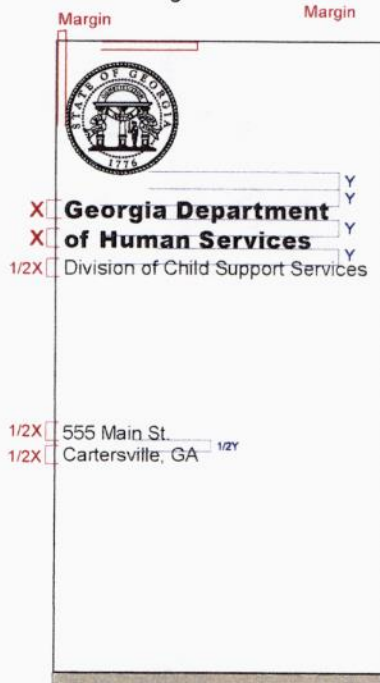


Vertical - Co-location



## Monument/panel sign specifications

Vertical - Single location



Seal

Department name  
Arial Black

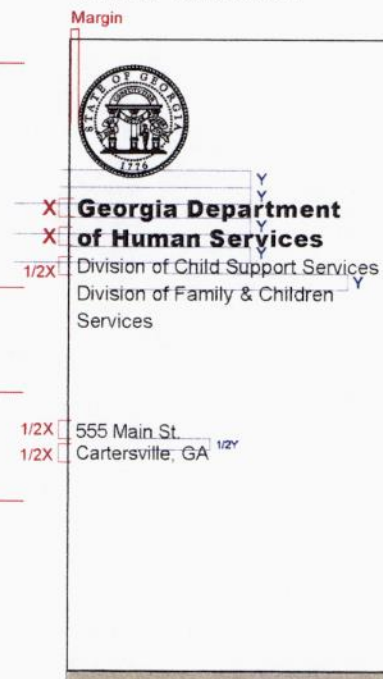
Division name  
Arial Regular  
**Do not change kerning/tracking from default settings.**

Seal, Department and Division names must be flushed left

Address  
Arial Regular  
Text must be left aligned

Address high enough to allow for vegetation growth, formats can include street number only or full address

Vertical - Co-location



X = Letter height  
1/2X = Letter height variable

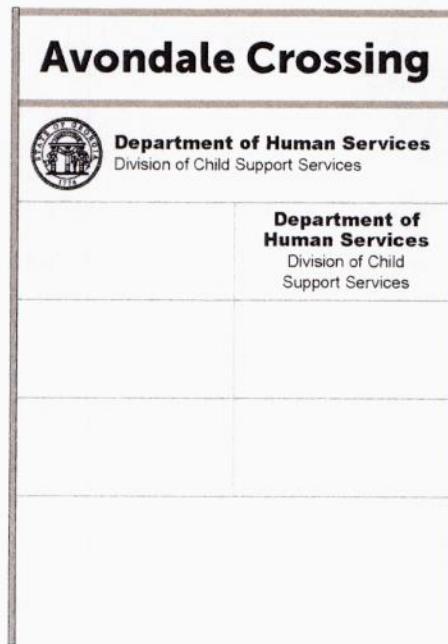
Y = Spacing between lines reference  
1/2Y = Spacing between lines variable

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## Illuminated complex marquee mockup



## Illuminated complex marquee specifications

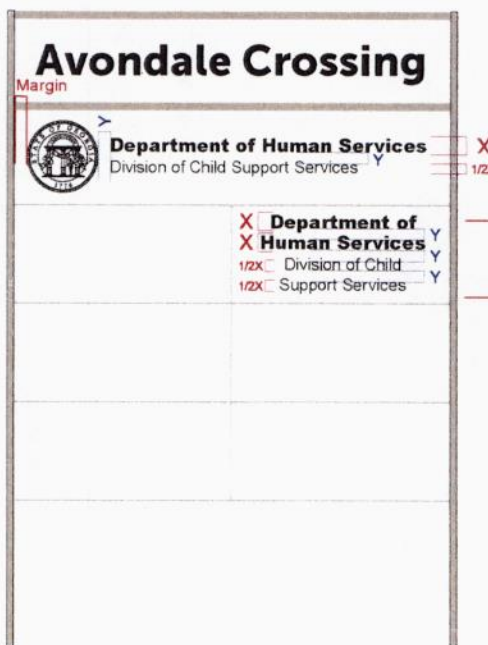
### Seal

Department name  
Arial Black

Division name  
Arial Regular

**Do not change kerning/  
tracking from default  
settings.**

(use this design for larger,  
horizontal displays)



Department name  
Arial Black

Division name  
Arial Regular

(use this design for smaller  
displays)

X = Letter height  
1/2X = Letter height variable

Y = Spacing between lines reference  
1/2Y = Spacing between lines variable

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**Building Fronts**  
Standard mockup



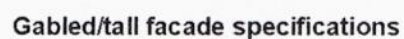
**Standard specifications**



X = Letter height  
1/2X = Letter height variable



**Gabled/tall facade mockup**



This format can also be used on semi-circle/rounded awning fronts



Y = Spacing between lines reference  
1/2Y = Spacing between lines variable

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### Exhibit C

#### State Properties Commission - Construction Standards for Leased Properties

##### **State Properties Commission Construction Standards for Leased Properties**

**Project:** 4083 DHS-DFCS (Leesburg)

**Location:** 121 Fourth Street, Leesburg, GA 31763-4390 (hereinafter referred to as the "**Premises**")

**Effective Date:** March 27, 2017

**NOTE:** These Notes should be reviewed by the Designer for each individual project and modified to meet specific requirements as required.

**Note-1:** This document is intended to be a general guideline to establish construction pricing and an accurate construction budget. The State has not thoroughly inspected the space nor conducted a comprehensive survey of existing conditions. The Landlord's General Contractor (hereinafter referred to as "**General Contractor**") shall provide adequate pricing to include restoration of general conditions and finishes as required to provide a move-in ready Tenant space.

**Note-2:** The Landlord's General Contractor shall visit the site prior to submitting pricing. General Contractor to notify the State Properties Commission (hereinafter referred to as the "**SPC**") of any discrepancy between drawings and actual job conditions prior to submitting a bid.

**Note-3:** The General Contractor is responsible for filing the project for permit, all local permit fees, as well as retaining an expeditor to file the drawings. These costs are to be included in the General Contractor's pricing.

**Note-4:** See additional supplemental notes for items specific to the Tenant or Occupying Agency locating to the space.

**Note-5:** Landlord shall be responsible for compliance with all applicable permitting, zoning ordinances, and requirements; local and state building codes; life safety codes; the current Americans With Disabilities Act-Titles II & III and the design guidelines (ADAAG); and the securing of a Certificate of Occupancy from the State Fire Marshal in the construction of the Building and Premises.

##### **(A) Base Building Requirements**

**NOTE:** These items are to be affirmed by the Landlord as complete and fulfilled. If any items are lacking or not in place, they are to be priced separately and included as Landlord costs.

1. The roof must be new or less than 5 years old. If not, an explanation will be required in writing of the measures currently in place to ensure that the roof will be properly maintained over the course of the lease.
2. The Building shell must be appointed and maintained to a "like new" condition. Noticeable cracks, damage, rot, mold, or peeling paint are not acceptable and must be remedied.
3. The structure is to be free of all hazardous materials or substances including asbestos, mold, mildew, and lead paint. Any measures needed to abate hazardous substances are to be Landlord costs.
4. There must be adequate handicap parking with striping and signage to comply with the Americans with Disabilities Act (ADA).
5. There must be an accessible path from parking into the space with no obstructions greater than 1/2" and in full compliance with ADA requirements.
6. The Building must ensure adequate drainage from the parking and site.
7. Building landscaping must be well maintained with a maintenance program in place.
8. Any water leakage or damage to the space is to be corrected and the source remedied.
9. Any requirements for fire protection of structural elements of the Building should be in place including rated

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column or vertical penetration enclosures, spray-on fire proofing, etc.
10. The structure shall have sufficient insulation to meet current energy codes. If not, any upgrades to existing energy and insulation values are to be at Landlord's expense. Existing insulation batts on lay-in ceilings are not acceptable to include toward overall energy calculations.
11. Exterior doors are to be fully functional with push bar or lever hardware and locksets. Aluminum and glass doors are acceptable provided that they are fully functional with push bar or lever hardware and locksets. Exterior doors are to have closers as well as full weather-stripping and aluminum thresholds. Doors are to open in the direction of egress.
12. Ceiling tile and grid are to be in place through at least 90% of the space. Ceiling tile and grid is to be 2' x 4' or 2' x 2' set in standard 15"/16" grid. Existing ceiling tiles are to be free of breakage, chips, marks, and water marks. All ceiling tile shall be lay-in acoustic tile. Ceiling grid is to be complete. Replace any damaged or missing pieces. Any work to complete ceilings, repair grid, or replace tiles is to be at Landlord cost.
13. Domestic water and sanitary lines are to be in place for tie-in by the Tenant.
14. The floor slab is to be level to within 1"/12 ft. and in adequate condition for specified flooring installation with minimal leveling or floor preparation.
15. All exterior windows are to have fully functional, uniform, and damage-free window blinds in place. Any damaged or missing blinds are to be replaced to match those existing.
<b>(B) Demolition</b>
1. Provide demolition to the extent required to achieve new layout as shown. General Contractor is responsible for the proper protection of all existing items to remain. The General Contractor is to repair and/or replace any damage to existing items to remain or to surrounding areas as required.
2. General Contractor to remove and cap all utilities to site source. Remove all abandoned cables, wires, and pipes in ceiling plenum and elsewhere to their source. Remove all abandoned telephone equipment. Remove any speakers, visual aid fixtures, and control devices unless otherwise indicated or located on Building core. Any removal of such equipment shall be done in such a way as to allow the operations of adjacent floors or Tenants to continue without interruption of services.
3. Demolition work that creates disturbing noise must be coordinated and scheduled with the Building Owner/Management and performed during off-hours as required. Any overtime costs for these items are to be borne by the General Contractor.
4. General Contractor to remove all abandoned tel/data and electrical devices in partitions excepting those that are shown for reuse on the drawings. Patch and repair partition surfaces as required so that no visible aspects of the device remain.
5. General Contractor is to raise and protect blinds as required during demolition and new construction. All blinds are to be cleaned at the conclusion of the work.
<b>(C) Construction/Partitions</b>
1. Partitions to be 3 5/8" metal studs with 1/2 or 5/8" GWB each side. Metal studs to be a minimum of 22 gauge, and spaces 16" o.c. Standard partitions are to be to the underside of ceiling u.n.o.
2. All existing partitions to remain are to be restored to finished condition as required to receive new finishes. Remove all unused wall-mounted items, protrusions, or equipment.
3. The following spaces are to have full height partitions to deck with sound attenuation batts: Conference Rooms and Restrooms. If the structure is greater than 15 ft., it is acceptable to extend partitions to 12" above ceiling and apply sound batts above ceiling for 2 ft. on either side of the partition.
4. General Contractor to provide fire-retardant wood blocking or metal angles within partitions where all cabinets, counters, millwork, and wall-mounted televisions are to be mounted.
5. Provide fire-rated partitions to meet UL-U419 at the following spaces: All conference/training or assembly rooms over 750 s.f. and all Tenant demising partitions as required by code.
6. Within buildings with no sprinkler system, all file rooms and storage rooms over 100 s.f. are to be 1-hour fire rated. If the Building has a sprinkler system, the partitions are to meet all requirements of a full height smoke partition.

