AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
October 13, 2026
W. ELMER GEORGE MUNICIPAL HALL
6:00 PM

Present:

Call to order by Mayor Hollberg

Pledge of Allegiance

Invocation

Approval of Agenda

PRESENTATIONS AND DELEGATIONS

1. Review financial reports for August 2026. *Finance Director, Deborah Manning-Gilbert will address.*

2. Presentation by Clive McCarthy ("Preserving Our Legacy, Expanding Our Opportunities")

3. Presentation of Proclamation for Griffin Lions Club 75th Anniversary.

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. Subject to the Citizen Comment Policy adopted on February 13, 2024 and posted for public view, all speakers shall be limited to three minutes which will be strictly followed and enforced. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

PUBLIC HEARINGS

Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.

4. Receive comments regarding a request to rezone approximately 0.36 + acre tract of land from Medium Density Residential to Planned Commercial Development for property located at 113 North 16th Street (Parcel 057 02025). *Director of Planning and Development, Michelle Haynes, will address.*

5. Receive comments regarding a request to rezone approximately 2.25 +/- acre tract of land from Planned Industrial Development to Neighborhood Business District for property located at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

6. Receive comments regarding a request for a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

7. Receive comments regarding a resolution to adopt the 2026 calendar year Tax Millage Rate at the rate of 5.609 mills, which is the rollback rate. *Interim City Manager Jennifer Freeman, will address.*

CONSENT AGENDA

8. Consider the minutes of the City of Griffin Board of Commissioners' Workshop Meeting and Regular

Meetings on September 22, 2026, Called Meeting on September 29, 2026, and Called Meeting on October 1, 2026.

9. Consider a contract with WithersRavenel, professional service, in the amount of $92,083.00 for a facilities assessment of all City of Griffin owned facilities. *Public Works Director, Mariza Eller, will address.*

10. Consider declaring as surplus a set of TNT Hydraulic Rescue tools consisting of pump, spreader, cutter, ram, and hoses. *Fire Chief John Hamilton will address.*

11. Consider a workshop engagement agreement with the AGN Group in the amount of $5,000.00 for internal training. *Human Resources Director, Stephanie Woods will address.*

REGULAR AGENDA

The Regular Agenda includes items on which the Commission will individually consider and possibly take action.

12. Consider a request to rezone approximately 0.36 + acre tract of land from Medium Density Residential to Planned Commercial Development for property located at 113 North 16th Street (Parcel 057 02025). *Director of Planning and Development, Michelle Haynes, will address.*

13. Consider a request to rezone approximately 2.25 +/- acre tract of land from Planned Industrial Development to Neighborhood Business District for property located at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

14. Consider a request for a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

15. Consider a resolution adopting the 2026 calendar year Property Tax Millage Rate of 5.609. *Interim City Manager, Jennifer Freeman, will address.*

16. Consider Administrative Services Agreement with UMR, Inc. for the processing of healthcare claims incurred during the term for covered employees on the City of Griffin's Health Plan effective July 1, 2026 - June 30, 2027. *Human Resources Director, Stephanie Woods, will address.*

17. Consider a contract with Elite Edge Engineering, Inc., lowest quote, in the amount of $165,890.00 for the rehab of the parking deck stairs. *Public Works Director, Mariza Eller, will address.*

18. Consider Resolution adopting revisions to the Customer Service Policy. *Director of Customer Service, Rita Bagwell, will address.*

19. Consider a contract with Three Rivers Regional Commission for 5307/5311 regional transit services for FY27 in an amount not to exceed $35,000. *Interim City Manager, Jennifer Freeman, will address.*

20. Consider ratification of a contract appointing Jennifer Freeman, currently employed as Assistant City Manager for Utilities, as the Interim City Manager, effective October 2, 2026, at a compensation of $160,000 per annum, to be paid biweekly; together with continuance of all existing benefits. The term of this appointment is indefinite and intended to continue until a new full-time City Manager is appointed, at which time Ms. Freeman will be restored to the position of Assistant City Manager for Utilities at her former salary, benefits and accruals.

21. Consider a Resolution terminating Jessica O'Connor as Open Records Officer and appointing Jennifer Freeman as Open Records Officer. *Interim City Manager, Jennifer Freeman, will address.*

22. Consider a Resolution approving Interim City Manager Jennifer Freeman's designation of Kelsey Carden, Assistant City Manager of Development Services, as City Manager designee pursuant to Section 3.2(c) of the Charter of the City of Griffin. *Interim City Manager, Jennifer Freeman, will address.*

23. Consider a Resolution terminating Jessica O'Connor as an authorized official for MEAG Power and appointing Jennifer Freeman as authorized official. *Interim City Manager, Jennifer Freeman, will address.*

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

CITY ATTORNEY COMMENTS

CITY COMMISSIONER COMMENTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

ADJOURN

The City of Griffin is committed to providing equal access to all of its programs, services and activities regardless of race, color, religion, marital status, gender, gender identity, genetic information, sexual orientation, national origin, age, physical or mental disability, past or present membership in the Uniformed Services, applicants to the Uniformed Services, any protected concerted activity or any other legally protected status. Any individual who needs an accommodation because of a disability should contact ***Stephanie Woods at (770) 233-2923 or hr@cityofgriffin.com*** *as far in advance of a meeting as possible.*

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Review financial reports for August 2026. *Finance Director, Deborah Manning-Gilbert will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Deborah Gilbert

Meeting Date:

13/10/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

Cash Balance 8.31.2026.pdf
Interim Statements by Fund_8.31.2026.pdf
LOST 08.31.2026.pdf
TSPLOST 08.31.2026.pdf
Budget to Actual Update.docx

	6/30/2026	08/31/2026		
	ALL FUNDS	**OPERATING**	**RESTRICTED**	**RESERVED**
CASH AND CASH EQUIVALENTS				
Cash				
101-General Fund	$2,256,322.45	$1,122,190.36	$458,367.06	
210-Confiscated Assets Fund	218,837.90		222,607.15	
234-ARPA American Rescue Plan Act	861,027.45		718,525.77	
253-Neighborhood Stabilization Program	210,550.03		210,550.03	
255-Neighborhood Stabilization Program NSP3	151,868.23		151,868.23	
270-Tax Incentive Program (TIP)	24,011.24		24,011.24	
271-Tax Allocation District (TAD #1)	898,967.87		874,400.42	
272-Tax Allocation District (TAD #2)	3,728,318.43		3,734,515.97	
282-Court Technology Fund	171,328.75		174,726.87	
283-Police Donations Fund	8,479.48		8,479.48	
321-SPLOST Fund 2016	2,704,109.99		2,630,609.66	
335-T-SPLOST Fund 2022	11,011,561.62		11,445,657.32	
360-Urban Redevelopment Agency Fund	974,110.32		979,913.84	
505-Water/Wastewater Utility Fund	3,959,220.85	3,430,995.94		
510-Electric Utility Fund	1,933,028.73	2,455,874.34	206,620.07	
540-Solid Waste Fund	1,404,166.06	360,566.23		648,911.60
550-Airport Fund	3,324,745.71	1,336,707.70		
560-Stormwater Utility Fund	594,825.85	444,926.67		
570-Telecommunications Fund	211,455.94	71,659.35		
591-Golf Course Fund	1,722,676.03	1,839,788.95		
601-Internal Service Fund - Motor Pool Fund	1,522,938.76	1,509,489.87		
610-Internal Service Fund - Payroll	2,421,638.67	699,654.89	699,654.89	
611-ISF-Employee Benefits Fund	1,006,870.38	1,311,591.18		
745-Municipal Court Fund	525,212.66		541,778.68	
771-OPEB Fund	39,412.59		39,412.59	
791-Cemetery Trust Fund	1,436,818.44		1,409,318.44	
792-Mausoleum Trust Fund	374,911.61		315,411.61	
952-Main Street Fund	144,409.04		155,191.39	
953-Downtown Development Fund	81,662.93		89,149.08	
Total Cash	43,923,488.01	14,583,445.48	25,090,769.79	648,911.60
Investments				
101-General Fund	39,123,993.98	40,396,972.43		719,013.11
213-National Opioid Fund	213,576.90		241,816.75	
505-Water/Wastewater Utility Fund	83,513,846.36		84,757,001.86	
510-Electric Utility Fund	59,896,657.98	772,714.09	4,746,238.25	54,396,900.57
540-Solid Waste Fund	761,849.71	21,457.39	737,756.55	
591-Golf Course Fund	97,008.77	97,008.77		
771-OPEB Fund	2,459,749.00		2,459,749.00	
791-Cemetery Trust Fund	5,699,519.28		5,903,059.88	
792-Mausoleum Trust Fund	496,884.60		495,547.78	
793-Light Water Sewer (LWS) Emergency Trust Fund	1,163,257.70		1,162,296.07	
Total Investments	193,426,344.28	41,288,152.68	100,503,466.14	55,115,913.68
Total Cash and Investments	**$237,349,832.29**	**$55,871,598.16**	**$125,594,235.93**	**$55,764,825.28**

INTERIM STATEMENTS by Fund

All Funds: City-Wide

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
TAXES							
Real property - current year	$25,025	$31,655	$6,281,735	($6,250,080)	0.50%	$24,261	$5,911,785
Public utility			20,480	(20,480)			
Real property - prior year	22,246	41,040	155,000	(113,960)	26.48%	35,917	184,686
Motor vehicle	1,438	2,665	16,000	(13,335)	16.66%	3,709	16,674
Intangible	3,675	3,675	44,000	(40,325)	8.35%		48,190
Railroad equipment			7,000	(7,000)			7,270
Real estate transfer (intangible)	1,234	1,234	20,000	(18,766)	6.17%		27,834
Total Taxes	53,618	80,269	6,544,215	6,463,946	1.23%	63,887	6,196,439
Motor vehicle title ad valorem tax fee	71,822	134,557	675,000	(540,443)	19.93%	113,881	700,578
Franchise taxes:							
Electric			60,000	(60,000)			53,586
Gas			212,000	(212,000)			217,977
Television cable	31,637	31,637	125,000	(93,363)	25.31%		127,906
Telephone	3,382	3,382	13,000	(9,618)	26.02%		18,591
Payment In Lieu of Tax GHA			13,750	(13,750)		613	29,371
Video			10,000	(10,000)			9,788
Total Franchise taxes	35,019	35,019	433,750	(398,731)	8.07%	613	457,219
Total Taxes and Franchise taxes	160,459	249,845	7,652,965	7,403,120	3.26%	178,381	7,354,236
Local option sales and use taxes	518,321	1,032,805	5,800,000	(4,767,195)	17.81%	1,014,206	6,067,598
Hotel/Motel	17,519	37,972	226,000	(188,028)	16.80%	37,311	220,076
Alcoholic beverage excise	46,236	46,861	602,000	(555,139)	7.78%	49,358	578,473
Other							(4,525)
Total selective sales and use taxes	63,755	84,833	828,000	(743,167)	10.25%	86,669	794,024
Business taxes:							
Business and occupation taxes	2,335	5,965	465,000	(459,035)	1.28%	5,135	461,087
Insurance premium taxes			2,500,000	(2,500,000)			2,554,486
Financial institutions taxes			135,000	(135,000)			141,054
Total business taxes	2,335	5,965	3,100,000	(3,094,035)	0.19%	5,135	3,156,627
Penalties and interest on deliquent taxes							
Real	11,530	16,410	50,000	(33,590)	32.82%	11,683	83,751
Business			1,250	(1,250)		60	2,061
Total penalties and interest on deliquent taxes	11,530	16,410	51,250	(34,840)	32.02%	11,743	85,812
TOTAL TAXES	**756,400**	**1,389,858**	**17,432,215**	**(16,042,357)**	**7.97%**	**1,296,134**	**17,458,297**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Alcoholic Beverage License			245,000	(245,000)		4,400	247,050
Total alcoholic beverage licenses			245,000	(245,000)		4,400	247,050
General business licenses:							
Insurance		75	32,000	(31,925)	0.23%	300	28,388
Mobile food vendor permits	25	25	250	(225)	10.00%	25	100
Media production fees	900	1,550		1,550		100	2,600
Total general business licenses	925	1,650	32,250	(30,600)	5.12%	425	31,088
Total Business licenses	925	1,650	277,250	(275,600)	0.60%	4,825	278,138
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	2,900	4,100	7,000	(2,900)	58.57%	850	10,800
House moving permit							50
Sign permits	945	1,790	10,000	(8,210)	17.90%	1,325	14,500
Other permits			2,000	(2,000)		450	450
Catering	100	200	2,600	(2,400)	7.69%	150	2,350

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total building and sign permits	3,945	6,090	21,600	(15,510)	28.19%	2,775	28,150
Regulatory fees (permits):							
Building structures and equipment permits:							
Protective	4,750	13,850	50,000	(36,150)	27.70%	13,650	57,750
Building	16,635	63,434	350,000	(286,566)	18.12%	370,524	748,177
Plumbing	200	8,500	8,000	500	106.25%	1,063	7,188
Electrical	4,700	7,100	42,000	(34,900)	16.90%	11,100	46,775
Gas			500	(500)			550
Mechanical	100	1,300	3,000	(1,700)	43.33%	1,150	4,450
Total building structures and equipment permits	26,385	94,184	453,500	359,316	20.77%	397,487	864,890
Total non-business licenses and permits	30,330	100,274	475,100	(374,826)	21.11%	400,262	893,040
Penalties and interest on deliquent licenses and permits							
Alcoholic license			5,000	(5,000)			8,750
Interest on business licenses						146	629
Total penalties and interest on deliquent licenses and permits			5,000	(5,000)		146	9,379
TOTAL LICENSES AND PERMITS	**31,255**	**101,924**	**757,350**	**(655,426)**	**13.46%**	**405,233**	**1,180,557**
CHARGES FOR SERVICES							
General government:							
Fees - plan reviews	1,550	1,625	4,000	(2,375)	40.63%	2,300	4,325
Fees - demolition recovery	13,159	14,571		14,571		1,751	32,986
Fees - zoning applications	750	1,100	4,500	(3,400)	24.44%	1,600	7,100
Information technology fees	300	600		600		600	3,600
Indirect cost allocation	747,229	1,494,459	9,021,710	(7,527,251)	16.57%	1,436,768	8,620,606
GIS cost allocation	40,008	80,016	480,095	(400,079)	16.67%	79,187	475,121
Utilities Mgmt & Customer Svc Cost Allocation			1,551,485	(1,551,485)			
Motor pool charges	83,386	165,744	1,018,800	(853,056)	16.27%	200,403	897,057
Publication Sales							240
Business occupation tax admin fee	850	1,900	78,400	(76,500)	2.42%	1,850	78,900
Total general government	887,232	1,760,015	12,158,990	10,398,975	14.48%	1,724,459	10,119,935
Public safety - fire inspections	250	804	8,500	(7,696)	9.46%	1,495	11,451
Public safety - prisoner housing fees	5,094	10,362	63,000	(52,638)	16.45%	9,410	65,444
Utilities / enterprise charges and fees							
Fees - Collection - Residential	267,651	539,349	3,140,629	(2,601,280)	17.17%	305,403	3,152,772
Fees - Collection - Commercial	122,464	244,915	1,410,000	(1,165,085)	17.37%	143,368	1,427,375
Fees - Transfer Station	204,362	425,721	2,100,000	(1,674,279)	20.27%	400,726	2,361,421
Fees - Special Handling	2,105	4,875	25,000	(20,125)	19.50%	3,640	24,210
Fees - Rolloff Containers	66,650	136,447	824,000	(687,553)	16.56%	134,023	866,760
Fees - Yard Waste Disposal	79,117	159,844	965,940	(806,096)	16.55%	91,274	943,638
Fees - Yard Waste Special Handling	(547)	(509)		(509)		(7)	(144)
Sale of Recycled Materials	893	3,169	3,000	169	105.63%	10,693	60,193
Permit Fees - Commercial Hauler	200	400	4,000	(3,600)	10.00%	300	2,500
Fees - Landfill Use	365,709	675,975	2,640,000	(1,964,025)	25.61%	418,245	2,929,598
Recycling Fees Sort Line	13,067	22,294	150,000	(127,706)	14.86%		44,522
Water Institutional	21,087	39,730	200,000	(160,270)	19.87%	38,667	247,438
Fees - Water Industrial	29,741	59,742	375,000	(315,258)	15.93%	46,703	318,581
Fees - Water Residential	381,775	768,605	4,950,000	(4,181,395)	15.53%	447,377	4,445,429
Fees - Water Commercial	123,341	252,626	1,900,000	(1,647,374)	13.30%	128,288	1,478,363
Pass-Thru Water Spalding County	(478,476)	(478,476)	(5,800,000)	5,321,524	8.25%	(566,998)	(5,323,219)

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Fees - Fire Hydrant Water	4,919	6,270	25,000	(18,730)	25.08%	4,821	31,756
Fees - Water Lock Cut	500	900	3,000	(2,100)	30.00%	875	5,275
Bulk Water - Spalding County	1,108,166	2,138,003	12,250,000	(10,111,997)	17.45%	1,136,781	11,381,106
Bulk Water - Williamson	9,722	19,285	110,000	(90,715)	17.53%	10,138	93,180
Bulk Water - Zebulon	36,062	69,278	485,000	(415,722)	14.28%	39,112	410,271
Bulk Water - Butts County	3,688	6,111	43,000	(36,889)	14.21%	3,300	32,841
Bulk Water - Coweta County	490,500	981,000	6,340,000	(5,359,000)	15.47%	802,045	6,177,445
Bulk Water - Barnesville							36
Bulk Water - City of Concord	4	2,277	6,000	(3,723)	37.95%	622	6,817
Bulk Water - Pike Co Water & Sewerage Authority		1,239	3,500	(2,261)	35.40%	611	6,410
Bulk Water - Hampton	1,000	2,000	12,000	(10,000)	16.67%		22,000
Fees - Water Tap							9,240
Fees - Water Irrigation	54,812	99,887	400,000	(300,113)	24.97%	59,097	358,420
Fees - Meter Install	2,830	2,830	25,500	(22,670)	11.10%	4,580	37,940
Fees - Commercial Broken Pipe	759	1,527	11,500	(9,973)	13.28%	988	8,988
Sewer Flat - Industrial	33,872	66,904	350,000	(283,096)	19.12%	44,145	344,247
Sewer Flat - Residential	525,596	1,057,007	6,450,000	(5,392,993)	16.39%	600,567	6,078,128
Sewer Flat - Commercial	310,459	598,264	2,850,000	(2,251,736)	20.99%	367,618	3,189,714
Sewer Tap Fee			24,200	(24,200)		2,300	36,950
Wastewater Capacity Recovery Fee		46,600		46,600		680,750	1,092,861
Water Capacity Recovery Fee	1,800	16,200		16,200		7,200	80,025
Stormwater - Residential Upper Tier	39,848	80,496	489,316	(408,820)	16.45%	46,671	477,433
Stormwater - Residential Lower Tier	19,075	38,195	243,662	(205,467)	15.68%	21,385	222,245
Stormwater - Commercial Fees	194,920	391,227	2,426,823	(2,035,596)	16.12%	258,780	2,315,435
Sewer - Sun City	154,385	306,965	1,600,000	(1,293,035)	19.19%	143,726	1,767,556
Sewer - Greyson Parc	18,702	37,766	205,000	(167,234)	18.42%	20,051	223,360
Sewer - Teamon Pointe	794	794		794			
Sewer - Spalding County	294	590		590			1,016
Pass-Thru - Sewer	(160,407)	(160,407)		(160,407)			(1,734,947)
Fees - Electric Residential Service	2,382,136	4,480,372	21,200,000	(16,719,628)	21.13%	2,726,078	19,843,365
Fees - Electric Commercial Service	1,962,133	3,812,461	20,778,000	(16,965,539)	18.35%	2,465,317	19,842,754
Fees - Electric Industrial Service	822,293	1,622,129	9,000,000	(7,377,871)	18.02%	1,161,252	8,872,646
Fees - Electric Fuel Adjustment	896,450	1,715,693	8,800,000	(7,084,307)	19.50%	1,107,796	8,384,171
Fees - Electric Temporary Service	75	150	2,000	(1,850)	7.50%	150	1,550
Fees - Pole Rental Current Year	6,925	6,925	301,000	(294,075)	2.30%		280,988
ECCR Adjustment	169,142	323,716	1,610,988	(1,287,272)	20.09%	209,031	1,581,934
MEAG Pineview RECA Fees	(939)	(591)		(591)			1,278
Telecom - Telephone Revenue	3,415	6,732	44,304	(37,572)	15.20%	2,484	38,356
Telecom - Telephone Internal Customer Fees	5,362	10,723	64,158	(53,435)	16.71%	8,278	64,484
Total utilities / enterprise charges and fees	10,298,431	20,644,225	109,041,520	(88,397,295)	18.93%	13,538,251	104,566,711
Other / enterprise charges and fees							
Green Fees	29,435	66,972	305,000	(238,028)	21.96%	59,606	338,752
Handicap Fees		45	3,375	(3,330)	1.33%	35	497
Golf Cart Rentals	35,286	73,312	395,000	(321,688)	18.56%	90,775	412,089
Merchandise Sales	1,962	4,506	30,000	(25,494)	15.02%	6,927	27,322
Driving Range Fees	2,190	5,070	38,000	(32,930)	13.34%	8,049	40,481
Membership Fees	4,495	8,895	50,000	(41,105)	17.79%	13,650	64,690
Food & Beverage	4,440	9,792	42,000	(32,208)	23.31%	11,208	46,630
Beer Sales	1,641	3,283	20,000	(16,717)	16.42%	4,476	20,896
Pull Cart Rentals	608	640	1,700	(1,060)	37.65%	8	293
Tournament Fees	810	3,007	40,000	(36,993)	7.52%	8,237	44,738
Golf Balls	3,734	8,734	35,000	(26,266)	24.95%	9,432	42,139

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Fuel Sales - AVGAS	16,825	31,805	214,850	(183,045)	14.80%	30,370	185,412
Fuel Sales - Jet A	36,671	73,474	296,720	(223,246)	24.76%	23,539	346,185
Airport Services - Tug Fees	20	110		110		60	270
Fiber Fees	58,920	117,201	725,451	(608,250)	16.16%	57,864	691,946
Fiber Fees - Internal Customer Fees	43,394	85,995	497,651	(411,656)	17.28%	63,747	502,497
Total other / enterprise charges and fees	240,431	492,841	2,694,747	(2,201,906)	18.29%	387,983	2,764,837
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,238	127,166	766,850	(639,684)	16.58%	74,438	762,933
Fuel Flowage Fees	4,970	4,970	40,400	(35,430)	12.30%	8,640	40,480
Landfill Capital Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,522
Landfill Closure Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,519
Container Fees	4,680	8,940	49,000	(40,060)	18.24%	7,380	45,840
Pole Installation			5,000	(5,000)			70,337
After Hours Service Fee	1,550	2,325	20,000	(17,675)	11.63%	3,575	31,459
Connection Fees	22,300	43,525	225,000	(181,475)	19.34%	42,490	235,490
Surge Protection Fees	368	735	5,000	(4,265)	14.70%	467	4,575
Reconnect Fees	12,235	19,490	210,000	(190,510)	9.28%	39,355	203,590
Underground Trenching	3,774	15,228	45,000	(29,772)	33.84%	20,262	125,196
UGA Contracted Services							4,741
Credit Card Fees	770	2,850	15,000	(12,150)	19.00%	2,141	13,978
Power Resoration Aid			55,000	(55,000)			
Overnight Fees	10	100	200	(100)	50.00%	50	240
Total other fees	131,235	258,811	1,580,450	(1,321,639)	16.38%	221,620	1,691,900
Culture and recreation							
Still Branch WTP Gate Receipts			4,000	(4,000)		544	544
Total culture and recreation			4,000	(4,000)		544	544
Other charges for services							
Cemetery Opening/Closing Fee							2,745
Site Sales	6,700	19,850		19,850		20,500	139,525
Cemetery Fees	16,690	27,520	170,000	(142,480)	16.19%	28,800	218,700
Niche Engraving		150		150			500
Internment Fees	1,800	3,450	24,000	(20,550)	14.38%	3,900	25,200
Monument Fees	1,650	2,650	10,000	(7,350)	26.50%	500	15,150
Returned Check Fees	3,255	6,685	32,500	(25,815)	20.57%	7,595	34,330
Delinquent Penalties	144,589	273,271	1,675,000	(1,401,729)	16.31%	298,806	1,574,762
Total other charges for services	174,684	333,576	1,911,500	(1,577,924)	17.45%	360,101	2,010,912
TOTAL CHARGES FOR SERVICES	**11,737,357**	**23,500,634**	**127,462,707**	**(103,962,073)**	**18.44%**	**16,243,863**	**121,231,734**
FINES AND FORFEITURES							
Court							
Police Revenue	932	2,155	13,000	(10,845)	16.58%	2,892	14,043
Traffic Fines	54,555	106,512	800,000	(693,488)	13.31%	95,869	657,956
Fine Surcharge - Technology - Court	1,769	3,403	20,000	(16,597)	17.02%	3,003	22,166
School Zone Speed Safety Program	675	1,725	28,125	(26,400)	6.13%	3,125	44,372
Total court revenues and fines	57,931	113,795	861,125	(747,330)	13.21%	104,889	738,537
Bond confiscations							
Confiscations						1,500	11,635
Total Bond Confiscations						1,500	11,635
Confiscations							
Federal Confiscations						1,239	10,609

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total state and federal confiscations						1,239	10,609
National Opioid Settlement Payments		28,240		28,240		28,213	36,699
TOTAL FINES AND FORFEITURES	**57,931**	**142,035**	**861,125**	**(719,090)**	**16.49%**	**135,841**	**797,480**
RENTS AND ROYALTIES							
Property Rental	10,446	21,667	145,394	(123,727)	14.90%	26,035	138,953
Water Tower	7,268	14,535	87,212	(72,677)	16.67%	12,849	84,806
Sale of Excess Capacity			100,000	(100,000)		5,040	21,888
Third-party Sales	104,328	209,877	585,500	(375,623)	35.85%	176,515	888,884
Equipment Rental Fees	2,609	4,093	15,173	(11,080)	26.98%	3,215	15,539
MEAG Refunding Flexible Operating						5,041	21,889
AMR from MEAG Trust	900	1,800	10,800	(9,000)	16.67%	1,800	10,800
T-Hangar Rentals	1,025	2,050	14,400	(12,350)	14.24%	2,050	12,300
Tie Down Rentals	300	400	2,700	(2,300)	14.81%	100	850
Ground Leases	12,046	27,227	169,704	(142,477)	16.04%	28,921	166,323
MEAG Year End Settlement			800,000	(800,000)		3,355,432	5,373,535
Settlements from Insurance Claims	1,193	1,193		1,193		2,610	101,529
Settlements from Insurance Claims	1,849	6,928		6,928		102,602	877,897
Cash Over/Short	(8)	13		13		(219)	448
Misc Revenue	101,306	202,104	42,400	159,704	476.66%	365,169	2,003,711
TOTAL RENTS AND ROYALTIES	**243,262**	**491,887**	**1,973,283**	**(1,481,396)**	**24.93%**	**4,087,160**	**9,719,352**
TOTAL OPERATING REVENUE	**12,826,205**	**25,626,338**	**148,486,680**	**(122,860,342)**	**17.26%**	**22,168,231**	**150,387,420**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	2,535,352	4,713,609	36,191,661	31,478,052	13.02%	4,190,693	29,221,412
Employee Benefits	725,242	1,712,292	14,034,586	12,322,294	12.20%	1,674,300	9,061,126
Total Personal Services and Employee Benefits	3,260,594	6,425,901	50,226,247	43,800,346	12.79%	5,864,993	38,282,538
Purchased or Contracted Services	1,766,341	3,041,617	26,259,247	23,217,630	11.58%	3,782,958	27,357,654
Utilities:							
Water/Sewerage	24,405	49,937	299,835	249,898	16.65%	41,171	301,966
Natural Gas	3,219	4,243	60,836	56,593	6.97%	4,778	58,001
Electricity	259,303	503,509	3,270,820	2,767,311	15.39%	500,985	2,883,806
Propane			98,400	98,400			43,750
Gasoline	145,069	162,972	2,276,793	2,113,821	7.16%	195,015	1,293,521
Stormwater	70,786	141,243	849,639	708,396	16.62%	137,114	827,525
Customer Service Fee	392	784	4,746	3,962	16.52%	781	4,691
Total Utilities	503,174	862,688	6,861,069	5,998,381	12.57%	879,844	5,413,260
Supplies	684,450	946,747	8,046,154	7,099,407	11.77%	553,000	5,885,305
Electricity for Resale	3,839,669	7,599,379	42,700,038	35,100,659	17.80%	7,730,596	42,010,582
Capital Outlay:							
Property (Land and Buildings)	545,160	1,021,920	6,312,500	5,290,580	16.19%	834,554	32,362,400
Machinery and Equipment	147,187	155,237	4,122,245	3,967,008	3.77%	751,875	3,936,765
Capital Outlay - Reclass to Balance Sheet	(534,645)	(1,008,275)		1,008,275		(554,459)	(27,186,683)
Total Capital Outlay	157,702	168,882	10,434,745	10,265,863	1.62%	1,031,970	9,112,482
Depreciation Expense		741,061	7,793,600	7,052,539	9.51%	1,445,669	8,674,415
Bad Debt			219,000	219,000			384,873
Inter-Departmental Charges	1,219,151	2,120,365	11,453,290	9,332,925	18.51%	2,373,549	15,235,176
Miscellaneous	11,667	78,508	496,500	417,992	15.81%	59,918	145,953
TOTAL OPERATING EXPENSE	**11,442,748**	**21,985,148**	**164,489,890**	**142,504,742**	**13.37%**	**23,722,497**	**152,502,238**

INTERIM STATEMENTS by Fund

All Funds: City-Wide

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING INCOME (LOSS)	**1,383,457**	**3,641,190**	**(16,003,210)**	**19,644,400**	**(22.75%)**	**(1,554,266)**	**(2,114,818)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct		3,769		3,769		7,864	25,674
Indirect							12,375
Total Operating - Categorical		3,769		3,769		7,864	38,049
Capital							
Direct							36,500
Indirect							3,114,158
Net Capital							3,150,658
Total Federal Government Grants		3,769		3,769		7,864	3,188,707
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	142,502	142,502		142,502		31,667	1,207,526
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant							41,985
GA DOT Grant			360,000	(360,000)			798,114
Total Direct			360,000	360,000			840,099
Total Operating - Categorical			360,000	(360,000)			840,099
Capital							
Direct (CDBG Grant Proceeds)	62,418	62,418		62,418		387,363	19,309,580
Total Capital							3,150,658
Total State Government Grants	62,418	62,418	360,000	(297,582)	17.34%	387,363	20,149,679
Local Government Unit Grants							
Spalding Co. Contribution			568,389	(568,389)		15,512	227,035
Board of Education - RESA			220,095	(220,095)			202,357
Spalding County Contribution			265,257	(265,257)			182,947
City of Griffin Contribution							(224,575)
Total Local Government Unit Grants			1,053,741	1,053,741		15,512	387,764
Transportation Special purpose local option sales and use taxes	446,131	883,254	3,727,500	(2,844,246)	23.70%	865,612	5,139,674
Total Intergovernmental revenue	651,051	1,091,943	5,141,241	(4,049,298)	21.24%	1,308,018	30,073,350
Intergovernmental - Exp	(10,218)	(20,587)	(532,056)	511,469	3.87%	(119,605)	(604,694)
Total Intergovernmental - net	640,833	1,071,356	4,609,185	(3,537,829)	23.24%	1,188,413	29,468,656
Interest Income							
Bank Account Interest	227	454		454		454	2,722
Bank Account Interest	113,311	239,366	1,000,000	(760,634)	23.94%	271,483	1,485,232
Bank Account Interest	237,421	587,346		587,346		69,125	1,586,156
Dividends	171,929	317,301		317,301		283,492	1,837,720
P-Card Rebate Program		6,996		6,996		10,743	13,419
Unrealized Gain/Loss on Investments	58,575	(105,922)		(105,922)		313,984	559,060
Total Interest/Investment Income	581,463	1,045,541	1,000,000	45,541	104.55%	949,281	5,484,309
Principal	(20,686)	(41,308)	(9,326,860)	9,285,552	0.44%	(189,951)	(471,297)
Interest Expense	(56,662)	(2,215,241)	(4,958,125)	2,742,884	44.68%	(551,115)	(3,026,555)

INTERIM STATEMENTS by Fund
All Funds: City-Wide
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total principal and interest expense	(77,348)	(2,256,549)	(14,284,985)	12,028,436	15.80%	(741,066)	(3,497,852)
Contributions and donations							
Contributions & Donations	26,500	26,500	26,600	(100)	99.62%		62,943
Contributed Capital							14,007
GMA Safety Grant							20,000
Total contributions and donations	26,500	26,500	26,600	(100)	99.62%		96,950
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	6,650	6,650		6,650			38,307
GMA Lease Proceeds			758,500	(758,500)			339,489
Total gain (loss) on sale of capital assets	6,650	6,650	758,500	(751,850)	0.88%		377,796
TOTAL NON-OPERATING INCOME (EXPENSE)	**1,178,098**	**(106,502)**	**(7,890,700)**	**7,784,198**	**1.35%**	**1,396,628**	**31,929,859**
INCOME (LOSS) BEFORE TRANSFERS	**2,561,555**	**3,534,688**	**(23,893,910)**	**27,428,598**	**(14.79%)**	**(157,638)**	**29,815,041**
TRANSFERS							
Transfers - in	986,853	2,198,132	19,023,586	(16,825,454)	11.55%	2,604,292	16,290,738
Transfers - out	(986,853)	(2,198,132)	(19,677,701)	17,479,569	11.17%	(2,604,292)	(16,290,738)
TOTAL TRANSFERS - NET			**(654,115)**	**654,115**			
CHANGE IN NET POSITION	**$2,561,555**	**$3,534,688**	**($24,548,025)**	**$28,082,713**	**(14.40%)**	**($157,638)**	**$29,815,041**
CONTROL TOTALS							
Total Revenues	$15,078,720	$29,995,099	$174,436,607	($144,441,508)	17.20%	$27,029,820	$202,710,559
Total Expenditures	12,517,167	26,460,418	198,984,631	172,524,213	13.30%	27,187,460	172,895,519
Revenues less expenditures	2,561,553	3,534,681	(24,548,024)	(28,082,705)	(14.40%)	(157,640)	29,815,040
Difference	$2	$7	($1)	($8)	(700.00%)	$2	$1

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$25,025	$31,655	$6,281,735	($6,250,080)	0.50%	$24,261	$5,911,785
Public utility			20,480	(20,480)			
Real property - prior year	22,246	41,040	155,000	(113,960)	26.48%	35,917	184,686
Motor vehicle	1,438	2,665	16,000	(13,335)	16.66%	3,709	16,674
Intangible	3,675	3,675	44,000	(40,325)	8.35%		48,190
Railroad equipment			7,000	(7,000)			7,270
Real estate transfer (intangible)	1,234	1,234	20,000	(18,766)	6.17%		27,834
Total Taxes	53,618	80,269	6,544,215	6,463,946	1.23%	63,887	6,196,439
Motor vehicle title ad valorem tax fee	71,822	134,557	675,000	(540,443)	19.93%	113,881	700,578
Franchise taxes:							
Electric			60,000	(60,000)			53,586
Gas			212,000	(212,000)			217,977
Television cable	31,637	31,637	125,000	(93,363)	25.31%		127,906
Telephone	3,382	3,382	13,000	(9,618)	26.02%		18,591
Payment In Lieu of Tax GHA			13,750	(13,750)		613	29,371
Video			10,000	(10,000)			9,788
Total Franchise taxes	35,019	35,019	433,750	(398,731)	8.07%	613	457,219
Total Taxes and Franchise taxes	160,459	249,845	7,652,965	7,403,120	3.26%	178,381	7,354,236
Local option sales and use taxes	518,321	1,032,805	5,800,000	(4,767,195)	17.81%	1,014,206	6,067,598
Hotel/Motel	17,519	37,972	226,000	(188,028)	16.80%	37,311	220,076
Alcoholic beverage excise	46,236	46,861	602,000	(555,139)	7.78%	49,358	578,473
Other							(4,525)
Total selective sales and use taxes	63,755	84,833	828,000	(743,167)	10.25%	86,669	794,024
Business taxes:							
Business and occupation taxes	2,335	5,965	465,000	(459,035)	1.28%	5,135	461,087
Insurance premium taxes			2,500,000	(2,500,000)			2,554,486
Financial institutions taxes			135,000	(135,000)			141,054
Total business taxes	2,335	5,965	3,100,000	(3,094,035)	0.19%	5,135	3,156,627
Penalties and interest on deliquent taxes							
Real	11,530	16,410	50,000	(33,590)	32.82%	11,683	83,751
Business			1,250	(1,250)		60	2,061
Total penalties and interest on deliquent taxes	11,530	16,410	51,250	(34,840)	32.02%	11,743	85,812
TOTAL TAXES	**756,400**	**1,389,858**	**17,432,215**	**(16,042,357)**	**7.97%**	**1,296,134**	**17,458,297**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Alcoholic Beverage License			245,000	(245,000)		4,400	247,050
Total alcoholic beverage licenses			245,000	(245,000)		4,400	247,050
General business licenses:							
Insurance		75	32,000	(31,925)	0.23%	300	28,388
Mobile food vendor permits	25	25	250	(225)	10.00%	25	100
Media production fees	900	1,550		1,550		100	2,600
Total general business licenses	925	1,650	32,250	(30,600)	5.12%	425	31,088
Total Business licenses	925	1,650	277,250	(275,600)	0.60%	4,825	278,138
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	2,900	4,100	7,000	(2,900)	58.57%	850	10,800
House moving permit							50
Sign permits	945	1,790	10,000	(8,210)	17.90%	1,325	14,500
Other permits			2,000	(2,000)			
Catering	100	200	2,600	(2,400)	7.69%	150	2,350
Total building and sign permits	3,945	6,090	21,600	(15,510)	28.19%	2,325	27,700

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Regulatory fees (permits):							
Building structures and equipment permits:							
Protective	4,750	13,850	50,000	(36,150)	27.70%	13,650	57,750
Building	16,635	63,434	350,000	(286,566)	18.12%	370,524	748,177
Plumbing	200	8,500	8,000	500	106.25%	1,063	7,188
Electrical	4,700	7,100	42,000	(34,900)	16.90%	11,100	46,775
Gas			500	(500)			550
Mechanical	100	1,300	3,000	(1,700)	43.33%	1,150	4,450
Total building structures and equipment permits	26,385	94,184	453,500	359,316	20.77%	397,487	864,890
Total non-business licenses and permits	30,330	100,274	475,100	(374,826)	21.11%	399,812	892,590
Penalties and interest on deliquent licenses and permits							
Alcoholic license			5,000	(5,000)			8,750
Interest on business licenses						146	629
Total penalties and interest on deliquent licenses and permits			5,000	(5,000)		146	9,379
TOTAL LICENSES AND PERMITS	**31,255**	**101,924**	**757,350**	**(655,426)**	**13.46%**	**404,783**	**1,180,107**
CHARGES FOR SERVICES							
General government:							
Fees - plan reviews	1,550	1,625	4,000	(2,375)	40.63%	2,300	4,325
Fees - demolition recovery	13,159	14,571		14,571		1,751	32,986
Fees - zoning applications	750	1,100	4,500	(3,400)	24.44%	1,600	7,100
Information technology fees	300	600		600		600	3,600
Indirect cost allocation	747,229	1,494,459	9,021,710	(7,527,251)	16.57%	1,436,768	8,620,606
GIS cost allocation	40,008	80,016	480,095	(400,079)	16.67%	79,187	475,121
Publication Sales							240
Business occupation tax admin fee	850	1,900	78,400	(76,500)	2.42%	1,850	78,900
Total general government	803,846	1,594,271	9,588,705	7,994,434	16.63%	1,524,056	9,222,878
Public safety - fire inspections	250	804	8,500	(7,696)	9.46%	1,495	11,451
Public safety - prisoner housing fees	5,094	10,362	63,000	(52,638)	16.45%	9,410	65,444
Utilities / enterprise charges and fees							
Sale of Recycled Materials							1,997
Total utilities / enterprise charges and fees							1,997
Other fees							
Credit Card Fees	770	2,850	15,000	(12,150)	19.00%	2,141	13,978
Total other fees	770	2,850	15,000	(12,150)	19.00%	2,141	13,978
Other charges for services							
Cemetery Opening/Closing Fee							2,745
Site Sales	6,700	19,850		19,850		20,500	139,525
Cemetery Fees	16,690	27,520	170,000	(142,480)	16.19%	28,800	218,700
Niche Engraving		150		150			500
Internment Fees	1,800	3,450	24,000	(20,550)	14.38%	3,900	25,200
Monument Fees	1,650	2,650	10,000	(7,350)	26.50%	500	15,150
Returned Check Fees						35	175
Total other charges for services	26,840	53,620	204,000	(150,380)	26.28%	53,735	401,995
TOTAL CHARGES FOR SERVICES	**836,800**	**1,661,907**	**9,879,205**	**(8,217,298)**	**16.82%**	**1,590,837**	**9,717,743**
FINES AND FORFEITURES							
Court							

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Police Revenue	932	2,155	13,000	(10,845)	16.58%	2,892	14,043
Traffic Fines	54,555	106,512	800,000	(693,488)	13.31%	95,869	657,956
Fine Surcharge - Technology - Court	1,769	3,403	20,000	(16,597)	17.02%	3,003	22,166
School Zone Speed Safety Program	675	1,725	28,125	(26,400)	6.13%	3,125	44,372
Total court revenues and fines	57,931	113,795	861,125	(747,330)	13.21%	104,889	738,537
Bond confiscations							
Confiscations						1,500	11,635
Total Bond Confiscations						1,500	11,635
Confiscations							
Federal Confiscations						1,239	10,609
Total state and federal confiscations						1,239	10,609
National Opioid Settlement Payments		28,240		28,240		28,213	36,699
TOTAL FINES AND FORFEITURES	**57,931**	**142,035**	**861,125**	**(719,090)**	**16.49%**	**135,841**	**797,480**
RENTS AND ROYALTIES							
Property Rental	10,246	21,267	142,994	(121,727)	14.87%	25,635	136,553
Third-party Sales		75		75		60	285
Ground Leases		1,694	20,328	(18,634)	8.33%	3,388	20,328
Settlements from Insurance Claims	517	517		517			
Settlements from Insurance Claims						20,453	80,401
Misc Revenue	57,074	113,941		113,941		204,199	1,147,439
TOTAL RENTS AND ROYALTIES	**67,837**	**137,494**	**163,322**	**(25,828)**	**84.19%**	**253,735**	**1,385,006**
TOTAL OPERATING REVENUE	**1,750,223**	**3,433,218**	**29,093,217**	**(25,659,999)**	**11.80%**	**3,681,330**	**30,538,633**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,469,951	2,743,832	20,682,268	17,938,436	13.27%	2,436,713	17,174,647
Employee Benefits	419,987	1,001,454	8,089,138	7,087,684	12.38%	976,196	5,329,711
Allocated Payroll Costs	(30,888)	(61,775)	(370,652)	(308,877)	16.67%	(53,786)	(322,713)
Total Personal Services and Employee Benefits	1,859,050	3,683,511	28,400,754	24,717,243	12.97%	3,359,123	22,181,645
Purchased or Contracted Services	467,933	1,121,598	9,519,877	8,398,279	11.78%	2,022,398	14,666,323
Utilities:							
Water/Sewerage	5,308	10,522	79,510	68,988	13.23%	12,508	60,898
Natural Gas	1,880	2,481	27,800	25,319	8.92%	3,165	30,077
Electricity	54,295	107,984	645,470	537,486	16.73%	102,416	581,010
Propane			5,500	5,500			1,738
Gasoline	50,625	52,590	803,629	751,039	6.54%	74,712	449,980
Stormwater	64,712	129,095	775,998	646,903	16.64%	125,347	756,256
Customer Service Fee	161	322	2,016	1,694	15.97%	319	1,922
Total Utilities	176,981	302,994	2,339,923	2,036,929	12.95%	318,467	1,881,881
Supplies	280,516	341,346	2,360,113	2,018,767	14.46%	135,281	1,655,168
Capital Outlay:							
Property (Land and Buildings)	157,702	160,833	3,727,500	3,566,667	4.31%	280,095	7,209,448
Machinery and Equipment		8,050	1,725,652	1,717,602	0.47%	751,875	1,903,034
Total Capital Outlay	157,702	168,883	5,453,152	5,284,269	3.10%	1,031,970	9,112,482
Inter-Departmental Charges	653,822	1,116,889	5,216,015	4,099,126	21.41%	1,211,225	8,097,337
Miscellaneous	6,667	60,559	216,500	155,941	27.97%	59,918	96,157
TOTAL OPERATING EXPENSE	**3,602,671**	**6,795,780**	**53,506,334**	**46,710,554**	**12.70%**	**8,138,382**	**57,690,993**
OPERATING INCOME (LOSS)	**(1,852,448)**	**(3,362,562)**	**(24,413,117)**	**21,050,555**	**13.77%**	**(4,457,052)**	**(27,152,360)**

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct		3,769		3,769		7,864	25,674
Indirect							12,375
Total Operating - Categorical		3,769		3,769		7,864	38,049
Capital							
Indirect							21,402
Net Capital							21,402
Total Federal Government Grants		3,769		3,769		7,864	59,451
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	142,502	142,502		142,502		31,667	1,207,526
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant							40,000
GA DOT Grant			360,000	(360,000)			798,114
Total Direct			360,000	360,000			838,114
Total Operating - Categorical			360,000	(360,000)			838,114
Capital							
Direct (CDBG Grant Proceeds)						197,182	689,681
Total Capital							21,402
Total State Government Grants			360,000	(360,000)		197,182	1,527,795
Local Government Unit Grants							
Board of Education - RESA			220,095	(220,095)			202,357
Spalding County Contribution			265,257	(265,257)			182,947
Total Local Government Unit Grants			485,352	485,352			385,304
Transportation Special purpose local option sales and use taxes	446,131	883,254	3,727,500	(2,844,246)	23.70%	865,612	5,139,674
Total Intergovernmental revenue	588,633	1,029,525	4,572,852	(3,543,327)	22.51%	1,102,325	8,319,750
Intergovernmental - Exp	(10,218)	(20,587)	(427,056)	406,469	4.82%	(19,605)	(448,502)
Total Intergovernmental - net	578,415	1,008,938	4,145,796	(3,136,858)	24.34%	1,082,720	7,871,248
Interest Income							
Bank Account Interest	112,211	237,209	1,000,000	(762,791)	23.72%	268,889	1,470,736
Bank Account Interest	2,600	9,744		9,744		9,345	43,548
Dividends	19,782	19,615		19,615		22,283	225,185
P-Card Rebate Program		6,996		6,996			
Unrealized Gain/Loss on Investments	53,894	180,651		180,651		130,707	475,515
Total Interest/Investment Income	188,487	454,215	1,000,000	(545,785)	45.42%	431,224	2,214,984
Principal	(20,686)	(41,308)	(604,200)	562,892	6.84%	(189,951)	(471,297)
Interest Expense	(2,877)	(108,593)	(298,745)	190,152	36.35%	(112,170)	(266,982)
Total principal and interest expense	(23,563)	(149,901)	(902,945)	753,044	16.60%	(302,121)	(738,279)
Contributions and donations							
Contributions & Donations	14,000	14,000		14,000			5,665
Contributed Capital							14,007

INTERIM STATEMENTS by Fund
Governmental Funds
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
GMA Safety Grant							20,000
Total contributions and donations	14,000	14,000		14,000			39,672
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	6,650	6,650		6,650			38,307
Total gain (loss) on sale of capital assets	6,650	6,650		6,650			38,307
TOTAL NON-OPERATING INCOME (EXPENSE)	**763,989**	**1,333,902**	**4,242,851**	**(2,908,949)**	**31.44%**	**1,211,823**	**9,425,932**
INCOME (LOSS) BEFORE TRANSFERS	**(1,088,459)**	**(2,028,660)**	**(20,170,266)**	**18,141,606**	**10.06%**	**(3,245,229)**	**(17,726,428)**
TRANSFERS							
Transfers - in	946,363	2,142,151	14,484,152	(12,342,001)	14.79%	2,360,080	14,076,742
Transfers - out	(50,345)	(325,115)	(5,373,484)	5,048,369	6.05%	(511,474)	(3,540,687)
TOTAL TRANSFERS - NET	**896,018**	**1,817,036**	**9,110,668**	**(7,293,632)**	**19.94%**	**1,848,606**	**10,536,055**
CHANGE IN NET POSITION	**($192,441)**	**($211,624)**	**($11,059,598)**	**$10,847,974**	**1.91%**	**($1,396,623)**	**($7,190,373)**
CONTROL TOTALS							
Total Revenues	$3,494,355	$7,079,759	$49,150,220	($42,070,461)	14.40%	$7,574,959	$55,228,087
Total Expenditures	3,686,796	7,291,382	60,209,818	52,918,436	12.11%	8,971,584	62,418,462
Revenues less expenditures	(192,441)	(211,623)	(11,059,598)	(10,847,975)	1.91%	(1,396,625)	(7,190,375)
Difference		($1)		$1	0.00%	$2	$2

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year			$5,349,735	($5,349,735)			$4,829,736
Public utility			20,480	(20,480)			
Real property - prior year	22,246	41,040	155,000	(113,960)	26.48%	35,917	184,686
Motor vehicle	1,438	2,665	16,000	(13,335)	16.66%	3,709	16,674
Intangible	3,675	3,675	44,000	(40,325)	8.35%		48,190
Railroad equipment			7,000	(7,000)			7,270
Real estate transfer (intangible)	1,234	1,234	20,000	(18,766)	6.17%		27,834
Total Taxes	28,593	48,614	5,612,215	5,563,601	0.87%	39,626	5,114,390
Motor vehicle title ad valorem tax fee	71,822	134,557	675,000	(540,443)	19.93%	113,881	700,578
Franchise taxes:							
Electric			60,000	(60,000)			53,586
Gas			212,000	(212,000)			217,977
Television cable	31,637	31,637	125,000	(93,363)	25.31%		127,906
Telephone	3,382	3,382	13,000	(9,618)	26.02%		18,591
Payment In Lieu of Tax GHA			13,750	(13,750)		613	29,371
Video			10,000	(10,000)			9,788
Total Franchise taxes	35,019	35,019	433,750	(398,731)	8.07%	613	457,219
Total Taxes and Franchise taxes	135,434	218,190	6,720,965	6,502,775	3.25%	154,120	6,272,187
Local option sales and use taxes	518,321	1,032,805	5,800,000	(4,767,195)	17.81%	1,014,206	6,067,598
Alcoholic beverage excise	46,236	46,861	602,000	(555,139)	7.78%	49,358	578,473
Other							(4,525)
Total selective sales and use taxes	46,236	46,861	602,000	(555,139)	7.78%	49,358	573,948
Business taxes:							
Business and occupation taxes	2,335	5,965	465,000	(459,035)	1.28%	5,135	461,087
Insurance premium taxes			2,500,000	(2,500,000)			2,554,486
Financial institutions taxes			135,000	(135,000)			141,054
Total business taxes	2,335	5,965	3,100,000	(3,094,035)	0.19%	5,135	3,156,627
Penalties and interest on deliquent taxes							
Real	11,530	16,410	50,000	(33,590)	32.82%	11,683	83,751
Business			1,250	(1,250)		60	2,061
Total penalties and interest on deliquent taxes	11,530	16,410	51,250	(34,840)	32.02%	11,743	85,812
TOTAL TAXES	**713,856**	**1,320,231**	**16,274,215**	**(14,953,984)**	**8.11%**	**1,234,562**	**16,156,172**
LICENSE AND PERMITS							
Business licenses:							
Alcoholic beverages:							
Alcoholic Beverage License			245,000	(245,000)		4,400	247,050
Total alcoholic beverage licenses			245,000	(245,000)		4,400	247,050
General business licenses:							
Insurance		75	32,000	(31,925)	0.23%	300	28,388
Mobile food vendor permits	25	25	250	(225)	10.00%	25	100
Media production fees	900	1,550		1,550		100	2,600
Total general business licenses	925	1,650	32,250	(30,600)	5.12%	425	31,088
Total Business licenses	925	1,650	277,250	(275,600)	0.60%	4,825	278,138
Non-business licenses and permits:							
Building and signs:							
Zoning and land use permits	2,900	4,100	7,000	(2,900)	58.57%	850	10,800
House moving permit							50
Sign permits	945	1,790	10,000	(8,210)	17.90%	1,325	14,500
Other permits			2,000	(2,000)			
Catering	100	200	2,600	(2,400)	7.69%	150	2,350
Total building and sign permits	3,945	6,090	21,600	(15,510)	28.19%	2,325	27,700
Regulatory fees (permits):							

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Building structures and equipment permits:							
Protective	4,750	13,850	50,000	(36,150)	27.70%	13,650	57,750
Building	16,635	63,434	350,000	(286,566)	18.12%	370,524	748,177
Plumbing	200	8,500	8,000	500	106.25%	1,063	7,188
Electrical	4,700	7,100	42,000	(34,900)	16.90%	11,100	46,775
Gas			500	(500)			550
Mechanical	100	1,300	3,000	(1,700)	43.33%	1,150	4,450
Total building structures and equipment permits	26,385	94,184	453,500	359,316	20.77%	397,487	864,890
Total non-business licenses and permits	30,330	100,274	475,100	(374,826)	21.11%	399,812	892,590
Penalties and interest on deliquent licenses and permits							
Alcoholic license			5,000	(5,000)			8,750
Interest on business licenses						146	629
Total penalties and interest on deliquent licenses and permits			5,000	(5,000)		146	9,379
TOTAL LICENSES AND PERMITS	**31,255**	**101,924**	**757,350**	**(655,426)**	**13.46%**	**404,783**	**1,180,107**
CHARGES FOR SERVICES							
General government:							
Fees - plan reviews	1,550	1,625	4,000	(2,375)	40.63%	2,300	4,325
Fees - zoning applications	750	1,100	4,500	(3,400)	24.44%	1,600	7,100
Information technology fees	300	600		600		600	3,600
Indirect cost allocation	747,229	1,494,459	9,021,710	(7,527,251)	16.57%	1,436,768	8,620,606
GIS cost allocation	40,008	80,016	480,095	(400,079)	16.67%	79,187	475,121
Publication Sales							240
Business occupation tax admin fee	850	1,900	78,400	(76,500)	2.42%	1,850	78,900
Total general government	790,687	1,579,700	9,588,705	8,009,005	16.47%	1,522,305	9,189,892
Public safety - fire inspections	250	804	8,500	(7,696)	9.46%	1,495	11,451
Public safety - prisoner housing fees	5,094	10,362	63,000	(52,638)	16.45%	9,410	65,444
Utilities / enterprise charges and fees							
Sale of Recycled Materials							1,997
Total utilities / enterprise charges and fees							1,997
Other fees							
Credit Card Fees	770	2,850	15,000	(12,150)	19.00%	2,141	13,978
Total other fees	770	2,850	15,000	(12,150)	19.00%	2,141	13,978
Other charges for services							
Site Sales	6,700	19,850		19,850			
Cemetery Fees	16,690	27,520	170,000	(142,480)	16.19%	28,800	218,700
Niche Engraving		150		150			
Internment Fees	1,800	3,450	24,000	(20,550)	14.38%	3,900	25,200
Monument Fees	1,650	2,650	10,000	(7,350)	26.50%	500	15,150
Returned Check Fees						35	175
Total other charges for services	26,840	53,620	204,000	(150,380)	26.28%	33,235	259,225
TOTAL CHARGES FOR SERVICES	**823,641**	**1,647,336**	**9,879,205**	**(8,231,869)**	**16.67%**	**1,568,586**	**9,541,987**
FINES AND FORFEITURES							
Court							
Police Revenue	932	2,155	13,000	(10,845)	16.58%	2,892	14,043
Traffic Fines	54,555	106,512	800,000	(693,488)	13.31%	95,869	657,956

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
School Zone Speed Safety Program	675	1,725	28,125	(26,400)	6.13%	3,125	44,372
Total court revenues and fines	56,162	110,392	841,125	(730,733)	13.12%	101,886	716,371
TOTAL FINES AND FORFEITURES	**56,162**	**110,392**	**841,125**	**(730,733)**	**13.12%**	**101,886**	**716,371**
RENTS AND ROYALTIES							
Property Rental	10,246	21,267	142,994	(121,727)	14.87%	25,635	136,553
Third-party Sales		75		75			
Ground Leases		1,694	20,328	(18,634)	8.33%	3,388	20,328
Settlements from Insurance Claims	517	517		517			
Settlements from Insurance Claims						20,453	80,401
Misc Revenue	57,074	113,941		113,941		204,199	1,147,439
TOTAL RENTS AND ROYALTIES	**67,837**	**137,494**	**163,322**	**(25,828)**	**84.19%**	**253,675**	**1,384,721**
TOTAL OPERATING REVENUE	**1,692,751**	**3,317,377**	**27,915,217**	**(24,597,840)**	**11.88%**	**3,563,492**	**28,979,358**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,469,951	2,743,832	20,682,268	17,938,436	13.27%	2,436,713	17,174,647
Employee Benefits	419,987	1,001,454	8,089,138	7,087,684	12.38%	976,196	5,329,711
Allocated Payroll Costs	(30,888)	(61,775)	(370,652)	(308,877)	16.67%	(53,786)	(322,713)
Total Personal Services and Employee Benefits	1,859,050	3,683,511	28,400,754	24,717,243	12.97%	3,359,123	22,181,645
Purchased or Contracted Services	466,298	1,107,671	9,146,787	8,039,116	12.11%	1,597,924	7,199,870
Utilities:							
Water/Sewerage	5,308	10,522	79,510	68,988	13.23%	12,508	60,898
Natural Gas	1,880	2,481	27,800	25,319	8.92%	3,165	30,077
Electricity	54,295	107,984	645,470	537,486	16.73%	102,416	581,010
Propane			5,500	5,500			1,738
Gasoline	50,625	52,590	803,629	751,039	6.54%	74,712	449,980
Stormwater	64,712	129,095	775,998	646,903	16.64%	125,347	756,256
Customer Service Fee	161	322	2,016	1,694	15.97%	319	1,922
Total Utilities	176,981	302,994	2,339,923	2,036,929	12.95%	318,467	1,881,881
Supplies	280,328	341,157	2,359,113	2,017,956	14.46%	135,281	1,619,617
Capital Outlay:							
Property (Land and Buildings)	5,200	5,200		(5,200)			365,879
Machinery and Equipment		8,050	1,725,652	1,717,602	0.47%	751,875	1,705,299
Total Capital Outlay	5,200	13,250	1,725,652	1,712,402	0.77%	751,875	2,071,178
Inter-Departmental Charges	653,822	1,116,889	5,216,015	4,099,126	21.41%	1,211,225	8,097,337
Miscellaneous	6,667	60,559	216,500	155,941	27.97%	59,918	94,167
TOTAL OPERATING EXPENSE	**3,448,346**	**6,626,031**	**49,404,744**	**42,778,713**	**13.41%**	**7,433,813**	**43,145,695**
OPERATING INCOME (LOSS)	**(1,755,595)**	**(3,308,654)**	**(21,489,527)**	**18,180,873**	**15.40%**	**(3,870,321)**	**(14,166,337)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Operating - Categorical							
Direct		3,769		3,769		7,864	25,674
Indirect							12,375
Total Operating - Categorical		3,769		3,769		7,864	38,049
Total Federal Government Grants		3,769		3,769		7,864	38,049
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant							40,000

INTERIM STATEMENTS by Fund
101-General Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027 Actual MTD	FISCAL YEAR 2027 Actual FYTD	FISCAL YEAR 2027 Amended Budget	Variance with Amended Budget $ Over / (Under)	Variance with Amended Budget %	PRIOR FYTD 8/31/2025 Actual	PRIOR FYTD 6/30/2026 Actual
GA DOT Grant			360,000	(360,000)			798,114
Total Direct			360,000	360,000			838,114
Total Operating - Categorical			360,000	(360,000)			838,114
Total State Government Grants			360,000	(360,000)			838,114
Local Government Unit Grants							
Board of Education - RESA			220,095	(220,095)			202,357
Spalding County Contribution			265,257	(265,257)			182,947
Total Local Government Unit Grants			485,352	485,352			385,304
Total Intergovernmental revenue		3,769	845,352	(841,583)	0.45%	7,864	1,261,467
Intergovernmental - Exp	(2,553)	(3,974)	(328,181)	324,207	1.21%	(3,048)	(350,462)
Total Intergovernmental - net	(2,553)	(205)	517,171	(517,376)	(0.04%)	4,816	911,005
Interest Income							
Bank Account Interest	122,635	242,581	1,000,000	(757,419)	24.26%	248,080	1,379,737
Bank Account Interest	416	2,366		2,366		2,682	14,991
P-Card Rebate Program		6,996		6,996			
Unrealized Gain/Loss on Investments	176	(4,774)		(4,774)		2,129	(529)
Total Interest/Investment Income	123,227	247,169	1,000,000	(752,831)	24.72%	252,891	1,394,199
Principal	(20,686)	(41,308)	(425,400)	384,092	9.71%	(49,951)	(298,801)
Interest Expense	(2,877)	(5,818)	(71,290)	65,472	8.16%	(7,508)	(40,785)
Total principal and interest expense	(23,563)	(47,126)	(496,690)	449,564	9.49%	(57,459)	(339,586)
Contributions and donations							
Contributions & Donations	14,000	14,000		14,000			5,665
GMA Safety Grant							20,000
Total contributions and donations	14,000	14,000		14,000			25,665
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets	6,650	6,650		6,650			37,782
Total gain (loss) on sale of capital assets	6,650	6,650		6,650			37,782
TOTAL NON-OPERATING INCOME (EXPENSE)	**117,761**	**220,488**	**1,020,481**	**(799,993)**	**21.61%**	**200,248**	**2,029,065**
INCOME (LOSS) BEFORE TRANSFERS	**(1,637,834)**	**(3,088,166)**	**(20,469,046)**	**17,380,880**	**15.09%**	**(3,670,073)**	**(12,137,272)**
TRANSFERS							
Transfers - in	946,363	1,894,376	13,777,227	(11,882,851)	13.75%	2,076,305	12,555,475
Transfers - out	(15,490)	(278,756)	(4,996,359)	4,717,603	5.58%	(486,146)	(2,645,962)
TOTAL TRANSFERS - NET	**930,873**	**1,615,620**	**8,780,868**	**(7,165,248)**	**18.40%**	**1,590,159**	**9,909,513**
CHANGE IN NET POSITION	**($706,961)**	**($1,472,546)**	**($11,688,178)**	**$10,215,632**	**12.60%**	**($2,079,914)**	**($2,227,759)**
CONTROL TOTALS							
Total Revenues	$2,782,990	$5,483,342	$43,537,795	($38,054,453)	12.59%	$5,900,553	$44,253,944
Total Expenditures	3,489,952	6,955,887	55,225,973	48,270,086	12.60%	7,980,466	46,481,706
Revenues less expenditures	(706,962)	(1,472,545)	(11,688,178)	(10,215,633)	12.60%	(2,079,913)	(2,227,762)
Difference	$1	($1)		$1	0.00%	($1)	$3

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$25,025	$31,655	$932,000	($900,345)	3.40%	$24,261	$1,082,049
Total Taxes	25,025	31,655	932,000	900,345	3.40%	24,261	1,082,049
Total Taxes and Franchise taxes	25,025	31,655	932,000	900,345	3.40%	24,261	1,082,049
Hotel/Motel	17,519	37,972	226,000	(188,028)	16.80%	37,311	220,076
Total selective sales and use taxes	17,519	37,972	226,000	(188,028)	16.80%	37,311	220,076
TOTAL TAXES	**42,544**	**69,627**	**1,158,000**	**(1,088,373)**	**6.01%**	**61,572**	**1,302,125**
CHARGES FOR SERVICES							
General government:							
Fees - demolition recovery	13,159	14,571		14,571		1,751	32,986
Total general government	13,159	14,571		(14,571)	0.00%	1,751	32,986
TOTAL CHARGES FOR SERVICES	**13,159**	**14,571**		**14,571**		**1,751**	**32,986**
FINES AND FORFEITURES							
Court							
Fine Surcharge - Technology - Court	1,769	3,403	20,000	(16,597)	17.02%	3,003	22,166
Total court revenues and fines	1,769	3,403	20,000	(16,597)	17.02%	3,003	22,166
Bond confiscations							
Confiscations						1,500	11,635
Total Bond Confiscations						1,500	11,635
Confiscations							
Federal Confiscations						1,239	10,609
Total state and federal confiscations						1,239	10,609
National Opioid Settlement Payments		28,240		28,240		28,213	36,699
TOTAL FINES AND FORFEITURES	**1,769**	**31,643**	**20,000**	**11,643**	**158.22%**	**33,955**	**81,109**
TOTAL OPERATING REVENUE	**57,472**	**115,841**	**1,178,000**	**(1,062,159)**	**9.83%**	**97,278**	**1,416,220**
OPERATING EXPENSE							
Purchased or Contracted Services	1,635	13,927	373,090	359,163	3.73%	424,474	7,464,432
Supplies	188	188	1,000	812	18.80%		35,551
Capital Outlay:							
Property (Land and Buildings)	152,502	155,633	3,727,500	3,571,867	4.18%	280,095	6,843,569
Machinery and Equipment							197,735
Total Capital Outlay	152,502	155,633	3,727,500	3,571,867	4.18%	280,095	7,041,304
Miscellaneous							1,990
TOTAL OPERATING EXPENSE	**154,325**	**169,748**	**4,101,590**	**3,931,842**	**4.14%**	**704,569**	**14,543,277**
OPERATING INCOME (LOSS)	**(96,853)**	**(53,907)**	**(2,923,590)**	**2,869,683**	**1.84%**	**(607,291)**	**(13,127,057)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Indirect							21,402
Net Capital							21,402
Total Federal Government Grants							21,402
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	142,502	142,502		142,502		31,667	1,207,526

INTERIM STATEMENTS by Fund
Special Revenue Funds
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027 Actual MTD	FISCAL YEAR 2027 Actual FYTD	FISCAL YEAR 2027 Amended Budget	Variance with Amended Budget $ Over / (Under)	Variance with Amended Budget %	PRIOR FYTD 8/31/2025 Actual	PRIOR FYTD 6/30/2026 Actual
State Government Grants							
Capital							
Direct (CDBG Grant Proceeds)						197,182	689,681
Total Capital							21,402
Total State Government Grants						197,182	689,681
Transportation Special purpose local option sales and use taxes	446,131	883,254	3,727,500	(2,844,246)	23.70%	865,612	5,139,674
Total Intergovernmental revenue	588,633	1,025,756	3,727,500	(2,701,744)	27.52%	1,094,461	7,058,283
Intergovernmental - Exp	(7,665)	(16,613)	(98,875)	82,262	16.80%	(16,557)	(98,040)
Total Intergovernmental - net	580,968	1,009,143	3,628,625	(2,619,482)	27.81%	1,077,904	6,960,243
Interest Income							
Bank Account Interest	2,714	5,804		5,804		16,738	70,155
Total Interest/Investment Income	2,714	5,804		5,804		16,738	70,155
Principal			(178,800)	178,800		(140,000)	(172,496)
Interest Expense		(102,775)	(227,455)	124,680	45.18%	(104,663)	(226,196)
Total principal and interest expense		(102,775)	(406,255)	303,480	25.30%	(244,663)	(398,692)
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets							525
Total gain (loss) on sale of capital assets							525
TOTAL NON-OPERATING INCOME (EXPENSE)	**583,682**	**912,172**	**3,222,370**	**(2,310,198)**	**28.31%**	**849,979**	**6,632,231**
INCOME (LOSS) BEFORE TRANSFERS	**486,829**	**858,265**	**298,780**	**559,485**	**287.26%**	**242,688**	**(6,494,826)**
TRANSFERS							
Transfers - in		247,775	706,925	(459,150)	35.05%	283,775	1,521,267
Transfers - out	(34,855)	(46,359)	(377,125)	330,766	12.29%	(25,328)	(894,726)
TOTAL TRANSFERS - NET	**(34,855)**	**201,416**	**329,800**	**(128,384)**	**61.07%**	**258,447**	**626,541**
CHANGE IN NET POSITION	**$451,974**	**$1,059,681**	**$628,580**	**$431,101**	**168.58%**	**$501,135**	**($5,868,285)**
CONTROL TOTALS							
Total Revenues	$648,817	$1,395,175	$5,612,425	($4,217,250)	24.86%	$1,492,252	$10,066,449
Total Expenditures	196,844	335,495	4,983,845	4,648,350	6.73%	991,118	15,934,735
Revenues less expenditures	451,973	1,059,680	628,580	(431,100)	168.58%	501,134	(5,868,286)
Difference	$1	$1		($1)	0.00%	$1	$1

INTERIM STATEMENTS by Fund
210-Confiscated Assets Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
Bond confiscations							
Confiscations						$1,500	$11,635
Total Bond Confiscations						1,500	11,635
Confiscations							
Federal Confiscations						1,239	10,609
Total state and federal confiscations						1,239	10,609
TOTAL FINES AND FORFEITURES						**2,739**	**22,244**
TOTAL OPERATING REVENUE						**2,739**	**22,244**
OPERATING EXPENSE							
Purchased or Contracted Services							1,995
Supplies							25,238
Capital Outlay:							
Property (Land and Buildings)							10,492
Machinery and Equipment							9,620
Total Capital Outlay							20,112
Miscellaneous							1,990
TOTAL OPERATING EXPENSE							**49,335**
OPERATING INCOME (LOSS)						**2,739**	**(27,091)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp						(234)	(1,757)
Total Intergovernmental - net						(234)	(1,757)
TOTAL NON-OPERATING INCOME (EXPENSE)						**(234)**	**(1,757)**
INCOME (LOSS) BEFORE TRANSFERS						**2,505**	**(28,848)**
CHANGE IN NET POSITION					**0.00%**	**$2,505**	**($28,848)**
CONTROL TOTALS							
Total Revenues					0.00%	$2,739	$22,244
Total Expenditures					0.00%	234	51,092
Revenues less expenditures					0.00%	2,505	(28,848)

INTERIM STATEMENTS by Fund
213-National Opioid Settlement
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
FINES AND FORFEITURES							
National Opioid Settlement Payments		$28,240		$28,240		$28,213	$36,699
TOTAL FINES AND FORFEITURES		**28,240**		**28,240**		**28,213**	**36,699**
TOTAL OPERATING REVENUE		**28,240**		**28,240**		**28,213**	**36,699**
OPERATING EXPENSE							
Supplies							8,000
TOTAL OPERATING EXPENSE							**8,000**
OPERATING INCOME (LOSS)		**28,240**		**28,240**		**28,213**	**28,699**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS		**28,240**		**28,240**		**28,213**	**28,699**
CHANGE IN NET POSITION		**$28,240**		**$28,240**	**0.00%**	**$28,213**	**$28,699**
CONTROL TOTALS							
Total Revenues		$28,240		$28,240	0.00%	$28,213	$36,699
Total Expenditures					0.00%		8,000
Revenues less expenditures		28,240		(28,240)	0.00%	28,213	28,699

INTERIM STATEMENTS by Fund

Community Development Block Grants

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$6,000	$32,600
Capital Outlay:							
Property (Land and Buildings)						206,839	1,035,031
Total Capital Outlay						206,839	1,035,031
TOTAL OPERATING EXPENSE						**212,839**	**1,067,631**
OPERATING INCOME (LOSS)						**(212,839)**	**(1,067,631)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)						197,182	689,681
Total State Government Grants						197,182	689,681
Total Intergovernmental revenue						197,182	689,681
Total Intergovernmental - net						197,182	689,681
TOTAL NON-OPERATING INCOME (EXPENSE)						**197,182**	**689,681**
INCOME (LOSS) BEFORE TRANSFERS						**(15,657)**	**(377,950)**
TRANSFERS							
Transfers - in						37,500	418,148
TOTAL TRANSFERS - NET						**37,500**	**418,148**
CHANGE IN NET POSITION					**0.00%**	**$21,843**	**$40,198**
CONTROL TOTALS							
Total Revenues					0.00%	$234,682	$1,107,829
Total Expenditures					0.00%	212,839	1,067,631
Revenues less expenditures					0.00%	21,843	40,198

INTERIM STATEMENTS by Fund

237-Community Development Block Grant 2024

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$6,000	$32,600
Capital Outlay:							
Property (Land and Buildings)						206,839	1,035,031
Total Capital Outlay						206,839	1,035,031
TOTAL OPERATING EXPENSE						**212,839**	**1,067,631**
OPERATING INCOME (LOSS)						**(212,839)**	**(1,067,631)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Direct (CDBG Grant Proceeds)						197,182	689,681
Total State Government Grants						197,182	689,681
Total Intergovernmental revenue						197,182	689,681
Total Intergovernmental - net						197,182	689,681
TOTAL NON-OPERATING INCOME (EXPENSE)						**197,182**	**689,681**
INCOME (LOSS) BEFORE TRANSFERS						**(15,657)**	**(377,950)**
TRANSFERS							
Transfers - in						37,500	418,148
TOTAL TRANSFERS - NET						**37,500**	**418,148**
CHANGE IN NET POSITION					**0.00%**	**$21,843**	**$40,198**
CONTROL TOTALS							
Total Revenues					0.00%	$234,682	$1,107,829
Total Expenditures					0.00%	212,839	1,067,631
Revenues less expenditures					0.00%	21,843	40,198

INTERIM STATEMENTS by Fund

234-ARPA American Rescue Plan Act

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Capital Outlay:							
Property (Land and Buildings)	$142,502	$142,502		($142,502)		$33,334	$1,176,850
Machinery and Equipment							66,215
Total Capital Outlay	142,502	142,502		(142,502)		33,334	1,243,065
TOTAL OPERATING EXPENSE	**142,502**	**142,502**		**(142,502)**		**33,334**	**1,243,065**
OPERATING INCOME (LOSS)	**(142,502)**	**(142,502)**		**(142,502)**		**(33,334)**	**(1,243,065)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Transfers (Non-Grant)							
America Rescue Plan (ARP) Act of 2021 Fiscal Recovery Funds	142,502	142,502		142,502		31,667	1,207,526
Total Intergovernmental revenue	142,502	142,502		142,502		31,667	1,207,526
Total Intergovernmental - net	142,502	142,502		142,502		31,667	1,207,526
TOTAL NON-OPERATING INCOME (EXPENSE)	**142,502**	**142,502**		**142,502**		**31,667**	**1,207,526**
INCOME (LOSS) BEFORE TRANSFERS						**(1,667)**	**(35,539)**
CHANGE IN NET POSITION					**0.00%**	**($1,667)**	**($35,539)**
CONTROL TOTALS							
Total Revenues	$142,502	$142,502		$142,502	0.00%	$31,667	$1,207,526
Total Expenditures	142,502	142,502		(142,502)	0.00%	33,334	1,243,065
Revenues less expenditures					0.00%	(1,667)	(35,539)

INTERIM STATEMENTS by Fund

251-Multiple Grant Fund

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services						$20	$40
TOTAL OPERATING EXPENSE						**20**	**40**
OPERATING INCOME (LOSS)						**(20)**	**(40)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest						29	59
Total Interest/Investment Income						29	59
TOTAL NON-OPERATING INCOME (EXPENSE)						**29**	**59**
INCOME (LOSS) BEFORE TRANSFERS						**9**	**19**
TRANSFERS							
Transfers - out							(87,479)
TOTAL TRANSFERS - NET							**(87,479)**
CHANGE IN NET POSITION					**0.00%**	**$9**	**($87,460)**
CONTROL TOTALS							
Total Revenues					0.00%	$29	$59
Total Expenditures					0.00%	20	87,519
Revenues less expenditures					0.00%	9	(87,460)

INTERIM STATEMENTS by Fund

271-Tax Allocation District (TAD #1)