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7.	If so indicated on the drawings, provide folding partition system, Panelfold "Moduflex" Model 420 with an STC rating of 50 or greater, or similar product approved equal in quality and performance. General Contractor to provide all structural bracing and reinforcement necessary for a complete and functional installation. Panel finish to be vinyl selected from manufacturer's standard finish selections.
8.	The GTA Telecom Room is to have full-height partitions to structure above (not rated). Provide panels of 4' x 8' fire-rated plywood continuous along two sides of the room, painted to match adjacent partitions. Provide two (2) 4" metal sleeves in partitions above adjacent ceiling height for running low-voltage cabling.
9.	Columns within the space are to be fully enclosed in GWB to a depth that allows the installation of outlets or Tel/Data devices. Provide fire-rated enclosure where required by code.
10.	Where a partition abuts a window mullion, provide continuous compressive filler tape between end studs and mullion with silicone caulk on either side of partition. GWB is to be fully finished with casing beads.
<b>(D) Lighting/Ceilings</b>	
1.	Provide at a minimum 2' x 4' three-lamp 18-cell parabolic fluorescent fixtures as required to provide 50 foot-candles of lighting at the desktop (approximately one fixture per 80 s.f.). At enclosed rooms or offices less than 160 ft., assume two fixtures. The use of T-5, LED, or other energy conserving fixtures is encouraged.
2.	Provide motion-sensor light switches at all offices and enclosed rooms. Replace existing switches as required.
3.	Existing lighting that meets minimum standards may be reused to the fullest extent possible and must be in good serviceable condition. Replace any damaged or dented lenses. Replace any defective ballasts as necessary. T-12 ballasts are not acceptable and must be replaced with T-8 at Landlord cost.
4.	Provide building standard exit signs throughout. Reuse existing if serviceable and meet code.
5.	Rework existing ceiling tile and grid as required by demotion and new construction. Ceiling tile to match existing within the space. See Note # 12 under "Base Building Requirements" for additional information.
6.	At Training Rooms, double-ballast fluorescent fixtures so that inboard and outboard lamps are switched separately. Switch row of fixtures at the front of the room separate from the balance of the fixtures.
7.	Each Office, Conference Room, Storage Room, and similar enclosed spaces are to be individually switched. General open area lighting is to be on banks of relay switch, 3-way controlled at the front and back doors.
8.	For the GTA Telecom Room, drop ceiling, if any, should be removed leaving area open to structure above. Structure above, including any finished ceiling should be painted. Chain mount 2' x 4', 3-lamp, 18-cell parabolic fixtures within the room.
9.	Provide emergency lighting as required to meet code. Connect fixtures to Building's emergency circuit if available or provide alternative battery pack fixtures.
10.	At new Restrooms, provide wall-mounted light fixtures over mirrors, allowance \$350.00/fixture.
11.	At the end of the job, all lamps within fixtures are to be fully functional and of the same color temperature. Replace all lamps not meeting these criteria as required.
12.	Provide one (1) Da-Lite "Boardroom Electrol" electric projection screen (or approved equal in quality and function) to be located in each Training Room and/or Large Conference Room. Cut and modify ceiling grid as required.
13.	Restore ceiling grid to "like new" condition including removing all marks or damage. Repaint existing grid if discolored. Fill and paint any screw holes.
14.	Reuse existing ceiling tile to the fullest extent possible. Replace all damaged or discolored tiles with new to match existing as required. The mixing of old and new tiles within one space is not acceptable.
15.	Existing grid is to be straightened and leveled as required. Replace any damaged or discolored members.
<b>(E) Electrical/Tel/Data</b>	
1.	At Private Offices, provide three (3) duplex outlets and two (2) tel/data receptacles with junction box and 1" rigid conduit and pull string for tel/data.
2.	At each Conference Room, provide three (3) duplex outlets and one junction box with conduit and pull string for tele/data. Provide wall-mounted duplex outlet and data backbox for Tenant's wall-mounted flat screen

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	television.
3.	At each large Conference Room, provide one (1) flush floor power/tele/data unit and Wiremold "RC" Series Assembled Unit #RC7ATCBK (black flange & slide covers) for tile or carpeted floors. At slab on grade conditions, provide the equivalent unit. Cut and restore slab as required for installation.
4.	At each Conference Room with an electric projection screen, provide power and tel/data box above ceiling for Tenant provided ceiling mounted projector.
5.	At each Training Room, provide one (1) quad outlet and one (1) tele/data outlet at the end of each run of training tables shown on plan. At the front of the room, provide two (2) additional duplex outlets and two (2) tel/data outlets. Provide duplex outlet along with backbox, conduit, and pull string for agency's wall-mounted television. Provide fire-retardant blocking within partition for mounting television.
6.	Provide wall mounted power feed and one junction box with 1" rigid conduit and pull string for every workstation cluster that backs up to a partition or column. At "floating" clusters, provide power above ceiling for Tenant's furniture system power poles. Provide wall or ceiling feed for every six (maximum) workstations. Assume Tenant's workstation electrical system to be 8 wire, 4-circuit. The General Contractor is responsible for hard wired connection of all power poles.
7.	All low-voltage cabling will be provided and installed by Tenant's vendor. General Contractor to coordinate with Tenant's vendor for scheduling and appropriate access to the space as required.
8.	At the GTA Telecom Room, provide the following: <ul style="list-style-type: none"> <li>(a) Two (2) dedicated 20-amp receptacles with NEMA twist lock from structure above to feed racks.</li> <li>(b) Two (2) dedicated quad outlets.</li> <li>(c) One (1) dedicated duplex outlet (for Security Panel).</li> <li>(d) Three (3) common duplex outlets.</li> <li>(e) Main Grounding Busbar, 12" x 4" x 1/4", plated copper.</li> </ul>
9.	At each tel/data receptacle, General Contractor to provide backbox within partition with 1" rigid conduit to above finished ceiling with pull string. Replace any existing devices to remain that do not meet these requirements.
10.	At Receptionist windows, provide one quad outlet and one tel/data outlet for each window show. Provide one additional duplex outlet and tel/data outlet within the space. Provide a release button from the Customer Service windows to the secured door from waiting to office areas. See Doors and Hardware for additional information.
11.	All file rooms are to have one duplex outlet and one tel/data outlet for every 200 s.f. of space.
12.	Where vending machines are indicated, provide dedicated duplex outlets.
13.	All restrooms are to have one GFI duplex outlet located at sinks at 44" a.f.f. Provide one (1) additional duplex outlet in multi-fixture restrooms.
14.	Provide general area convenience outlets every 40 ft. minimum.
15.	All copiers are to receive one dedicated duplex outlet and one junction box with conduit and pull string. Provide quad receptacles every 4' o.c. minimum above all counters.
16.	At each Breakroom, provide dedicated outlets for all specified appliances. Provide dedicated outlet(s) equal to the quantity of microwave ovens. Provide a minimum of two (2) quad outlets above the counter and a minimum of one (1) additional convenience duplex within the room. Provide wall mounted outlet and data backbox for Tenant's flat-screen television.
17.	At Waiting, provide two (2) duplex outlets and tel/data outlets and one (1) wall-mounted outlet and data backbox for Tenant's flat screen television.
18.	Outlets are to be mounted above the millwork in Copy Rooms and Breakrooms.
19.	Provide 2" conduit from Building demark to GTA Telecom Room. Conduit to be grounded to a # 6 ground bar.
20.	Where systems furniture is shown, the General Contractor is responsible for hard wired connection of all base feeds and power poles. Once the panels are installed, the electrician is to return and cut the base feed whips to a reasonable length. All work associated with this is to be included in pricing.