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$16,179	$16,611	$401,000	($384,389)	4.14%	$17,433	$495,622
Total Taxes	16,179	16,611	401,000	384,389	4.14%	17,433	495,622
Total Taxes and Franchise taxes	16,179	16,611	401,000	384,389	4.14%	17,433	495,622
TOTAL TAXES	**16,179**	**16,611**	**401,000**	**(384,389)**	**4.14%**	**17,433**	**495,622**
TOTAL OPERATING REVENUE	**16,179**	**16,611**	**401,000**	**(384,389)**	**4.14%**	**17,433**	**495,622**
OPERATING EXPENSE							
Capital Outlay:							
Machinery and Equipment							121,900
Total Capital Outlay							121,900
TOTAL OPERATING EXPENSE							**121,900**
OPERATING INCOME (LOSS)	**16,179**	**16,611**	**401,000**	**(384,389)**	**4.14%**	**17,433**	**373,722**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**16,179**	**16,611**	**401,000**	**(384,389)**	**4.14%**	**17,433**	**373,722**
TRANSFERS							
Transfers - out	(25,000)	(25,000)	(250,000)	225,000	10.00%	(4,341)	(683,454)
TOTAL TRANSFERS - NET	**(25,000)**	**(25,000)**	**(250,000)**	**225,000**	**10.00%**	**(4,341)**	**(683,454)**
CHANGE IN NET POSITION	**($8,821)**	**($8,389)**	**$151,000**	**($159,389)**	**(5.56%)**	**$13,092**	**($309,732)**
CONTROL TOTALS							
Total Revenues	$16,179	$16,611	$401,000	($384,389)	4.14%	$17,433	$495,622
Total Expenditures	25,000	25,000	250,000	225,000	10.00%	4,341	805,354
Revenues less expenditures	(8,821)	(8,389)	151,000	159,389	(5.56%)	13,092	(309,732)

INTERIM STATEMENTS by Fund

272-Tax Allocation District (TAD #2)

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Real property - current year	$8,846	$15,044	$531,000	($515,956)	2.83%	$6,827	$586,427
Total Taxes	8,846	15,044	531,000	515,956	2.83%	6,827	586,427
Total Taxes and Franchise taxes	8,846	15,044	531,000	515,956	2.83%	6,827	586,427
TOTAL TAXES	**8,846**	**15,044**	**531,000**	**(515,956)**	**2.83%**	**6,827**	**586,427**
TOTAL OPERATING REVENUE	**8,846**	**15,044**	**531,000**	**(515,956)**	**2.83%**	**6,827**	**586,427**
OPERATING INCOME (LOSS)	**8,846**	**15,044**	**531,000**	**(515,956)**	**2.83%**	**6,827**	**586,427**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental Principal			(33,800)	33,800			(32,496)
Interest Expense			(25,530)	25,530			(26,820)
Total principal and interest expense			(59,330)	59,330			(59,316)
TOTAL NON-OPERATING INCOME (EXPENSE)			**(59,330)**	**59,330**			**(59,316)**
INCOME (LOSS) BEFORE TRANSFERS	**8,846**	**15,044**	**471,670**	**(456,626)**	**3.19%**	**6,827**	**527,111**
CHANGE IN NET POSITION	**$8,846**	**$15,044**	**$471,670**	**($456,626)**	**3.19%**	**$6,827**	**$527,111**
CONTROL TOTALS							
Total Revenues	$8,846	$15,044	$531,000	($515,956)	2.83%	$6,827	$586,427
Total Expenditures			59,330	59,330	0.00%		59,316
Revenues less expenditures	8,846	15,044	471,670	456,626	3.19%	6,827	527,111

INTERIM STATEMENTS by Fund
275-Hotel / Motel Tax Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TAXES							
Hotel/Motel	$17,519	$37,972	$226,000	($188,028)	16.80%	$37,311	$220,076
Total selective sales and use taxes	17,519	37,972	226,000	(188,028)	16.80%	37,311	220,076
TOTAL TAXES	**17,519**	**37,972**	**226,000**	**(188,028)**	**16.80%**	**37,311**	**220,076**
TOTAL OPERATING REVENUE	**17,519**	**37,972**	**226,000**	**(188,028)**	**16.80%**	**37,311**	**220,076**
OPERATING INCOME (LOSS)	**17,519**	**37,972**	**226,000**	**(188,028)**	**16.80%**	**37,311**	**220,076**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp	(7,665)	(16,613)	(98,875)	82,262	16.80%	(16,324)	(96,283)
Total Intergovernmental - net	(7,665)	(16,613)	(98,875)	82,262	16.80%	(16,324)	(96,283)
TOTAL NON-OPERATING INCOME (EXPENSE)	**(7,665)**	**(16,613)**	**(98,875)**	**82,262**	**16.80%**	**(16,324)**	**(96,283)**
INCOME (LOSS) BEFORE TRANSFERS	**9,854**	**21,359**	**127,125**	**(105,766)**	**16.80%**	**20,987**	**123,793**
TRANSFERS							
Transfers - out	(9,855)	(21,359)	(127,125)	105,766	16.80%	(20,987)	(123,793)
TOTAL TRANSFERS - NET	**(9,855)**	**(21,359)**	**(127,125)**	**105,766**	**16.80%**	**(20,987)**	**(123,793)**
CHANGE IN NET POSITION	**($1)**				**0.00%**		
CONTROL TOTALS							
Total Revenues	$17,519	$37,972	$226,000	($188,028)	16.80%	$37,311	$220,076
Total Expenditures	17,519	37,972	226,000	188,028	16.80%	37,311	220,076
Difference	($1)				0.00%		

INTERIM STATEMENTS by Fund
282-Court Technology Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027 Actual MTD	FISCAL YEAR 2027 Actual FYTD	FISCAL YEAR 2027 Amended Budget	Variance with Amended Budget $ Over / (Under)	Variance with Amended Budget %	PRIOR FYTD 8/31/2025 Actual	PRIOR FYTD 6/30/2026 Actual
FINES AND FORFEITURES							
Court							
Fine Surcharge - Technology - Court	$1,769	$3,403	$20,000	($16,597)	17.02%	$3,003	$22,166
Total court revenues and fines	1,769	3,403	20,000	(16,597)	17.02%	3,003	22,166
TOTAL FINES AND FORFEITURES	**1,769**	**3,403**	**20,000**	**(16,597)**	**17.02%**	**3,003**	**22,166**
TOTAL OPERATING REVENUE	**1,769**	**3,403**	**20,000**	**(16,597)**	**17.02%**	**3,003**	**22,166**
OPERATING EXPENSE							
Purchased or Contracted Services		12,240	13,090	850	93.51%		12,240
Supplies			1,000	1,000			201
TOTAL OPERATING EXPENSE		**12,240**	**14,090**	**1,850**	**86.87%**		**12,441**
OPERATING INCOME (LOSS)	**1,769**	**(8,837)**	**5,910**	**(14,747)**	**(149.53%)**	**3,003**	**9,725**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**1,769**	**(8,837)**	**5,910**	**(14,747)**	**(149.53%)**	**3,003**	**9,725**
CHANGE IN NET POSITION	**$1,769**	**($8,837)**	**$5,910**	**($14,747)**	**(149.53%)**	**$3,003**	**$9,725**
CONTROL TOTALS							
Total Revenues	$1,769	$3,403	$20,000	($16,597)	17.02%	$3,003	$22,166
Total Expenditures		12,240	14,090	1,850	86.87%		12,441
Revenues less expenditures	1,769	(8,837)	5,910	14,747	(149.53%)	3,003	9,725

INTERIM STATEMENTS by Fund

321-SPLOST Fund 2016

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Fees - demolition recovery	$13,159	$14,571		$14,571		$1,751	$32,986
Total general government	13,159	14,571		(14,571)	0.00%	1,751	32,986
TOTAL CHARGES FOR SERVICES	**13,159**	**14,571**		**14,571**		**1,751**	**32,986**
TOTAL OPERATING REVENUE	**13,159**	**14,571**		**14,571**		**1,751**	**32,986**
OPERATING EXPENSE							
Purchased or Contracted Services	1,635	1,687		(1,687)		7,159	131,752
Supplies	188	188		(188)			2,112
Capital Outlay:							
Property (Land and Buildings)	10,000	10,000		(10,000)		22,607	1,151,350
Total Capital Outlay	10,000	10,000		(10,000)		22,607	1,151,350
TOTAL OPERATING EXPENSE	**11,823**	**11,875**		**(11,875)**		**29,766**	**1,285,214**
OPERATING INCOME (LOSS)	**1,336**	**2,696**		**2,696**		**(28,015)**	**(1,252,228)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Indirect							21,402
Net Capital							21,402
Total Federal Government Grants							21,402
Capital							
Total Capital							21,402
Total Intergovernmental revenue							21,402
Total Intergovernmental - net							21,402
Gain (loss) on sale of capital assets							
Gain / Loss on Sale of Assets							525
Total gain (loss) on sale of capital assets							525
TOTAL NON-OPERATING INCOME (EXPENSE)							**21,927**
INCOME (LOSS) BEFORE TRANSFERS	**1,336**	**2,696**		**2,696**		**(28,015)**	**(1,230,301)**
CHANGE IN NET POSITION	**$1,336**	**$2,696**		**$2,696**	**0.00%**	**($28,015)**	**($1,230,301)**
CONTROL TOTALS							
Total Revenues	$13,159	$14,571		$14,571	0.00%	$1,751	$54,913
Total Expenditures	11,823	11,875		(11,875)	0.00%	29,766	1,285,215
Revenues less expenditures	1,336	2,696		(2,696)	0.00%	(28,015)	(1,230,302)
Difference					0.00%		$1

INTERIM STATEMENTS by Fund
335-Transportation SPLOST
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services			$360,000	$360,000		$411,295	$7,285,804
Capital Outlay:							
Property (Land and Buildings)		3,131	3,727,500	3,724,369	0.08%	17,317	1,937,302
Total Capital Outlay		3,131	3,727,500	3,724,369	0.08%	17,317	1,937,302
TOTAL OPERATING EXPENSE		**3,131**	**4,087,500**	**4,084,369**	**0.08%**	**428,612**	**9,223,106**
OPERATING INCOME (LOSS)		**(3,131)**	**(4,087,500)**	**4,084,369**	**0.08%**	**(428,612)**	**(9,223,106)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Transportation Special purpose local option sales and use taxes	446,131	883,254	3,727,500	(2,844,246)	23.70%	865,612	5,139,674
Total Intergovernmental revenue	446,131	883,254	3,727,500	(2,844,246)	23.70%	865,612	5,139,674
Total Intergovernmental - net	446,131	883,254	3,727,500	(2,844,246)	23.70%	865,612	5,139,674
TOTAL NON-OPERATING INCOME (EXPENSE)	**446,131**	**883,254**	**3,727,500**	**(2,844,246)**	**23.70%**	**865,612**	**5,139,674**
INCOME (LOSS) BEFORE TRANSFERS	**446,131**	**880,123**	**(360,000)**	**1,240,123**	**(244.48%)**	**437,000**	**(4,083,432)**
TRANSFERS							
Transfers - in			360,000	(360,000)			754,069
TOTAL TRANSFERS - NET			**360,000**	**(360,000)**			**754,069**
CHANGE IN NET POSITION	**$446,131**	**$880,123**		**$880,123**	**0.00%**	**$437,000**	**($3,329,363)**
CONTROL TOTALS							
Total Revenues	$446,131	$883,254	$4,087,500	($3,204,246)	21.61%	$865,612	$5,893,743
Total Expenditures		3,131	4,087,500	4,084,369	0.08%	428,612	9,223,107
Revenues less expenditures	446,131	880,123		(880,123)	0.00%	437,000	(3,329,364)
Difference					0.00%		$1

INTERIM STATEMENTS by Fund
360-Urban Redevelopment Agency Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Capital Outlay:							
Property (Land and Buildings)							$1,532,544
Total Capital Outlay							1,532,544
TOTAL OPERATING EXPENSE							**1,532,544**
OPERATING INCOME (LOSS)							**(1,532,544)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	2,714	5,804		5,804		16,710	70,096
Total Interest/Investment Income	2,714	5,804		5,804		16,710	70,096
Principal			(145,000)	145,000		(140,000)	(140,000)
Interest Expense		(102,775)	(201,925)	99,150	50.90%	(104,663)	(199,376)
Total principal and interest expense		(102,775)	(346,925)	244,150	29.62%	(244,663)	(339,376)
TOTAL NON-OPERATING INCOME (EXPENSE)	**2,714**	**(96,971)**	**(346,925)**	**249,954**	**27.95%**	**(227,953)**	**(269,280)**
INCOME (LOSS) BEFORE TRANSFERS	**2,714**	**(96,971)**	**(346,925)**	**249,954**	**27.95%**	**(227,953)**	**(1,801,824)**
TRANSFERS							
Transfers - in		247,775	346,925	(99,150)	71.42%	246,275	349,050
TOTAL TRANSFERS - NET		**247,775**	**346,925**	**(99,150)**	**71.42%**	**246,275**	**349,050**
CHANGE IN NET POSITION	**$2,714**	**$150,804**		**$150,804**	**0.00%**	**$18,322**	**($1,452,774)**
CONTROL TOTALS							
Total Revenues	$2,714	$253,579	$346,925	($93,346)	73.09%	$262,985	$419,146
Total Expenditures		102,775	346,925	244,150	29.62%	244,663	1,871,920
Revenues less expenditures	2,714	150,804		(150,804)	0.00%	18,322	(1,452,774)

INTERIM STATEMENTS by Fund
Agency / Permanent / Trust Funds
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other charges for services							
Cemetery Opening/Closing Fee							$2,745
Site Sales						20,500	139,525
Niche Engraving							500
Total other charges for services						20,500	142,770
TOTAL CHARGES FOR SERVICES						**20,500**	**142,770**
RENTS AND ROYALTIES							
Third-party Sales						60	285
TOTAL RENTS AND ROYALTIES						**60**	**285**
TOTAL OPERATING REVENUE						**20,560**	**143,055**
OPERATING EXPENSE							
Purchased or Contracted Services							2,021
TOTAL OPERATING EXPENSE							**2,021**
OPERATING INCOME (LOSS)						**20,560**	**141,034**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	(13,138)	(11,176)		(11,176)		4,071	20,844
Bank Account Interest	2,184	7,378		7,378		6,662	28,558
Dividends	19,782	19,615		19,615		22,283	225,185
Unrealized Gain/Loss on Investments	53,718	185,425		185,425		128,578	476,044
Total Interest/Investment Income	62,546	201,242		201,242		161,594	750,631
Contributions and donations							
Contributed Capital							14,007
Total contributions and donations							14,007
TOTAL NON-OPERATING INCOME (EXPENSE)	**62,546**	**201,242**		**201,242**		**161,594**	**764,638**
INCOME (LOSS) BEFORE TRANSFERS	**62,546**	**201,242**		**201,242**		**182,154**	**905,672**
CHANGE IN NET POSITION	**$62,546**	**$201,242**		**$201,242**	**0.00%**	**$182,154**	**$905,672**
CONTROL TOTALS							
Total Revenues	$62,547	$201,242		$201,242	0.00%	$182,154	$907,693
Total Expenditures					0.00%		2,021
Revenues less expenditures	62,547	201,242		(201,242)	0.00%	182,154	905,672
Difference	($1)				0.00%		

INTERIM STATEMENTS by Fund
791-Cemetery Trust Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other charges for services							
Cemetery Opening/Closing Fee							$2,745
Site Sales						20,500	139,525
Niche Engraving							500
Total other charges for services						20,500	142,770
TOTAL CHARGES FOR SERVICES						**20,500**	**142,770**
RENTS AND ROYALTIES							
Third-party Sales						60	285
TOTAL RENTS AND ROYALTIES						**60**	**285**
TOTAL OPERATING REVENUE						**20,560**	**143,055**
OPERATING EXPENSE							
Purchased or Contracted Services							1,285
TOTAL OPERATING EXPENSE							**1,285**
OPERATING INCOME (LOSS)						**20,560**	**141,770**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Dividends	19,782	19,615		19,615		22,283	225,185
Unrealized Gain/Loss on Investments	39,915	183,925		183,925		122,433	475,642
Total Interest/Investment Income	59,697	203,540		203,540		144,716	700,827
Contributions and donations							
Contributed Capital							14,007
Total contributions and donations							14,007
TOTAL NON-OPERATING INCOME (EXPENSE)	**59,697**	**203,540**		**203,540**		**144,716**	**714,834**
INCOME (LOSS) BEFORE TRANSFERS	**59,697**	**203,540**		**203,540**		**165,276**	**856,604**
CHANGE IN NET POSITION	**$59,697**	**$203,540**		**$203,540**	**0.00%**	**$165,276**	**$856,604**
CONTROL TOTALS							
Total Revenues	$59,697	$203,541		$203,541	0.00%	$165,275	$857,890
Total Expenditures					0.00%		1,285
Revenues less expenditures	59,697	203,541		(203,541)	0.00%	165,275	856,605
Difference		($1)		$1	0.00%	$1	($1)

INTERIM STATEMENTS by Fund
792-Mausoleum Trust Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services							$232
TOTAL OPERATING EXPENSE							**232**
OPERATING INCOME (LOSS)							**(232)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	(13,138)	(11,176)		(11,176)		4,071	20,844
Unrealized Gain/Loss on Investments	13,889	9,839		9,839		2,150	(1,108)
Total Interest/Investment Income	751	(1,337)		(1,337)		6,221	19,736
TOTAL NON-OPERATING INCOME (EXPENSE)	**751**	**(1,337)**		**(1,337)**		**6,221**	**19,736**
INCOME (LOSS) BEFORE TRANSFERS	**751**	**(1,337)**		**(1,337)**		**6,221**	**19,504**
CHANGE IN NET POSITION	**$751**	**($1,337)**		**($1,337)**	**0.00%**	**$6,221**	**$19,504**
CONTROL TOTALS							
Total Revenues	$752	($1,337)		($1,337)	0.00%	$6,221	$19,736
Total Expenditures					0.00%		232
Revenues less expenditures	752	(1,337)		1,337	0.00%	6,221	19,504
Difference	($1)				0.00%		

INTERIM STATEMENTS by Fund

793-Light Water Sewer (LWS) Emergency Trust Fund

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING EXPENSE							
Purchased or Contracted Services							$504
TOTAL OPERATING EXPENSE							**504**
OPERATING INCOME (LOSS)							**(504)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	2,184	7,378		7,378		6,662	28,558
Unrealized Gain/Loss on Investments	(86)	(8,340)		(8,340)		3,995	1,509
Total Interest/Investment Income	2,098	(962)		(962)		10,657	30,067
TOTAL NON-OPERATING INCOME (EXPENSE)	**2,098**	**(962)**		**(962)**		**10,657**	**30,067**
INCOME (LOSS) BEFORE TRANSFERS	**2,098**	**(962)**		**(962)**		**10,657**	**29,563**
CHANGE IN NET POSITION	**$2,098**	**($962)**		**($962)**	**0.00%**	**$10,657**	**$29,563**
CONTROL TOTALS							
Total Revenues	$2,098	($962)		($962)	0.00%	$10,658	$30,067
Total Expenditures					0.00%		504
Revenues less expenditures	2,098	(962)		962	0.00%	10,658	29,563
Difference					0.00%	($1)	

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits						$450	$450
Total building and sign permits						450	450
Total non-business licenses and permits						450	450
TOTAL LICENSES AND PERMITS						**450**	**450**
CHARGES FOR SERVICES							
General government:							
Utilities Mgmt & Customer Svc Cost Allocation			1,551,485	(1,551,485)			
Motor pool charges	83,386	165,744	1,018,800	(853,056)	16.27%	200,403	897,057
Total general government	83,386	165,744	2,570,285	2,404,541	6.45%	200,403	897,057
Utilities / enterprise charges and fees							
Fees - Collection - Residential	267,651	539,349	3,140,629	(2,601,280)	17.17%	305,403	3,152,772
Fees - Collection - Commercial	122,464	244,915	1,410,000	(1,165,085)	17.37%	143,368	1,427,375
Fees - Transfer Station	204,362	425,721	2,100,000	(1,674,279)	20.27%	400,726	2,361,421
Fees - Special Handling	2,105	4,875	25,000	(20,125)	19.50%	3,640	24,210
Fees - Rolloff Containers	66,650	136,447	824,000	(687,553)	16.56%	134,023	866,760
Fees - Yard Waste Disposal	79,117	159,844	965,940	(806,096)	16.55%	91,274	943,638
Fees - Yard Waste Special Handling	(547)	(509)		(509)		(7)	(144)
Sale of Recycled Materials	893	3,169	3,000	169	105.63%	10,693	58,196
Permit Fees - Commercial Hauler	200	400	4,000	(3,600)	10.00%	300	2,500
Fees - Landfill Use	365,709	675,975	2,640,000	(1,964,025)	25.61%	418,245	2,929,598
Recycling Fees Sort Line	13,067	22,294	150,000	(127,706)	14.86%		44,522
Water Institutional	21,087	39,730	200,000	(160,270)	19.87%	38,667	247,438
Fees - Water Industrial	29,741	59,742	375,000	(315,258)	15.93%	46,703	318,581
Fees - Water Residential	381,775	768,605	4,950,000	(4,181,395)	15.53%	447,377	4,445,429
Fees - Water Commercial	123,341	252,626	1,900,000	(1,647,374)	13.30%	128,288	1,478,363
Pass-Thru Water Spalding County	(478,476)	(478,476)	(5,800,000)	5,321,524	8.25%	(566,998)	(5,323,219)
Fees - Fire Hydrant Water	4,919	6,270	25,000	(18,730)	25.08%	4,821	31,756
Fees - Water Lock Cut	500	900	3,000	(2,100)	30.00%	875	5,275
Bulk Water - Spalding County	1,108,166	2,138,003	12,250,000	(10,111,997)	17.45%	1,136,781	11,381,106
Bulk Water - Williamson	9,722	19,285	110,000	(90,715)	17.53%	10,138	93,180
Bulk Water - Zebulon	36,062	69,278	485,000	(415,722)	14.28%	39,112	410,271
Bulk Water - Butts County	3,688	6,111	43,000	(36,889)	14.21%	3,300	32,841
Bulk Water - Coweta County	490,500	981,000	6,340,000	(5,359,000)	15.47%	802,045	6,177,445
Bulk Water - Barnesville							36
Bulk Water - City of Concord	4	2,277	6,000	(3,723)	37.95%	622	6,817
Bulk Water - Pike Co Water & Sewerage Authority		1,239	3,500	(2,261)	35.40%	611	6,410
Bulk Water - Hampton	1,000	2,000	12,000	(10,000)	16.67%		22,000
Fees - Water Tap							9,240
Fees - Water Irrigation	54,812	99,887	400,000	(300,113)	24.97%	59,097	358,420
Fees - Meter Install	2,830	2,830	25,500	(22,670)	11.10%	4,580	37,940
Fees - Commercial Broken Pipe	759	1,527	11,500	(9,973)	13.28%	988	8,988
Sewer Flat - Industrial	33,872	66,904	350,000	(283,096)	19.12%	44,145	344,247
Sewer Flat - Residential	525,596	1,057,007	6,450,000	(5,392,993)	16.39%	600,567	6,078,128
Sewer Flat - Commercial	310,459	598,264	2,850,000	(2,251,736)	20.99%	367,618	3,189,714
Sewer Tap Fee			24,200	(24,200)		2,300	36,950
Wastewater Capacity Recovery Fee		46,600		46,600		680,750	1,092,861
Water Capacity Recovery Fee	1,800	16,200		16,200		7,200	80,025

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Stormwater - Residential Upper Tier	39,848	80,496	489,316	(408,820)	16.45%	46,671	477,433
Stormwater - Residential Lower Tier	19,075	38,195	243,662	(205,467)	15.68%	21,385	222,245
Stormwater - Commercial Fees	194,920	391,227	2,426,823	(2,035,596)	16.12%	258,780	2,315,435
Sewer - Sun City	154,385	306,965	1,600,000	(1,293,035)	19.19%	143,726	1,767,556
Sewer - Greyson Parc	18,702	37,766	205,000	(167,234)	18.42%	20,051	223,360
Sewer - Teamon Pointe	794	794		794			
Sewer - Spalding County	294	590		590			1,016
Pass-Thru - Sewer	(160,407)	(160,407)		(160,407)			(1,734,947)
Fees - Electric Residential Service	2,382,136	4,480,372	21,200,000	(16,719,628)	21.13%	2,726,078	19,843,365
Fees - Electric Commercial Service	1,962,133	3,812,461	20,778,000	(16,965,539)	18.35%	2,465,317	19,842,754
Fees - Electric Industrial Service	822,293	1,622,129	9,000,000	(7,377,871)	18.02%	1,161,252	8,872,646
Fees - Electric Fuel Adjustment	896,450	1,715,693	8,800,000	(7,084,307)	19.50%	1,107,796	8,384,171
Fees - Electric Temporary Service	75	150	2,000	(1,850)	7.50%	150	1,550
Fees - Pole Rental Current Year	6,925	6,925	301,000	(294,075)	2.30%		280,988
ECCR Adjustment	169,142	323,716	1,610,988	(1,287,272)	20.09%	209,031	1,581,934
MEAG Pineview RECA Fees	(939)	(591)		(591)			1,278
Telecom - Telephone Revenue	3,415	6,732	44,304	(37,572)	15.20%	2,484	38,356
Telecom - Telephone Internal Customer Fees	5,362	10,723	64,158	(53,435)	16.71%	8,278	64,484
Total utilities / enterprise charges and fees	10,298,431	20,644,225	109,041,520	(88,397,295)	18.93%	13,538,251	104,564,714
Other / enterprise charges and fees							
Green Fees	29,435	66,972	305,000	(238,028)	21.96%	59,606	338,752
Handicap Fees		45	3,375	(3,330)	1.33%	35	497
Golf Cart Rentals	35,286	73,312	395,000	(321,688)	18.56%	90,775	412,089
Merchandise Sales	1,962	4,506	30,000	(25,494)	15.02%	6,927	27,322
Driving Range Fees	2,190	5,070	38,000	(32,930)	13.34%	8,049	40,481
Membership Fees	4,495	8,895	50,000	(41,105)	17.79%	13,650	64,690
Food & Beverage	4,440	9,792	42,000	(32,208)	23.31%	11,208	46,630
Beer Sales	1,641	3,283	20,000	(16,717)	16.42%	4,476	20,896
Pull Cart Rentals	608	640	1,700	(1,060)	37.65%	8	293
Tournament Fees	810	3,007	40,000	(36,993)	7.52%	8,237	44,738
Golf Balls	3,734	8,734	35,000	(26,266)	24.95%	9,432	42,139
Fiber Fees	58,920	117,201	725,451	(608,250)	16.16%	57,864	691,946
Fiber Fees - Internal Customer Fees	43,394	85,995	497,651	(411,656)	17.28%	63,747	502,497
Total other / enterprise charges and fees	186,915	387,452	2,183,177	(1,795,725)	17.75%	334,014	2,232,970
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,238	127,166	766,850	(639,684)	16.58%	74,438	762,933
Landfill Capital Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,522
Landfill Closure Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,519
Container Fees	4,680	8,940	49,000	(40,060)	18.24%	7,380	45,840
Pole Installation			5,000	(5,000)			70,337
After Hours Service Fee	1,550	2,325	20,000	(17,675)	11.63%	3,575	31,459
Connection Fees	22,300	43,525	225,000	(181,475)	19.34%	42,490	235,490
Surge Protection Fees	368	735	5,000	(4,265)	14.70%	467	4,575
Reconnect Fees	12,235	19,490	210,000	(190,510)	9.28%	39,355	203,590
Underground Trenching	3,774	15,228	45,000	(29,772)	33.84%	20,262	125,196
UGA Contracted Services							4,741
Power Resoration Aid			55,000	(55,000)			
Total other fees	125,485	250,891	1,524,850	(1,273,959)	16.45%	210,789	1,637,202

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Culture and recreation							
Still Branch WTP Gate Receipts			4,000	(4,000)		544	544
Total culture and recreation			4,000	(4,000)		544	544
Other charges for services							
Returned Check Fees	3,255	6,685	32,500	(25,815)	20.57%	7,560	34,120
Delinquent Penalties	144,589	273,271	1,675,000	(1,401,729)	16.31%	298,806	1,574,762
Total other charges for services	147,844	279,956	1,707,500	(1,427,544)	16.40%	306,366	1,608,882
TOTAL CHARGES FOR SERVICES	**10,842,061**	**21,728,268**	**117,031,332**	**(95,303,064)**	**18.57%**	**14,590,367**	**110,941,369**
RENTS AND ROYALTIES							
Water Tower	7,268	14,535	87,212	(72,677)	16.67%	12,849	84,806
Sale of Excess Capacity			100,000	(100,000)		5,040	21,888
Third-party Sales	104,328	209,802	585,500	(375,698)	35.83%	176,455	888,599
Equipment Rental Fees	2,609	4,093	15,173	(11,080)	26.98%	3,215	15,539
MEAG Refunding Flexible Operating						5,041	21,889
MEAG Year End Settlement			800,000	(800,000)		3,355,432	5,373,535
Settlements from Insurance Claims	676	676		676		2,610	101,529
Settlements from Insurance Claims	1,849	6,928		6,928		82,149	797,496
Cash Over/Short	(8)	13		13		(219)	448
Misc Revenue	42,363	85,349	40,000	45,349	213.37%	157,113	833,801
TOTAL RENTS AND ROYALTIES	**159,085**	**321,396**	**1,627,885**	**(1,306,489)**	**19.74%**	**3,799,685**	**8,139,530**
TOTAL OPERATING REVENUE	**11,001,146**	**22,049,664**	**118,659,217**	**(96,609,553)**	**18.58%**	**18,390,502**	**119,081,349**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,043,466	1,928,368	15,174,841	13,246,473	12.71%	1,709,699	11,737,904
Employee Benefits	299,573	698,519	5,824,064	5,125,545	11.99%	682,261	3,642,444
Allocated Payroll Costs	30,888	61,775	370,652	308,877	16.67%	53,786	322,713
Total Personal Services and Employee Benefits	1,373,927	2,688,662	21,369,557	18,680,895	12.58%	2,445,746	15,703,061
Purchased or Contracted Services	1,264,894	1,862,992	16,487,114	14,624,122	11.30%	1,732,454	12,464,941
Utilities:							
Water/Sewerage	18,947	39,113	217,325	178,212	18.00%	28,381	239,274
Natural Gas	1,125	1,480	29,036	27,556	5.10%	1,400	24,740
Electricity	203,753	393,316	2,611,500	2,218,184	15.06%	396,653	2,291,197
Propane			92,900	92,900			42,012
Gasoline	93,459	109,398	1,466,619	1,357,221	7.46%	119,280	838,676
Stormwater	3,535	7,070	42,912	35,842	16.48%	6,885	41,588
Customer Service Fee	182	364	2,226	1,862	16.35%	371	2,205
Total Utilities	321,001	550,741	4,462,518	3,911,777	12.34%	552,970	3,479,692
Supplies	353,680	498,427	5,176,941	4,678,514	9.63%	379,182	3,761,166
Electricity for Resale	3,839,669	7,599,379	42,700,038	35,100,659	17.80%	7,730,596	42,010,582
Capital Outlay:							
Property (Land and Buildings)	255,399	449,739	2,585,000	2,135,261	17.40%	345,484	2,616,787
Machinery and Equipment	147,187	147,187	2,396,593	2,249,406	6.14%		2,022,282
Capital Outlay - Reclass to Balance Sheet	(402,587)	(596,927)		596,927		(345,484)	(4,639,069)
Total Capital Outlay	(1)	(1)	4,981,593	4,981,594	0.00%		
Depreciation Expense		732,689	7,698,003	6,965,314	9.52%	1,422,561	8,568,021
Bad Debt			219,000	219,000			222,198
Inter-Departmental Charges	554,110	983,153	6,138,875	5,155,722	16.02%	1,138,910	6,988,890
Miscellaneous			30,000	30,000			3,250
TOTAL OPERATING EXPENSE	**7,707,280**	**14,916,042**	**109,263,639**	**94,347,597**	**13.65%**	**15,402,419**	**93,201,801**

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING INCOME (LOSS)	**3,293,866**	**7,133,622**	**9,395,578**	**(2,261,956)**	**75.93%**	**2,988,083**	**25,879,548**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Direct							36,500
Net Capital							36,500
Total Federal Government Grants							36,500
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant							1,985
Total Direct							1,985
Total Operating - Categorical							1,985
Capital							
Total Capital							36,500
Total State Government Grants							1,985
Total Intergovernmental revenue							38,485
Intergovernmental - Exp			(105,000)	105,000			(51,691)
Total Intergovernmental - net			(105,000)	105,000			(13,206)
Interest Income							
Bank Account Interest	227	454		454		454	2,722
Bank Account Interest	234,821	577,602		577,602		59,781	1,542,607
Dividends	152,147	297,685		297,685		261,209	1,612,534
P-Card Rebate Program						10,743	13,419
Unrealized Gain/Loss on Investments	4,681	(286,573)		(286,573)		183,277	83,545
Total Interest/Investment Income	391,876	589,168		589,168		515,464	3,254,827
Principal			(8,137,660)	8,137,660			
Interest Expense	(53,785)	(2,058,611)	(4,573,540)	2,514,929	45.01%	(384,882)	(2,665,498)
Total principal and interest expense	(53,785)	(2,058,611)	(12,711,200)	10,652,589	16.20%	(384,882)	(2,665,498)
Contributions and donations							
Contributions & Donations							5,622
Total contributions and donations							5,622
Gain (loss) on sale of capital assets							
GMA Lease Proceeds			758,500	(758,500)			339,489
Total gain (loss) on sale of capital assets			758,500	(758,500)			339,489
TOTAL NON-OPERATING INCOME (EXPENSE)	**338,091**	**(1,469,443)**	**(12,057,700)**	**10,588,257**	**12.19%**	**130,582**	**921,234**
INCOME (LOSS) BEFORE TRANSFERS	**3,631,957**	**5,664,179**	**(2,662,122)**	**8,326,301**	**(212.77%)**	**3,118,665**	**26,800,782**
TRANSFERS							
Transfers - in			3,573,509	(3,573,509)		127,556	901,104
Transfers - out	(936,508)	(1,873,017)	(14,304,217)	12,431,200	13.09%	(2,092,817)	(12,750,051)
TOTAL TRANSFERS - NET	**(936,508)**	**(1,873,017)**	**(10,730,708)**	**8,857,691**	**17.45%**	**(1,965,261)**	**(11,848,947)**
CHANGE IN NET POSITION	**$2,695,449**	**$3,791,162**	**($13,392,830)**	**$17,183,992**	**(28.31%)**	**$1,153,404**	**$14,951,835**

INTERIM STATEMENTS by Fund

Business-Type Activities

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CONTROL TOTALS							
Total Revenues	$11,393,021	$22,638,829	$122,991,226	($100,352,397)	18.41%	$19,033,520	$123,620,876
Total Expenditures	8,697,574	18,847,672	136,384,056	117,536,384	13.82%	17,880,118	108,669,040
Revenues less expenditures	2,695,447	3,791,157	(13,392,830)	(17,183,987)	(28.31%)	1,153,402	14,951,836
Difference	$2	$5		($5)	0.00%	$2	($1)

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits						$450	$450
Total building and sign permits						450	450
Total non-business licenses and permits						450	450
TOTAL LICENSES AND PERMITS						**450**	**450**
CHARGES FOR SERVICES							
General government:							
Utilities Mgmt & Customer Svc Cost Allocation			1,551,485	(1,551,485)			
Total general government			1,551,485	1,551,485	0.00%		
Utilities / enterprise charges and fees							
Fees - Collection - Residential	267,651	539,349	3,140,629	(2,601,280)	17.17%	305,403	3,152,772
Fees - Collection - Commercial	122,464	244,915	1,410,000	(1,165,085)	17.37%	143,368	1,427,375
Fees - Transfer Station	204,362	425,721	2,100,000	(1,674,279)	20.27%	400,726	2,361,421
Fees - Special Handling	2,105	4,875	25,000	(20,125)	19.50%	3,640	24,210
Fees - Rolloff Containers	66,650	136,447	824,000	(687,553)	16.56%	134,023	866,760
Fees - Yard Waste Disposal	79,117	159,844	965,940	(806,096)	16.55%	91,274	943,638
Fees - Yard Waste Special Handling	(547)	(509)		(509)		(7)	(144)
Sale of Recycled Materials		2,276	3,000	(724)	75.87%	9,453	54,335
Permit Fees - Commercial Hauler	200	400	4,000	(3,600)	10.00%	300	2,500
Fees - Landfill Use	365,709	675,975	2,640,000	(1,964,025)	25.61%	418,245	2,929,598
Recycling Fees Sort Line	13,067	22,294	150,000	(127,706)	14.86%		44,522
Water Institutional	21,087	39,730	200,000	(160,270)	19.87%	38,667	247,438
Fees - Water Industrial	29,741	59,742	375,000	(315,258)	15.93%	46,703	318,581
Fees - Water Residential	381,775	768,605	4,950,000	(4,181,395)	15.53%	447,377	4,445,429
Fees - Water Commercial	123,341	252,626	1,900,000	(1,647,374)	13.30%	128,288	1,478,363
Pass-Thru Water Spalding County	(478,476)	(478,476)	(5,800,000)	5,321,524	8.25%	(566,998)	(5,323,219)
Fees - Fire Hydrant Water	4,919	6,270	25,000	(18,730)	25.08%	4,821	31,756
Fees - Water Lock Cut	500	900	3,000	(2,100)	30.00%	875	5,275
Bulk Water - Spalding County	1,108,166	2,138,003	12,250,000	(10,111,997)	17.45%	1,136,781	11,381,106
Bulk Water - Williamson	9,722	19,285	110,000	(90,715)	17.53%	10,138	93,180
Bulk Water - Zebulon	36,062	69,278	485,000	(415,722)	14.28%	39,112	410,271
Bulk Water - Butts County	3,688	6,111	43,000	(36,889)	14.21%	3,300	32,841
Bulk Water - Coweta County	490,500	981,000	6,340,000	(5,359,000)	15.47%	802,045	6,177,445
Bulk Water - Barnesville							36
Bulk Water - City of Concord	4	2,277	6,000	(3,723)	37.95%	622	6,817
Bulk Water - Pike Co Water & Sewerage Authority		1,239	3,500	(2,261)	35.40%	611	6,410
Bulk Water - Hampton	1,000	2,000	12,000	(10,000)	16.67%		22,000
Fees - Water Tap							9,240
Fees - Water Irrigation	54,812	99,887	400,000	(300,113)	24.97%	59,097	358,420
Fees - Meter Install	2,830	2,830	25,500	(22,670)	11.10%	4,580	37,940
Fees - Commercial Broken Pipe	759	1,527	11,500	(9,973)	13.28%	988	8,988
Sewer Flat - Industrial	33,872	66,904	350,000	(283,096)	19.12%	44,145	344,247
Sewer Flat - Residential	525,596	1,057,007	6,450,000	(5,392,993)	16.39%	600,567	6,078,128
Sewer Flat - Commercial	310,459	598,264	2,850,000	(2,251,736)	20.99%	367,618	3,189,714
Sewer Tap Fee			24,200	(24,200)		2,300	36,950
Wastewater Capacity Recovery Fee		46,600		46,600		680,750	1,092,861
Water Capacity Recovery Fee	1,800	16,200		16,200		7,200	80,025

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Stormwater - Residential Upper Tier	39,848	80,496	489,316	(408,820)	16.45%	46,671	477,433
Stormwater - Residential Lower Tier	19,075	38,195	243,662	(205,467)	15.68%	21,385	222,245
Stormwater - Commercial Fees	194,920	391,227	2,426,823	(2,035,596)	16.12%	258,780	2,315,435
Sewer - Sun City	154,385	306,965	1,600,000	(1,293,035)	19.19%	143,726	1,767,556
Sewer - Greyson Parc	18,702	37,766	205,000	(167,234)	18.42%	20,051	223,360
Sewer - Teamon Pointe	794	794		794			
Sewer - Spalding County	294	590		590			1,016
Pass-Thru - Sewer	(160,407)	(160,407)		(160,407)			(1,734,947)
Fees - Electric Residential Service	2,382,136	4,480,372	21,200,000	(16,719,628)	21.13%	2,726,078	19,843,365
Fees - Electric Commercial Service	1,962,133	3,812,461	20,778,000	(16,965,539)	18.35%	2,465,317	19,842,754
Fees - Electric Industrial Service	822,293	1,622,129	9,000,000	(7,377,871)	18.02%	1,161,252	8,872,646
Fees - Electric Fuel Adjustment	896,450	1,715,693	8,800,000	(7,084,307)	19.50%	1,107,796	8,384,171
Fees - Electric Temporary Service	75	150	2,000	(1,850)	7.50%	150	1,550
Fees - Pole Rental Current Year	6,925	6,925	301,000	(294,075)	2.30%		280,988
ECCR Adjustment	169,142	323,716	1,610,988	(1,287,272)	20.09%	209,031	1,581,934
MEAG Pineview RECA Fees	(939)	(591)		(591)			1,278
Telecom - Telephone Revenue	3,415	6,732	44,304	(37,572)	15.20%	2,484	38,356
Telecom - Telephone Internal Customer Fees	5,362	10,723	64,158	(53,435)	16.71%	8,278	64,484
Total utilities / enterprise charges and fees	10,297,538	20,643,332	109,041,520	(88,398,188)	18.93%	13,537,011	104,560,853
Other / enterprise charges and fees							
Green Fees	29,435	66,972	305,000	(238,028)	21.96%	59,606	338,752
Handicap Fees		45	3,375	(3,330)	1.33%	35	497
Golf Cart Rentals	35,286	73,312	395,000	(321,688)	18.56%	90,775	412,089
Merchandise Sales	1,962	4,506	30,000	(25,494)	15.02%	6,927	27,322
Driving Range Fees	2,190	5,070	38,000	(32,930)	13.34%	8,049	40,481
Membership Fees	4,495	8,895	50,000	(41,105)	17.79%	13,650	64,690
Food & Beverage	4,440	9,792	42,000	(32,208)	23.31%	11,208	46,630
Beer Sales	1,641	3,283	20,000	(16,717)	16.42%	4,476	20,896
Pull Cart Rentals	608	640	1,700	(1,060)	37.65%	8	293
Tournament Fees	810	3,007	40,000	(36,993)	7.52%	8,237	44,738
Golf Balls	3,734	8,734	35,000	(26,266)	24.95%	9,432	42,139
Fiber Fees	58,920	117,201	725,451	(608,250)	16.16%	57,864	691,946
Fiber Fees - Internal Customer Fees	43,394	85,995	497,651	(411,656)	17.28%	63,747	502,497
Total other / enterprise charges and fees	186,915	387,452	2,183,177	(1,795,725)	17.75%	334,014	2,232,970
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,238	127,166	766,850	(639,684)	16.58%	74,438	762,933
Landfill Capital Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,522
Landfill Closure Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,519
Container Fees	4,680	8,940	49,000	(40,060)	18.24%	7,380	45,840
Pole Installation			5,000	(5,000)			70,337
After Hours Service Fee	1,550	2,325	20,000	(17,675)	11.63%	3,575	31,459
Connection Fees	22,300	43,525	225,000	(181,475)	19.34%	42,490	235,490
Surge Protection Fees	368	735	5,000	(4,265)	14.70%	467	4,575
Reconnect Fees	12,235	19,490	210,000	(190,510)	9.28%	39,355	203,590
Underground Trenching	3,774	15,228	45,000	(29,772)	33.84%	20,262	125,196
UGA Contracted Services							4,741
Power Resoration Aid			55,000	(55,000)			
Total other fees	125,485	250,891	1,524,850	(1,273,959)	16.45%	210,789	1,637,202

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Culture and recreation							
Still Branch WTP Gate Receipts			4,000	(4,000)		544	544
Total culture and recreation			4,000	(4,000)		544	544
Other charges for services							
Returned Check Fees	3,255	6,685	32,500	(25,815)	20.57%	7,560	34,120
Delinquent Penalties	144,589	273,271	1,675,000	(1,401,729)	16.31%	298,806	1,574,762
Total other charges for services	147,844	279,956	1,707,500	(1,427,544)	16.40%	306,366	1,608,882
TOTAL CHARGES FOR SERVICES	**10,757,782**	**21,561,631**	**116,012,532**	**(94,450,901)**	**18.59%**	**14,388,724**	**110,040,451**
RENTS AND ROYALTIES							
Water Tower	7,268	14,535	87,212	(72,677)	16.67%	12,849	84,806
Sale of Excess Capacity			100,000	(100,000)		5,040	21,888
Third-party Sales	104,328	209,802	585,500	(375,698)	35.83%	176,455	888,599
Equipment Rental Fees	2,609	4,093	15,173	(11,080)	26.98%	3,215	15,539
MEAG Refunding Flexible Operating						5,041	21,889
MEAG Year End Settlement			800,000	(800,000)		3,355,432	5,373,535
Settlements from Insurance Claims	676	676		676		2,610	101,529
Settlements from Insurance Claims	1,849	6,928		6,928		82,149	780,391
Cash Over/Short	(8)	13		13		(219)	448
Misc Revenue	41,748	84,120	40,000	44,120	210.30%	152,947	812,240
TOTAL RENTS AND ROYALTIES	**158,470**	**320,167**	**1,627,885**	**(1,307,718)**	**19.67%**	**3,795,519**	**8,100,864**
TOTAL OPERATING REVENUE	**10,916,252**	**21,881,798**	**117,640,417**	**(95,758,619)**	**18.60%**	**18,184,693**	**118,141,765**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,006,251	1,863,109	14,394,162	12,531,053	12.94%	1,640,407	11,277,426
Employee Benefits	289,553	677,172	5,522,567	4,845,395	12.26%	657,923	3,509,175
Allocated Payroll Costs	30,888	61,775	370,652	308,877	16.67%	53,786	322,713
Total Personal Services and Employee Benefits	1,326,692	2,602,056	20,287,381	17,685,325	12.83%	2,352,116	15,109,314
Purchased or Contracted Services	1,197,479	1,788,488	16,301,733	14,513,245	10.97%	1,720,032	12,381,722
Utilities:							
Water/Sewerage	18,594	38,418	211,525	173,107	18.16%	27,662	234,794
Natural Gas	508	670	19,036	18,366	3.52%	791	14,960
Electricity	201,762	389,462	2,587,500	2,198,038	15.05%	392,503	2,269,146
Propane			92,900	92,900			42,012
Gasoline	88,415	104,354	1,443,915	1,339,561	7.23%	117,941	831,562
Stormwater	3,053	6,106	36,301	30,195	16.82%	5,947	35,921
Customer Service Fee	172	343	2,100	1,757	16.33%	350	2,079
Total Utilities	312,504	539,353	4,393,277	3,853,924	12.28%	545,194	3,430,474
Supplies	266,331	390,247	4,434,796	4,044,549	8.80%	292,066	3,127,357
Electricity for Resale	3,839,669	7,599,379	42,700,038	35,100,659	17.80%	7,730,596	42,010,582
Capital Outlay:							
Property (Land and Buildings)	255,399	449,739	2,585,000	2,135,261	17.40%	345,484	2,616,787
Machinery and Equipment	147,187	147,187	2,176,593	2,029,406	6.76%		1,964,615
Capital Outlay - Reclass to Balance Sheet	(402,587)	(596,927)		596,927		(345,484)	(4,581,401)
Total Capital Outlay	(1)	(1)	4,761,593	4,761,594	0.00%		1
Depreciation Expense		724,914	7,621,967	6,897,053	9.51%	1,408,754	8,480,511
Bad Debt			219,000	219,000			222,198
Inter-Departmental Charges	530,144	939,838	5,924,764	4,984,926	15.86%	1,068,822	6,686,166
Miscellaneous			30,000	30,000			3,250
TOTAL OPERATING EXPENSE	**7,472,818**	**14,584,274**	**106,674,549**	**92,090,275**	**13.67%**	**15,117,580**	**91,451,575**

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING INCOME (LOSS)	**3,443,434**	**7,297,524**	**10,965,868**	**(3,668,344)**	**66.55%**	**3,067,113**	**26,690,190**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Direct							36,500
Net Capital							36,500
Total Federal Government Grants							36,500
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant							1,985
Total Direct							1,985
Total Operating - Categorical							1,985
Capital							
Total Capital							36,500
Total State Government Grants							1,985
Total Intergovernmental revenue							38,485
Intergovernmental - Exp			(105,000)	105,000			(51,691)
Total Intergovernmental - net			(105,000)	105,000			(13,206)
Interest Income							
Bank Account Interest	227	454		454		454	2,722
Bank Account Interest	234,821	577,602		577,602		59,781	1,542,607
Dividends	152,147	297,685		297,685		261,209	1,612,534
P-Card Rebate Program						10,743	13,419
Unrealized Gain/Loss on Investments	4,681	(286,573)		(286,573)		183,277	83,545
Total Interest/Investment Income	391,876	589,168		589,168		515,464	3,254,827
Principal			(8,100,890)	8,100,890			
Interest Expense	(53,785)	(2,058,611)	(4,565,240)	2,506,629	45.09%	(384,882)	(2,665,498)
Total principal and interest expense	(53,785)	(2,058,611)	(12,666,130)	10,607,519	16.25%	(384,882)	(2,665,498)
Contributions and donations							
Contributions & Donations							5,622
Total contributions and donations							5,622
Gain (loss) on sale of capital assets							
GMA Lease Proceeds			538,500	(538,500)			339,489
Total gain (loss) on sale of capital assets			538,500	(538,500)			339,489
TOTAL NON-OPERATING INCOME (EXPENSE)	**338,091**	**(1,469,443)**	**(12,232,630)**	**10,763,187**	**12.01%**	**130,582**	**921,234**
INCOME (LOSS) BEFORE TRANSFERS	**3,781,525**	**5,828,081**	**(1,266,762)**	**7,094,843**	**(460.08%)**	**3,197,695**	**27,611,424**
TRANSFERS							
Transfers - in			2,254,185	(2,254,185)		86,713	648,740
Transfers - out	(936,508)	(1,873,017)	(14,304,217)	12,431,200	13.09%	(2,092,817)	(12,750,051)
TOTAL TRANSFERS - NET	**(936,508)**	**(1,873,017)**	**(12,050,032)**	**10,177,015**	**15.54%**	**(2,006,104)**	**(12,101,311)**
CHANGE IN NET POSITION	**$2,845,017**	**$3,955,064**	**($13,316,794)**	**$17,271,858**	**(29.70%)**	**$1,191,591**	**$15,510,113**

INTERIM STATEMENTS by Fund
Enterprise Funds
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CONTROL TOTALS							
Total Revenues	$11,308,128	$22,470,964	$120,433,102	($97,962,138)	18.66%	$18,786,869	$122,428,928
Total Expenditures	8,463,110	18,515,904	133,749,896	115,233,992	13.84%	17,595,279	106,918,814
Revenues less expenditures	2,845,018	3,955,060	(13,316,794)	(17,271,854)	(29.70%)	1,191,590	15,510,114
Difference	($1)	$4		($4)	0.00%	$1	($1)

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
LICENSE AND PERMITS							
Non-business licenses and permits:							
Building and signs:							
Other permits						$450	$450
Total building and sign permits						450	450
Total non-business licenses and permits						450	450
TOTAL LICENSES AND PERMITS						**450**	**450**
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Sale of Recycled Materials			3,000	(3,000)			3,643
Water Institutional	21,087	39,730	200,000	(160,270)	19.87%	38,667	247,438
Fees - Water Industrial	29,741	59,742	375,000	(315,258)	15.93%	46,703	318,581
Fees - Water Residential	381,775	768,605	4,950,000	(4,181,395)	15.53%	447,377	4,445,429
Fees - Water Commercial	123,341	252,626	1,900,000	(1,647,374)	13.30%	128,288	1,478,363
Pass-Thru Water Spalding County	(478,476)	(478,476)	(5,800,000)	5,321,524	8.25%	(566,998)	(5,323,219)
Fees - Fire Hydrant Water	4,919	6,270	25,000	(18,730)	25.08%	4,821	31,756
Fees - Water Lock Cut	500	900	3,000	(2,100)	30.00%	875	5,275
Bulk Water - Spalding County	1,108,166	2,138,003	12,250,000	(10,111,997)	17.45%	1,136,781	11,381,106
Bulk Water - Williamson	9,722	19,285	110,000	(90,715)	17.53%	10,138	93,180
Bulk Water - Zebulon	36,062	69,278	485,000	(415,722)	14.28%	39,112	410,271
Bulk Water - Butts County	3,688	6,111	43,000	(36,889)	14.21%	3,300	32,841
Bulk Water - Coweta County	490,500	981,000	6,340,000	(5,359,000)	15.47%	802,045	6,177,445
Bulk Water - Barnesville							36
Bulk Water - City of Concord	4	2,277	6,000	(3,723)	37.95%	622	6,817
Bulk Water - Pike Co Water & Sewerage Authority		1,239	3,500	(2,261)	35.40%	611	6,410
Bulk Water - Hampton	1,000	2,000	12,000	(10,000)	16.67%		22,000
Fees - Water Tap							9,240
Fees - Water Irrigation	54,812	99,887	400,000	(300,113)	24.97%	59,097	358,420
Fees - Meter Install	2,830	2,830	25,500	(22,670)	11.10%	4,580	37,940
Fees - Commercial Broken Pipe	759	1,527	11,500	(9,973)	13.28%	988	8,988
Sewer Flat - Industrial	33,872	66,904	350,000	(283,096)	19.12%	44,145	344,247
Sewer Flat - Residential	525,596	1,057,007	6,450,000	(5,392,993)	16.39%	600,567	6,078,128
Sewer Flat - Commercial	310,459	598,264	2,850,000	(2,251,736)	20.99%	367,618	3,189,714
Sewer Tap Fee			24,200	(24,200)		2,300	36,950
Wastewater Capacity Recovery Fee		46,600		46,600		680,750	1,092,861
Water Capacity Recovery Fee	1,800	16,200		16,200		7,200	80,025
Sewer - Sun City	154,385	306,965	1,600,000	(1,293,035)	19.19%	143,726	1,767,556
Sewer - Greyson Parc	18,702	37,766	205,000	(167,234)	18.42%	20,051	223,360
Sewer - Teamon Pointe	794	794		794			
Sewer - Spalding County	294	590		590			1,016
Pass-Thru - Sewer	(160,407)	(160,407)		(160,407)			(1,734,947)
Total utilities / enterprise charges and fees	2,675,925	5,943,517	32,821,700	(26,878,183)	18.11%	4,023,364	30,830,870
Culture and recreation							
Still Branch WTP Gate Receipts			4,000	(4,000)		544	544
Total culture and recreation			4,000	(4,000)		544	544
Other charges for services							
Returned Check Fees		140		140			
Total other charges for services		140		140			
TOTAL CHARGES FOR SERVICES	**2,675,925**	**5,943,657**	**32,825,700**	**(26,882,043)**	**18.11%**	**4,023,908**	**30,831,414**

INTERIM STATEMENTS by Fund

505-Water/Wastewater Utility Fund

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Water Tower	7,268	14,535	87,212	(72,677)	16.67%	12,849	84,806
Settlements from Insurance Claims	676	676		676			
Settlements from Insurance Claims	1,401	6,480		6,480			31,675
Misc Revenue	14,559	28,960		28,960		53,091	279,980
TOTAL RENTS AND ROYALTIES	**23,904**	**50,651**	**87,212**	**(36,561)**	**58.08%**	**65,940**	**396,461**
TOTAL OPERATING REVENUE	**2,699,829**	**5,994,308**	**32,912,912**	**(26,918,604)**	**18.21%**	**4,090,298**	**31,228,325**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	351,601	645,345	5,097,652	4,452,307	12.66%	538,442	3,825,989
Employee Benefits	102,275	230,117	1,999,928	1,769,811	11.51%	235,215	1,222,559
Allocated Payroll Costs	48,821	97,642	585,851	488,209	16.67%	84,196	505,176
Total Personal Services and Employee Benefits	502,697	973,104	7,683,431	6,710,327	12.66%	857,853	5,553,724
Purchased or Contracted Services	438,210	591,631	4,610,135	4,018,504	12.83%	307,059	2,509,212
Utilities:							
Water/Sewerage	17,036	35,448	191,300	155,852	18.53%	24,495	218,863
Natural Gas	289	384	15,600	15,216	2.46%	519	11,598
Electricity	193,284	374,252	2,472,400	2,098,148	15.14%	376,889	2,172,830
Propane			92,900	92,900			42,012
Gasoline	16,203	16,203	318,218	302,015	5.09%	18,933	144,480
Stormwater	742	1,484	8,976	7,492	16.53%	1,446	8,731
Customer Service Fee	137	273	1,638	1,365	16.67%	273	1,638
Total Utilities	227,691	428,044	3,101,032	2,672,988	13.80%	422,555	2,600,152
Supplies	164,102	237,902	2,769,045	2,531,143	8.59%	171,248	1,926,807
Capital Outlay:							
Property (Land and Buildings)	181,906	181,906		(181,906)			829,290
Machinery and Equipment	8,672	8,672	491,545	482,873	1.76%		332,743
Capital Outlay - Reclass to Balance Sheet	(190,578)	(190,578)		190,578			(1,162,033)
Total Capital Outlay			491,545	491,545			
Depreciation Expense		414,137	4,402,106	3,987,969	9.41%	805,192	4,831,786
Bad Debt							64,283
Inter-Departmental Charges	187,097	331,467	2,588,274	2,256,807	12.81%	360,125	2,296,244
Miscellaneous			30,000	30,000			3,250
TOTAL OPERATING EXPENSE	**1,519,797**	**2,976,285**	**25,675,568**	**22,699,283**	**11.59%**	**2,924,032**	**19,785,458**
OPERATING INCOME (LOSS)	**1,180,032**	**3,018,023**	**7,237,344**	**(4,219,321)**	**41.70%**	**1,166,266**	**11,442,867**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	219,211	549,548		549,548		6,307	1,180,282
P-Card Rebate Program						2,997	5,673
Unrealized Gain/Loss on Investments	(6,900)	(18,393)		(18,393)		17,649	13,778
Total Interest/Investment Income	212,311	531,155		531,155		26,953	1,199,733
Principal			(7,130,500)	7,130,500			
Interest Expense	(44,276)	(2,039,363)	(4,398,300)	2,358,937	46.37%	(363,190)	(2,536,352)
Total principal and interest expense	(44,276)	(2,039,363)	(11,528,800)	9,489,437	17.69%	(363,190)	(2,536,352)
TOTAL NON-OPERATING INCOME (EXPENSE)	**168,035**	**(1,508,208)**	**(11,528,800)**	**10,020,592**	**13.08%**	**(336,237)**	**(1,336,619)**

INTERIM STATEMENTS by Fund
505-Water/Wastewater Utility Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
INCOME (LOSS) BEFORE TRANSFERS	**1,348,067**	**1,509,815**	**(4,291,456)**	**5,801,271**	**(35.18%)**	**830,029**	**10,106,248**
TRANSFERS							
Transfers - out			(3,066,115)	3,066,115		(439,500)	(2,830,148)
TOTAL TRANSFERS - NET			**(3,066,115)**	**3,066,115**		**(439,500)**	**(2,830,148)**
CHANGE IN NET POSITION	**$1,348,067**	**$1,509,815**	**($7,357,571)**	**$8,867,386**	**(20.52%)**	**$390,529**	**$7,276,100**
CONTROL TOTALS							
Total Revenues	$2,912,141	$6,525,462	$32,912,912	($26,387,450)	19.83%	$4,117,251	$32,428,058
Total Expenditures	1,564,071	5,015,647	40,270,483	35,254,836	12.45%	3,726,724	25,151,956
Revenues less expenditures	1,348,070	1,509,815	(7,357,571)	(8,867,386)	(20.52%)	390,527	7,276,102
Difference	($3)				0.00%	$2	($2)

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
OPERATING REVENUE							
CHARGES FOR SERVICES							
General government:							
Utilities Mgmt & Customer Svc Cost Allocation			$1,551,485	($1,551,485)			
Total general government			1,551,485	1,551,485	0.00%		
Utilities / enterprise charges and fees							
Fees - Electric Residential Service	2,382,136	4,480,372	21,200,000	(16,719,628)	21.13%	2,726,078	19,843,365
Fees - Electric Commercial Service	1,962,133	3,812,461	20,778,000	(16,965,539)	18.35%	2,465,317	19,842,754
Fees - Electric Industrial Service	822,293	1,622,129	9,000,000	(7,377,871)	18.02%	1,161,252	8,872,646
Fees - Electric Fuel Adjustment	896,450	1,715,693	8,800,000	(7,084,307)	19.50%	1,107,796	8,384,171
Fees - Electric Temporary Service	75	150	2,000	(1,850)	7.50%	150	1,550
Fees - Pole Rental Current Year	6,925	6,925	301,000	(294,075)	2.30%		280,988
ECCR Adjustment	169,142	323,716	1,610,988	(1,287,272)	20.09%	209,031	1,581,934
MEAG Pineview RECA Fees	(939)	(591)		(591)			1,278
Total utilities / enterprise charges and fees	6,238,215	11,960,855	61,691,988	(49,731,133)	19.39%	7,669,624	58,808,686
Other fees							
General Fund-Customer Service -Charges for Serv- -	63,238	127,166	766,850	(639,684)	16.58%	74,438	762,933
Pole Installation			5,000	(5,000)			70,337
After Hours Service Fee	1,550	2,325	20,000	(17,675)	11.63%	3,575	31,459
Connection Fees	22,300	43,525	225,000	(181,475)	19.34%	42,490	235,490
Surge Protection Fees	368	735	5,000	(4,265)	14.70%	467	4,575
Reconnect Fees	12,235	19,490	210,000	(190,510)	9.28%	39,355	203,590
Underground Trenching	3,774	15,228	45,000	(29,772)	33.84%	20,262	125,196
UGA Contracted Services							4,741
Power Resoration Aid			55,000	(55,000)			
Total other fees	103,465	208,469	1,331,850	(1,123,381)	15.65%	180,587	1,438,321
Other charges for services							
Returned Check Fees	3,255	6,545	32,500	(25,955)	20.14%	7,560	34,020
Delinquent Penalties	144,589	273,271	1,675,000	(1,401,729)	16.31%	298,806	1,574,762
Total other charges for services	147,844	279,816	1,707,500	(1,427,684)	16.39%	306,366	1,608,782
TOTAL CHARGES FOR SERVICES	**6,489,524**	**12,449,140**	**66,282,823**	**(53,833,683)**	**18.78%**	**8,156,577**	**61,855,789**
RENTS AND ROYALTIES							
Sale of Excess Capacity			100,000	(100,000)		5,040	21,888
Third-party Sales	104,328	209,802	585,500	(375,698)	35.83%	176,455	888,599
Equipment Rental Fees	2,529	3,793	15,173	(11,380)	25.00%	2,529	13,909
MEAG Refunding Flexible Operating						5,041	21,889
MEAG Year End Settlement			800,000	(800,000)		3,355,432	5,373,535
Settlements from Insurance Claims						2,474	90,549
Settlements from Insurance Claims							1,438
Cash Over/Short	(21)	(2)		(2)		(166)	397
Misc Revenue	15,545	31,938	40,000	(8,062)	79.85%	47,142	276,538
TOTAL RENTS AND ROYALTIES	**122,381**	**245,531**	**1,540,673**	**(1,295,142)**	**15.94%**	**3,593,947**	**6,688,742**
TOTAL OPERATING REVENUE	**6,611,905**	**12,694,671**	**67,823,496**	**(55,128,825)**	**18.72%**	**11,750,524**	**68,544,531**
OPERATING EXPENSE							

INTERIM STATEMENTS by Fund
510-Electric Utility Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Personal Services and Employee Benefits:							
Salaries and Wages	323,843	601,655	4,800,022	4,198,367	12.53%	552,018	3,745,554
Employee Benefits	94,232	212,469	1,721,527	1,509,058	12.34%	192,978	1,132,638
Allocated Payroll Costs	(24,959)	(49,918)	(299,510)	(249,592)	16.67%	(43,380)	(260,281)
Total Personal Services and Employee Benefits	393,116	764,206	6,222,039	5,457,833	12.28%	701,616	4,617,911
Purchased or Contracted Services	284,723	532,622	4,992,593	4,459,971	10.67%	646,474	4,079,742
Utilities:							
Water/Sewerage	230	445	4,025	3,580	11.06%	887	3,487
Natural Gas	56	74	636	562	11.64%	52	636
Electricity	2,905	5,657	41,000	35,343	13.80%	5,862	38,359
Gasoline	9,757	9,757	147,174	137,417	6.63%	14,200	85,356
Stormwater	560	1,120	6,770	5,650	16.54%	1,090	6,587
Customer Service Fee	7	14	84	70	16.67%	14	84
Total Utilities	13,515	17,067	199,689	182,622	8.55%	22,105	134,509
Supplies	46,289	53,184	598,476	545,292	8.89%	20,895	353,568
Electricity for Resale	3,839,669	7,599,379	42,700,038	35,100,659	17.80%	7,730,596	42,010,582
Capital Outlay:							
Property (Land and Buildings)	70,306	264,646	2,375,000	2,110,354	11.14%	284,170	1,468,068
Machinery and Equipment	138,516	138,516	793,688	655,172	17.45%		757,479
Capital Outlay - Reclass to Balance Sheet	(208,822)	(403,161)		403,161		(284,170)	(2,225,547)
Total Capital Outlay		1	3,168,688	3,168,687	0.00%		
Depreciation Expense		141,722	1,525,343	1,383,621	9.29%	282,460	1,709,057
Bad Debt			219,000	219,000			130,457
Inter-Departmental Charges	147,719	254,844	1,105,928	851,084	23.04%	286,435	1,859,743
TOTAL OPERATING EXPENSE	**4,725,031**	**9,363,025**	**60,731,794**	**51,368,769**	**15.42%**	**9,690,581**	**54,895,569**
OPERATING INCOME (LOSS)	**1,886,874**	**3,331,646**	**7,091,702**	**(3,760,056)**	**46.98%**	**2,059,943**	**13,648,962**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	15,610	28,054		28,054		53,474	362,325
Dividends	144,472	284,404		284,404		255,234	1,592,369
Unrealized Gain/Loss on Investments	17,411	(252,263)		(252,263)		165,821	75,773
Total Interest/Investment Income	177,493	60,195		60,195		474,529	2,030,467
TOTAL NON-OPERATING INCOME (EXPENSE)	**177,493**	**60,195**		**60,195**		**474,529**	**2,030,467**
INCOME (LOSS) BEFORE TRANSFERS	**2,064,367**	**3,391,841**	**7,091,702**	**(3,699,861)**	**47.83%**	**2,534,472**	**15,679,429**
TRANSFERS							
Transfers - out	(936,508)	(1,873,017)	(11,238,102)	9,365,085	16.67%	(1,653,317)	(9,919,903)
TOTAL TRANSFERS - NET	**(936,508)**	**(1,873,017)**	**(11,238,102)**	**9,365,085**	**16.67%**	**(1,653,317)**	**(9,919,903)**
CHANGE IN NET POSITION	**$1,127,859**	**$1,518,824**	**($4,146,400)**	**$5,665,224**	**(36.63%)**	**$881,155**	**$5,759,526**
CONTROL TOTALS							
Total Revenues	$6,789,397	$12,754,865	$67,823,496	($55,068,631)	18.81%	$12,225,052	$70,574,999
Total Expenditures	5,661,538	11,236,040	71,969,896	60,733,856	15.61%	11,343,899	64,815,470
Revenues less expenditures	1,127,859	1,518,825	(4,146,400)	(5,665,225)	(36.63%)	881,153	5,759,529
Difference		($1)		$1	0.00%	$2	($3)

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Fees - Collection - Residential	$267,651	$539,349	$3,140,629	($2,601,280)	17.17%	$305,403	$3,152,772
Fees - Collection - Commercial	122,464	244,915	1,410,000	(1,165,085)	17.37%	143,368	1,427,375
Fees - Transfer Station	204,362	425,721	2,100,000	(1,674,279)	20.27%	400,726	2,361,421
Fees - Special Handling	2,105	4,875	25,000	(20,125)	19.50%	3,640	24,210
Fees - Rolloff Containers	66,650	136,447	824,000	(687,553)	16.56%	134,023	866,760
Fees - Yard Waste Disposal	79,117	159,844	965,940	(806,096)	16.55%	91,274	943,638
Fees - Yard Waste Special Handling	(547)	(509)		(509)		(7)	(144)
Sale of Recycled Materials		2,276		2,276		9,453	49,530
Permit Fees - Commercial Hauler	200	400	4,000	(3,600)	10.00%	300	2,500
Fees - Landfill Use	365,709	675,975	2,640,000	(1,964,025)	25.61%	418,245	2,929,598
Recycling Fees Sort Line	13,067	22,294	150,000	(127,706)	14.86%		44,522
Total utilities / enterprise charges and fees	1,120,778	2,211,587	11,259,569	(9,047,982)	19.64%	1,506,425	11,802,182
Other fees							
Landfill Capital Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,522
Landfill Closure Surcharge Fee	8,670	16,741	72,000	(55,259)	23.25%	11,411	76,519
Container Fees	4,680	8,940	49,000	(40,060)	18.24%	7,380	45,840
Total other fees	22,020	42,422	193,000	(150,578)	21.98%	30,202	198,881
Other charges for services							
Returned Check Fees							100
Total other charges for services							100
TOTAL CHARGES FOR SERVICES	**1,142,798**	**2,254,009**	**11,452,569**	**(9,198,560)**	**19.68%**	**1,536,627**	**12,001,163**
RENTS AND ROYALTIES							
Settlements from Insurance Claims						136	10,980
Settlements from Insurance Claims	448	448		448		82,149	747,278
Cash Over/Short						(100)	(83)
Misc Revenue	5,688	11,222		11,222		33,554	116,398
TOTAL RENTS AND ROYALTIES	**6,136**	**11,670**		**11,670**		**115,739**	**874,573**
TOTAL OPERATING REVENUE	**1,148,934**	**2,265,679**	**11,452,569**	**(9,186,890)**	**19.78%**	**1,652,366**	**12,875,736**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	177,351	327,553	2,466,640	2,139,087	13.28%	281,210	1,906,755
Employee Benefits	50,651	139,352	1,039,936	900,584	13.40%	132,296	629,140
Allocated Payroll Costs	2,555	5,110	30,658	25,548	16.67%	4,702	28,212
Total Personal Services and Employee Benefits	230,557	472,015	3,537,234	3,065,219	13.34%	418,208	2,564,107
Purchased or Contracted Services	433,620	583,001	5,733,370	5,150,369	10.17%	674,568	5,108,930
Utilities:							
Water/Sewerage	496	966	8,000	7,034	12.08%	968	5,814
Electricity	3,034	4,501	41,200	36,699	10.92%	5,108	34,569
Gasoline	50,515	63,412	835,381	771,969	7.59%	65,284	506,088
Stormwater	378	755	4,567	3,812	16.53%	735	4,442
Customer Service Fee	14	28	210	182	13.33%	35	189
Total Utilities	54,437	69,662	889,358	819,696	7.83%	72,130	551,102
Supplies	6,127	10,824	287,175	276,351	3.77%	5,948	122,125
Capital Outlay:							
Property (Land and Buildings)			10,000	10,000			

	FISCAL YEAR 2027			Variance with		PRIOR FYTD	
	Actual		Amended	Amended Budget		8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Machinery and Equipment			346,560	346,560			596,816
Capital Outlay - Reclass to Balance Sheet							(596,816)
Total Capital Outlay			356,560	356,560			
Depreciation Expense		110,545	1,047,568	937,023	10.55%	202,146	1,227,983
Bad Debt							21,369
Inter-Departmental Charges	94,823	170,007	1,168,946	998,939	14.54%	230,319	1,325,895
TOTAL OPERATING EXPENSE	**819,564**	**1,416,054**	**13,020,211**	**11,604,157**	**10.88%**	**1,603,319**	**10,921,511**
OPERATING INCOME (LOSS)	**329,370**	**849,625**	**(1,567,642)**	**2,417,267**	**(54.20%)**	**49,047**	**1,954,225**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Direct							36,500
Net Capital							36,500
Total Federal Government Grants							36,500
State Government Grants							
Operating - Categorical							
Direct							
Miscellaneous State Grant							1,985
Total Direct							1,985
Total Operating - Categorical							1,985
Capital							
Total Capital							36,500
Total State Government Grants							1,985
Total Intergovernmental revenue							38,485
Intergovernmental - Exp			(105,000)	105,000			(51,691)
Total Intergovernmental - net			(105,000)	105,000			(13,206)
Interest Income							
Dividends	7,675	13,281		13,281		5,974	20,166
P-Card Rebate Program						7,747	7,747
Unrealized Gain/Loss on Investments	(5,831)	(15,917)		(15,917)		(192)	(6,007)
Total Interest/Investment Income	1,844	(2,636)		(2,636)		13,529	21,906
Principal			(726,410)	726,410			
Interest Expense	(6,629)	(13,465)	(69,070)	55,605	19.49%	(15,361)	(92,522)
Total principal and interest expense	(6,629)	(13,465)	(795,480)	782,015	1.69%	(15,361)	(92,522)
Gain (loss) on sale of capital assets							
GMA Lease Proceeds							339,489
Total gain (loss) on sale of capital assets							339,489
TOTAL NON-OPERATING INCOME (EXPENSE)	**(4,785)**	**(16,101)**	**(900,480)**	**884,379**	**1.79%**	**(1,832)**	**255,667**
INCOME (LOSS) BEFORE TRANSFERS	**324,585**	**833,524**	**(2,468,122)**	**3,301,646**	**(33.77%)**	**47,215**	**2,209,892**
TRANSFERS							
Transfers - in			1,564,554	(1,564,554)			
TOTAL TRANSFERS - NET			**1,564,554**	**(1,564,554)**			

INTERIM STATEMENTS by Fund
540-Solid Waste Utility Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHANGE IN NET POSITION	**$324,585**	**$833,524**	**($903,568)**	**$1,737,092**	**(92.25%)**	**$47,215**	**$2,209,892**
CONTROL TOTALS							
Total Revenues	$1,150,779	$2,263,042	$13,017,123	($10,754,081)	17.39%	$1,665,895	$13,275,613
Total Expenditures	826,193	1,429,519	13,920,691	12,491,172	10.27%	1,618,679	11,065,723
Revenues less expenditures	324,586	833,523	(903,568)	(1,737,091)	(92.25%)	47,216	2,209,890
Difference	($1)	$1		($1)	0.00%	($1)	$2

INTERIM STATEMENTS by Fund
560-Stormwater Utility Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Sale of Recycled Materials							$1,161
Stormwater - Residential Upper Tier	39,848	80,496	489,316	(408,820)	16.45%	46,671	477,433
Stormwater - Residential Lower Tier	19,075	38,195	243,662	(205,467)	15.68%	21,385	222,245
Stormwater - Commercial Fees	194,920	391,227	2,426,823	(2,035,596)	16.12%	258,780	2,315,435
Total utilities / enterprise charges and fees	253,843	509,918	3,159,801	(2,649,883)	16.14%	326,836	3,016,274
TOTAL CHARGES FOR SERVICES	**253,843**	**509,918**	**3,159,801**	**(2,649,883)**	**16.14%**	**326,836**	**3,016,274**
RENTS AND ROYALTIES							
Misc Revenue	3,396	6,880		6,880		10,206	88,976
TOTAL RENTS AND ROYALTIES	**3,396**	**6,880**		**6,880**		**10,206**	**88,976**
TOTAL OPERATING REVENUE	**257,239**	**516,798**	**3,159,801**	**(2,643,003)**	**16.36%**	**337,042**	**3,105,250**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	81,191	151,079	1,081,019	929,940	13.98%	136,627	924,956
Employee Benefits	23,287	55,416	438,403	382,987	12.64%	58,047	292,354
Total Personal Services and Employee Benefits	104,478	206,495	1,519,422	1,312,927	13.59%	194,674	1,217,310
Purchased or Contracted Services	18,040	31,885	427,750	395,865	7.45%	45,051	307,250
Utilities:							
Water/Sewerage	158	294	2,000	1,706	14.70%	278	1,709
Natural Gas	162	213	2,800	2,587	7.61%	220	2,727
Electricity	1,029	1,986	14,500	12,514	13.70%	2,115	9,770
Gasoline	6,409	6,409	87,616	81,207	7.31%	10,365	60,238
Stormwater	404	807	4,258	3,451	18.95%	786	4,749
Customer Service Fee	7	14	84	70	16.67%	14	84
Total Utilities	8,169	9,723	111,258	101,535	8.74%	13,778	79,277
Supplies	13,394	21,190	333,500	312,310	6.35%	22,152	307,114
Capital Outlay:							
Machinery and Equipment			384,500	384,500			277,576
Capital Outlay - Reclass to Balance Sheet							(277,576)
Total Capital Outlay			384,500	384,500			
Depreciation Expense		44,030	482,979	438,949	9.12%	87,299	525,667
Bad Debt							6,089
Inter-Departmental Charges	50,425	90,920	542,980	452,060	16.74%	98,083	619,236
TOTAL OPERATING EXPENSE	**194,506**	**404,243**	**3,802,389**	**3,398,146**	**10.63%**	**461,037**	**3,061,943**
OPERATING INCOME (LOSS)	**62,733**	**112,555**	**(642,588)**	**755,143**	**(17.52%)**	**(123,995)**	**43,307**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	227	454		454		454	2,722
Total Interest/Investment Income	227	454		454		454	2,722
Principal			(211,130)	211,130			
Interest Expense	(2,880)	(5,783)	(92,010)	86,227	6.29%	(6,331)	(36,624)
Total principal and interest expense	(2,880)	(5,783)	(303,140)	297,357	1.91%	(6,331)	(36,624)