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21.	Provide a price for a new electrical panel board within the Tenant's space if sufficient circuits do not exist in the existing panel with spares for the specified electrical load.
22.	All outlets and light switches are to be grey with stainless steel cover plates (If not in conflict with building standards).
23.	Existing outlets may remain if not in conflict with other items. If existing outlets do not match state standards, replace as necessary. Provide blank plates for any existing abandoned tele/data locations that do not have plates.
24.	Verify that all existing power outlets to remain are fully functional and repair if necessary.
<b>NOTE: See Supplemental Tenant Specifications for additional information.</b>	
<b>(F) HVAC</b>	
1.	Existing HVAC units to be reused to the fullest extent possible if less than 5 years old. If existing units are older, provide documentation of an ongoing maintenance contract.
2.	HVAC is to be sufficient to heat/and cool the space per ASHRAE standards and provide a minimum of 1-ton of capacity per 300 s.f. of Tenant area.
3.	Provide adequate thermostatically controlled zones for every 1,000-2,000 s.f. of space with proper separation of interior and exterior zones.
4.	Provide separate HVAC zones for each Training Room and Conference Room that seats 10 or more people.
5.	General Contractor to provide a complete and functional rework of the existing HVAC installation including new branch ductwork, and/or additional PIU's/PLU's as required.
6.	Provide a complete Test and Balance report of the HVAC system at the end of the job.
7.	At the GTA Telecom Room, provide a separate 1-1 ½ ton unit for 24-hour cooling.
8.	Provide an automatic exhaust system vented to the outside at all restrooms.
9.	Provide lockable covers on all thermostats.
10.	Replace all thermostats greater than 5 years old with new.
11.	Provide "Z" boots at all return duct penetrations of full height acoustical partitions.
12.	All existing supply and return vents to be reused are to be thoroughly cleaned or replaced with new if discolored in relation to ceiling tile and grid.
<b>(G) Fire Protection</b>	
1.	Where sprinkler systems are in place or required, relocate, turn down, or provide new sprinkler heads throughout as required to accommodate new layout. Sprinkler heads are to be located in the center of tiles. Sprinkler shop drawings are required for submission to the State Fire Marshal's office for approval.
2.	Where a fire alarm system is required, the panel is to be in place as a part of the base Building. Provide fire alarms and strobes throughout the space as required to meet code.
3.	Provide fire dampers as required at penetrations in fire rated partitions. Firestop all other penetrations in fire rated partitions as required to maintain rating of wall.
4.	Provide a complete and functional emergency system including exit signs, smoke detectors, and emergency lighting fixtures as required to meet all State and Local codes.
5.	Provide accredited, 10-pound fire extinguishers in semi-recessed cabinets, not more than 75' apart in all open and corridor areas.
<b>(H) Plumbing/Appliances</b>	
1.	At each Breakroom, provide stainless steel ADA accessible single bowl sink and "Danze Amalfi" #D454530, single-handle, pull-down faucet.
2.	Include in pricing a new water heater(s) unless it is confirmed that an existing water heater is present, less than 5 years old and in proper working condition.
3.	General Contractor is responsible for ensuring that adequate power is provide, as well as water and drains, where applicable if appliances are required by the Tenant.
4.	The General Contractor is responsible for coordinating appliances with millwork and ensuring that adequate clearances are provided.

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5.	Provide an ADA compliant, dual-height water cooler within the Tenant space, not less than one (1) per 100 occupants or as required by code.
6.	Provide a Janitor Sink and Faucet where indicated on the plans.
7.	Provide water line and hook ups to refrigerator, Tenant's coffee maker and dishwasher. Provide cut-off valves to all water lines.
8.	At multi-fixture restrooms, provide floor drains at each restroom.
9.	See Restroom/Fixture/Accessories for additional information.
10.	Restrooms are to have floor drains wherever possible.
<b>(I) Millwork</b>	
1.	At each Break room, provide plastic laminate clad upper cabinets with doors and two (2) adjustable shelves and base cabinets with doors and one adjustable shelf, extent as shown. Provide one bank of drawers 24" width at base cabinet area. Interior to be melamine.
2.	Each Breakroom is to have a fully ADA accessible sink area, 34" high x 36" minimum wide. Cabinet to be open to the floor below with doors with applied toe-kick. Provide insulation on p-trap below.
3.	At new multi-fixture restrooms, provide plastic laminate lavatory counter with set-in sinks. Vanity to have removable plastic laminate panel to shield drains. Lavatory counters to be fully handicap accessible and in compliance with all ADA clearances. See Restroom Fixtures/Accessories for additional information.
4.	At Copy/Fax Rooms provide plastic laminate clad base cabinets and upper cabinets with doors and one (1) adjustable shelf, extent as shown. Interior to be melamine.
5.	Where millwork is existing to remain, units are to be thoroughly cleaned. All missing or malfunctioning hardware is to be replaced. Level and realign all doors and drawer fronts. Repair/reattach any existing millwork with delaminating surfaces.
<b>NOTE: See Supplemental Tenant Specifications for additional information.</b>	
<b>(J) Doors and Hardware</b>	
1.	All doors are to be a minimum of 3' -0" wide x 7' -0" high and of solid core construction. Doors may be stained or clear veneer finish. Paint grade doors will also be acceptable.
2.	Existing doors within the space may be reused if meeting minimum standards. Doors are to be touched-up as required to achieve "best possible" appearance.
3.	Doors are to be set in hollow metal frames. Frames can be welded or knock-down.
4.	Provide ADA compliant lever hardware throughout. Hardware to meet a minimum standard of ANSI Grade II, light commercial. Existing hardware may be reused if in proper working order.
5.	Finish of door hardware to be US 26D, Satin Chrome, or to match existing if reused from within the space.
6.	Provide 20-minute rated doors and hardware at all doors in 1-hour rated partitions or as required by code. Provide non-rated doors with closers at all smoke partitions and GTA Telecom Room.
7.	Provide locks at the following spaces: GTA Telecom Rooms, storage rooms, file rooms, and private offices. At single person toilets, provide "privacy function" lockset on doors.
8.	At Breakrooms and Multi-Fixture toilets, provide Push/Pull sets and closer on doors.
9.	If the main entry door is exterior, provide ADA power assist opening unit with activation buttons on the inside and outside of the space. Button to have ADA compliant signage and international handicap accessibility symbol.
10.	The Tenant's vendor will install the security system. The General Contractor is to provide all infrastructure as required. This shall include a backbox with pull string for card reader and power above ceiling as required. At single doors, General Contractor to provide the electric strike within the door frame for connection by the Tenant's security vendor. At double doors, the security vendor will provide mag locks. All doors with card readers are to be connected to the Building's fire alarm system to release in the event of an alarm. See plan for card reader locations and quantity.
<b>(K) Finishes</b>	
1.	Unless noted otherwise, provide direct-glue carpet installation with no pad throughout the space. Provide floor prep and/or leveling as required. Carpet to be commercial grade, level loop, 26-ounce carpet. Carpet

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	shall have permanent stain resistant properties that cannot be removed by commercial cleanings or abrasive wear. See Note 14 under "Base Building Requirements".
2.	Provide continuous roll 4" high rubber base with pre-formed corners throughout. Provide straight base at carpet and coved base at VCT.
3.	At each Breakroom and Reception Area, provide VCT flooring, Armstrong "Excelon" or approved of equal quality. Tile is to be thoroughly cleaned and waxed at the completion of the job. Provide for a patterned installation of up to three colors of tile.
4.	At the GTA Telecom Room, provide static dissipative tile, Armstrong SDT 12" x 12" tile, one color. Tile to be installed and have finish coat per manufacturer's printed instructions.
5.	Restrooms are to have 12" x 24" porcelain tile flooring with corresponding coved tile base. Provide full-width marble thresholds at restrooms.
6.	Provide one coat of primer and two coats (minimum) of finish paint. Paint finish to be Flat in general areas and eggshell in each Breakroom, Restroom, and Janitor Closet.
7.	Provide FRP Panels at Janitor Sinks, 4 ft. high, on all sides surrounding sink.
8.	All door frames are to be painted semi-gloss.
9.	Provide allowance for use of up to one (1) accent paint on 20% of the partitions.
10.	Provide allowance for appropriate transition strips for flooring material changes between dissimilar flooring materials.
11.	At each File Room and Storage Room, provide VCT flooring, single color, Armstrong "Excelon" or approved of equal quality. Tile is to be thoroughly cleaned and waxed at the completion of the job.
<b>(L) Restroom Accessories/Fixtures</b>	
1.	<b>NOTE: All existing restrooms and toilets to remain are to be fully ADA compliant to current standards. If not, they are to be reworked as required and/or accessories installed to meet ADA standards.</b>
2.	<b>NOTE: Within all existing restrooms and toilets to remain, all toilet partitions are to be in "like-new conditions", free of marks, chips, or occlusions. All hardware is to be in fully functional order and not lose or misaligned. Replace toilet partition with new if required.</b>
3.	<b>NOTE: The following are intended as a guideline for intent and quality. Alternate items will be considered for use if of equal or superior quality.</b>
4.	<b>Floor-Mounted Toilet:</b> American Standard "Cadet FlowWise" Elongated Bowl Pressure Assisted 1.1 GPF" unit with open front seat and lid. Provide handicap height model where indicated.
5.	<b>Countertop Sink:</b> American Standard "Cadet Everclean" with faucet holes on 4" centers and American Standard "Seva" faucet assembly with single lever and pop-up drain. See Millwork Notes for lavatory countertop. Provide Lavatory Soap dispenser, Bobrick # 82216 with 6" spout.
6.	<b>Wall Hung Lavatory:</b> American Standard "Lucerne" with faucet holes on 4" centers and 7. American Standard "Princeton" faucet assembly with lever handles and Pop-up drain.
7.	<b>Handicap Grab Bars:</b> Bobrick B-5806 Series, 36" and 42" at handicap toilet.
8.	<b>Recessed Paper Towel/Trash Units:</b> Bobrick # B-3942.
9.	<b>Mirrors:</b> Bobrick B-165 Stainless Steel Frame Mirror, 24" x 36".
10.	<b>Surface-Mounted Toilet Seat Cover Dispenser:</b> Bobrick #B-4221 at each toilet.
11.	<b>Surface-Mounted Toilet Tissue Dispenser:</b> Bobrick # B-4288.
12.	<b>Surface-Mounted Sanitary Napkin Disposal:</b> Bobrick # B-254.
13.	<b>Recessed Sanitary Napkin Dispenser:</b> Bobrick # B-282.
14.	<b>Toilet Partitions:</b> Bobrick # 1042 Designer Series, Overhead braced, floor mounted Plastic Laminate Clad Toilet Partitions. Provide standard "Commercial" Type 18-S Hardware. Provide slide latch and coat hood on each stall door.





INDIGENT DEFENSE CONTRACT BETWEEN THE OFFICE OF THE CIRCUIT  
PUBLIC DEFENDER OF THE SOUTHWESTERN JUDICIAL CIRCUIT AND THE  
GOVERNING AUTHORITIES OF LEE, MACON, SCHLEY, STEWART,  
SUMTER, AND WEBSTER COUNTIES

THIS CONTRACT is entered into on the dates listed on the signature pages below between the Office of the Circuit Public Defender of the Southwestern Judicial Circuit (hereinafter referred to as the "Office of the Circuit Public Defender"), the governing authority of Lee County, a body politic and a subdivision of the State of Georgia (hereinafter referred to as "Lee County"), the governing authority of Macon County, a body politic and a subdivision of the State of Georgia (hereinafter referred to as "Macon County"), the governing authority of Schley County, a body politic and a subdivision of the State of Georgia (hereinafter referred to as "Schley County"), the governing authority of Stewart County, a body politic and a subdivision of the State of Georgia (hereinafter referred to as "Stewart County"), the governing authority of Sumter County, a body politic and a subdivision of the State of Georgia (hereinafter referred to as "Sumter County"), and the governing authority of Webster County, a body politic and a subdivision of the State of Georgia (hereinafter referred to as "Webster County"). Lee County, Macon County, Schley County, Stewart County, Sumter County, and Webster County are hereinafter referred to collectively as the "Counties."