INTERIM STATEMENTS by Fund
560-Stormwater Utility Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027 Actual MTD	FISCAL YEAR 2027 Actual FYTD	FISCAL YEAR 2027 Amended Budget	Variance with Amended Budget $ Over / (Under)	Variance with Amended Budget %	PRIOR FYTD 8/31/2025 Actual	PRIOR FYTD 6/30/2026 Actual
Gain (loss) on sale of capital assets							
GMA Lease Proceeds			384,500	(384,500)			
Total gain (loss) on sale of capital assets			384,500	(384,500)			
TOTAL NON-OPERATING INCOME (EXPENSE)	**(2,653)**	**(5,329)**	**81,360**	**(86,689)**	**(6.55%)**	**(5,877)**	**(33,902)**
INCOME (LOSS) BEFORE TRANSFERS	**60,080**	**107,226**	**(561,228)**	**668,454**	**(19.11%)**	**(129,872)**	**9,405**
CHANGE IN NET POSITION	**$60,080**	**$107,226**	**($561,228)**	**$668,454**	**(19.11%)**	**($129,872)**	**$9,405**
CONTROL TOTALS							
Total Revenues	$257,466	$517,253	$3,544,301	($3,027,048)	14.59%	$337,495	$3,107,974
Total Expenditures	197,387	410,026	4,105,530	3,695,504	9.99%	467,369	3,098,563
Revenues less expenditures	60,079	107,227	(561,229)	(668,456)	(19.11%)	(129,874)	9,411
Difference	$1	($1)	$1	$2	(100.00%)	$2	($6)

INTERIM STATEMENTS by Fund
570-Telecommunications Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Utilities / enterprise charges and fees							
Telecom - Telephone Revenue	$3,415	$6,732	$44,304	($37,572)	15.20%	$2,484	$38,356
Telecom - Telephone Internal Customer Fees	5,362	10,723	64,158	(53,435)	16.71%	8,278	64,484
Total utilities / enterprise charges and fees	8,777	17,455	108,462	(91,007)	16.09%	10,762	102,840
Other / enterprise charges and fees							
Fiber Fees	58,920	117,201	725,451	(608,250)	16.16%	57,864	691,946
Fiber Fees - Internal Customer Fees	43,394	85,995	497,651	(411,656)	17.28%	63,747	502,497
Total other / enterprise charges and fees	102,314	203,196	1,223,102	(1,019,906)	16.61%	121,611	1,194,443
TOTAL CHARGES FOR SERVICES	**111,091**	**220,651**	**1,331,564**	**(1,110,913)**	**16.57%**	**132,373**	**1,297,283**
RENTS AND ROYALTIES							
Misc Revenue	1,156	2,312		2,312		3,757	21,373
TOTAL RENTS AND ROYALTIES	**1,156**	**2,312**		**2,312**		**3,757**	**21,373**
TOTAL OPERATING REVENUE	**112,247**	**222,963**	**1,331,564**	**(1,108,601)**	**16.74%**	**136,130**	**1,318,656**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	29,976	55,346	384,898	329,552	14.38%	44,407	327,537
Employee Benefits	9,158	18,142	152,086	133,944	11.93%	15,682	102,130
Allocated Payroll Costs	7,090	14,181	85,085	70,904	16.67%	13,177	79,059
Total Personal Services and Employee Benefits	46,224	87,669	622,069	534,400	14.09%	73,266	508,726
Purchased or Contracted Services	5,756	18,132	196,462	178,330	9.23%	16,773	152,370
Utilities:							
Water/Sewerage	20	40	1,200	1,160	3.33%	87	233
Electricity	98	192	2,400	2,208	8.00%	192	1,194
Gasoline	941	941	6,237	5,296	15.09%	567	4,342
Stormwater	169	339	2,047	1,708	16.56%	330	1,991
Customer Service Fee	4	7	42	35	16.67%	7	42
Total Utilities	1,232	1,519	11,926	10,407	12.74%	1,183	7,802
Supplies	20,222	39,208	279,950	240,742	14.01%	41,469	243,002
Capital Outlay:							
Property (Land and Buildings)	1,460	1,460	200,000	198,540	0.73%	61,314	256,879
Capital Outlay - Reclass to Balance Sheet	(1,460)	(1,460)		1,460		(61,314)	(256,879)
Total Capital Outlay			200,000	200,000			
Depreciation Expense		8,356	95,704	87,348	8.73%	16,712	100,273
Inter-Departmental Charges	18,567	33,531	205,212	171,681	16.34%	32,437	207,870
TOTAL OPERATING EXPENSE	**92,001**	**188,415**	**1,611,323**	**1,422,908**	**11.69%**	**181,840**	**1,220,043**
OPERATING INCOME (LOSS)	**20,246**	**34,548**	**(279,759)**	**314,307**	**(12.35%)**	**(45,710)**	**98,613**
Intergovernmental							
INCOME (LOSS) BEFORE TRANSFERS	**20,246**	**34,548**	**(279,759)**	**314,307**	**(12.35%)**	**(45,710)**	**98,613**
CHANGE IN NET POSITION	**$20,246**	**$34,548**	**($279,759)**	**$314,307**	**(12.35%)**	**($45,710)**	**$98,613**
CONTROL TOTALS							
Total Revenues	$112,247	$222,963	$1,331,563	($1,108,600)	16.74%	$136,131	$1,318,656

INTERIM STATEMENTS by Fund
570-Telecommunications Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total Expenditures	92,001	188,414	1,611,323	1,422,909	11.69%	181,840	1,220,042
Revenues less expenditures	20,246	34,549	(279,760)	(314,309)	(12.35%)	(45,709)	98,614
Difference		($1)	$1	$2	(100.00%)	($1)	($1)

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other / enterprise charges and fees							
Green Fees	$29,435	$66,972	$305,000	($238,028)	21.96%	$59,606	$338,752
Handicap Fees		45	3,375	(3,330)	1.33%	35	497
Golf Cart Rentals	35,286	73,312	395,000	(321,688)	18.56%	90,775	412,089
Merchandise Sales	1,962	4,506	30,000	(25,494)	15.02%	6,927	27,322
Driving Range Fees	2,190	5,070	38,000	(32,930)	13.34%	8,049	40,481
Membership Fees	4,495	8,895	50,000	(41,105)	17.79%	13,650	64,690
Food & Beverage	4,440	9,792	42,000	(32,208)	23.31%	11,208	46,630
Beer Sales	1,641	3,283	20,000	(16,717)	16.42%	4,476	20,896
Pull Cart Rentals	608	640	1,700	(1,060)	37.65%	8	293
Tournament Fees	810	3,007	40,000	(36,993)	7.52%	8,237	44,738
Golf Balls	3,734	8,734	35,000	(26,266)	24.95%	9,432	42,139
Total other / enterprise charges and fees	84,601	184,256	960,075	(775,819)	19.19%	212,403	1,038,527
TOTAL CHARGES FOR SERVICES	**84,601**	**184,256**	**960,075**	**(775,819)**	**19.19%**	**212,403**	**1,038,527**
RENTS AND ROYALTIES							
Equipment Rental Fees	80	300		300		686	1,630
Cash Over/Short	12	15		15		47	135
Misc Revenue	1,404	2,807		2,807		5,197	28,975
TOTAL RENTS AND ROYALTIES	**1,496**	**3,122**		**3,122**		**5,930**	**30,740**
TOTAL OPERATING REVENUE	**86,097**	**187,378**	**960,075**	**(772,697)**	**19.52%**	**218,333**	**1,069,267**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	42,289	82,130	563,932	481,802	14.56%	87,704	546,635
Employee Benefits	9,949	21,676	170,686	149,010	12.70%	23,706	130,354
Allocated Payroll Costs	(2,619)	(5,239)	(31,433)	(26,194)	16.67%	(4,909)	(29,453)
Total Personal Services and Employee Benefits	49,619	98,567	703,185	604,618	14.02%	106,501	647,536
Purchased or Contracted Services	17,130	31,216	341,423	310,207	9.14%	30,107	224,220
Utilities:							
Water/Sewerage	655	1,227	5,000	3,773	24.54%	948	4,688
Electricity	1,411	2,875	16,000	13,125	17.97%	2,336	12,425
Gasoline	4,591	7,632	49,290	41,658	15.48%	8,592	31,059
Stormwater	801	1,601	9,683	8,082	16.53%	1,560	9,421
Customer Service Fee	4	7	42	35	16.67%	7	42
Total Utilities	7,462	13,342	80,015	66,673	16.67%	13,443	57,635
Supplies	16,196	27,939	166,650	138,711	16.77%	30,353	174,742
Capital Outlay:							
Property (Land and Buildings)	1,728	1,728		(1,728)			62,550
Machinery and Equipment			160,300	160,300			
Capital Outlay - Reclass to Balance Sheet	(1,728)	(1,728)		1,728			(62,550)
Total Capital Outlay			160,300	160,300			
Depreciation Expense		6,125	68,267	62,142	8.97%	14,943	85,745
Inter-Departmental Charges	31,513	59,069	313,423	254,354	18.85%	61,422	377,180
TOTAL OPERATING EXPENSE	**121,920**	**236,258**	**1,833,263**	**1,597,005**	**12.89%**	**256,769**	**1,567,058**
OPERATING INCOME (LOSS)	**(35,823)**	**(48,880)**	**(873,188)**	**824,308**	**5.60%**	**(38,436)**	**(497,791)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Principal			(32,850)	32,850			
Interest Expense			(5,860)	5,860			

INTERIM STATEMENTS by Fund
591-Golf Course Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Total principal and interest expense			(38,710)	38,710			
Contributions and donations							
Contributions & Donations							5,622
Total contributions and donations							5,622
Gain (loss) on sale of capital assets							
GMA Lease Proceeds			154,000	(154,000)			
Total gain (loss) on sale of capital assets			154,000	(154,000)			
TOTAL NON-OPERATING INCOME (EXPENSE)			**115,290**	**(115,290)**			**5,622**
INCOME (LOSS) BEFORE TRANSFERS	**(35,823)**	**(48,880)**	**(757,898)**	**709,018**	**6.45%**	**(38,436)**	**(492,169)**
TRANSFERS							
Transfers - in			689,631	(689,631)		86,713	648,740
TOTAL TRANSFERS - NET			**689,631**	**(689,631)**		**86,713**	**648,740**
CHANGE IN NET POSITION	**($35,823)**	**($48,880)**	**($68,267)**	**$19,387**	**71.60%**	**$48,277**	**$156,571**
CONTROL TOTALS							
Total Revenues	$86,097	$187,379	$1,803,706	($1,616,327)	10.39%	$305,045	$1,723,628
Total Expenditures	121,919	236,258	1,871,973	1,635,715	12.62%	256,768	1,567,058
Revenues less expenditures	(35,822)	(48,879)	(68,267)	(19,388)	71.60%	48,277	156,570
Difference	($1)	($1)		$1	0.00%		$1

INTERIM STATEMENTS by Fund
Internal Service Funds
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Motor pool charges	$83,386	$165,744	$1,018,800	($853,056)	16.27%	$200,403	$897,057
Total general government	83,386	165,744	1,018,800	853,056	16.27%	200,403	897,057
Utilities / enterprise charges and fees							
Sale of Recycled Materials	893	893		893		1,240	3,861
Total utilities / enterprise charges and fees	893	893		893		1,240	3,861
TOTAL CHARGES FOR SERVICES	**84,279**	**166,637**	**1,018,800**	**(852,163)**	**16.36%**	**201,643**	**900,918**
RENTS AND ROYALTIES							
Settlements from Insurance Claims							17,105
Misc Revenue	615	1,229		1,229		4,166	21,561
TOTAL RENTS AND ROYALTIES	**615**	**1,229**		**1,229**		**4,166**	**38,666**
TOTAL OPERATING REVENUE	**84,894**	**167,866**	**1,018,800**	**(850,934)**	**16.48%**	**205,809**	**939,584**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	37,215	65,259	780,679	715,420	8.36%	69,292	460,477
Employee Benefits	10,020	21,347	301,497	280,150	7.08%	24,338	133,269
Total Personal Services and Employee Benefits	47,235	86,606	1,082,176	995,570	8.00%	93,630	593,746
Purchased or Contracted Services	67,415	74,504	185,382	110,878	40.19%	12,422	83,218
Utilities:							
Water/Sewerage	353	695	5,800	5,105	11.98%	718	4,480
Natural Gas	618	810	10,000	9,190	8.10%	609	9,780
Electricity	1,992	3,854	24,000	20,146	16.06%	4,150	22,051
Gasoline	5,044	5,044	22,704	17,660	22.22%	1,338	7,114
Stormwater	482	963	6,611	5,648	14.57%	938	5,668
Customer Service Fee	11	21	126	105	16.67%	21	126
Total Utilities	8,500	11,387	69,241	57,854	16.45%	7,774	49,219
Supplies	87,349	108,181	742,145	633,964	14.58%	87,117	633,809
Capital Outlay:							
Machinery and Equipment			220,000	220,000			57,668
Capital Outlay - Reclass to Balance Sheet							(57,668)
Total Capital Outlay			220,000	220,000			
Depreciation Expense		7,775	76,035	68,260	10.23%	13,807	87,510
Inter-Departmental Charges	23,966	43,315	214,111	170,796	20.23%	70,088	302,724
TOTAL OPERATING EXPENSE	**234,465**	**331,768**	**2,589,090**	**2,257,322**	**12.81%**	**284,838**	**1,750,226**
OPERATING INCOME (LOSS)	**(149,571)**	**(163,902)**	**(1,570,290)**	**1,406,388**	**10.44%**	**(79,029)**	**(810,642)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Principal			(36,770)	36,770			
Interest Expense			(8,300)	8,300			
Total principal and interest expense			(45,070)	45,070			
Gain (loss) on sale of capital assets							
GMA Lease Proceeds			220,000	(220,000)			
Total gain (loss) on sale of capital assets			220,000	(220,000)			

INTERIM STATEMENTS by Fund

Internal Service Funds

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TOTAL NON-OPERATING INCOME (EXPENSE)			174,930	(174,930)			
INCOME (LOSS) BEFORE TRANSFERS	(149,571)	(163,902)	(1,395,360)	1,231,458	11.75%	(79,029)	(810,642)
TRANSFERS							
Transfers - in			1,319,325	(1,319,325)		40,843	252,364
TOTAL TRANSFERS - NET			1,319,325	(1,319,325)		40,843	252,364
CHANGE IN NET POSITION	($149,571)	($163,902)	($76,035)	($87,867)	215.56%	($38,186)	($558,278)
CONTROL TOTALS							
Total Revenues	$84,893	$167,865	$2,558,125	($2,390,260)	6.56%	$246,651	$1,191,948
Total Expenditures	234,464	331,768	2,634,160	2,302,392	12.59%	284,839	1,750,226
Revenues less expenditures	(149,571)	(163,903)	(76,035)	87,868	215.56%	(38,188)	(558,278)
Difference		$1		($1)	0.00%	$2	

INTERIM STATEMENTS by Fund

601-Internal Service Fund - Motor Pool Fund

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
General government:							
Motor pool charges	$83,386	$165,744	$1,018,800	($853,056)	16.27%	$200,403	$897,057
Total general government	83,386	165,744	1,018,800	853,056	16.27%	200,403	897,057
Utilities / enterprise charges and fees							
Sale of Recycled Materials	893	893		893		1,240	3,861
Total utilities / enterprise charges and fees	893	893		893		1,240	3,861
TOTAL CHARGES FOR SERVICES	**84,279**	**166,637**	**1,018,800**	**(852,163)**	**16.36%**	**201,643**	**900,918**
RENTS AND ROYALTIES							
Settlements from Insurance Claims							17,105
Misc Revenue	615	1,229		1,229		4,166	21,561
TOTAL RENTS AND ROYALTIES	**615**	**1,229**		**1,229**		**4,166**	**38,666**
TOTAL OPERATING REVENUE	**84,894**	**167,866**	**1,018,800**	**(850,934)**	**16.48%**	**205,809**	**939,584**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	37,215	65,259	780,679	715,420	8.36%	69,292	460,477
Employee Benefits	10,020	21,347	301,497	280,150	7.08%	24,338	133,269
Total Personal Services and Employee Benefits	47,235	86,606	1,082,176	995,570	8.00%	93,630	593,746
Purchased or Contracted Services	67,415	74,504	185,382	110,878	40.19%	12,422	83,218
Utilities:							
Water/Sewerage	353	695	5,800	5,105	11.98%	718	4,480
Natural Gas	618	810	10,000	9,190	8.10%	609	9,780
Electricity	1,992	3,854	24,000	20,146	16.06%	4,150	22,051
Gasoline	5,044	5,044	22,704	17,660	22.22%	1,338	7,114
Stormwater	482	963	6,611	5,648	14.57%	938	5,668
Customer Service Fee	11	21	126	105	16.67%	21	126
Total Utilities	8,500	11,387	69,241	57,854	16.45%	7,774	49,219
Supplies	87,349	108,181	742,145	633,964	14.58%	87,117	633,809
Capital Outlay:							
Machinery and Equipment			220,000	220,000			57,668
Capital Outlay - Reclass to Balance Sheet							(57,668)
Total Capital Outlay			220,000	220,000			
Depreciation Expense		7,775	76,035	68,260	10.23%	13,807	87,510
Inter-Departmental Charges	23,966	43,315	214,111	170,796	20.23%	70,088	302,724
TOTAL OPERATING EXPENSE	**234,465**	**331,768**	**2,589,090**	**2,257,322**	**12.81%**	**284,838**	**1,750,226**
OPERATING INCOME (LOSS)	**(149,571)**	**(163,902)**	**(1,570,290)**	**1,406,388**	**10.44%**	**(79,029)**	**(810,642)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Principal			(36,770)	36,770			
Interest Expense			(8,300)	8,300			
Total principal and interest expense			(45,070)	45,070			
Gain (loss) on sale of capital assets							
GMA Lease Proceeds			220,000	(220,000)			
Total gain (loss) on sale of capital assets			220,000	(220,000)			

INTERIM STATEMENTS by Fund

601-Internal Service Fund - Motor Pool Fund

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
TOTAL NON-OPERATING INCOME (EXPENSE)			**174,930**	**(174,930)**			
INCOME (LOSS) BEFORE TRANSFERS	**(149,571)**	**(163,902)**	**(1,395,360)**	**1,231,458**	**11.75%**	**(79,029)**	**(810,642)**
TRANSFERS							
Transfers - in			1,319,325	(1,319,325)		40,843	252,364
TOTAL TRANSFERS - NET			**1,319,325**	**(1,319,325)**		**40,843**	**252,364**
CHANGE IN NET POSITION	**($149,571)**	**($163,902)**	**($76,035)**	**($87,867)**	**215.56%**	**($38,186)**	**($558,278)**
CONTROL TOTALS							
Total Revenues	$84,893	$167,865	$2,558,125	($2,390,260)	6.56%	$246,651	$1,191,948
Total Expenditures	234,464	331,768	2,634,160	2,302,392	12.59%	284,839	1,750,226
Revenues less expenditures	(149,571)	(163,903)	(76,035)	87,868	215.56%	(38,188)	(558,278)
Difference		$1		($1)	0.00%	$2	

INTERIM STATEMENTS by Fund
Component Units
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other / enterprise charges and fees							
Fuel Sales - AVGAS	$16,825	$31,805	$214,850	($183,045)	14.80%	$30,370	$185,412
Fuel Sales - Jet A	36,671	73,474	296,720	(223,246)	24.76%	23,539	346,185
Airport Services - Tug Fees	20	110		110		60	270
Total other / enterprise charges and fees	53,516	105,389	511,570	(406,181)	20.60%	53,969	531,867
Other fees							
Fuel Flowage Fees	4,970	4,970	40,400	(35,430)	12.30%	8,640	40,480
Overnight Fees	10	100	200	(100)	50.00%	50	240
Total other fees	4,980	5,070	40,600	(35,530)	12.49%	8,690	40,720
Other charges for services							
Returned Check Fees							35
Total other charges for services							35
TOTAL CHARGES FOR SERVICES	**58,496**	**110,459**	**552,170**	**(441,711)**	**20.00%**	**62,659**	**572,622**
RENTS AND ROYALTIES							
Property Rental	200	400	2,400	(2,000)	16.67%	400	2,400
AMR from MEAG Trust	900	1,800	10,800	(9,000)	16.67%	1,800	10,800
T-Hangar Rentals	1,025	2,050	14,400	(12,350)	14.24%	2,050	12,300
Tie Down Rentals	300	400	2,700	(2,300)	14.81%	100	850
Ground Leases	12,046	25,533	149,376	(123,843)	17.09%	25,533	145,995
Misc Revenue	1,869	2,814	2,400	414	117.25%	3,857	22,472
TOTAL RENTS AND ROYALTIES	**16,340**	**32,997**	**182,076**	**(149,079)**	**18.12%**	**33,740**	**194,817**
TOTAL OPERATING REVENUE	**74,836**	**143,456**	**734,246**	**(590,790)**	**19.54%**	**96,399**	**767,439**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	21,936	41,410	334,552	293,142	12.38%	44,281	308,861
Employee Benefits	5,683	12,319	121,384	109,065	10.15%	15,843	88,971
Total Personal Services and Employee Benefits	27,619	53,729	455,936	402,207	11.78%	60,124	397,832
Purchased or Contracted Services	33,515	57,026	252,255	195,229	22.61%	28,105	226,390
Utilities:							
Water/Sewerage	149	302	3,000	2,698	10.07%	282	1,794
Natural Gas	214	282	4,000	3,718	7.05%	213	3,184
Electricity	1,254	2,209	13,850	11,641	15.95%	1,917	11,599
Gasoline	985	985	6,545	5,560	15.05%	1,023	4,865
Stormwater	2,539	5,078	30,729	25,651	16.53%	4,882	29,680
Customer Service Fee	49	98	504	406	19.44%	91	564
Total Utilities	5,190	8,954	58,628	49,674	15.27%	8,408	51,686
Supplies	50,253	106,974	509,100	402,126	21.01%	38,537	468,971
Property (Land and Buildings)	132,059	411,348		(411,348)		208,975	22,536,165
Machinery and Equipment							11,449
Capital Outlay - Reclass to Balance Sheet	(132,059)	(411,348)		411,348		(208,975)	(22,547,614)
Depreciation Expense		8,372	95,597	87,225	8.76%	23,108	106,393
Bad Debt							162,674
Inter-Departmental Charges	11,219	20,323	98,400	78,077	20.65%	23,413	148,948
Miscellaneous	5,000	17,949	250,000	232,051	7.18%		46,546
TOTAL OPERATING EXPENSE	**132,796**	**273,327**	**1,719,916**	**1,446,589**	**15.89%**	**181,695**	**1,609,440**
OPERATING INCOME (LOSS)	**(57,960)**	**(129,871)**	**(985,670)**	**855,799**	**13.18%**	**(85,296)**	**(842,001)**

INTERIM STATEMENTS by Fund
Component Units
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027 Actual MTD	FISCAL YEAR 2027 Actual FYTD	FISCAL YEAR 2027 Amended Budget	Variance with Amended Budget $ Over / (Under)	Variance with Amended Budget %	PRIOR FYTD 8/31/2025 Actual	PRIOR FYTD 6/30/2026 Actual
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Federal Government Grants							
Capital							
Indirect							3,092,756
Net Capital							3,092,756
Total Federal Government Grants							3,092,756
State Government Grants							
Capital							
Direct (CDBG Grant Proceeds)	62,418	62,418		62,418		190,181	18,619,899
Total Capital							3,092,756
Total State Government Grants	62,418	62,418		62,418		190,181	18,619,899
Local Government Unit Grants							
Spalding Co. Contribution			568,389	(568,389)		15,512	227,035
City of Griffin Contribution							(224,575)
Total Local Government Unit Grants			568,389	568,389		15,512	2,460
Total Intergovernmental revenue	62,418	62,418	568,389	(505,971)	10.98%	205,693	21,715,115
Intergovernmental - Exp						(100,000)	(104,500)
Total Intergovernmental - net	62,418	62,418	568,389	(505,971)	10.98%	105,693	21,610,615
Interest Income							
Bank Account Interest	1,100	2,157		2,157		2,594	14,495
Total Interest/Investment Income	1,100	2,157		2,157		2,594	14,495
Principal			(585,000)	585,000			
Interest Expense		(48,038)	(85,840)	37,802	55.96%	(54,063)	(94,075)
Total principal and interest expense		(48,038)	(670,840)	622,802	7.16%	(54,063)	(94,075)
Contributions and donations							
Contributions & Donations	12,500	12,500	26,600	(14,100)	46.99%		51,655
Total contributions and donations	12,500	12,500	26,600	(14,100)	46.99%		51,655
TOTAL NON-OPERATING INCOME (EXPENSE)	**76,018**	**29,037**	**(75,851)**	**104,888**	**(38.28%)**	**54,224**	**21,582,690**
INCOME (LOSS) BEFORE TRANSFERS	**18,058**	**(100,834)**	**(1,061,521)**	**960,687**	**9.50%**	**(31,072)**	**20,740,689**
TRANSFERS							
Transfers - in	40,490	55,981	965,925	(909,944)	5.80%	116,656	1,312,892
TOTAL TRANSFERS - NET	**40,490**	**55,981**	**965,925**	**(909,944)**	**5.80%**	**116,656**	**1,312,892**
CHANGE IN NET POSITION	**$58,548**	**($44,853)**	**($95,596)**	**$50,743**	**46.92%**	**$85,584**	**$22,053,581**
CONTROL TOTALS							
Total Revenues	$191,344	$276,511	$2,295,160	($2,018,649)	12.05%	$421,341	$23,861,597
Total Expenditures	132,797	321,364	2,390,757	2,069,393	13.44%	335,759	1,808,016
Revenues less expenditures	58,547	(44,853)	(95,597)	(50,744)	46.92%	85,582	22,053,581
Difference	$1		$1	$1	0.00%	$2	

INTERIM STATEMENTS by Fund

550-Griffin-Spalding Airport Authority Fund

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
CHARGES FOR SERVICES							
Other / enterprise charges and fees							
Fuel Sales - AVGAS	$16,825	$31,805	$214,850	($183,045)	14.80%	$30,370	$185,412
Fuel Sales - Jet A	36,671	73,474	296,720	(223,246)	24.76%	23,539	346,185
Airport Services - Tug Fees	20	110		110		60	270
Total other / enterprise charges and fees	53,516	105,389	511,570	(406,181)	20.60%	53,969	531,867
Other fees							
Fuel Flowage Fees	4,970	4,970	40,400	(35,430)	12.30%	8,640	40,480
Overnight Fees	10	100	200	(100)	50.00%	50	240
Total other fees	4,980	5,070	40,600	(35,530)	12.49%	8,690	40,720
Other charges for services							
Returned Check Fees							35
Total other charges for services							35
TOTAL CHARGES FOR SERVICES	**58,496**	**110,459**	**552,170**	**(441,711)**	**20.00%**	**62,659**	**572,622**
RENTS AND ROYALTIES							
AMR from MEAG Trust	900	1,800	10,800	(9,000)	16.67%	1,800	10,800
T-Hangar Rentals	1,025	2,050	14,400	(12,350)	14.24%	2,050	12,300
Tie Down Rentals	300	400	2,700	(2,300)	14.81%	100	850
Ground Leases	12,046	25,533	149,376	(123,843)	17.09%	25,533	145,995
Misc Revenue	1,729	2,458		2,458		2,563	13,975
TOTAL RENTS AND ROYALTIES	**16,000**	**32,241**	**177,276**	**(145,035)**	**18.19%**	**32,046**	**183,920**
TOTAL OPERATING REVENUE	**74,496**	**142,700**	**729,446**	**(586,746)**	**19.56%**	**94,705**	**756,542**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	20,607	39,144	261,200	222,056	14.99%	35,249	246,302
Employee Benefits	5,540	11,452	91,040	79,588	12.58%	12,391	67,930
Total Personal Services and Employee Benefits	26,147	50,596	352,240	301,644	14.36%	47,640	314,232
Purchased or Contracted Services	12,277	26,970	169,935	142,965	15.87%	24,358	148,580
Utilities:							
Water/Sewerage	149	302	3,000	2,698	10.07%	282	1,794
Natural Gas	214	282	4,000	3,718	7.05%	213	3,184
Electricity	1,184	2,068	13,000	10,932	15.91%	1,776	10,753
Gasoline	985	985	6,545	5,560	15.05%	1,023	4,629
Stormwater	2,402	4,804	29,547	24,743	16.26%	4,679	28,262
Customer Service Fee	35	70	420	350	16.67%	70	420
Total Utilities	4,969	8,511	56,512	48,001	15.06%	8,043	49,042
Supplies	48,699	98,110	472,650	374,540	20.76%	36,873	442,828
Property (Land and Buildings)	132,059	411,348		(411,348)		204,634	21,882,756
Machinery and Equipment							11,449
Capital Outlay - Reclass to Balance Sheet	(132,059)	(411,348)		411,348		(204,634)	(21,894,205)
Depreciation Expense		8,372	95,597	87,225	8.76%	23,108	106,393
Bad Debt							162,674
Inter-Departmental Charges	9,852	17,532	82,000	64,468	21.38%	18,961	120,335
TOTAL OPERATING EXPENSE	**101,944**	**210,091**	**1,228,934**	**1,018,843**	**17.10%**	**158,983**	**1,344,084**
OPERATING INCOME (LOSS)	**(27,448)**	**(67,391)**	**(499,488)**	**432,097**	**13.49%**	**(64,278)**	**(587,542)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							

INTERIM STATEMENTS by Fund

550-Griffin-Spalding Airport Authority Fund

For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
Federal Government Grants							
Capital							
Indirect							3,092,756
Net Capital							3,092,756
Total Federal Government Grants							3,092,756
State Government Grants							
Capital							
Direct (CDBG Grant Proceeds)	62,418	62,418		62,418		190,181	18,619,899
Total Capital							3,092,756
Total State Government Grants	62,418	62,418		62,418		190,181	18,619,899
Local Government Unit Grants							
Spalding Co. Contribution			568,389	(568,389)		15,512	227,035
City of Griffin Contribution							(224,575)
Total Local Government Unit Grants			568,389	568,389		15,512	2,460
Total Intergovernmental revenue	62,418	62,418	568,389	(505,971)	10.98%	205,693	21,715,115
Total Intergovernmental - net	62,418	62,418	568,389	(505,971)	10.98%	205,693	21,715,115
Interest Income							
Bank Account Interest	1,079	2,121		2,121		2,525	14,129
Total Interest/Investment Income	1,079	2,121		2,121		2,525	14,129
Principal			(585,000)	585,000			
Interest Expense		(48,038)	(85,840)	37,802	55.96%	(54,063)	(94,075)
Total principal and interest expense		(48,038)	(670,840)	622,802	7.16%	(54,063)	(94,075)
TOTAL NON-OPERATING INCOME (EXPENSE)	**63,497**	**16,501**	**(102,451)**	**118,952**	**(16.11%)**	**154,155**	**21,635,169**
INCOME (LOSS) BEFORE TRANSFERS	**36,049**	**(50,890)**	**(601,939)**	**551,049**	**8.45%**	**89,877**	**21,047,627**
TRANSFERS							
Transfers - in			506,340	(506,340)		87,862	492,140
TOTAL TRANSFERS - NET			**506,340**	**(506,340)**		**87,862**	**492,140**
CHANGE IN NET POSITION	**$36,049**	**($50,890)**	**($95,599)**	**$44,709**	**53.23%**	**$177,739**	**$21,539,767**
CONTROL TOTALS							
Total Revenues	$137,993	$207,239	$1,804,176	($1,596,937)	11.49%	$390,783	$22,977,926
Total Expenditures	101,944	258,129	1,899,773	1,641,644	13.59%	213,045	1,438,159
Revenues less expenditures	36,049	(50,890)	(95,597)	(44,707)	53.23%	177,738	21,539,767
Difference			($2)	($2)	0.00%	$1	

INTERIM STATEMENTS by Fund
952-Main Street Program Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Misc Revenue	$140	$356	$2,400	($2,044)	14.83%	$1,294	$8,497
TOTAL RENTS AND ROYALTIES	**140**	**356**	**2,400**	**(2,044)**	**14.83%**	**1,294**	**8,497**
TOTAL OPERATING REVENUE	**140**	**356**	**2,400**	**(2,044)**	**14.83%**	**1,294**	**8,497**
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	1,329	2,267	73,352	71,085	3.09%	9,032	62,559
Employee Benefits	143	867	30,345	29,478	2.86%	3,452	21,041
Total Personal Services and Employee Benefits	1,472	3,134	103,697	100,563	3.02%	12,484	83,600
Purchased or Contracted Services	20,559	28,827	57,656	28,829	50.00%	3,745	59,075
Utilities:							
Electricity	71	141	850	709	16.59%	141	847
Gasoline							236
Stormwater	65	130	788	658	16.50%	127	766
Customer Service Fee	4	7	42	35	16.67%	7	42
Total Utilities	140	278	1,680	1,402	16.55%	275	1,891
Supplies	1,455	8,764	35,450	26,686	24.72%	1,664	25,306
Inter-Departmental Charges	1,367	2,791	16,400	13,609	17.02%	4,453	28,613
TOTAL OPERATING EXPENSE	**24,993**	**43,794**	**214,883**	**171,089**	**20.38%**	**22,621**	**198,485**
OPERATING INCOME (LOSS)	**(24,853)**	**(43,438)**	**(212,483)**	**169,045**	**20.44%**	**(21,327)**	**(189,988)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Intergovernmental - Exp						(100,000)	(104,500)
Total Intergovernmental - net						(100,000)	(104,500)
Contributions and donations							
Contributions & Donations	12,500	12,500	26,600	(14,100)	46.99%		51,655
Total contributions and donations	12,500	12,500	26,600	(14,100)	46.99%		51,655
TOTAL NON-OPERATING INCOME (EXPENSE)	**12,500**	**12,500**	**26,600**	**(14,100)**	**46.99%**	**(100,000)**	**(52,845)**
INCOME (LOSS) BEFORE TRANSFERS	**(12,353)**	**(30,938)**	**(185,883)**	**154,945**	**16.64%**	**(121,327)**	**(242,833)**
TRANSFERS							
Transfers - in	15,490	30,981	185,883	(154,902)	16.67%	24,453	149,598
TOTAL TRANSFERS - NET	**15,490**	**30,981**	**185,883**	**(154,902)**	**16.67%**	**24,453**	**149,598**
CHANGE IN NET POSITION	**$3,137**	**$43**		**$43**	**0.00%**	**($96,874)**	**($93,235)**
CONTROL TOTALS							
Total Revenues	$28,130	$43,837	$214,883	($171,046)	20.40%	$25,748	$209,751
Total Expenditures	24,992	43,793	214,883	171,090	20.38%	122,622	302,984
Revenues less expenditures	3,138	44		(44)	0.00%	(96,874)	(93,233)
Difference	($1)	($1)		$1	0.00%		($2)

INTERIM STATEMENTS by Fund
953-Downtown Development Authority Fund
For the Two Months Ending Monday, August 31, 2026

	FISCAL YEAR 2027			Variance with Amended Budget		PRIOR FYTD	
	Actual		Amended			8/31/2025	6/30/2026
	MTD	FYTD	Budget	$ Over / (Under)	%	Actual	Actual
RENTS AND ROYALTIES							
Property Rental	$200	$400	$2,400	($2,000)	16.67%	$400	$2,400
TOTAL RENTS AND ROYALTIES	**200**	**400**	**2,400**	**(2,000)**	**16.67%**	**400**	**2,400**
TOTAL OPERATING REVENUE	**200**	**400**	**2,400**	**(2,000)**	**16.67%**	**400**	**2,400**
OPERATING EXPENSE							
Purchased or Contracted Services	679	1,229	24,665	23,436	4.98%	2	18,735
Utilities:							
Stormwater	72	143	394	251	36.29%	76	653
Customer Service Fee	11	21	42	21	50.00%	14	102
Total Utilities	83	164	436	272	37.61%	90	755
Supplies	100	100	1,000	900	10.00%		837
Property (Land and Buildings)						4,341	653,409
Capital Outlay - Reclass to Balance Sheet						(4,341)	(653,409)
Miscellaneous	5,000	17,949	250,000	232,051	7.18%		46,546
TOTAL OPERATING EXPENSE	**5,862**	**19,442**	**276,101**	**256,659**	**7.04%**	**92**	**66,873**
OPERATING INCOME (LOSS)	**(5,662)**	**(19,042)**	**(273,701)**	**254,659**	**6.96%**	**308**	**(64,473)**
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
Interest Income							
Bank Account Interest	21	36		36		69	366
Total Interest/Investment Income	21	36		36		69	366
TOTAL NON-OPERATING INCOME (EXPENSE)	**21**	**36**		**36**		**69**	**366**
INCOME (LOSS) BEFORE TRANSFERS	**(5,641)**	**(19,006)**	**(273,701)**	**254,695**	**6.94%**	**377**	**(64,107)**
TRANSFERS							
Transfers - in	25,000	25,000	273,701	(248,701)	9.13%	4,341	671,154
TOTAL TRANSFERS - NET	**25,000**	**25,000**	**273,701**	**(248,701)**	**9.13%**	**4,341**	**671,154**
CHANGE IN NET POSITION	**$19,359**	**$5,994**		**$5,994**	**0.00%**	**$4,718**	**$607,047**
CONTROL TOTALS							
Total Revenues	$25,221	$25,436	$276,101	($250,665)	9.21%	$4,810	$673,920
Total Expenditures	5,861	19,442	276,101	256,659	7.04%	92	66,873
Revenues less expenditures	19,360	5,994		(5,994)	0.00%	4,718	607,047
Difference	($1)				0.00%		

CITY OF GRIFFIN
SALES TAX ANALYSIS

LOCAL OPTION SALES TAX (LOST)

Month	FY 2023 MTD	FY 2023 FYTD Total	FY 2023 FYTD % of Budget	FY 2024 MTD	FY 2024 FYTD Total	FY 2024 FYTD % of Budget	FY 2025 MTD	FY 2025 FYTD Total	FY 2025 FYTD % of Budget	FY 2026 MTD	FY 2026 FYTD Total	FY 2026 FYTD % of Budget	FY 2027 MTD	FY 2027 FYTD Total	FY 2027 FYTD % of Budget	MTD Change from Prior Year	Percent
July	$ 458,324	$ 458,324	8.85%	$ 473,019	$ 473,019	8.92%	$ 470,106	$ 470,106	8.55%	$ 500,567	$ 500,567	8.86%	$ 514,484	$ 514,484	8.87%	$ 13,918	2.78%
August	452,002	910,327	17.58%	493,024	966,043	18.23%	474,918	$ 945,024	17.18%	513,639	$ 1,014,206	17.95%	518,321	$ 1,032,805	17.81%	$ 4,681	0.91%
September	450,187	1,360,514	26.28%	452,082	1,418,125	26.76%	480,208	$ 1,425,232	25.91%	508,894	$ 1,523,100	26.96%		$ -			
October	463,086	1,823,600	35.22%	462,562	1,880,687	35.48%	430,075	$ 1,855,307	33.73%	489,043	$ 2,012,143	35.61%		$ -			
Distribution								$ -			$ -			$ -			
November	468,213	2,291,813	44.27%	474,785	2,355,471	44.44%	482,265	$ 2,337,571	42.50%	482,564	$ 2,494,707	44.15%		$ -			
December	465,265	2,757,078	53.25%	452,471	2,807,942	52.98%	472,799	$ 2,810,370	51.10%	514,974	$ 3,009,681	53.27%		$ -			
January	545,958	3,303,035	63.80%	560,583	3,368,525	63.56%	567,668	$ 3,378,038	61.42%	588,260	$ 3,597,941	63.68%		$ -			
February	415,351	3,718,386	71.82%	423,694	3,792,219	71.55%	421,302	$ 3,799,340	69.08%	477,487	$ 4,075,428	72.13%		$ -			
March	420,772	4,139,158	79.95%	459,845	4,252,064	80.23%	439,681	$ 4,239,021	77.07%	457,158	$ 4,532,585	80.22%		$ -			
April	492,846	4,632,004	89.47%	470,825	4,722,889	89.11%	495,364	$ 4,734,385	86.08%	527,508	$ 5,060,094	89.56%		$ -			
Distribution								$ -			$ -			$ -			
May	460,159	5,092,163	98.35%	452,490	5,175,379	97.65%	479,356	$ 5,213,742	94.80%	506,351	$ 5,566,445	98.52%		$ -			
Jun	467,858	5,560,021	107.39%	470,577	5,645,956	106.53%	472,850	$ 5,686,592	103.39%	501,153	$ 6,067,598	107.39%		$ -			
Total	**$ 5,560,021**			**$ 5,645,956**			**$ 5,686,592**			**$ 6,067,598**			**$ 1,032,805**				
% of Budget	107.39%			106.53%			103.39%			107.39%			17.81%				
Budget	$ 5,177,373			$ 5,300,000			$ 5,500,000			$ 5,650,000			$ 5,800,000				
Average	$ 463,335			$ 470,496			$ 473,883			$ 505,633			$ 516,403				

CITY OF GRIFFIN
SALES TAX ANALYSIS

TRANSPORTATION - SPECIAL PURPOSE LOCAL OPTION SALES TAX 2022 (T-SPLOST)

	FY 2023			FY 2024			FY 2025			FY 2026			FY 2027		
Month	**MTD**	**FYTD Total**	**FYTD % of Budget**	**MTD**	**FYTD Total**	**FYTD % of Budget**	**MTD**	**FYTD Total**	**FYTD % of Budget**	**MTD**	**FYTD Total**	**FYTD % of Budget**	**MTD**	**FYTD Total**	**FYTD % of Budget**
July	$ 364,041	$ 364,041	9.77%	$ 388,417	$ 388,417	10.42%	$ 388,209	$ 388,209	10.41%	$ 432,325	$ 432,325	11.60%	$ 437,123	$ 437,123	11.73%
August	359,820	723,861	19.42%	370,885	$ 759,302	20.37%	$ 394,625	$ 782,834	21.00%	$ 433,287	$ 865,612	23.22%	$ 446,131	$ 883,254	23.70%
September	372,168	1,096,029	29.40%	374,611	$ 1,133,913	30.42%	$ 352,476	$ 1,135,310	30.46%	$ 410,390	$ 1,276,002	34.23%		$ -	
October	374,023	1,470,053	39.44%	375,853	$ 1,509,766	40.50%	$ 393,829	$ 1,529,139	41.02%	$ 406,423	$ 1,682,425	45.14%		$ -	
November	373,411	1,843,464	49.46%	365,356	$ 1,875,122	50.31%	$ 388,969	$ 1,918,108	51.46%	$ 429,395	$ 2,111,820	56.66%		$ -	
December	440,751	2,284,214	61.28%	461,588	$ 2,336,710	62.69%	$ 472,656	$ 2,390,764	64.14%	$ 493,351	$ 2,605,171	69.89%		$ -	
January	331,213	2,615,427	70.17%	343,359	$ 2,680,069	71.90%	$ 358,465	$ 2,749,229	73.76%	$ 394,866	$ 3,000,037	80.48%		$ -	
February	342,395	2,957,822	79.35%	379,372	$ 3,059,441	82.08%	$ 366,550	$ 3,115,779	83.59%	$ 390,791	$ 3,390,828	90.97%		$ -	
March	395,641	3,353,463	89.97%	387,858	$ 3,447,299	92.48%	$ 415,584	$ 3,531,363	94.74%	$ 450,453	$ 3,841,281	103.05%		$ -	
April	367,844	3,721,307	99.83%	371,587	$ 3,818,886	102.45%	$ 398,590	$ 3,929,953	105.43%	$ 431,533	$ 4,272,814	114.63%		$ -	
May	378,958	4,100,265	110.00%	382,870	$ 4,201,755	112.72%	$ 399,495	$ 4,329,448	116.15%	$ 426,656	$ 4,699,470	126.08%		$ -	
Jun	379,147	4,479,412	120.17%	384,950	$ 4,586,706	123.05%	$ 420,901	$ 4,750,349	127.44%	$ 440,205	$ 5,139,674	137.89%		$ -	
Total	**$ 4,479,412**			**$ 4,586,706**			**$ 4,750,349**			**$ 5,139,674**			**$ 883,254**		
% of Budget	120.17%			123.05%			127.44%			137.89%			23.70%		
Budget	$ 3,727,500			$ 3,727,500			$ 3,727,500			$ 3,727,500			$ 3,727,500		
Average	$ 373,284			$ 382,225			$ 395,862			$ 428,306			$ 441,627		
% Increase PY	4.42%			2.40%			3.57%			12.06%			3.11%		
Actual Inception to Date	$ 5,551,828			$ 10,138,533			$ 14,888,882			$ 15,278,208			$ 16,161,462		
Cummulative Budget	$ 4,471,250			$ 8,198,750			$ 11,926,250			$ 11,926,250			$ 15,653,750		

August financial statements – 16.7% into the fiscal year

Year-to-date

Fund	Operating Revenue in Dollars	Operating Revenue Percentage of Budget	Operating Expense in Dollars	Operating Expense Percentage of Budget
General Fund	3,317,377	11.88	6,626,031	13.41
Enterprise Funds	21,881,798	18.6	14,584,274	13.67
Water / Wastewater	5,994,308	18.21	2,976,285	11.59
Electric	12,694,671	18.72	9,363,025	15.42
Solid Waste	2,265,679	19.78	1,416,054	10.88

Year-to-Date Sales Tax Analysis

Sales Tax	Dollars Collected	Percent of Budget
LOST	1,032,805	17.81
TSPLOST	883,254	23.7

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Presentation by Clive McCarthy ("Preserving Our Legacy, Expanding Our Opportunities")

SPECIAL CONSIDERATIONS OR CONCERNS:

Integrating cultural heritage, tourism, workforce development, and economic development.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Jennifer Freeman

Meeting Date:

13/10/2026

Reviewed By:

Jennifer Freeman

ATTACHMENTS:

Griffin Commissioner Address 10132026 FINAL.pdf

ADDRESS TO THE GRIFFIN BOARD OF COMMISSIONERS

Preserving Our Legacy, Expanding Our Opportunities

Clive McCarthy, MBA, LUTCF, CDP
October 13, 2026

Cultural heritage Economic development Workforce Tourism



September 26: A community milestone

Grand opening

Our Legacy Museum and Fairmont Event Center opened to the public[1,2]

Renewed purpose

A historic educational place given new public life

Shared identity

An occasion to recognize preservation, learning, and who we are as a community

1 Our Legacy Museum, “About the Museum.”
2 inGriffin, “Grand Opening: Our Legacy Museum and Fairmont Event Center.”

The reach of our shared history

287

attendees

Placer.ai

2,800–3,500

reunion participants

3,087–3,787*

people in one weekend event

Museum attendees and reunion participants combined

* Sum of the two figures at left.

A PERSONAL COMMITMENT TO GRIFFIN

I did not grow up in Griffin.

I chose to marry into Griffin.

I choose to help build the legacy we leave to future generations.

Dr. Atkinson's office: 224 East Broad Street

1957

CITY DIRECTORY

Ben H. Atkinson, dentist, listed at 224 E. Broad[6]

1960

CITY DIRECTORY

Listed again as a dentist at 224 E. Broad[7]

1960

CITY DIRECTORY

Home at 721 E. Solomon, a few blocks from his practice[7]

Two directories, one address. This is where Dr. Atkinson cared for his patients.

6 Griffin City Directory, 1957. Digital Library of Georgia.
7 Griffin City Directory, 1960. Digital Library of Georgia.

July 28, 2026: A vote to condemn Dr. Atkinson's office

THE ACTION

The City Manager was authorized to begin condemnation proceedings[4,5]

THE PROPERTY

224 East Broad Street, the dental office of Dr. Ben Hill Atkinson

THE STATED PURPOSE

A public parking lot

WHY IT MATTERS

This is not an empty lot. It is the place where a Black dentist served Griffin families during segregation.[14]

4 City of Griffin, Board of Commissioners, official meeting minutes, July 28, 2026.
5 City of Griffin, Board of Commissioners agenda, July 28, 2026, item 20.
14 Our Legacy: A Brief History, "Black Businesses in Griffin" (ArcGIS StoryMap).

DR. BEN HILL ATKINSON

1937–1960

Dentist, churchman,
civic leader

Who Dr. Atkinson was to Griffin

HIS PROFESSION

A Griffin dentist from at least 1941 through 1960, active in Georgia's Dental Society[10,11,12]

HIS FAITH

Helped lead a financial drive for Greater Mt. Zion Baptist Church in 1941[10]

HIS COMMUNITY

Prince Hall Masonic leader in 1937; chaired Griffin's Emancipation program committee in 1959[8,13]

HIS LEGACY

Named among Griffin's Black businesses in Our Legacy: A Brief History[14]

Two decades of service to Griffin: his practice, his church, his community.

8 ADW Dec. 22, 1937, p. 2 10 ADW Oct. 22, 1941, p. 2 11 ADW June 23, 1954, p. 3
12 ADW June 11, 1957, p. 3 13 ADW Jan. 2, 1959, p. 4 14 Our Legacy: A Brief History

224 EAST BROAD ST.

1957

Recorded year of construction
69 years ago

2026 assessor record: 224 East Broad[15]

PARCEL	USE
014 35004	Office building
SIZE	**BUILT**
840 sq. ft.	1957

On file: 2014 property photograph and assessed building sketch

Age: 69 years, well past the National Register's 50-year mark[16]

15 Spalding County property search, qPublic (search portal; not parcel-specific).
16 National Park Service, National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.

202 East Broad is a different building

RECORD	202 EAST BROAD	224 EAST BROAD (for reference)
Parcel	014 35001, Heck Chapel property	014 35004
Built (assessor)	1910	1957
Size	3,135 sq. ft.	840 sq. ft.
Owner of record	DDA of the City of Griffin	—
Demolition permit	2025, #11802	—

15 Spalding County property search, qPublic (search portal; not parcel-specific).

Was this building ever reviewed for its history?

WHAT WE FOUND: 202 E. BROAD

SEA report dated July 22, 2025

"Asbestos, Lead-Based Paint, Mold Inspection & EDR Records Review"

≠

WHAT WE HAVE NOT SEEN: 224 E. BROAD

A historical-significance assessment

If one exists, the Commission and the public should see the full report

An environmental report looks for hazards. It does not tell us whether a building matters to our history.

THE QUESTION

Did anyone look at the directories, the newspapers, the deeds and Dr. Atkinson's story?[16,17]

16 National Park Service, National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.
17 University of Georgia Libraries, Sanborn Fire Insurance Maps of Griffin (1961-revised holdings).

What a proper historical review would weigh

AGE OF 224 E. BROAD

69

years old, well past the National Register's 50-year mark[16]

NATIONAL REGISTER QUESTION	WHAT THE RECORD SHOWS SO FAR
Criterion B: tied to the life of a significant person	Dr. Atkinson's dental office, listed here in 1957 and 1960[6,7]
Criterion A: tied to important patterns in local history	A Black professional and civic leader in Griffin, 1937 to 1959[8,13,14]
Criterion C: the building itself	A 1957 office building, photographed and sketched by the county in 2014[15]
What is at stake now	2026: City of Griffin commissioners voted to begin condemnation proceedings[4]

4 Commission minutes, July 28, 2026 6 Directory, 1957 7 Directory, 1960 8 ADW Dec. 22, 1937, p. 2
13 ADW Jan. 2, 1959, p. 4 14 Our Legacy: A Brief History 15 Spalding County property search 16 NPS, National Register Bulletin 15

Two questions before anything is torn down

FEDERAL REVIEW

Will any federal funds, permits, or licenses be part of this project?

If so, Section 106 requires a review of the effect on historic properties before work begins. That includes buildings eligible for the National Register, not only those already listed.[19]

ECONOMIC ALTERNATIVE

Could this building be worth more to Griffin than a parking space?

A listed historic building that is restored for business use can qualify for a 20% federal tax credit.[18]

18 National Park Service, Tax Incentives for Preserving Historic Properties.
19 Advisory Council on Historic Preservation, Protecting Historic Properties: A Citizen's Guide to Section 106 Review.

What I am asking the Commission to do

01

Tell us whether a historical review of 224 East Broad was ever done

02

If it was, share who prepared it, their qualifications and what they found

03

Confirm whether Dr. Atkinson's life and work were part of that review

04

Pause demolition until a qualified preservation professional has evaluated the building[4,16]

4 City of Griffin, Board of Commissioners, official meeting minutes, July 28, 2026.
16 National Park Service, National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.

Four pillars. One shared future.



Preserve

our cultural and historical legacy



Expand

business and economic development



Develop

our workforce and create jobs



Advance

business and cultural tourism

Saving 224 East Broad serves all four.

Primary sources: Dr. Atkinson

1937 Atlanta Daily World, Dec. 22, p. 2 ↗

1938 Atlanta Daily World, Feb. 17, p. 2 ↗

1941 Atlanta Daily World, Oct. 22, p. 2 ↗

1954 Atlanta Daily World, June 23, p. 3 ↗

1957 Atlanta Daily World, June 11, p. 3 ↗

1959 Atlanta Daily World, Jan. 2, p. 4 ↗

1957 Griffin City Directory ↗

1960 Griffin City Directory ↗

Click any title to open the original newspaper page or directory.

All sources

1 Our Legacy Museum, “About the Museum.”

2 inGriffin, “Grand Opening: Our Legacy Museum and Fairmont Event Center.”

3 Spalding County Elections, Official Complete Election Summary Report, November 7, 2023.

4 City of Griffin, Board of Commissioners, official meeting minutes, July 28, 2026.

5 City of Griffin, Board of Commissioners agenda, July 28, 2026, item 20.

6 Griffin City Directory, 1957. Digital Library of Georgia.

7 Griffin City Directory, 1960. Digital Library of Georgia.

8 Atlanta Daily World, December 22, 1937, p. 2. Georgia Historic Newspapers.

9 Atlanta Daily World, February 17, 1938, p. 2. Georgia Historic Newspapers.

10 Atlanta Daily World, October 22, 1941, p. 2. Georgia Historic Newspapers.

11 Atlanta Daily World, June 23, 1954, p. 3. Georgia Historic Newspapers.

12 Atlanta Daily World, June 11, 1957, p. 3. Georgia Historic Newspapers.

13 Atlanta Daily World, January 2, 1959, p. 4. Georgia Historic Newspapers.

14 Our Legacy: A Brief History, “Black Businesses in Griffin” (ArcGIS StoryMap).

15 Spalding County property search, qPublic (search portal; not parcel-specific).

16 National Park Service, National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.

17 University of Georgia Libraries, Sanborn Fire Insurance Maps of Griffin (1961-revised holdings).

18 National Park Service, Tax Incentives for Preserving Historic Properties.

19 Advisory Council on Historic Preservation, Protecting Historic Properties: A Citizen’s Guide to Section 106 Review.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Presentation of Proclamation for Griffin Lions Club 75th Anniversary.

SPECIAL CONSIDERATIONS OR CONCERNS:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Ragan Jones

Meeting Date:

13/10/2026

Reviewed By:

Jennifer Freeman

ATTACHMENTS:

Griffin Lions Club Anniversary- 75.pdf

Proclamation

In Celebration of the Humanitarian Service of the Griffin Lions Club On Its 75th Anniversary

WHEREAS, The Griffin Lions Clubs was chartered on October 25, 1951, with the Barnesville Lions Club serving as its sponsoring club, and has dedicated 75 years of humanitarian service for individuals and families throughout Griffin and Spalding County; and

WHEREAS, For three-quarters of a century, generations of Griffin Lions Club members have dedicated their time, talents, and resources to serving the community while upholding the Lions Clubs International motto, “We Serve”; and

WHEREAS, The Griffin Lions Club remained committed to the Lions Clubs International service areas of vision, hearing, childhood cancer, environment, disaster relief, and diabetes awareness through programs and initiatives that address the needs of individuals and families; and

WHEREAS, The Griffin Lions Club has demonstrated its commitment to vision health through school vision screenings, health fairs, and mobile vision clinics, helping make vision care a continuing priority for children throughout the community; and

WHEREAS, The Griffin Lions Club has provided humanitarian assistance through emergency disaster relief following the tornadoes of 2011 and 2023, community cleanups, construction of an ADA-accessible ramp for a veteran, and numerous other service projects benefiting the residents of Griffin and Spalding County; and

WHEREAS, Through decades of fundraising efforts, community partnerships, and volunteer service, the Griffin Lions Club has established a lasting tradition of compassion, generosity, and civic engagement, reflecting the dedication of its past and present members to meeting the needs of the community;

NOW, THEREFORE BE IT RESOLVED

That the Griffin Board of Commissioners hereby proclaims October 25, 2026, as the 75th Anniversary of the Griffin Lions Club in the City of Griffin and recognizes the organization's legacy of humanitarian service, dedication to improving the lives of others, and continued commitment to serving the residents of Griffin.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Griffin to be affixed this twenty-fifth day of October 2026.

_____
Douglas S. Hollberg, Mayor

_____
Jennifer Freeman, Interim City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request to rezone approximately 0.36 + acre tract of land from Medium Density Residential to Planned Commercial Development for property located at 113 North 16th Street (Parcel 057 02025). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Randy Rawlings, is requesting a zoning change from Medium Density Residential (MDR) to Planned Commercial Development (PCD) for the parcel located at 113 N 16th Street. On this property is a 4000 square foot structure which is subdivided into four (4) commercial suites. The owner would like to utilize the current building and potentially have commercial businesses and/or a church with availability of church expansion at this location. There are currently no active Occupational Tax Certificates on file for this address; therefore, the legal nonconforming use will expire December 31, 2026. This location has operated as commercial businesses in the past, and most recently as a church. As developed, this property is not designed for residential use.

The proposed zoning will permit a use that is suitable in regards to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located in a Mixed-Use Area. Recommended land uses for this area are general commercial, general retail, medical/dental clinics, and low, medium, and high density residential. The proposed zoning to a commercial district can be considered suitable for this area. Utilizing the location as any permitted use in the PCD zoning district would be compatible additionally a low-impact business could provide valuable services to the neighborhood.

STAFF RECOMMENDATION:

Planning staff recommends CONDITIONAL APPROVAL of the request (26-REZ-07) to rezone 0.36 +/- acre tract of land located at 113 N 16th Street from Medium Density Residential to Planned Commercial Development with the following conditions:

1. All vehicles must be in a paved and striped parking space.
2. Any parking lot expansion must meet to the standards outlined in Articles 8, 9, and 13 of the United Development Code.

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
13/10/2026

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
26-REZ-07 113 N 16th St Staff Report.pdf
Application; 113 N 16th St.pdf
Rezoning Ordinance 26-REZ-07, 113 N 16th St - PCD.pdf

113 N 16th Street
REZONING REQUEST
(Project No. 26-REZ-07)

Applicant: Randy Rawlings
Owner: Richard Edkins c/o Rawlings Realty LLC



Current Land Use Classification	Residential
Current Zoning	Medium Density Residential
Proposed Zoning	Planned Commercial Development
Character Area	Mixed Use
Proposed Use	Commercial
Parcel Size	0.36 +/- acres
Tax parcel ID	057 02025
Planning & Zoning Board	September 21, 2026
City Commission	October 13, 2026
City Commission Member	District 2 Rose Curtis
Planning Board Member	District 2 Ann Dukes
Citizen Notification	Legal notice was published in the September 5th, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on September 3, 2026.

Proposal/Site Location:

The applicant, Randy Rawlings, is requesting a zoning change from Medium Density Residential (MDR) to Planned Commercial Development (PCD) for the parcel located at 113 N 16th Street. On this property is a 4000 square foot structure which is subdivided into four (4) commercial suites. The owner's plan is to utilize the building for several small businesses and/or to allow a church to occupy a portion of the space. There are currently no active Occupational Tax Certificates on file for this address; therefore, the legal nonconforming use will expire December 31, 2026. As developed, this property is not designed for residential use. The subject property is a 0.36+/- acre tract of land and the rezoning would apply to the entire 0.36 +/- acres.





Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Zoning Ordinance apply to the rezoning request:

- Article 4. Section 405 - Standards for review for zoning amendments (Rezoning)
- Article 4. Section 408 - Public Hearings
- Article 7. Section 708 – Medium Density Residential (MDR)
- Article 7. Section 714 – Planned Commercial Development (PCD)

The following sections of the City of Griffin 2024 - 2044 Comprehensive Plan Update apply to this request:

Section	Consistency	Reason
Housing	Yes	Character Area Map has the subject property planned as Mixed Use, for Residential and Commercial
Citizen Notification & Participation	Yes	Legal Notice was published in the September 5, 2026, edition of the G*riffin Daily News* for Planning & Zoning Meeting and for City Board of Commissioners Public Hearing. Signage was placed on the proposed property, illustrating the purpose, date and time of both meetings on September 3, 2026.
Economic Development	Yes	Provide commercial services to the neighborhood
Natural & Historic Development	N/A	To staff's knowledge, the property has no historical significance.
Community Facilities	Yes	Water & sanitary sewer are accessible; electricity served by City of Griffin.
Land Use	Yes	Proposed rezoning as a commercial district is consistent with the Comprehensive Plan and the Character Area Map

Application Review

"Article 4. Section 405. Rezonings. All amendments (rezoning) to the Zoning Ordinance shall be evaluated in accordance with the following standards used to interpret the balance between an individual's right to the use of their property and the public health, safety or general welfare of the community. In applying these standards, expression of opinions unsupported by objective factual analysis, using the criteria set forth below, should not be considered by the Board of Commissioners."

a. **Existing uses and zoning of adjacent property**.

Direction	Zoning	Existing Uses
North	MDR	Residential
South	MDR	Residential
East	MDR	Residential
West	MDR	Residential

The subject property is currently zoned Medium Density Residential (MDR). The properties immediately adjacent are zoned Medium Density Residential (MDR) and have a residential use. The subject property is the only property within the immediate

vicinity that is not developed as residential. The current structure is a commercial building with a commercial grade parking lot.

b. **Does the property to be affected by the rezoning proposal have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use?**

The property subject to the rezoning proposal does not have a reasonable economic use under its current zoning designation of Medium Density Residential. The property has been used commercially for many years. The structure is a commercial building and would need to undergo major renovation or demolition, then be rebuilt to be used as a residential dwelling. Since single-family residential is the only permitted use in MDR, only one house would be permitted on the property if the structure was demolished. By rezoning the parcel to commercial zoning district, this will allow the commercial use to be compliant with the zoning. The owner has no intention of renting out the property as a residential use.

c. **Will the requested proposed zoning permit a use that is suitable in regards to the use and development of adjacent and nearby property**?

The proposed zoning will permit a use that is suitable in regards to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located in a Mixed-Use Area. Recommended land uses for this area are general commercial, general retail, medical/dental clinics, and low, medium, and high density residential. The proposed zoning to a commercial district can be considered suitable for this area. A barber shop, small restaurant, or retail shops are compatible low-impact businesses which could provide valuable services to the neighborhood.

d. **What is the relative gain to the public as compared to the hardship imposed upon the individual property owner (applicant) by maintaining the existing zoning?**

There is no relative gain to the public in maintaining the existing zoning for the .36 +/-acre tract. Rezoning does not go against the intent of the Comprehensive Plan which has commercial uses as recommended land use options in a Mixed-Use Area. The owner desires to rezone the property so the lot and existing building can provide commercial space for multiple small businesses. This will match the requested zoning district as Planned Commercial Development. While the property is currently zoned Medium Density Residential, the owner will not be permitted to use the building commercially after December 31, 2026.

e. **The suitability of the subject property for the purposes for which the applicant seeks to have it rezoned, including availability of existing infrastructure**.

The proposed rezoning is consistent with the City of Griffin Comprehensive Plan and the Character Areas Map which designates the property as part of a Mixed-Use Area. The areas designated as Mixed-Use are characterized by developments having a combination of residential, commercial, and office uses, with pedestrian-friendly access. This can be within the same structure or multiple structures within a development area. Similar to the Downtown District, Mixed-Use areas have a high

level of density and are usually multimodal for all users. The rezoning from Medium Density Residential to Planned Commercial Development will meet the Economic Development Goal found within the Community Vision portion of the Comprehensive Plan. The goal is to attract more diverse businesses. There are fifteen (15) off street parking spaces on the parcel. There is space at the location to expand the parking area if needed. This property has access to water, sewer, and electric services through the City of Griffin.

f. **The compatibility of the applicant's proposed use of the property, if rezoned, with surrounding properties and uses (the applicant should address measures to reduce negative impacts of the proposed use, including any conditions attached to a recommendation for rezoning by the Zoning Administrator and/or Planning and Zoning Board)**.

The applicant's rezoning request to Planned Commercial Development (PCD) is compatible with surrounding properties and uses and the Comprehensive Plan and the Character Area map indicate this parcel can be either residential or commercial. The rezoning will allow the use to match the zoning.

g. **Any environmental, historic, cultural or aesthetic concerns unique to the subject property or proposed use, and how applicant proposes to mitigate any negative impacts on surrounding properties and the community at large**.

Planning and Development staff is not aware of any historic or cultural concerns unique to the subject property.

h. **Whether there has been a change in conditions of the subject property or properties in the vicinity of the subject, which give supporting grounds for either approval or disapproval of the zoning proposal.**

By rezoning to a commercial district, both vacant suite(s) and/or occupied suite(s) can be used to provide services to a neighborhood that is currently experiencing redevelopment.

i. **If applicable, the length of time the subject property has been vacant or substandard as zoned, when considered in the context of land development in the vicinity of the property**.

This location has previously operated as various commercial businesses and was most recently used as a place of worship, or church. Due to parking constraints, the use as a church has not been able to expand, as it is currently zoned as Medium Density Residential and there are limited parking spaces. A zoning change from Medium Density Residential to Planned Commercial Development will allow the proposed uses to be in compliance with the zoning.

Staff Comments:

The applicant, Randy Rawlings, is requesting a zoning change from Medium Density Residential (MDR) to Planned Commercial Development (PCD) for the parcel located at 113 N 16th Street. On this property is a 4000 square foot structure which is subdivided into four (4) commercial suites. The owner's plan is to utilize the building for several small businesses and/or to allow a church to occupy a portion of the space. There are currently no active Occupational Tax Certificates on file for this address; therefore, the legal nonconforming use will expire December 31, 2026. As developed, this property is not designed for residential use.

The proposed zoning will permit a use that is suitable in regard to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located in a Mixed-Use Area. Recommended land uses for this area are general commercial, general retail, medical/dental clinics, and low, medium, and high density residential. The proposed zoning to a commercial district can be considered suitable for this area. Additionally, the low-impact businesses could provide valuable services to the neighborhood.

Planning and Development Staff Recommendation(s):

Planning staff recommends **CONDITIONAL APPROVAL** of the request (26-REZ-07) to rezone 0.36 +/- acre tract of land located at 113 N 16th Street from Medium Density Residential to Planned Commercial Development with the following conditions:

1. All vehicles must be in a paved and striped parking space.
2. Any parking lot expansion must meet the minimum standards outlined in Articles 8, 9, and 13 of the United Development Code.

Submitted by:

Michelle Haynes, Director
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-RE2-07

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Rezoning Application. We recommend that all development professionals conducting business in the City of Griffin review the current Unified Development Code (UDC), prior to submission of this application, depending on the type of development. The UDC can be found at www.cityofgriffin.com.

The application, with all appropriate attachments (listed below), should be delivered to the Planning & Development Services Department located at 100 S. Hill Street, 4th Floor, Griffin, GA 30223. You may reach our office by phone at (770)233-4130 between the hours of 7:30 AM and 4:30 PM Monday thru Friday. Please contact our office if you have any questions about this application or the Rezoning Process.

Rezoning Application Submission Requirements:

1. Complete Rezoning Application
2. Complete Rezoning Questionnaire
3. Property Owner or Owner's Representative Authorized Form
4. Conflict of Interest Disclosure
5. Site Plan or drawing of the respective development
6. Development of Regional Impact (if applicable)
7. Fees Due: Commercial $450.00/Residential $350.00

CITY ACTIONS:

Planning & Development Services Staff will determine if the application is complete, assign a case number to the application, and indicate the date of receipt. The applicant will be notified in writing of the date, time and place of the required Public Hearing before the City of Griffin Board of Commissioners. It is important that a representative of the requested Rezoning attend the Public Hearing.

The applicant, engineer, or other representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development guidelines, codes, and regulations, and to resolve all comments received and related issues.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

Applicant/Agent/Representatives Name: RANDY RAWLINGS

Address: [redacted]

City: [redacted] State: GA Zip: _____

Telephone Number(s): [redacted] Email: [redacted]

Project Name/ Description: 113 N 16TH ST

Address: _____

Parcel Number(s): 057 02025 Current Zoning: MDR Parcel(s) Size: .36 ACRE

FLUM/Character Area _____ Requested Zoning PCD

Property Owner Name: RICHARD EDKINS

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s [redacted] Email: [redacted]

I attest that this Rezoning Application, and all attachments, meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes and regulations to the best of my knowledge.

[signature] RANDY RAWLINGS 7/20/26

Applicant Signature Printed Name Date

Applicant Name: RANDY RAWLINGS

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

Project Name/ Description: 113 N 16TH ST

Address: GRIFFIN

Requested Zoning & Ordinance Section: 714 - PCD

The following information must be submitted with the Rezoning Application:

- One (1) copy of a site plan, boundary survey, or Tax Map of the property ✓
- The following information must be submitted with the Rezoning Application:

1. Completed application form.
2. Detailed description of existing land uses on all contiguous property;
3. The location of the subject property including street numbers, if available;
4. A boundary plat of the subject property, prepared in accordance with the Georgia Plat Act, showing the dimensions of acreage, location of tract and location of all existing improvements and easements;
5. A site plan drawn to scale showing:
   a. Any and all improvements to be constructed if the application is approved, along with the proposed use and dimensions of all structures;
   b. A statement with any prior conditions to zoning, plat and/or prior variance request approvals granted by the City of Griffin;
   c. Site plans with variance requests shall indicate the dimension of the proposed subject of the variance request (see 415 [section 410] for variance procedures).
6. Spalding County Tax Map, block and lot number of the appropriate plat reference;
7. The present and proposed zoning district classification for the subject property;
8. The name and address of the owner of the subject property;
9. The area of land of the subject property, stated in square feet if less than one acre;
10. Date of application;
11. Any prior applications or actions for rezoning of all or part of the subject property within the past five years;
12. Documentation supporting the request based upon the standards of this article.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

Please provide written answers to the following questions to justify a request for Rezoning:

1. Provide a list of the existing uses and zoning of adjacent property.

2. Does the property to be affected by the rezoning have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use? NO AFFECT

3. Will the requested zoning permit a use that is suitable in regards to the use and development of adjacent property? YES

4. What is the relative gain to the public as compared to the hardship imposed upon the individual property owner by maintaining the current Zoning? HIGHEST + BEST - NEVER BE RESIDENTIAL

5. Is the property suitable for the purposes for which the applicant seeks to have it rezoned, including availability of infrastructure (water, sewer, etc.)? If the required infrastructure is not available, how will it be provided? YES

6. Is the proposed use of the subject property, if rezoned, compatible with the surrounding properties and uses? If not, the applicant should address the measures to reduce any negative impacts of the proposed use. NO NEGATIVE AFFECTS

7. Are there any environmental, historic, cultural or aesthetic concerns unique to the subject property or properties in the vicinity of the subject property that give supporting grounds for either approval or denial of the rezoning proposal? NO

8. Has there been a change in conditions of the subject property or properties in the vicinity of the subject which give supporting grounds for wither approval or disapproval of the zoning proposed?

9. If applicable, how long has the subject property been vacant or substandard as zoned, considering the land development in the area of the subject property?

NEEDS TO BE REZONING FOR BUS USAGE.
THIS BUILDING WILL NEVER BE ABLE TO BE USED AS ANY THING ELSE.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

OWNER'S AUTHORIZATION

This is to certify that: Richard Edkins is the Property Owner or Legal Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

☑ Rezoning ☐ Variance ☐ Special Use

☐ Development Plan ☐ Plat Approval ☐ Temporary Use

Applicant Name: Randy Rawlings

Richard Edkins	Richard Edkins	7/20/26
Property Owner Signature	Printed Name	Date
	Randy	7/20/26
Legal Representative Signature	Printed Name	Date

Notary Signature

Seal

TRACIE PRYOR
NOTARY PUBLIC
PIKE COUNTY, GEORGIA
MY COMMISSION EXPIRES
JUNE 08, 2027

Commission Expiration Date: 6-8-27

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

☐ Yes ☒ No

If **yes**, please complete the following section:

- Name and position of Government Official:

- Please list the date and amount of contribution(s) (aggregate total of $250.00 or more).

Applicant Signature Printed Name Randy Rawlings Date 7/20/26

NO. 26 -

AN ORDINANCE

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF GRIFFIN, GEORGIA SO AS TO RECLASSIFY THE DISTRICT DESIGNATION OF THE SUBJECT PROPERTY (SPALDING COUNTY TAX PARCEL 057 02025) AND TO AUTHORIZE THE ZONING ADMINISTRATOR TO AMEND THE OFFICIAL ZONING MAP; ACCORDINGLY, TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:

Section 1. That the Official Zoning Map of the City of Griffin, Georgia is hereby amended to change the zoning classification of the subject property from Medium Density Residential (MDR) to Planned Commercial Development (PCD), as defined by the Unified Development Code of the City of Griffin, Georgia.

Applicant: Randy Rawlings
Owner: Richard Edkins C/O Rawlings Realty LLC
Properties: Spalding County Tax Parcel 057 02025, (0.36 +/- acres) located at 113 North 16th Street.

Conditions:

1. All vehicles must be in a paved and striped parking space.
2. Any parking lot expansion must meet the minimum standards outlined in Articles 8, 9, and 13 of the United Development Code.

Section 2. That the Zoning Administrator is authorized and hereby directed to amend the Official Zoning Map of the City of Griffin in conformity with this Ordinance.

Section 3. That this Ordinance shall become effective immediately upon its passage on single reading.

Public Hearing and Reading: Tuesday, October 13, 2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request to rezone approximately 2.25 +/- acre tract of land from Planned Industrial Development to Neighborhood Business District for property located at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Everee Inn, LLC, is requesting a zoning change from Planned Industrial Development (PID) to Neighborhood Business District (NBD) for the parcel located at 1016 Everee Inn Road. This is the site of the former Osmose Wood Preserving Facility. While the property is zoned Industrial, the owner is interested in exploring less intensive uses. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. If the rezoning is approved, the property would be eligible for a special use permit for use as a boarding facility. The owner has also applied for a special use permit (26-SUP-03) for a boarding facility so that, if approved, two (2) residential substance abuse programs can move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trails. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD). If the zoning is approved but not the special use, the location can still be used commercially under the Neighborhood Business District zoning designation.

The subject property is currently zoned Planned Industrial Development (PID) and has remained vacant and on the market for approximately 18 months. The requested rezoning to Neighborhood Business District (NBD) would allow the property to be utilized for general commercial, general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan. It would also make the property eligible for a special use permit to allow for its use as a boarding facility.

The proposed rezoning is consistent with the City of Griffin 2024–2044 Comprehensive Plan and the Park District Redevelopment Character Area, which supports redevelopment and allows residential uses adjacent to commercial development where adequate infrastructure is available. The proposed use as a boarding facility may act as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

If the property is not rezoned to Neighborhood Business District, the owner will not be eligible for a Special Use Permit, and the property would not be able to be used for the proposed boarding facility use. The property is served by City water, sanitary sewer, and electricity and has existing off-street parking. Staff finds the proposed rezoning compatible with surrounding properties and uses and does not identify any known historic, cultural, or environmental concerns unique to the property.

STAFF RECOMMENDATION:

Planning staff recommends APPROVAL of the request (26-REZ-08) to rezone 2.25 +/- acre tract of land located at 1016 Everee Inn Road from Planned Industrial Development (PID) to Neighborhood Business District (NBD).

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
13/10/2026

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
26-REZ-08 1016 Everee Inn Rd Staff Report pdf
26-Rez-08; 1016 Everee Inn Rd Application.pdf
Rezoning Ordinance 26-REZ-08, 1016 Everee Inn Rd - NBD.pdf

1016 Everee Inn Road
REZONING REQUEST
(Project No. 26-REZ-08)

Applicant: Everee Inn, LLC
Owner: Everee Inn, LLC



Current Land Use Classification	Industrial
Current Zoning	Planned Industrial Development
Proposed Zoning	Neighborhood Business District
Character Area	Park District Redevelopment
Proposed Use	Commercial
Parcel Size	2.25 +/- acres
Parcel Number	047 01001
Planning & Zoning Board	September 21, 2026
City Commission	October 13, 2026
City Commission Member	District 4 Brad Wright
Planning Board Member	District 4 Jacob Wright
Citizen Notification	Legal notice was published in the September 5, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on September 3, 2026.