WHEREAS, the Office of the Circuit Public Defender and the Counties enter into this contract to implement the provisions of the Georgia Indigent Defense Act of 2003, as amended; and

WHEREAS, the Counties are bodies politic, existing and operating under the laws and Constitution of the State of Georgia with full power to enter into contracts and agreements with other political entities; and

WHEREAS, the Office of the Circuit Public Defender exists under the laws of the State of Georgia and operates under the laws and Constitution of the State of Georgia with full power to enter into contracts and agreements with other entities; and

WHEREAS, it is the intent of the parties to this contract to provide for the operation of an indigent defense system to assure that adequate and effective legal representation is provided, independent of political considerations or private interests, to indigent defendants in criminal cases consistent with the standards adopted by the Georgia Public Defender Council ("GPDC"). This system and this contract include the following:

- (1) The provision by the Office of the Circuit Public Defender and GPDC of the statutorily required services to the Counties;



- (2) The payment to the Office of the Circuit Public Defender by the Counties for assistant public defenders and investigators and administrative assistants;
- (3) The payment by the Counties of their pro rata share of the costs of appropriate offices, utilities, telephone expenses, materials, and supplies as may be necessary to equip, maintain, and furnish the Office of the Circuit Public Defender in an orderly and efficient manner;
- (4) Travel advances and reimbursement of expenses;
- (5) Salary supplements; and
- (6) The provision for other matters necessary to carry out this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained in the contract and for Ten Dollars (\$10) and other good and valuable consideration, IT IS AGREED AS FOLLOWS:

#### ARTICLE 1--STATUTORY AND ADDITIONAL SERVICES

##### Section 1.01 Statutory staffing:

The Office of the Circuit Public Defender and GPDC agree to provide for the Southwestern Judicial Circuit full-time staff for a public defender office or offices consisting of a Circuit Public Defender; an assistant public defender for each superior court judge authorized for the circuit, excluding the chief judge and senior judges; an investigator; and 2 additional persons to perform administrative, investigative, clerical, and/or paraprofessional services. In addition, pursuant to OCGA § 17-12-27(a)(2), and for as long as the General Assembly provides adequate funding, the Office of the Circuit Public Defender and GPDC agree to provide for the Southwestern Judicial Circuit one additional full-time assistant public defender.

##### Section 1.02 Statutory services:

The Office of the Circuit Public Defender agrees to provide representation to indigent defendants in the following cases:

- (1) Misdemeanor and felony cases prosecuted in the superior courts of the Counties under the laws of the State of Georgia in which there is a possibility that a sentence of imprisonment or probation or suspension of sentence of imprisonment may be adjudged;
- (2) Hearings in the superior courts of the Counties on a revocation of probation;
- (3) Cases prosecuted in the juvenile courts of the Counties in which a child may face a disposition in a delinquency case of confinement, commitment or probation; and
- (4) Direct appeals from a decision in cases described in (1), (2), and (3) above.

##### Section 1.03 Conflicts:

The Office of the Circuit Public Defender and GPDC agree to provide for legal representation by an attorney who is not an employee of the Office of the Circuit Public Defender in cases described in

Section 1.02 in which the Office of the Circuit Public Defender has a conflict of interest which cannot be resolved by assigning a different lawyer in the Office of the Circuit Public Defender.

ARTICLE 2--ADDITIONAL ASSISTANT PUBLIC DEFENDERS, INVESTIGATORS, AND  
ADMINISTRATIVE ASSISTANTS

Section 2.01 Additional employees:

The Counties agree to pay to the Office of the Circuit Public Defender the amount provided in the attachments for the additional personnel listed in the attachments. The amount to be paid includes a 5% administrative services fee. The 5% administrative services fee covers all of the expenses relating to the "county-funded state employees" that would normally be paid by the State on behalf of "state-funded state employees" such as travel reimbursements for travel to the training seminars provided by GPDC. This administrative services fee is determined by the total amount for the budgeted positions. Any unused portion of the administrative services fee for that fiscal year will be refunded to the Counties. The additional personnel employed by the Office of the Circuit Public Defender pursuant to this Section are full-time state paid employees of the Office of the Circuit Public Defender in the unclassified service of the State Merit System of Personnel Administration with all benefits of such appointed state employees as provided by law. The additional personnel employed by the Office of the Circuit Public Defender pursuant to this Section serve at the pleasure of the Circuit Public Defender of the Southwestern Judicial Circuit. The parties agree that the employment of additional personnel by the Office of the Circuit Public Defender pursuant to this section may be terminated by the Office of the Circuit Public Defender if the County does not pay for the costs of these personnel in advance in accordance with this contract. Any changes to the attachments shall be made in accordance with Section 4.05.

Section 2.02 State Bar dues:

The Counties agree to pay the State Bar dues of all of the attorneys who work for the OCPD. In addition to allowing all of the lawyers to legally practice law, this will allow the courts to determine that every attorney who works for the OCPD is paid at least in part by the Counties so the courts can order any and all attorney's fees to be paid to the Counties pursuant to O.C.G.A. § 17-12-51(a).

Section 2.03 Payment terms:

Sumter County agrees to pay the Office of the Circuit Public Defender all of the additional personnel costs stated in the attachments in monthly installments. Installments are due by the 15th day of the preceding month to GPDC. Installments will be paid directly to GPDC with the first installment paid by the 15th of the month before the effective date of this contract. The Office of the Circuit Public Defender agrees to use these funds for the purpose of paying the salary, benefits, and administrative costs of the additional personnel listed in the attachments. At or near the end



of every quarter<sup>1</sup>, Sumter County will send invoices to the other five counties for their pro rata share of the additional personnel costs for the quarter that is ending. No funds provided to the Office of the Circuit Public Defender pursuant to this agreement may be utilized for bonuses or rewards for meritorious service to the Circuit Public Defender, the Circuit Public Defender's employees, or contractors, or otherwise utilized in a manner prohibited by Article III, Section VI, Paragraph VI of the Constitution of the State of Georgia prohibiting gratuities.

#### Section 2.04

The Office of the Circuit Public Defender agrees to authorize and direct GPDC to refund to the Counties (through Sumter County) any funds that have been on deposit with GPDC at the end of the State's fiscal year and that were paid to GPDC for positions that are not filled or were not spent for whatever reason and are not expected to be spent for expenses incurred during the term of this agreement. Any such refund due the Counties shall be issued at the end of the State's fiscal year.

ARTICLE 3--PROVISION BY THE COUNTIES OF THEIR PRO RATA SHARE OF THE COSTS OF APPROPRIATE OFFICES, UTILITIES, TELEPHONE EXPENSES, MATERIALS, AND SUPPLIES AS MAY BE NECESSARY TO EQUIP, MAINTAIN, AND FURNISH THE OFFICE OF THE CIRCUIT PUBLIC DEFENDER.

#### Section 3.01 Office expenses:

The Counties agree to pay their pro rata share of the budget provided in the attachments, which is the budget for appropriate utilities, telephone expenses, materials, supplies, and other expenses necessary to equip, maintain, and furnish the Office of the Circuit Public Defender.

#### Section 3.02 Travel and expense reimbursement:

The Counties agree to provide travel advances and to reimburse expenses which may be incurred in the performance of the employee's official duties under this contract by an employee of the Office of the Circuit Public Defender to the extent the expenses are not reimbursed by the State.

#### Section 3.03 Payment terms:

Sumter County will administer and advance the operating expenditures to the extent the expenses are authorized by the Circuit Public Defender of the Southwestern Judicial Circuit and are within the budget as set out in the attachments. Lee County, Macon County, Schley County, Stewart County, and Webster County agree to pay their pro rata share of the operating expenditures listed in the attachments to Sumter County. These funds will be paid quarterly to Sumter County and will be based on actual expenditures for the previous quarter based on an invoice sent by Sumter

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<sup>1</sup> As used in this contract, quarters will start on the first days of January, April, July, and October and will end the day before the next quarter starts.

County. Sumter County shall not be responsible for determining whether any expenditures or requests for payment submitted by the Office of the Circuit Public Defender are a legitimate government expense or authorized by law. The Office of the Circuit Public Defender will cooperate with any of the Counties to provide any documentation of any expenditure on request if such documentation is reasonably available to the Office of the Circuit Public Defender.

#### Section 3.04

Reports, Accounting, and Audits: Sumter County will comply with reasonable requests by the Office of the Circuit Public Defender to provide the Office of the Circuit Public Defender with reports and other information concerning operating expenses required by any State auditor or by GPDC or requested by the Office of the Circuit Public Defender.

Within 15 days of receipt, the Office of the Circuit Public Defender will comply with reasonable requests by any of the Counties to provide reports and other information concerning operating or personnel expenses including a complete copy of any audits of its financial statements, expenditures, or funds, including, but not limited to, any work papers, spreadsheets, line item details, or other documents reviewed by the auditor. The duty to provide a copy of such audits expressly includes any audits conducted by the State of Georgia or a private auditor, regardless of the source of the funds audited.

In addition, any County may request an annual audit of the funds provided to the Office of the Circuit Public Defender pursuant to this contract. Upon receipt of any such request, the Office of the Circuit Public Defender shall take reasonable steps in a timely manner to engage an independent auditor at the expense of the County that requested the audit. No later than 60 days after receipt of the County's request, the Office of the Circuit Public Defender shall provide the Counties a copy of the auditor's reports, findings, and recommendations, and, upon request, a copy of all work papers, spreadsheets, line item details, and other documents or information reviewed by the auditor.

Within 30 days of the close of the term of this contract, Sumter County shall provide the Office of the Circuit Public Defender an accounting, including line item details, of the manner in which the funds allocated pursuant to this contract were applied or spent. Within 15 days of receipt, the Office of the Circuit Public Defender shall thereafter provide a complete copy of the accounting to all other Counties.

Within 30 days of the close of the term of this contract, the Office of the Circuit Public Defender shall provide the Counties an accounting of the number of indigent clients served in the unincorporated area of each county compared to each of the municipalities in each such county.

#### ARTICLE 4--MISCELLANEOUS



Section 4.01 Term:

The term of this contract is for one year beginning on July 1, 2024 and ending on June 30, 2025.

Section 4.02 Severability:

Any section, subsection, paragraph, term, condition, provision or other part (hereinafter collectively referred to as "part") of this contract that is judged, held, found, or declared to be voidable, void, invalid, illegal or otherwise not fully enforceable shall not affect any other part of this contract, and the remainder of this contract shall continue to be of full force and effect. Any agreement of the parties to amend, modify, eliminate, or otherwise change any part of this contract shall not affect any other part of this contract, and the remainder of this contract shall continue to be of full force and effect.

Section 4.03 Cooperation, dispute resolution, and jurisdiction:

- (1) The Office of the Circuit Public Defender and the Counties collectively and individually acknowledge that this contract may need to be revised periodically to address new or unforeseen matters;
- (2) Each party to this contract agrees to cooperate with the other party to effectuate and carry out the intent of this contract;
- (3) This contract, and the rights and obligations of the parties, shall be governed by, and subject to and interpreted in accordance with the laws of the State of Georgia. The parties acknowledge and agree that by law, the exclusive jurisdiction for contract actions against the state, departments and agencies of the state, and state authorities is the Superior Court of Fulton County, Georgia. The Parties further acknowledge that the Fulton Superior Court has a Court sponsored Arbitration and Mediation Program in which the Parties agree to fully participate.

Section 4.04 Notice:

A notice to a party to this contract shall be made in writing and shall be delivered by first class mail or personally to the person and at the address indicated below:

Lee County: Christi Dockery, County Manager  
Lee County Board of Commissioners  
110 Starksville Avenue North  
Leesburg, Georgia 31763

Macon County: Roselyn Starling, County Manager  
Macon County Board of Commissioners  
Post Office Box 297  
Oglethorpe, Georgia 31068

Schley County: Douglas Jamieson, County Manager

Contract term 7/1/2024 to 6/30/2025

Schley County Board of Commissioners  
Post Office Box 352  
Ellaville, Georgia 31806

Stewart County: Joseph B. Williams, Chairman  
Stewart County Board of Commissioners  
Post Office Box 157  
Lumpkin, Georgia 31815

Sumter County: Doug Eaves, County Administrator  
Sumter County Board of Commissioners  
Post Office Box 295  
Americus, Georgia 31709

Webster County: Darrell Holbrook, Chairman  
Webster County Board of Commissioners  
Post Office Box 29  
Preston, Georgia 31824

Office of the Circuit Public Defender: David T. Winheim, Circuit Public Defender  
Southwestern Judicial Circuit  
510 West Lamar Street, 2nd Floor  
Americus, Georgia 31709

Georgia Public Defender Council: Omotayo Alli, Executive Director  
Georgia Public Defender Standards Council  
270 Washington Street, Suite 6079  
Atlanta, GA 30334

Section 4.05 Contract modification:

This contract, including the attachments hereto, constitutes the entire agreement between the parties with respect to the subject matter of this contract and may be altered or amended only by a subsequent written agreement of equal dignity. Provided, however, that the Circuit Public Defender may revise individual line items of the budget as follows: individual line items may be adjusted by the Circuit Public Defender via instructions to Sumter County, the fiscal agent, and/or to GPDC, without notice, so long as said budget revisions do not increase the budgeted amount set out in this contract. This contract supersedes all prior agreements, negotiations, and communications of whatever type, whether written or oral, between the parties hereto with respect to the subject matter of this contract.

Section 4.06 Termination:



- (1) Due to non-availability of funds: in the event that any of the sources of reimbursement for services under this contract (appropriations from the General Assembly of the State of Georgia, or appropriations from a county governing authority) are reduced during the term of this contract, the Office of the Circuit Public Defender may terminate the contract. The certification by the Director of GPDC of the occurrence of reduction in State funds is conclusive. The certification by the person designated in Section 4.04 for the receipt of notice for each of the Counties of the occurrence of the reduction in county funds is conclusive. The Counties agree to promptly notify the Office of the Circuit Public Defender in writing of the non-existence or insufficiency of funds and the date of termination. The Office of the Circuit Public Defender may then immediately cease providing the services required hereunder except for any necessary winding down and transition services required under Section 4.07. In lieu of terminating this contract, the Counties and the Office of the Circuit Public Defender may make financial and other adjustments to this contract by amending it pursuant to Section 4.05.
- (2) For cause: this contract may be terminated for cause, in whole or in part, at any time by any party for failure by the other party to substantially perform any of its duties under this contract. "Cause" means a breach or default of any material obligation hereunder which default is incapable of cure, or which, being capable of cure, has not been cured within 30 days after receipt of notice of such default (or such additional cure period as the non-defaulting party may authorize). Should a party exercise its right to terminate this contract under this subsection, the termination shall be accomplished in writing and specify the reason and the termination date. In the event of termination under this subsection the Office of the Circuit Public Defender shall submit a final contract expenditure report containing all charges incurred through and including the termination date to the Counties no later than 30 days after the effective date of written notice of termination and the Counties shall pay the amount due within 15 days of the receipt of the final contract expenditure report. Upon termination of this contract, the Office of the Circuit Public Defender shall not incur any new obligations after the effective date of the termination, except as required under Section 4.07. The above remedies contained in this subsection are in addition to any other remedies provided by law or the terms of this contract.
- (3) For Convenience: this contract may be cancelled or terminated by any of the parties without cause; however, the party seeking to terminate or cancel this contract shall give written notice of its intention to do so to the other parties at least 60 days prior to the effective date of cancellation or termination.
- (4) Post-termination obligations: after termination of this contract pursuant to this Section, the Office of the Circuit Public Defender and the Counties agree to comply with the provisions of Section 4.07.

Section 4.07 Cooperation in transition of services.

- (1) During or at the end of the contract: the Office of the Circuit Public Defender agrees upon termination or expiration of this contract, in whole or in part, for any reason to cooperate

as requested by the Counties to effectuate the smooth and reasonable transition of services for existing clients. This includes but is not limited to the continuation of representation by the Office of the Circuit Public Defender where appropriate or required by law, court rule, or the State Bar of Georgia ethical standards or the facilitation of the timely transfer to the Counties of the client records. The Counties shall compensate the Office of the Circuit Public Defender for all post-termination or post-expiration services under this subsection. The Office of the Circuit Public Defender shall submit a monthly expenditure report containing all charges incurred during the preceding month on or before the 5th day of each month. The Counties shall pay the amount due within 15 days of the receipt of the monthly expenditure report. This subsection survives the termination or expiration of the contract.

- (2) Statutory responsibility continuation: the Office of the Circuit Public Defender and the Counties acknowledge that both have responsibilities for indigent defense costs under the Georgia Indigent Defense Act of 2003, as amended, and that the termination or expiration of this contract does not relieve either party of their responsibility under the law.

Section 4.08 Advance of funds:

The parties agree that advances of funds cannot remain outstanding following contract expiration or termination and will be reclaimed. The parties agree that upon termination of this contract all unexpended and unobligated county funds held by the parties revert to the Counties and shall be distributed based on their pro-rata contributions outlined in the attachments hereto. The parties agree to reconcile expenditures against advances of funds within 30 days of termination of this contract.

Section 4.09 Attachments incorporated:

The attachments are incorporated into this contract by reference as if fully set forth herein.

Section 4.10 Time:

Time is of the essence.



Contract term 7/1/2024 to 6/30/2025

IN WITNESS WHEREOF, the parties have each here unto affixed their signatures the day and year set out below.

Lee County

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Date

Macon County

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Date

Schley County

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Date

Stewart County

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Date

Sumter County

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Date

Contract term 7/1/2024 to 6/30/2025

Webster County

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Office of the Circuit Public Defender

by:

  
Signature

Circuit Public Defender  
Title

Georgia Public Defender Standards Council

by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Date

June 13, 2024



zzz done --OCPD Proposed FY2025 budget attachments

Attachment--Operating Expenses

Account number	Account name	Budgeted amount
100-2800-00-522310-000	rent	\$ 36,525.00
	other operating expenses	\$ 43,544.97
	Total	\$ 80,069.97

OCPD July 2024 to June 2025

zzz done --OCPD Proposed FY2025 budget attachments

Attachment--Personnel Expenses												
Personnel budget--state funded	* ID	12M Salary	12M salary	Health=Sx29.454%	FICA=Sx7.65%	Pension=Sx34.47%	Unemployment	6M Totals				
	Total	6	\$ 582,157.55	\$ 582,157.55	\$ 171,468.68	\$ 44,535.05	\$ 200,569.71	\$ 217.00	\$ -	\$ 999,047.99		

Personnel budget--locally funded by all 6 counties	12M Salary	12M salary	Health=Sx29.454%	FICA=Sx7.65%	Pension=Sx34.47%	Unemployment	Admin. fee**	6M Totals				
	Total	6	\$ 368,692.61	\$ 368,692.61	\$ 108,594.72	\$ 28,204.98	\$ 127,088.34	\$ 186.00	\$ 31,638.33	\$ 664,404.99		

\*\*the administrative services fee is 5% for county-funded state employees to cover human resources, some training, some travel, and other expenses incurred by GPOC as an employer



zzz done --OCPD Proposed FY2025 budget attachments

worksheet based on current staffing and salaries only

Personnel budget--state funded	* ID	12M Salary	12M salary	Health=Sx29.454%	FICA=Sx7.65%	Pension=Sx34.47%	Unemployment	12M Totals
Circuit Public Defender	33 1	\$ 135,473.04	\$ 135,473.04	\$ 39,902.23	\$ 10,363.69	\$ 46,697.56	\$ 31.00	\$ 232,467.51
Assistant Circuit Public Defender	97 1	\$ 91,004.88	\$ 91,004.88	\$ 26,804.58	\$ 6,961.87	\$ 31,369.38	\$ 31.00	\$ 156,171.71
Assistant Circuit Public Defender	59 1	\$ 110,996.64	\$ 110,996.64	\$ 32,692.95	\$ 8,491.24	\$ 38,260.54	\$ 31.00	\$ 190,472.38
Assistant Circuit Public Defender	65 1	\$ 81,910.12	\$ 81,910.12	\$ 24,125.81	\$ 6,266.12	\$ 28,234.42	\$ 31.00	\$ 140,567.47
Investigator/Paralegal	22 1	\$ 48,792.87	\$ 48,792.87	\$ 14,371.45	\$ 3,732.65	\$ 16,818.90	\$ 31.00	\$ 83,746.88
Investigator/Paralegal	53 1	\$ 56,990.00	\$ 56,990.00	\$ 16,785.83	\$ 4,359.74	\$ 19,644.45	\$ 31.00	\$ 97,811.02
Hub	58 1	\$ 56,990.00	\$ 56,990.00	\$ 16,785.83	\$ 4,359.74	\$ 19,644.45	\$ 31.00	\$ 97,811.02
Total 6		\$ 582,157.55	\$ 582,157.55	\$ 171,468.68	\$ 44,535.05	\$ 200,669.71	\$ 217.00	\$ 999,047.99