Proposal/Site Location:

The applicant, Everee Inn, LLC, is requesting a zoning change from Planned Industrial Development (PID) to Neighborhood Business District (NBD) for the parcel located at 1016 Everee Inn Road. This is the site of the former Osmose Wood Preserving Facility. While the property is zoned Industrial, the owner is interested in exploring less intensive uses. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. The owner has also applied for a special use permit (26-SUP-03) for a Boarding Facility so two (2) residential substance abuse programs can move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Development (DBHDD). If the zoning is approved but not the special use, the location can still be used commercially under the Neighborhood Business District zoning designation. The subject property is a 2.25+/- acre tract of land and the rezoning would apply to the entire 2.25 +/- acres.



Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Zoning Ordinance apply to the rezoning request:

- Article 4. Section 405 - Standards for review for zoning amendments (Rezoning)
- Article 4. Section 408 - Public Hearings
- Article 7. Section 715 – Planned Industrial Development (PID)
- Article 7. Section 711 – Neighborhood Business District (NBD)

The following sections of the City of Griffin 2024 - 2044 Comprehensive Plan Update apply to this request:

Section	Consistency	Reason
Housing	Yes	Character Area Map has the subject property planned as Park District Redevelopment. A Boarding Home would provide housing for the area.
Citizen Notification & Participation	Yes	Legal Notice was published in the September 5, 2026, edition of the G*riffin Daily News* for Planning & Zoning Meeting and for City Board of Commissioners Public Hearing. Signage was placed on the proposed property, illustrating the purpose, date and time of both meetings on September 3, 2026.
Economic Development	N/A	Redevelopment opportunity for both residential and commercial use
Natural & Historic Development	N/A	To staff's knowledge, the property has no historical significance.
Community Facilities	Yes	Water & sanitary sewer are accessible; electricity served by City of Griffin.
Land Use	Yes	Proposed rezoning as a commercial district is consistent with the Comprehensive Plan and the Character Area Map

Application Review

"Article 4. Section 405. Rezonings. All amendments (rezoning) to the Zoning Ordinance shall be evaluated in accordance with the following standards used to interpret the balance between an individual's right to the use of their property and the public health, safety or general welfare of the community. In applying these standards, expression of opinions unsupported by objective factual analysis, using the criteria set forth below, should not be considered by the Board of Commissioners."

a. **Existing uses and zoning of adjacent property**.

Direction	Zoning	Existing Uses
North	PID	Residential, Legal Nonconforming
South	PID	Undeveloped Lot
East	PID	Industrial
West	PID	Industrial

The subject property is currently zoned Planned Industrial Development (PID). The properties immediately adjacent to the north, south, east, and west are zoned Planned Industrial Development (PID). The property to the north does have a legal nonconforming residential use. The parcels to the east and west have industrial uses and the property to the south is an undeveloped lot. The proposed use as a boarding facility acts as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

b. **Does the property to be affected by the rezoning proposal have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use?**

The property subject to the rezoning proposal may have a reasonable economic use under its current zoning designation of Planned Industrial Development (PID); however, the property has been vacant and on the market for eighteen (18) months. The owner has expressed the need to utilize the building, and as it is currently zoned, there has been no gain to the community since it has been vacant with no prospects of sale or use as it is currently zoned. By rezoning the parcel to Neighborhood Business District (NBD), this parcel would be eligible for a special use permit (Case 26-SUP-03) that would provide the interested party with a vacant facility that meets their needs. The rezoning would allow the property to be put to a viable economic use so it can serve as a community resource. It is the intent of this zoning district to promote and encourage the development and continued use of businesses located in and around the various neighborhoods of the City of Griffin.

c. **Will the requested proposed zoning permit a use that is suitable in regards to the use and development of adjacent and nearby property**?

The proposed zoning, in addition to the applied for special use permit, will allow a use that is suitable in regard to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located as Park District Redevelopment area. The areas designated as Park District Redevelopment are characterized by existing neighborhoods in primarily suburban parts of the city that are stable and not facing immediate pressure to transition to a denser and more urban style of suburban development. Park District Redevelopment character areas are suitable for medium to high density residential adjacent to commercial development as sewer capacity allows. Neighborhood Business District is an appropriate zoning district per the Comprehensive Plan and High Density Residential and medical / dental clinics are both recommended land uses within the Park Redevelopment District. The proposed use as a boarding facility acts as a good balance between the existing commercial to the south, east, and west and the more residential character to the north. Other commercial land uses in NBD are flower shops, small grocery stores, day care centers, vet clinics, and barber shops.

d. **What is the relative gain to the public as compared to the hardship imposed upon the individual property owner (applicant) by maintaining the existing zoning?**

There is no relative gain to the public in maintaining the existing zoning for the 2.25 +/-acre tract given the lack of market interest in using it for an industrial use. Rezoning does not go against the intent of the Comprehensive Plan which has general commercial, medical / dental clinics, and various residential uses as recommended land use options in a Redevelopment Area. Uses permitted in the Neighborhood Business District would follow that Plan. If the property is not rezoned the Neighborhood Business District, the owner will not be eligible for a Special Use Permit, and the property would not be able to be used for the proposed boarding facility use.

e. **The suitability of the subject property for the purposes for which the applicant seeks to have it rezoned, including availability of existing infrastructure**.

The proposed rezoning is consistent with the City of Griffin Comprehensive Plan and the Character Areas Map which designates the property as part of a Redevelopment Area. The areas designated as Park District Redevelopment are characterized by existing neighborhoods in primarily suburban parts of the city that are stable and not facing immediate pressure to transition to a denser and more urban style of suburban development. Park District Redevelopment character areas are suitable for medium to high density residential adjacent to commercial development as sewer capacity allows. There are approximately seventy (70) off street parking spaces on the parcel, and property has access to water, sewer, and electric services through the City of Griffin. The rezoning will allow the property to be used in a manner that comports with the Comprehensive Plan, but it will also allow the Property to be eligible for a Special Use Permit for use as a boarding facility. A boarding facility would also meet the Housing Goal found within the Community Vision portion of the Comprehensive Plan, specifically the goal of providing a variety of safe and affordable housing types and densities for all income levels and lifestyles.

f. **The compatibility of the applicant's proposed use of the property, if rezoned, with surrounding properties and uses (the applicant should address measures to reduce negative impacts of the proposed use, including any conditions attached to a recommendation for rezoning by the Zoning Administrator and/or Planning and Zoning Board)**.

The applicant's rezoning request to Neighborhood Business Development (NBD) is compatible with surrounding properties and uses. The Comprehensive Plan and the Character Area map indicate this parcel can be either residential or commercial. The properties immediately adjacent to the north, south, east, and west are zoned Planned Industrial Development (PID). The property to the north does have a legal nonconforming residential use. The parcels to the east and west have industrial uses and the property to the south is an undeveloped lot. A zoning change from Planned Industrial Development to Neighborhood Business Development will make the property eligible for a special use permit as a boarding facility. Should the special use permit be denied, Neighborhood Business District still allows for general commercial,

general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan. The proposed use as a boarding facility may act as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

g. **Any environmental, historic, cultural or aesthetic concerns unique to the subject property or proposed use, and how applicant proposes to mitigate any negative impacts on surrounding properties and the community at large**.

Planning and Development staff is not aware of any historic or cultural concerns unique to the subject property.

h. **Whether there has been a change in conditions of the subject property or properties in the vicinity of the subject, which give supporting grounds for either approval or disapproval of the zoning proposal.**

The property has been vacant and on the market for eighteen (18) months. The large structure, as is, can be used commercially. If the special use permit is approved, the owner plans to renovate the building to meet all residential building and life safety requirements. By rezoning the parcel to neighborhood business zoning district (NBD), the property would be eligible for a special use permit (Case 26-SUP-03) that would allow the property to be used as a DBHDD boarding facility.

i. **If applicable, the length of time the subject property has been vacant or substandard as zoned, when considered in the context of land development in the vicinity of the property**.

This location has been on the market for eighteen (18) consecutive months, with no traction or proposed business activities. Since that time, the buildings have been vacant. A zoning change from Planned Industrial Development to Neighborhood Business Development will make the property eligible for a special use permit as a boarding facility. Should the special use permit be denied, Neighborhood Business District still allows for general commercial, general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan.

Staff Comments:

The applicant, Everee Inn, LLC, is requesting a zoning change from Planned Industrial Development (PID) to Neighborhood Business District (NBD) for the parcel located at 1016 Everee Inn Road. This is the site of the former Osmose Wood Preserving Facility. While the property is zoned Industrial, the owner is interested in exploring less intensive uses. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. If the rezoning is approved, the property would be eligible for a special use permit for use as a boarding facility. The owner has also applied for a special use permit (26-SUP-03) for a boarding facility so that, if approved, two (2) residential substance abuse programs can move to this location. New

Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trails. Both programs are funded by the Department of Behavioral Health and Development (DBHDD). If the zoning is approved but not the special use, the location can still be used commercially under the Neighborhood Business District zoning designation.

The subject property is currently zoned Planned Industrial Development (PID) and has remained vacant and on the market for approximately 18 months. The requested rezoning to Neighborhood Business District (NBD) would allow the property to be utilized for general commercial, general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan. It would also make the property eligible for a special use permit to allow for its use as a boarding facility.

The proposed rezoning is consistent with the City of Griffin 2024–2044 Comprehensive Plan and the Park District Redevelopment Character Area, which supports redevelopment and allows residential uses adjacent to commercial development where adequate infrastructure is available. The proposed use as a boarding facility may act as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

If the property is not rezoned to Neighborhood Business District, the owner will not be eligible for a Special Use Permit, and the property would not be able to be used for the proposed boarding facility use. The property is served by City water, sanitary sewer, and electricity and has existing off-street parking. Staff finds the proposed rezoning compatible with surrounding properties and uses and does not identify any known historic, cultural, or environmental concerns unique to the property.

Planning and Development Staff Recommendation(s):

Planning staff recommends **APPROVAL** of the request (26-REZ-08) to rezone 2.25 +/- acre tract of land located at 1016 Everee Inn Road from Planned Industrial Development (PID) to Neighborhood Business District (NBD).

Submitted by:

Michelle Haynes, Director
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-RE2-08

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Rezoning Application. We recommend that all development professionals conducting business in the City of Griffin review the current Unified Development Code (UDC), prior to submission of this application, depending on the type of development. The UDC can be found at www.cityofgriffin.com.

The application, with all appropriate attachments (listed below), should be delivered to the Planning & Development Services Department located at 100 S. Hill Street, 4th Floor, Griffin, GA 30223. You may reach our office by phone at (770)233-4130 between the hours of 7:30 AM and 4:30 PM Monday thru Friday. Please contact our office if you have any questions about this application or the Rezoning Process.

Rezoning Application Submission Requirements:

1. Complete Rezoning Application
2. Complete Rezoning Questionnaire
3. Property Owner or Owner's Representative Authorized Form
4. Conflict of Interest Disclosure
5. Site Plan or drawing of the respective development
6. Development of Regional Impact (if applicable)
7. Fees Due: Commercial $450.00/Residential $350.00

CITY ACTIONS:

Planning & Development Services Staff will determine if the application is complete, assign a case number to the application, and indicate the date of receipt. The applicant will be notified in writing of the date, time and place of the required Public Hearing before the City of Griffin Board of Commissioners. It is important that a representative of the requested Rezoning attend the Public Hearing.

The applicant, engineer, or other representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development guidelines, codes, and regulations, and to resolve all comments received and related issues.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-RE2-08

Applicant/Agent/Representatives Name:
Everee Inn LLC Harvey Pilkenton

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s) [redacted] Email: [redacted]

Project Name/ Description: _____

Address: 1016 Everee Inn Road

Parcel Number(s): 0470101 Current Zoning: PID Parcel(s) Size: __

FLUM/Character Area _____ Requested Zoning NBD

Property Owner Name: Everee Inn LLC

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s): [redacted] Email [redacted]

I attest that this Rezoning Application, and all attachments, meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes and regulations to the best of my knowledge.

Harvey Pilkenton Harvey Pilkenton 8/14/26
Applicant Signature Printed Name Date

Applicant Name: Everee Inn LLC

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

Project Name/ Description: Everee Inn Road

Address: 1016 Everee Inn Road

Requested Zoning & Ordinance Section: NBD

"See Attached"

The following information must be submitted with the Rezoning Application:

- One (1) copy of a site plan, boundary survey, or Tax Map of the property
- The following information must be submitted with the Rezoning Application:

1. Completed application form.
2. Detailed description of existing land uses on all contiguous property;
3. The location of the subject property including street numbers, if available;
4. A boundary plat of the subject property, prepared in accordance with the Georgia Plat Act, showing the dimensions of acreage, location of tract and location of all existing improvements and easements;
5. A site plan drawn to scale showing:
   a. Any and all improvements to be constructed if the application is approved, along with the proposed use and dimensions of all structures;
   b. A statement with any prior conditions to zoning, plat and/or prior variance request approvals granted by the City of Griffin;
   c. Site plans with variance requests shall indicate the dimension of the proposed subject of the variance request (see 415 [section 410] for variance procedures).
6. Spalding County Tax Map, block and lot number of the appropriate plat reference;
7. The present and proposed zoning district classification for the subject property;
8. The name and address of the owner of the subject property;
9. The area of land of the subject property, stated in square feet if less than one acre;
10. Date of application;
11. Any prior applications or actions for rezoning of all or part of the subject property within the past five years;
12. Documentation supporting the request based upon the standards of this article.

RESPONSE FOR APPLICATION FOR REZONING
1016 EVEREE INN ROAD

1. Attached to Application For Rezoning property 1016 Everee Inn Road.
2. S & W Paper Inc. at 1075 Everee Inn Road is an Industrial Manufacturer.
   375 Airport Road, Griffin Development Authority, Office and Industrial Manufacturer.
   839 Everee Inn Road, Industrial Manufacturer.
   2 Acre Lot, Parcel Number 047 01012B, (may change Scalon).
   1142 Anne Street, New & Used Appliance, Industrial Manufacturer.
   1141-1143-1145 Anne Street, Brightmoor Nursing Operation Support.
3. 1016 Everee Inn Road.
4. Attached survey (plot plan).
5. a. The building is existing.
   b. N/A
   c. N/A
6. Attached tax map.
7. Zoning is currently PID. Proposed zoning is NBD.
8. Everee Inn LLC – Harvey Pilkenton - Manager, 357 Odell Road, Griffin
9. Two (2) plus acres as per survey.
10.
11. Unknown.
12. Document as presented in items 1 through 11.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

"See Attached"

Please provide written answers to the following questions to justify a request for Rezoning:

1. Provide a list of the existing uses and zoning of adjacent property.
2. Does the property to be affected by the rezoning have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use?
3. Will the requested zoning permit a use that is suitable in regards to the use and development of adjacent property?
4. What is the relative gain to the public as compared to the hardship imposed upon the individual property owner by maintaining the current Zoning?
5. Is the property suitable for the purposes for which the applicant seeks to have it rezoned, including availability of infrastructure (water, sewer, etc.)? If the required infrastructure is not available, how will it be provided?
6. Is the proposed use of the subject property, if rezoned, compatible with the surrounding properties and uses? If not, the applicant should address the measures to reduce any negative impacts of the proposed use.
7. Are there any environmental, historic, cultural or aesthetic concerns unique to the subject property or properties in the vicinity of the subject property that give supporting grounds for either approval or denial of the rezoning proposal?
8. Has there been a change in conditions of the subject property or properties in the vicinity of the subject which give supporting grounds for wither approval or disapproval of the zoning proposed?
9. If applicable, how long has the subject property been vacant or substandard as zoned, considering the land development in the area of the subject property?

RESPONSE FOR APPLICATION FOR REZONING
1016 EVEREE INN ROAD

1. S & W Paper Inc. at 1075 Everee Inn Road is an Industrial Manufacturer.
   375 Airport Road, Griffin Development Authority, Office and Industrial Manufacturer.
   839 Everee Inn Road, Industrial Manufacturer.
   2 Acre Lot, Parcel Number 047 01012B
   1142 Street, New & Used Appliance, Industrial Manufacturer.
   1141-1143-1145e Street, Brightmoor Nursing Operation Support.
2. Yes. We have marketed property for sale or lease as is with no success.
3. Yes.
4. The property has been marketed as it is currently zoned with no success.
5. Yes, building exist with all utilities available.
6. Yes, it is compatible. Requested zoning has low impact. There is no negative impact.
7. No. Aesthetically suits the rezoning request. See attached photo.
8. Currently there are 6 to 8 vacant properties in the vicinity.
9. Property has been vacant for eighteen 18) months during this time we have been trying to sell lease property. Physical renovations have been made. Property is not substandard.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

OWNER'S AUTHORIZATION

This is to certify that: Harvey Pilkenton is the Property Owner or Legal Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

☑ Rezoning ☐ Variance ☐ Special Use

☐ Development Plan ☐ Plat Approval ☐ Temporary Use

Applicant Name: Everee Inn Road LLC

Property Owner Signature	Harvey Pilkenton Printed Name	8/14/26 Date
Legal Representative Signature	Printed Name	Date

Notary Signature

Seal:

KAREN M BENNETT NOTARY PUBLIC PIKE COUNTY, GA EXP. AUG. 15, 2026

Commission Expiration Date: 8/15/26

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

☐ Yes ☑ No

If **yes**, please complete the following section:

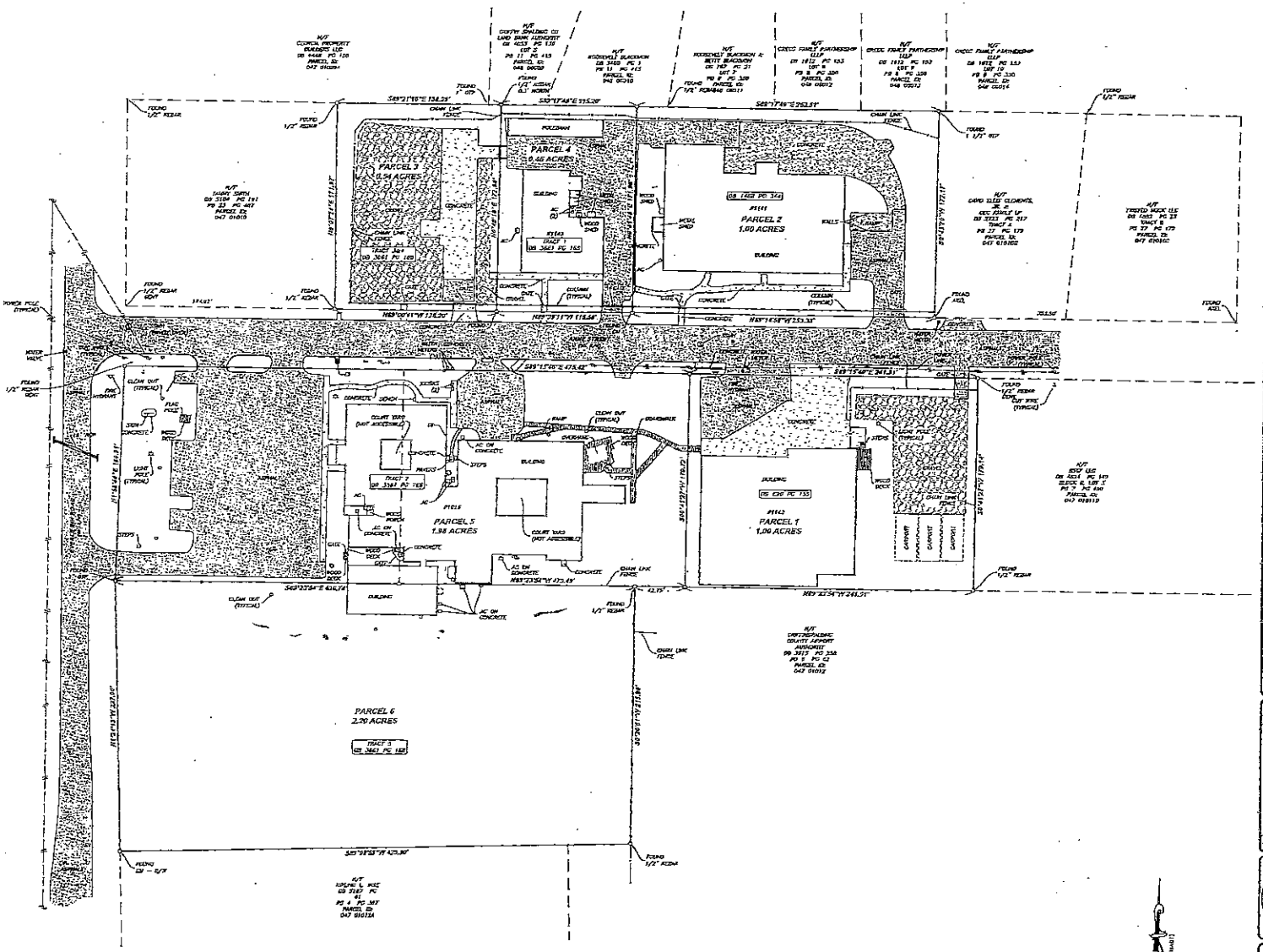
- Name and position of Government Official:

- Please list the date and amount of contribution(s) (aggregate total of $250.00 or more).

Harvey Pilkerton — Harvey Pilkerton — 8/14/26

Applicant Signature | Printed Name | Date

E-Filed By:
Spalding County Clerks Office
Clerk of County Debbie L. Brooks
02/24/2025 02:58 PM
Plat Book: 00028
Page: 0150
$10.00 Base Filing Fee



PB = PLAT BOOK
DB = DEED BOOK
R/W= RIGHT OF WAY
N/F = NOW OR FORMERLY
AC = AIR CONDITION
CB = CONCRETE BASEMENT
OTP = OPEN TOP PIPE
SSMH = SANITARY SEWER MANHOLE
RCP = REINFORCED CONCRETE PIPE

THE FIELD DATA (APPROXIMATELY 5000) UPON WHICH THIS PLAT IS BASED, AND COMPLETED ON 2/11/25, WAS OBTAINED USING A LEICA GS18I AND THE HIGH SMARTNET NETWORK (NETWORK ADJUSTED KINEMATIC). THE AVERAGE RELATIVE POSITIONAL ACCURACY IS 0.01 FEET. THE REMAINDER OF THE FIELD WORK, LINEAR AND ANGULAR MEASUREMENTS, WAS COMPLETED USING A GEOMAX ZOOM 15 ROBOTIC TOTAL STATION.

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are labeled hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THIS LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.
SCANLON ENGINEERING SERVICES, INC. LSDR0038 (CERT. 000570)

SCOTT G. CRUSEMEYER PLS GA #3130
scott@scanlonengineering.com

FIELD WORK PERFORMED: 2/11/2025
DATE OF PLAT PREPARATION: 2/12/2025

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 157,601 FEET.

SES
ENGINEERING PLANNING SURVEYING

SCANLON ENGINEERING SERVICES, INC.
731 EAST HANK AARON STREET
GRIFFIN, GEORGIA 30224
PHONE: (678) 957-2001 www.scanlonengineering.com
LSF000419

RETRACEMENT SURVEY FOR
KOPPERS PERFORMANCE CHEMICALS INC
LOCATED IN LAND LOT 113 OF THE 2nd DISTRICT,
CITY OF GRIFFIN, SPALDING COUNTY, GEORGIA

GEORGIA REGISTERED SCOTT G. CRUSEMEYER 3130 LAND SURVEYOR

RETRACEMENT SURVEY

Surveyed by: SGC | Drawn by: JMS | Project #: | Date: 2/12/2025

SHEET TITLE

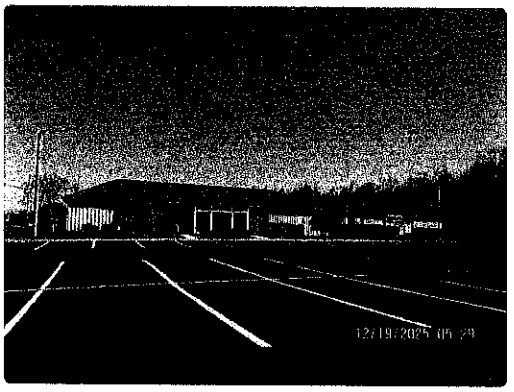
SHEET # 01 OF 01

Spalding County, GA

Summary

Parcel Number	047 01011
Account/Realkey	6109
Location Address	1016 EVEREE INN RD
Legal Description	TR 5 EVEREE INN RD PB 28/150 (Note: Not to be used on legal documents)
Class	C3-Commercial (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	1.96
Homestead Exemption	No ($0)
Landlot/District	115 / 02

View Map



Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Commercial	Industrial/Comm, light/service	Acres	85,378	180	233	1.96	0

Commercial Improvement Information

Description	Office Buildings
Value	$1,619,943
Actual Year Built	1969
Effective Year Built	1987
Square Feet	25672
Wall Height	10
Wall Frames	Wood
Exterior Wall	Wood
Roof Cover	Asphalt Shingles
Interior Walls	Plywood
Floor Construction	Reinforced Concrete
Floor Finish	Concrete
Ceiling Finish	Acoustical Tile
Lighting	Standard F.F.
Heating	Heat Pump System
Number of Buildings	1

Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
Fence - Chain Link	1995	4x250 / 0	0	$1,692
Accessory - No Value	1995	0x0 / 0	0	$0
Paving: 4" Asphalt >= 3,000 SF	1980	0x0 / 20500	0	$22,878

Permits

Permit Date	Permit Number	Type
04/29/2025	11970	ROOF
06/14/2019	3081	COMMERCIAL - REMODEL
08/12/2015	BC-15.0684	ROOF
07/06/2011	11.0550	ROOF

Spalding County, GA

Summary

Parcel Number	047 01012B
Account/Realkey	6115
Location Address	EVEREE INN RD
Legal Description	TR 6 EVEREE INN RD - PB 28/150 (Note: Not to be used on legal documents)
Class	R3-Residential (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	2.19
Homestead Exemption	No (S0)
Landlot/District	115 / 02

View Map

Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	Industrial, Light/Res zoning	Acres	95,396	0	0	2.19	0

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709	7 490	$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168		$0	QUIT CLAIM	OSMOSE REALTY CORP	OSMOSE INC
2/26/2004	2446 129		$67,000	FAIR MARKET - VACANT	FAIRCROFT INVESTMENTS LLLP	OSMOSE REALTY CORPORATION
12/27/2001	2015 23		$1,243,000	MULTIPLE PARCELS	FLYNT J J JR	FAIRCROFT INVESTMENTS LLLP

Valuation

	2026	2025	2024	2023
Previous Value	$51,425	$51,425	$51,425	$51,425
Land Value	$51,425	$51,425	$51,425	$51,425
+ Improvement Value	$0	$0	$0	$0
+ Accessory Value	$0	$0	$0	$0
= Current Value	$51,425	$51,425	$51,425	$51,425

No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 8/3/2026, 6:06:01 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709		$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168	7 490	$0	QUIT CLAIM	OSMOSE REALTY CORPORATION	OSMOSE INC
12/15/1969	280 357	7 490	$0	NON FAIR MARKET VALUE	OSMOSE REALTY CO	OSMOSE REALTY CO
12/13/1968	273 104	7 490	$0	NON FAIR MARKET VALUE	CITY OF GRIFFIN	OSMOSE REALTY CO
6/16/1964	235 211	7 490	$0	NON FAIR MARKET VALUE		CITY OF GRIFFIN

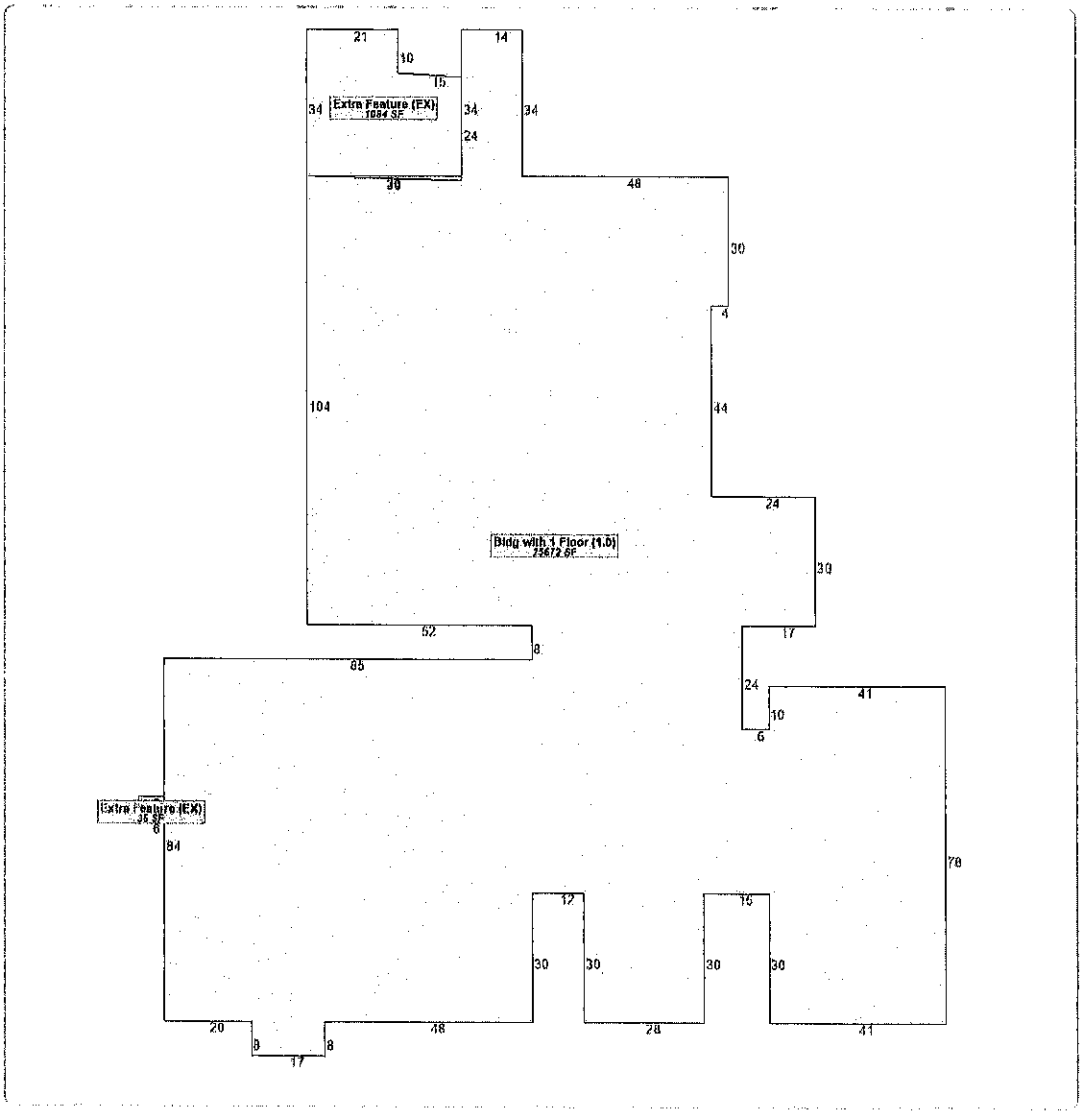
Valuation

	2026	2025	2024	2023
Previous Value	$1,611,715	$1,611,715	$1,449,068	$1,407,077
Land Value	$64,400	$64,400	$64,400	$64,400
+ Improvement Value	$1,619,943	$1,522,745	$1,522,745	$1,360,098
+ Accessory Value	$24,570	$24,570	$24,570	$24,570
= **Current Value**	**$1,708,913**	**$1,611,715**	**$1,611,715**	**$1,449,068**

Photos



Sketches



No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Mobile Homes, Prebill Mobile Homes.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 7/30/2026, 9:39:39 AM

Contact Us

Developed by
SCHNEIDER GEOSPATIAL

qPublic.net™ Spalding County, GA



Overview



Legend

- Parcels
- Roads

Parcel ID	047 01011
Class Code	Commercial
Taxing District	GRIFFIN
Acres	1.96

Owner	EVEREE INN LLC 357 ODELL RD GRIFFIN, GA 30224
Physical Address	1016 EVEREE INN RD
Assessed Value	Value $1708913
Land Value	Value $64400

Last 2 Sales

Date	Price	Reason	Qual
2/27/2025	0	MT	U
2/27/2025	$1142400	XX	U

(Note: Not to be used on legal documents)

Date created: 8/6/2026
Last Data Uploaded: 8/6/2026 8:00:47 AM

Developed by SCHNEIDER GEOSPATIAL

FOR SALE!

1016 EVEREE INN RD
GRIFFIN, GA 30224

COMMERCIAL PROPERTY

-22,600 SQFT-



CONTACT
770-403-0741
770-318-8386

- 65+ OFFICES
- 70+ PARKING SPOTS
- 2 KITCHENS
- MULTIPLE RESTROOMS
- TRAINING FACILITY
- COURT YARD

NO. 26 -

AN ORDINANCE

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF GRIFFIN, GEORGIA SO AS TO RECLASSIFY THE DISTRICT DESIGNATION OF THE SUBJECT PROPERTY (SPALDING COUNTY TAX PARCEL 047 01001) AND TO AUTHORIZE THE ZONING ADMINISTRATOR TO AMEND THE OFFICIAL ZONING MAP; ACCORDINGLY, TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:

Section 1. That the Official Zoning Map of the City of Griffin, Georgia is hereby amended to change the zoning classification of the subject property from Planned Industrial Development (PID) to Neighborhood Business District (NBD), as defined by the Unified Development Code of the City of Griffin, Georgia.

Applicant: Everee Inn LLC
Owner: Everee Inn LLC
Properties: Spalding County Tax Parcel 047 01011, (2.25 +/- acres) located at 1016 Everee Inn Road.

Section 2. That the Zoning Administrator is authorized and hereby directed to amend the Official Zoning Map of the City of Griffin in conformity with this Ordinance.

Section 3. That this Ordinance shall become effective immediately upon its passage on single reading.

Public Hearing and Reading: Tuesday, October 13, 2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request for a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Everee Inn, LLC, is requesting a Special Use Permit to allow a boarding facility at 1016 Everee Inn Road. The property is the site of the former Osmose Wood Preserving Facility and contains a large commercial structure with associated off-street parking. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. The owner would like to lease or sell the property to McIntosh Trail Community Service Board. McIntosh Trail plans to merge several of the existing locations into one facility located on this parcel. The boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD).

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Neighborhood Business Development only through a Special Use Permit. The applicant's request for a Special Use Permit has been reviewed in accordance with requirements outlined under Section 406 of the City of Griffin's UDC. Planning Staff has found that the request for the Special Use Permit for a boarding facility at this location is in compliance with the requirements outlined in the zoning ordinance. The proposed use for this location will not adversely affect the use and development of adjacent properties.

STAFF RECOMMENDATION:

Planning staff recommends CONDITIONAL APPROVAL of the Special Use Permit (26-SUP-03) to allow a boarding facility at 1016 Everee Inn Road. The boarding facility is subject to the following conditions found in Article 5 Section 503E of the UDC for Personal Care Home, Group Home for Disabled Persons, and Boarding Home:

1. Minimum structure size: 1,500 heated square feet;

2. No more than two residents occupying a private living space. "Resident" as used within this sub-section shall be interpreted to include client(s) receiving personal services, caregiver(s), and any other adult or child domiciled in the structure;

3. Compliance with the requirements of the Americans with Disabilities Act, 42 U.S.C. § 126 et seq.;

4. Compliance with the requirements of any and all state regulations and licensing requirements governing the

operation of the facility, including but not limited to regulations of the department of community health, the department of behavioral health and developmental disabilities, and/or the department of human services, as applicable;

a. Copies of state licenses or other documentation required for lawful operation of the facility must be provided to the City of Griffin.

5. Receipt of a certificate of inspection and approval by the fire marshal and building inspector demonstrating compliance with applicable minimum life safety and building codes;

6. Issuance of an occupational tax certificate for the facility from the City of Griffin.

7. The special use permit shall be voided if the use is not in operation within one (1) year from the date of approva or if the use ceases for a period of one (1) year, provided that the special use permit shall remain valid if there are active building or land disturbance permits related to the property for which the special use permit was granted.

FINANCIAL IMPACT:

N/A

Submitted By:

Michelle Haynes

Meeting Date:

13/10/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

26-SUP-03 1016 Everee Inn Rd Staff Report.pdf

26-SUP-03; 1016 Everee Inn Rd Application.pdf

1016 Everee Inn Road
Special Use Permit Request
File No. 26-SUP-03

Applicant: Everee Inn, LLC
Owner: Everee Inn, LLC



Current Land Use Classification	Industrial
Current Zoning	Planned Industrial Development (PID)
Proposed Use	Boarding Facility
Parcel Size	2.25 +/- acres
Parcel Number	047 01011
City Commission Member	District 4 Brad Wright
Planning Board Member	District 4 Jacob Wright
Citizen Notification	Legal notice was published in the September 5, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on September 3, 2026.

Proposal/Site Location:

The applicant, Everee Inn, LLC, is requesting a Special Use Permit to allow a boarding facility at 1016 Everee Inn Road. The property is the site of the former Osmose Wood Preserving Facility and contains a large commercial structure with associated off-street parking. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. The boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD).



Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Unified Development Code (UDC) apply to the Special Use permit request:

- Article 4. Section 406 - Special Use Permit Provision
- Article 4. Section 408 - Public Hearings
- Article 5. Section 503F – Personal care home, group home for disabled persons, and boarding home
- Article 7. Section 712 -Neighborhood Business District

Article 406 Special Uses:

ALL PROPOSED SPECIAL USES FOR PROPERTY SHALL BE EVALUATED IN LIGHT OF THE FOLLOWING STANDARDS:

1. IT MUST NOT BE DETRIMENTAL TO THE USE OR DEVELOPMENT OF THE ADJACENT PROPERTIES, OR TO THE GENERAL NEIGHBORHOOD SO AS TO ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF CITIZENS;

   FINDINGS: Upon review and evaluation of the applicant's request, Planning Staff cannot find any detrimental impacts on the development of adjacent properties. The proposed use of a boarding facility on this property will not adversely affect the health, safety and welfare of the general public. The former use at this location was Industrial.

2. IT MUST NOT ADVERSELY AFFECT EXISTING PROPERTY AND USES AND IT MUST BE PROPOSED TO BE PLACED ON A LOT OF SUFFICIENT SIZE TO SATISFY THE SPACE REQUIREMENTS FOR THE USE;

   FINDINGS: The parcel is 2.25+/- acre tract of land which will allow ample space for the structure with adequate parking (approximately 70 spaces) on this site. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. Granting the Special Use Permit request will not adversely affect the existing properties or uses.

3. GENERAL COMPATIBILITY OF THE PROPOSED SPECIAL USE WITH ADJACENT PROPERTIES AND OTHER LAND USES IN THE GENERAL AREA.

   FINDINGS: The applicant's proposed use as a boarding facility is compatible with the adjacent properties and land uses within the area. The properties immediately adjacent to the north, south, east, and west are zoned Planned Industrial Development (PID). The property to the north does have a legal nonconforming residential use. The parcels to the east and west have industrial uses and the property to the south is an undeveloped lot. The proposed use as a boarding facility acts as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

4. THE PROPOSED USE WILL NOT CONSTITUTE A NUISANCE OR HAZARD OR OTHERWISE ADVERSELY AFFECT THE PUBLIC INTEREST BECAUSE OF THE NUMBER OF PERSONS WHO MAY NORMALLY BE EXPECTED TO USE SUCH FACILITY OR TYPE OF PHYSICAL ACTIVITY.

   FINDINGS: The proposed use should not constitute a nuisance or hazard or otherwise adversely affect the public interest of the surrounding properties due to the number of participants or individuals visiting the property. The area is zoned

industrial and many of the surrounding properties are operating as commercial or industrial. This property was the location of Osmose Wood Preserving Facility which employed fifty (50) to one hundred and fifty (150) employees throughout its tenure in Griffin. The proposed use would be less intensive than the past industrial uses at this location.

5. OTHER ITEMS THAT MAY BE CONSIDERED INCLUDE TRAFFIC FLOW, AVAILIBILITY OF OFF-STREET PARKING, PROTECTIVE SCREENING, HOURS AND MANNER OF OPERATION OF THE PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE AND INGRESS AND EGRESS TO THE PROPERTY.

   FINDINGS: The proposed use of a boarding facility is expected to result in some daily and evening traffic associated with residents, staff, and visitors. The existing site provides approximately 70 off-street parking spaces and access to City water, sewer, and electricity. McIntosh Trail plans to merge several of the existing locations into one facility located on this parcel. The boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Any improvements to the property will be required to meet all applicable requirements of the City of Griffin Unified Development Code, including parking, access, and ingress and egress requirements. Emergency vehicles will have easy access to the residents. Staff finds the proposed use and the request for a special use permit appropriate for the property.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED.

   FINDINGS: This request, as submitted, is in compliance with the Special Use Permit provisions under Section 406 of the City of Griffin Unified Development Code. The boarding facility is subject to the conditions found in Article 5 Section 503E of the UDC. The applicant has agreed to adhere to all architectural, parking, landscaping, fencing, and development codes requirements per Griffin's Unified Development Code and all other applicable building and life safety codes.

Planning Staff's Comments:

The applicant, Everee Inn, LLC, is requesting a Special Use Permit to allow a boarding facility at 1016 Everee Inn Road. The property is the site of the former Osmose Wood Preserving Facility and contains a large commercial structure with associated off-street parking. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. The owner would like to lease or sell the property to McIntosh Trail Community Service Board. McIntosh Trail plans to merge several of the existing locations into one facility located on this parcel. The

boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD).

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Neighborhood Business Development only through a Special Use Permit. The applicant's request for a Special Use Permit has been reviewed in accordance with requirements outlined under Section 406 of the City of Griffin's UDC. Planning Staff has found that the request for the Special Use Permit for a boarding facility at this location is in compliance with the requirements outlined in the zoning ordinance. The proposed use for this location will not adversely affect the use and development of adjacent properties.

Planning Staff's Recommendation:

Planning staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (26-SUP-03) to allow a boarding facility at 1016 Everee Inn Road. The boarding facility is subject to the following conditions found in Article 5 Section 503E of the UDC for Personal Care Home, Group Home for Disabled Persons, and Boarding Home:

1. Minimum structure size: 1,500 heated square feet;

2. No more than two residents occupying a private living space. "Resident" as used within this sub-section shall be interpreted to include client(s) receiving personal services, caregiver(s), and any other adult or child domiciled in the structure;

3. Compliance with the requirements of the Americans with Disabilities Act, 42 U.S.C. § 126 et seq.;

4. Compliance with the requirements of any and all state regulations and licensing requirements governing the operation of the facility, including but not limited to regulations of the department of community health, the department of behavioral health and developmental disabilities, and/or the department of human services, as applicable;

    a. Copies of state licenses or other documentation required for lawful operation of the facility must be provided to the City of Griffin.

5. Receipt of a certificate of inspection and approval by the fire marshal and building inspector demonstrating compliance with applicable minimum life safety and building codes;

6. Issuance of an occupational tax certificate for the facility from the City of Griffin.

7. The special use permit shall be voided if the use is not in operation within one (1) year from the date of approval or if the use ceases for a period of one (1) year, provided that the special use permit shall remain valid if there are active building or land disturbance permits related to the property for which the special use permit was granted.

Submitted by:
Michelle Haynes, Director
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Special Use Application. We recommend that all development professionals conducting business in the City of Griffin review the current Unified Development Code (UDC), prior to submission of this application, depending on the type of development. The UDC can be found at www.cityofgriffin.com.

The application, with all appropriate attachments (listed below), should be delivered to the Planning & Development Services Department located at 100 S. Hill Street, 3rd Floor, Griffin, GA 30223. You may reach our office by phone at (770)233-4130 between the hours of 7:30 AM and 4:30 PM Monday thru Friday. Please contact our office if you have any questions about this application or the Special Use Process.

Special Use Application Submission Requirements:

1. Complete Special Use Application
2. Complete Special Use Questionnaire
3. Property Owner or Owner's Representative Authorized Form
4. Conflict of Interest Disclosure
5. Site Plan or drawing of the respective development
6. Development of Regional Impact (if applicable)
7. Fees Due: Commercial $400.00/Residential $350.00

CITY ACTIONS:

Planning & Development Services Staff will determine if the application is complete, assign a case number to the application, and indicate the date of receipt. The applicant will be notified in writing of the date, time and place of the required Public Hearing before the City of Griffin Board of Commissioners. It is important that a representative of the requested Special Use attend the Public Hearing.

The applicant, engineer, or other representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development guidelines, codes, and regulations, and to resolve all comments received and related issues.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

Applicant/Agent/Representatives Name: Everee Inn Road LLC Harvey Pilkenton

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s): [redacted] Email: [redacted]

Project Name/ Description: _____

Address: 1016 Everee Inn Road

Parcel Number(s): 04701011 Current Zoning: PID Parcel(s) Size: _____

FLUM/Character Area _____ Unified Development Code Section: _____

Property Owner Name: Everee Inn Road LLC

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s): [redacted] Email: [redacted]

I attest that this Special Use Application, and all attachments, meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes and regulations to the best of my knowledge.

Harvey Pilkenton
Applicant Signature

Harvey Pilkenton
Printed Name

8/14/26
Date

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

See Attached

The following information must be submitted with the Special Use Application:

- One (1) copy of a site plan, boundary survey, or Tax Map of the property

A. The following information must be submitted with the Special Use Application:

1. Completed application form.
2. Detailed description of existing land uses on all contiguous property;
3. The location of the subject property including street numbers, if available;
4. A boundary plat of the subject property, prepared in accordance with the Georgia Plat Act, showing the dimensions of acreage, location of tract and location of all existing improvements and easements;
5. A site plan drawn to scale showing:
   a. Any and all improvements to be constructed if the application is approved, along with the proposed use and dimensions of all structures;
   b. A statement with any prior conditions to zoning, plat and/or prior variance request approvals granted by the City of Griffin;
   c. Site plans with variance requests shall indicate the dimension of the proposed subject of the variance request (see 415 [section 410] for variance procedures).
6. Spalding County Tax Map, block and lot number of the appropriate plat reference;
7. The present and proposed zoning district classification for the subject property;
8. The name and address of the owner of the subject property;
9. The area of land of the subject property, stated in square feet if less than one acre;
10. Date of application;
11. Any prior applications or actions for rezoning of all or part of the subject property within the past five years;
12. Documentation supporting the request based upon the standards of this article.

Response For Special Use Application
1016 Everee Inn Road

1. Attached to Application For Special Use property 1016 Everee Inn Road.
2. S & W Paper, Inc. 1at 1075 Everee Inn Road is an Industrial Manufacturer.
   Griffin Development Authority, 375 Airport Road, Office and Industrial Manufacturer.
   839 Everee Inn Road, Industrial Manufacturer.
   2 Acre Lot, Parcel Number 047 01012B, (may change Scalon).
   1142 Anne Street, New & Used Appliance, Industrial Manufacturer.
   1141-1143-1145 Anne Street, Brightmoor Nursing Operation Support.
3. 1016 Everee Inn Road.
4. Attached copy of survey (plot plan).
5. a. N/A
   b. Not aware of any
   c. Not asking for a site plan variation only for partial use.
6. Attached tax map.
7. Property is currently zoned Pid. Proposed zoning is NBD.
8. Everee Inn LLC – Harvey Pilkenton - Manager, 357 Odell Road, Griffin, GA 30224
9. Two (2) acres plus.
10.
11. N/A
12. Documentation as presented in items 1 through 11.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

B. Please provide written answers to the following criteria to justify a Request for Special Use:

1. State how the request will not be detrimental to the use or development of the adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.
2. State how the request will not adversely affect existing property and uses and if/how it can be placed on a lot of sufficient size to satisfy the space requirements for the use.
3. Indicate the general compatibility of the proposed special use with adjacent properties and other land uses in the general area.
4. State how will the proposed use not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility or type of physical activity.
5. After consideration of the application and the facts, and the standards for exercising zoning power contained in Section 405, indicate how the Board of Commissioners can determine that the standards are satisfied such that the benefits of and need for the proposed special use outweigh any possible harmful effects, negative impacts, or damages to the neighboring properties or the city in general. In making this determination, the Board of Commissioners may consider the effects of the proposed use on traffic flow, public infrastructure and services, availability of off-street parking, hours and manner of operation of proposed use, outdoor lightning, signage, ingress and egress of the property, the peaceful enjoyment of private property in the community, and other relevant factors.
6. Indicate how all specific requirements established in this ordinance for the particularized special use requested, including design treatments required by Articles 5 and 6 are met.

Response For Special Use Application
1016 Everee Inn Road

1. This project has no negative impact on the existing neighborhood.
2. This existing building fits existing needs for the existing building area improvements for requested zoning.
3. Proposed us is consistent and well suited for existing land uses.
4. Proposed use is office/administration/residential and is harmonious with adjacent uses.
5. Proposed use NBD is the highest and best use of the property and does not adversely affect traffic and does provide a needed service for our area.
6. Any improvements will be made as per city ordinance for special use prior to occupancy (sprinkler system per fire code).

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

OWNER'S AUTHORIZATION

This is to certify that: Harvey P. Ilkenton is the Property Owner or Legal Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

☐ Rezoning ☐ Variance ☑ Special Use

☐ Development Plan ☐ Plat Approval ☐ Temporary Use

Applicant Name: Everee Inn LLC Harvey Pilkenton

Harvey Pilkenton — Property Owner Signature

Harvey P. Ilkenton — Printed Name

8/14/26 — Date

_____ — Legal Representative Signature

_____ — Printed Name

_____ — Date

_____ — Notary Signature

Seal: KAREN M BENNETT NOTARY PUBLIC EXP. AUG. 15, 2026 PIKE COUNTY, GA

Commission Expiration Date: 8/15/26

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

☐ Yes ☑ No

If **yes**, please complete the following section:

- Name and position of Government Official:

- Please list the date and amount of contribution(s) (aggregate total of $250.00 or more).

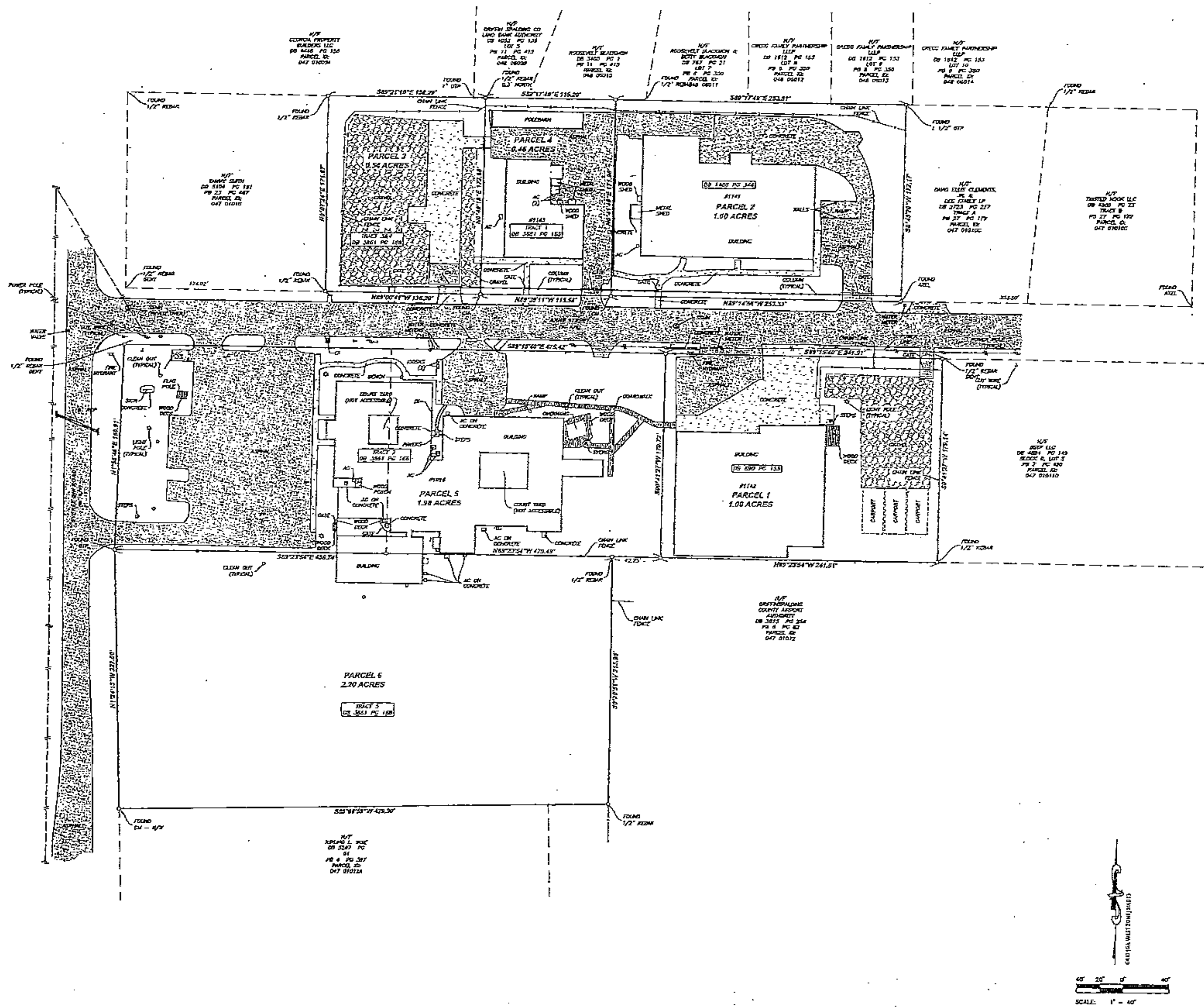
Applicant Signature

Harvey P. Ikenton
Printed Name

8/14/26
Date

E-Filed By:
Spalding County Clerks Office
Clerk of Courts Debbie L. Brooks
02/24/2025 02:56 PM
Plat Book: 00028
Page: 0150
$10.00 Base Filing Fee

PB = PLAT BOOK
DB = DEED BOOK
R/W = RIGHT OF WAY
N/F = NOW OR FORMERLY
AC = AIR CONDITIONER
CM = CONCRETE MONUMENT
OTP = OPEN TOP PIPE
SSMH = SANITARY SEWER MANHOLE
RCP = REINFORCED CONCRETE PIPE



THE FIELD DATA (APPROXIMATELY 50%) UPON WHICH THIS PLAT IS BASED, AND COMPLETED ON 2/11/25, WAS OBTAINED USING A LEICA GS18I AND THE HIGH SMARTNET NETWORK (NETWORK ADJUSTED KINEMATIC). THE AVERAGE RELATIVE POSITIONAL ACCURACY IS 0.070 FEET. THE REMAINDER OF THE FIELD WORK, LINEAR AND ANGULAR MEASUREMENTS, WAS COMPLETED USING A GEOMAX ZOOM 80 ROBOTIC TOTAL STATION.

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.
SCANLON ENGINEERING SERVICES, INC. LSF000258 (EXP. 06/30/2026)

SCOTT D. GRUSENMEYER PLS GA #3130
scott@scanloneng.com

FIELD WORK PERFORMED: 2/11/2025
DATE OF PLAT PREPARATION: 2/12/2025

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 457,401 FEET.

SES
ENGINEERING
PLANNING
SURVEYING

SCANLON ENGINEERING SERVICES, INC.
221 EAST BANK STREET
GRIFFIN, GEORGIA 30223
PHONE: (678) 967-2051 www.scanloneng.com
LSF000258

RETRACEMENT SURVEY FOR
KOPPERS PERFORMANCE CHEMICALS INC
LOCATED IN LAND LOT 115 OF THE 2nd DISTRICT,
CITY OF GRIFFIN, SPALDING COUNTY, GEORGIA

GEORGIA REGISTERED LAND SURVEYOR No. 3130 SCOTT D. GRUSENMEYER

RETRACEMENT SURVEY

SHEET TITLE
SHEET 1 OF 1

Spalding County, GA

Summary

Parcel Number	047 01011
Account/Realkey	6109
Location Address	1016 EVEREE INN RD
Legal Description	TR 5 EVEREE INN RD PB 28/150 (Note: Not to be used on legal documents)
Class	C3-Commercial (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	1.96
Homestead Exemption	No (S0)
Landlot/District	115 / 02

View Map



Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Commercial	Industrial/Comm, light/service	Acres	85,378	180	233	1.96	0

Commercial Improvement Information

Description	Office Buildings
Value	$1,619,943
Actual Year Built	1969
Effective Year Built	1987
Square Feet	25672
Wall Height	10
Wall Frames	Wood
Exterior Wall	Wood
Roof Cover	Asphalt Shingles
Interior Walls	Plywood
Floor Construction	Reinforced Concrete
Floor Finish	Concrete
Ceiling Finish	Acoustical Tile
Lighting	Standard F.F.
Heating	Heat Pump System
Number of Buildings	1

Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
Fence - Chain Link	1995	4x250 / 0	0	$1,692
Accessory - No Value	1995	0x0 / 0	0	$0
Paving: 4" Asphalt >= 3,000 SF	1980	0x0 / 20500	0	$22,878

Permits

Permit Date	Permit Number	Type
04/29/2025	11970	ROOF
06/14/2019	3081	COMMERCIAL - REMODEL
08/12/2015	BC-15.0684	ROOF
07/06/2011	11.0550	ROOF

Spalding County, GA

Summary

Parcel Number	047 01012B
Account/Realkey	6115
Location Address	EVEREE INN RD
Legal Description	TR 6 EVEREE INN RD - PB 28/150 (Note: Not to be used on legal documents)
Class	R3-Residential (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	2.19
Homestead Exemption	No (S0)
Landlot/District	115 / 02

View Map

Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	Industrial, Light/Res zoning	Acres	95,396	0	0	2.19	0

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709	7 490	$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168		$0	QUIT CLAIM	OSMOSE REALTY CORP	OSMOSE INC
2/26/2004	2446 129		$67,000	FAIR MARKET - VACANT	FAIRCROFT INVESTMENTS LLLP	OSMOSE REALTY CORPORATION
12/27/2001	2015 23		$1,243,000	MULTIPLE PARCELS	FLYNT J J JR	FAIRCROFT INVESTMENTS LLLP

Valuation

	2026	2025	2024	2023
Previous Value	$51,425	$51,425	$51,425	$51,425
Land Value	$51,425	$51,425	$51,425	$51,425
+ Improvement Value	$0	$0	$0	$0
+ Accessory Value	$0	$0	$0	$0
= **Current Value**	**$51,425**	**$51,425**	**$51,425**	**$51,425**

No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 8/3/2026, 6:06:01 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709		$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168	7 490	$0	QUIT CLAIM	OSMOSE REALTY CORPORATION	OSMOSE INC
12/15/1969	280 357	7 490	$0	NON FAIR MARKET VALUE	OSMOSE REALTY CO	OSMOSE REALTY CO
12/13/1968	273 104	7 490	$0	NON FAIR MARKET VALUE	CITY OF GRIFFIN	OSMOSE REALTY CO
6/16/1964	235 211	7 490	$0	NON FAIR MARKET VALUE		CITY OF GRIFFIN

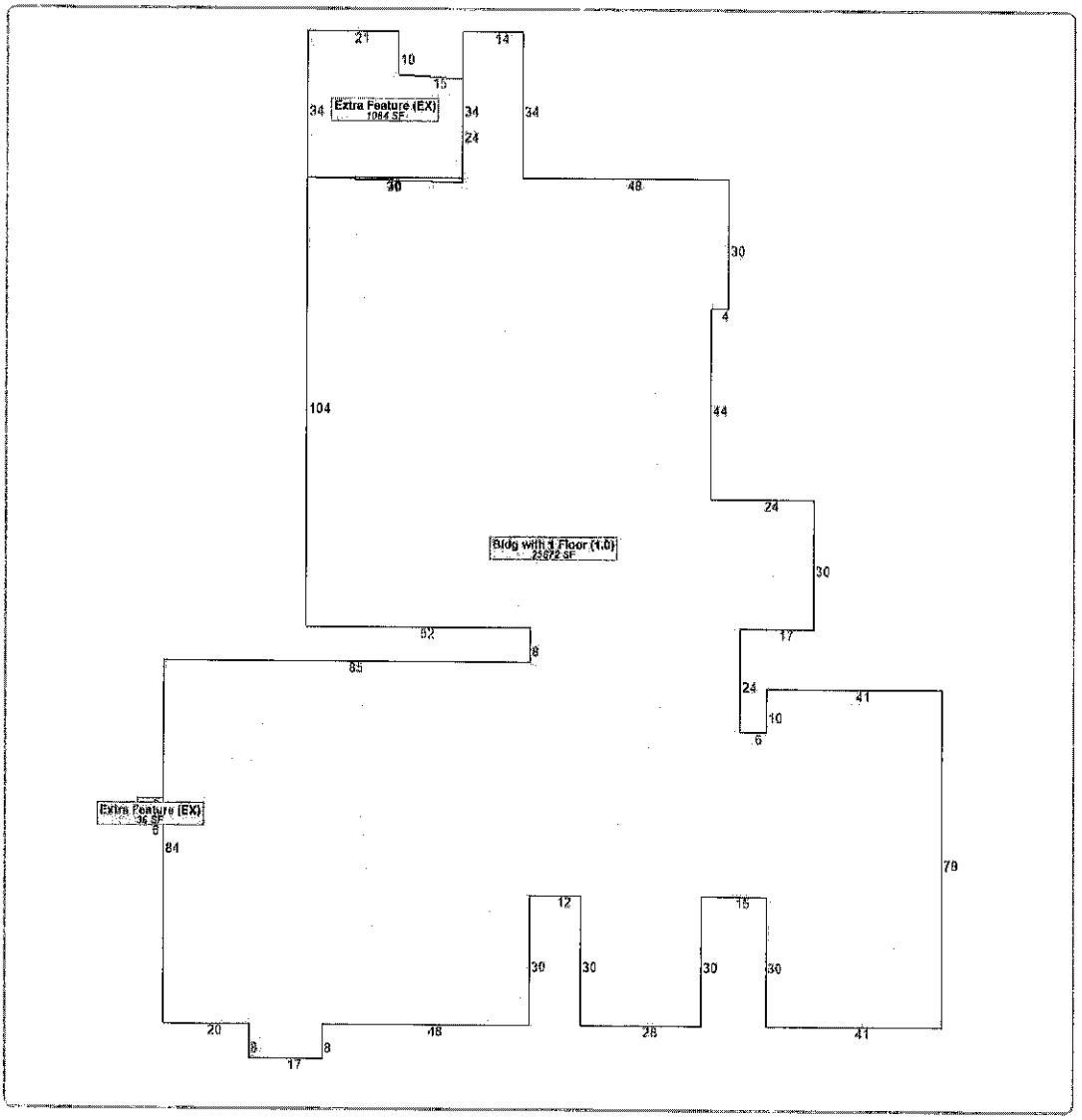
Valuation

	2026	2025	2024	2023
Previous Value	$1,611,715	$1,611,715	$1,449,068	$1,407,077
Land Value	$64,400	$64,400	$64,400	$64,400
+ Improvement Value	$1,619,943	$1,522,745	$1,522,745	$1,360,098
+ Accessory Value	$24,570	$24,570	$24,570	$24,570
= **Current Value**	**$1,708,913**	**$1,611,715**	**$1,611,715**	**$1,449,068**

Photos



Sketches



No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Mobile Homes, Prebill Mobile Homes.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 7/30/2026, 9:39:39 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

qPublic.net™ Spalding County, GA



Overview



Legend

- Parcels
- Roads

Parcel ID	047 01011
Class Code	Commercial
Taxing District	GRIFFIN
Acres	1.96

Owner	EVEREE INN LLC 357 ODELL RD GRIFFIN, GA 30224
Physical Address	1016 EVEREE INN RD
Assessed Value	Value $1708913
Land Value	Value $64400

Last 2 Sales

Date	Price	Reason	Qual
2/27/2025	0	MT	U
2/27/2025	$1142400	XX	U

(Note: Not to be used on legal documents)

Date created: 8/6/2026
Last Data Uploaded: 8/6/2026 8:00:47 AM

Developed by SCHNEIDER GEOSPATIAL

FOR SALE!

1016 EVEREE INN RD
GRIFFIN, GA 30224

COMMERCIAL PROPERTY

- 22,600 SQFT -



CONTACT
770-403-0741
770-318-8386

- 65+ OFFICES
- 70+ PARKING SPOTS
- 2 KITCHENS
- MULTIPLE RESTROOMS
- TRAINING FACILITY
- COURT YARD

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a resolution to adopt the 2026 calendar year Tax Millage Rate at the rate of 5.609 mills, which is the rollback rate. *Interim City Manager Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

2025 Net Digest - $945,525,342
2026 Net Digest - $952, 538, 073
Current Millage Rate – 5.699 mills
Rollback Rate – 5.609 mills

STAFF RECOMMENDATION:

Staff recommends the adoption of the rollback millage rate of 5.609 mills.

FINANCIAL IMPACT:

Property Tax Revenue Budgeted for FY2027 – $6,281,735 total (Of that, $5,349,735 is budgeted in the General Fund; $401,000 in TAD 1; and $531,000 in TAD 2.) Rollback Rate – 5.609 @100% Collections = $5,342,786 @95% Collections = $5,075,647 @90% Collections = $4,808,507

Submitted By:
Ashlee Hurst

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
2026_PT-32.1_Computation_of_MilLAGE RATE GRIFFIN COMBINED FINAL.pdf
2026_PT-38_City_and_Independent_School_Millage_Rate_Certification - final.pdf
RES Millage Rate 2026

PT-32.1 (Rev 06/26)

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2026

COUNTY:	SPALDING	TAXING JURISDICTION:	GRIFFIN COMBINED

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2025 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2026 DIGEST
REAL	862,419,391	19,224,031	3,409,805	885,053,227
PERSONAL	188,303,803		(864,481)	187,439,322
MOTOR VEHICLES	3,152,510		(221,750)	2,930,760
MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		21,766	21,766
GROSS DIGEST	1,053,875,704	19,224,031	2,345,340	1,075,445,075
EXEMPTIONS	108,350,362	4,137,805	10,418,835	122,907,002
NET DIGEST	945,525,342	15,086,226	(8,073,495)	952,538,073
	(PYD)	(RVA)	(NAG)	(CYD)

2025 MILLAGE RATE:	5.699		2026 MILLAGE RATE:	5.699

CALCULATION OF FINAL ROLLBACK MILLAGE RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2025 Net Taxable Digest	PYD	945,525,342	
Net Value Added-Reassessment of Existing Real Property	RVA	15,086,226	
Other Net Changes to Taxable Digest	NAG	(8,073,495)	
2026 Net Taxable Digest	CYD	952,538,073	PYD+RVA+NAG
2025 Millage Rate	PYM	5.699	PYM
Millage Equivalent of Reassessed Value Added	ME	0.090	(RVA/CYD) * PYM
Rollback Millage Rate for 2026	**RR - ROLLBACK RATE**	**5.609**	PYM - ME
PTRLOST/FLOST Net Proceeds	NP of PTRLOST		
Millage Rate Equivalent of PTRLOST/FLOST Net Proceeds	MRE of PTRLOST	**0.000**	NP of PTRLOST/CYD
Rollback Millage for 2026 minus Millage Equivalent of PTRLOST/FLOST	**RRPTR**	**5.609**	RR - MRE of PTRLOST

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2026 Proposed Millage Rate for this Taxing Jurisdiction exceeds the Final Rollback Millage Rate (at right) this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c)(2)		
	Final Rollback Millage Rate	5.609
	2026 Millage Rate	5.609
	Percentage Tax Increase	**0.00%**

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors _____ Date _____

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner _____ Date _____

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2026 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2026 is _____.

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

☐ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2026 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

☐ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2026 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party _____ Title _____ Date _____

PT-38 (Rev 03/26)
City Millage Rate Certification

CITY AND INDEPENDENT SCHOOL MILLAGE RATE CERTIFICATION FOR TAX YEAR 2026

http://www.dor.ga.gov

Complete this form once the levy is determined, report this information in Column 1. E-mail a copy to local.government.services@dor.ga.gov and distribute a copy to your County Tax Commissioner and Clerk of Court. This form also provides the Local Government Services Division with the millage rates for the distribution of Railroad Equipment Tax and Alternative Ad Valorem Tax. Form must be remitted even if levy is zero.

Georgia Department of Revenue
Local Government Services Division
4125 Welcome All Road
Atlanta, Georgia 30349
Phone: (404) 724-7003

CITY NAME	ADDRESS			CITY, STATE, ZIP
CITY OF GRIFFIN	100 SOUTH HILL STREET			GRIFFIN, GA 30223
FEI #	**CITY CLERK**	**PHONE NO.**	**FAX**	**EMAIL**
58-6000587	JENNIFER FREEMAN	770-229-6401		jfreeman@cityofgriffin.com
OFFICE DAYS / HOURS	**ARE TAXES BILLED AND COLLECTED BY THE ( ) CITY OR ( ) COUNTY TAX COMMISSIONER? LIST VENDOR, CONTACT PERSON AND PHONE NO.**			

List below the amount & qualifications for each LOCAL homestead exemption granted by the City and Independent School System.

CITY		INDEPENDENT SCHOOL	
Exemption Amount	Qualifications	Exemption Amount	Qualifications
4,000	OWNER OCCUPANY AT JANUARY 1st		

If City and School assessment is other than 40%, enter percentage millage is based on _____%. List below the millage rate in terms of mills.
EXAMPLE: 7 mills (or .007) is shown as 7.000. PLEASE SHOW MILLAGE FOR EACH TAXING JURISDICTION EVEN IF THERE IS NO LEVY.

CITY DISTRICTS	DISTRICT NO.	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
List Special Districts if different from City District below such as CID's, BID's, or DA's	List District Numbers	Gross Millage for Maintenance & Operations	**Less Rollback for Local Option Sales Tax	Net Millage for Maintenance & Operation Purposes (Column 1 less Column 2)	Bond Millage (If Applicable)	Total Millage Column 3 + Column 4
City Millage Rate	GRIFFIN	11.788	6.179	5.609		
Independent School System						
Special Districts						

**Local Option Sales Tax Proceeds must be shown as a mill rate rollback if applicable to Independent School.

Name of County(s) in which your city is located:	SPALDING		

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2026

_____ Date

_____ Mayor or City Clerk

A RESOLUTION

WHEREAS, the City of Griffin (Georgia) is a municipal corporation, duly chartered and existing under the laws of the State of Georgia, and governed by a Board of Commissioners.

WHEREAS, said Board in a meeting duly assembled, and hereby ordained by the authority of the same, that the following ad valorem tax be, and the same hereby assessed, levied and to be collected on all taxable property subject to taxation in the City of Griffin (Georgia) for the year 2026 to-wit:

	ON EACH $1.00 OF ASSESSED VALUATION
For ordinary and current expense of, and for support and maintenance of the Municipal Government of said City as provided by its charter, as amended:	
Gross: Maintenance & Operations	11.788 mills
Less: Adjustment for Local Option Sales Tax (LOST)	(6.179) mills
Millage Rate for 2026	5.609 mills

NOW, THEREFORE, BE IT RESOLVED the above assessment totals 5.609 mills on the dollar of all property for taxation within the corporate limits of the City of Griffin (Georgia) and is subject to taxation by the City of Griffin.

This 13th day of October, 2026.

Douglas S. Hollberg, Mayor

Jennifer Freeman, Interim City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Workshop Meeting and Regular Meetings on September 22, 2026, Called Meeting on September 29, 2026, and Called Meeting on October 1, 2026.

SPECIAL CONSIDERATIONS OR CONCERNS:

All Commissioners were present on September 22, 2026 and September 29, 2026.
Commissioner Fuller was absent October 1, 2026.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Ragan Jones

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
10-1-26 Minutes.pdf
9-22-26 Minutes Workshop.pdf
09-22-26 Minutes.pdf
9-29-26 Minutes.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
THURSDAY, OCTOBER 1, 2026

Mayor Doug Hollberg presided, convening the meeting at 9:00 a.m. Commissioners attending included Cynthia Ward, Rose Curtis, Brad Wright, and Rodney McCord. Also present were Assistant City Manager of Development Services, Kelsey Carden, Assistant City Manager of Utilities, Jennifer Freeman, City Attorney, Drew Whalen, and Ragan Jones to record minutes.

Commissioner Fuller was absent.

Commissioner Murray arrived at 9:02 a.m.

Call to order by Mayor Hollberg

Pledge of Allegiance ..... Commissioner Wright

Invocation ..... Commissioner McCord

Approval of the Agenda

Commissioner Ward requested that the regular agenda items one and two be switched.

Motion/second to approve amended agenda by Commissioners Ward/Wright carried 5-0

REGULAR AGENDA

1. Consider an Executive Session pursuant to O.C.G.A. Section 50-14-3(b)(2) for the purpose of discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.

   Motion/second to enter an Executive Session pursuant to O.C.G.A. Section 50-14-3(b)(2) for the purpose of discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee at 5:06 p.m. by Commissioners Ward/Wright carried 6-0.

   Motion/second to exit Executive Session by Commissioners Murray/Ward carried 6-0.

2. Consider Emergency Resolution retroactively approving the authorization for Jennifer Freeman, Assistant City Manager of Utilities, and Kelsey Carden, Assistant City Manager of Development Services, to perform the duties of the City Manager described in the City Charter subject to conditions. *City Attorney, Drew Whalen, will address.*

   Motion/second to approve Emergency Resolution retroactively approving the authorization for Jennifer Freeman, Assistant City Manager of Utilities, and Kelsey Carden, Assistant City Manager of Development Services, to perform the duties of the City Manager described in the City Charter subject to conditions by Commissioners Ward/Murray carried 6-0.

Motion/second to appoint Jennifer Freeman as Interim City Manager by Commissioners Murray/Wright carried 6-0.

Mayor Hollberg introduced and congratulated Interim City Manager, Jennifer Freeman.

ADJOURN

Motion/second to adjourn 10:13 a.m. by Commissioners McCord/Murray carried 6-0.

_____ _____

Douglas S. Hollberg, Mayor Jennifer Freeman, Interim City Manager

CITY OF GRIFFIN BOARD OF COMMISSIONERS
WORKSHOP MEETING
W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, SEPTEMBER 22, 2026

Mayor Doug Hollberg presided, convening the meeting at 9:00 a.m. Commissioners attending included Cynthia Ward, Rose Curtis, Brad Wright, and Zachery Fuller. Also present were City Manager, Jessica O'Connor, Assistant City Manager of Development Services, Kelsey Carden, Assistant City Manager of Utilities, Jennifer Freeman, City Attorney, Drew Whalen, and Ragan Jones to record minutes.

Commissioner Murray arrived at 9:01 a.m.

Commissioner McCord arrived at 9:04 a.m.

CALL TO ORDER

1. Discuss operations of the Customer Service Department and proposed revisions to the Customer Service Policy. *Customer Service Director, Rita Bagwell, will address.*

   Ms. Bagwell presented an overview of Customer Service operations, staffing, and proposed policy revisions. She reported that the department consists of 22 employees across multiple divisions, including billing, contract desk, cashiers, phone operations, reception, key accounts, and administration. Ms. Bagwell outlined the department's 2026 goals, which include establishing a one-stop shop for all utilities, improving online contract processes, and implementing online solid waste contracts.

   Key Accounts Manager, TJ Simon, discussed his role as a 24/7 liaison for key accounts and upcoming community engagement events, including Public Power Week and National Stormwater Day.

   Ms. Bagwell presented proposed revisions to the Customer Service Policy. These include aligning the policy with City Code, adding fee definitions, adjusting Customer Service operating hours from 8:00 a.m.–6:00 p.m. to 8:00 a.m.–5:00 p.m., clarifying residential service requirements and transfers, extending the payment cutoff time to 11:59 p.m., updating payment options, removing drop boxes, establishing a structured broken-pipe credit process, adding an energy assessment section, extending health-related payment arrangements from one to five days, reducing the issue-resolution timeframe to 24 hours, and updating the complaint process.

   Ms. Bagwell provided data supporting the proposed adjustment to operating hours. She reported that customer activity between 5:00 p.m. and 6:00 p.m. remains minimal, averaging three to nine calls, two office visits, and 12 to 16 payments daily, while personnel costs associated with the additional hour exceed $4,400 per month. She explained that eliminating the additional hour would improve employee morale, retention, safety, and service quality while reducing overtime and security costs. Customers would continue to have access to two 24/7 bill-payment kiosks, the online customer portal, pay-by-phone services, and remote meter reconnection after 5:00 p.m.

   Commissioner Fuller thanked the Customer Service Department for its efforts and identified several proposed policy revisions requiring clarification. These included updating the definition of "due date" to reflect the 11:59 p.m. payment cutoff, adding a definition for "return trip fee," ensuring

consistent terminology for “connection fee” and “connect fee,” and incorporating gender-neutral language throughout the policy. Commissioner Fuller also requested clarification regarding the seven-day grace period following the extension of the payment cutoff time.