Personnel budget--locally funded by all 6 counties		12M Salary	12M salary	Health=Sx29.454%	FICA=Sx7.65%	Pension=Sx34.47%	Unemployment	Admin. fee**	12M Totals
Assistant Circuit Public Defender	79 1	\$ 76,063.43	\$ 76,063.43	\$ 22,403.72	\$ 5,818.85	\$ 26,219.06	\$ 31.00	\$ 6,526.80	\$ 137,062.87
Assistant Circuit Public Defender	41 1	\$ 80,345.00	\$ 80,345.00	\$ 23,664.82	\$ 6,146.39	\$ 27,694.92	\$ 31.00	\$ 6,894.11	\$ 144,776.24
Assistant Circuit Public Defender	23 1	\$ 81,350.79	\$ 81,350.79	\$ 23,961.06	\$ 6,223.34	\$ 28,041.62	\$ 31.00	\$ 6,980.39	\$ 146,588.19
Administrative Assistant	16 1	\$ 39,804.45	\$ 39,804.45	\$ 11,724.00	\$ 3,045.04	\$ 13,720.59	\$ 31.00	\$ 3,416.25	\$ 71,741.34
Investigator/Paralegal	64 1	\$ 48,966.87	\$ 48,966.87	\$ 14,422.70	\$ 3,745.97	\$ 16,878.88	\$ 31.00	\$ 4,202.27	\$ 88,247.69
Office Manager/Investigator/Paralegal	72 1	\$ 42,162.07	\$ 42,162.07	\$ 12,418.42	\$ 3,225.40	\$ 14,533.27	\$ 31.00	\$ 3,618.51	\$ 75,988.66
Total 6		\$ 368,692.61	\$ 368,692.61	\$ 108,594.72	\$ 28,204.98	\$ 127,088.34	\$ 186.00	\$ 31,638.33	\$ 664,404.99

\*Because of privacy concerns, the names of individual employees have been replaced by random numbers; a key will be provided to any county commissioner or staff member or anyone who complies with Article 4 of Chapter 18 of Title 50 of the Official Code of Georgia

\*\*the administrative services fee is 5% for county-funded state employees to cover human resources, some training, some travel, and other expenses incurred by GPDC as an employer

zzz done --OCPD Proposed FY2025 budget attachments

Attachment--Totals for 12 months covered by the contract

	GPDC budget	county budget
Personnel		
Personnel	\$ 999,047.99	\$ 664,404.99
Operating		\$ 80,069.97
Total		\$ 744,474.96

	Caseload	Percentage	County Share
County share of personnel based on caseload			
Lee	570	0.28358209	\$ 188,413.36
Macon	312	0.155223881	\$ 103,131.52
Schley	72	0.035820896	\$ 23,799.58
Stewart	82	0.04079602	\$ 27,105.08
Sumter	950	0.472636816	\$ 314,022.26
Webster	24	0.011940299	\$ 7,933.19
Totals	2010	1	\$ 664,404.99

	Population	Percentage	County Share
County share of operating based on population			
Lee	33183	0.38087745	\$ 30,496.85
Macon	12082	0.13876192	\$ 11,110.66
Schley	4547	0.05222235	\$ 4,181.44
Stewart	5314	0.06103135	\$ 4,886.78
Sumter	29616	0.34014012	\$ 27,235.01
Webster	2348	0.02696681	\$ 2,159.23
Totals	87070	1	\$ 80,069.97

	Personnel	Operating	County Share of both
County share of both personnel and operating			
Lee	\$ 188,413.36	\$ 30,496.85	\$ 218,910.20
Macon	\$ 103,131.52	\$ 11,110.66	\$ 114,242.18
Schley	\$ 23,799.58	\$ 4,181.44	\$ 27,981.02
Stewart	\$ 27,105.08	\$ 4,886.78	\$ 31,991.86
Sumter	\$ 314,022.26	\$ 27,235.01	\$ 341,257.27
Webster	\$ 7,933.19	\$ 2,159.23	\$ 10,092.43
Totals	\$ 664,404.99	\$ 80,069.97	\$ 744,474.96



**RESOLUTION  
ADOPTING FY 2024-2025 BUDGET**

**WHEREAS**, the county's fiscal year begins July 1, 2024 and ends June 30, 2025;  
and

**WHEREAS**, state law requires that each county operate under a balanced budget adopted by ordinance or resolution; and

**WHEREAS**, the annual budget can be amended during the fiscal year to adapt to changing governmental needs; and

**WHEREAS**, the County Manager and Finance Director compiled a proposed budget stating the anticipated revenues by source and expenditures by department for the proposed fiscal year, the current fiscal year, as well as the previous fiscal year; and

**WHEREAS**, the County Manager distributed proposed budgets to the Board of Commissioners and Department Heads first on April 9, 2024 and displayed a copy of the proposed budget in the County Clerk's Office for public review, and provided the Lee County Ledger, Albany Herald, Fox 31 TV, SouthGA TV (WSWG) and WALB TV with a copy of the proposed budget upon request; and

**WHEREAS**, the County Clerk notified the public, through a newspaper advertisement and County Website that the proposed budget is available for review online on the County Website, in the County Clerk's Office, and at the Lee County Library Leesburg Branch, 245 Walnut Avenue South, Leesburg, GA, Lee County Library Redbone Branch, 104 Thundering Springs Road, Leesburg, GA, Lee County Library Smithville Branch, 116 Main Street, Smithville, GA, and the Lee County Library Oakland Branch located at 445 Oakland Parkway West, Leesburg, GA during normal operating hours and the time and date of the public hearing; and

**WHEREAS**, the Board of Commissioners conducted a public hearing on June 11, 2024 to discuss the proposed budget; and

**WHEREAS**, the County Clerk notified the public, through a newspaper advertisement and County Website that the proposed budget is available for review online on the County Website, in the County Clerk's Office, the Lee County Library Leesburg Branch located at 245 Walnut Avenue South, Leesburg, GA, Lee County Library Redbone Branch, 104 Thundering Springs Road, Leesburg, GA, Lee County Library Smithville Branch, 116 Main Street, Smithville, GA, and the Lee County Library Oakland Branch located at 445 Oakland Parkway West, Leesburg, GA during normal operating hours; and

WHEREAS, the County Clerk notified the public, through a newspaper advertisement and County Website, of the adoption of the budget;

WHEREAS, the Board of Commissioners adopts the budget on June 25, 2024, whereby the General Fund Revenues and Other Financing Sources total \$32,972,387, General Fund Expenditures and Interfund Transfers total \$32,972,387, the Enterprise Funds' revenues and expenditures total \$5,582,896, and the Special Revenue Funds' revenues and expenditures total \$12,585,299 for a total annual budget, adjusted for Interfund transfers, of \$51,140,582.

THEREFORE, BE IT RESOLVED, that the Lee County Board of Commissioners hereby adopts the FY 2024-2025 budget, as provided herein.

So resolved this 25th day of June, 2024.

#### LEE COUNTY BOARD OF COMMISSIONERS

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Luke Singletary, Chairman

Attest: \_\_\_\_\_  
Christi Dockery, County Manager





## MEMORANDUM LEE COUNTY BOARD OF COMMISSIONERS

**TO:** Honorable Board of County Commissioners

**SUBJECT:** University of Georgia Cooperative Extension Service Contract

**METING DATE:** Tuesday, June 25, 2024

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### **MOTION/RECOMMENDATION**

Staff recommends renewing the contract between the Lee County Board of Commissioners and the Georgia Board of Regents of the University of Georgia on behalf of the University of Georgia Cooperative Extension Service.

### **BACKGROUND**

In January of 2024, Lee County changed from a direct pay form of billing to contact pay. This allows the University of Georgia to bill Lee County annually for the County Extension program, where they once were paid through County payroll as a supplement.

Attached is the renewal of the contract for the term of July 1, 2024 to June 30, 2025. There is an increase of \$2,906.00 in the contract from the prior year. This increase is included in the proposed County budget.

### **ATTACHMENTS**

UGA Cooperative Extension Service Contract

Date: July 1, 2024

To: Southwest District Extension, District Extension Director  
UGA Tifton Campus  
15 RDC Road  
Tifton, GA 31793

Subject: Lee County Contract Renewal

Lee County BOC wishes to continue the contract agreement between Lee County BOC and the Georgia Board of Regents of the University of Georgia on behalf of The University of Georgia Cooperative Extension Service.

The contract is for Salaries, taxes, and retirement and the attached budget period of July 1, 2024 to June 30, 2025.

The county requests Quarterly invoices and a final invoice to be sent within 60 days of the contract end date.