Ms. Bagwell explained that the grace period prevents service disconnection, but late penalties are assessed beginning the day following the payment due date.

Commissioner Wright inquired whether the department had considered maintaining extended operating hours one day per week to accommodate customers unable to visit during regular business hours.

Ms. Bagwell indicated that the option could be explored but that in-office traffic during the final hour averages approximately two customers per day, a trend that has remained consistent over the previous three months.

Commissioner Wright suggested that the extended hour into one designated day could potentially increase customer participation.
Mayor Hollberg expressed appreciation to the Customer Service Department for its continued service to the community.

Ms. O’Connor reminded the Board that the proposed Customer Service Policy revisions, along with associated contracts, would be presented for consideration at the October 13, 2026, meeting.

2. Discuss the proposed 2026 millage rate. *City Manager, Jessica O'Connor, will address.*

Ms. O’Connor presented the proposed 2026 millage rate. She explained that the City did not opt out of House Bill 581, but Spalding County and the Griffin-Spalding County School System elected to do so. These differing decisions created challenges in calculating the millage rates, resulting in delays to the City's adoption schedule.

Ms. O’Connor recommended adopting the rollback rate of 5.609 mills, representing a decrease of 0.09 mills from the 2025 rate. She stated that the City's millage rate was 7.771 mills in 2016, reflecting a decrease of 2.702 mills, or approximately 34%, over the past ten years.

Ms. O’Connor reported that the 2026 tax digest totaled approximately $952,538,073 million, compared to $945,533,342 million in 2025. She explained that reassessments and other digest adjustments totaled approximately $15 million, consistent with the previous year. These figures, in conjunction with Local Option Sales Tax (LOST) revenues, resulted in the recommended rollback rate of 5.609 mills.

Ms. O’Connor further reported that the City's FY27 budget included $6,281,735 in property tax revenues across three funds: $5,349,735 for the General Fund, $401,000 for Tax Allocation District 1, and $531,000 for Tax Allocation District 2. She explained that the proposed rollback rate would generate approximately $5,342,000 for the General Fund at 100% collection and $5,075,647 at 95%

collection. Although these projections fall slightly below the budgeted amount, Ms. O'Connor indicated that the anticipated revenues were manageable based on historical collection trends, which typically range from 90% to 95%.

Mayor Hollberg noted that LOST revenues continued to outperform property tax revenues.

Ms. Connor confirmed that LOST revenues currently exceed $6 million.

Following discussion, the Board reached a consensus to proceed with the proposed rollback rate of 5.609 mills.

Ms. O'Connor stated that staff will advertise the required public hearing, with formal adoption of the millage rate anticipated at the October 13, 2026, meeting.

Ms. Carden presented a proposed amendment to the Interlocal Agreement establishing the Griffin-Spalding Land Bank Authority (LBA). She explained that the primary substantive change involved O.C.G.A. § 48-4-110(c), which allows the LBA, with the agreement of the City and County, to retain a percentage of property taxes collected from properties sold by the LBA for a specified period following the sale, excluding state and school district property taxes. In the proposal submitted, LBA would retain up to 75% of City and County property taxes for five years from the date the property is conveyed.

Ms. Carden expressed concerns regarding the financial impact of the proposal, particularly given current property tax changes at the state level, and noted that questions remain regarding how tax retention would apply to the LBA's side lot program. She stated that the LBA currently has adequate funding and that she would prefer to see additional operational progress before recommending a five-year tax retention period.

Ms. Carden advised that the LBA's long-term objective is to become financially independent of City and County contributions. She stated that the proposal had been presented to the County at its work session the previous day without a draft agreement and that County officials also expressed concerns.

Ms. Carden stated that she wanted to present the proposal to the Board before proceeding further with the draft agreement. Once the County determines what version it is willing to approve, the agreement would be presented to the Board for consideration.

Mayor Hollberg asked whether the City currently receives property taxes when LBA properties are sold.

Ms. Carden explained that when the LBA sells a property to a private owner, the property returns to the tax rolls. Under the proposed agreement, the LBA would retain 75% of the City and County property taxes generated by that property for five years, leaving the City and County with 25%.

Mayor Hollberg stated that he preferred for the City to receive its property tax revenue and continue providing funding to the LBA as needed.

Commissioner Wright stated that the Landbank stated that the City already agreed to giving 25% allocation to them.

Ms. Carden clarified that no specific percentage had been agreed upon and that she had discussed with the LBA the possibility of the Board considering an amount less than 75%.

Commissioner Wright asked whether additional funding could help the LBA become more self-sufficient and allow it to perform tasks such as clearing properties rather than paying others to do so.

Ms. Carden stated that the LBA currently has adequate funding and does not always use the full amount provided by the City. She stated that additional funding would not necessarily resolve the LBA's operational challenges and that she would like to see further progress before recommending that the LBA retain property taxes for five years.

Commissioner Wright noted that allowing the LBA to retain property taxes could eventually eliminate the need for the City's annual contribution.

Ms. Carden agreed that this was the LBA's ultimate goal but stated that the Board would lose some financial oversight. She explained that the current process allows the Board to review the LBA's budget annually and determine the amount the City will contribute.

Commissioner Wright asked about other ways the LBA could generate revenue, including penalties associated with vacant properties.

Ms. Carden explained that the City has a vacant property registration requirement but does not impose a penalty simply because a property is vacant. She also discussed the LBA's adopted policies regarding property sales and stated that those policies could be provided to the Board for review. Ms. Carden further explained that the LBA can generate revenue through property sales and noted that many LBA properties have City liens for nuisance abatement. Under the current agreement, the City receives 75% reimbursement from proceeds generated by the sale of those properties.

Commissioner Wright requested that the Board be provided with the LBA's policies, stating the County had already received these.

Ms. Carden stated that the County had not yet received the policies but that they could be provided upon request.

The consensus of the Board was to maintain the current funding arrangement and not proceed with the proposed tax allocation at this time.

Mayor Hollberg exits the meeting at 9:38 a.m.

ADJOURN

Motion/second to adjourn Workshop Meeting at 9:43 a.m. by Commissioners Murray/Fuller carried 6-0.

_____ _____

Douglas S. Hollberg, Mayor Jennifer Freeman, Interim City Manager

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, SEPTEMBER 22, 2026

Mayor Doug Hollberg presided, convening the meeting at 6:00 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Holly Murray, Brad Wright, and Zachery Fuller. Also present were City Manager, Jessica O'Connor, Assistant City Manager of Development Services, Kelsey Carden, Assistant City Manager of Utilities, Jennifer Freeman, City Attorney, Drew Whalen, and Ragan Jones to record minutes.

Commissioner McCord arrived at 6:01 p.m.

Call to order by Mayor Hollberg

Pledge of Allegiance ..... Commissioner Fuller

Invocation .....Mayor Hollberg

Approval of the Agenda

Motion/second to approve the Agenda by Commissioner Murray/Fuller carried 7-0.

PRESENTATIONS AND DELEGATIONS

1. Presentation of Proclamation for Georgia Reads Day 2026.
   Mayor Hollberg read the Proclamation for Georgia Reads Day 2026.

CITIZEN COMMENTS

- Joe Skinner 222 Meriwether Street – Mr. Skinner, Executive Director at NALOspalding, invited the Board to an upcoming mental health and substance use awareness event and shared information regarding free suicide intervention training for first responders and law enforcement officers.

- Donald Driver 534 Moore Street - Mr. Driver expressed concerns regarding the proposed apartment development on North Hill Street, stating a lack of communication with nearby residents.

- Tina Marsden 101 N 8th Street – Ms. Marsden addressed the Board regarding the City's Solid Waste Ordinance and expressed concerns about potential overcharges for yard waste and sanitation fees assessed to residents of multifamily developments from 2017 to the present.

CONSENT AGENDA

2. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meetings on August 25 2026.

3. Consider the proposed calendar year 2027 holiday schedule. *Director of Human Resources, Stephanie Woods, will address.*

4. Consider a contract with HB Next Corporation, lowest bidder through ECG Joint Purchasing, for Current Transformer Testing in an amount not to exceed $33,900.00 for FY27. *Electric Director, Jason Crane will address.*

Motion/second to approve the Consent Agenda by Commissioners Murray/Fuller carried 7-0.

REGULAR AGENDA

5. Consider a resolution retroactively approving a License Agreement with Central of Georgia Railroad Company in the amount of $65,850.00 permitting the City to construct fiber expansion infrastructure over the railroad in order to continue to provide services to our Telecom customers in the Feeder 1 area. *Deputy Director of IT & Telecom, Chris Sprayberry, will address.*

   Mayor Hollberg questioned the high fees associated with crossing the railroad.

   Commissioner Wright expressed similar concerns and asked whether the City had considered going across the bridge instead.

   Mr. Sprayberry explained that using the bridge would have cost approximately $100,000 more. He stated that the infrastructure had already been constructed on both sides of the railroad and was awaiting approval to cross.

   Commissioner Wright questioned why the City charges significantly less for easements granted to other companies and whether those fees should be reconsidered.

   Ms. O'Connor explained that the City does not have the same authority as the railroad and that certain easement fees are regulated by state law.

   Commissioner Wright expressed concern that the agreement appeared to have been rushed.

   Ms. Carden clarified that the agreement had been in progress for approximately nine months. She explained that the railroad's approval process requires the City to sign the agreement before the railroad will execute it. She noted that delaying the agreement would have resulted in additional review fees and would not have guaranteed that the timing would align with a Commission meeting. Ms. Carden also explained that $25,000 of the agreement was related to a change in the railroad's insurance requirements. She stated that the railroad no longer accepts coverage through the Georgia Interlocal Risk Management Agency (GIRMA) without an additional fee due to increased liability concerns. She further noted that state law limits the City's ability to charge certain fees for rights-of-way and other attachment agreements.

Commissioner Wright stated that his concern was the three-day timeframe given to execute the agreement and the Board not being made aware of it prior to the meeting.

Ms. Carden explained that the timeframe was standard procedure for the railroad and noted that the need for the crossing had previously been discussed during conversations regarding American Rescue Plan Act (ARPA) funding.

Ms. O'Connor added that the project had been designed to cross the railroad for several years and that the need for the crossing was not new. She explained that the permit was received when it was received, requiring the City to sign and return the agreement within the railroad's timeframe.

Commissioner Wright asked whether the City was replacing existing fiber lines across the railroad.

Mr. Sprayberry clarified that the lines were new.

Commissioner Fuller asked whether the additional insurance fee was specific to Norfolk Southern or applied to other railroad companies.

Ms. Carden explained that the agreement was with Central of Georgia Railroad Company and that railroad ownership and right-of-way agreements have changed over time. She stated that, based on information received from the City's GIRMA representative, the $25,000 fee appeared to apply to rights-of-way previously owned by Central of Georgia Railroad Company. She noted that these fees have created financial challenges for other municipalities and expressed concerns regarding the additional costs. Ms. Carden added that City staff were currently negotiating two additional agreements with the railroad.

Motion/second to approve a resolution retroactively approving a License Agreement with Central of Georgia Railroad Company in the amount of $65,850.00 permitting the City to construct fiber expansion infrastructure over the railroad in order to continue to provide services to our Telecom customers in the Feeder 1 area by Commissioners Murray/Fuller carried 7-0.

6. Consider the Cost Allocation Manual Scope of Work for FY27 with Baker Tilly in the amount of $8,000.00, under a previously approved Master Services Agreement. *Deputy Director of IT & Telecom, Chris Sprayberry, will address.*

   Motion/second to the Cost Allocation Manual Scope of Work for FY27 with Baker Tilly in the amount of $8,000.00, under a previously approved Master Services Agreement approve by Commissioners Murray/Ward carried 7-0.

7. Consider an agreement with Allen Smith Consulting for Grant Administration Services for the 2026 CDBG in the amount of $60,000. *Director of Planning and Development, Michelle Haynes, will address.*

Commissioner Wright questioned whether the $60,000 was for writing the grant.

Ms. O'Connor clarified that the agreement was for grant administration rather than grant writing.

Commissioner Wright asked about the difference between grant writing and grant administration.

Ms. Haynes explained that the City had already been awarded the $1 million grant and expected to receive the funds the following week. She stated that Allen Smith Consulting would oversee the grant administration process over the next three years, working with the Georgia Department of Community Affairs (DCA) to ensure all deadlines, check requests, and required procedures are completed in accordance with DCA regulations. She added that the City had recently closed out the 2024 grant, was preparing to begin the 2026 grant, and had completed the bidding process for the 2027 grant. She noted that the $60,000 would cover the administration services throughout the grant period.

Commissioner Wright asked about the status of hiring a grant writer.

Ms. O'Connor explained that interviews would be scheduled once Ms. Manning-Gilbert returned and staff had an opportunity to review the applications.

Commissioner Wright asked whether hiring a grant writer would eliminate the need for these services in the future.

Ms. O'Connor explained that CDBG grants require specific administration procedures and that the grant writer position would primarily assist with obtaining and managing other grants. She noted that the position would allow the City to pursue additional grant opportunities that it previously did not have the resources to manage.

Commissioner Wright expressed concern regarding the percentage-based fees associated with other grant agreements and questioned whether having a grant writer on staff would reduce those costs.

Ms. O'Connor explained that it would depend on the grant and clarified that another item on the agenda also involved CDBG funding, which carries specific administration requirements.

Commissioner Fuller asked whether the $60,000 administration fee would be reimbursed through the grant.

Ms. Haynes confirmed that it would.

Motion/second to approve an agreement with Allen Smith Consulting for Grant Administration Services for the 2026 CDBG in the amount of $60,000 by Commissioners Murray/Fuller carried 7-0.

8. Consider Intergovernmental Agreement for Services with the Griffin-Spalding Land Bank Authority for purposes of defining interdepartmental services the City provides to GSLBA and the method for calculating fees for those services. *Assistant City Manager of Development Services, Kelsey Carden, will address.*

   Ms. Carden explained that the City currently has an employee lease agreement with the Land Bank Authority for Christopher Blocker, who serves as the Land Bank Authority Manager but remains a City employee. She stated that the City provides various services to the Land Bank Authority, including human resources, IT support, financial processing, procurement, and other administrative assistance. She noted that these services have been provided without a separate agreement outlining the responsibilities of each party. Ms. Carden explained that the City has a similar agreement with the Airport Authority and that the proposed agreement would clarify financial procedures, responsibilities, and accountability. She stated that staff recommended the agreement terminate on June 30, at the end of the fiscal year, allowing the Land Bank Authority time to hire a contractor to manage its finances independently. At that time, the City would only continue providing services associated with the existing employee lease agreement.

   Commissioner Fuller asked whether Spalding County had a similar agreement with the Land Bank Authority.

   Ms. Carden explained that the County did not have a similar agreement because Mr. Blocker is employed by the City. She stated that the costs associated with HR, IT, and other employee-related services are already included in the City's budget through employment cost allocations. However, the proposed agreement would formally establish responsibilities for processing payments, maintaining financial records, and ensuring accurate financial reporting to the Land Bank Authority. She reiterated that the agreement would remain in place through June 30, allowing the Land Bank Authority time to transition its financial responsibilities away from the City's Finance Department.

   Motion/second to approve an Intergovernmental Agreement for Services with the Griffin-Spalding Land Bank Authority for purposes of defining interdepartmental services the City provides to GSLBA and the method for calculating fees for those services by Commissioners Murray/Ward carried 7-0.

9. Consider a resolution and authorize the Mayor to execute the 2026 Community Development Block Grant (CDBG) Employee Incentive Program (EIP) application with the Georgia Department of Community Affairs (DCA) to extend public sewer infrastructure to 1535 Industrial Drive to serve Kore Electric American Corp. *Water and Wastewater Director, Brandon Lewis, will address.*

Motion/second to approve a resolution and authorize the Mayor to execute the 2026 Community Development Block Grant (CDBG) Employee Incentive Program (EIP) application with the Georgia Department of Community Affairs (DCA) to extend public sewer infrastructure to 1535 Industrial Drive to serve Kore Electric American Corp by Commissioners Murray/Ward carried 7-0.

10. Consider a motion to lift from the table and a Resolution to amend the City of Griffin's Fiscal Year 2026-2027 Operating & Capital Budget to provide the annual allocation to the Downtown Development Authority for property acquisition in the amount of $500,000.00. *Assistant City Manager of Development Services, Kelsey Carden, will address.*

    Motion/second to not lift from the table by Commissioners Ward/Fuller.

    Commissioner Ward expressed concerns regarding the proposed allocation of $500,000 to the Downtown Development Authority (DDA) for property acquisition. She stated that she had not received adequate information regarding the proposed plans for the Northside School property and was disappointed that she had not been consulted, as the property is located within her district. She also expressed concerns regarding the preservation of historically significant properties within the African-American community, including Heck Chapel Church, and questioned whether the proposed development would benefit residents in the surrounding neighborhood.

    Mayor Hollberg stated that the City had previously invested significant funds in addressing blighted properties, including McNeely Apartments, and explained that the proposed project presented an opportunity to preserve the Northside School property and provide additional housing opportunities in the area.

    Ms. Carden clarified the differences between the prior projects and the proposed Northside School project. The property owner elected to sell the property after the City began code enforcement and nuisance abatement proceedings. She noted that the property owner has the right to sell to any interested buyer and that a private purchaser would not be required to pursue affordable or workforce housing. She added that the potential purchaser was working with the Georgia Department of Community Affairs (DCA) on a financing program that had not previously been used for the rehabilitation of an existing historic building.

    Commissioner Ward questioned whether the City would be participating in a pilot program.

    Ms. Carden clarified that the State had previously utilized this program for new construction projects, but this would be the first time it was considered for an existing historic property.

    Mayor Hollberg explained that the proposed $500,000 allocation consisted of Tax Allocation District (TAD) funds intended for reinvestment within the DDA district. He stated that the funds could potentially assist with the Northside School acquisition or be used for other redevelopment projects, including Heck Chapel.

Commissioner Ward expressed concern regarding the City's level of control over properties acquired by the DDA, referencing Heck Chapel. She also questioned what would happen if the proposed residential units at Northside School could not be sold.

Ms. Carden explained that the developer could potentially convert the units to rental properties if they could not be sold. She noted that the proposed development was consistent with the plans previously approved by the Board during the rezoning and overlay district hearings in April.

Mayor Hollberg added that rental units would still provide an opportunity for redevelopment and generate value for the community.

Commissioner Curtis expressed concerns from residents regarding additional apartments in the area and the potential for increased congestion.

Ms. O'Connor clarified that the property had already been rezoned to high-density residential.

Commissioner Curtis reiterated that residents had expressed concerns about the number of apartments already located in the area.

Commissioner Ward expressed frustration regarding the information provided to the Board and stated that she had relied on staff recommendations in the past but was now concerned that the interests of her district and its residents had not been considered.

Commissioner Fuller asked City Attorney Drew Whalen whether the City was legally obligated to provide the $500,000 allocation to the DDA.

Mr. Whalen confirmed that the City was not legally obligated to do so.

Commissioner Ward stated that the allocation had previously been included in the budget and questioned whether the City had an existing commitment to provide the funds.

Ms. O'Connor clarified that there was no contractual obligation and that the proposed action would authorize the transfer of funds to the DDA.

Mr. Whalen clarified that the item had been tabled at the previous meeting and would remain tabled until the Board approved a motion to lift it from the table for further consideration.

Motion/second to lift the item from the table by Commissioners Hollberg/Murray carried 4-3. Commissioners Ward, Curtis, and Fuller voted against.

Mayor Hollberg clarified that the proposed action was to allocate $500,000 in TAD funds from the City's budget to the DDA for property acquisition and redevelopment purposes. He expressed support for the proposed project and the DDA's efforts to improve the community.

Commissioner Murray asked about the amount typically allocated to the DDA each year.

Ms. Carden explained that the previous year's allocation was $400,000 and that additional funds had been available from prior allocations. She stated that the proposed $500,000 was consistent with the amounts made available for property acquisitions in recent years.

Commissioner Murray asked whether any portion of the funds could be used toward the rehabilitation of Heck Chapel.

Ms. Carden explained that the DDA already owned the property and was preparing a Request for Proposals (RFP) for its redevelopment. She stated that proposals would be reviewed by a committee consisting of representatives from the DDA, the historical society, and other individuals. She added that the DDA was also preparing to move forward with the former jail property.

Commissioner Ward asked whether the $500,000 would be given to the potential developer of the Northside School property.

Ms. Carden clarified that the DDA would purchase the property by accepting an assignment of the developer's existing purchase contract. Under the proposed arrangement, the developer would have 180 days to purchase the property back from the DDA. If the developer was unable to complete the purchase within that timeframe, the DDA would retain ownership and could issue an RFP for other redevelopment opportunities. She explained that this arrangement would allow the DDA to preserve the property and have greater control over its future use.

Commissioner Fuller asked whether the previous rezoning approval required the exterior of the Northside School building to be preserved.

Ms. Carden confirmed that the exterior façade of the existing building was required to remain, although additions to the structure could be permitted. She reiterated that the goal was to preserve the historic property and prevent further deterioration.

Commissioner Ward questioned whether the proposed acquisition included the entire property.

Ms. Carden explained that the proposed sale involved approximately two acres and that the remaining property would continue to be subject to the City's code enforcement requirements if conditions were not addressed.

Commissioner Ward reiterated her concerns regarding the lack of communication with her and the residents of her district. She stated that the community had dealt with the deteriorating property for many years and deserved an opportunity to provide input regarding its future.

Ms. Carden explained that staff had previously discussed the possibility of the City purchasing the property during executive session and understood that the Board was not interested in pursuing the acquisition at that time. She further explained that staff continued to address other blighted properties throughout the downtown area through code enforcement and nuisance abatement procedures. She noted that the proposed DDA acquisition would help preserve the Northside School building while providing an opportunity for redevelopment rather than allowing the property to remain vacant or potentially face demolition.

Commissioner Ward again expressed disappointment that residents who had lived near the deteriorating property for years had not been included in discussions regarding its proposed redevelopment.

Commissioner Fuller asked for clarification that the action before the Board was specifically to amend the budget and allocate $500,000 in TAD funds to the DDA, rather than approve a particular development project.

Motion/second to deny a Resolution to amend the City of Griffin's Fiscal Year 2026-2027 Operating & Capital Budget to provide the annual allocation to the Downtown Development Authority for property acquisition in the amount of $500,000.00 by Commissioners Fuller/Ward carried 4-3. Mayor Hollberg, Commissioners Murray and McCord voted against.

11. Consider a claim for money damages by David G. Henry, 318 W. Cherry St., Griffin, GA, in the amount of $500,000 in settlement of his alleged damages arising from his alleged treatment. *City Attorney Drew Whalen will address.*

    Motion/second to deny a claim for money damages by David G. Henry, 318 W. Cherry St., Griffin, GA, in the amount of $500,000 in settlement of his alleged damages arising from his alleged treatment by Commissioners Murray/Fuller carried 6-0. Commissioner Ward abstained.

12. Consider authorizing travel for Commissioner Fuller to attend GMA Fall Training in Young Harris, Georgia, October 1-2, 2026.

    Motion/second to approve travel for Commissioner Fuller to attend GMA Fall Training in Young Harris, Georgia, October 1-2, 2026 by Commissioners Murray/Hollberg carried 7-0.

13. Consider authorizing travel for Mayor Doug Hollberg to attend the 2026 MEAG Power Mayors Summit in Greensboro, Georgia, November 6-8, 2026.

    Motion/second to approve travel for Mayor Doug Hollberg to attend the 2026 MEAG Power Mayors Summit in Greensboro, Georgia, November 6-8, 2026 by Commissioners Fuller/Murray carried 7-0.

CITY MANAGER'S REPORT

1. Mrs. O'Connor mentioned Girls in Public Works Day is coming up soon on October 3, 2026 at 8:00 a.m. – 3:30 p.m.

CITY ATTORNEY'S COMMENTS

No comment.

COMMISSIONER COMMENTS

Curtis: No comment.

Ward: Commissioner Ward inquired if there will be a meeting with Mr. Kirkbride next Tuesday. Mr. Whalen and Ms. O'Connor confirmed there will be a called meeting.

Murray: No comment.

Wright: No comment.

Fuller: Commissioner Fuller thanked everyone for coming to the meeting. They reminded that the Griffin Gives Back event will be held on Saturday, September 26th at 9:00 a.m.

McCord: No comment.

Hollberg: Mayor Hollberg thanked all City employees for working at the Griffin-Spalding County fair booth.

ADJOURN

Motion/second to adjourn 6:53 by Commissioners Murray/Wright carried 7-0.

_____ _____

Douglas S. Hollberg, Mayor Jennifer Freeman, Interim City Manager

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, SEPTEMBER 22, 2026

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, SEPTEMBER 29, 2026

Mayor Doug Hollberg presided, convening the meeting at 9:00 a.m. Commissioners attending included Cynthia Ward, Rose Curtis, Rodney McCord, Brad Wright, and Zachery Fuller. Also present were City Manager, Jessica O'Connor, Assistant City Manager of Development Services, Kelsey Carden, Assistant City Manager of Utilities, Jennifer Freeman, City Attorney, Drew Whalen, and Ragan Jones to record minutes.

Commissioner Murray arrived at 9:05 a.m.

Call to order by Mayor Hollberg

Pledge of Allegiance .....Mayor Hollberg

Invocation ..... Commissioner McCord

Approval of the Agenda

Motion/second to approve the agenda by Commissioners Wright/Curtis carried 6-0.

REGULAR AGENDA

1. Present the Griffin Police Department policy compliance report. *City Attorney, Drew Whalen, will address.*

   Mr. Whalen introduced Attorney Tom Kirkbride to present his finding of a Policy Compliance Review of the Griffin Police Department. The report was completed in early September, and copies were distributed to Commissioners on September 11, 2026.

   Mr. Kirkbride said he completed his final interview on July 28, 2026, and submitted his report to Mr. Whalen by the September 2, 2026, deadline. He stated that he was prepared to present on September 8, 2026, and September 22, 2026, and never asked for a delay. He said that neither he nor his staff had told anyone he was unavailable, and he offered to provide email records showing this.

   Commissioner Ward stated that the Board had been told the presentation dates were changed because Mr. Kirkbride was unavailable.

   Mr. Kirkbride clarified that he was available on September 8, 2026 and September 22, 2026.

   Mr. Kirkbride stated that a memorandum concerning his report had been circulated to the Board, which he took personally. He explained that his report reflected his findings and recommendations and that he had included a copy of his agreement with the City, which granted him broad authority to investigate matters he deemed necessary to bring to the Board's attention.

Mr. Kirkbride expressed concern that his report had initially been provided to the City Attorney, who subsequently forwarded it to the City Manager, despite the City Manager being among the subjects of the investigation. In his opinion, the report should have been presented directly to the Board. He clarified that his recommendations were not binding and that the Board had full discretion to accept, reject, or disregard any portion of the report.

Mr. Kirkbride also expressed serious concern regarding the City Staff Attorney's, Ms. Carden, review of his report and what he characterized as allegations of a potential bar complaint against him based on his findings and recommendations.

Mr. Kirkbride explained that his report was divided into two areas: the first addressing policy and compliance issues, and the second addressing the inappropriate, not illegal, termination of two City of Griffin employees.

Mr. Kirkbride stated that during his initial meeting with Ms. O'Connor, she expressed her commitment to supporting City employees, and he had found nothing during his investigation to suggest otherwise. He stated that he believed Ms. O'Connor had the best interests of City employees at heart. However, he felt it was important for the Board to understand the circumstances surrounding the termination of two City employees and questioned what actions had been taken since concerns regarding those terminations were raised.

Mr. Kirkbride addressed allegations of a potential conflict of interest raised by Ms. Carden regarding his relationship with former employee Mr. Allen. He acknowledged that Mr. Allen was a longtime friend and that they had discussed his termination shortly after it occurred. He explained that he had advised Mr. Allen that, as a probationary employee, he did not believe he had grounds for a legal claim, stating that probationary employees may generally be terminated with or without cause. Mr. Kirkbride stated that he had disclosed this prior conversation to the Board during an executive session before being retained to conduct the investigation. He emphasized that he did not represent Mr. Allen and reiterated that his professional obligations and loyalty remained with the City of Griffin.

Commissioner Fuller asked who had requested the date change and the reason for the request.

Mr. Whalen explained that the presentation was initially scheduled for an earlier meeting, but following discussions with Ms. O'Connor and Mayor Hollberg, it was determined that the significance of the report warranted a called meeting. He stated that Mayor Hollberg had provided September 29 as the meeting date and clarified that the change was not intended to delay the presentation but was due to scheduling conflicts and other Board responsibilities.

Mayor Hollberg stated that he had conflict on September 22nd.

Commissioner Fuller stated that they recalled discussions regarding the Board's availability for September 8 and September 22 but restated their question regarding who initially requested the date change.

Ms. O'Connor explained that the item was never scheduled for September 8. Regular meetings do not normally include lengthy presentations and that a September 2nd report could not have been reviewed in time for the following agenda. She also said she had a conflict on September 22.

Commissioner Fuller stated that the report had been presented on September 6, which they believed was within the 10-day confidentiality period, and thought that the Board had originally discussed reviewing the report in executive session before it became public information.

Ms. O'Conner clarified that the report could not have been discussed in executive session regardless of the 10-day confidentiality period, explaining that the disclosure of the report and discussions held by the Board are governed by separate provisions of Georgia law concerning open records and open meetings.

Mr. Kirkbride stated that he understood the report was had a deadline of September 2, which he met, with the presentation scheduled for September 8. He explained that he later contacted Mr. Whalen and was informed that the presentation would be rescheduled for September 22. He stated that he adjusted his prior commitments to accommodate the new date and offered to provide email correspondence regarding the scheduling changes.

Commissioner Ward stated that, for the record, the Board had been informed during executive session that Mr. Kirkbride would not be available on September 8 because he had not completed his review and had requested additional time.

Mr. Whalen requested clarification regarding who had provided that information, stating that he had not made such a statement to the Board.

Commissioner Ward stated that Mr. Whalen told the Board that information.

Mr. Whalen explained that during a meeting in early September, he had informed the Board that he anticipated receiving the report the following week, with a presentation likely to occur at the next regular meeting. However, he did not receive the report until Wednesday or Thursday, after the meeting agenda had already been prepared. He noted that he wanted to review the report before distributing it to the Board.

Commissioner Ward stated that the Board had received an email advising that Mr. Kirkbride would not be available for the September 22 meeting and that the presentation had been rescheduled for September 29.

Ms. O'Conner explained that Mr. Kirkbride's office advised the previous week that he would not be available on September 22, requiring the meeting to be rescheduled. She stated that she contacted the Board to confirm their availability for September 29.

Mr. Whalen questioned the relevance of the discussion and suggested proceeding with the meeting.

Commissioner Ward stated that the scheduling concerns were relevant because the investigation had been requested with a sense of urgency and she understood that a timeline had been established. She further stated that she had not been contacted regarding her availability or input on the scheduling changes.

Mr. Kirkbride presented a summary of his findings regarding policy and compliance within the Griffin Police Department. He stated that he had interviewed the City Manager, Chief of Police, command staff, and several department employees. He reported that the Police Department was performing at a high level, employee morale was high, and departmental rules and regulations were generally being followed. However, he identified concerns regarding the department's leadership structure and chain of command. He expressed confidence in Police Chief and Director of Public Safety Frank Strickland but noted that the leadership style of retired Major Terry Brock, who had been rehired as Assistant to the Chief, had created tension among command staff. He explained that members of command staff began reporting directly to the Ms. O'Connor rather than through the Chief Strickland.

Mr. Kirkbride stated that several employees reported during interviews that Ms. O'Connor appeared to visit the Police Department frequently and would spend extended periods of time meeting with command staff. He reported that access card records indicated Ms. O'Connor's swipe card had been used more than 200 times to enter the Police Department over a 12-month period, which he considered outside normal practice. He further noted that Chief Strickland estimated he had met with Ms. O'Connor at the department fewer than 10 times during that same period.

Mr. Kirkbride raised concern regarding Ms. O'Connor's unrestricted access to the Police Department and the potential implications for Georgia Crime Information Center (GCIC) security requirements. He explained that, under Georgia Bureau of Investigation (GBI) regulations, individuals with access to facilities containing criminal justice information are required to complete annual GCIC security certification. He stated that he was unable to locate documentation, confirming that Ms. O'Connor had completed the required certification.

Mr. Kirkbride identified concerns regarding the lack of succession planning within the Police Department, stating that two of the three command staff members were married to one another, raising potential concerns regarding the City's policy, while the remaining eligible captain lacked the academic qualifications necessary to serve as Acting Chief. He also questioned the promotion of personnel who had previously served in a unit named in a lawsuit against the City and were currently on probation with the Georgia Peace Officer Standards and Training (POST) Council.

Mr. Kirkbride expressed concern that personnel decisions appeared to be centralized within the City Manager's office rather than handled at the departmental level.

Next, Mr. Kirkbride presented his findings regarding the separation of two probationary

employees, Franklin Allen and Major Terry Brock, which he characterized as inappropriate but not illegal. He explained that Chief Strickland had accepted responsibility for directing Mr. Allen, a POST-certified firearms instructor, to qualify Major Brock at a private firing range after the Ms. O'Connor raised concerns regarding Major Brock's training hours. He stated that training officer, Lieutenant Kelton, filed a complaint and had recorded a conversation with Chief Strickland on a City phone without his knowledge, retaining the recording at his residence.

Mr. Kirkbride explained that Ms. O'Connor met separately with Major Brock, Mr. Allen, and Chief Strickland regarding the matter. He stated that Major Brock resigned, while Mr. Allen requested 24 hours to consider his resignation. Although Mr. Allen submitted a resignation email before the deadline, it was incorrectly addressed to Ms. O'Connor, and both employees were ultimately processed as terminated. He highlighted that Department of Labor separation notices identified violations of departmental policy as the reason for termination, but there were no formal investigative report supporting those decisions.

Commissioner Murray inquired if both individuals were probationary employees and questioned whether the information provided on the Department of Labor separation forms were accurate given their probationary status.

Mr. Kirkbride confirmed that the employees' probationary status did not change the information reported on the Department of Labor separation forms.

He referenced a March 17 email from Stephanie Woods to Ms. Carden and Ms. O'Connor, which he believed indicated an intent to remove Major Brock from the workplace without Chief Strickland's prior knowledge.

Mr. Kirkbride presented his recommendations to the Board. He recommended correcting Mr. Allen's Georgia Peace Officer Standards and Training (POST) Council separation record to reflect a voluntary resignation and correcting the Department of Labor separation notices issued for both employees. He also recommended establishing a Deputy Chief or Major position within the Police Department to oversee daily operations and provide leadership development and succession planning. Additionally, he recommended restoring the Chief of Police's involvement in hiring, promotion, and disciplinary decisions, establishing a formal disciplinary process within each department that provides employees an opportunity to be heard by the department head and City Manager, and ensuring that employee concerns brought to Commissioners are first directed through the appropriate chain of command.

Commissioner Murray asked whether all documentation regarding the employee on POST probation had been obtained.

Mr. Kirkbride stated that the documentation is maintained in the POST records.

Mr. Kirkbride reiterated his recommendation to establish a Deputy Chief or Major position

within the Police Department to oversee daily operations and provide leadership in the Chief's absence. He identified Franklin Allen as a potential candidate, given his prior experience serving as Chief of Police for two separate agencies and his positive performance within the department. He stated that, with the exception of the training director, individuals interviewed spoke favorably of Mr. Allen. He observed that Mr. Allen had earned Chief Strickland's trust and confidence but emphasized that, if the City chose not to consider Mr. Allen, it should seek another qualified candidate with similar experience. Mr. Kirkbride expressed concern that current command staff members, while capable of assuming the Chief's position in the future, were not currently prepared to do so.

Mr. Kirkbride addressed concerns raised by Staff Attorney, Ms. Carden, regarding the use of artificial intelligence (AI) in preparing his report. He acknowledged using LexisNexis AI as a tool to assist with research, accuracy, and editing but emphasized that he personally conducted the interviews and developed the findings and recommendations. Mr. Kirkbride further stated that, in light of concerns raised in correspondence from Ms. Carden, he chose to not to bill the City for any services, communications, or time incurred after September 3. He explained that his invoice, submitted to Mr. Whalen, reflected only services rendered through that date.

Commissioner Ward stated that the Board had previously requested documentation from Ms. O'Connor regarding the Police Department's policies and procedures established under Chief Strickland's previous leadership related to training, education, certification, and promotional requirements. She expressed concern that the requested information had not been provided despite multiple requests. She raised concerns regarding promotions of command staff who lacked certain educational and professional qualifications. She had been unable to locate it in the report and questioned whether the requested documentation had been included in the report.

Mr. Kirkbride clarified that reviewing previous changes to promotional requirements was outside the scope of his investigation and that he had not been made aware of those concerns.

Mr. Kirkbride expressed potential issues with the City's timely response to open records requests but clarified that reviewing those matters was outside the scope of his investigation. He stated that all documents and emails he requested were provided in a timely manner and that he experienced no difficulties obtaining information.

Mr. Kirkbride recommended establishing a disciplinary process within each department to ensure compliance with City policies and applicable laws, with disciplinary recommendations reviewed by the department head before being forwarded to the City Manager.

Commissioner Fuller asked whether the May 5 email from Franklin Allen had been discussed during Mr. Kirkbride's interview with Chief Strickland.

Mr. Kirkbride stated that he did not have the May 5 email at the time of his interview with

Chief Strickland and had received it later through documents provided by the City in response to his request.

Commissioner Fuller clarified that they questioned the email because both Mr. Kirkbride and Chief Strickland were listed as recipients.

Mr. Kirkbride confirmed that it had been discussed during his interview with Chief Strickland. He indicated that there had been an issue involving the City's email system.

Commissioner Fuller acknowledged that the resignation email had been incorrectly addressed to Ms. O'Connor but expressed concern that Chief Strickland had been blind copied on the correspondence. They noted that, although Ms. O'Connor may not have received the email due to the incorrect address, Chief Strickland had received it and was aware of Mr. Allen's resignation.

Ms. O'Conner explained that the City consulted with IT staff regarding how incorrectly addressed emails were processed. She referenced an explanation provided by Ms. Morris, who confirmed that emails sent to an invalid City email address would not be delivered to an inbox. Instead, the City's email server would generate an automated undeliverable notice to the sender. She stated that copies of the undeliverable notices associated with Mr. Allen's email were available.

Commissioner Fuller acknowledged reviewing the information provided regarding the undeliverable email but questioned whether Chief Strickland had received the correspondence, given that his email address was correct and he was blind copied. They requested clarification on whether the email failed to reach all City recipients or only Ms. O'Connor.

Ms. O'Conner stated that she was unsure whether Chief Strickland had received the email but if he had, he had not brought it to her attention.

Ms. Carden clarified that she had confirmed with the IT Department that Chief Strickland was blind copied on the email and that it had been delivered to his inbox. She stated that the email had not been brought to the department's attention and was not discovered until a records search for Mr. Kirkbride was conducted.

Commissioner Fuller asked Mr. Kirkbride whether anyone, particularly Chief Strickland, had brought the email to his attention during the interview.

Mr. Kirkbride confirmed that the email had not been brought to his attention during the interview and clarified that he did not ask Chief Stickland about it. He stated that Chief Strickland had acknowledged responsibility for the circumstances surrounding the two employees' terminations.

Commissioner Ward expressed concern regarding the confidentiality of correspondence related to the investigation. She explained that the agreement was initiated by the Board and that communication between Mr. Kirkbride and the City Attorney was intended for the Board. She questioned why City staff, including the Staff Attorney who reports to the City Manager, were receiving and responding to correspondence marked confidential. Commissioner Ward asked whether sharing the correspondence with City staff violated the confidentiality notice included in the communication.

Mr. Kirkbride expressed concern that the memorandum distributed to the Board unfairly influenced the perception of his report.

Ms. Carden clarified that she represents the City of Griffin and serves the Board in her capacity as Staff Attorney. She explained that her professional obligations as a licensed attorney require her to review documentation and advise the Board of any concerns regarding its accuracy.

Mr. Kirkbride expressed concern that Ms. Carden's review of his report included allegations that could result in a bar complaint against him based on his professional opinions and recommendations. He emphasized that he stood by the findings in his report and believed the review was unfair.

Ms. O'Conner clarified that no changes had been made to the report and that the Board received it as originally submitted.

Commissioner Ward clarified that her concern was not whether the report had been altered but whether it had been shared with City staff before being presented to the Board. She questioned if Mr. Whalen had provided Ms. Carden with a copy of the report before the Board received it.

Mr. Whalen explained that he received the report on September 3 and briefly reviewed it that evening. He stated that the following day, he forwarded the report to Susan Bartholomew with instructions to make copies available for distribution to the Commissioners. He noted that he later learned the report had not been distributed as anticipated but was unaware of who made that decision.

Commissioner Ward reiterated her concern that the report should have been provided directly to the Board before being reviewed by City staff. She questioned the appropriateness of Ms. Carden reviewing and commenting on the report before the Commissioners had an opportunity to review it themselves.

Commissioner Wright agreed.

Commissioner Wright stated that he requested a copy of the report via text message on September 11 so Commissioners could review the findings and recommendations prior to the presentation. He stated that the report had been available for several days and believed the

Board only received it after her request. He emphasized that he wanted the record to reflect his belief that the report was only distributed as a result of his request.

Mr. Kirkbride stated that he intended for the Board to have sufficient time to review his findings before receiving input from legal counsel. He explained that he prepared two separate reports addressing departmental policy compliance and the separation of two former City employees. Mr. Kirkbride clarified that his responsibility was to protect the City's interests, not to advocate for Mr. Allen or Mr. Brock.

Ms. O'Conner clarified that Mr. Brock's separation was documented as a resignation in lieu of termination, as he was given the option to resign or be terminated. She stated that she never received Mr. Allen's resignation email but would not have accepted it as a voluntary resignation, as he was subject to the same options. She emphasized the seriousness of the firearms qualification and training concerns and maintained that both separations should be reported to POST as resignations in lieu of termination.

Commissioner Ward asked Ms. O'Conner where she obtained her criminal justice degree.

Ms. O'Conner acknowledged that she did not have a degree in criminal justice but stated that she knew the law.

Ms. O'Conner stated that she met with Chief Strickland on April 22 to discuss concerns regarding firearms qualification procedures, training records, and Major Brock's duties within the Police Department. She explained that Major Brock had been rehired as a nonsworn Assistant to the Chief pursuant to an organizational chart approved by the Board, but began wearing a command uniform and carrying a firearm despite not having current qualifications. She questioned the accuracy of the firearms qualification and training records, identifying discrepancies in reported training hours and revisions to records submitted to the Georgia POST. Ms. O'Conner stated that Lieutenant Kelton became involved after POST raised concerns regarding changes to the training records. She further stated that Chief Strickland had been made aware of the concerns but had not taken corrective action, prompting her to offer Mr. Brock and Mr. Allen the option to resign or be terminated. Ms. O'Conner emphasized that the personnel decisions followed an investigation and clarified that she held GCIC certification.

Commissioner Ward expressed concerns regarding how the Police Department investigation was handled and stated that she felt threatened and intimidated because she requested the investigation. She disagreed with portions of Ms. O'Conner's statements and explained that she had previously brought concerns regarding Mr. Brock's certification to Chief Strickland's attention. She further stated that she had asked the City Manager on several occasions to allow Chief Strickland to oversee the Police Department without interference.

Ms. O'Conner disagreed with Commissioner Ward's statements regarding the incident involving

the former Acting Police Chief. She explained that the allegation could not be confirmed due to lack of evidence. Ms. O'Conner stated that the employee had more than 30 years of service and was asked to retire. She clarified that retirement benefits are determined by the Georgia Municipal Employees Benefit System (GMEBS), not the City Manager.

Commissioner Ward stated that, based on information previously provided to the Board, the investigation confirmed the allegations involving the former Acting Police Chief. She further stated that the incident should have been reported to the POST but was not.

Commissioner Curtis questioned whether an employee could legally be promoted while serving a probationary period.

Mr. Kirkbride explained that an employee on probation through POST could still be eligible for promotion, depending on the circumstances and the decision of the department's command staff. He expressed concern that Ms. O'Conner had publicly accused both individuals of being dishonest without conducting a formal investigation or providing supporting documentation. He questioned the reasons for their separation, explaining that the firearms qualification was conducted at the direction of Chief Strickland and that the policy referenced applied to the City's firing range. Mr. Kirkbride stated that his recommendations were intended to correct the employees' personnel records and encouraged the City to reconsider how their separations were classified so they could move forward in their careers.

Mr. Kirkbride explained that good governance involves trusting appointed staff to carry out their responsibilities while holding them accountable and ensuring decisions are made in the best interest of the City.

Ms. Carden clarified that her primary concern was Mr. Kirkbride's response on behalf of Mr. Allen regarding his request for an appeal under the City's personnel policy.

Mr. Kirkbride clarified that he had only asked a question on Mr. Allen's behalf and did not have an attorney-client representation agreement with him.

Ms. Carden clarified that a formal representation agreement was not required for her concern and that Mr. Kirkbride's correspondence involved the same matter addressed in his investigative recommendations. She stated that Mr. Kirkbride had responded to Mr. Allen's email seeking clarification from Ms. O'Conner regarding the status of his appeal request.

Mr. Kirkbride acknowledged the correspondence, stating that he wanted Mr. Allen, whom he considered a friend, to be treated fairly.

Ms. Carden clarified that Mr. Kirkbride had been provided with at least 37 pages of investigative materials and interviews, along with 153 additional individual documents, which she stated demonstrated that an investigation had been conducted.

Mayor Hollberg asked the Board if there were anymore questions for Mr. Kirkbride.

Commissioner Fuller asked whether the reference to Lieutenant Helton in the report was intended to refer to Lieutenant Kelton.

Mr. Kirkbride confirmed that the reference to Lieutenant Helton was a typographical error and should have read Lieutenant Kelton.

Commissioner Fuller requested clarification regarding how AI was utilized in preparing the report.

Mr. Kirkbride explained that he utilized LexisNexis AI to refine, condense, and improve the clarity of his prepared notes, interviews, findings, and summaries. He clarified that AI was not used to generate findings or legal conclusions and stated that the technology helped improve efficiency and reduce billable hours.

Commissioner Fuller requested clarification regarding Mr. Kirkbride's relationship with Mr. Allen.

Mr. Kirkbride confirmed that his friendship with Mr. Allen had been verbally disclosed during executive session prior to his engagement and that no additional written disclosure was submitted. He emphasized that his personal relationship with Mr. Allen did not influence his investigative findings or recommendations and that he had not provided legal representation.

Commissioner Fuller asked for clarification regarding when an attorney-client relationship is established, referencing concerns outlined in Ms. Carden's memorandum.

Mr. Kirkbride explained that determining whether an attorney-client relationship exists depends on the individual's understanding of the relationship and the circumstances involved. He stated that he had provided informal assistance to Mr. Allen as a friend but had never agreed to represent him as his attorney. He further explained that when legal representation was discussed, he specifically declined to represent Mr. Allen. Mr. Kirkbride disagreed with the suggestion that an attorney-client relationship had been established and stated that he had retained an attorney to represent him in the event a bar complaint was filed.

Commissioner Wright asked when and how the Board should discuss the investigative report and whether the discussion should occur in open or executive session.

Mr. Whalen advised that the Board may not receive evidence in closed session, which is why the report was presented in open session.

Commissioner Ward stated that the Board does not discuss personnel in open meetings.

Mr. Kirkbride encouraged the Commissioners to be cautious when discussing concerns brought to them by City employees and recommended allowing employees to address issues through the appropriate chain of command before involving the Board. He explained that his findings and recommendations were based on his independent professional judgment and were intended to assist the Board in making decisions. Mr. Kirkbride stated that he had an overall positive impression of the Griffin Police Department and expressed confidence in Chief Strickland's leadership. He recommended that Chief Strickland work more closely with his command staff and consider establishing a second-in-command position to provide additional leadership, guidance, and continuity within the department. Mr. Kirkbride thanked the Board for its trust and cooperation and concluded his presentation and representation of the City.

The Board thanked Mr. Kirkbride for his presentation.

Commissioner Fuller inquired when the Board was available to discuss personnel matters in a closed session.

Mr. Whalen read O.C.G.A. § 50-14-3(b)(2), which permits closed-session discussion of the appointment, employment, compensation, hiring, disciplinary action, dismissal, or evaluation of a public officer or employee.

Commissioner Fuller asked whether discussion of the investigative report should be placed on the agenda for the next regular meeting or whether the Board had reached a consensus on how to proceed.

Mayor Hollberg asked for clarification if the Board wished to hold an executive session to discuss personnel matters and asked when the Commissioners would prefer to schedule the meeting.

Motion/second to enter closed session at 11:00 a.m. pursuant to O.C.G.A. § 50-14-3(b)(2) for the purpose of discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee by Commissioners Fuller/Wright carried 7-0.

Motion/second to adjourn closed session at 1:19 p.m. by Commissioners Wright/Fuller carried 7-0.

Motion/second to terminate the contract of the City Manager by Commissioners Ward/Wright carried 4-3. Commissioners Hollberg, McCord, and Murray voted against termination.

ADJOURN

Motion/second to adjourn Called Meeting at 1:20 p.m. by Commissioners Wright/Murray carried 7-0.

_____ _____

Douglas S. Hollberg, Mayor Jennifer Freeman, Interim City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a contract with WithersRavenel, professional service, in the amount of $92,083.00 for a facilities assessment of all City of Griffin owned facilities. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

WithersRavenel will conduct a facilities assessment of all City of Griffin owned facilities. This assessment will be completed by a team of architects, engineers, and construction professionals. The team of professionals will assess exterior systems, interior systems, heating, ventilation, and air conditioning, electrical and electrical distribution systems, plumbing systems, fire protection systems, elevator systems, and site systems. An asset inventory will be provided at the end of the assessment that details out our current systems in place, with a recommendation of useful life remaining on these systems. Additionally, this assessment will help in planning for future capital improvements and budget purposes for potential facility upgrades. The facilities assessment is a budgeted item in the fiscal year 2027 budget. The cost of the assessment is $92,083.00.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The facilities assessment is a budgeted item in the fiscal year 2027 budget. The cost of the assessment is $92,083.00.

Submitted By:
Mariza Eller

Meeting Date:
13/10/2026

ATTACHMENTS:
26-0169 Griffin GA FCA and LCM Agreement - WR Signed.pdf

WithersRavenel
Our People. Your Success.

September 17, 2026

Mariza Eller, Public Works Director
City of Griffin
100 S Hill St
Griffin, GA 30223

RE: Scope and Fee Agreement for Professional Services
Facility Condition Assessment & Lifecycle Modeling
Griffin, Georgia
Project #26-0169
Sourcewell Purchasing Contract Number: 012524-WHR
https://www.sourcewell-mn.gov/participating-agency/29765

Dear Ms. Eller,

WithersRavenel is pleased to provide this Scope and Fee Agreement for Professional Services. We look forward to working with you on this project. If you have any questions or concerns about this proposal, please do not hesitate to call me at the number listed below.

Sincerely,
WithersRavenel

Jon Mills
Innovation

jmills@withersravenel.com
Mobile. 919.500.9181

Attachment:

Scope and Fee Agreement for Professional Services

City of Griffin, Georgia
Scope and Fee Agreement for Professional Services
Facility Condition Assessment & Lifecycle Modeling

A. Project Description

This fee proposal is intended to provide the scope of services and associated fees to provide consulting services per request of City of Griffin.

Listed below is a summary of several key aspects of the project based on discussions and preliminary research. Refer to the Scope of Services and Additional Services/Exclusions for further detailed information.

For the purposes of this proposal the following references shall apply:

1. City of Griffin shall be known as the "Client";
2. WithersRavenel shall be known as the "Consultant" or "WithersRavenel";
3. The property and overall project shall be known as the "Project";
4. The executed proposal shall be known as the "Agreement".

The Client wishes for a Facility Condition Assessment of their Facility assets which includes approximately 441,503 gross square footage as well as a working asset lifecycle model for their facility assets that will support their infrastructure investment planning processes. WithersRavenel will develop this lifecycle model and provide the associated reporting to provide a multi-year strategy to aid in investment decisions. A lifecycle model will be developed for the following asset class; Facilities.

B. Timeline for Services

Consultant will begin work upon receipt of executed Agreement and written notice to proceed from the Client. Estimated timeframes for the basis of the services described in the Scope of Services are shown below.

Milestone	Timeframe
Facility Condition Assessment	8-12 weeks
Model Development & Reporting Workshop	6-8 weeks
Managed Services	October 2026 – September 2027

1. The estimated timeframes may be impacted by, among other things:
   a. Timeliness and additional permit and/or plan reviews of review agencies.
   b. Timeliness and accuracy of information provided by the Client and Client consultants, including missing data or other configuration information required to be available prior to the consulting service.
2. Opportunities to adjust these estimated timeframes may be discussed. Implementation of agreed-upon adjustments may result in adjustments to Consultant fees.

C. Scope of Services

Consultant shall provide the services identified under each task below as its "Basic Services" under this Proposal.

Task 1 - Project Management

Project Management Services follows best practices to meet objectives, quality standards, schedule, and budget. Over the course of the estimated project duration the Consultant will also provide the following services as part of this task:

- Administer the project internally, with the Facility Condition Assessment Partner, and with the Client.
- Manage project processes, communication, and resources.
- Provide overall Project Management services to monitor the job progress, arrange resources for the Project, and communicate to the Client the status of the Project.

Task 2 - Facility Condition Assessment

1. **Sub-Task 1 – Facility Condition Assessment**

As part of this work effort, Consultant will perform a lifecycle cost analysis of the existing building systems to include current capital investment, current operating costs, and future capital replacement costs. The analysis will also include risk analysis of existing building systems.

Facilities will be assessed by our assessment teams comprised of qualified architects, engineers and/or construction professionals. Our teams will include a professional to assess architectural and mechanical, electrical, and plumbing components of your facilities.

Our teams will evaluate the condition and estimate the remaining service life for the purposes of renewal forecasting for the building systems shown below.

1. Exterior systems: Roof systems, Wall systems, Window systems, and Exterior door systems.
2. Interior systems: Wall systems, Interior door systems, Floor systems, and Ceiling systems.
3. Heating, ventilation, and air conditioning.
4. Electrical and electrical distribution systems: Branch wiring systems, Lighting systems, and Service distribution system.
5. Plumbing systems: Plumbing fixture system, Sanitary sewer system, and Domestic water distribution system.
6. Fire protection systems: Emergency lighting system, fire sprinkler and suppression system, fire alarm detection system, and standpipe system
7. Elevator systems.
8. Site Systems: Vehicular and Pedestrian Pavements (Immediately adjacent to the facilities receiving services)

Assumptions

Client will provide mechanical room keys (when escorts are not available), floor plans, ladders and copies of maintenance logs as requested to support the project.

Definition of Data and Data Collection Standards
Consultant will assist in defining facility condition data standards and collection standards.
Consultant will also use these standards to assess and report conditions for the property elements noted above.

Inspections

Consultant will perform visual inspections of Facility systems and components included in the scope of services. Using a proven methodology, the Consultant will utilize the direct rating inspection method to conduct the assessment. This will include utilizing the field observations in conjunction with the knowledge gained from interviewing client personnel about system / component performance history.

The Direct Rating method involves visually inspecting each component-section, evaluating that item against a set of rating criteria, and selecting the appropriate rating. The Direct Rating method is appropriate for most systems. Concealed or inaccessible systems / components will be aged / dated and rely on lifecycle to determine renewal requirements.

Direct Rating System Criteria.

Rating Guidance				
Rating	Asset Age (Percent of Useful Life Remaining)	Asset Condition (Quality, Level of Required Maintenance)	Asset Performance (Reliability, Ambiance, Safety, Meets Industry Standards)	Level of Maintenance (Level of Preventative and Corrective Maintenance)
0 - New	Asset is Brand New 100%	Asset is New; Within Warranty Period	Asset exceeds all performance and reliability metrics, Industry standards	Routine as according to manufacturer guidance
1 - Excellent	Asset is nearly new 76% - 99%	Asset like new; No visible defects	Asset meets or exceeds all performance and reliability metrics, Industry standards	No unfunded or deferred maintenance activities
2 - Good	Asset nearing or at its midlife point 51% - 75%	Asset showing minimal signs of wear; some slight defects or deterioration	Asset generally meets performance and reliability metrics, industry standards	Some temporary deferments of PM and CM; but no activities skipped completely
3 - Fair	Asset has passed its midlife point 26% -50%	Some moderately defective or deteriorated components; expected maintenance needs	Occasional performance and reliability issues; may be substandard in some areas	More frequent and extended deferments of PM and CM; some activities skipped until major problems surface
4 - Poor	Asset near/at end of its useful life 0% - 25%	Increasing number of defects; deteriorating components; growing maintenance needs	Performance and reliability problems becoming more serious; substandard elements	PM and CM activities frequently delayed or skipped until major problems surface
5 - Critical	Asset is past its useful life	Asset in need of replacement or restoration; may have critically damaged components	Frequent performance and reliability problems; does not meet industry standards	Significant backlog of PM and CM work due to history of deferred and skipped activities
6 - Nonoperable	Asset non-operable	Asset non-operable	Asset non-operable	Asset non-operable

Digital Photographs

Digital photos will be captured and used for internal quality control purposes. Photos will be captured for building identification and documentation of asset and system conditions. Select photos will be used within the narrative reports; however, all photos will be made available through a Share Point site for the client's convenience.

Corrective Action Recommendations and Costing

Using our internal capital planning software budgets will be provided for deficient conditions identified during the facility condition assessment. Parametric cost estimates are based on nationally recognized estimating data such as RSMeans.

Deficiency Prioritization

We understand the reduction of the current backlog of maintenance items to be a multi-year task, and we must be able to assign a priority to each deficiency. Before data collection begins, Consultant will work with you to establish prioritization standards.

Data Analysis and Reports

Facility Condition Index (FCI)

Consultant will develop an FCI to quantify the deficiencies in each building. Our data is used to report the relative condition of buildings using a ratio of needed repairs (NR) over current replacement value (CRV) for the facility condition index (FCI). This ratio will allow you to sort your facilities into a list of "worst first." This list will become a powerful document when planning and prioritizing remediation.

$$FCI = \left\{\frac{Needed\ Repairs}{(CRV)}\right\} x\ 100$$

Consultant will provide an FCI for current timeframe and an extended FCI for current plus five years for all facilities/sites in which the FCA is conducted.

Facility Renewal Forecasting

Long-range funding for facilities is accomplished by identifying the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable. As part of the facility renewal forecasting activities, Consultant will:

1. Analyze and model the rates of depreciation of each facility and report on the annual reinvestment rate to replace components as they exceed useful service life, and
2. Determine approximate replacement cost of each building component where cumulating of components will equal the replacement value of the building.

After the condition assessments are complete, Consultant will develop forecasts for the renewal of building systems through life-cycle analysis. These forecasts will assist in the creation of budgets for capital renewal. Additionally, they allow for the long-term projection of renewal cost. Future work will be estimated by taking the cost of a particular system renewal and forecasting the date of renewal by determining the expected life.

Examples of capital renewal forecast data are shown below and on the following pages.

Capital Renewal Schedule (Tabular). This chart is an example of a tabular view of all of the current deficiencies together with a view of when the organization should budget for reinvestment in building systems as they approach their end of design life. The data is organized by building system following the UNIFORMAT structure.

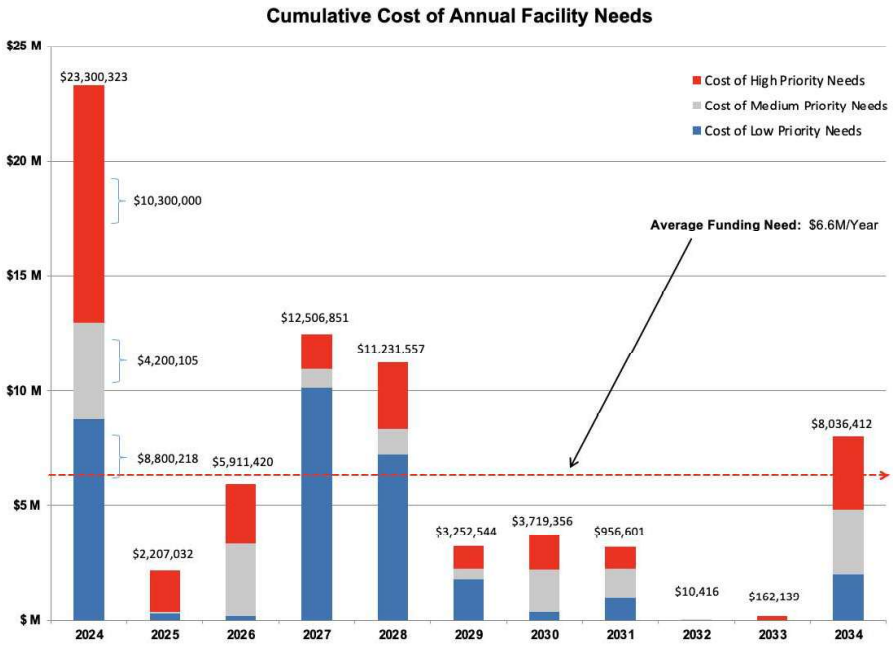
Table 1. Sample Current and Forecasted Needs Summarized by System (Current + 5 years)

System	2024	2025	2026	2027	2028	2029
Needs by Year	$21,282,581	$807,548	$242,118	$5,741,521	$331,765	$4,960,827
Exterior Enclosure	$2,312,018	$0	$94,499	$92,827	$17,274	$70,633
Exterior Walls (Finishes)	$468,513	$0	$0	$0	$0	$43,928
Exterior Windows	$1,254,078	$0	$81,959	$1,710	$0	$0
Exterior Doors	$457,757	$0	$0	$91,117	$17,274	$1,626
Maintenance Roll-up Door	$131,670	$0	$12,540	$0	$0	$25,080

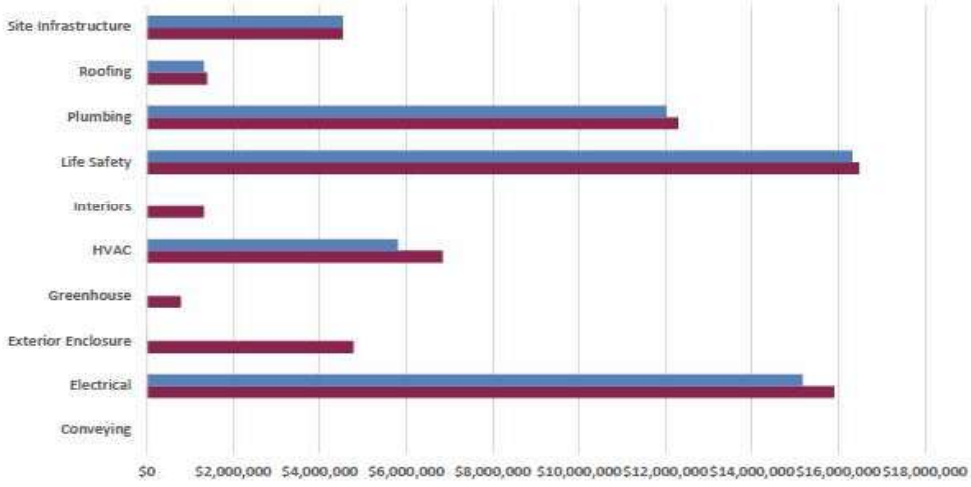
System	2024	2025	2026	2027	2028	2029
Roofing	$571,445	$37,643	$0	$110,381	$0	$10,383
Roof Coverings	$571,445	$37,643	$0	$110,381	$0	$10,383
Interior Construction	$2,243,113	$12,312	$125,025	$417,030	$0	$3,593
Interior Doors	$1,713,068	$0	$117,674	$294,799	$0	$0
Specialties	$406,925	$0	$7,351	$116,075	$0	$3,593
Toilet Partitions	$123,120	$12,312	$0	$6,156	$0	$0
Interiors	$5,868,384	$0	$15,976	$286,460	$312,535	$658,943
Ceiling Finishes	$1,511,025	$0	$15,976	$25,456	$129,866	$49,273
Floor Finishes	$2,886,155	$0	$0	$250,373	$182,670	$481,870
Wall Finishes	$1,471,204	$0	$0	$10,631	$0	$127,800
Plumbing	$1,992,669	$0	$0	$1,383,005	$0	$2,476,316
Domestic Water Distribution	$123,038	$0	$0	$365,305	$0	$297,300
Plumbing Fixtures	$1,012,584	$0	$0	$547,876	$0	$1,200,799
Sanitary Waste	$857,047	$0	$0	$469,824	$0	$978,217
HVAC	$2,825,851	$630,571	$0	$1,942,423	$0	$714,470
Controls and Instrumentation	$11,375	$275,345	$0	$157,174	$0	$45,836
Distribution System	$2,151,767	$355,226	$0	$1,783,340	$0	$602,476
Heat Generation	$419,149	$0	$0	$0	$0	$66,157
Terminal & Package Units	$243,560	$0	$0	$1,909	$0	$0
Fire Protection	$1,805,532	$80,023	$0	$423,374	$0	$46,164
Fire Alarms	$1,011,043	$80,023	$0	$423,374	$0	$0
Sprinklers & Standpipe	$794,489	$0	$0	$0	$0	$46,164

System	2024	2025	2026	2027	2028	2029
Electrical	$2,958,355	$0	$0	$1,086,020	$1,955	$443,947
Branch Wiring	$1,087,732	$0	$0	$555,234	$1,955	$144,183
Lighting	$1,252,939	$0	$0	$518,938	$0	$299,765
Service Distribution	$560,115	$0	$0	$558	$0	$0
Emergency Lighting and Signage	$57,568	$0	$0	$11,290	$0	$0
Equipment & Furnishing	$135,864	$0	$6,619	$0	$0	$536,377
Institutional Equipment	$135,864	$0	$6,619	$0	$0	$536,377
Site Infrastructure	$569,350	$47,000	$0	$0	$0	$0
Pedestrian Pavements	$27,500	$0	$0	$0	$0	$0
Vehicular Pavements	$515,050	$0	$0	$0	$0	$0

Capital Renewal Schedule (Bar Chart). This chart is an example of how to communicate final needs to all levels of the organization. At the time the assessment is complete, the total value of the deferred backlog is shown in the first bar. By assigning priorities, you can begin their planning efforts by prioritizing high, medium and low priority projects. This view of your overall capital renewal forecast also allows you to begin developing a project plan for the next 5, 10, 15, and 20 years. It also allows you to proactively group projects in a fashion to develop a more balanced level of investment and avoid large, unanticipated spikes in capital requirements.



Needs by system.



	Conveying	Electrical	Exterior Enclosure	Greenhouse	HVAC	Interiors	Life Safety	Plumbing	Roofing	Site Infrastructure
2019	$0	$15,170,828	$4,098	$0	$5,810,750	$0	$16,325,259	$12,025,011	$1,322,577	$4,524,740
2024	$0	$15,898,299	$4,772,737	$783,953	$6,845,730	$1,321,129	$16,487,795	$12,285,285	$1,390,101	$4,524,740

Consultant will work with you to establish performance goals for your portfolio of buildings. For example, you may choose performance goals based upon industry benchmarks for age, physical condition, and functional adequacy. These performance goals will be supported by an investment strategy based on priorities and criteria established to meet your goals.

Capital Planning, Project Planning and Packaging

For your project, Consultant will use your capital planning software to collect and manage the data associated with your facility condition assessment program.

The capital planning software will serve as a single repository for all asset-related data. Using software, Consultant will:

1. Determine the long-term system renewal costs and timing
2. Analyze the facility condition index (FCI) for assets

Outlined below is an example of how to view Facility Condition Index (FCI) data to determine relative status of condition of your facilities.

Facility Condition Index (FCI)*	General Description*
0 - 10	Facility new or well maintained (very good to good condition)
11 - 20	Facility is satisfactorily maintained (fair condition)
21 – 30	Facility is under maintained (poor condition)
31 – 60	Facility should be considered for significant renovation or possible replacement (critical condition - facility is still safe but may be more cost effective to replace than to maintain)

*FCI ranges and associated condition descriptions can be adjusted according to preference for the best representation of the portfolio.

Sample Summary of Findings.

Building Name	Age (Years)	Area (SF)	Total Needs 2020	Current Replacement Value	2020 FCI %	Total Needs 2025	2025 FCI %
Warehouses	3 - 114	324,126	$4,972,769	$50,966,869	10	$7,407,260	15
Garages	2 - 104	128,809	$3,834,435	$22,549,945	17	$7,110,229	32
Storage	3 - 44	131,719	$1,193,650	$20,298,583	6	$2,454,187	12
Other	8 - 47	162,054	$3,497,197	$18,075,848	19	$6,127,918	34
Totals:		746,708	$13,498,051	$111,891,244		$23,099,594	

Sub-Task 2 – Asset Inventory

An asset survey will be conducted for the purpose of noting remaining useful life of major building equipment. Consultant will provide an inventory of fixed, visible, and accessible building equipment to include the following or as otherwise defined:

Heating, Ventilation and Air Conditioning (HVAC)

- Air Compressors
- Air Curtains / Dryers
- Air-Handling, Condensing, Make-Up Air and Energy Recovery Units
- Air Separators
- Boilers
- Cabinet Unit Heaters
- Chemical Feed Injection System
- Chillers
- Chilled and Hot Water Circulation Pumps (1HP or Greater)
- Cooling Towers and Cooling Tower Pumps
- Exhaust Fans (Rooftop Only)
- Fan Coil Units
- Furnaces
- Heat Exchangers
- Heat Pumps
- Humidifier / De-Humidifier
- Mini Split Systems (Ductless Systems Captured as Single Item)
- Packaged Units (Rooftop or Ground Units)
- Unit Heaters
- Unit Ventilators
- VAV Boxes are collected at the individual level from Client supplied drawings only (Items not tagged)

Electrical

- Emergency Generators (Mobile Units not Included)
- Emergency Lights and Lighted Exit Signs (System Level Only)
- Electric Door Systems (Exterior Doors Only)
- Main Distribution Panels (200 Amps or Greater)
- Motor Control Centers
- Switchgear
- Transfer Switch (Automatic or Manual)
- Transformers (Dry Type)
- Variable Frequency Drives
- UPS

Equipment

- Laundry (Commercial Washers and Dryers)
- Trash Compactors (Permanently Installed – Client Owned)

Commercial Kitchen

- Broilers, Grills, Fryers
- Dishwashers and Garbage Disposals
- Exhaust Hoods
- Grease Traps (No Tag Applied)
- Ice Machines and Storage Bins
- Large Appliances – Meat Slicers, Mixers, Microwaves, Commercial Toasters, Sheeters, etc.

- Ovens, Stoves, Proofers and Warmers
- Refrigerators, Coolers and Freezers (Both Walk-In and Reach-In)

Plumbing

- Domestic Hot Water Heaters (80 Gallons or Greater)
- Domestic Water Booster Pumps (1 HP or Greater)
- Emergency Eyewash / Safety Showers (Permanently Installed)
- Expansion Tanks (4 Gal or Greater)
- Hot Water Storage Tanks
- Main Backflow Preventer (Includes Domestic and Fire)
- Sump Pumps

Fire Protection

- Fire Alarm Panel (Main Panel Only)
- Fire Extinguishers (System Level Only, Not Individual Capture, No Tag Applied, Location Not Mapped)
- Fire Pump (Main and Jockey Pumps Greater than 1 HP)
- Fire Suppression System (Kitchen and IT Based Systems)
- Sprinkler System (System Level)

Conveying

- Dock Levelers
- Elevators

Exterior Enclosure

- Overhead Garage Door (Commercial Type Doors Only)
- Garage Door Openers (Commercial Type Openers Only)

Site Mechanical Utilities

- Emergency Power Fuel Storage Tanks
- Emergency Power Fuel Tank Leak Detection System

Consultant will collect information noted on the equipment identification label when readily accessible, legible, and safe, such as:

1. Manufacturer, Model, and Serial
2. Capacities, Horsepower, and Voltage
3. Location by Building, Space, and Floor
4. Date Placed in Service

Asset photos will be collected for internal Quality Control and Assurance purposes. Photos can be made available to the client at the end of the project via a Share Point site.

Asset will not be turned off, unplugged or moved around in an effort to locate manufacturer data plates. When data plates are not accessible, information will be notated as Unknown unless an identical asset has already been collected.

As part of this effort, our team will visibly inspect and verbally interview staff so that the following information can be provided as well:

- Asset Condition
- Asset Life Cycle, Estimated Remaining Service Life and Estimated Replacement Costs

Client is required to open units if data plates are located within the units. Items collected at the System Level will be grouped into a single item within the asset inventory so that work can be tracked against it.

Sub-Task 3 – Asset Tagging

As part of this effort, our team will firmly affix an aluminum metal photo barcode tag to each asset individually collected as part of the asset inventory scope of work.

Sub-Task 4 – Preventive Maintenance Schedules Development and Labor Resource Analysis

Preventive maintenance schedules will be developed and delivered in an Excel spreadsheet format for your use in the CMMS of record.

Services include providing basic set-up and steps are described below:

1. **Schedule Development**: Consultant will generate the industry recommended schedules and corresponding frequencies related to the assets that have been collected as a part of the project.
2. **Review Process**: A teleconference will take place to review the required actions needed for finalization of the planned maintenance actions and selected scheduling sequence. Our technical team will review the planned maintenance schedules with your team and give step by step instructions on how to customize the schedules to fit your organizational needs and capabilities, including the selection of desired frequencies, start dates, schedules, and technician designations. Along with the required work activities associated with the varying frequencies, our team will provide the time estimates required to complete these work activities.
3. **Template Delivery**: Upon concurrence of PM schedules, the Excel file will be provided as part of the deliverables. If an existing or identified CMMS system is available, we will work to provide the file in a format to be imported into the designated CMMS.
4. **Labor Resource Requirement Analysis**: A breakdown of the required hours to perform the required planned maintenance and an estimated number of resources needed to support reactive request will be provided. The analysis will include the required hours by labor trade classifications, e.g., HVAC, Electrical, Fire Protection / Life Safety, Conveying and Commercial Kitchen Equipment to perform the industry standard planned maintenance activities.

Deliverables:

1. **Facility Condition Assessment Report –** The assessment findings will be entered into the preferred capital planning software application. A written report explaining the conditions of your facilities will be generated to summarize findings at the portfolio and building levels. Initial reports and spreadsheets submitted to the owner will be considered a draft and subject to review/approval.

   Twenty-Year Capital Renewal Schedule – A summary of deferred maintenance items will be generated from the capital planning software providing the priority and cost associated with each need. Also included is a twenty-year capital renewal schedule detailing forecasted needs for each location and overall portfolio.
2. **Excel File – Asset Inventory –** The asset inventory will be delivered in an Excel file format and if an existing CMMS is in place, then the consultant will work to prepare the file in a format to be uploaded into CMMS Software.
3. **Excel File – Preventive Maintenance Schedules –** The PM schedules will be delivered in an Excel file format and if an existing CMMS is in place, then the consultant will work to prepare the file in a format to be uploaded into CMMS software.

Task 3 - Model Development & Reporting Workshop

Sub-Task 1: Model Development

A. Consultant will utilize Client data and input to refine the lifecycle model(s) for the asset class(es) described in the Project Description section.

B. Consultant will provide results of lifecycle model(s) for the identified scoped asset(s).

C. Consultant will schedule workshops as required for Client to answer questions regarding data, existing processes, or other factors pertaining to the model.

Deliverables

1. Consultant will build and optimize the infrastructure model(s) with multiple budget scenarios and treatment options.
2. A minimum of three (3) budget scenarios will be built and provided:
    a. Calibration simulation that illustrates an unlimited budget and where recommended treatments would be applied.
    b. A budgeted simulation that applies to Client's current budget.
    c. A recommended budget simulation that will improve the overall health of assets.

Sub-Task 2: Reporting Workshop

A. Provide a Reporting Workshop along with documentation that reviews the results of the lifecycle model(s) generated and a recommended budget strategy.

B. Review the asset lifecycle model(s), results, and available reporting.

Deliverables

1. Presentation by WithersRavenel's Subject Matter Expert to review lifecycle model results.
2. Review of results of the different budget simulations and recommendation of most adequate budget.
3. Written or online documentation detailing the results of the different budget scenarios and the recommended budgeted amount to successfully manage assets.

Task 4 - Managed Services

WithersRavenel's managed services provide the Client access to our lifecycle modeling experts, model updates, and access to asset specific reports that are designed to help you 'tell the story' to stakeholders.

The following services are included within the managed services timeframe:

A. Client may schedule up to twenty-four hours of online meetings with the Consultant to ask questions, discuss "what-if" scenarios, receive training, onboard new staff, review reports, and otherwise engage in conversation regarding any component of the lifecycle model(s) or reports as desired by the Client Provide updates up to six times annually, with new budget simulations added twice a year.

B. Unlimited replies to questions submitted by email by Client staff.

C. Two licenses for the Power BI Report Service hosted by the Consultant that allow Client staff to access the Power BI report(s) specific to the asset class(es) covered by this agreement.

    a. Additional Power BI licenses will be provided by Consultant at cost as requested by Client.

D. At least one update to the Power BI Report(s) that provides enhancements to the Report(s) at the discretion of the Consultant.

E. Up to four Minor lifecycle model updates based on data updates provided by the Client. The Power BI Reports will be updated to reflect the model updates. Each Minor Model update may include any combination of the following:

   a. Loading of data updates provided by Client into lifecycle modeling software

      (i) Data must be provided by the Client in the same structure and format as originally provided (structure includes the number of fields, field names, and field data type)

      (ii) Data updates may include asset additions or deletions and/or data changes

   b. Changes to the service state of assets

   c. Treatment cost changes as directed by Client

   d. Budget amount changes as directed by Client

   e. Corrections to decision model(s) at the discretion of the Consultant

   f. Up to two new simulations based on budget amount changes

   g. One new simulation that incorporates forced rules as directed by the Client

   h. Up to two hours of online meeting time with Client staff (in addition to A above)

   Minor Model update services do not include:

   a. Changes to the data structure or data source

   b. Significant changes to current decision model(s) or addition of new decision models

   c. New data mappings that affect the Reports

F. One Major lifecycle model update that addresses one or more of the following in addition to the Minor Model update services described above:

   a. Changes to the data structure or data source provided by the Client

   b. Up to two new decision models

   c. Data mappings that affect the Report(s)

   d. Other changes requested by the Client and agreed to by the Consultant

Deliverables with each update provided:

1. Updated model simulations available to the Client
2. Updated Power BI report(s) published to the Power BI Service
3. Updated documentation as applicable

D. Exclusions/Additional Services

Services that are not included in the Scope of Services or are specifically excluded from this Proposal (see below) shall be considered Additional Services if those services can be performed by Consultant and its agents if requested in writing by the Client and accepted by Consultant. The exclusions are described below but are not limited to the following:

a. Unless otherwise specified in Scope of Services, evaluation of current practices, policies, procedures, or personnel for the purposes of performance or other improvements.
b. Troubleshooting any issues related to IT infrastructure, including computer software not provided by Brightly Software and/or GIS or other systems.
c. Migration of data from other systems or locations, unless specified in Scope of Services.
d. Updating source data.
e. Exporting of data to any other systems or third parties other than those specified in Scope of Services.
f. Training in model development.

The above list is not all inclusive, and the Scope of Services defines the services to be provided by Consultant for this project.

E. Client Responsibilities

The following are responsibilities of the Client and Consultant will rely upon the accuracy and completeness of this information:

1. Provide client representative(s) for communications and decisions.
2. Provide any information needed to complete the Project not specifically addressed in the Scope of Services.
3. Determine and assemble data sources to be used in the Model, unless otherwise indicated in this Proposal.
4. Provide access to Subject Matter Experts to answer any questions required by the Consultant related to the data, asset management processes, or financial information.
5. Complete data schema and/or data updates recommended by the Consultant and provide updated data to Consultant.
6. Client shall use best efforts to identify all project-related key information to allow the project schedules to begin on time. Any changes to key information after Project kickoff may require a change to the task list.
7. Review the output of the Model.
8. Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project or the services of Consultant.
9. Provide timely responses to task-related emails or phone calls to enable on-time completion of all assignments.
10. Provide at least a 24-hour notice cancellation if required members for any scheduled meeting cannot attend allowing for cancellation/re-scheduling to keep the project on schedule.
11. Inform Consultant if Managed Services data refreshes change the existing data schema.
12. Consultant will host any required meetings using online screen sharing software (Webex, Zoom, MS Teams, or similar). The Client is responsible for ensuring remote access for all Client participants.
13. Client is responsible for reviewing all reports and documentation.
14. Any legal representation requiring an attorney at law.

F. Compensation for Services

Consultant proposes to provide the Basic Services outlined in the Scope of Services on a lump sum basis with budgets as shown below. The amounts set forth below have been determined based on the nature, scope and complexity of the Project as represented in the information provided to Consultant by Client prior to submittal of this proposal; subsequent changes thereto may result in additional fees.

Task No.	Task Name	Fee	Sourcewell Discount	Price
1	Project Management	~~$7,784~~	3%	$7,550.00
2	Facility Condition Assessment	~~$59,171~~	3%	$57,396.00
3	Model Development (one-time fee)	~~$8,777~~	3%	$8,513.00
4	Managed Services (Oct 2026 – Sept 2027)	~~$19,200~~	3%	$18,624.00
			TOTAL	**$92,083.00**

**Note: Facility Condition Assessment cost breakdown by department is attached as Appendix A.*

Term

The initial managed service term of this Schedule is October 1st, 2026 through September 30th, 2027. After the initial term, this Schedule will automatically renew for a one-year renewal term. Thereafter, this Schedule will continue to be renewed for additional one-year renewal terms, unless either party provides written notice to the other party of its intent to terminate this Schedule at least sixty (60) days in advance of the renewal date. WithersRavenel may adjust the fees for any renewal term by providing Client with notice of such fees for the upcoming term at least ninety (90) days prior to the end of the then-current term.

1. Invoices will be issued monthly, the Model Development task will be billed based on the percentage of completion for the lump sum amount, the Managed Services task will be invoiced at the start of the term for the full lump sum amount. Payment is due upon receipt of invoice.
2. The above fees are based on the estimated timelines noted in the Timeline for Services. Any adjustments to those timelines may result in additional fees.
3. Consultant may alter the distribution of compensation between individual Tasks noted herein to be consistent with services rendered but shall not exceed the total Lump Sum amount unless approved in writing by the Client.
4. The attached Exhibit II, Fee & Expense Schedule, is based on Consultant's rates as of the date of this agreement and may be subject to change for hourly tasks and any Additional Services that occur after any adjustments to such rates go into effect.

G. Authorization

This agreement is valid 60 days from the date transmitted to Client. Receipt of an executed copy of this agreement will serve as the written Agreement between WithersRavenel and City of Griffin. All Exhibits identified after the signature blocks below, including the Standard Terms and Conditions (Exhibit I) and the Fee & Expense Schedule (Exhibit II), are incorporated herein and are integral parts of the Agreement.

OFFERED BY:

WITHERSRAVENEL

Digitally signed by Becca Ruffin
Date: 2026.09.17 10:23:06-04'00'

Signature Date

Becca Ruffin
Name

Director of WR Technologies
Title

ACCEPTED BY:

CITY OF GRIFFIN

Signature Date

Douglas S. Hollberg
Name

Mayor
Title

Attest:

Jessica W. O'Connor, Secretary

Approved as to Form:

Andrew J. Whalen, III

Andrew J. Whalen, III, City Attorney

Attachments:

Appendix A- Facility List & FCA Cost Breakdown

Exhibit I- Standard Terms and Conditions

Exhibit II- Fee & Expense Schedule

Appendix A: Facility List & Facility Condition Assessment Cost Breakdown by Department

Department	Address	Square Footage	Price
Police			
- Police Station	234 North Hill Street	16,950	
- Shooting Range	575 Shoal Creek Road	1,440	
- Modular Building 1	575 Shoal Creek Road	700	
- Modular Building 2	575 Shoal Creek Road	700	
- Shop/Equip Building	730 Anne St.	952	
- Police Station	868 West Poplar Street	22,640	
- Storage Building	575 Shoal Creek Road	2,000	
- Shooting Range Pavilion	575 Shoal Creek Road	800	
		46,182	**$6,003.66**
Public Works			
- Maintenance Storage Building	601 Camp Northern Road	6,359	
- Pump Station	601 Camp Northern Road	300	
- Streets Garage	700 Beck Street	4,050	
- Equipment Shelter - Shed	700 Beck Street	5,040	
- Sign Shop	700 Beck Street	3,578	
- Parks Maintenance Building	700 Beck Street	2,112	
- Cemetery Office	797 Memorial Drive	1,656	
- TOOL HOUSE	797 MEMORIAL DRIVE	450	
- Mausoleum 3	797 Memorial Drive	976	
- Mausoleums 1-2	797 Memorial Drive	2,696	
- Mausoleum 4	797 Memorial Drive	976	
- Mausoleum 5	797 Memorial Drive	548	
- Columbarium	797 Memorial Drive	20	
- TOOL/MOWER BUILDING	797 MEMORIAL DRIVE	384	
- Maintenance Building	797 Memorial Drive	1,932	
- Welding - Tire Shop	240 Emlet Drive	6,000	
- Motor Pool Garage	245 Emlet Drive	11,804	
- Wash Rack	245 Emlet Drive	3,610	
- City Hall	100 South Hill Street	56,775	
- STORAGE BUILDING 1	601 CAMP NORTHERN ROAD	240	
- STORAGE #2	CITY PARK	263	
- Clubhouse	601 Camp Northern Road	1,350	
- Cart Barn	601 Camp Northern Road	4,320	
- Griffin Regional Welcome Center	143 North Hill Street	22,800	
- Pavilion - Anne Street	630 Anne Street	1,125	
		139,364	**$18,117.32**
Fire			
- Fire Training Tower	1515 Industrial Drive	2,400	
- Burn Building	1515 Industrial Drive	1,950	
- Fire Station 2	1420 Ellis Road	9,054	
- Fire Administration Building	1420 Ellis Road	2,850	
- Training - Storage Building	1420 Ellis Road	4,900	
- Small Storage Building	1420 Ellis Road	864	
- Fire Station 3	101 West Crescent Way	5,776	
- Fire Station 1	310 North Hill Street	10,078	
		37,872	**$4,923.36**

Electric			
- Electric Department	1010 North Hill Street	19,600	
- Truck Shed 1	1010 North Hill Street	7,200	
- Truck Shed 2 (next to wire shed)	1010 North Hill Street	4,500	
- Wire Shed	1010 North Hill Street	2,520	
		33,820	**$4,396.60**
Solid Waste			
- Scale House	1515 Industrial Drive	875	
- Transfer Station	1515 Industrial Drive	11,250	
- Recycling Center	1515 Industrial Drive	10,000	
- Solid Waste Office	236 Emlet Drive	3,500	
- Solid Waste Employees Building	241 Emlet Drive	3,045	
- Scale House	453 Shoal Creek Road	480	
		29,150	**$3,789.50**
Economic Development			
- Old City Hall	205 East Solomon Street	15,977	
		15,977	**$2,077.01**
Stormwater			
- Storm Water Office	865 South 9th Street	8,800	
		8,800	**$1,144.00**
Water/WW			
- Return Pump Station	1140 North Hill Street	48	
- Chorine Contact Building	1140 North Hill Street	80	
- Shop Building	1150 County Line Road	960	
- New Shop Building	1150 County Line Road	1,120	
- Electrical Building	1150 County Line Road	1,000	
- Chemical Feed Building	1150 County Line Road	1,200	
- Sludge Thickener Pump Station	1150 County Line Road	324	
- Sludge Pump Building	1150 County Line Road	324	
- Methanol Chemical Building	1150 County Line Road	396	
- Blower Structure	1150 County Line Road	1,330	
- Polymer Feed Building	1150 County Line Road	500	
- UV Disinfection Structure	1150 County Line Road	710	
- Dewatering Building	2045 Flat Shoals Road	1,727	
- Dewatering Building	1150 County Line Road	1,727	
- Dryer Building	2940 Ellis Road	11,312	
- Dewatering Building	229 North Expressway	1,727	
- Filter Building	229 North Expressway	23,730	
- Storage Building	229 North Expressway	612	
- Chlorine Storage Building	229 North Expressway	300	
- Sodium Chlorite Building	229 North Expressway	100	
- Solar Panel Building	229 North Expressway	96	
- Heads Creek Pump Station	4207 West McIntosh Road	680	
- Chemical Building	4207 West McIntosh Road	672	
- Alum Building	1140 North Hill Street	144	
- Chemical Storage Building	1140 North Hill Street	117	
- Control - Lab Building	1140 North Hill Street	1,575	
- Tertiary Filter Structure	1140 North Hill Street	750	
- UV Disinfection	1140 North Hill Street	2,080	
- Digester	1140 North Hill Street	2,826	
- Dewatering Building	1140 North Hill Street	2,688	
- Raw Water Pump Station	60 Cheatham Road	240	

- New Flint River Pump Station	1010 New Salem Road	4,550	
- Control Building	1150 County Line Road	2,137	
- Employee Lounge - Storage Building	700 Beck Street	856	
- Warehouse	700 Beck Street	6,612	
- Control Building	2940 Ellis Road	2,040	
- CONTROL BUILDING	419 EAST POPLAR STREET	132	
- Equipment Shed - Storage Building	2940 Ellis Road	1,800	
- Control Building	1600 Blanton Mill Road	1,271	
- Storage Building	1600 Blanton Mill Road	960	
- STORAGE BUILDING	4207 WEST MCINTOSH	240	
- Filter Building	2045 Flat Shoals Road	4,538	
- High Service Pump Station	2045 Flat Shoals Road	4,190	
- Operations Building	2045 Flat Shoals Road	6,926	
- River Pump Station	2045 Flat Shoals Road	1,088	
- Reservoir Pump Station	2045 Flat Shoals Road	1,120	
- Lime Feed Building	2045 Flat Shoals Road	1,020	
- Flocculation - Sedimentation Basin	2045 Flat Shoals Road	10,192	
- Drawdown Central Structure	2045 Flat Shoals Road	138	
- Blower Structure	2045 Flat Shoals Road	126	
- The Barn	2045 Flat Shoals Road	1,935	
		112,966	**$14,685.58**
Airport			
- Fuel Tank 2 – 12,000 Gallon	1035 South Hill Street	1	
- FBO Terminal and Hangar	1035 South Hill Street	8,364	
- STORAGE	1035 SOUTH HILL STREET	480	
- T-Hangar	1035 South Hill Street	6,329	
- LIGHTNING VAULT	1035 SOUTH HILL STREET	96	
- Civil Air Patrol Building	1035 South Hill Street	2,100	
- Aviation Lighting	1035 South Hill Street	1	
- Beacon Tower and Lighting	1035 South Hill Street	1	
		17,372	**$2,258.97**
TOTAL		**441,503**	**$57,396.00**

EXHIBIT I

Terms and Conditions

City of Griffin, GA and WithersRavenel, Inc.

The proposal submitted by WithersRavenel, INC. ("CONSULTANT") is subject to the following terms and conditions, which form an integral part of the Agreement. By accepting the proposal, the services, or any part thereof, the CLIENT agrees and accepts the terms and conditions outlined below:

1. **Payment:**

   a) The CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.

   b) If the CLIENT fails to make payment to the CONSULTANT within 45 days after the transmittal of an invoice, the CONSULTANT may, after giving 7 days written notice to the CLIENT, suspend services under this Agreement until all amounts due hereunder are paid in full. If an invoice remains unpaid after 90 days from invoice date, the CONSULTANT may terminate the Agreement. If Consultant initiates legal proceedings to collect the fees owed, Consultant shall also be entitled to recover the reasonable expenses of collection including attorney's fees.

2. **Notification of Breach or Default:** The CLIENT shall provide prompt written notice to the CONSULTANT if CLIENT becomes aware of any breach, error, omission, or inconsistency arising out of CONSULTANT's services or any other alleged breach of contract or negligence by the CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) days from the time CLIENT became aware of the fault, defect, error, omission, inconsistency or breach, shall constitute a waiver by CLIENT of any and all claims against the CONSULTANT arising out of such fault, defect, error, omission, inconsistency or breach. Emails shall be considered adequate written notice for purposes of this Agreement.

3. **Standard of Care:** CONSULTANT shall perform its services in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the Project. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE THAT WILL OR CAN ARISE OUT OF THE SERVICES PROVIDED BY CONSULTANT OR THIS AGREEMENT.

4. **Waiver of Consequential Damages/Limitation of Liability:** To the extent permitted by law, CLIENT agrees that CONSULTANT's aggregate liability for any and all claims that may be asserted by CLIENT is limited to $50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater. Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

5. **Representations of CLIENT:** CLIENT warrants and covenants that sufficient funds are available or will be available upon receipt of CONSULTANT's invoice to make payment in full for the services rendered by CONSULTANT.

6. **Ownership of Instruments of Service:** All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the CONSULTANT as instrument of service, shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other rights, including the copyright thereto. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT, CONSULTANT shall make available to CLIENT copies of all plans and specifications.

7. **Change Orders:** CONSULTANT will treat as a proposed change order any written or oral order (including directions, instructions, interpretations, or determinations) from CLIENT which requests changes in the Agreement or CONSULTANT's Scope of Services. If CONSULTANT accepts the proposed change order, CONSULTANT will give CLIENT written notice within ten (10) days of acceptance of any resulting increase in CONSULTANT's fees, provided that any changes which are estimated to result in an increase of fees in an amount greater than $10,000.00 must be approved in writing, signed by both Parties prior to CONSULTANT undertaking any additional work not otherwise contemplated in this Proposal.

8. **Opinion of Cost/Cost Estimates:** Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of CONSULTANT'S experience and qualifications and represent its reasonable judgment as an experienced and qualified professional familiar with the construction industry; but the CONSULTANT cannot and does not guarantee the proposals, bids or actual costs will not vary significantly from opinions of probable costs prepared by it. If at any time the CLIENT wishes assurances as to the amount of any costs, CLIENT shall employ an independent cost estimator to make such determination.

9. **Assignment and Third Parties:** Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and the CONSULTANT and not for the benefit of any other party. Neither the CLIENT nor the CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other, which shall not be unreasonably withheld. However, nothing contained herein shall prevent or restrict the CONSULTANT from employing independent subconsultants as the CONSULTANT may deem appropriate to assist in the performance of services hereunder.

10. **Project Site:** Should CLIENT not be owner of the Project site, then CLIENT agrees to notify the site owner of the possibility of unavoidable alteration and damage to the site. To the extent permitted by law, CLIENT further agrees to indemnify, defend, and hold harmless CONSULTANT against any claims by the CLIENT, the owner of the site, or persons having possession of the site which are related to such alteration or damage.

11. **Access to Site:** CLIENT is responsible for providing legal and unencumbered access to site, including securing all necessary site access agreements or easements, to the extent necessary for the CONSULTANT to carry out its services.

12. **Survival:** All of CLIENT's obligations and liabilities, including but not limited to, its indemnification obligations and limitations of liability, and CONSULTANT's rights and remedies with respect thereto, shall survive completion, expiration or termination of this Agreement.

13. **Termination:** Either party may terminate the Agreement with or without cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all services rendered through the date of termination, including costs contemplated by the Proposal which were actually incurred by CONSULTANT.

14. **Severability:** If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision. The remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by applicable law.

15. **No Waiver:** No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

16. **Merger, Amendment:** This Agreement constitutes the entire Agreement between the CONSULTANT and the CLIENT and all negotiations, written and oral understandings between the parties are integrated and merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the CONSULTANT and the CLIENT.

17. **Unforeseen Occurrences:** If, during the performance of services hereunder, any unforeseen hazardous substance, material, element of constituent or other unforeseen conditions or occurrences are encountered which affects or may affect the services, the risk involved in providing the service, or the recommended scope of services, CONSULTANT will promptly notify CLIENT thereof. Subsequent to that notification, CONSULTANT may: (a) if practicable, in CONSULTANT's sole judgment and with approval of CLIENT, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with CLIENT to modify the Scope of Services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date of notification pursuant to the terms of the Agreement.

18. **Force Majeure:** Should completion of any portion of the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance shall be extended for a period at least equal to the delay and the parties shall mutually agree on the terms and conditions upon which Agreement may be continued. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, pandemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

19. **Safety:** CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors, except with respect to CONSULTANT'S own employees. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents, or employees.

20. **Dispute Resolution:** Any claim or other dispute arising out of or related to this Agreement shall first be subject to non-binding mediation in accordance with the then-current Construction Industry Mediation Procedures of the American Arbitration Association ("AAA"), with the costs thereof shared by the Parties. If mediation is unsuccessful, either Party may file a legal action in a court of competent jurisdiction in Spalding County, Georgia, or in the case of claims under federal law, in Fulton County, Georgia.

21. **Independent Contractor:** In carrying out its obligations, CONSULTANT shall always be acting as an independent contractor and not an employee, agent, partner or joint venturer of CLIENT. CONSULTANT's work does not include any supervision or direction of the work of other contractors, their employees or agents, and CONSULTANT's presence shall in no way create any liability on behalf of CONSULTANT for failure of other contractors, their employees or agents to properly or correctly perform their work

22. **Hazardous Substances:** CLIENT agrees to advise CONSULTANT upon execution of this Agreement of any hazardous substances or any condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. By virtue of entering into the Agreement or of providing services, CONSULTANT does not assume control of, or responsibility for, the Project site or the person in charge of the Project site or undertake responsibility for reporting to any federal, state or local public agencies, any conditions at the Project site that may present a potential danger to the public, health, safety or environment except where required of CONSULTANT by applicable law. In the event CONSULTANT encounters hazardous or toxic substances or contamination significantly beyond that originally represented by CLIENT, CONSULTANT may suspend or terminate the Agreement. CLIENT acknowledges that CONSULTANT has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site. Except to the extent that CONSULTANT has negligently caused such pollution or contamination, and to the extent permitted by law, CLIENT agrees to defend, indemnify, and hold harmless CONSULTANT, from any claim or liability, arising out of CONSULTANT's performance of services under the Agreement and made or brought against CONSULTANT for any actual or threatened environmental pollution or contamination if the fault (as defined in N.C.G.S. 22B-1(f)(7)) of CLIENT or its derivative parties (as defined in N.C.G.S. 22B-1(f)(3)) is a proximate cause of such claim or liability.

23. **Choice of Law:** The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of Georgia, excluding only its conflicts of laws principles.

24. **Construction Services:** If construction administration and review services are requested by the CLIENT, CLIENT agrees that such administration, review, or interpretation of construction work or documents by CONSULTANT shall not relieve any contractor from liability in regard to its duty to comply with the applicable plans, specifications, and standards for the Project, and shall not give rise to a claim against CONSULTANT for contractor's failure to perform in accordance with the applicable plans, specifications or standards.

25. **Field Representative:** If CONSULTANT provides field services or construction observation services, the presence of the CONSULTANT's field personnel will only be for the purpose of providing observation and field testing of specific aspects of the Project. Should a contractor be involved in the Project, the CONSULTANT's responsibility does not include the supervision or direction of the actual work of any contractor, its employees, or agents. All contractors should be so advised. Contractors should also be informed that neither the presence of the CONSULTANT's field representative nor the observation and testing by the CONSULTANT shall excuse contractor in any way for defects in contractor's work. It is agreed that the CONSULTANT will not be responsible for job or site safety on the Project and that the CONSULTANT does not have the right to stop the work of any contractor.

26. **Submittals:** CONSULTANT's review of shop drawings and other submittals is to determine conformity with the design concept only. Review of shop drawings and submittals does not include means, methods, techniques, or procedures of construction, including but not limited to, safety requirements.

WithersRavenel
Our People. Your Success.

EXHIBIT II

2026 Fee & Expense Schedule

Description	Rate
Engineering, Landscape Architecture & Planning	
CAD Technician I	$ 115
CAD Technician II	$ 130
Senior CAD Technician	$ 155
Designer I	$ 145
Designer II	$ 165
Senior Designer	$ 185
Landscape Architect I	$ 165
Landscape Architect II	$ 190
Landscape Architect III	$ 215
Senior Landscape Architect	$ 240
Landscape Designer I	$ 145
Landscape Designer II	$ 155
Landscape Designer III	$ 160
Planning Technician	$ 130
Planner I	$ 140
Planner II	$ 160
Planner III	$ 185
Senior Planner	$ 195
Senior Technical Planner	$ 205
Principal Planner	$ 220
Project Engineer I	$ 190
Project Engineer II	$ 200
Project Engineer III	$ 220
Senior Project Engineer	$ 255
Assistant Project Manager	$ 200
Project Manager I	$ 220
Project Manager II	$ 230
Project Manager III	$ 235
Senior Project Manager	$ 240
Associate Practice Professional	$ 75
Practice Professional I	$ 155
Practice Professional II	$ 160
Practice Professional III	$ 170
Practice Professional IV	$ 180
Senior Practice Professional	$ 190
Technical Consultant	$ 240
Senior Technical Consultant	$ 280
Director	$ 275
Principal	$ 290
Zoning Specialist	$ 400
Construction Administration	
Resident Project Representative I	$ 115
Resident Project Representative II	$ 135
Resident Project Representative III	$ 150
Senior Resident Project Representative	$ 160
Construction Project Professional	$ 165
Assistant Construction Project Manager	$ 170
Construction Project Manager I	$ 180
Construction Project Manager II	$ 190
Construction Project Manager III	$ 200
Senior Construction Project Manager	$ 215
Other	
Implementation Consultant	$ 165
Senior Implementation Consultant	$ 175
Expert Witness	$ 400

Description	Rate
Funding & Asset Management	
GIS Senior Specialist	$ 185
GIS Specialist	$ 165
GIS Technician	$ 110
GIS Analyst I	$ 135
GIS Analyst II	$ 150
GIS Project Manager	$ 185
F&AM Assistant Project Manager	$ 180
F&AM Project Consultant I	$ 135
F&AM Project Consultant II	$ 145
F&AM Project Consultant III	$ 150
F&AM Project Consultant IV	$ 155
F&AM Senior Project Consultant I	$ 165
F&AM Senior Project Consultant II	$ 170
F&AM Project Manager	$ 185
F&AM Principal	$ 290
F&AM Director	$ 260
F&AM Staff Professional I	$ 80
F&AM Staff Professional II	$ 130
F&AM Staff Professional III	$ 170
F&AM Staff Professional IV	$ 215
F&AM Senior Project Manager	$ 240
F&AM Senior Technical Consultant	$ 275
Geomatics	
Geomatics CAD Technician I	$ 115
Geomatics CAD Technician II	$ 135
Geomatics CAD Technician III	$ 150
GIS Survey Technician I	$ 90
GIS Survey Technician II	$ 115
GIS Survey Technician III	$ 135
GIS Survey Lead	$ 150
Geomatics Project Manager I	$ 185
Geomatics Project Manager II	$ 200
Geomatics Project Manager III	$ 230
Geomatics Project Professional I	$ 165
Geomatics Project Professional II	$ 190
Geomatics Principal	$ 270
Geomatics Remote Sensing Crew I	$ 240
Geomatics Remote Sensing Crew II	$ 340
Geomatics Survey Crew I	$ 170
Geomatics Survey Crew II (2 Man)	$ 195
Geomatics Survey Crew III (3 Man)	$ 255
Geomatics Senior Manager	$ 240
Geomatics Survey Tech I	$ 70
Geomatics Survey Tech II	$ 105
Geomatics Survey Tech III	$ 135
Geomatics Survey Tech IV	$ 145
Geomatics Sr. Technical Consultant	$ 245
Geomatics SUE Crew 1	$ 195
Geomatics SUE Crew 2	$ 285
Project Coordinators	
Project Coordinator I	$ 105
Project Coordinator II	$ 125
Project Coordinator III	$ 135
Senior Project Coordinator	$ 145
Lead Project Coordinator	$ 155

Description	Rate
Environmental	
Environmental Technician I	$ 95
Environmental Technician II	$ 110
Environmental Technician III	$ 115
Environmental Senior Technician	$ 130
Environmental Project Geologist I	$ 165
Environmental Project Geologist II	$ 180
Environmental Project Geologist III	$ 210
Environmental Senior Project Geologist	$ 230
Environmental Assistant Project Manager	$ 180
Environmental Project Manager	$ 210
Environmental Senior Project Manager	$ 230
Environmental Director	$ 260
Environmental Project Engineer I	$ 165
Environmental Project Engineer II	$ 180
Environmental Project Engineer III	$ 210
Environmental Senior Project Engineer	$ 230
Environmental Principal	$ 285
Environmental Project Scientist I	$ 165
Environmental Project Scientist II	$ 180
Environmental Project Scientist III	$ 210
Environmental Senior Project Scientist	$ 230
Environmental Scientist I	$ 120
Environmental Scientist II	$ 145
Environmental Scientist III	$ 155
Environmental Geologist I	$ 120
Environmental Geologist II	$ 145
Environmental Geologist III	$ 155
Environmental Professional I	$ 120
Environmental Professional II	$ 145
Environmental Professional III	$ 155
Environmental Senior Technical Consultant	$ 255
Client Experience	
Client Experience Manager	$ 350
Client Experience Director	$ 395
Client Experience Principal	$ 420
Administrative	
Administrative Assistant	$ 75
Administrative Assistant I	$ 95
Administrative Assistant II	$ 105
Administrative Assistant III	$ 115
Marketing Administration I	$ 105
Marketing Administration II	$ 125
Marketing Administration III	$ 135
Marketing Administration IV	$ 145
Marketing Administration V	$ 155
Director of Marketing	$ 165
Office Administration	$ 80
Office Administrator I	$ 135
Office Administrator II	$ 140
Office Administrator III	$ 145
Expenses	
Bond Prints (Per Sheet)	$ 1.75
Mylar Prints (Per Sheet)	$ 11.00
Mileage	Per IRS
Delivery – Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider declaring as surplus a set of TNT Hydraulic Rescue tools consisting of pump, spreader, cutter, ram, and hoses. *Fire Chief John Hamilton will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This equipment has been made obsolete with modern battery operated rescue equipment. It has been replaced by stronger and more versatile units that are capable of use on modern stronger vehicle metals

(1) ATT 6.5 power pump serial # ATT652766
(1)BFC 320 Cutter serial # BFC3201900
(1)S200 28 Spreader serial # S2281122
(1)R40 ram serial # R403504
(2) hoses

STAFF RECOMMENDATION:

Staff recommends approval of declaring this equipment as surplus.

FINANCIAL IMPACT:

The equipment will be sold on one of the platforms that the city uses for surplus equipment.

Submitted By:
John Hamilton

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
TNT tools for surplus.pdf


CLOSE
made in the USA


STORE UNIT WITH FUEL VALVE OFF!
TNT RESCUE
LEAVE FUEL VALVE OFF WHILE NOT RUNNING
HONDA
GX
200


PITPOSSE
MOTORSPORTS
RIGHT
LEFT


CLOSE
OPEN
TNT-RESCUE





AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a workshop engagement agreement with the AGN Group in the amount of $5,000.00 for internal training. *Human Resources Director, Stephanie Woods will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Angela Gill Nelms will serve as the leader of these interactive workshops that will be open to all employees. There will be two, three hour sessions on December 15, 2026. The workshops are titled "Hard Days, Strong People," and are over resilience, purpose and perspective when the work gets tough.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This item is budgeted in FY27 for Human Resources for education/training.

Submitted By:
Stephanie Woods

Meeting Date:
13/10/2026

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
AGN Executed_Group_City_of_Griffin_Workshop_Engagement_Agreement.pdf

WORKSHOP ENGAGEMENT AGREEMENT

This Workshop Engagement Agreement ("Agreement") is entered into between The AGN Group ("AGN"), with Angela Gill Nelms serving as Workshop Leader, and the City of Griffin ("Customer").

Customer	City of Griffin
Workshop Leader	Angela Gill Nelms, The AGN Group
Event Date	December 15, 2026
Event Time	8:30 a.m. - 4:00 p.m. Eastern Time
Workshop Duration	Two 3 hour sessions
Location	Griffin, Georgia; Historic City Hall
Workshop Title	**HARD DAYS. STRONG PEOPLE.** *Resilience, Purpose & Perspective When the Work Gets Tough*

WORKSHOP FOCUS

Public service is meaningful work, but it can also come with hard days. Employees may face public criticism, challenging situations, social media scrutiny, and the emotional weight of serving their communities. Over time, it can be easy to lose sight of the impact their work has every day.

This interactive workshop will help participants reconnect with the purpose of their work and recognize how the services they provide enable others to live, work, raise families, build businesses, feel safe, and enjoy their communities.

Through candid conversation, storytelling, reflection, and interactive exercises, participants will explore the connection between purpose and resilience. They will identify the impact of their own work, develop the ability to tell the story of why that work matters, and learn practical strategies for maintaining perspective and recovering when criticism, difficult situations, and hard days come with the job.

The goal is for participants to leave with a renewed sense of pride, purpose, connection, and resilience and a clearer understanding that what they do truly matters.

AGN DELIVERABLES

- Two 3-hour, in-person interactive workshops led by Angela Gill Nelms on December 15, 2026.
- Workshop content and facilitation customized to the objectives outlined above and discussions with the Customer.
- Participant worksheets and related workshop materials provided electronically in advance of the event for printing by the Customer.
- Reasonable coordination with the Customer prior to the event regarding workshop content, logistics, and participant engagement.

CUSTOMER RESPONSIBILITIES

- Reserve an appropriate meeting space for the workshop, preferably configured with round tables to encourage participant interaction.
- Provide an appropriate AV system, including a television, projector, or other presentation display.
- Provide microphones appropriate for the Workshop Leader and participant interaction.
- Provide dry-erase boards and/or flip charts and appropriate markers for workshop activities.
- Print participant worksheets and other materials supplied by AGN in sufficient quantities for all attendees.
- Provide any desired food, beverages, or snacks for attendees.
- Provide AGN reasonable access to the event space before the workshop for setup and AV testing.

ENGAGEMENT FEE & PAYMENT

Total professional fee: $5,000, reflecting a community-discounted rate provided by The AGN Group.

The engagement fee includes Angela Gill Nelms' travel to and from Griffin, Georgia.

$2,500	Due upon execution of this Agreement
$2,500	Due upon completion of the event on December 15, 2026

The initial payment confirms and reserves the event date.

CANCELLATION & RESCHEDULING

If the Customer needs to reschedule the event, AGN will make reasonable efforts to accommodate a mutually agreeable alternative date based on Angela Gill Nelms' availability.

If the Customer cancels the engagement, the initial payment is non-refundable due to the reservation of the event date and preparation associated with the engagement.

If AGN is unable to perform due to illness, emergency, severe weather, travel disruption, or other circumstances beyond its reasonable control, AGN and the Customer will make reasonable efforts to reschedule the engagement. If the engagement cannot be rescheduled, any fees paid for services not provided will be refunded.

WORKSHOP MATERIALS & RECORDING

All presentations, worksheets, exercises, frameworks, and related workshop materials provided by AGN remain the intellectual property of The AGN Group unless otherwise agreed in writing.

The Customer may reproduce participant materials provided by AGN for attendees of this event. Materials may not be reproduced, distributed, sold, published, or used for future programs without prior written permission from AGN.

Audio or video recording of the workshop, in whole or in substantial part, requires prior written approval from AGN. Event photography and short video clips for internal communications, social media, and event promotion are permitted.

INDEPENDENT CONTRACTOR

AGN is providing services as an independent contractor. Nothing in this Agreement creates an employment, partnership, joint venture, or agency relationship between AGN and the Customer.

ENTIRE AGREEMENT

This Agreement represents the understanding between AGN and the Customer regarding this engagement. Any changes to the scope, date, fee, or other material terms must be agreed upon in writing by both parties.

ACCEPTANCE

By signing below, both parties agree to the terms of this Agreement.

THE AGN GROUP

Angela Gill Nelms
Founder & CEO

Signature: _____

Date: 10/06/2026

CITY OF GRIFFIN

Name: _____

Title: _____

Signature: _____

Date: _____

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request to rezone approximately 0.36 + acre tract of land from Medium Density Residential to Planned Commercial Development for property located at 113 North 16th Street (Parcel 057 02025). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Randy Rawlings, is requesting a zoning change from Medium Density Residential (MDR) to Planned Commercial Development (PCD) for the parcel located at 113 N 16th Street. On this property is a 4,000 square foot structure which is subdivided into four (4) commercial suites. The owner would like to utilize the current building and potentially have commercial businesses and/or a church with availability of church expansion at this location. There are currently no active Occupational Tax Certificates on file for this address; therefore, the legal nonconforming use will expire December 31, 2026. This location has operated as commercial businesses in the past, and most recently as a church. As developed, this property is not designed for residential use.

The proposed zoning will permit a use that is suitable in regards to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located in a Mixed-Use Area. Recommended land uses for this area are general commercial, general retail, medical/dental clinics, and low, medium, and high density residential. The proposed zoning to a commercial district can be considered suitable for this area. Any permitted use contemplated in the PCD zoning district would be compatible. Additionally, a low-impact business could provide valuable services to the neighborhood.

STAFF RECOMMENDATION:

Planning staff recommends CONDITIONAL APPROVAL of the request (26-REZ-07) to rezone 0.36 +/- acre tract of land located at 113 N 16th Street from Medium Density Residential to Planned Commercial Development with the following conditions:

1. All vehicles must be in a paved and striped parking space.
2. Any parking lot expansion must meet to the standards outlined in Articles 8, 9, and 13 of the United Development Code.

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
13/10/2026

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
26-REZ-07 113 N 16th St Staff Report.pdf
Application; 113 N 16th St.pdf
Rezoning Ordinance 26-REZ-07, 113 N 16th St - PCD.pdf

113 N 16th Street
REZONING REQUEST
(Project No. 26-REZ-07)

Applicant: Randy Rawlings
Owner: Richard Edkins c/o Rawlings Realty LLC



Current Land Use Classification	Residential
Current Zoning	Medium Density Residential
Proposed Zoning	Planned Commercial Development
Character Area	Mixed Use
Proposed Use	Commercial
Parcel Size	0.36 +/- acres
Tax parcel ID	057 02025
Planning & Zoning Board	September 21, 2026
City Commission	October 13, 2026
City Commission Member	District 2 Rose Curtis
Planning Board Member	District 2 Ann Dukes
Citizen Notification	Legal notice was published in the September 5th, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on September 3, 2026.

Proposal/Site Location:

The applicant, Randy Rawlings, is requesting a zoning change from Medium Density Residential (MDR) to Planned Commercial Development (PCD) for the parcel located at 113 N 16th Street. On this property is a 4000 square foot structure which is subdivided into four (4) commercial suites. The owner's plan is to utilize the building for several small businesses and/or to allow a church to occupy a portion of the space. There are currently no active Occupational Tax Certificates on file for this address; therefore, the legal nonconforming use will expire December 31, 2026. As developed, this property is not designed for residential use. The subject property is a 0.36+/- acre tract of land and the rezoning would apply to the entire 0.36 +/- acres.





Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Zoning Ordinance apply to the rezoning request:

- Article 4. Section 405 - Standards for review for zoning amendments (Rezoning)
- Article 4. Section 408 - Public Hearings
- Article 7. Section 708 – Medium Density Residential (MDR)
- Article 7. Section 714 – Planned Commercial Development (PCD)

The following sections of the City of Griffin 2024 - 2044 Comprehensive Plan Update apply to this request:

Section	Consistency	Reason
Housing	Yes	Character Area Map has the subject property planned as Mixed Use, for Residential and Commercial
Citizen Notification & Participation	Yes	Legal Notice was published in the September 5, 2026, edition of the G*riffin Daily News* for Planning & Zoning Meeting and for City Board of Commissioners Public Hearing. Signage was placed on the proposed property, illustrating the purpose, date and time of both meetings on September 3, 2026.
Economic Development	Yes	Provide commercial services to the neighborhood
Natural & Historic Development	N/A	To staff's knowledge, the property has no historical significance.
Community Facilities	Yes	Water & sanitary sewer are accessible; electricity served by City of Griffin.
Land Use	Yes	Proposed rezoning as a commercial district is consistent with the Comprehensive Plan and the Character Area Map

Application Review

"Article 4. Section 405. Rezonings. All amendments (rezoning) to the Zoning Ordinance shall be evaluated in accordance with the following standards used to interpret the balance between an individual's right to the use of their property and the public health, safety or general welfare of the community. In applying these standards, expression of opinions unsupported by objective factual analysis, using the criteria set forth below, should not be considered by the Board of Commissioners."

a. **Existing uses and zoning of adjacent property**.

Direction	Zoning	Existing Uses
North	MDR	Residential
South	MDR	Residential
East	MDR	Residential
West	MDR	Residential

The subject property is currently zoned Medium Density Residential (MDR). The properties immediately adjacent are zoned Medium Density Residential (MDR) and have a residential use. The subject property is the only property within the immediate

vicinity that is not developed as residential. The current structure is a commercial building with a commercial grade parking lot.

b. **Does the property to be affected by the rezoning proposal have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use?**

The property subject to the rezoning proposal does not have a reasonable economic use under its current zoning designation of Medium Density Residential. The property has been used commercially for many years. The structure is a commercial building and would need to undergo major renovation or demolition, then be rebuilt to be used as a residential dwelling. Since single-family residential is the only permitted use in MDR, only one house would be permitted on the property if the structure was demolished. By rezoning the parcel to commercial zoning district, this will allow the commercial use to be compliant with the zoning. The owner has no intention of renting out the property as a residential use.

c. **Will the requested proposed zoning permit a use that is suitable in regards to the use and development of adjacent and nearby property**?

The proposed zoning will permit a use that is suitable in regards to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located in a Mixed-Use Area. Recommended land uses for this area are general commercial, general retail, medical/dental clinics, and low, medium, and high density residential. The proposed zoning to a commercial district can be considered suitable for this area. A barber shop, small restaurant, or retail shops are compatible low-impact businesses which could provide valuable services to the neighborhood.

d. **What is the relative gain to the public as compared to the hardship imposed upon the individual property owner (applicant) by maintaining the existing zoning?**

There is no relative gain to the public in maintaining the existing zoning for the .36 +/-acre tract. Rezoning does not go against the intent of the Comprehensive Plan which has commercial uses as recommended land use options in a Mixed-Use Area. The owner desires to rezone the property so the lot and existing building can provide commercial space for multiple small businesses. This will match the requested zoning district as Planned Commercial Development. While the property is currently zoned Medium Density Residential, the owner will not be permitted to use the building commercially after December 31, 2026.

e. **The suitability of the subject property for the purposes for which the applicant seeks to have it rezoned, including availability of existing infrastructure**.

The proposed rezoning is consistent with the City of Griffin Comprehensive Plan and the Character Areas Map which designates the property as part of a Mixed-Use Area. The areas designated as Mixed-Use are characterized by developments having a combination of residential, commercial, and office uses, with pedestrian-friendly access. This can be within the same structure or multiple structures within a development area. Similar to the Downtown District, Mixed-Use areas have a high

level of density and are usually multimodal for all users. The rezoning from Medium Density Residential to Planned Commercial Development will meet the Economic Development Goal found within the Community Vision portion of the Comprehensive Plan. The goal is to attract more diverse businesses. There are fifteen (15) off street parking spaces on the parcel. There is space at the location to expand the parking area if needed. This property has access to water, sewer, and electric services through the City of Griffin.

f. **The compatibility of the applicant's proposed use of the property, if rezoned, with surrounding properties and uses (the applicant should address measures to reduce negative impacts of the proposed use, including any conditions attached to a recommendation for rezoning by the Zoning Administrator and/or Planning and Zoning Board)**.

The applicant's rezoning request to Planned Commercial Development (PCD) is compatible with surrounding properties and uses and the Comprehensive Plan and the Character Area map indicate this parcel can be either residential or commercial. The rezoning will allow the use to match the zoning.

g. **Any environmental, historic, cultural or aesthetic concerns unique to the subject property or proposed use, and how applicant proposes to mitigate any negative impacts on surrounding properties and the community at large**.

Planning and Development staff is not aware of any historic or cultural concerns unique to the subject property.

h. **Whether there has been a change in conditions of the subject property or properties in the vicinity of the subject, which give supporting grounds for either approval or disapproval of the zoning proposal.**

By rezoning to a commercial district, both vacant suite(s) and/or occupied suite(s) can be used to provide services to a neighborhood that is currently experiencing redevelopment.

i. **If applicable, the length of time the subject property has been vacant or substandard as zoned, when considered in the context of land development in the vicinity of the property**.

This location has previously operated as various commercial businesses and was most recently used as a place of worship, or church. Due to parking constraints, the use as a church has not been able to expand, as it is currently zoned as Medium Density Residential and there are limited parking spaces. A zoning change from Medium Density Residential to Planned Commercial Development will allow the proposed uses to be in compliance with the zoning.

Staff Comments:

The applicant, Randy Rawlings, is requesting a zoning change from Medium Density Residential (MDR) to Planned Commercial Development (PCD) for the parcel located at 113 N 16th Street. On this property is a 4000 square foot structure which is subdivided into four (4) commercial suites. The owner's plan is to utilize the building for several small businesses and/or to allow a church to occupy a portion of the space. There are currently no active Occupational Tax Certificates on file for this address; therefore, the legal nonconforming use will expire December 31, 2026. As developed, this property is not designed for residential use.

The proposed zoning will permit a use that is suitable in regard to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located in a Mixed-Use Area. Recommended land uses for this area are general commercial, general retail, medical/dental clinics, and low, medium, and high density residential. The proposed zoning to a commercial district can be considered suitable for this area. Additionally, the low-impact businesses could provide valuable services to the neighborhood.

Planning and Development Staff Recommendation(s):

Planning staff recommends **CONDITIONAL APPROVAL** of the request (26-REZ-07) to rezone 0.36 +/- acre tract of land located at 113 N 16th Street from Medium Density Residential to Planned Commercial Development with the following conditions:

1. All vehicles must be in a paved and striped parking space.
2. Any parking lot expansion must meet the minimum standards outlined in Articles 8, 9, and 13 of the United Development Code.

Submitted by:

Michelle Haynes, Director
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-RE2-07

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Rezoning Application. We recommend that all development professionals conducting business in the City of Griffin review the current Unified Development Code (UDC), prior to submission of this application, depending on the type of development. The UDC can be found at www.cityofgriffin.com.

The application, with all appropriate attachments (listed below), should be delivered to the Planning & Development Services Department located at 100 S. Hill Street, 4th Floor, Griffin, GA 30223. You may reach our office by phone at (770)233-4130 between the hours of 7:30 AM and 4:30 PM Monday thru Friday. Please contact our office if you have any questions about this application or the Rezoning Process.

Rezoning Application Submission Requirements:

1. Complete Rezoning Application
2. Complete Rezoning Questionnaire
3. Property Owner or Owner's Representative Authorized Form
4. Conflict of Interest Disclosure
5. Site Plan or drawing of the respective development
6. Development of Regional Impact (if applicable)
7. Fees Due: Commercial $450.00/Residential $350.00

CITY ACTIONS:

Planning & Development Services Staff will determine if the application is complete, assign a case number to the application, and indicate the date of receipt. The applicant will be notified in writing of the date, time and place of the required Public Hearing before the City of Griffin Board of Commissioners. It is important that a representative of the requested Rezoning attend the Public Hearing.

The applicant, engineer, or other representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development guidelines, codes, and regulations, and to resolve all comments received and related issues.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

Applicant/Agent/Representatives Name: RANDY RAWLINGS

Address: [redacted]

City: [redacted] State: GA Zip: _____

Telephone Number(s): [redacted] Email: [redacted]

Project Name/ Description: 113 N 16TH ST

Address: _____

Parcel Number(s): 057 02025 Current Zoning: MDR Parcel(s) Size: .36 ACRE

FLUM/Character Area _____ Requested Zoning PCD

Property Owner Name: RICHARD EDKINS

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s [redacted] Email: [redacted]

I attest that this Rezoning Application, and all attachments, meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes and regulations to the best of my knowledge.

[signature] RANDY RAWLINGS 7/20/26

Applicant Signature Printed Name Date

Applicant Name: RANDY RAWLINGS

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

Project Name/ Description: 113 N 16TH ST

Address: GRIFFIN

Requested Zoning & Ordinance Section: 714 - PCD

The following information must be submitted with the Rezoning Application:

- One (1) copy of a site plan, boundary survey, or Tax Map of the property ✓
- The following information must be submitted with the Rezoning Application:

1. Completed application form.
2. Detailed description of existing land uses on all contiguous property;
3. The location of the subject property including street numbers, if available;
4. A boundary plat of the subject property, prepared in accordance with the Georgia Plat Act, showing the dimensions of acreage, location of tract and location of all existing improvements and easements;
5. A site plan drawn to scale showing:
   a. Any and all improvements to be constructed if the application is approved, along with the proposed use and dimensions of all structures;
   b. A statement with any prior conditions to zoning, plat and/or prior variance request approvals granted by the City of Griffin;
   c. Site plans with variance requests shall indicate the dimension of the proposed subject of the variance request (see 415 [section 410] for variance procedures).
6. Spalding County Tax Map, block and lot number of the appropriate plat reference;
7. The present and proposed zoning district classification for the subject property;
8. The name and address of the owner of the subject property;
9. The area of land of the subject property, stated in square feet if less than one acre;
10. Date of application;
11. Any prior applications or actions for rezoning of all or part of the subject property within the past five years;
12. Documentation supporting the request based upon the standards of this article.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

Please provide written answers to the following questions to justify a request for Rezoning:

1. Provide a list of the existing uses and zoning of adjacent property.

2. Does the property to be affected by the rezoning have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use? NO AFFECT

3. Will the requested zoning permit a use that is suitable in regards to the use and development of adjacent property? YES

4. What is the relative gain to the public as compared to the hardship imposed upon the individual property owner by maintaining the current Zoning? HIGHEST + BEST - NEVER BE RESIDENTIAL

5. Is the property suitable for the purposes for which the applicant seeks to have it rezoned, including availability of infrastructure (water, sewer, etc.)? If the required infrastructure is not available, how will it be provided? YES

6. Is the proposed use of the subject property, if rezoned, compatible with the surrounding properties and uses? If not, the applicant should address the measures to reduce any negative impacts of the proposed use. NO NEGATIVE AFFECTS

7. Are there any environmental, historic, cultural or aesthetic concerns unique to the subject property or properties in the vicinity of the subject property that give supporting grounds for either approval or denial of the rezoning proposal? NO

8. Has there been a change in conditions of the subject property or properties in the vicinity of the subject which give supporting grounds for wither approval or disapproval of the zoning proposed?

9. If applicable, how long has the subject property been vacant or substandard as zoned, considering the land development in the area of the subject property?

NEEDS TO BE REZONING FOR BUS USAGE.
THIS BUILDING WILL NEVER BE ABLE TO BE USED AS ANY THING ELSE.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

OWNER'S AUTHORIZATION

This is to certify that: Richard Edkins is the Property Owner or Legal Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

☑ Rezoning ☐ Variance ☐ Special Use

☐ Development Plan ☐ Plat Approval ☐ Temporary Use

Applicant Name: Randy Rawlings

Richard Edkins — Property Owner Signature; Printed Name; 7/20/26 — Date

Randy — Legal Representative Signature; Printed Name; 7/20/26 — Date

Notary Signature

Commission Expiration Date: 6-8-27

Seal: TRACIE PRYOR NOTARY PUBLIC PIKE COUNTY, GEORGIA MY COMMISSION EXPIRES JUNE 08, 2027

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 7-20-26 Application Number: 26-REZ-07

CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

☐ Yes ☑ No

If **yes**, please complete the following section:

- Name and position of Government Official:

- Please list the date and amount of contribution(s) (aggregate total of $250.00 or more).

Applicant Signature Printed Name Date

Randy Rawlings 7/20/26

NO. 26 -

AN ORDINANCE

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF GRIFFIN, GEORGIA SO AS TO RECLASSIFY THE DISTRICT DESIGNATION OF THE SUBJECT PROPERTY (SPALDING COUNTY TAX PARCEL 057 02025) AND TO AUTHORIZE THE ZONING ADMINISTRATOR TO AMEND THE OFFICIAL ZONING MAP; ACCORDINGLY, TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:

Section 1. That the Official Zoning Map of the City of Griffin, Georgia is hereby amended to change the zoning classification of the subject property from Medium Density Residential (MDR) to Planned Commercial Development (PCD), as defined by the Unified Development Code of the City of Griffin, Georgia.

Applicant: Randy Rawlings
Owner: Richard Edkins C/O Rawlings Realty LLC
Properties: Spalding County Tax Parcel 057 02025, (0.36 +/- acres) located at 113 North 16th Street.

Conditions:

1. All vehicles must be in a paved and striped parking space.
2. Any parking lot expansion must meet the minimum standards outlined in Articles 8, 9, and 13 of the United Development Code.

Section 2. That the Zoning Administrator is authorized and hereby directed to amend the Official Zoning Map of the City of Griffin in conformity with this Ordinance.

Section 3. That this Ordinance shall become effective immediately upon its passage on single reading.

Public Hearing and Reading: Tuesday, October 13, 2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request to rezone approximately 2.25 +/- acre tract of land from Planned Industrial Development to Neighborhood Business District for property located at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Everee Inn, LLC, is requesting a zoning change from Planned Industrial Development (PID) to Neighborhood Business District (NBD) for the parcel located at 1016 Everee Inn Road. This is the site of the former Osmose Wood Preserving Facility. While the property is zoned Industrial, the owner is interested in exploring less intensive uses. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. If the rezoning is approved, the property would be eligible for a special use permit for use as a boarding facility. The owner has also applied for a special use permit (26-SUP-03) for a boarding facility so that, if approved, two (2) residential substance abuse programs can move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trails. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD). If the zoning is approved but not the special use, the location can still be used commercially under the Neighborhood Business District zoning designation.

The subject property is currently zoned Planned Industrial Development (PID) and has remained vacant and on the market for approximately 18 months. The requested rezoning to Neighborhood Business District (NBD) would allow the property to be utilized for general commercial, general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan. It would also make the property eligible for a special use permit to allow for its use as a boarding facility.

The proposed rezoning is consistent with the City of Griffin 2024–2044 Comprehensive Plan and the Park District Redevelopment Character Area, which supports redevelopment and allows residential uses adjacent to commercial development where adequate infrastructure is available. The proposed use as a boarding facility may act as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

If the property is not rezoned to Neighborhood Business District, the owner will not be eligible for a Special Use Permit, and the property would not be able to be used for the proposed boarding facility use. The property is served by City water, sanitary sewer, and electricity and has existing off-street parking. Staff finds the proposed rezoning compatible with surrounding properties and uses and does not identify any known historic, cultural, or environmental concerns unique to the property.

STAFF RECOMMENDATION:

Planning staff recommends APPROVAL of the request (26-REZ-08) to rezone 2.25 +/- acre tract of land located at 1016 Everee Inn Road from Planned Industrial Development (PID) to Neighborhood Business District (NBD).

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
13/10/2026

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
26-REZ-08 1016 Everee Inn Rd Staff Report.pdf
26-Rez-08; 1016 Everee Inn Rd Application.pdf
Rezoning Ordinance 26-REZ-08, 1016 Everee Inn Rd - NBD.pdf

1016 Everee Inn Road
REZONING REQUEST
(Project No. 26-REZ-08)

Applicant: Everee Inn, LLC
Owner: Everee Inn, LLC



Current Land Use Classification	Industrial
Current Zoning	Planned Industrial Development
Proposed Zoning	Neighborhood Business District
Character Area	Park District Redevelopment
Proposed Use	Commercial
Parcel Size	2.25 +/- acres
Parcel Number	047 01001
Planning & Zoning Board	September 21, 2026
City Commission	October 13, 2026
City Commission Member	District 4 Brad Wright
Planning Board Member	District 4 Jacob Wright
Citizen Notification	Legal notice was published in the September 5, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on September 3, 2026.

Proposal/Site Location:

The applicant, Everee Inn, LLC, is requesting a zoning change from Planned Industrial Development (PID) to Neighborhood Business District (NBD) for the parcel located at 1016 Everee Inn Road. This is the site of the former Osmose Wood Preserving Facility. While the property is zoned Industrial, the owner is interested in exploring less intensive uses. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. The owner has also applied for a special use permit (26-SUP-03) for a Boarding Facility so two (2) residential substance abuse programs can move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Development (DBHDD). If the zoning is approved but not the special use, the location can still be used commercially under the Neighborhood Business District zoning designation. The subject property is a 2.25+/- acre tract of land and the rezoning would apply to the entire 2.25 +/- acres.



Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Zoning Ordinance apply to the rezoning request:

- Article 4. Section 405 - Standards for review for zoning amendments (Rezoning)
- Article 4. Section 408 - Public Hearings
- Article 7. Section 715 – Planned Industrial Development (PID)
- Article 7. Section 711 – Neighborhood Business District (NBD)

The following sections of the City of Griffin 2024 - 2044 Comprehensive Plan Update apply to this request:

Section	Consistency	Reason
Housing	Yes	Character Area Map has the subject property planned as Park District Redevelopment. A Boarding Home would provide housing for the area.
Citizen Notification & Participation	Yes	Legal Notice was published in the September 5, 2026, edition of the G*riffin Daily News* for Planning & Zoning Meeting and for City Board of Commissioners Public Hearing. Signage was placed on the proposed property, illustrating the purpose, date and time of both meetings on September 3, 2026.
Economic Development	N/A	Redevelopment opportunity for both residential and commercial use
Natural & Historic Development	N/A	To staff's knowledge, the property has no historical significance.
Community Facilities	Yes	Water & sanitary sewer are accessible; electricity served by City of Griffin.
Land Use	Yes	Proposed rezoning as a commercial district is consistent with the Comprehensive Plan and the Character Area Map

Application Review

"Article 4. Section 405. Rezonings. All amendments (rezoning) to the Zoning Ordinance shall be evaluated in accordance with the following standards used to interpret the balance between an individual's right to the use of their property and the public health, safety or general welfare of the community. In applying these standards, expression of opinions unsupported by objective factual analysis, using the criteria set forth below, should not be considered by the Board of Commissioners."

a. **Existing uses and zoning of adjacent property**.

Direction	Zoning	Existing Uses
North	PID	Residential, Legal Nonconforming
South	PID	Undeveloped Lot
East	PID	Industrial
West	PID	Industrial

The subject property is currently zoned Planned Industrial Development (PID). The properties immediately adjacent to the north, south, east, and west are zoned Planned Industrial Development (PID). The property to the north does have a legal nonconforming residential use. The parcels to the east and west have industrial uses and the property to the south is an undeveloped lot. The proposed use as a boarding facility acts as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

b. **Does the property to be affected by the rezoning proposal have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use?**

The property subject to the rezoning proposal may have a reasonable economic use under its current zoning designation of Planned Industrial Development (PID); however, the property has been vacant and on the market for eighteen (18) months. The owner has expressed the need to utilize the building, and as it is currently zoned, there has been no gain to the community since it has been vacant with no prospects of sale or use as it is currently zoned. By rezoning the parcel to Neighborhood Business District (NBD), this parcel would be eligible for a special use permit (Case 26-SUP-03) that would provide the interested party with a vacant facility that meets their needs. The rezoning would allow the property to be put to a viable economic use so it can serve as a community resource. It is the intent of this zoning district to promote and encourage the development and continued use of businesses located in and around the various neighborhoods of the City of Griffin.

c. **Will the requested proposed zoning permit a use that is suitable in regards to the use and development of adjacent and nearby property**?

The proposed zoning, in addition to the applied for special use permit, will allow a use that is suitable in regard to the use and development of adjacent and nearby properties. The Comprehensive Plan has this address located as Park District Redevelopment area. The areas designated as Park District Redevelopment are characterized by existing neighborhoods in primarily suburban parts of the city that are stable and not facing immediate pressure to transition to a denser and more urban style of suburban development. Park District Redevelopment character areas are suitable for medium to high density residential adjacent to commercial development as sewer capacity allows. Neighborhood Business District is an appropriate zoning district per the Comprehensive Plan and High Density Residential and medical / dental clinics are both recommended land uses within the Park Redevelopment District. The proposed use as a boarding facility acts as a good balance between the existing commercial to the south, east, and west and the more residential character to the north. Other commercial land uses in NBD are flower shops, small grocery stores, day care centers, vet clinics, and barber shops.

d. **What is the relative gain to the public as compared to the hardship imposed upon the individual property owner (applicant) by maintaining the existing zoning?**

There is no relative gain to the public in maintaining the existing zoning for the 2.25 +/-acre tract given the lack of market interest in using it for an industrial use. Rezoning does not go against the intent of the Comprehensive Plan which has general commercial, medical / dental clinics, and various residential uses as recommended land use options in a Redevelopment Area. Uses permitted in the Neighborhood Business District would follow that Plan. If the property is not rezoned the Neighborhood Business District, the owner will not be eligible for a Special Use Permit, and the property would not be able to be used for the proposed boarding facility use.

e. **The suitability of the subject property for the purposes for which the applicant seeks to have it rezoned, including availability of existing infrastructure**.

The proposed rezoning is consistent with the City of Griffin Comprehensive Plan and the Character Areas Map which designates the property as part of a Redevelopment Area. The areas designated as Park District Redevelopment are characterized by existing neighborhoods in primarily suburban parts of the city that are stable and not facing immediate pressure to transition to a denser and more urban style of suburban development. Park District Redevelopment character areas are suitable for medium to high density residential adjacent to commercial development as sewer capacity allows. There are approximately seventy (70) off street parking spaces on the parcel, and property has access to water, sewer, and electric services through the City of Griffin. The rezoning will allow the property to be used in a manner that comports with the Comprehensive Plan, but it will also allow the Property to be eligible for a Special Use Permit for use as a boarding facility. A boarding facility would also meet the Housing Goal found within the Community Vision portion of the Comprehensive Plan, specifically the goal of providing a variety of safe and affordable housing types and densities for all income levels and lifestyles.

f. **The compatibility of the applicant's proposed use of the property, if rezoned, with surrounding properties and uses (the applicant should address measures to reduce negative impacts of the proposed use, including any conditions attached to a recommendation for rezoning by the Zoning Administrator and/or Planning and Zoning Board)**.

The applicant's rezoning request to Neighborhood Business Development (NBD) is compatible with surrounding properties and uses. The Comprehensive Plan and the Character Area map indicate this parcel can be either residential or commercial. The properties immediately adjacent to the north, south, east, and west are zoned Planned Industrial Development (PID). The property to the north does have a legal nonconforming residential use. The parcels to the east and west have industrial uses and the property to the south is an undeveloped lot. A zoning change from Planned Industrial Development to Neighborhood Business Development will make the property eligible for a special use permit as a boarding facility. Should the special use permit be denied, Neighborhood Business District still allows for general commercial,

general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan. The proposed use as a boarding facility may act as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

g. **Any environmental, historic, cultural or aesthetic concerns unique to the subject property or proposed use, and how applicant proposes to mitigate any negative impacts on surrounding properties and the community at large**.

Planning and Development staff is not aware of any historic or cultural concerns unique to the subject property.

h. **Whether there has been a change in conditions of the subject property or properties in the vicinity of the subject, which give supporting grounds for either approval or disapproval of the zoning proposal.**

The property has been vacant and on the market for eighteen (18) months. The large structure, as is, can be used commercially. If the special use permit is approved, the owner plans to renovate the building to meet all residential building and life safety requirements. By rezoning the parcel to neighborhood business zoning district (NBD), the property would be eligible for a special use permit (Case 26-SUP-03) that would allow the property to be used as a DBHDD boarding facility.

i. **If applicable, the length of time the subject property has been vacant or substandard as zoned, when considered in the context of land development in the vicinity of the property**.

This location has been on the market for eighteen (18) consecutive months, with no traction or proposed business activities. Since that time, the buildings have been vacant. A zoning change from Planned Industrial Development to Neighborhood Business Development will make the property eligible for a special use permit as a boarding facility. Should the special use permit be denied, Neighborhood Business District still allows for general commercial, general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan.

Staff Comments:

The applicant, Everee Inn, LLC, is requesting a zoning change from Planned Industrial Development (PID) to Neighborhood Business District (NBD) for the parcel located at 1016 Everee Inn Road. This is the site of the former Osmose Wood Preserving Facility. While the property is zoned Industrial, the owner is interested in exploring less intensive uses. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. If the rezoning is approved, the property would be eligible for a special use permit for use as a boarding facility. The owner has also applied for a special use permit (26-SUP-03) for a boarding facility so that, if approved, two (2) residential substance abuse programs can move to this location. New

Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trails. Both programs are funded by the Department of Behavioral Health and Development (DBHDD). If the zoning is approved but not the special use, the location can still be used commercially under the Neighborhood Business District zoning designation.

The subject property is currently zoned Planned Industrial Development (PID) and has remained vacant and on the market for approximately 18 months. The requested rezoning to Neighborhood Business District (NBD) would allow the property to be utilized for general commercial, general retail, and medical / dental clinics that can add much needed services and opportunities to the area, all of which are consistent with the Comprehensive Plan. It would also make the property eligible for a special use permit to allow for its use as a boarding facility.

The proposed rezoning is consistent with the City of Griffin 2024–2044 Comprehensive Plan and the Park District Redevelopment Character Area, which supports redevelopment and allows residential uses adjacent to commercial development where adequate infrastructure is available. The proposed use as a boarding facility may act as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

If the property is not rezoned to Neighborhood Business District, the owner will not be eligible for a Special Use Permit, and the property would not be able to be used for the proposed boarding facility use. The property is served by City water, sanitary sewer, and electricity and has existing off-street parking. Staff finds the proposed rezoning compatible with surrounding properties and uses and does not identify any known historic, cultural, or environmental concerns unique to the property.

Planning and Development Staff Recommendation(s):

Planning staff recommends **APPROVAL** of the request (26-REZ-08) to rezone 2.25 +/- acre tract of land located at 1016 Everee Inn Road from Planned Industrial Development (PID) to Neighborhood Business District (NBD).

Submitted by:

Michelle Haynes, Director
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-RE2-08

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Rezoning Application. We recommend that all development professionals conducting business in the City of Griffin review the current Unified Development Code (UDC), prior to submission of this application, depending on the type of development. The UDC can be found at www.cityofgriffin.com.

The application, with all appropriate attachments (listed below), should be delivered to the Planning & Development Services Department located at 100 S. Hill Street, 4th Floor, Griffin, GA 30223. You may reach our office by phone at (770)233-4130 between the hours of 7:30 AM and 4:30 PM Monday thru Friday. Please contact our office if you have any questions about this application or the Rezoning Process.

Rezoning Application Submission Requirements:

1. Complete Rezoning Application
2. Complete Rezoning Questionnaire
3. Property Owner or Owner's Representative Authorized Form
4. Conflict of Interest Disclosure
5. Site Plan or drawing of the respective development
6. Development of Regional Impact (if applicable)
7. Fees Due: Commercial $450.00/Residential $350.00

CITY ACTIONS:

Planning & Development Services Staff will determine if the application is complete, assign a case number to the application, and indicate the date of receipt. The applicant will be notified in writing of the date, time and place of the required Public Hearing before the City of Griffin Board of Commissioners. It is important that a representative of the requested Rezoning attend the Public Hearing.

The applicant, engineer, or other representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development guidelines, codes, and regulations, and to resolve all comments received and related issues.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-RE2-08

Applicant/Agent/Representatives Name:
Everee Inn LLC Harvey Pilkenton

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s) [redacted] Email: [redacted]

Project Name/ Description: _____

Address: 1016 Everee Inn Road

Parcel Number(s): 0470101 Current Zoning: PID Parcel(s) Size: __

FLUM/Character Area _____ Requested Zoning NBD

Property Owner Name: Everee Inn LLC

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s): [redacted] Email [redacted]

I attest that this Rezoning Application, and all attachments, meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes and regulations to the best of my knowledge.

Harvey Pilkenton Harvey Pilkenton 8/14/26
Applicant Signature Printed Name Date

Applicant Name: Everee Inn LLC

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

Project Name/ Description: Everee Inn Road

Address: 1016 Everee Inn Road

Requested Zoning & Ordinance Section: NBD

"See Attached"

The following information must be submitted with the Rezoning Application:

- One (1) copy of a site plan, boundary survey, or Tax Map of the property
- The following information must be submitted with the Rezoning Application:

1. Completed application form.
2. Detailed description of existing land uses on all contiguous property;
3. The location of the subject property including street numbers, if available;
4. A boundary plat of the subject property, prepared in accordance with the Georgia Plat Act, showing the dimensions of acreage, location of tract and location of all existing improvements and easements;
5. A site plan drawn to scale showing:
   a. Any and all improvements to be constructed if the application is approved, along with the proposed use and dimensions of all structures;
   b. A statement with any prior conditions to zoning, plat and/or prior variance request approvals granted by the City of Griffin;
   c. Site plans with variance requests shall indicate the dimension of the proposed subject of the variance request (see 415 [section 410] for variance procedures).
6. Spalding County Tax Map, block and lot number of the appropriate plat reference;
7. The present and proposed zoning district classification for the subject property;
8. The name and address of the owner of the subject property;
9. The area of land of the subject property, stated in square feet if less than one acre;
10. Date of application;
11. Any prior applications or actions for rezoning of all or part of the subject property within the past five years;
12. Documentation supporting the request based upon the standards of this article.

RESPONSE FOR APPLICATION FOR REZONING
1016 EVEREE INN ROAD

1. Attached to Application For Rezoning property 1016 Everee Inn Road.
2. S & W Paper Inc. at 1075 Everee Inn Road is an Industrial Manufacturer.
   375 Airport Road, Griffin Development Authority, Office and Industrial Manufacturer.
   839 Everee Inn Road, Industrial Manufacturer.
   2 Acre Lot, Parcel Number 047 01012B, (may change Scalon).
   1142 Anne Street, New & Used Appliance, Industrial Manufacturer.
   1141-1143-1145 Anne Street, Brightmoor Nursing Operation Support.
3. 1016 Everee Inn Road.
4. Attached survey (plot plan).
5. a. The building is existing.
   b. N/A
   c. N/A
6. Attached tax map.
7. Zoning is currently PID. Proposed zoning is NBD.
8. Everee Inn LLC – Harvey Pilkenton - Manager, 357 Odell Road, Griffin
9. Two (2) plus acres as per survey.
10.
11. Unknown.
12. Document as presented in items 1 through 11.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

"See Attached"

Please provide written answers to the following questions to justify a request for Rezoning:

1. Provide a list of the existing uses and zoning of adjacent property.
2. Does the property to be affected by the rezoning have a reasonable economic use as currently zoned, although such use may not be its highest and best potential use?
3. Will the requested zoning permit a use that is suitable in regards to the use and development of adjacent property?
4. What is the relative gain to the public as compared to the hardship imposed upon the individual property owner by maintaining the current Zoning?
5. Is the property suitable for the purposes for which the applicant seeks to have it rezoned, including availability of infrastructure (water, sewer, etc.)? If the required infrastructure is not available, how will it be provided?
6. Is the proposed use of the subject property, if rezoned, compatible with the surrounding properties and uses? If not, the applicant should address the measures to reduce any negative impacts of the proposed use.
7. Are there any environmental, historic, cultural or aesthetic concerns unique to the subject property or properties in the vicinity of the subject property that give supporting grounds for either approval or denial of the rezoning proposal?
8. Has there been a change in conditions of the subject property or properties in the vicinity of the subject which give supporting grounds for wither approval or disapproval of the zoning proposed?
9. If applicable, how long has the subject property been vacant or substandard as zoned, considering the land development in the area of the subject property?

RESPONSE FOR APPLICATION FOR REZONING
1016 EVEREE INN ROAD

1. S & W Paper Inc. at 1075 Everee Inn Road is an Industrial Manufacturer.
   375 Airport Road, Griffin Development Authority, Office and Industrial Manufacturer.
   839 Everee Inn Road, Industrial Manufacturer.
   2 Acre Lot, Parcel Number 047 01012B
   1142 Street, New & Used Appliance, Industrial Manufacturer.
   1141-1143-1145e Street, Brightmoor Nursing Operation Support.
2. Yes. We have marketed property for sale or lease as is with no success.
3. Yes.
4. The property has been marketed as it is currently zoned with no success.
5. Yes, building exist with all utilities available.
6. Yes, it is compatible. Requested zoning has low impact. There is no negative impact.
7. No. Aesthetically suits the rezoning request. See attached photo.
8. Currently there are 6 to 8 vacant properties in the vicinity.
9. Property has been vacant for eighteen 18) months during this time we have been trying to sell lease property. Physical renovations have been made. Property is not substandard.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

OWNER'S AUTHORIZATION

This is to certify that: Harvey Pilkenton is the Property Owner or Legal Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

☑ Rezoning ☐ Variance ☐ Special Use

☐ Development Plan ☐ Plat Approval ☐ Temporary Use

Applicant Name: Everee Inn Road LLC

Property Owner Signature	Printed Name	Date
Harvey Pilkenton	Harvey Pilkenton	8/14/26
Legal Representative Signature	Printed Name	Date

Notary Signature

Seal: KAREN M BENNETT NOTARY PUBLIC PIKE COUNTY, GA EXP. AUG. 15, 2026

Commission Expiration Date: 8/15/26

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REZONING

Date Received: 8/14/26 Application Number: 26-REZ-08

CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

☐ Yes ☑ No

If **yes**, please complete the following section:

- Name and position of Government Official:

- Please list the date and amount of contribution(s) (aggregate total of $250.00 or more).

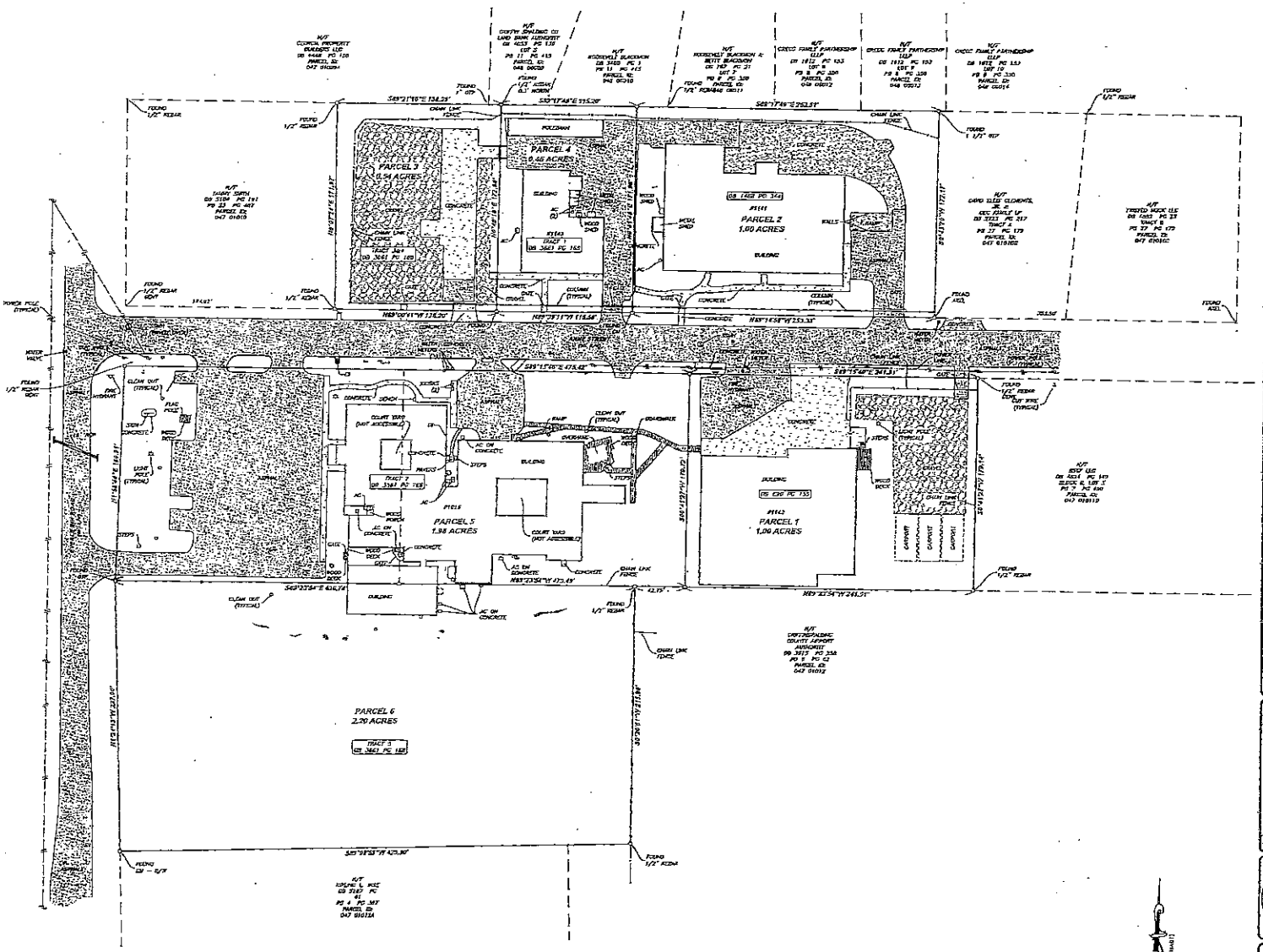
Harvey Pilkerton — Applicant Signature

Harvey Pilkerton — Printed Name

8/14/26 — Date

E-Filed By:
Spalding County Clerks Office
Clerk of County Debbie L. Brooks
02/24/2025 02:58 PM
Plat Book: 00028
Page: 0150
$10.00 Base Filing Fee

PB = PLAT BOOK
DB = DEED BOOK
R/W= RIGHT OF WAY
N/F = NOW OR FORMERLY
AC = AIR CONDITIONER
CB = CONCRETE MONUMENT
OTP = OPEN TOP PIPE
SSMH = SANITARY SEWER MANHOLE
RCP = REINFORCED CONCRETE PIPE



THE FIELD DATA (APPROXIMATELY 5000) UPON WHICH THIS PLAT IS BASED, AND COMPLETED ON 2/11/25, WAS OBTAINED USING A LEICA GS18I AND THE HIGH SMARTNET NETWORK (NETWORK ADJUSTED KINEMATIC). THE AVERAGE RELATIVE POSITIONAL ACCURACY IS 0.01 FEET. THE REMAINDER OF THE FIELD WORK, LINEAR AND ANGULAR MEASUREMENTS, WAS COMPLETED USING A GEOMAX ZOOM 18 ROBOTIC TOTAL STATION.