---

County Extension Coordinator

Date

---

County Representative

Date

*Andrea L. Scanlon*

6-17-2024

---

District Extension Director

Date

---

Associate Dean for Extension, CES, UGA

Date



# LEE COUNTY - 088

## Board of Commission

July 1, 2024 - June 30, 2025

Salary	Employee Name / Position	July 1 - Dec 31	Jan 1 - June 30	Totals
	Doug Collins-ANR Agent/CEC	\$ 9,000	\$ 9,000	\$ 18,000
	Lelia Baxter-4H Agent	\$ 10,000	\$ 10,000	\$ 20,000
	Sydney Chapman-4H Educator	\$ 8,000	\$ 8,000	\$ 16,000
	Kari McColman-Admin Asst	\$ 5,888	\$ 5,888	\$ 11,776
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ 65,776
<b>Total</b>				

<b>FICA (OASDI) 6.2%</b>				
	Doug Collins-ANR Agent/CEC	\$ 558	\$ 558	\$ 1,116
	Lelia Baxter-4H Agent	\$ 620	\$ 620	\$ 1,240
	Sydney Chapman-4H Educator	\$ 496	\$ 496	\$ 992
	Kari McColman-Admin Asst	\$ 365	\$ 365	\$ 730
				\$ -
				\$ -
				\$ -
				\$ -
				\$ 4,078
<b>Total</b>				

<b>FICA (HI) 1.45%</b>				
	Doug Collins-ANR Agent/CEC	\$ 131	\$ 131	\$ 261
	Lelia Baxter-4H Agent	\$ 145	\$ 145	\$ 290
	Sydney Chapman-4H Educator	\$ 116	\$ 116	\$ 232
	Kari McColman-Admin Asst	\$ 85	\$ 85	\$ 171
				\$ -
				\$ -
				\$ -
				\$ -
				\$ 954
<b>Total</b>				

TRS (20.78%) ORP (9.24%)							
Doug Collins-ANR Agent/CEC	TRS	\$	1,870	\$	1,870	\$	3,740
Lelia Baxter-4H Agent	TRS	\$	2,078	\$	2,078	\$	4,156
Sydney Chapman-4H Educator	TRS	\$	1,662	\$	1,662	\$	3,325
Kari McColman-Admin Asst	TRS	\$	1,224	\$	1,224	\$	2,447
						\$	-
						\$	-
						\$	-
						\$	-
Total						\$	13,668

<b>Other:</b>				
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total</b>				

<b>Total Contract Budget</b>	<b>\$ 84,476</b>
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Lee County Board of Commission 102 Starkville Avenue North	Christi Dockery
Address	Contact Name
Leesburg, GA 31763	229-759-6000
City-State-Zip	Phone
	<a href="mailto:cdockery@lee.ga.us">cdockery@lee.ga.us</a>
County Representative Signature	Email Address



## SPLOST VIII Advance Funding Analysis Lee County, Georgia



STIFEL | Public Finance

STIFEL | Public Finance

- ▶ **01** Current Market Dynamics and General Obligation Sales Tax Bonds
- 02** Sample Advance Funding Analysis and Net Cost of Debt
- 03** Full Cash Flow

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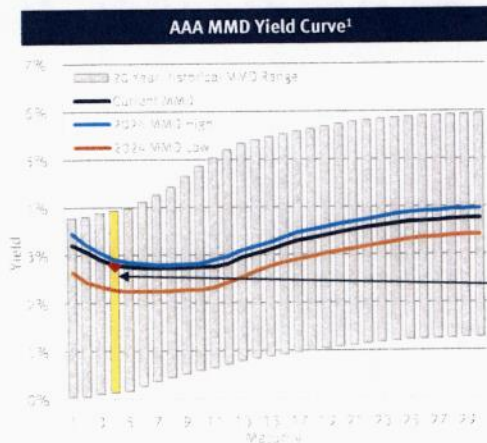
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## Current Market Dynamics and General Obligation Sales Tax Bonds

### Current Market Dynamics and General Obligation Sales Tax Bonds

STIFEL Public Finance

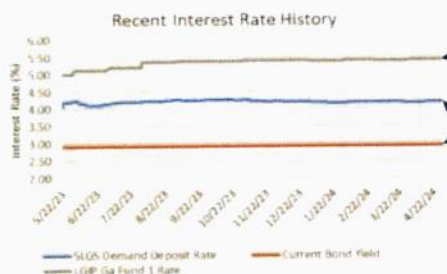


- The County's authorized and validated general obligation bonds have scheduled principal payments from September 1, 2026 to September 1, 2031.

9/1/2026	\$1,030,000
9/1/2027	1,080,000
9/1/2028	1,135,000
9/1/2029	1,190,000
9/1/2030	1,250,000
9/1/2031	1,315,000
	<u>\$7,000,000</u>

- The average life of this debt would be 4.6 years if issued on September 1, 2024. Based on current interest rates, the County's bond yield would be **2.91%**.

- Given the current yield curve inversion (i.e. short-term rates are higher than long-term rates), the County has an opportunity to earn a higher rate of interest on its cash and bond proceeds than it would pay on its bonds (**2.91%**).

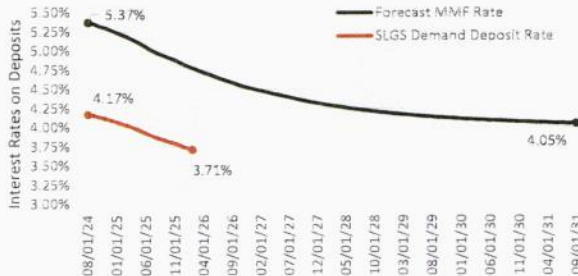


- Georgia Fund 1 (a money market fund run by the Office of the State Treasurer) is currently paying **5.38%** for local government deposits. Deposits are eligible for next day withdrawal depending on timing of the request for funds.

- SLGS Demand Deposits are state and local government securities issued by and fully guaranteed by the US Treasury Department. They are issued for use by local governments and are exempt from arbitrage restrictions imposed on tax-exempt bond proceeds. SLGS currently pay **4.17%** and the rate is reset every day. Funds are available for withdrawal on a next day basis.

## Current Market Dynamics and General Obligation Sales Tax Bonds

- The Fed Continues to Recommend Patience amid Uncertain Inflationary Pressures. Opting to keep rates on hold for the sixth consecutive meeting earlier this month, Federal Reserve Chairman Jerome Powell reiterated a message of continued patience for policy easing – eventually – as the Committee awaits further evidence inflation is on a sustained downward trajectory towards 2%.
- However, given the economy and, more specifically, inflation have failed to evolve as expected, “eventually” may prove to be a 2025 occurrence.
- In other words, if inflation remains at current levels or even pushes slightly higher, which remains our base case forecast, the Fed may have little, if any, wiggle room to provide relief, potentially keeping rates at today’s relatively elevated level though the entirety of the current year, or at least as long as it takes for inflation to begin to again recede.



### Bloomberg Consensus Yield Curve Projections (%)

#### Market Consensus Yield Curve Projections (%)

	Current	Q2 2024	Q3 2024	Q4 2024	Q1 2025
Fed Funds	5.50	5.50	5.25	4.95	4.60
2-Yr UST	4.83	4.68	4.36	4.06	3.87
10-Yr UST	4.42	4.37	4.20	4.04	3.98
30-Yr UST	4.56	4.55	4.40	4.27	4.21

- Based on interest rate forecasts, for purposes of this analysis we adjust the earnings rate on the County’s Bond construction Fund and bond Payment Fund to follow a declining trend from current levels.

## Current Market Dynamics and General Obligation Sales Tax Bonds

- Assuming a 12 month construction schedule of level construction draws, to avoid cash flow shortages in the SPLOST fund, the County would need to wait until Q3 2026 to start a \$7,000,000 project.
- Based on the US Army Corp of Engineers construction cost index delaying construction until Q3 2026 will add 8.90% to the total cost of construction (\$623,012 on \$7,000,000 of projects).
- This analysis does not take into account the inflation cost on the delay of other projects caused by the need to build a SPLOST fund balance to sufficiently cover the initial \$7,000,000 of projects. Relying on a pay as you go approach will likely significantly increase the total cost on the County’s basket of projects it intends to complete with SPLOST VIII.

Date of Index Factors: 31-Mar-24

**CWCCIS ESCALATION CALCULATION**

Enter Code below

19 BUILDINGS, GROUNDS & UTILITIES 23 th row

Pick FY Quarter -- Check Dates	FY Quarter	Dates	Index
Estimate Pricing Level Date:	2023Q4		1,158.56 /
Middle Point of Construction Date:	2027Q1		1,261.69 =

Escalation Percentage: -> 108.9016%

Construction Start Date Estimate			
Receipt Date	Receipt	Construction Draw	SPLOST Balance
10/31/25	\$ 372,684.92	\$ -	\$ 372,684.92
11/30/25	372,684.92	-	745,369.84
12/31/25	372,684.92	-	1,118,054.76
01/31/26	372,684.92	-	1,490,739.68
02/28/26	372,684.92	-	1,863,424.60
03/31/26	372,684.92	-	2,236,109.52
04/30/26	372,684.92	-	2,608,794.44
05/31/26	372,684.92	-	2,981,479.36
06/30/26	372,684.92	-	3,354,164.28
07/31/26	372,684.92	635,251.00	3,091,598.20
08/31/26	372,684.92	635,251.00	2,829,032.12
09/30/26	372,684.92	635,251.00	2,566,466.04
10/31/26	372,684.92	635,251.00	2,303,899.96
11/30/26	372,684.92	635,251.00	2,041,333.88
12/31/26	372,684.92	635,251.00	1,778,767.80
01/31/27	372,684.92	635,251.00	1,516,201.72
02/28/27	372,684.92	635,251.00	1,253,635.64
03/31/27	372,684.92	635,251.00	991,069.56
04/30/27	372,684.92	635,251.00	728,503.48
05/31/27	372,684.92	635,251.00	465,937.40
06/30/27	372,684.92	635,251.00	203,371.32
07/31/27	372,684.92	-	576,056.24
	\$ 8,199,068.24	\$ 7,623,012.00	



## Sample Advance Funding Analysis and Net Cost of Debt

### Sample Advance Funding Analysis and Net Cost of Debt

STIFEL Public Finance

Net Debt Cost Analysis	
Net Interest Payable on Debt from SPLOST Receipts	732,391.78
Current Project(s) Costs	7,000,000.00
<b>SPLOST Proceeds Used on Project(s) and Debt</b>	<b>\$ 7,732,391.78 A</b>

VS.