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are labeled hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THIS LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.
SCANLON ENGINEERING SERVICES, INC. LSFIRM000 (CERT. 000070)

SCOTT D. CRUSEMEYER PLS GA #3130
scott@scanlonsurveying.com

FIELD WORK PERFORMED: 2/11/2025
DATE OF PLAT PREPARATION: 2/12/2025

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 157,601 FEET.

SES
ENGINEERING PLANNING SURVEYING

SCANLON ENGINEERING SERVICES, INC.
731 EAST HANK AARON STREET
GRIFFIN, GEORGIA 30224
PHONE: (678) 957-2001 www.scanlonsurveying.com
LSF000119

RETRACEMENT SURVEY FOR
KOPPERS PERFORMANCE CHEMICALS INC
LOCATED IN LAND LOT 113 OF THE 2nd DISTRICT,
CITY OF GRIFFIN, SPALDING COUNTY, GEORGIA

No.	Revision	Date

GEORGIA REGISTERED
SCOTT D. CRUSEMEYER
3130
LAND SURVEYOR

RETRACEMENT SURVEY

Review by:	Drawn by:
SDC	JPS
Project #:	Date:
	2/12/2025

SHEET TITLE

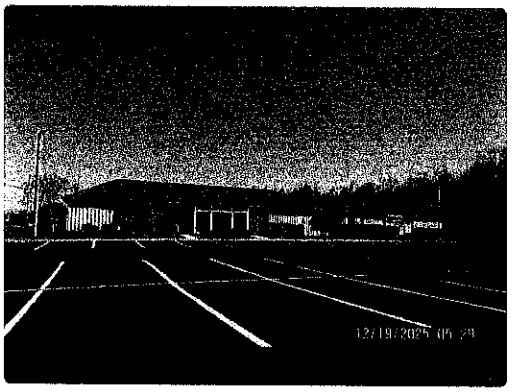
SHEET # 01 OF 01

Spalding County, GA

Summary

Parcel Number	047 01011
Account/Realkey	6109
Location Address	1016 EVEREE INN RD
Legal Description	TR 5 EVEREE INN RD PB 28/150 (Note: Not to be used on legal documents)
Class	C3-Commercial (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	1.96
Homestead Exemption	No ($0)
Landlot/District	115 / 02

View Map



Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Commercial	Industrial/Comm, light/service	Acres	85,378	180	233	1.96	0

Commercial Improvement Information

Description	Office Buildings
Value	$1,619,943
Actual Year Built	1969
Effective Year Built	1987
Square Feet	25672
Wall Height	10
Wall Frames	Wood
Exterior Wall	Wood
Roof Cover	Asphalt Shingles
Interior Walls	Plywood
Floor Construction	Reinforced Concrete
Floor Finish	Concrete
Ceiling Finish	Acoustical Tile
Lighting	Standard F.F.
Heating	Heat Pump System
Number of Buildings	1

Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
Fence - Chain Link	1995	4x250 / 0	0	$1,692
Accessory - No Value	1995	0x0 / 0	0	$0
Paving: 4" Asphalt >= 3,000 SF	1980	0x0 / 20500	0	$22,878

Permits

Permit Date	Permit Number	Type
04/29/2025	11970	ROOF
06/14/2019	3081	COMMERCIAL - REMODEL
08/12/2015	BC-15.0684	ROOF
07/06/2011	11.0550	ROOF

Spalding County, GA

Summary

Parcel Number	047 01012B
Account/Realkey	6115
Location Address	EVEREE INN RD
Legal Description	TR 6 EVEREE INN RD - PB 28/150 (Note: Not to be used on legal documents)
Class	R3-Residential (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	2.19
Homestead Exemption	No (S0)
Landlot/District	115 / 02

View Map

Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	Industrial, Light/Res zoning	Acres	95,396	0	0	2.19	0

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709	7 490	$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168		$0	QUIT CLAIM	OSMOSE REALTY CORP	OSMOSE INC
2/26/2004	2446 129		$67,000	FAIR MARKET - VACANT	FAIRCROFT INVESTMENTS LLLP	OSMOSE REALTY CORPORATION
12/27/2001	2015 23		$1,243,000	MULTIPLE PARCELS	FLYNT J J JR	FAIRCROFT INVESTMENTS LLLP

Valuation

	2026	2025	2024	2023
Previous Value	$51,425	$51,425	$51,425	$51,425
Land Value	$51,425	$51,425	$51,425	$51,425
+ Improvement Value	$0	$0	$0	$0
+ Accessory Value	$0	$0	$0	$0
= Current Value	$51,425	$51,425	$51,425	$51,425

No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 8/3/2026, 6:06:01 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709		$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168	7 490	$0	QUIT CLAIM	OSMOSE REALTY CORPORATION	OSMOSE INC
12/15/1969	280 357	7 490	$0	NON FAIR MARKET VALUE	OSMOSE REALTY CO	OSMOSE REALTY CO
12/13/1968	273 104	7 490	$0	NON FAIR MARKET VALUE	CITY OF GRIFFIN	OSMOSE REALTY CO
6/16/1964	235 211	7 490	$0	NON FAIR MARKET VALUE		CITY OF GRIFFIN

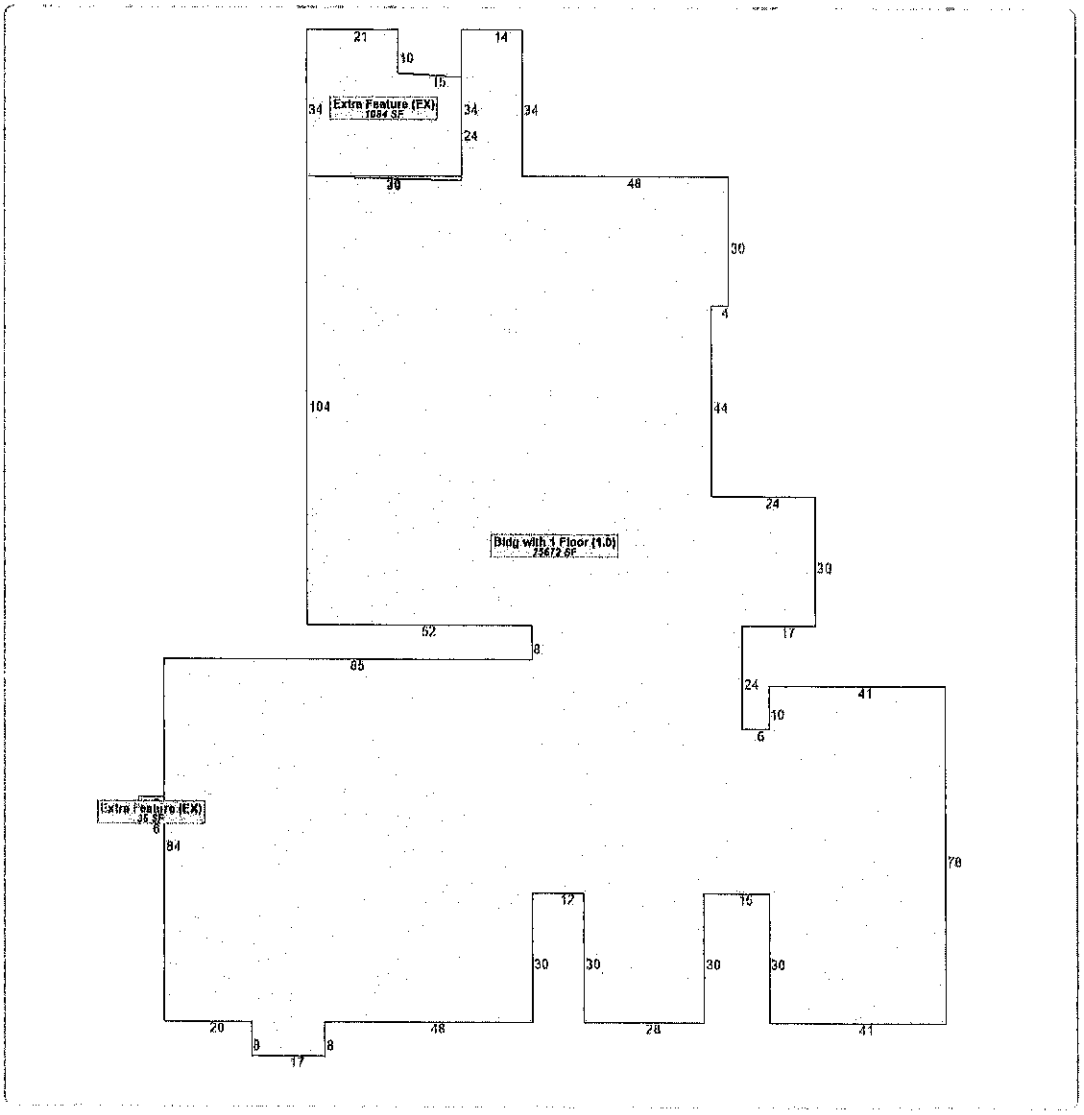
Valuation

	2026	2025	2024	2023
Previous Value	$1,611,715	$1,611,715	$1,449,068	$1,407,077
Land Value	$64,400	$64,400	$64,400	$64,400
+ Improvement Value	$1,619,943	$1,522,745	$1,522,745	$1,360,098
+ Accessory Value	$24,570	$24,570	$24,570	$24,570
= **Current Value**	**$1,708,913**	**$1,611,715**	**$1,611,715**	**$1,449,068**

Photos



Sketches



No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Mobile Homes, Prebill Mobile Homes.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 7/30/2026, 9:39:39 AM

Contact Us

Developed by
SCHNEIDER GEOSPATIAL

qPublic.net™ Spalding County, GA



Overview



Legend

- Parcels
- Roads

Parcel ID	047 01011
Class Code	Commercial
Taxing District	GRIFFIN
Acres	1.96

Owner	EVEREE INN LLC 357 ODELL RD GRIFFIN, GA 30224
Physical Address	1016 EVEREE INN RD
Assessed Value	Value $1708913
Land Value	Value $64400

Last 2 Sales

Date	Price	Reason	Qual
2/27/2025	0	MT	U
2/27/2025	$1142400	XX	U

(Note: Not to be used on legal documents)

Date created: 8/6/2026
Last Data Uploaded: 8/6/2026 8:00:47 AM

Developed by SCHNEIDER GEOSPATIAL

FOR SALE!

1016 EVEREE INN RD
GRIFFIN, GA 30224

COMMERCIAL PROPERTY

- 22,600 SQFT -



CONTACT
770-403-0741
770-318-8386

- 65+ OFFICES
- 70+ PARKING SPOTS
- 2 KITCHENS
- MULTIPLE RESTROOMS
- TRAINING FACILITY
- COURT YARD

NO. 26 -

AN ORDINANCE

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF GRIFFIN, GEORGIA SO AS TO RECLASSIFY THE DISTRICT DESIGNATION OF THE SUBJECT PROPERTY (SPALDING COUNTY TAX PARCEL 047 01001) AND TO AUTHORIZE THE ZONING ADMINISTRATOR TO AMEND THE OFFICIAL ZONING MAP; ACCORDINGLY, TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:

Section 1. That the Official Zoning Map of the City of Griffin, Georgia is hereby amended to change the zoning classification of the subject property from Planned Industrial Development (PID) to Neighborhood Business District (NBD), as defined by the Unified Development Code of the City of Griffin, Georgia.

Applicant: Everee Inn LLC
Owner: Everee Inn LLC
Properties: Spalding County Tax Parcel 047 01011, (2.25 +/- acres) located at 1016 Everee Inn Road.

Section 2. That the Zoning Administrator is authorized and hereby directed to amend the Official Zoning Map of the City of Griffin in conformity with this Ordinance.

Section 3. That this Ordinance shall become effective immediately upon its passage on single reading.

Public Hearing and Reading: Tuesday, October 13, 2026

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request for a Special Use Permit to allow a Boarding Facility at 1016 Everee Inn Road (Parcel 047 01001). *Director of Planning and Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Everee Inn, LLC, is requesting a Special Use Permit to allow a boarding facility at 1016 Everee Inn Road. The property is the site of the former Osmose Wood Preserving Facility and contains a large commercial structure with associated off-street parking. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. The owner would like to lease or sell the property to McIntosh Trail Community Service Board. McIntosh Trail plans to merge several of the existing locations into one facility located on this parcel. The boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD).

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Neighborhood Business Development only through a Special Use Permit. The applicant's request for a Special Use Permit has been reviewed in accordance with requirements outlined under Section 406 of the City of Griffin's UDC. Planning Staff has found that the request for the Special Use Permit for a boarding facility at this location is in compliance with the requirements outlined in the zoning ordinance. The proposed use for this location will not adversely affect the use and development of adjacent properties.

STAFF RECOMMENDATION:

Planning staff recommends CONDITIONAL APPROVAL of the Special Use Permit (26-SUP-03) to allow a boarding facility at 1016 Everee Inn Road. The boarding facility is subject to the following conditions found in Article 5 Section 503E of the UDC for Personal Care Home, Group Home for Disabled Persons, and Boarding Home:

1. Minimum structure size: 1,500 heated square feet;

2. No more than two residents occupying a private living space. "Resident" as used within this sub-section shall be interpreted to include client(s) receiving personal services, caregiver(s), and any other adult or child domiciled in the structure;

3. Compliance with the requirements of the Americans with Disabilities Act, 42 U.S.C. § 126 et seq.;

4. Compliance with the requirements of any and all state regulations and licensing requirements governing the operation of the facility, including but not limited to regulations of the department of community health, the

department of behavioral health and developmental disabilities, and/or the department of human services, as applicable;

a. Copies of state licenses or other documentation required for lawful operation of the facility must be provided to the City of Griffin.

5. Receipt of a certificate of inspection and approval by the fire marshal and building inspector demonstrating compliance with applicable minimum life safety and building codes;

6. Issuance of an occupational tax certificate for the facility from the City of Griffin.

7. The special use permit shall be voided if the use is not in operation within one (1) year from the date of approva or if the use ceases for a period of one (1) year, provided that the special use permit shall remain valid if there are active building or land disturbance permits related to the property for which the special use permit was granted.

FINANCIAL IMPACT:

N/A

Submitted By:

Michelle Haynes

Meeting Date:

13/10/2026

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

26-SUP-03 1016 Everee Inn Rd Staff Report.pdf

26-SUP-03; 1016 Everee Inn Rd Application.pdf

1016 Everee Inn Road
Special Use Permit Request
File No. 26-SUP-03

Applicant: Everee Inn, LLC
Owner: Everee Inn, LLC



Current Land Use Classification	Industrial
Current Zoning	Planned Industrial Development (PID)
Proposed Use	Boarding Facility
Parcel Size	2.25 +/- acres
Parcel Number	047 01011
City Commission Member	District 4 Brad Wright
Planning Board Member	District 4 Jacob Wright
Citizen Notification	Legal notice was published in the September 5, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on September 3, 2026.

Proposal/Site Location:

The applicant, Everee Inn, LLC, is requesting a Special Use Permit to allow a boarding facility at 1016 Everee Inn Road. The property is the site of the former Osmose Wood Preserving Facility and contains a large commercial structure with associated off-street parking. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. The owner plans to sell the property to McIntosh Trail Community Service Board. McIntosh Trail would like to merge several of the existing locations into one facility located on this parcel. The boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD).



Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Unified Development Code (UDC) apply to the Special Use permit request:

- Article 4. Section 406 - Special Use Permit Provision
- Article 4. Section 408 - Public Hearings
- Article 5. Section 503F – Personal care home, group home for disabled persons, and boarding home
- Article 7. Section 712 -Neighborhood Business District

Article 406 Special Uses:

ALL PROPOSED SPECIAL USES FOR PROPERTY SHALL BE EVALUATED IN LIGHT OF THE FOLLOWING STANDARDS:

1. IT MUST NOT BE DETRIMENTAL TO THE USE OR DEVELOPMENT OF THE ADJACENT PROPERTIES, OR TO THE GENERAL NEIGHBORHOOD SO AS TO ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF CITIZENS;

   FINDINGS: Upon review and evaluation of the applicant's request, Planning Staff cannot find any detrimental impacts on the development of adjacent properties. The proposed use of a boarding facility on this property will not adversely affect the health, safety and welfare of the general public. The former use at this location was Industrial.

2. IT MUST NOT ADVERSELY AFFECT EXISTING PROPERTY AND USES AND IT MUST BE PROPOSED TO BE PLACED ON A LOT OF SUFFICIENT SIZE TO SATISFY THE SPACE REQUIREMENTS FOR THE USE;

   FINDINGS: The parcel is 2.25+/- acre tract of land which will allow ample space for the structure with adequate parking (approximately 70 spaces) on this site. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. Granting the Special Use Permit request will not adversely affect the existing properties or uses.

3. GENERAL COMPATIBILITY OF THE PROPOSED SPECIAL USE WITH ADJACENT PROPERTIES AND OTHER LAND USES IN THE GENERAL AREA.

   FINDINGS: The applicant's proposed use as a boarding facility is compatible with the adjacent properties and land uses within the area. The properties immediately adjacent to the north, south, east, and west are zoned Planned Industrial Development (PID). The property to the north does have a legal nonconforming residential use. The parcels to the east and west have industrial uses and the property to the south is an undeveloped lot. The proposed use as a boarding facility acts as a good balance between the existing commercial to the south, east, and west and the more residential character to the north.

4. THE PROPOSED USE WILL NOT CONSTITUTE A NUISANCE OR HAZARD OR OTHERWISE ADVERSELY AFFECT THE PUBLIC INTEREST BECAUSE OF THE NUMBER OF PERSONS WHO MAY NORMALLY BE EXPECTED TO USE SUCH FACILITY OR TYPE OF PHYSICAL ACTIVITY.

   FINDINGS: The proposed use should not constitute a nuisance or hazard or otherwise adversely affect the public interest of the surrounding properties due to the number of participants or individuals visiting the property. The area is zoned

industrial and many of the surrounding properties are operating as commercial or industrial. This property was the location of Osmose Wood Preserving Facility which employed fifty (50) to one hundred and fifty (150) employees throughout its tenure in Griffin. The proposed use would be less intensive than the past industrial uses at this location.

5. OTHER ITEMS THAT MAY BE CONSIDERED INCLUDE TRAFFIC FLOW, AVAILIBILITY OF OFF-STREET PARKING, PROTECTIVE SCREENING, HOURS AND MANNER OF OPERATION OF THE PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE AND INGRESS AND EGRESS TO THE PROPERTY.

   FINDINGS: The proposed use of a boarding facility is expected to result in some daily and evening traffic associated with residents, staff, and visitors. The existing site provides approximately 70 off-street parking spaces and access to City water, sewer, and electricity. McIntosh Trail plans to merge several of the existing locations into one facility located on this parcel. The boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Any improvements to the property will be required to meet all applicable requirements of the City of Griffin Unified Development Code, including parking, access, and ingress and egress requirements. Emergency vehicles will have easy access to the residents. Staff finds the proposed use and the request for a special use permit appropriate for the property.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED.

   FINDINGS: This request, as submitted, is in compliance with the Special Use Permit provisions under Section 406 of the City of Griffin Unified Development Code. The boarding facility is subject to the conditions found in Article 5 Section 503E of the UDC. The applicant has agreed to adhere to all architectural, parking, landscaping, fencing, and development codes requirements per Griffin's Unified Development Code and all other applicable building and life safety codes.

Planning Staff's Comments:

The applicant, Everee Inn, LLC, is requesting a Special Use Permit to allow a boarding facility at 1016 Everee Inn Road. The property is the site of the former Osmose Wood Preserving Facility and contains a large commercial structure with associated off-street parking. The requested Special Use Permit is being considered in conjunction with the rezoning application 26-REZ-08, which requests rezoning of the property from Planned Industrial Development (PID) to Neighborhood Business District (NBD). As discussed in the associated rezoning staff report, the property has remained vacant and on the market for approximately eighteen (18) months. The Special Use Permit would allow the existing structure to be utilized for the proposed use. The owner would like to lease or sell the property to McIntosh Trail Community Service Board. McIntosh Trail plans to merge several of the existing locations into one facility located on this parcel. The

boarding facility designation would allow two (2) residential substance abuse programs to move to this location. New Choices is a program for women and children and will have up to 21 beds. Transitions is a program for men and will have 10 beds. The building will be renovated to accommodate the residential element of McIntosh Trail. Both programs are funded by the Department of Behavioral Health and Developmental Disabilities (DBHDD).

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Neighborhood Business Development only through a Special Use Permit. The applicant's request for a Special Use Permit has been reviewed in accordance with requirements outlined under Section 406 of the City of Griffin's UDC. Planning Staff has found that the request for the Special Use Permit for a boarding facility at this location is in compliance with the requirements outlined in the zoning ordinance. The proposed use for this location will not adversely affect the use and development of adjacent properties.

Planning Staff's Recommendation:

Planning staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (26-SUP-03) to allow a boarding facility at 1016 Everee Inn Road. The boarding facility is subject to the following conditions found in Article 5 Section 503E of the UDC for Personal Care Home, Group Home for Disabled Persons, and Boarding Home:

1. Minimum structure size: 1,500 heated square feet;

2. No more than two residents occupying a private living space. "Resident" as used within this sub-section shall be interpreted to include client(s) receiving personal services, caregiver(s), and any other adult or child domiciled in the structure;

3. Compliance with the requirements of the Americans with Disabilities Act, 42 U.S.C. § 126 et seq.;

4. Compliance with the requirements of any and all state regulations and licensing requirements governing the operation of the facility, including but not limited to regulations of the department of community health, the department of behavioral health and developmental disabilities, and/or the department of human services, as applicable;

    a. Copies of state licenses or other documentation required for lawful operation of the facility must be provided to the City of Griffin.

5. Receipt of a certificate of inspection and approval by the fire marshal and building inspector demonstrating compliance with applicable minimum life safety and building codes;

6. Issuance of an occupational tax certificate for the facility from the City of Griffin.

7. The special use permit shall be voided if the use is not in operation within one (1) year from the date of approval or if the use ceases for a period of one (1) year, provided that the special use permit shall remain valid if there are active building or land disturbance permits related to the property for which the special use permit was granted.

Submitted by:
Michelle Haynes, Director
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

Instructions for Applicant:

Please complete this form and submit with any requested documents in order to complete the Special Use Application. We recommend that all development professionals conducting business in the City of Griffin review the current Unified Development Code (UDC), prior to submission of this application, depending on the type of development. The UDC can be found at www.cityofgriffin.com.

The application, with all appropriate attachments (listed below), should be delivered to the Planning & Development Services Department located at 100 S. Hill Street, 3rd Floor, Griffin, GA 30223. You may reach our office by phone at (770)233-4130 between the hours of 7:30 AM and 4:30 PM Monday thru Friday. Please contact our office if you have any questions about this application or the Special Use Process.

Special Use Application Submission Requirements:

1. Complete Special Use Application
2. Complete Special Use Questionnaire
3. Property Owner or Owner's Representative Authorized Form
4. Conflict of Interest Disclosure
5. Site Plan or drawing of the respective development
6. Development of Regional Impact (if applicable)
7. Fees Due: Commercial $400.00/Residential $350.00

CITY ACTIONS:

Planning & Development Services Staff will determine if the application is complete, assign a case number to the application, and indicate the date of receipt. The applicant will be notified in writing of the date, time and place of the required Public Hearing before the City of Griffin Board of Commissioners. It is important that a representative of the requested Special Use attend the Public Hearing.

The applicant, engineer, or other representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development guidelines, codes, and regulations, and to resolve all comments received and related issues.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

Applicant/Agent/Representatives Name: Everee Inn Road LLC Harvey Pilkenton

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s): [redacted] Email: [redacted]

Project Name/ Description: _____

Address: 1016 Everee Inn Road

Parcel Number(s): 04701011 Current Zoning: PID Parcel(s) Size: _____

FLUM/Character Area _____ Unified Development Code Section: _____

Property Owner Name: Everee Inn Road LLC

Address: [redacted]

City: [redacted] State: GA Zip: [redacted]

Telephone Number(s): [redacted] Email: [redacted]

I attest that this Special Use Application, and all attachments, meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes and regulations to the best of my knowledge.

Harvey Pilkenton
Applicant Signature

Harvey Pilkenton
Printed Name

8/14/26
Date

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

See Attached

The following information must be submitted with the Special Use Application:

- One (1) copy of a site plan, boundary survey, or Tax Map of the property

A. The following information must be submitted with the Special Use Application:

1. Completed application form.
2. Detailed description of existing land uses on all contiguous property;
3. The location of the subject property including street numbers, if available;
4. A boundary plat of the subject property, prepared in accordance with the Georgia Plat Act, showing the dimensions of acreage, location of tract and location of all existing improvements and easements;
5. A site plan drawn to scale showing:
   a. Any and all improvements to be constructed if the application is approved, along with the proposed use and dimensions of all structures;
   b. A statement with any prior conditions to zoning, plat and/or prior variance request approvals granted by the City of Griffin;
   c. Site plans with variance requests shall indicate the dimension of the proposed subject of the variance request (see 415 [section 410] for variance procedures).
6. Spalding County Tax Map, block and lot number of the appropriate plat reference;
7. The present and proposed zoning district classification for the subject property;
8. The name and address of the owner of the subject property;
9. The area of land of the subject property, stated in square feet if less than one acre;
10. Date of application;
11. Any prior applications or actions for rezoning of all or part of the subject property within the past five years;
12. Documentation supporting the request based upon the standards of this article.

Response For Special Use Application
1016 Everee Inn Road

1. Attached to Application For Special Use property 1016 Everee Inn Road.
2. S & W Paper, Inc. 1at 1075 Everee Inn Road is an Industrial Manufacturer.
   Griffin Development Authority, 375 Airport Road, Office and Industrial Manufacturer.
   839 Everee Inn Road, Industrial Manufacturer.
   2 Acre Lot, Parcel Number 047 01012B, (may change Scalon).
   1142 Anne Street, New & Used Appliance, Industrial Manufacturer.
   1141-1143-1145 Anne Street, Brightmoor Nursing Operation Support.
3. 1016 Everee Inn Road.
4. Attached copy of survey (plot plan).
5. a. N/A
   b. Not aware of any
   c. Not asking for a site plan variation only for partial use.
6. Attached tax map.
7. Property is currently zoned Pid. Proposed zoning is NBD.
8. Everee Inn LLC – Harvey Pilkenton - Manager, 357 Odell Road, Griffin, GA 30224
9. Two (2) acres plus.
10.
11. N/A
12. Documentation as presented in items 1 through 11.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

B. Please provide written answers to the following criteria to justify a Request for Special Use:

1. State how the request will not be detrimental to the use or development of the adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.
2. State how the request will not adversely affect existing property and uses and if/how it can be placed on a lot of sufficient size to satisfy the space requirements for the use.
3. Indicate the general compatibility of the proposed special use with adjacent properties and other land uses in the general area.
4. State how will the proposed use not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility or type of physical activity.
5. After consideration of the application and the facts, and the standards for exercising zoning power contained in Section 405, indicate how the Board of Commissioners can determine that the standards are satisfied such that the benefits of and need for the proposed special use outweigh any possible harmful effects, negative impacts, or damages to the neighboring properties or the city in general. In making this determination, the Board of Commissioners may consider the effects of the proposed use on traffic flow, public infrastructure and services, availability of off-street parking, hours and manner of operation of proposed use, outdoor lightning, signage, ingress and egress of the property, the peaceful enjoyment of private property in the community, and other relevant factors.
6. Indicate how all specific requirements established in this ordinance for the particularized special use requested, including design treatments required by Articles 5 and 6 are met.

Response For Special Use Application
1016 Everee Inn Road

1. This project has no negative impact on the existing neighborhood.
2. This existing building fits existing needs for the existing building area improvements for requested zoning.
3. Proposed us is consistent and well suited for existing land uses.
4. Proposed use is office/administration/residential and is harmonious with adjacent uses.
5. Proposed use NBD is the highest and best use of the property and does not adversely affect traffic and does provide a needed service for our area.
6. Any improvements will be made as per city ordinance for special use prior to occupancy (sprinkler system per fire code).

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

OWNER'S AUTHORIZATION

This is to certify that: Harvey P. Ilkenton is the Property Owner or Legal Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

☐ Rezoning ☐ Variance ☑ Special Use

☐ Development Plan ☐ Plat Approval ☐ Temporary Use

Applicant Name: Everee Inn LLC Harvey Pilkenton

Harvey Pilkenton — Property Owner Signature

Harvey P. Ilkenton — Printed Name

8/14/26 — Date

Legal Representative Signature | Printed Name | Date

Notary Signature

Commission Expiration Date: 8/15/26

Seal: KAREN M BENNETT NOTARY PUBLIC EXP. AUG. 15, 2026 PIKE COUNTY, GA

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 8/14/26 Application Number: 26-SUP-03

CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

☐ Yes ☑ No

If **yes**, please complete the following section:

- Name and position of Government Official:

- Please list the date and amount of contribution(s) (aggregate total of $250.00 or more).

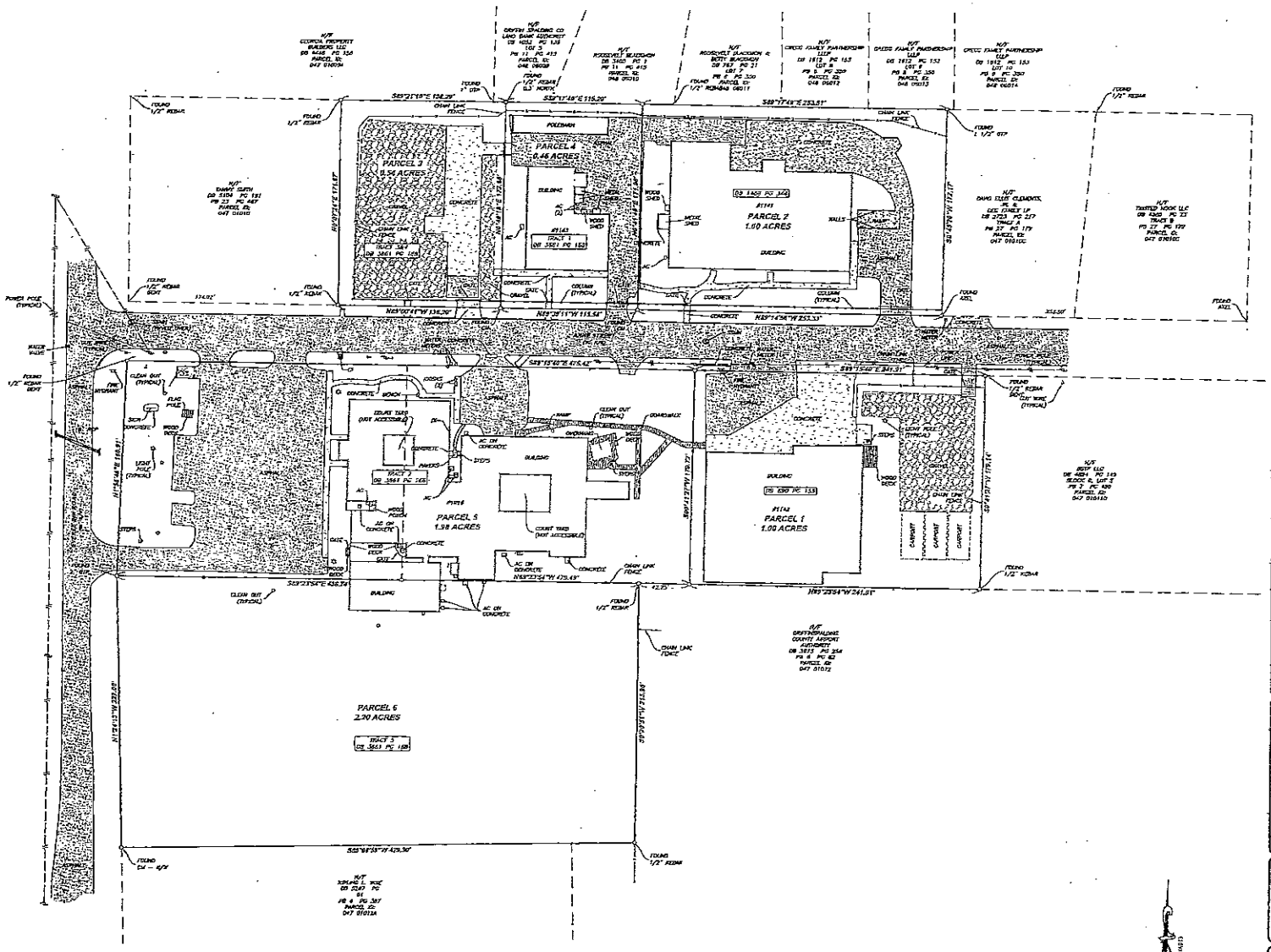
Applicant Signature

Harvey P. Ikenton
Printed Name

8/14/26
Date

E-Filed By:
Spalding County Clerks Office
Clerk of Courts Debbie L. Brooks
02/24/2025 02:56 PM
Plat Book: 00028
Page: 0150
$10.00 Base Filing Fee

PB = PLAT BOOK
DB = DEED BOOK
R/W= RIGHT OF WAY
N/F = NOW OR FORMERLY
AC = AIR CONDITIONER
CM = CONCRETE MONUMENT
DIP = DROP IN PIPE
SSMH = SANITARY SEWER MANHOLE
RCP = REINFORCED CONCRETE PIPE



THE FIELD DATA (APPROXIMATELY 50%) UPON WHICH THIS PLAT IS BASED, HAS BEEN COMPLETED ON 2/11/25, WAS OBTAINED USING A LEICA GS18I AND THE TRIGN SMARTNET NETWORK (NETWORK ADJUSTED KINEMATIC). THE AVERAGE RELATIVE POSITIONAL ACCURACY IS 0.070 FEET. THE REMAINDER OF THE FIELD WORK, LINEAR AND ANGULAR MEASUREMENTS, WAS COMPLETED USING A GEOMAX ZOOM 80 ROBOTIC TOTAL STATION.

This plat is a component of an outdated parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the constituent parcels, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.
SCANLON ENGINEERING SERVICES, INC. LSF000598 (EXP. 06/30/2026)

SCOTT D. GRABEMEYER PLS GA #3130
scott@scanlonesg.com

FIELD WORK PERFORMED: 2/11/2025
DATE OF PLAT PREPARATION: 2/13/2025

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 107,691 FEET.

SES
ENGINEERING PLANNING SURVEYING

SCANLON ENGINEERING SERVICES, INC.
231 EAST BANK STREET
GRIFFIN, GEORGIA 30223
PHONE: (470) 957-7951 www.scanlonesg.com
LSF000598

RETRACEMENT SURVEY FOR
KOPPERS PERFORMANCE CHEMICALS INC
LOCATED IN LAND LOT 115 OF THE 2nd DISTRICT, CITY OF GRIFFIN, SPALDING COUNTY, GEORGIA

No.	Description	Date
1		

GEORGIA REGISTERED LAND SURVEYOR No. 3130 SCOTT D. GRABEMEYER

RETRACEMENT SURVEY

Surveyed by:	Drawn by:
SDG	DKS
Project #:	Date:
	2/13/2025

SHEET TITLE

SHEET 1 OF 01

Spalding County, GA

Summary

Parcel Number	047 01011
Account/Realkey	6109
Location Address	1016 EVEREE INN RD
Legal Description	TR 5 EVEREE INN RD PB 28/150 (Note: Not to be used on legal documents)
Class	C3-Commercial (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	1.96
Homestead Exemption	No (S0)
Landlot/District	115 / 02

View Map



Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Commercial	Industrial/Comm, light/service	Acres	85,378	180	233	1.96	0

Commercial Improvement Information

Description	Office Buildings
Value	$1,619,943
Actual Year Built	1969
Effective Year Built	1987
Square Feet	25672
Wall Height	10
Wall Frames	Wood
Exterior Wall	Wood
Roof Cover	Asphalt Shingles
Interior Walls	Plywood
Floor Construction	Reinforced Concrete
Floor Finish	Concrete
Ceiling Finish	Acoustical Tile
Lighting	Standard F.F.
Heating	Heat Pump System
Number of Buildings	1

Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
Fence - Chain Link	1995	4x250 / 0	0	$1,692
Accessory - No Value	1995	0x0 / 0	0	$0
Paving: 4" Asphalt >= 3,000 SF	1980	0x0 / 20500	0	$22,878

Permits

Permit Date	Permit Number	Type
04/29/2025	11970	ROOF
06/14/2019	3081	COMMERCIAL - REMODEL
08/12/2015	BC-15.0684	ROOF
07/06/2011	11.0550	ROOF

Spalding County, GA

Summary

Parcel Number	047 01012B
Account/Realkey	6115
Location Address	EVEREE INN RD
Legal Description	TR 6 EVEREE INN RD - PB 28/150 (Note: Not to be used on legal documents)
Class	R3-Residential (Note: This is for tax purposes only. Not to be used for zoning.)
Tax District	GRIFFIN (District 01)
Millage Rate	37.348
Acres	2.19
Homestead Exemption	No (S0)
Landlot/District	115 / 02

View Map

Owner

EVEREE INN LLC
357 ODELL RD
GRIFFIN, GA 30224

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Residential	Industrial, Light/Res zoning	Acres	95,396	0	0	2.19	0

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709	7 490	$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168		$0	QUIT CLAIM	OSMOSE REALTY CORP	OSMOSE INC
2/26/2004	2446 129		$67,000	FAIR MARKET - VACANT	FAIRCROFT INVESTMENTS LLLP	OSMOSE REALTY CORPORATION
12/27/2001	2015 23		$1,243,000	MULTIPLE PARCELS	FLYNT J J JR	FAIRCROFT INVESTMENTS LLLP

Valuation

	2026	2025	2024	2023
Previous Value	$51,425	$51,425	$51,425	$51,425
Land Value	$51,425	$51,425	$51,425	$51,425
+ Improvement Value	$0	$0	$0	$0
+ Accessory Value	$0	$0	$0	$0
= **Current Value**	**$51,425**	**$51,425**	**$51,425**	**$51,425**

No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 8/3/2026, 6:06:01 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
2/27/2025	5311 716	28 150	$0	MULTIPLE PARCELS	KOPPERS PERFORMANCE CHEMICALS INC	EVEREE INN LLC
2/27/2025	5311 709		$1,142,400	NON FAIR MARKET VALUE	OSMOSE INC	EVEREE INN LLC
6/13/2014	3861 168	7 490	$0	QUIT CLAIM	OSMOSE REALTY CORPORATION	OSMOSE INC
12/15/1969	280 357	7 490	$0	NON FAIR MARKET VALUE	OSMOSE REALTY CO	OSMOSE REALTY CO
12/13/1968	273 104	7 490	$0	NON FAIR MARKET VALUE	CITY OF GRIFFIN	OSMOSE REALTY CO
6/16/1964	235 211	7 490	$0	NON FAIR MARKET VALUE		CITY OF GRIFFIN

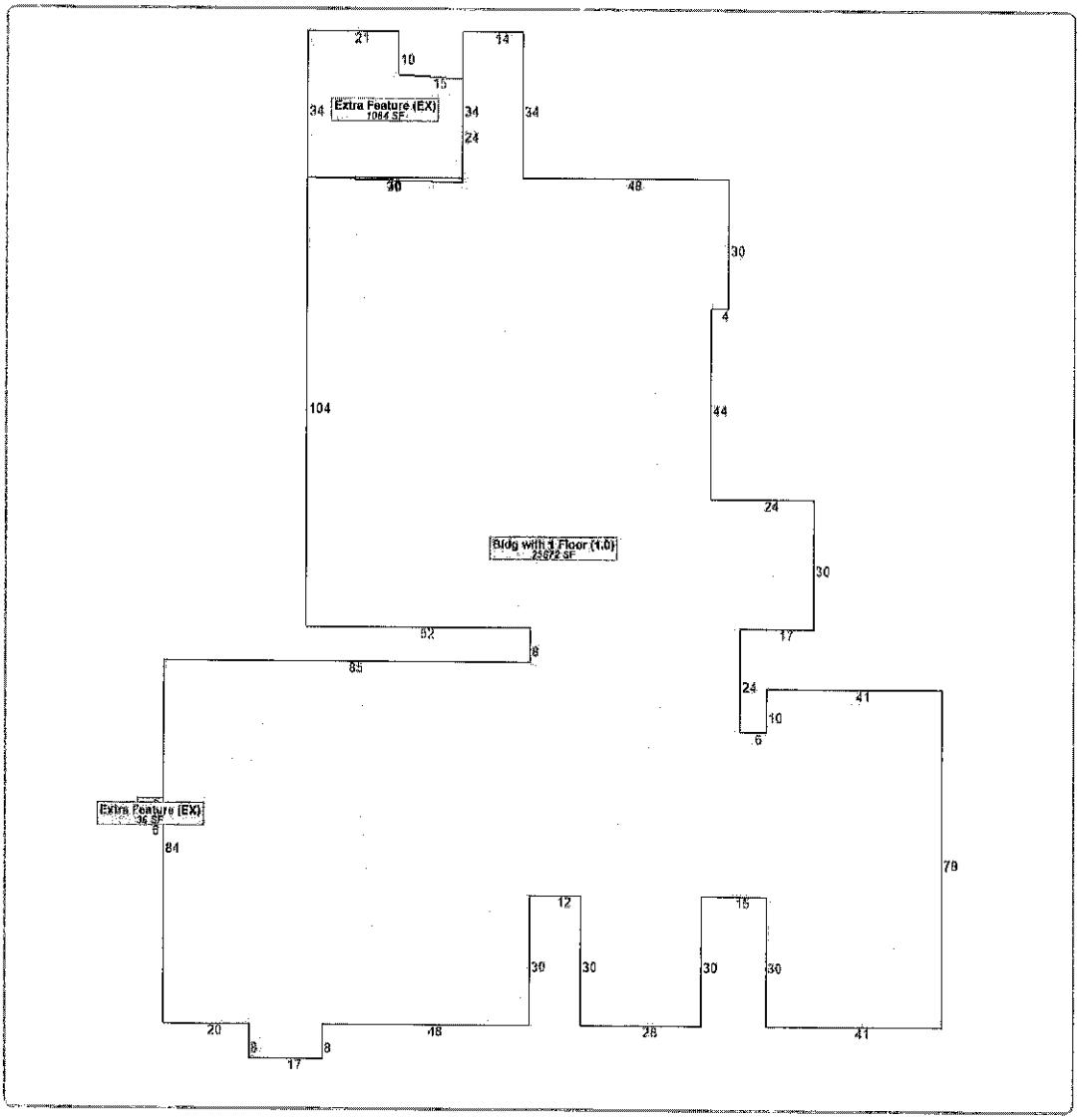
Valuation

	2026	2025	2024	2023
Previous Value	$1,611,715	$1,611,715	$1,449,068	$1,407,077
Land Value	$64,400	$64,400	$64,400	$64,400
+ Improvement Value	$1,619,943	$1,522,745	$1,522,745	$1,360,098
+ Accessory Value	$24,570	$24,570	$24,570	$24,570
= **Current Value**	**$1,708,913**	**$1,611,715**	**$1,611,715**	**$1,449,068**

Photos



Sketches



No data available for the following modules: Online Appeal, Rural Land, Conservation Use Rural Land, Residential Improvement Information, Mobile Homes, Prebill Mobile Homes.

The Spalding County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information shown is PRELIMINARY and has NOT BEEN APPROVED by the Board of Assessors. ALL data is subject to change. Zoning or Flood Map information should always be verified with the proper authorities before being relied upon.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 7/30/2026, 9:39:39 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

qPublic.net™ Spalding County, GA



Overview



Legend

- Parcels
- Roads

Parcel ID	047 01011
Class Code	Commercial
Taxing District	GRIFFIN
Acres	1.96

Owner	EVEREE INN LLC 357 ODELL RD GRIFFIN, GA 30224
Physical Address	1016 EVEREE INN RD
Assessed Value	Value $1708913
Land Value	Value $64400

Last 2 Sales

Date	Price	Reason	Qual
2/27/2025	0	MT	U
2/27/2025	$1142400	XX	U

(Note: Not to be used on legal documents)

Date created: 8/6/2026
Last Data Uploaded: 8/6/2026 8:00:47 AM

Developed by SCHNEIDER GEOSPATIAL

FOR SALE!

1016 EVEREE INN RD
GRIFFIN, GA 30224

COMMERCIAL PROPERTY

- 22,600 SQFT -



CONTACT
770-403-0741
770-318-8386

- 65+ OFFICES
- 70+ PARKING SPOTS
- 2 KITCHENS
- MULTIPLE RESTROOMS
- TRAINING FACILITY
- COURT YARD

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a resolution adopting the 2026 calendar year Property Tax Millage Rate of 5.609. *Interim City Manager, Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

2025 Net Digest - $945,525,342
2026 Net Digest - $952,538,073
Current Millage Rate -5.699 mills
Rollback Rate -5.609 mills

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Property Tax Revenue Budgeted for FY2027 – $6,281,735 total (Of that, $5,349,735 is budgeted in the General Fund; $401,000 in TAD 1; and $531,000 in TAD 2.) Rollback Rate – 5.609 @100% Collections = $5,342,786 @95% Collections = $5,075,647 @90% Collections = $4,808,507

Submitted By:
Ashlee Hurst

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
2026_PT-32.1_Computation_of_MilLAGE RATE GRIFFIN COMBINED FINAL.pdf
2026_PT-38_City_and_Independent_School_Millage_Rate_Certification - final.pdf
RES - Millage Rate 2026

PT-32.1 (Rev 06/26)

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2026

COUNTY:	SPALDING	TAXING JURISDICTION:	GRIFFIN COMBINED

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2025 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2026 DIGEST
REAL	862,419,391	19,224,031	3,409,805	885,053,227
PERSONAL	188,303,803		(864,481)	187,439,322
MOTOR VEHICLES	3,152,510		(221,750)	2,930,760
MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		21,766	21,766
GROSS DIGEST	1,053,875,704	19,224,031	2,345,340	1,075,445,075
EXEMPTIONS	108,350,362	4,137,805	10,418,835	122,907,002
NET DIGEST	945,525,342	15,086,226	(8,073,495)	952,538,073
	(PYD)	(RVA)	(NAG)	(CYD)

2025 MILLAGE RATE:	5.699		2026 MILLAGE RATE:	5.699

CALCULATION OF FINAL ROLLBACK MILLAGE RATE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2025 Net Taxable Digest	PYD	945,525,342	
Net Value Added-Reassessment of Existing Real Property	RVA	15,086,226	
Other Net Changes to Taxable Digest	NAG	(8,073,495)	
2026 Net Taxable Digest	CYD	952,538,073	PYD+RVA+NAG
2025 Millage Rate	PYM	5.699	PYM
Millage Equivalent of Reassessed Value Added	ME	0.090	(RVA/CYD) * PYM
Rollback Millage Rate for 2026	**RR - ROLLBACK RATE**	**5.609**	PYM - ME
PTRLOST/FLOST Net Proceeds	NP of PTRLOST		
Millage Rate Equivalent of PTRLOST/FLOST Net Proceeds	MRE of PTRLOST	**0.000**	NP of PTRLOST/CYD
Rollback Millage for 2026 minus Millage Equivalent of PTRLOST/FLOST	**RRPTR**	**5.609**	RR - MRE of PTRLOST

CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2026 Proposed Millage Rate for this Taxing Jurisdiction exceeds the Final Rollback Millage Rate (at right) this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c)(2)		
	Final Rollback Millage Rate	5.609
	2026 Millage Rate	5.609
	Percentage Tax Increase	**0.00%**

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors _____ Date _____

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

Tax Collector or Tax Commissioner _____ Date _____

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2026 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2026 is _____.

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

☐ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2026 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

☐ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2026 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party _____ Title _____ Date _____

PT-38 (Rev 03/26)
City Millage Rate Certification

CITY AND INDEPENDENT SCHOOL MILLAGE RATE CERTIFICATION FOR TAX YEAR 2026

http://www.dor.ga.gov

Complete this form once the levy is determined, report this information in Column 1. E-mail a copy to local.government.services@dor.ga.gov and distribute a copy to your County Tax Commissioner and Clerk of Court. This form also provides the Local Government Services Division with the millage rates for the distribution of Railroad Equipment Tax and Alternative Ad Valorem Tax. Form must be remitted even if levy is zero.

Georgia Department of Revenue
Local Government Services Division
4125 Welcome All Road
Atlanta, Georgia 30349
Phone: (404) 724-7003

CITY NAME	ADDRESS			CITY, STATE, ZIP
CITY OF GRIFFIN	100 SOUTH HILL STREET			GRIFFIN, GA 30223
FEI #	**CITY CLERK**	**PHONE NO.**	**FAX**	**EMAIL**
58-6000587	JENNIFER FREEMAN	770-229-6401		jfreeman@cityofgriffin.com
OFFICE DAYS / HOURS	**ARE TAXES BILLED AND COLLECTED BY THE ( ) CITY OR ( ) COUNTY TAX COMMISSIONER? LIST VENDOR, CONTACT PERSON AND PHONE NO.**			

List below the amount & qualifications for each LOCAL homestead exemption granted by the City and Independent School System.

CITY		INDEPENDENT SCHOOL	
Exemption Amount	Qualifications	Exemption Amount	Qualifications
4,000	OWNER OCCUPANY AT JANUARY 1st		

If City and School assessment is other than 40%, enter percentage millage is based on _____%. List below the millage rate in terms of mills.
EXAMPLE: 7 mills (or .007) is shown as 7.000. PLEASE SHOW MILLAGE FOR EACH TAXING JURISDICTION EVEN IF THERE IS NO LEVY.

CITY DISTRICTS	DISTRICT NO.	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
List Special Districts if different from City District below such as CID's, BID's, or DA's	List District Numbers	Gross Millage for Maintenance & Operations	**Less Rollback for Local Option Sales Tax	Net Millage for Maintenance & Operation Purposes (Column 1 less Column 2)	Bond Millage (If Applicable)	Total Millage Column 3 + Column 4
City Millage Rate	GRIFFIN	11.788	6.179	5.609		
Independent School System						
Special Districts						

**Local Option Sales Tax Proceeds must be shown as a mill rate rollback if applicable to Independent School.

Name of County(s) in which your city is located:	SPALDING		

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2026

_____ Date

_____ Mayor or City Clerk

A RESOLUTION

WHEREAS, the City of Griffin (Georgia) is a municipal corporation, duly chartered and existing under the laws of the State of Georgia, and governed by a Board of Commissioners.

WHEREAS, said Board in a meeting duly assembled, and hereby ordained by the authority of the same, that the following ad valorem tax be, and the same hereby assessed, levied and to be collected on all taxable property subject to taxation in the City of Griffin (Georgia) for the year 2026 to-wit:

	ON EACH $1.00 OF ASSESSED VALUATION
For ordinary and current expense of, and for support and maintenance of the Municipal Government of said City as provided by its charter, as amended:	
Gross: Maintenance & Operations	11.788 mills
Less: Adjustment for Local Option Sales Tax (LOST)	(6.179) mills
Millage Rate for 2026	5.609 mills

NOW, THEREFORE, BE IT RESOLVED the above assessment totals 5.609 mills on the dollar of all property for taxation within the corporate limits of the City of Griffin (Georgia) and is subject to taxation by the City of Griffin.

This 13th day of October, 2026.

Douglas S. Hollberg, Mayor

Jennifer Freeman, Interim City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Administrative Services Agreement with UMR, Inc. for the processing of healthcare claims incurred during the term for covered employees on the City of Griffin's Health Plan effective July 1, 2026 - June 30, 2027. *Human Resources Director, Stephanie Woods, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This agreement is for administrative services processing of healthcare claims for the period of July 1, 2026 through June 30, 2027. The services to be provided under this agreement include: 1. Account Management 2. Underwriting and Financial Services; 3. Claims Administration Services; 4. Network Services; 5. Participant and Care Management Services; and 6. Listed Other Services.

STAFF RECOMMENDATION:

Staff recommends approval. Upon approval, will digitally be sent for authorized signatures.

FINANCIAL IMPACT:

The monthly fee for administrative services for medical services is $46.35 per covered employee per month.

Submitted By:
Stephanie Woods

Meeting Date:
13/10/2026

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
FOR AGENDA - UMR ASO Agreement.pdf

This Administrative Services Agreement ("Agreement") between UMR, Inc. ("UMR") and City of Griffin ("Customer") is effective as of July 1, 2026 ("Effective Date"). This Agreement governs the claims administration and related administrative services UMR is providing to Customer either directly or through one of UMR's affiliates (the "Services"). UMR and Customer may be referred to herein individually as a "Party" or collectively as the "Parties".

WHEREAS, Customer has established an employee health benefit plan for Participants,

WHEREAS, pursuant to the Plan, Customer desires to make available to its Participants one or more Services offered by UMR, as specified in this Agreement and in the Exhibits attached hereto, and

WHEREAS, UMR desires to provide the specified Services to Customer.

NOW THEREFORE, in consideration of the mutual covenants and promises stated herein and other good and valuable consideration, the Parties hereby enter into this Agreement, which sets forth the terms and conditions under which UMR agrees to render the Services, and under which Customer hereby agrees to receive and compensate UMR for such Services.

Terms and Conditions

Section 1 Definitions

The following terms have the meanings set forth below. The words may be singular or plural.

Bank Account: Bank Account maintained for the payment of Plan benefits, expenses, Fees, and other Customer financial obligations.

Confidential Information: Information disclosed or made available by a Party in connection with this Agreement, including without limitation the following, regardless of form or the manner in which it is furnished: (a) pricing, discounts, reimbursement terms, payment methodologies and payment processes, compensation arrangements, and any similar commercial information, and (b) data, information, statistics, trade secrets, and any information about business, costs, operations, techniques, know-how, or intellectual property. Any material that is derived from or developed from Confidential Information will be deemed Confidential Information for purposes of this Agreement, regardless of the person creating, disclosing, or making available such material. Any Confidential Information included in preparations, proposals, scope documents, discussions, findings, summaries, reports, and conclusions remain Confidential Information.

Confidential Information does not include: (a) information that is or becomes generally available to the public other than as a result of a disclosure by a receiving Party in violation of this Agreement or other agreement between the Parties, (b) information either obtained from a third party or already in a receiving Party's possession before receipt from the other Party, if the receiving Party can demonstrate such information was lawfully obtained and not subject to another obligation of confidentiality, and (c) information independently developed without reference to Confidential Information, if the receiving Party can demonstrate such independence through contemporaneous written records.

Customer Specific Provider: Customer contracted provider who has entered into or is governed by contractual arrangements with Customer, either directly or through another entity, under which the provider agrees to provide health care services to Participants and accept negotiated fees for these services.

Employee: A current or former employee of Customer or its affiliated employer.

ERISA: Employee Retirement Income Security Act of 1974, as amended from time to time.

Fee: Any fee or other compensation Customer pays to UMR for Services provided under this Agreement.

Law: Any applicable federal, state or local statute, law, rule, regulation, code, or ordinance of a governmental entity that regulates a Party's activities or operations.

Medical Benefit Drug Rebate: Any discount, price concession, or other direct or indirect remuneration UMR receives from a drug manufacturer under a rebate agreement that is contingent upon and related directly to Participant use of a prescription drug under the Plan's medical benefit during the Term. Medical Benefit Drug Rebate does not include any discount, price concession, administration fees, or other direct or indirect remuneration UMR receives from a drug manufacturer for direct purchase of a prescription drug.

Network: The group of Network Providers UMR makes available to the Plan who have entered into or are governed by contractual arrangements under which they agree to provide health care services to Participants and accept negotiated fees for these services.

Network Provider: Physician, medical professional, or facility which participates in a Network. A provider is only a Network Provider if they are participating in a Network at the time services are rendered to the Plan Participant.

Overpayments: Payments that exceed the amount payable under the Plan. This term does not include overpayments caused by untimely or inaccurate eligibility information.

Participant: Employee or dependent of Employee who is covered by the Plan.

Plan: The plan to which this Agreement applies, but only with respect to those provisions of the plan relating to the self-funded health benefits for which UMR is providing Services, as described in the Summary Plan Description.

Plan Administrator: The current or succeeding person, committee, partnership, or other entity designated the Plan Administrator, as defined by ERISA or other applicable Law, who is generally responsible for the Plan's operation.

Summary Plan Description or **SPD:** The document(s) Customer provides to Plan Participants describing the terms and conditions of coverage offered under the Plan.

Systems: The systems UMR owns and makes available to Customer to facilitate the transfer of information in connection with this Agreement.

Tax or **Taxes:** A charge imposed, assessed, or levied by any federal, state, local, or other governmental entity.

Section 2 Exhibits

Each Exhibit attached hereto, whether on the Effective Date or after, is hereby incorporated into this Agreement. The Terms and Conditions of this Agreement apply to all Exhibits attached hereto except to the extent specifically noted otherwise.

Section 3 Term of this Agreement

This Agreement is effective for a period of 12 months commencing on the Effective Date (the "Initial Term"). This Agreement will automatically renew for additional 12 month periods (each, a "Renewal Term") unless either Party provide terminates prior to the end of the then-current term. This Agreement shall remain in effect for one year from the Effective Date unless otherwise renewed as provided in O.C.G.A. § 36-60-13. until this Agreement is terminated pursuant to the terms herein.

Section 4 Fees

Section 4.1 Payment of Fees. Customer shall pay UMR all Fees set forth in each active Exhibit hereto.

Section 4.2 Additional Services and Fees. Customer may request that UMR provide Services in addition to those set forth in this Agreement and if UMR agrees to provide such Services, an additional Fee may be charged.

Section 4.3 Reasonableness of Fees. Customer hereby acknowledges that the Fees paid for Services provided under this Agreement are reasonable.

Section 5 UMR Service Responsibilities

UMR shall provide Services to Customer set forth in each active Exhibit attached hereto including but not limited to the Parties' obligations with respect to privacy of information under this Agreement set forth in Exhibit B – Business Associate Agreement and UMR's obligations with respect to security of information under this Agreement set forth in Exhibit C – Security.

Section 6 Customer Responsibilities

Section 6.1 Responsibility for the Plan. UMR is not the Plan Administrator of the Plan. Any references in this Agreement to UMR "administering the Plan" are descriptive only and do not confer upon UMR any responsibilities or duties beyond the claim administration duties set forth herein. Customer is responsible for the Plan, including its benefit design, the legal sufficiency and distribution of Plan documents, and compliance with any laws that apply to

Customer or the Plan, whether Customer is the Plan Administrator or Customer designates another party as the Plan Administrator. The Customer agrees that the Plan has the authority to pay from Plan assets all Fees due under this Agreement.

Section 6.2 Plan Consistent with this Agreement. Customer agrees that Plan documents, including the Summary Plan Description and/or the summary of Plan benefits and exclusions are consistent with this Agreement. Before distributing any communications describing Plan benefits or provisions to Participants or third parties, Customer shall provide UMR with such communications which refer to UMR or its Services. Customer shall amend them if UMR reasonably determines that references to UMR are not accurate, or any Plan provision is not consistent with this Agreement or the Services UMR is providing.

Section 6.3 Plan Changes. Customer shall provide UMR with notice of any changes to the Plan and/or Summary Plan Description within a reasonable period of time prior to the effective date of the change to allow UMR to determine if such change will alter the Services UMR provides under this Agreement. Customer's requested changes must be mutually agreed to in writing prior to implementation of such change.

UMR shall notify Customer if UMR will not implement or administer the change. Upon such notification (a) UMR shall have no obligation to implement or administer the change, and (b) Customer may terminate this Agreement upon 90 days written notice.

Section 6.4 Information Customer Provides to UMR. Customer shall provide UMR in a timely manner all information that UMR requires to provide Services under this Agreement. UMR may rely upon any written or oral communication from Customer, its designated employees, agents, or authorized representatives.

Customer shall, in an accurate and timely manner, provide UMR with eligibility information as to which Employees and their dependents are Participants. Customer shall notify UMR of any change to this information as soon as reasonably possible.

UMR may rely on the most current information in UMR's possession regarding eligibility of Participants in paying Plan benefits and providing other Services under this Agreement. In the event of an eligibility issue UMR will not be required to process or reprocess claims, but if UMR agrees to do so additional Fees may apply.

Section 6.5 Notices to Participants. Customer shall give Participants the information and documents they need to obtain benefits under the Plan before coverage begins. In the event this Agreement is terminated, Customer shall notify all Participants that the Services UMR is providing under this Agreement are discontinued.

Section 6.6 Affiliated Employers. Customer agrees that together Customer and any of its affiliates covered under the Plan make up a single "controlled group" as defined by ERISA (if applicable) and/or the United States Internal Revenue Code of 1986. Customer agrees to provide UMR (a) notice anytime it acquires, divests, or merges with another entity, and (b) with a list of Customer affiliates covered under the Plan upon request.

Section 6.7 Escheat. Customer is solely responsible for complying with all applicable abandoned property or escheat laws, making any required payments, and filing any required reports.

Section 6.8 State and Federal Surcharges, Fees and Assessments. The Plan is responsible for state or Federal surcharges, assessments, or similar Taxes imposed by governmental entities or agencies on the Plan, or on UMR in its capacity as the claims administrator of the Plan, whether or not remitted by UMR, including the funding, remittance, and determination of amounts due under The Patient Protection and Affordable Care Act of 2010.

Section 7 Records and Information

Section 7.1 Records. UMR shall keep records relating to the Services it provides under this Agreement for as long as UMR is required to do so by Law.

Section 7.2 Use of Confidential Information. Neither Party will use or disclose the other's Confidential Information to any person or entity other than to the receiving Party's employees and Business Associates needing access to such information to administer the Plan, to perform under this Agreement, or as otherwise permitted under this Agreement.

Notwithstanding the foregoing, (i) UMR may disclose Customer Confidential Information to its affiliates and subcontractors as needed for those entities to provide Services under this Agreement, (ii) Customer shall not be prohibited from using data as provided for in Section 201 of title II (Transparency) of division BB of the Consolidated Appropriations Act, 2021, (iii) Customer may only use UMR's Confidential Information for Plan administration

purposes, and (iv) before UMR's Confidential Information can be disclosed, UMR may require a mutually agreed upon confidentiality agreement consistent with Law.

Neither party may a) sell, license, or grant any other rights to the other Party's Confidential Information, (b) use the other Party's Confidential Information for the creation, operation or improvement of any product, service or database for external or commercial use, or c) use the other Party's Confidential Information to contract with or manage healthcare or pharmacy providers, coalitions or networks.

If a Party is requested or required to disclose Confidential Information by subpoena, legal process, or Law, including public records acts, such Party shall (to the extent permitted by Law) provide the other Party with immediate written notice of that request or requirement. Such Party shall reasonably cooperate in any efforts by the other Party to seek an appropriate protective order or other remedy or otherwise challenge or narrow the scope of that disclosure request or requirement. If a protective order or other remedy is not obtained, such Party shall furnish only that portion of the Confidential Information that is legally required.

If Customer requests that UMR provide information about the Plan that is in UMR's possession after the Agreement terminates and any applicable runout period has expired, then UMR may, in its discretion, provide such information subject to a Fee;

Section 8 Indemnification

Section 8.1 Indemnification of UMR. To the extent permitted by law, Customer shall indemnify UMR for any and all claims, losses, liabilities, penalties, fines, costs, damages, judgments, and expenses UMR incurs, including reasonable attorneys' fees and costs, to the extent arising out of one or more of the following: (i) Customer's material breach of this Agreement; (ii) Customer's design and governance of the Plan and claims brought against UMR as the claims administrator; and (iii) a breach by a third party of any agreements UMR enters into with third parties on Customer's request.

Section 8.2 Indemnification of Customer. UMR shall indemnify Customer for any and all claims, losses, liabilities, penalties, fines, costs, damages, judgments, and expenses Customer incurs, including reasonable attorneys' fees and costs, to the extent arising out of UMR's material breach of this Agreement.

Customer remains responsible for payment of all Plan benefits and other Plan expenses and fees.

Section 9 Dispute Resolution

In the event of any dispute, claim, or controversy of any kind or nature between the Parties arising out of this Agreement or the Services ("Dispute"), a Party may provide written notification of the Dispute to the other Party. After such notice, a representative from each Party shall meet in person or telephonically and make a good faith effort to resolve the Dispute. If the Dispute is not resolved within 30 days after the Parties first meet to discuss it, and either Party wishes to pursue the Dispute further, that Party will refer the Dispute to non-binding mediation under the Commercial Mediation Rules of the American Arbitration Association ("AAA"). In no event may the mediation be initiated more than one year after the date one party first gave written notification of the Dispute to the other party. A single mediator engaged in the practice of law, who is knowledgeable about employee benefit plan administration, will conduct the mediation under the then current rules of the AAA. The mediation will be held in a mutually agreeable site. Nothing in this Section is intended to prevent either party from seeking any other remedy available at law including seeking redress in a court of competent jurisdiction. This provision shall survive the termination of this Agreement.

Nothing in this Section 9 will be interpreted to limit, waive, or nullify any other rights under this Agreement.

Section 10 Termination

Section 10.1 End of Services. UMR's provision of Services under this Agreement ends on the date this Agreement terminates, regardless of the date that claims are incurred. Notwithstanding the foregoing, UMR shall provide the run-out Services set forth in an active Exhibit attached hereto after the termination of the Agreement. The Parties agree that these Terms and Condition will continue to apply to the run-out Services.

Section 10.2 Termination Events. This Agreement will terminate under the following circumstances:

(1) the Plan terminates

(2) both Parties agree in writing to terminate this Agreement,

(3) after the Initial Term, either Party gives the other Party at least 90 days prior written notice,

(4) UMR gives Customer notice of termination because Customer did not pay the undisputed Fees or other amounts Customer owed UMR when due under the terms of this Agreement,

(5) UMR gives Customer notice of termination because Customer failed to provide the required funds for payment of benefits under the terms of this Agreement,

(6) either Party is in material breach of this Agreement, other than by non-payment or late payment of Fees owed by Customer or the funding of Plan benefits, and does not correct the breach within 30 days after being notified in writing by the other Party,

(7) UMR gives Customer notice of termination in the event of a filing by or against the Customer of a petition for relief under the Federal Bankruptcy Code, or

(8) as otherwise specified in this Agreement.

Section 10.3 Survivability. Sections 7, 8, 9, 10.3, 11.3, 11.8, 11.10, 11.11, 11.13 and 11.14 will survive the termination of this Agreement and any provision of an Exhibit which by its nature would continue beyond the termination of this Agreement will also survive.

Section 11 Miscellaneous

Section 11.1 Subcontractors. UMR may use its affiliates or subcontractors to perform UMR's Services under this Agreement. UMR will be responsible for those Services to the same extent that UMR would have been had it performed those Services without the use of an affiliate or subcontractor.

Section 11.2 Assignment. Except as provided in this paragraph, neither Party may assign this Agreement or any rights or obligations under this Agreement to anyone without the other Party's written consent. Any purported assignments in violation of this Section 11.2 will be void. Notwithstanding the foregoing, UMR may assign this Agreement to UMR's affiliates, or a purchaser of all or substantially all of UMR's assets, and UMR will provide notice to Customer of the assignment.

Section 11.3 Governing Law. This Agreement is governed by, construed and enforced in accordance with the laws of the State of Georgia, without regard to the conflict of laws, rules, or principles thereof. The Superior Court in Georgia, or in the case of claims brought under federal law, in the federal courts located in Georgia, as agreed upon by the parties.

Section 11.4 Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof. This Agreement replaces and supersedes any prior written or oral agreements between the Parties relating to the subject matter hereof.

Section 11.5 Amendment. Except as may otherwise be specified in this Agreement, this Agreement may be amended only by both Parties agreeing to the amendment in writing. Notwithstanding the foregoing, this Agreement is automatically amended upon UMR's memorialization of the Parties revision of the financial terms under this Agreement.

Section 11.6 No Waiver. A failure of either Party to enforce at any time any of the provisions of this Agreement will in no way be construed to be a waiver of such provision of this Agreement.

Section 11.7 Notices. Any notices, demands, or other communications required under this Agreement will be in writing and shall be provided via electronic means or by United States Postal Service by certified or registered mail, return receipt requested, postage prepaid, or delivered by a service that provides written receipt of delivery.

Section 11.8 Use of Name. The Parties agree not to use each other's name, logo, service marks, trademarks, or other identifying information without the written permission of the other, except that each Party grants the other permission to use its name, logo, service marks, trademarks, or other identifying information for the Party to carry out its obligations under this Agreement.

Section 11.9 Compliance with Laws and Regulations. The Parties agree to comply with all applicable federal, state, and other laws and regulations in its performance under this Agreement.

Section 11.10 No Third Party Beneficiaries. Nothing in this Agreement confers upon any person other than the Parties and their respective permitted successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

Section 11.11 Severability. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision. The Parties intend that a court of competent jurisdiction construe any invalid or unenforceable provision of this Agreement by limiting or reducing it so as to be valid or enforceable to the extent compatible with Law.

In the event any state or other jurisdiction prohibits a Party from administering the Plan under the terms of this Agreement or imposes a penalty on the Plan or UMR and such penalty is based on the Services specified in this Agreement, the Party may immediately discontinue this Agreement's application in such state or jurisdiction. This Agreement will continue to apply in all other states or jurisdictions.

Section 11.12 Interpretation. The Parties acknowledge that they have read this Agreement, have had the opportunity to review it with legal counsel, and have agreed to all its terms. The Parties therefore agree that in the event of any ambiguity in any of the terms or conditions of this Agreement, including any exhibits hereto and whether or not placed on record, such ambiguity shall not be construed for or against any Party hereto on the basis that such Party did or did not author the same.

Section 11.13 Counterparts; Electronic Signatures. This Agreement may be executed in any number of counterparts (including any form of electronic communication) and all such counterparts taken together shall be deemed to constitute one and the same instrument. The Parties may rely upon delivery of an executed facsimile or similar executed electronic copy of this Agreement (including by means of an electronic signature), and such facsimile or similar executed electronic copy will be legally effective to create a valid and binding agreement between the Parties.

By signing below, each party agrees to the terms of this Agreement.

City of Griffin
100 S. Hill St.
Griffin, GA 30224

By: _____

Authorized Signature

Print Name: _____

Print Title: _____

Date: _____

Attest: _____
Jennifer Freeman, Secretary

UMR, Inc.
115 W. Wausau Ave.
Wausau, WI 54401

By: Ladora McCool (10/01/2026 13:04:06 CDT)

Authorized Signature

Print Name: Ladora McCool

Print Title: Contract Negotiator

Date: 10/01/2026

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

ASA 4Q 2025
Agreement No. 00115345.0

Exhibit A – Medical Benefit Administration Services
UMR

The following are the Services UMR has agreed to provide to Customer. The Services described in this Exhibit will be made available to Customer and where applicable to Customer's eligible Participants consistent with the Summary Plan Description under which the Participant is covered.

Section 1 Network

Network Access, Management and Administration. UMR will provide access to Networks and Network Providers, as well as related Services including physician (and other health care professional) relations, clinical profiling, contracting, credentialing, network analysis, and system development. The make-up of the Network can change at any time. Notice will be given in advance or as soon as reasonably possible.

Some Network Providers are affiliated with UMR, however they are not UMR's agents or partners. Otherwise, Network Providers participate in Networks only as independent contractors. Network Providers and the Participants are solely responsible for any health care services rendered to Participants. UMR is not responsible for the medical outcomes or the quality or competence of any provider or facility rendering services, including Network Pharmacies and services provided through UMR's affiliates' networks or the payment for services rendered by the provider or facility.

UMR's contracts with some Network Providers may include capitation arrangements. Capitation is when a Network Provider receives a periodic payment to perform or coordinate certain health care services. The Network Provider receives a capitation payment regardless of (i) the volume of services or (ii) whether the cost of providing or arranging to provide the Participant's health care is less than or more than the payment. Customer shall fund these capitation payments as soon as UMR makes the determination that the capitated Network Provider is entitled to receive the payment. These payments are Plan benefits under this Agreement. Customer remains responsible for any claims costs that are not satisfied through a capitated Network Provider arrangement.

Out of Network Programs. UMR offers out of network programs that strive to increase savings to Customer by accessing discounts or negotiating reductions on out of network claims. UMR offers a mix of out of network programs that offer varying degrees of discounts, consumer advocacy, and cost controls. Customer's elected out of network programs are identified in Exhibit D – Fees. Programs are subject to change or termination at UMR's discretion.

Value Based Contracting Program. UMR's contracts with some Network Providers may include withholds, incentives, and/or additional payments that may be earned by meeting standards relating to utilization, quality of care, efficiency measures (including better contract rates), compliance with UMR's other policies or initiatives, or other clinical integration or practice transformation standards. Customer shall fund these payments due to the Network Providers as soon as UMR makes the determination the Network Provider is entitled to receive the payment under the Network Provider's contract, either upfront or after the standard has been met. For upfront funding, if UMR makes the determination that the Network Provider failed to meet a standard, UMR will return to Customer the applicable amount. UMR shall provide Customer reports describing the payment amounts made on behalf of Customer's Plan.

Only the initial claims-based reimbursement to Network Providers will be subject to the Participant's copayment, coinsurance, or deductible requirements. Customer will pay the Network Provider the full amount earned or attributable to its Participants, without a reduction for copayments or deductibles, and agrees that there will be no impact from these payments on the calculation of the Participant's satisfaction of their annual deductible amount.

Customer Specific Provider. Plan benefits for health care services rendered by a Customer Specific Provider will be equal to the amounts the Customer Specific Provider agreed to accept in the contractual arrangements governing their participation in the Customer Specific Provider arrangement. Customer will provide UMR with their Customer Specific Provider rate schedule, and Customer will notify UMR 90 days in advance of any rate change to the Customer's contractual arrangements. UMR shall apply Customer's contracted rates until UMR receives written instructions from Customer to cease administering the Customer Specific Provider arrangement. Customer is responsible for the resolution of any dispute to the contractual arrangements of the Customer Specific Providers. Customer hereby acknowledges that notwithstanding anything in this Agreement to the contrary, (i) UMR will have limited information about the claims submitted by the Customer Specific Provider, (ii) UMR's sole role with respect to claims submitted by the Customer Specific Provider will be to process the claims on behalf of the Customer, (iii) UMR does not make any performance guarantees for processing claims submitted by the Customer Specific Provider,

and (iv) UMR will not perform any other services related to claims submitted by the Customer Specific Provider, including but not limited to provider credentialing analysis, network adequacy analysis, mental health parity analysis, provider directories, payment integrity programs, utilization management and price transparency reporting.

Section 2 Prevention and Recovery Services

UMR will provide prevention and recovery Services for Overpayments and other Plan recovery and savings opportunities as described herein.

Overpayments. UMR will attempt to recover Overpayments by employing appropriate outreach to Participants and/or providers to request reimbursement.

Payment Integrity Services. UMR provides Services to help prevent, identify, and resolve irregular claims ("Payment Integrity Services"). UMR's Payment Integrity Services help guard against potential errors, fraud, waste and abuse by reviewing claims on a pre- or post-adjudicated basis.

UMR's Payment Integrity Services processes will be based upon UMR's proprietary and confidential procedures, modes of analysis, and investigations. UMR will use these procedures and standards in delivering Payment Integrity Services to Customer and to UMR's other customers. Services include all work to identify recovery and savings opportunities, research, data analysis, investigation, and initiation of all Recovery Processes set forth below. UMR does not guarantee or warranty any particular level of prevention, detection, or recovery.

UMR makes available to Customer Payment Integrity Services, as identified in Exhibit D – Fees.

If this Agreement terminates, in whole or in part, UMR can continue Payment Integrity Services for any claims paid when the Agreement was in effect pursuant to the terms of this Section 2.