Inflation Cost Analysis	
Cost of Inflation on Project(s)	\$ 623,112.00
Project(s) Cost on 9/1/2024	7,000,000.00
<b>SPLOST Proceeds Used on Project(s)</b>	<b>\$ 7,623,112.00 B</b>

Advance Funding Cost over 7 Years Net of Inflation \$ 109,279.78 A-B  
Net Annualized Financing Cost (%) 0.32%

Net Interest Calculation	
Interest Payable on Bonds from SPLOST Receipts	\$ 1,218,460.57
LESS: Interest Earnings on Bonds Proceeds	304,006.90
LESS: Interest Earnings on Bond Payment Account	182,061.89
<b>Net Interest Payable from SPLOST</b>	<b>\$ 732,391.78</b>

Date	Amount	Inflation Factor	Estimated Inflation Cost
Current	\$ 7,000,000		\$ -
Q2 '26	7,623,112	8.90%	623,112

Date	Principal and Interest on Bond	Draw from Bond Proceeds	Interest Income Draw for Debt Service	Net Debt Service	Inflation Factor	Bond Expense Net of Inflation	Present Value to 09/01/2024 @ 0.3164%
09/01/24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
03/01/25	175,000	175,000	-	-	207,704	(207,704)	(207,376)
09/01/25	175,000	175,000	-	-	207,704	(207,704)	(207,048)
03/01/26	175,000	56,289	118,711	-	207,704	(207,704)	(206,721)
09/01/26	1,205,000	-	208,542	995,458	-	995,458	989,183
03/01/27	149,250	-	25,675	123,575	-	123,575	122,602
09/01/27	1,229,250	-	6,024	1,223,226	-	1,223,226	1,211,678
03/01/28	122,250	-	19,936	102,314	-	102,314	101,188
09/01/28	1,257,250	-	5,930	1,251,320	-	1,251,320	1,235,594
03/01/29	93,875	-	22,199	71,676	-	71,676	70,663
09/01/29	1,283,875	-	3,641	1,280,234	-	1,280,234	1,260,154
03/01/30	64,125	-	24,122	40,003	-	40,003	39,313
09/01/30	1,314,125	-	6,108	1,308,017	-	1,308,017	1,283,437
03/01/31	32,875	-	19,650	13,225	-	13,225	12,956
09/01/31	1,347,875	-	24,531	1,323,344	-	1,323,344	1,294,377
	<b>\$ 8,624,750</b>	<b>\$ 406,289</b>	<b>\$ 486,069</b>	<b>\$ 7,732,392</b>	<b>\$ 623,112</b>	<b>\$ 7,109,280</b>	<b>\$ 7,000,000</b>

Valuation date	9/1/2024
Deposit to Construction Account	\$ 7,000,000
Target for yield calculation	\$ 7,000,000
Yield	0.32%

## Full Cash Flow

### Full Cash Flow

STIFEL Public Finance

Date	Deposit to Project Fund	Interest Income on Project Fund	Construction Draws	Deposit to Bond Pmnt Fund	Project Fund Balance	Estimated Collections	Deposit to Bond Pmnt Fund	Debt Service (@ 2.91%)	Balance of Bond Pmnt Fund	Investment Income on Bond Pmnt Fund	Interest Rate on Bond Pmnt Act	Interest Rate on Const. Acct.
08/31/24	\$ 7,000,000	\$ -	\$ -		\$ 7,000,000	-	\$ 406,289		\$ 406,289		5.37%	4.17%
09/30/24		24,325			7,024,325	-			408,107	1,818	5.35%	4.16%
10/31/24		24,328			7,048,653	-			409,927	1,820	5.32%	4.13%
11/30/24		24,276			7,072,930	-			411,745	1,818	5.30%	4.11%
12/31/24		24,254			7,097,184	-			413,563	1,818	5.27%	4.09%
01/31/25		24,204			7,121,387	-			415,379	1,816	5.23%	4.07%
02/28/25		24,124			7,145,512	-		175,000	242,191	1,812	5.20%	4.04%
03/31/25		24,063	583,333		6,586,241	-			243,241	1,050	5.17%	4.02%
04/30/25		22,038	583,333		6,024,946	-			244,289	1,048	5.13%	3.99%
05/31/25		20,021	583,333		5,461,633	-			245,335	1,045	5.09%	3.96%
06/30/25		18,007	583,333		4,896,307	-			246,376	1,041	5.05%	3.92%
07/31/25		15,992	583,333		4,328,965	-			247,412	1,036	5.00%	3.88%
08/31/25		14,014	583,333		3,759,646	-	-	175,000	73,443	1,031	4.97%	3.86%
09/30/25		12,088	583,333		3,188,400	-	-	-	73,747	304	4.94%	3.83%
10/31/25		10,187	583,333		2,615,254	372,685	-	-	74,051	303	4.91%	3.81%
11/30/25		8,306	583,333		2,040,227	372,685	-	-	74,354	303	4.88%	3.79%
12/31/25		6,444	583,333		1,463,338	372,685	-	-	74,656	302	4.84%	3.76%
01/31/26		4,585	583,333		884,589	372,685	372,685		447,642	301	4.81%	3.73%
02/28/26		2,751	583,333	304,007	-	372,685	372,685	175,000	951,127	1,793	4.78%	3.71%
03/31/26						372,685	250,088		1,205,000	3,785	4.75%	
04/30/26						372,685	-		1,209,766	4,766	4.72%	
05/31/26						372,685	-		1,214,522	4,756	4.69%	
06/30/26						372,685	-		1,219,273	4,751	4.66%	
07/31/26						372,685	-		1,224,010	4,737	4.63%	
08/31/26						372,685	-	1,205,000	23,734	4,724	4.60%	
09/30/26						372,685	-	-	23,825	91	4.58%	
10/31/26						372,685	-	-	23,916	91	4.56%	
11/30/26						372,685	-	-	24,007	91	4.53%	
12/31/26						372,685	-	-	24,098	91	4.51%	
01/31/27						372,685	372,685		396,873	91	4.49%	
02/28/27						372,685	372,685	149,250	621,794	1,486	4.48%	
03/31/27						372,685	372,685		996,799	2,320	4.46%	
04/30/27						372,685	228,747		1,229,250	3,704	4.44%	
05/31/27						372,685	-		1,233,801	4,551	4.43%	
06/30/27						372,685	-		1,238,353	4,552	4.41%	
07/31/27						372,685	-		1,242,903	4,550	4.39%	
08/31/27						372,685	-	1,229,250	18,201	4,548	4.37%	



## Full Cash Flow

Date	Deposit to Project Fund	Interest Income on Project Fund	Construction Draws	Deposit to Bond Pmnt Fund	Project Fund Balance	Estimated Collections	Deposit to Bond Pmnt Fund	Debt Service (@ 2.91%)	Balance of Bond Pmnt Fund	Investment Income on Bond Pmnt Fund	Interest Rate on Bond Pmnt Acct	Interest Rate on Const. Acct.
09/30/27						372,685	-		18,267	66	4.36%	
10/31/27						372,685	-		18,334	66	4.34%	
11/30/27						372,685	-		18,400	66	4.33%	
12/31/27						372,685	-		18,467	66	4.32%	
01/31/28						372,685	372,685		391,218	66	4.30%	
02/29/28						372,685	372,685	122,250	643,056	1,403	4.29%	
03/31/28						372,685	372,685		1,018,040	2,300	4.28%	
04/30/28						372,685	235,579		1,257,250	3,630	4.27%	
05/31/28						372,685	-		1,261,722	4,472	4.26%	
06/30/28						372,685	-		1,266,198	4,476	4.25%	
07/31/28						372,685	-		1,270,679	4,481	4.24%	
08/31/28						372,685	-	1,257,250	17,915	4,486	4.23%	
09/30/28						372,685	-		17,978	63	4.22%	
10/31/28						372,685	-		18,041	63	4.21%	
11/30/28						372,685	-		18,104	63	4.20%	
12/31/28						372,685	372,685		390,853	63	4.19%	
01/31/29						372,685	372,685		764,903	1,365	4.18%	
02/28/29						372,685	372,685	93,875	1,046,379	2,666	4.18%	
03/31/29						372,685	233,855		1,283,875	3,641	4.17%	
04/30/29						372,685	-		1,288,335	4,459	4.16%	
05/31/29						372,685	-		1,292,802	4,467	4.15%	
06/30/29						372,685	-		1,297,277	4,475	4.15%	
07/31/29						372,685	-		1,301,761	4,484	4.14%	
08/31/29						372,685	-	1,283,875	22,380	4,494	4.14%	
09/30/29						372,685	-		22,457	77	4.13%	
10/31/29						372,685	-		22,534	77	4.13%	
11/30/29						372,685	-		22,612	77	4.12%	
12/31/29						372,685	-		22,689	78	4.12%	
01/31/30						372,685	372,685		395,452	78	4.11%	
02/28/30						372,685	372,685	64,125	705,367	1,355	4.11%	
03/31/30						372,685	372,685		1,080,466	2,414	4.10%	
04/30/30						372,685	229,965		1,314,125	3,694	4.10%	
05/31/30						372,685	-		1,318,613	4,488	4.09%	
06/30/30						372,685	-		1,323,111	4,498	4.08%	
07/31/30						372,685	-		1,327,621	4,510	4.08%	
08/31/30						372,685	-	1,314,125	18,017	4,521	4.08%	

## Full Cash Flow

Date	Deposit to Project Fund	Interest Income on Project Fund	Construction Draws	Deposit to Bond Pmnt Fund	Project Fund Balance	Estimated Collections	Deposit to Bond Pmnt Fund	Debt Service (@ 2.91%)	Balance of Bond Pmnt Fund	Investment Income on Bond Pmnt Fund	Interest Rate on Bond Pmnt Acct	Interest Rate on Const. Acct.
09/30/30						372,685	-		18,078	61	4.08%	
10/31/30						372,685	-		18,140	61	4.08%	
11/30/30						372,685	-		18,202	62	4.07%	
12/31/30						372,685	-		18,263	62	4.07%	
01/31/31						372,685	372,685		391,010	62	4.07%	
02/28/31						372,685	372,685	32,875	732,145	1,325	4.06%	
03/31/31						372,685	372,685		1,107,309	2,479	4.06%	
04/30/31						372,685	236,819		1,347,875	3,747	4.06%	
05/31/31						372,685	-		1,352,432	4,558	4.05%	
06/30/31						372,685	-		1,357,002	4,570	4.05%	
07/31/31						372,685	-		1,361,585	4,583	4.05%	
08/31/31						372,685	(18,305)	1,347,875	(0)	4,595	4.05%	
09/30/31						372,685	-				4.05%	
	\$ 7,000,000	\$ 304,007	\$ 7,000,000	\$ 304,007		\$ 26,833,314	\$ 7,732,392	\$ 8,274,750		\$ 182,062		