Recovery Process – Non-Class Action Recoveries. Customer delegates to UMR the discretion and authority to develop and use standards and procedures for any recovery opportunity, including but not limited to, whether or not to seek recovery, what steps to take if UMR decides to seek recovery, whether to initiate litigation or arbitration, the scope of such litigation or arbitration, which legal theories to pursue in such litigation or arbitration, and all decisions relating to such litigation or arbitration, including but not limited to, whether to compromise or settle any litigation or arbitration, and the circumstances under which a claim may be compromised or settled for less than the full amount of the potential recovery. In all instances where UMR pursues recovery through litigation or arbitration, Customer, on behalf of itself and on behalf of its Plan(s), will be deemed to have granted UMR an assignment of all ownership, title and legal rights and interests in and to any and all claims that are the subject matter of the litigation or arbitration.

Customer acknowledges that use of UMR's standards and procedures may not result in full or partial recovery for any particular claim or for any particular customer. UMR will not pursue any recovery if it is not permitted by Law, or if recovery would be impractical, as determined in UMR's discretion. While UMR may initiate litigation or arbitration to facilitate a recovery, UMR has no obligation to do so. If UMR initiates litigation or arbitration, Customer will cooperate with UMR in the litigation or arbitration.

If this Agreement terminates, in whole or in part, UMR can continue recovery activities for any claims paid when the Agreement was in effect pursuant to the terms of this Section 2.

Recovery Process – Class Action Recoveries. Where a class action purports to affect Customer's (or the Plan(s) it sponsors or administers) right to and interest in any Overpayment, UMR has the right to determine whether to seek recovery of the Overpayment on the Customer's (or the Plan(s) it sponsors or administers) behalf through litigation, arbitration, or settlement. If UMR elects to seek recovery of such an Overpayment that is at issue in a class action, UMR will provide written notice to Customer of its intention. If Customer does not want UMR to seek recovery of the Overpayment, Customer shall notify UMR in writing within 30 days of receiving notice from UMR. If Customer does not so notify UMR, Customer, on behalf of itself and on behalf of the Plan(s) it sponsors and administers, assigns to UMR all ownership, title and legal rights and interests in and to any and all Overpayments that are the subject matter of the class action. In such cases, Customer will cooperate with UMR in any resulting litigation or arbitration that UMR may file to pursue the Overpayments.

If Customer provides UMR with written notice that it does not want UMR to seek recovery of an Overpayment related to a class action (whether putative or certified) then, pursuant to its standard procedures, UMR will provide Customer with related Overpayment claims information, at Customer's request. Customer is then solely responsible for determining whether it (or the Plan(s) it sponsors or administers) will participate in the class action (whether putative

or certified), participate in any class action settlement, pursue recovery of the relevant Overpayment outside of the class action, or take any other action with respect to any cause of action the Customer (or the Plan(s) it sponsors or administers) might have.

If this Agreement terminates, in whole or in part, UMR can continue recovery activities for any claims paid when the Agreement was in effect pursuant to the terms of this Section 2.

Offsetting Process. Overpayment recoveries may occur by offsetting the Overpayment against future payments to the provider made by UMR. In effectuating Overpayment recoveries through offset, UMR will follow its established Overpayment recovery rules which include, among other things, prioritizing Overpayment credits based on: (1) the age of the Overpayment for electronic payments and (2) the funding type and the age of the Overpayment for check payments. UMR may recover the Overpayment by offsetting, in whole or in part, against future benefits that are payable under the Plan in connection with Services provided to any Participants. Reallocations pursuant to this process do not impact the decision as to whether or not a benefit is payable under the Plan.

In UMR's application of Overpayment recovery through offset, timing differences may arise in the processing of claims payments, disbursement of provider checks, and the recovery of Overpayments. As a result, the Plan may in some instances receive the benefit of an Overpayment recovery before UMR actually receives the funds from the provider. Conversely, UMR may receive the funds before the Plan receives the credit for the Overpayment. It is hereby understood that the Parties may retain any interest that accrues as a result of these timing differences. Details associated with Overpayment recoveries made on behalf of the Plan through offset will be identified in the monthly reconciliation report provided to the Customer's Plan.

Recovery Fees. Customer will be charged a Fee for the Payment Integrity Services described in this Section 2. That Fee is set forth in Exhibit D – Fees. No Fees will be charged (a) if the Overpayment is solely the result of UMR's acts, or (b) for recoveries obtained through a class action where UMR does not file an opt-out case on behalf of Customer. UMR will not be responsible for reimbursement of any unrecovered Overpayment nor attorneys' fees and costs related to litigation or arbitration associated with recoveries except to the extent an arbitrator, arbitration panel, or court of competent jurisdiction determines that the Overpayment was due to UMR's gross negligence or reckless misconduct.

Section 3 Fees

Fees. Customer will pay UMR the Fees specified in Exhibit D – Fees, in addition to any other Fees set forth in this Agreement. If authorized by Customer, pursuant to this Agreement or by subsequent authorization, certain Fees may be paid through a withdrawal from the Bank Account.

Changes in Fees. UMR may change the Fees on the latter of the expiration of:

(1) a Renewal Term, or

(2) any applicable multi-year Fee term as set forth in Exhibit D – Fees.

UMR will provide Customer with 30 days prior written notice of the revised Fees for each Renewal Term, and such Fees will be effective the first day of such Renewal Term. UMR will provide Customer with a new Exhibit D – Fees that will replace the existing Exhibit D – Fees.

UMR may also change the Fees:

(1) any time there are changes made to this Agreement or the Plan which affect the Fees,

(2) any time there are changes in Law which affect the Services UMR is providing, or will be required to provide, under this Agreement,

(3) if the number of Employees covered by the Plan or any Plan option changes (i) by 15% or more, or (ii) the enrollment band, if applicable or

(4) if the total number of enrolled Participants divided by the total number of enrolled Employees, ("Average Contract Size"), varies by 15% or more from the assumed average contract size.

Any new Fee will be effective as of the date the change is applicable, even if that date is retroactive.

If Customer does not agree to any change in Fees, Customer may terminate this Agreement after Customer receives written notice of the new Fees. Customer must still pay any amounts due for the periods during which the Agreement is in effect.

Due Dates, Payments, and Penalties. UMR will provide Customer with an on-line invoice in advance of the first of each month and the due date for payment is on the first day of such month ("Due Date"). Invoices are generated using monthly enrollment provided by Customer. If Customer has elected to self-bill, monthly enrollment shall be measured based off the eligibility information of the Employees on the first of the month.

Late Payment. If undisputed amounts owed are not paid within 30 days after their Due Date, Customer will pay UMR interest on these amounts at the interest rate that UMR charges to its self-funded customers. Customer shall reimburse UMR for any costs that UMR incurs to collect these amounts.

Fee Disputes. If Customer disputes any Fee due to UMR, Customer will promptly notify UMR. Customer agrees to meet with UMR in good faith to resolve any Fee discrepancies. No interest will be assessed to the extent UMR's bill was incorrect. Customer will pay the undisputed part of the Fee by the applicable Due Date.

Section 4 Providing Funds

Responsibility for Payment of Plan Benefits. The Plan is self-funded. Customer is solely responsible for providing funds for payment for all Plan benefits. UMR has no liability or responsibility to provide these funds. This is true even if UMR or its affiliates provide stop loss insurance to Customer.

Bank Account. UMR, on Customer's behalf, will open and maintain a Bank Account to provide UMR access to Customer's funds for payment of:

(1) Plan benefits,

(2) Plan expenses (eg., state surcharges and assessments),

(3) other Customer financial obligations, and

(4) Fees authorized by Customer.

Customer's funds in the Bank Account will not be comingled with any other customer funds.

Balance In Account. Customer will maintain a Bank Account balance to cover expected Bank Account activity (the "Account Balance"). UMR will establish the Account Balance based on expected Plan payment obligations, with adjustments for anticipated non-daily activity (e.g., prescription drug benefits and Fee payments). UMR will notify Customer if and when the Account Balance requires revision.

The Account Balance is based on Customer's financial condition as assessed by UMR. In the event UMR reasonably determines that Customer's financial condition has deteriorated, or Customer fails to comply with the funding and financial obligations specified in this Agreement, UMR may revise the Account Balance effective 5 business days from the date of notice to Customer.

Issuing and Providing Funds. Payments will be processed through the Customer's Bank Account.

UMR will issue Bank Account funding process documentation to Customer. Upon agreement by the parties on process, UMR will implement the agreed to Bank Account funding process.

If UMR reasonably determines that Customer's financial condition has deteriorated or Customer fails to comply with the funding and financial obligations specified in this Agreement, UMR may revise the Bank Account funding process effective 5 business days from the date of notice to Customer.

At the Fee shown in Exhibit D – Fees, UMR will:

(1) automatically stop payment on all checks that have not been cashed within twelve months of issuance, and

(2) provide Customer with reports for the purposes of performing escheat. Customer is solely responsible for making unclaimed payee payments directly.

Underfunding. If Customer does not maintain the required Account Balance:

(1) Customer must immediately correct the funding deficiency and provide prompt notice to UMR,

(2) UMR may place stop payments on checks, stop issuing checks and non-draft payments, and suspend any of its other Services under this Agreement for the period of time Customer does not provide the required funding, and

(3) if Customer does not correct the funding deficiency within 3 business days, UMR may terminate this Agreement as otherwise set forth in this Agreement, such termination to be effective the first day such funding deficiency began. UMR may charge the Customer additional Fees to cover the cost of daily overdraft Fees and interest on the amount of underfunding.

Termination. When this Agreement terminates, the Bank Account funding method will remain in place for the length of the run-out period. Following the run-out period, the required Account Balance may be adjusted through mutual agreement of the parties to cover Customer's remaining funding obligations. UMR will close the Bank Account and Customer will recover any remaining funds from the Account Balance and remaining uncashed checks. UMR will provide bank statements and Bank Account reconciliation reports, including reports Customer needs for the purposes of performing escheat.

Section 5 Medical Benefit Drug Rebate Allocation and Payment

UMR or a subcontractor may negotiate with drug manufacturers regarding the payment of Medical Benefit Drug Rebates on applicable prescription drug products dispensed to Participants under the Plan's medical benefit. If a subcontractor is involved in negotiating with drug manufacturers regarding the payment of Medical Benefit Drug Rebates, it may retain a portion of the gross amounts received from drug manufacturers in connection with such products. Compensation under this program is as set forth in Exhibit D – Fees. UMR will retain interest earned during the Medical Benefit Drug Rebate processing timeframe.

Medical Benefit Drug Rebates are not entitled to be paid until they are received by UMR. For example, if a government action or a major change in pharmaceutical industry practices prevents UMR from receiving Medical Benefit Drug Rebates, the amount Customer receives may be reduced or eliminated.

Customer agrees that during the term of this Agreement, neither Customer nor the Plan will negotiate or arrange or contract in any way for Medical Benefit Drug Rebates on or the purchase of prescription drug products from any manufacturer under the Plan's medical benefit. If Customer or the Plan does, UMR may, without limiting UMR's right to other remedies, immediately terminate Customer's and Plan's entitlement to Medical Benefit Drug Rebates, including forfeiture of any Medical Benefit Drug Rebates earned but not paid.

Section 6 Claim Determinations and Appeals

Initial Benefit Determinations and First Level Appeals. Customer appoints UMR a named fiduciary under the Plan with respect to (i) performing initial benefit determinations and payment, and (ii) performing the fair and impartial review of first level internal appeals. As such, Customer delegates to UMR the discretionary authority to (i) construe and interpret the terms of the Plan, and (ii) determine the validity of charges submitted to UMR under the Plan. If UMR denies a Plan benefit claim, in whole or in part, UMR shall notify the claimant of the adverse benefit determination and the claimant will have the appeal rights set forth in the Summary Plan Description and those which are required under Law.

Second Level Appeals. The Party appointed as the named fiduciary under the Plan with respect to performing the fair and impartial review of second level internal appeals (as set forth in Exhibit D – Fees,), shall make final, binding determinations concerning the availability of Plan benefits under the Plan's internal appeal process, all in compliance with applicable Law. That Party shall notify the claimant of the outcome of the final internal appeal. That party's determination will be final and binding on the claimant and all other interested parties, except as to a claimant's right to an appeal under the external review program.

External Review Program. In order for Customer to meet its regulatory obligations with respect to claim appeals or other applicable external review regulations, Customer shall provide an external review program to claimants. Customer may utilize UMR's external review program. In such case, the following will apply:

(1) a Fee may apply based upon Customer's total enrollment as set forth in Exhibit D – Fees,

(2) Customer acknowledges that the independent review organizations are not UMR subcontractors,

(3) UMR is not responsible for the decisions of the independent review organizations.

Section 7 System Access

Access. UMR hereby grants Customer the nonexclusive, nontransferable right to access and use the functionalities contained within Systems. Customer must obtain and maintain, at no expense to UMR, the hardware, software, and Internet browser UMR requires of customers to access Systems. Customer shall not:

(1) access Systems or use, copy, reproduce, modify, or excerpt any Systems documentation provided by UMR for purposes other than as expressly permitted under this Agreement, or

(2) share, transfer or lease Customer's right to access and use Systems, to any other person or entity, provided, however, Customer may designate a third party, with prior approval from UMR, to access Systems on Customer's behalf, provided the third party complies with the terms and conditions of such Systems access and Customer assumes joint responsibility for such access.

Security Procedures. Customer shall:

(1) use commercially reasonable physical and software-based measures to protect the passwords and user IDs provided by UMR,

(2) use commercially reasonable anti-virus software, intrusion detection and prevention system, secure file transfer and connectivity protocols to protect any email and confidential communications provided to UMR,

(3) maintain appropriate logs and monitoring of system activity, and

(4) notify UMR within a reasonable timeframe of any (a) unauthorized access or damage, including damage caused by computer viruses resulting from direct access connection, and (b) misuse or unauthorized disclosure of passwords and user IDs provided by UMR.

Termination. UMR may terminate Customer's System access and deactivate Customer's identification numbers, and passwords upon:

(1) Customer's breach of this Section 7, or

(2) the latter of the termination of this Agreement or expiration of the run-out period.

Section 8 Medical Audits

Once each calendar year during the term of the Agreement or any applicable run-out period, a mutually agreeable entity, on Customer's behalf, may conduct a medical claims audit for purposes of determining if UMR is administering its claims transactional Services in accordance with Plan provisions. Prior to the commencement of this audit, a signed, mutually agreeable confidentiality agreement with UMR is required.

Customer must notify UMR in writing of its intent to audit. The place, time, type, and duration of all audits must be reasonable and agreed to by UMR. All audits will be limited to information relating to the calendar year in which the audit is conducted, and the immediately preceding calendar year (up to an 18 month look back).

The audit scope and methodology for a medical claim audit will be consistent with generally acceptable auditing standards, including a statistically valid random sample (not to exceed 300 transactions, less any transactions for targeted audits) as approved by UMR ("Scope"). UMR will not support any audits a) where the audit firm is paid on a contingency basis, or b) that do not use a statistically valid random selection methodology (other than as provided for in this Section 8); this includes electronic and data mining audits that are used for purposes of recovery discovery. As part of the medical claims audit, UMR will also support a small, targeted audit of either member appeals, member calls, or clinical transactions (not to exceed 25 transactions).

Customer will pay any expenses that it incurs in connection with the audit. Customer will be charged a reasonable per claim charge and a per day charge for any audit where the claim review portion and remote system access is not completed within 5 business days or for approved sample sizes exceeding the Scope specified above. Customer will be charged a reasonable Fee for samples or audit days that exceed the agreed audit parameters. Customer will also pay

any extraordinary expenses UMR incurs due to a Customer request related to the audit, such Fees to be reviewed and approved by the Customer in advance.

Customer will provide UMR with copies of any audit reports within 30 days after Customer receives the audit report(s) from the auditor.

Section 9 Schedule of Services

Account Management
Implementation and maintenance of account and Plans.
Designated account management team.
Enrollment meetings and support.
Standard digital initial enrollment kit.
Standard ID Card production and issuance.
Electronic eligibility and enrollment processing.
Management and review of benefits and data.
Electronic billing, presentment, and payment.
Online administration Services accessed through UMR's Customer website including online eligibility maintenance, claim status inquiry and online reporting. Customer is provided a designated number of IDs to the website. UMR reserves the right, from time to time, to change the content, format and/or type of UMR's reports.
Interface with third party stop loss vendor, as requested by Customer. UMR will compile information, track and file paid specific stop loss insurance claims with the Customer's chosen stop loss insurance carrier, on behalf of Customer. If Customer has aggregate stop loss coverage, UMR agrees to notify the stop loss carrier of any potential claims that exceed the stop loss policy's attachment point. Customer is responsible for providing UMR with a copy of the stop loss policy by the effective date of this Agreement, if UMR did not place Customer's stop loss coverage with the stop loss carrier. UMR will provide reasonable assistance in appealing denials or limitations as appropriate. In the event, however, that Customer's chosen stop loss insurance carrier adjudicates a given stop loss claim as denied or partially denied, or if reimbursement pursuant to the applicable stop loss policy is otherwise limited in any way, Customer acknowledges that the UMR has no responsibility for any determination made by the stop loss carrier, including but not limited to determinations regarding eligibility for coverage under the Customer Plan or determinations of medical necessity. Customer acknowledges that the election of any stop loss insurance carrier is at the discretion of Customer, and the applicable policy must be specifically accepted by Customer. Customer may have elected to utilize the services of stop loss insurance carrier that has neither been placed nor specifically endorsed by UMR.
Nonstandard or ad hoc reports, subject to an additional Fee.
Report Filings. Prepare and file pharmacy benefits and drug cost reports, air ambulance claims reports as required under the Consolidated Appropriations Act, 2021 ("CAA"). Provide language to support Customer's annual CAA anti-gag clause attestation requirement.
Summary Plan Description ("SPD") Assistance. Upon request, UMR will prepare a customized draft of an SPD, either for each plan or multiple plans, as mutually agreed upon, with one additional draft in response to Customer's comments and a final draft SPD. If Customer drafts its own SPD, Customer shall provide UMR with a copy for UMR's review in a timely manner to ensure consistency with UMR's administration of the Plan under this Agreement. "Plan", for purposes of this paragraph, means each individual plan design administered by UMR. The SPD will be in English. Printing of SPDs is available at an additional cost. If the SPD is not finalized in advance of the Effective Date of UMR's Services, UMR will (i) utilize the summary of Plan benefits and exclusions document that UMR has created based on its understanding of Customer's Plan design and which Customer has reviewed and approved or (ii) create, at UMR's discretion, an operational SPD which will be based upon the Plan benefits and exclusions that Customer has reviewed and approved. UMR will administer claims and otherwise provide UMR's Services in accordance with the above until a final SPD is provided to UMR.
Summary of Benefits and Coverage ("SBC") provided electronically in UMR's standard format for medical Plans administered by UMR. Initial SBC and 1 amendment per year provided.

Underwriting and Financial Services
Claim projections using book of business assumptions for reserves and trend.
Annual projection of cost impact for benefit design changes.
Annual projection of conventional premium-equivalent rates (for products provided by UMR).
Non-certified reserve estimates.
Annual government filings of 1099 reports to the IRS regarding payments made to physicians and other health care professionals.
Provide required data necessary to enable Customer to file Form 5500.
Claims Administration Services
Claims for Plan benefits must be submitted in a form that is satisfactory to UMR in order for UMR to determine whether a benefit is payable under the Plan. Customer delegates to UMR the discretion and authority to use UMR's claim procedures and standards for Plan benefit claim determination.
Standard claims processing, including re-pricing and payment of claims, auto and manual adjudication using proprietary software, and pending and subsequent claim review.
Claim determinations and appeals Services.
Claim history load from one prior carrier using UMR's standard process**.**
Medical claim review and utilization management of specific health care claims to promote coding accuracy, benefit interpretation, and apply reimbursement policy**.**
Production and distribution of explanation of benefits.
Plan benefits litigation support. "Plan Benefits Litigation" is a demand, litigation or administrative proceedings by a Participant or health care provider against UMR, Customer and/or Plan regarding Plan benefits related to Services under this Agreement. Both parties will cooperate fully with each other in the defense of any Plan Benefits Litigation. If Plan Benefits Litigation begins against the Plan and UMR jointly and provided no conflict of interest arises between the parties, the parties may agree to joint defense counsel. If the parties do not agree to joint defense counsel, then each party will select and retain separate defense counsel to represent their own interests. Customer will pay for all reasonable legal fees and costs UMR incurs in defending any Plan Benefits Litigation if UMR gives Customer reasonable advance notice of UMR's intent to charge Customer for such fees and costs, and UMR consults with Customer on UMR's litigation strategy. In all events, Customer is responsible for the full amount of any Plan benefits paid as a result of Plan Benefits Litigation.
Prevention and recovery Services, as elected by Customer (see Exhibit D – Fees) and agreed to by UMR.
Processing of run-out claims (meaning claims incurred prior to the termination date) for a specified period following termination of the Agreement, if purchased by Customer. UMR will bill Customer for the full amount of run-out Fee that Customer owes, if applicable, generally one month prior to the Agreement's termination date. The full payment of run-out Fees is due and payable before run-out claims processing begins. If Customer fails to pay UMR Fees due or fails to provide the funding for the payment of benefits, or if UMR terminates for any other material breach, run-out will not apply. Run-out Fees may apply to partial terminations at UMR's discretion.
Administration of plans requiring integrated deductible and out of pocket with non-integrated service providers. Additional Fees may apply.
Network Services
Network access, management, and administration, including maintaining provider directories.
Network access to physical health networks, including chiropractic, physical therapy, occupational therapy, speech therapy, and complementary alternative medicine.
Out of network programs, as elected by Customer (see Exhibit D – Fees) and agreed to by UMR**.**
Value Based Contracting Program, for applicable products.
UnitedHealthcare Premium℠ Designation Program, available in designated markets.
Federal No Surprises Act ("NSA") medical billing and the Independent Dispute Resolution ("IDR"): (1) UMR will determine if a claim is subject to the NSA billing protections.

(2) If UMR and a provider are unable to come to an agreement within the prescribed negotiation period for a claim subject to the NSA billing protections, UMR will manage, direct, and make decisions and submissions to support the IDR for Customer. (3) UMR will not use third party provider networks for services covered by the NSA. (4) The Fees for programs in which the parties share in the savings achieved off a provider's billed charge will continue to apply to all services covered under the NSA. (5) Customer shall fund all settlement amounts and payments required as a result of any IDR process decision through the Bank Account. (6) Customer shall fund the IDR administration fee and all IDR arbitrator fees through the Bank Account.
Participant and Care Management Services
Member service center, accessed by Participants through a dedicated toll-free number.
Website and/or mobile application enabling Participants to learn about benefits, find a provider, estimate treatment options and costs, check claims status, review personal health record, print, or request ID cards, manage prescriptions, access health tools, and review health and wellness information. Provide and maintain price comparison information to Participants by telephone and online.
Care management Services, as elected by the Customer (see Exhibit D – Fees). Includes continuity of care and external appeals support for surprise medical bills.
Disease management Services, as elected by Customer (see Exhibit D – Fees).
Complex medical condition programs, as elected by Customer (see Exhibit D – Fees).
Maternity programs, as elected by Customer (see Exhibit D – Fees).
Wellness programs, as elected by Customer (see Exhibit D – Fees).
Digital health and wellness experience, which may include health surveys and challenges, personal health record access, dashboard of results, and device integration. If Customer elects to offer reward incentives, Customer will be responsible for the funding. Other related Services are available for an additional Fee.
Transplant resource Services, as elected by Customer (see Exhibit D – Fees).
Obesity and diabetes prevention Services, as elected by Customer.
Medical policy functions, as guided by a medical director, including health policy, quality assurance and medical management analysis and structure.
Predictive modeling, using data from a proprietary system, to identify individuals at risk and offer proactive programs to improve their health status. Additional charges apply for integrating an outside vendor's pharmacy data.
Integration of historical and ongoing external pharmacy vendor data into predictive model. A Fee applies for historical integration. As long as Customer uses a pharmacy benefit manager with which UMR has an existing data sharing agreement, there is no additional Fee for ongoing integration.
Integration of historical medical data into predictive model, additional Fees may apply**.**
Other Services
Medicare Part D subsidy reporting Services. If elected by Customer, UMR will provide to Customer or, at Customer's request, directly to Centers for Medicare & Medicaid Services ("CMS"), information for Customer to comply with the requirements of the Retiree Drug Subsidy ("RDS") program in UMR's standard reporting which is compliant with CMS submission procedures and deadlines. Customer will provide UMR with any information UMR reasonably requires in order to prepare these reports, including but not limited to, Plan Variation/Reporting Code used to isolate members for whom Customer is pursuing the RDS, Participants' social security numbers or health information codes. Customer represents to UMR, and UMR acknowledges, that information provided in connection with the Services under this Agreement is used for purposes of obtaining Federal funds.
Medicare Secondary Payer reporting. UMR shall provide the applicable reports as required by the Medicare Secondary Payer Mandatory Reporting Provisions ("Reporting Requirements") in Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007. Customer shall provide UMR in a timely manner and in an agreed upon format all data UMR requires to comply with the Reporting Requirements. UMR shall not be responsible for any noncompliance penalties in connection with the Reporting Requirements that are related to Customer's failure to provide the required data.

Catastrophic Events. During such time a state or government agency declares a state of emergency or otherwise invokes emergency procedures with respect to Participants who may be affected by severe weather or other catastrophic events (a "Catastrophic Event Timeframe") impacting public health or access to healthcare, Customer directs UMR to implement certain changes in its claim procedures for affected Participants, including, for example: (a) exemption from the application of prior authorization requirements and/or penalties; (b) waiver of out-of-network restrictions (e.g., out-of-network providers paid at the Network Provider level); (c) extension of time frames for claims filing and/or appeals; (d) early replacement of lost or damaged durable medical equipment; and (e) other protocols reasonably required to provide Participants with access to health and pharmacy benefits, as applicable. Such protocols are applicable to Participants residing within impacted areas of the Catastrophic Event, and for dates of service that fall within the Catastrophic Event Timeframe.
Termination Assistance. UMR will provide to Customer, during the run-out period and for a mutually agreed upon Fee: (a) a one-time standard accumulated extract which shows deductible, out-of-pocket, and lifetime maximum amounts for the current and prior year; and (b) open prior authorizations for Services that were approved but not yet completed.
Health Plan Transparency in Coverage Rule ("TiC"). UMR will support Customer's compliance by providing (1) machine-readable files that are accessible via a publicly available website, which Customer will be able to access and link to Customer's own website, and (2) a cost estimator tool available online for Plan Participants for the items and services as required each year.
Mental Health Parity Non-Quantitative Treatment Limitations ("NQTL"). Support related to Mental Health Parity NQTL audits initiated by the U.S. Department of Labor, U.S. Department of Health and Human Services, or the U.S. Department of Treasury.
Telemedicine Services. Standard telemedicine services include Participant access to a telemedicine provider network, telephonic and web-based video medical consultations or other online provider access, as allowed by state law. Other related Services are available for an additional Fee. UMR does not provide medical advice, nor is it responsible for the advice provided through the telemedicine services. In no event shall UMR be found responsible or liable in any way or to any extent for any losses, claims or damages, including but not limited to consequential, special, punitive, incidental, or direct or indirect damages resulting from the services provided by a telemedicine provider and its employees, subcontractors and agents. These Services do not apply to the Surest product.

Exhibit B – Business Associate Agreement

This Business Associate Agreement ("BAA") is incorporated into and made part of the Administrative Services Agreement ("Agreement") between UMR, Inc. ("Business Associate") and City of Griffin ("Covered Entity") and is effective on July 1, 2026. Covered Entity and Business Associate may both be referred to herein individually as a "Party" or collectively as the "Parties".

The Parties hereby agree as follows:

Section 1 Definitions

Unless otherwise specified in this BAA, all capitalized terms used in this BAA not otherwise defined have the meanings established for purposes of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations as amended from time to time (collectively, "HIPAA").

Privacy Rule: The federal privacy regulations, as amended from time to time, issued pursuant to HIPAA and codified at 45 C.F.R. Parts 160 and 164 (Subparts A & E).

Protected Health Information ("PHI"): As defined in 45 C.F.R. 160.103 and is limited to the Protected Health Information received from, or received or created on behalf of, Covered Entity by Business Associate pursuant to the performance of the Services.

Security Rule: The federal security regulations, as amended from time to time, issued pursuant to HIPAA and codified at 45 C.F.R. Parts 160 and 164 (Subparts A & C).

Services: To the extent and only to the extent they involve the receipt, creation, maintenance, transmission, use or disclosure of PHI, the services provided by Business Associate to Covered Entity as set forth in the Agreement, including those set forth in this BAA in Section 4, as amended by written agreement of the Parties from time to time. Business Associate agrees to maintain the confidentiality of Personally Identifiable Information ("PII") on the same terms and conditions as PHI; as such, all references to PHI in this BAA shall include PII.

Section 2 Responsibilities of the Business Associate

With regard to its use and/or disclosure of PHI, Business Associate agrees to:

2.1 not use and/or disclose PHI except as necessary to provide the Services, as permitted or required by this BAA and/or the Agreement, and in compliance with each applicable requirement of 45 C.F.R. 164.504(e), or as otherwise Required by Law, except that to the extent Business Associate is to carry out Covered Entity's obligations under the Privacy Rule, Business Associate will comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of those obligations.

2.2 implement and use appropriate administrative, physical and technical safeguards and comply with applicable Security Rule requirements with respect to Electronic Protected Health Information, to prevent use or disclosure of PHI other than as provided for by this BAA and/or the Agreement.

2.3 without unreasonable delay, report to Covered Entity (i) any use or disclosure of PHI not provided for by this BAA and/or the Agreement, of which it becomes aware in accordance with 45 C.F.R. 164.504(e)(2)(ii)(C); and/or (ii) any Security Incident of which Business Associate becomes aware in accordance with 45 C.F.R. 164.314(a)(2)(i)(C).

2.4 with respect to any use or disclosure of Unsecured PHI not permitted by the Privacy Rule that arises out of Business Associate's failure to comply with one or more of its obligations under this BAA, Business Associate will determine when any such incident is a Breach. In the event of a Breach, Business Associate shall (i) provide Covered Entity with written notification, and (ii) provide all legally required notifications to Individuals, HHS, and/or the media on behalf of Covered Entity in accordance with 45 C.F.R. 164 (Subpart D). Business Associate shall pay for the reasonable and actual costs associated with those notifications.

2.5 in accordance with 45 C.F.R. 164.502(e)(1)(ii) and 45 C.F.R. 164.308(b)(2), ensure that any subcontractors of Business Associate that create, receive, maintain, or transmit PHI on behalf of Business Associate agree, in writing, to the same restrictions and conditions on the use and/or disclosure, of PHI that apply to Business Associate with respect to that PHI.

2.6 make available its internal practices, books, and records relating to the use and disclosure of PHI to the Secretary for purposes of determining Covered Entity's compliance with the Privacy Rule.

2.7 after receiving a written request from Covered Entity or an Individual, make available an accounting of disclosures of PHI about the Individual in accordance with 45 C.F.R. 164.528.

2.8 after receiving a written request from Covered Entity or an Individual, provide access to PHI in a Designated Record Set about an Individual in accordance with the requirements of 45 C.F.R. 164.524.

2.9 after receiving a written request from Covered Entity or an Individual, make PHI in a Designated Record Set about an Individual available for amendment and incorporate any amendments to the PHI, all in accordance with 45 C.F.R. 164.526.

Section 3 Responsibilities of the Covered Entity

In addition to any other obligations set forth in the Agreement, including in this BAA, Covered Entity:

3.1 shall provide to Business Associate only the minimum PHI necessary to accomplish the Services.

3.2 shall notify Business Associate of any limitations in the notice of privacy practices of Covered Entity under 45 C.F.R. 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

3.3 shall notify Business Associate of any changes in, or revocation of, the permission by an Individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

3.4 shall notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

3.5 In the event Covered Entity acts as described in this Section, Business Associate shall decide which restrictions or limitations it will administer. In addition, if those limitations or revisions materially increase Business Associate's cost of providing Services under the Agreement, including this BAA, Covered Entity shall reimburse Business Associate for such increase in cost.

Section 4 Permitted Uses and Disclosures

Unless otherwise limited in this BAA, in addition to any other uses and/or disclosures permitted or required by this BAA or the Agreement, Business Associate may:

4.1 make any and all uses and disclosures of PHI necessary to provide the Services to Covered Entity.

4.2 use and disclose PHI, if necessary, for proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate, on the condition that the disclosures are Required by Law or any third party to which Business Associate discloses PHI for those purposes provides written assurances in advance that (i) the information will be held confidentially and used or further disclosed only for the purpose for which it was disclosed to the third party or as Required by Law, and (ii) the third party promptly will notify Business Associate of any instances of which it becomes aware in which the confidentiality of the information has been breached.

4.3 de-identify PHI received or created by Business Associate under this BAA, in accordance with the Privacy Rule, which de-identified information does not constitute PHI, is not subject to this BAA and may be used and disclosed on Business Associate's own behalf.

4.4 provide Data Aggregation services relating to the Health Care Operations of the Covered Entity in accordance with the Privacy Rule.

4.5 use and disclose PHI and data as permitted in 45 C.F.R 164.512 in accordance with the Privacy Rule.

4.6 use PHI to create, use, and disclose a Limited Data Set in accordance with the Privacy Rule.

Section 5 Termination

5.1 Termination. If Covered Entity knows of a pattern of activity or practice of the Business Associate that constitutes a material breach or violation of this BAA, then the Covered Entity shall provide written notice of the breach or violation to the Business Associate that specifies the nature of the breach or violation. The Business Associate must cure the breach or end the violation on or before 30 days after receipt of the written notice. In the absence of a cure reasonably satisfactory to the Covered Entity within the specified timeframe, or in the event the breach is reasonably incapable of cure, then the Covered Entity may terminate the Agreement and/or this BAA.

5.2 Effect of Termination. After the termination for any reason of the Agreement and/or this BAA, Business Associate shall return or destroy all PHI received from or created or received by Business Associate on behalf of the Covered Entity, if feasible to do so, including such PHI in possession of Business Associate's subcontractors. In the event that Business Associate determines that return or destruction of the PHI is not feasible, Business Associate may retain the PHI and shall extend any and all protections, limitations, and restrictions contained in this BAA to Business Associate's use and/or disclosure of any PHI retained after the expiration or termination of the Agreement and/or this BAA and shall limit any further uses or disclosures solely to the purposes that make return or destruction of the PHI infeasible.

5.3 Cooperation. Each Party shall cooperate in good faith in all respects with the other Party in connection with any request by a federal or state governmental authority for additional information and documents or any governmental investigation, complaint, action, or other inquiry.

Section 6 Miscellaneous

6.1 Construction of Terms. The terms of this BAA, to the extent they are unclear, shall be construed to allow for compliance by Covered Entity and Business Associate with HIPAA.

6.2 No Third Party Beneficiaries. Nothing in this BAA shall confer upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

Exhibit – Security

This Security Exhibit is incorporated into and made part of the Administrative Services Agreement ("Agreement") between UMR, Inc. ("UMR") and City of Griffin ("Customer") and is effective on July 1, 2026. These requirements are applicable if and to the extent that UMR creates, has access to, or receives from or on behalf of Customer any Customer Information (as defined below).

The Parties hereby agree as follows:

Section 1 Definitions

The following terms shall have the meanings as set forth below:

Customer Information: Any Customer information in electronic format provided, collected, or created by UMR in the course of providing products or Services under the Agreement that includes or is comprised of any of the following:

(1) Protected Health Information, as defined in 45 C.F.R. 160.103, and is limited to the Protected Health Information received from, or received or created on behalf of, Customer;

(2) Non-public personal information (i.e., any information that would be termed "non-public personal information" under the Federal Gramm-Leach-Bliley Act, any related state statutes, and any related federal or state regulations);

(3) Other personal information (i.e., other personally identifiable information about individuals, or information that can be used to identify individuals, the disclosure and/or use of which is restricted by applicable federal or state law, including social security numbers; and

(4) Customer's Confidential Information.

UMR Information Systems: Information systems resources supplied or operated by UMR, including network infrastructure, computer systems, workstations, laptops, hardware, software, databases, storage media, printers, proprietary applications, and Internet connectivity which are used by UMR in providing products or Services under the Agreement.

Healthcare Industry Security Standards: The standards and framework of HITRUST Common Security Framework ("CSF").

Section 2 General Requirements

2.1 UMR shall maintain a comprehensive security program under which UMR documents, implements, and maintains the physical, administrative, and technical safeguards necessary to: (a) comply with Law; and (b) protect the confidentiality, integrity, availability, and security of UMR Information Systems and Customer Information. UMR's security program shall be consistent with the requirements of this Exhibit and shall be designed to ensure compliance with the provisions of applicable law, including, as applicable, the Health Information Portability and Accountability Act ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act ("HITECH"), the Payment Card Industry Data Security Standards ("PCI DSS"), and Sarbanes-Oxley ("SOX").

2.2 In accordance with reasonable Healthcare Industry Security Standards, UMR's security program is comprised of: a formal risk management program; periodic risk assessments; an adequate framework of controls that safeguard UMR Information Systems and Customer Information; processes for change management, code inspection, separation of development and production environments, and testing plans; at least once per year perform enterprise-level penetration, perimeter vulnerability testing, internal infrastructure vulnerability testing, and application testing; facility and environmental controls to prevent unauthorized physical access to UMR Information Systems and areas where Customer Information is stored or processed; encrypt transmissions of information via public networks (i.e., the Internet), laptops / desktops, devices, removable storage media (e.g., thumb drive, external hard drives, writable CD drives, backup tapes), applications, and network data storage containers.

2.3 UMR will establish and maintain written business continuity plans for the services and supporting facilities, written disaster recovery plans for critical technology and systems infrastructure, and proper risk controls to enable continued performance under the Agreement in the event of a disaster or other unexpected break in services.

Section 3 Business Continuity Management

UMR will, at its sole expense, establish and maintain (i) written business continuity plans for the Services and supporting facilities, (ii) written disaster recovery plans for critical technology and systems infrastructure, and (iii) proper risk controls (collectively, the "Contingency Plans") to enable continued performance under the Agreement in the event of a disaster or other unexpected break in Services. UMR will update and test the operability of any applicable Contingency Plan at least annually and will maintain each such plan upon the occurrence of a declared disaster event. As used herein, a disaster is defined as an unanticipated incident or event, including, without limitation, force majeure events, technological accidents, or human-caused events that may cause a material service or critical application to be unavailable without any reasonable prediction for resumption, or that causes data loss, property damage, or other business interruption without any reasonable prediction for recovery within a commercially reasonable time period.

Section 4 Audits

4.1 Customer Audit. At Customer's own cost and expense, no more than once each year, UMR will permit Customer and/or its duly authorized representatives, upon 30 days advance notice and subject to a mutually agreeable confidentiality agreement, reasonably necessary access to UMR's data processing facilities, administrative and security procedures, and documentation in order to ascertain compliance with Law and the terms of this Exhibit as it relates to the processing of Customer Information. The scope, timing, nature, and approach of such reviews shall be mutually agreed to in writing by the Parties. Audits will be performed during regular business hours in a manner designed to minimize the interference with UMR's operations and will not require on-line access to UMR Information Systems. UMR shall provide reasonable access to relevant personnel, physical premises, and reasonable documentation. The duration of any on-site assessments may not exceed more than 1 business day.

4.2 Service Auditor Reports. UMR may make its Type II service auditor report ("Report") available to UMR's self-funded customers each year for Customer's review in connection with Plan administrative purposes only. The Report will be issued under the guidance of Statement on Standards for Attestation Engagements #18 ("SSAE18"). Should new guidelines covering service auditor reports be issued, UMR may make the equivalent of, or any successor to, the SSAE18 Type II Report available to UMR's self-funded customers. The Report is UMR's Confidential Information and shall not be shared with any third parties without UMR's prior written approval, except that Customer can share the Report with: (i) Customer's independent public accounting firm; and/or (ii) Customer's consultants, on the condition that such consultants are not in any way a competitor of UMR's and that Customer informs its consultants that the Report was not prepared for their use. To the extent that Customer does provide the Report to its independent public accounting firm, or a consultant as permitted in this Section, Customer shall require that they retain the Report as confidential and that they not disclose such Report to any other persons or entities.

Exhibit D – Fees

These are the Fees Customer agrees to pay UMR in exchange for the Services. The following financial terms are effective for the period July 1, 2026 through June 30, 2029, unless otherwise specified.

UMR may also be referred to as TPA in this Exhibit.

Final Claims Fiduciary: UMR

PEPM means Per Employee Per Month.

Service Code	Service	Fee
	Medical Fees	
0001	Medical Fee • 7/1/2026-6/30/2027 • 7/1/2027-6/30/2028 • 7/1/2028-6/30/2029	 $36.50 PEPM $37.60 PEPM $38.72 PEPM
9928	Monthly Medical Fee waiver (Effective 7/1/2026-6/30/2027)	First 3 months of purchased PEPM service Medical Fees waived (excluding commissions), subject to the repayment terms in this Exhibit.
	Credits	
9871	Annual credit	$14,000 annual credit
	Other Payments	
0514	Commission Funds (Effective 7/1/2026-6/30/2027) Customer has requested UMR to pay certain broker or vendor commissions or fees ("Commission Funds") on Customer's behalf. The Commission Funds will be set by Customer, and paid on a monthly basis until UMR receives written instructions from Customer to cease making the monthly payment. In addition, Customer has determined to pay these Commission Funds to UMR monthly along with UMR's monthly administration Fee and authorizes UMR to forward payment of the Commission Funds directly to the broker or vendor. Customer shall provide UMR with prompt notice of the amounts, the persons to pay, and whenever this arrangement changes or ends. The Commission Funds are not subject to any Performance Standards, if applicable. The decision to pay Commission Funds to a third party (i.e., broker), and responsibility for funding such payments, are Customers. Customer represent that the fees or commissions Customer is directing UMR to pay according to this Section are reasonable compensation for administrative services provided by the third party to the Plan.	$21.95 PEPM
	Account Services	
0140	Claim Reprocessing, due to situations such as retroactive benefit or eligibility changes made by Customer	$25.00 per claim
0200	ID card production and issuance mailed to Employee's home	Included in Medical Fee
0921	SPD booklet preparation	Included in Medical Fee
0923	SPD amendment	Included in Medical Fee
0924	SPD restatement	Included in Medical Fee
0926	Electronic Summary of Benefits and Coverage ("SBC") creation with data UMR has on file for the Plan, initial SBC plus one amendment per year.	Included in Medical Fee
0927	Two or more Summary of Benefits and Coverage ("SBC") amendments requested by Customer per year	No charge
1002	External pharmacy benefit manager interface Fee	$6.00 PEPM
	Online Customer Reporting Services	
0402	Development of production custom reports and file feeds	$100 per hour, post implementation

Service Code	Service	Fee
0417	Custom ad-hoc reports	2 hours per year included in Medical Fee, then $100 per hour
1203	New York Surcharge, filing and administration	Included in Medical Fee
	Banking Services	
0307	Custodial banking maintenance	$250 per month
	Claim Services	
0116	Accumulator loads from a vendor	Included in Medical Fee
2130	Federal external reviews	$500 per review after 5 reviews
2239	Cost Reduction & Savings Enhanced Program • Offers reimbursement methodologies for emergent and non-emergent out of network claims which calculates allowed amounts based on what a healthcare provider generally accepts for the same or similar service. • Includes an advocacy component where Participants can access resources and obtain assistance in explaining reimbursement methodologies.	30% of the Savings Obtained as a result of the program, to be paid through a withdrawal from the Bank Account. Savings Obtained means the amount billed by a health care provider minus the final amount paid to the health care provider pursuant to the out-of-network program selected by the Plan which includes amounts payable by the Participant. The savings used to calculate the Fee per individual claim for the program shall not exceed $50,000. Accordingly, the Fee per individual claim will not exceed 30% of $50,000.
2250	Coordination of benefits for all applicable claims.	30% of the applicable savings amount.
	Payment Integrity Services	
2334	Pre-Pay: Prospective services to help ensure accurate claim payment. • Detection and recovery of wasteful, abusive, and/or fraudulent claims. • Search claims for patterns which indicate possible waste or error by identifying specific claims for additional review or for an adjustment. • Evaluate claims to identify inappropriate levels of care, coding, and/or resource utilization. • Review of claims for inappropriate billing of services not documented in clinical notes by Board certified, same-specialty medical directors. • Prospective review of facility claims based on an itemized bill review. Analytics identify claims, record request sent to provider, claim is adjusted/denied based on review of those records • More expansive edits after the internal payment policy edits and are more expansive to identify claims that may need an adjustment.	30% of the gross recovery or prevented amount.

Service Code	Service	Fee
2334	Post-Pay: Retrospective services to help ensure accurate claim payment. • Detection and recovery of wasteful, abusive, and/or fraudulent claims. • Search claims for patterns which indicate possible waste or error by identifying specific claims for additional review. • In-depth review of hospital medical records or other related documentation compared to claimed amounts to ensure billing accuracy. • Review, validate, and recover credit balances (dollars) on existing patient accounts through a combination of analysis and technology, on-site at hospitals and facilities. • Large-scale analytics to identify additional recovery opportunities; claims re-examined every month for up to 12 months.	30% of the gross recovery.
	Litigation and Arbitration Fees for Recoveries • Litigation, arbitration, or other judicial process to recover any Overpayments and other Plan recovery opportunities. • Outside attorneys' fees and costs or administrative process fees directly incurred with litigation, arbitration, or other judicial process. • Pre-adjudicated claims or post-adjudication claims.	Outside attorneys' fees and costs or administrative process fees will be deducted from the gross recovery prior to the assessment of any applicable UMR Fees (as indicated in this Exhibit).
2325	Third Party Liability (Subrogation) • Services to recover Plan Benefits, which should be paid by a third party. • Does not include benefits paid in connection with coordination of benefits, Medicare, or other Overpayments. • Pre-adjudicated claims and post-adjudicated claims. • Customer will not engage any entity except UMR to provide such services without prior UMR approval.	30% of the gross recovery amount.
	Payment Integrity Service Fees related to pre-adjudicated or prevented amount savings are calculated using logic that accounts for claim level detail and past claims payment experiences, and other relevant inputs including, but not limited to, historical amounts billed and allowed for similar providers, services, and specialties.	
	CARE Services	
0701	Complex condition CARE, including complex treatment plans, catastrophic events, trauma, transplant, oncology, neonatal/ pediatric behavioral health and substance use disorder (BH/SUD) and discharge support specific to BH/SUD. Services also includes access to the UMR CARE app.	Included in Medical Fee
0702	Utilization management, the review of medical services for medical necessity and appropriateness of care prior to services being provided including certification/ notification for hospital inpatient/outpatient services, durable medical equipment, home health care, specialty injectables, behavioral health and other services, concurrent review, pre-determinations, discharge planning, readmission risk assessment retrospective review, complex condition CARE referrals and independent medical reviews needed for these services when appropriate.	Included in Medical Fee
	Transplant Centers of Excellence (COEs)	
1401	Transplant Network via Centers of Excellence (COE)	
	Bone Marrow/Stem Cell	
	• Autologous less than 11 days	$6,000 per transplant
	• Autologous 11 or more Days	$23,000 per transplant
	• Allogeneic – related/unrelated	$23,000 per transplant
	• Non-myeloablative allo BMT – mini	$6,000 per transplant
	Tandem BMT	
	• Auto/Auto	$12,000 per transplant
	• Auto/Allo (related/unrelated)	$23,000 per transplant
	• Allo/Allo (related/unrelated)	$23,000 per transplant

Service Code	Service	Fee
	Solid Organ	
	• Kidney	$4,500 per transplant
	• Pancreas	$9,000 per transplant
	• Kidney/Pancreas	$9,000 per transplant
	• Islet Cell-Auto Pancreas	$9,000 per transplant
	• Heart	$12,000 per transplant
	• Lung	$12,000 per transplant
	• Heart/Lung	$12,000 per transplant
	• Double lung	$23,000 per transplant
	• Intestinal, intestinal/liver, intestinal/small bowel	$23,000 per transplant
	• Liver	$23,000 per transplant
	• Multi-Organ*	$23,000 per transplant
	*Except for those multi-organ transplants already listed on the fee schedule such as kidney/pancreas	
	Ventricular Assist Devices (“VAD”)	
	• VAD only – bridge to transplant (excludes heart Transplant)	10% of savings, calculated as the difference between billed charges and amounts paid pursuant to the applicable Network, not to exceed the Fee for the corresponding transplant set forth above, capped at $12,000 per case
	• VAD only – destination therapy (VAD implant and post-implant services for 1 year)	10% of savings, calculated as the difference between billed charges and amounts paid pursuant to the applicable Network, not to exceed the Fee for the corresponding transplant set forth above, capped at $12,000 per case
	• VAD only – destination therapy (post-implant services only)	10% of savings, calculated as the difference between billed charges and amounts paid pursuant to the applicable Network, not to exceed the Fee for the corresponding transplant set forth above, capped at $12,000 per case per year
	If an additional transplant is performed to replace the initial transplant, an additional Fee equal to 50% of the original Fee shall be charged. If a Participant receives transplant care, but no transplant is performed (“Early Term”), the administrative Fee will be 35% of the difference between charges per the applicable Network and the Network Provider’s usual charges for the same services, not to exceed the Fee for the corresponding transplant set forth in the table above. A transplant case referred to as Early Term includes (1) cases in which a Participant is not accepted into a Network Provider’s transplant program, (2) cases in which the Participant dies prior to transplant or VAD implant, or (3) cases in which Participant’s coverage ends prior to transplant or VAD implant.	
	Transplant Access Program (TAP) Network	Fee is 15% of savings, calculated as the difference between billed charges and amounts paid pursuant to the applicable Network, not to exceed the Fee for the corresponding transplant set forth above.

Service Code	Service	Fee
	Extra-Contractual Services	Fee is 15% of savings, calculated as the difference between charges per the applicable extra-contractual agreement and the Network Provider's usual charges for the same services, not to exceed the Fee for the corresponding transplant under the table above.
	Cellular Therapy Services	Fee is 15% of savings, calculated as the difference between charges per the applicable extra-contractual agreement and the provider's usual charges for the same services, not to exceed $20,000. Early Term applies.
	Ex Vivo Gene Therapy Services	Fee is 15% of savings, calculated as the difference between charges per the applicable extra-contractual agreement and the provider's usual charges for the same services, not to exceed $20,000. Early Term applies.
	Specialized Physician Review	Fee for solid organ transplants, bone marrow/stem cell transplants and other procedures and disease states: Comprehensive review $1,295 for a single reviewer $1,995 for three reviewers Basic review $495 for a single reviewer $1,295 for three reviewers Expedited review $200 for each reviewer
	Network Services	
1406	Network access Fees	Included in Medical Fee
	Stop Loss Services	
0136	Preferred Stop Loss Vendor Interface. Services include daily monitoring of received/processed claims and care management transactions, premium billing and collection, and plan document changes/updates to the carrier's vendors when stop loss coverage has been placed by UMR.	Included in Medical Fee
	Other Additional Services	
0418	Certificates of Creditable/Non-creditable Coverage (Medicare Part D)	$1.35 per certificate, subject to a $100 minimum

Service Code	Service	Fee
0804	Service Fee to remit payment to outside vendors Pursuant to Customer's request, UMR shall on Customer's behalf, administer a payment (either through a withdrawal from the Bank Account or invoiced as a Fee) to a vendor ("Vendor Payment"). UMR shall collect the Vendor Payment from Customer and provide Vendor with all Vendor Payments collected. In the event that there is a dispute between Customer and vendor over the Vendor Payment, Customer and vendor shall resolve such dispute and shall hold UMR harmless in such disputes. In the event of any change in the Vendor Payment, Customer shall immediately notify UMR of such change.	Included in service code 1002 for PROCARE
	Remit payment to PROCARE, as invoiced	
1014	Support for Integrated Rx-Medical Accumulators	Included in Medical Fee
2192	Medical Benefit Drug Rebate Compensation	UMR retains all Medical Benefit Drug Rebates as compensation for the services.
	Telemedicine Medical Services	
2269	Teladoc Primary360	$1.70 PEPM

Annual Credit

The TPA is offering an Annual Credit of $14,000 for 7/1/2026 to be applied to the group's administrative fee billing until the credit amount is exhausted. The credit will be applied starting with the initial billing.

Conditions:

- Requires a three year agreement. Early termination is subject to the early termination penalty outlined below.
- Assumes an enrolled subscriber count within 15% of the quoted subscriber count.
- Any unused credit dollars at the end of each annual term are forfeited by the group.
- Assumes an effective date of 7/1/2026.

Early termination penalty*:

Termination prior to 6/30/2027 = 100% of credit for 7/1/2026
Termination prior to 6/30/2028 = 100% of credit for 7/1/2027; 67% of credit for 7/1/2026
Termination prior to 6/30/2029 = 100% of credit for 7/1/2028; 67% of credit for 7/1/2027; 33% of credit for 7/1/2026
* - penalty amount will not exceed actual amount credited as of the cancellation date.

Monthly Fee Waiver

The TPA is offering a waiver for the first 3 month(s) of fees for all TPA medical services sold on a PEPM basis (excluding commission).

Conditions:

- Requires a three year agreement. Early termination is subject to the early termination penalty outlined below.
- Assumes an enrolled subscriber count within 15% of the quoted subscriber count.
- Assumes an effective date of 7/1/2026.
- Monthly fee waiver is calculated after any credits are applied.

Early termination penalty*:

Termination prior to 6/30/2027 = 100% of credit
Termination prior to 6/30/2028 = 67% of credit
Termination prior to 6/30/2029 = 33% of credit

* - penalty amount will not exceed actual amount credited as of the cancellation date.

Other

UMR may receive direct or indirect compensation from third parties in the course of administering Customer's Plan(s). All third party compensation received is taken into account by UMR when it prices the administrative Fees that it charges Customer for services under this Agreement to the extent reasonably possible, it being understood that certain compensation relates to UMR's total book of business rather than to any single customer. "

A UMR affiliate provides payment services to the healthcare industry and offers medical providers with various payment methods and options, including electronic payments, virtual cards and checks. Some options are available to medical providers for a fee and may result in the receipt of transaction fees or other compensation (e.g., 1% to 3% of the total transaction amount, or at the election of the provider a per transaction fee of up to $10) by a UMR affiliate.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a contract with Elite Edge Engineering, Inc., lowest quote, in the amount of $165,890.00 for the rehab of the parking deck stairs. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Elite Edge Engineering, Inc. will sandblast and strip the existing metal stair components to remove failed coatings, loose paint, mill scale, corrosion, and rust. Inspect the stair assemblies after surface preparation to identify deteriorated, damaged, or structurally unsound metal components. Repair or patch rusted and deteriorated metal necessary to restore to sound conditions. Welding and metal repairs will be performed to damaged stair treads, landings, stringers, handrails, guardrails, supports, and related components. A coating system will be applied at the end of the project to all metal surfaces. All deficiencies will be repaired as necessary by Elite Engineering, Inc. and restored to a like-new condition.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The parking deck stair rehab in the amount of $165,890.00 will be funded through the bonded Construction fund voted and approved on July 9, 2024.

Submitted By:
Mariza Eller

Meeting Date:
13/10/2026

ATTACHMENTS:
2026-09-24-15-37-54-832.pdf

SS 9/24/26

Griffin
Growing, TOGETHER

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 9/18/26

FY27 Purchase Order No. 27-0205
Bid/Quote No.
Vendor No.

Vendor Name & Address
ELITE EDGE ENGINEERING INC

PO BOX 723992
ATLANTA, GA. 31139
3LITE.3DGE@GMAIL.COM
Ph: 470-862-4601 Fax:

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.

Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:
City of Griffin
Public Works - Facilities
100 S Hill Street
Griffin, GA 30223

ATTN: MARIZA ELLER / GRADY MORROW
Phone: 770-229-6603 Fax:

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - **On File? Y/N**

- VENDORS HAVE AGREED TO CITY PO TERMS AND CONDITIONS -WRITTEN CONFIRMATION ATTACHED **Y/N**

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
PARKING DECK STAIR REHAB	360 - 1665 - 54 - 1200 - 0000				165,890.00
	901 - 0000 - 13 - 1215 - 0000				-165,890.00
	901 - 1600 - 11 - 7605 - 0000				165,890.00
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	- - - -	*the extended totals column*			

COMMENTS: **Totals: $** **$ 165,890.00**

FY27 Purchase Order

COG USE ONLY ⬇ **COG USE ONLY** ⬇

PRICING METHOD:
Verbal / Phone
Email/Mail/Fax
Bid / RFP #
Copy emailed to Supplier

Dept / Requestor / Date
Mady Ellis
Department Mgr / Date

Purchasing / Date
Amanda Carmichael 9/24/26
Finance Director / Date

City Manager / Date

BOARD / Date

Supplier Notified

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

ARTICLE 11 PATENT INFRINGEMENT

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

ARTICLE 12 TERMINATIONS FOR CAUSE

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

ARTICLE 13 TERMINATIONS FOR CONVENIENCE

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

ARTICLE 14 ENTIRE AGREEMENTS

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

ARTICLE 15 WORKS ON PREMISES

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

ARTICLE 16 QUALITY GUARANTEE

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damag

ESTIMATE

Elite Edge Engineering Inc
PO Box 723992
Atlanta, GA 31139

3lite.3dge@gmail.com
+1 (470) 862-4601

Bill to
City of Griffin Public Works
100 South Hill St
Griffin
GA
30224

Ship to
City of Griffin Public Works
100 South Hill St
Griffin, GA 30224

Estimate details
Estimate no.: 1045
Estimate date: 09/15/2026

#	Product or service	Description	Qty	Rate	Amount
1.	**Parking deck Stairs Rehab**	Parking Deck Stair Rehabilitation Existing Metal Stair Assemblies SCOPE OF WORK: Elite Edge Engineering proposes to provide all labor, materials, equipment, supervision, and incidentals necessary to rehabilitate the existing metal stair assemblies at the City of Griffin parking deck. Work shall include: Sandblast and strip the existing metal stair components to remove failed coatings, loose paint, mill scale, corrosion, and rust. Inspect the stair assemblies after surface preparation to identify deteriorated, damaged, or structurally unsound metal components. Repair or patch rusted and deteriorated metal as necessary to restore sound and serviceable conditions. Perform welding and metal repairs to damaged stair treads, landings, stringers, handrails, guardrails, supports, and related components as required. Correct identified deficiencies necessary to restore the stair assemblies to a safe and serviceable condition.	1	$165,890.00	$165,890.00

Properly prepare all existing and repaired metal surfaces to receive the specified coating system.

Apply an appropriate primer and protective finish coating to all prepared metal surfaces.

Finish the stair assemblies in a color selected by the customer.

Maintain an orderly work area and remove all debris generated by the rehabilitation work upon completion.

Elite Edge Engineering will provide all labor, materials, equipment, and supervision required to complete the work described in this proposal.

Total **$165,890.00**

Accepted date **Accepted by**

Superior Stairs and Rails LLC

Address: 9539 GA-92 #180,
Woodstock, GA 30188
Phone: (678) 628-6517

Proposal

City of Griffin - Parking Deck Stair Rehabilitation

Scope of Work:

- **Work shall include:**
  - Sandblast and strip existing metal stair components to remove old coatings, loose paint, scale, corrosion, and rust.
  - Inspect staircases after surface preparation to identify deteriorated or damaged areas.
  - Repair and patch rusted or deteriorated metal as necessary.
  - Perform welding and metal repairs to damaged stair treads, landings, stringers, handrails, guardrails, supports, and associated components as required.
  - Repair identified deficiencies to restore the stair assemblies to a sound and serviceable condition.
  - Properly prepare all repaired and existing metal surfaces for coating.
  - Apply appropriate primer and protective finish coating to all prepared metal surfaces.
  - Finish staircases in customer-specified color.
  - Clean work areas and remove debris generated from the rehabilitation work upon completion.

  Provide all labor, materials, equipment, and supervision necessary to rehabilitate the existing metal staircases.

Estimate Total: $176,500.00

ESTIMATE

Source One Property Management LLC
4410 S Hickory Level Rd
Carrollton, GA 30116-4929

mccurdyj@source1property.com
+1 (770) 317-1467
https://source1property.com

Source One
PROPERTY MANAGEMENT

Bill to
City of Griffin
100 S. Hill St Griffin GA 30223

Estimate Details
Estimate no:1033
Date 09/13/2026

#	Product or service	Description	Qty	Rate	Amount
	Job Summary	Parking Deck Stairs Remodel	1	$185,000.00	$185,000.00

Scope Of Work

Provide all labor, materials, equipment, and supervision necessary to rehabilitate the existing metal staircases.

Work shall include:

- Sandblast and strip existing metal stair components to remove old coatings, loose paint, scale, corrosion, and rust.
- Inspect staircases after surface preparation to identify deteriorated or damaged areas.
- Repair and patch rusted or deteriorated metal as necessary.
- Perform welding and metal repairs to damaged stair treads, landings, stringers, handrails, guardrails, supports, and associated components as required.
- Repair identified deficiencies to restore the stair assemblies to a sound and serviceable condition.
- Properly prepare all repaired and existing metal surfaces for coating.
- Apply appropriate primer and protective finish coating to all prepared metal surfaces.
- Finish staircases in customer-specified color.
- Clean work areas and remove debris generated from the rehabilitation work upon completion.

Total $185,000.00

Accepted Date: _____

Accepted By: _____

Grady Morrow

From: Grady Morrow
Sent: Tuesday, September 15, 2026 2:57 PM
To: Grady Morrow
Subject: company's contacted but would not give quote or respond

Stair South 6/29/26 9:10am

Ark Steel 6/29/26 8:45am

PM plus 6/29/26 10:00am

Grady Morrow | Operations Manager
Public Works
(770) 229-6603
gmorrow@cityofgriffin.com

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Resolution adopting revisions to the Customer Service Policy. *Director of Customer Service, Rita Bagwell, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The proposed revision to the Customer Service Policy was presented at the Board of Commissioners Workshop on September 22, 2026. The proposed revisions include, but are not limited to, the following:

- Administrative changes (e.g. job titles, form requirements, etc.);
- Changes to allow for the City's consistent treatment and enforcement of all residential accounts as combined utility accounts (i.e. no opt out for residential services unless all services are on maintenance disconnect);
- Increasing the time in which customers can make payments from 6:00 pm to 11:59 pm on the due date (to avoid late fees);
- Increasing the Health of a Resident benefit from an additional 1-day extension to an additional 5-day extension;
- New payment options (i.e. 24/7 kiosk on the exterior of One Griffin Center, interior kiosk until 5 pm; removal of drop box locations);
- Closing customer service office at 5:00 pm rather than 6:00 pm, beginning Jan. 4, 2027; and
- Consistency in the use of gender-neutral terms.

Although keeping the Customer Service Department open until 6 pm one day per week was considered, logistically and administratively, Staff feels that the change should be all or nothing. In other words, it should either remain at 6 pm or be reduced to 5 pm for all days of operation. With regard to the change in hours, upon adoption, a Customer Service staff member would be positioned outside of Customer Service between 5 pm and 6 pm on all days of operation until Jan. 4, 2026 in an effort to inform any of our customers who arrive between 5 to 6 pm of the pending change in hours and to assist them in using the exterior kiosk if they desire. This is intended to provide assistance and inform the few customers that are visiting the office during that time of the other alternative payment methods.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Proposed changes will improve the quality of service provided to all utility customers, reduce operational costs, reduce overtime costs, reduce security guard expenses, and enhance stewardship of city resources.

Submitted By:
Rita Bagwell

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
RES_Adoption_of_Revised_Customer_Service_Policy.pdf
FINAL Proposed Customer Service Policy Revisions.pdf
REDLINE Proposed Customer Service Policy Revisions.pdf

No. 26-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA ADOPTING THE PROPOSED CUSTOMER SERVICE POLICY REVISIONS; AFFIRMATIVELY REPEALING THE FORMER CUSTOMER SERVICE POLICY MANUAL, APPROVED DECEMBER 12, 2023; AND FOR OTHER PURPOSES.

WHEREAS, on December 12, 2023, the City of Griffin approved the revised Customer Service Policy Manual to update the formalized procedures governing the relationship between the City and its utility customers;

WHEREAS, the City desires to update Customer Service Policy for 2026 in order to further improve the quality of service provided to all utility customers, reduce costs, and enhance stewardship of city resources;

WHEREAS, the revised Customer Service Policy, incorporated by reference herein, was presented to the Board of Commissioners and made available for review by the public at a regular meeting on October 13, 2026, and the Board desires to approve said Policy as presented;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED that the Board of Commissioners hereby approves and adopts the revised City of Griffin Customer Service Policy, attached hereto as Exhibit "A", as presented at the public meeting on October 13, 2026;

BE IT FURTHER RESOLVED that any former Customer Service Policy, and any variation thereof, is hereby repealed and supplanted by the updated Customer Service Policy as presented on October 13, 2026, effective upon the execution of this resolution.

SO RESOLVED this 13th day of October, 2026.

_____
Douglas S. Hollberg, Mayor

ATTEST:

_____
Jennifer Freeman, Secretary



CUSTOMER SERVICE POLICY

TABLE OF CONTENTS

SECTION 1: MISSION STATEMENT 4
SECTION 2: PURPOSE OF POLICY 4
SECTION 3: DEFINITIONS 4
SECTION 4: HOURS OF OPERATION 7
SECTION 5: APPLICATION FOR SERVICE 8
SECTION 5.1: APPLICATION FOR RESIDENTIAL SERVICE 8
SECTION 5.2: TRANSFER OF RESIDENTIAL SERVICE 9
SECTION 5.3: APPLICATION FOR COMMERCIAL SERVICE 10
SECTION 5.4: APPLICATION FOR SERVICE OF NEW CONSTRUCTION OR FACILITIES WITHOUT A CURRENT CERTIFICATE OF OCCUPANCY 12
SECTION 5.5: APPLICATION FOR BLANKET SERVICE AGREEMENT 12
SECTION 5.6: PRIOR DEBT 13
SECTION 5.7: SHORT TERM PERMANENT SERVICE 13
SECTION 5.8: CHANGES IN CUSTOMER'S POWER / WATER / SEWER REQUIREMENTS 13
SECTION 6: SERVICE DEPOSIT 14
SECTION 6.1: RESIDENTIAL DEPOSIT 14
SECTION 6.2: COMMERCIAL DEPOSIT 14
SECTION 6.3: ADDITIONAL DEPOSIT 14
SECTION 6.4: WAIVER OF DEPOSIT 15
SECTION 6.5: TRANSFER OF DEPOSIT 15
SECTION 6.6: REFUNDING OF DEPOSIT 15
SECTION 7: METERING AND BILLING 16
SECTION 7.1: METER READING 16
SECTION 7.2: STATEMENTS 16
SECTION 7.3: SELECTED DUE DATE OPTIONS 16
SECTION 7.4: BILLING PERIOD AND DELINQUENT STATEMENTS 17
SECTION 8: PAYMENT OPTIONS 18
SECTION 8.1: ACCEPTED METHODS OF PAYMENTS 19
SECTION 8.2: DRIVE THRU 19
SECTION 9: PAYMENT ARRANGEMENTS 19
SECTION 10: ADJUSTMENT OF STATEMENTS 20

SECTION 11: BROKEN PIPE ADJUSTMENT POLICY 20
SECTION 12: POOL AND SOD CREDIT 22
SECTION 13: ENERGY ASSESSMENTS 22
SECTION 14: DISPUTED STATEMENT 23
SECTION 15: VOLUNTARY TERMINATION OF SERVICE 23
SECTION 16: DISCONNECTION DUE TO NON-PAYMENT 24
SECTION 17: DENIAL OF SERVICE OR INVOLUNTARY DISCONNECTION 25
SECTION 17.1: CAUSE FOR DENIAL OR DISCONNECTION 25
SECTION 17.2: WORK OFF NON-PAYMENT INACTIVE ACCOUNT (WONPIA) ... 26
SECTION 18: EXCEPTIONS TO INVOLUNTARY DISCONNECTION OF SERVICE .. 26
SECTION 18.1: WEATHER FORECAST 26
SECTION 18.2: HEALTH OF A RESIDENT 26
SECTION 19: RETURNED CHECKS / EFT / ACH / CHARGE BACKS 27
SECTION 20: COLLECTIONS 28
SECTION 21: BANKRUPTCY 28
SECTION 22: CUSTOMER COMMUNICATIONS 29
SECTION 22.1: CUSTOMER SERVICE REPRESENTATIVES 29
SECTION 22.2: TELEPHONE AND OTHER CONTACT INFORMATION 29
SECTION 23: COMPLAINT PROCEDURE 30
SECTION 24: CUSTOMER INFORMATION RECORDS 30
SECTION 24.1: CUSTOMER PRIVACY 30
SECTION 24.2: RETENTION OF CUSTOMER INFORMATION 30
SECTION 24.3: DISCLOSURE REQUIRED BY LAW OR COURT ORDER 31
SECTION 24.4: INFORMAL INSPECTION 31
SECTION 24.5: LEGAL REMEDIES 31
SECTION 25: ADOPTION AND DISCLAIMER 31

SECTION 1:
MISSION STATEMENT

The mission of the City of Griffin is to protect and enhance the quality of life by providing a high level of service in an efficient and responsive manner to all citizens. The purpose and objective of the City of Griffin Customer Service Policy is to establish and formalize procedures governing the relationship between the City and its utility customers.

SECTION 2: PURPOSE OF POLICY

The Customer Service Policy was developed with the interest of the customer first and foremost. It is the City of Griffin's policy to avoid unnecessary restrictions on the customer and to produce excellent customer service.

The information contained herein is written in layman's terms so that the customer can readily understand the City's goals. However, this Policy is intended to work in conjunction with the City's Code of Ordinances and Service Contracts, and any true conflicts among these records should be resolved by giving priority in the following order: (1) City's Code of Ordinances; (2) Customer Service Policy; and (3) Service Agreements, with the exception of bulk/special service agreements for limited commercial and/or industrial customers which shall control in the event of a conflict with the Customer Service Policy. If questions arise as to the application of this Policy or if this Policy fails to address your specific concerns, please contact the City of Griffin Customer Service Department.

SECTION 3: DEFINITIONS

Account Status –

a. **Active** – Any account that is presently billed for utility services that the customer receives.
b. **Inactive** – Any account that is no longer being billed for utility services.
c. **Current** – An active account that has paid all outstanding balances prior to the due date, with the exception of the most recent statement prior to the due date, and any amount not yet read and billed.
d. **Fully Paid** – An inactive account that has paid all charges.
e. **Delinquent or "Past Due"** – An account for which a utility statement has not been paid in full on or before 11:59 pm on the due date.

Account Holder – A person 18 years of age or older, or other legal entity, that is receiving utility service(s) from the City of Griffin, whose name is specifically listed on an account as the primary entity responsible for decisions regarding the service, and for financial obligations created from the use of the service.

Additional Deposit – Monies required in addition to the initial or new deposit necessary to cover (a) an increase in the number or types of service; (b) usage of service that is higher than originally estimated when the initial or new deposit was calculated; or (c) increased risk of non-payment due to an unsatisfactory payment history (including bankruptcy) of the customer.

After Hours Fee (New Service) – Applications for utility service(s) received prior to 2:00 pm are offered same day service. Applications received after 2:00 pm are processed the next business day. However, customers may opt to pay an after-hours fee from 2:00 pm to 5:00 pm (normal business hours) for services to be connected the same day.

After Hours Fee (Reconnection of Services) – Services that have been disconnected due to nonpayment shall be restored upon payment of past due balance and all applicable fees when payment is received prior to 4:30 pm. Customers may opt to pay an after-hours fee from 4:30 pm to 5:00 pm (normal business hours) for services to be connected the same day.

Allowable Limits – Electric and water meter readings shall be considered accurate, and the associated charges correct if the meter (s) falls within a range of ± 2 percent (98% - 102%).

Applicant – A person 18 years or older, partnership, firm, association, corporation, governmental body or other legal entity capable of entering into a contract for service, applying to the City of Griffin for utility service(s).

Chargeback – A charge that is returned to a debit or credit card after a customer successfully disputes an item on their account statement or transactions report.

Combined Utility Service Account – An account that includes two or more of the following services: electricity, water, sewer, garbage collection, yard waste, stormwater, fiber, and/or phone.

Complaint – A statement or question by anyone, whether a utility customer or not, alleging a wrong, grievance, injury, dissatisfaction, illegal action or procedure, dangerous condition or action, or utility obligation.

Connect Fee - A fee that covers the cost of establishing a new service.

Credit Report Fee – This fee covers the cost of the credit report that the customer authorized in an effort to waive the required deposit.

Customer(s) – All account holders who directly receive or use a City of Griffin or Spalding County utility service.

Customer Service Fee – A fee applied to all City accounts. Landfill accounts do not pay this fee. This fee is for the operation of the customer service facility that is open and accessible to our customers, in which they can be personally served by a city employee.

Delinquent or delinquency – An account for which a utility statement has not been paid in full on or before 11:59 pm on the due date required for that payment.

Deposit – An amount determined by the City of Griffin to be paid and kept on file with the City of Griffin. *See Initial Deposit; New Deposit; Additional Deposit.*

Due Date – The last day a utility statement may be paid, by 11:59 PM (end of normal business day), before late penalty fees are applied.

Excellent Payment History – The customer has had a utility account with the City of Griffin for a period of not less than twenty-four (24) consecutive months with no penalties.

Federal Privacy Act (Privacy Act of 1974) – The U.S. law that governs how federal agencies collect, maintain, use, and share personal information about individuals. Its main purpose is to protect privacy and ensure that agencies handle personal data responsibly.

Fee Schedule – A list of fees for services the city provides, as approved by the Board of Commissioners. Customers may make a request to review a copy of the Fee Schedule in the City Manager's office.

Grace Period – Seven (7) calendar days after the due date (printed on the utility statement).

Governing Body – The City of Griffin Board of Commissioners.

Initial Deposit – A deposit required to establish a utility account with the City of Griffin, or to add additional services to an existing account.

Late Payment – A payment that has been received on an account after the statement due date.

Meter – An instrument utilized for measuring the quantity of usage for rate flow and/or electric current.

New Deposit – A deposit required if the initial deposit has been returned and conditions exist that require a new deposit. New deposits shall be calculated the same way as the initial deposit.

Payment Arrangement – An agreement established for a customer to pay, over a specified time, the balance (current or past due) for their utility statement.

Penalty – A fee assessed on an account balance if not paid in full on or before the due date. The fee shall be 10% of the unpaid balance of the current statement, not including prior penalties.

Reconnect fee – A fee charged to cover the extra handling and administrative expenses of the City of Griffin caused by an account that has been disconnected for non-payment.

Return Trip fee – A fee charged to recover the costs associated with dispatching a technician for additional service trips when utility services cannot be left on during the initial visit or the complimentary second visit. This fee also applies when Solid Waste is requested to return to a location to collect containers after confirming that the containers were not placed at the curb for pickup on the scheduled service day. The charge will be applied to each additional trip required beyond the courtesy second visit.

Service Rules – The entire body of rules, procedures and policies adopted by the City of Griffin.

Solid Waste Container Fee – This fee covers the cost of providing the Solid Waste containers. It is a *one-time charge* applied to all new customers when establishing an account with certain solid waste services for the first time.

Short Term Permanent Service – The establishment of some or all utility services for a short, defined period for purposes other than household occupation. An example would include a real estate agent turning on just electricity, water, and/or wastewater (if applicable) in order to show a property to a prospective buyer.

Unpaid Balance – Any charges that were previously billed that have not been paid in full as of the printed date of the following utility statement(s).

Unsatisfactory Payment History – A payment history of an account holder that:

- Has received two or more penalties for any utility service in the last twenty-four (24) months; OR
- Has made a payment with any returned item, such as insufficient funds, check(s), closed account, insufficient funds for electronic payment, etc. in the past 12 months; OR
- Has been subject to disconnection for non-payment of utility service(s) (regardless of whether actually disconnected or not).

Utility Service – One or more of the following services offered by the City of Griffin and/or Spalding County, to include but not be limited to electricity, water, sewer, garbage, yard waste, stormwater, fiber, and phone.

SECTION 4: HOURS OF OPERATION

The City of Griffin Customer Service hours are as follows:

Walk-in Service 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 5:00 pm*
Phone Service: 770-229-6403	Monday – Friday	8:00 am – 5:00 pm*
Drive-Thru Service: 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 5:00 pm*

*Effective January 4, 2027. Between the date of the Resolution and January 4, 2027, these payment options will be available until 6:00PM.

After-Hours Emergency Services: Electric and water emergency calls are responded to 24 hours a day, 7 days a week. To report electric and water emergencies (power outages, water leaks, etc.), please call **System Operations** at 770-229-6406.

SECTION 5: APPLICATION FOR SERVICE

All customers applying for service must complete and sign a Service Contract with the City of Griffin. The City of Griffin is a combined utility provider for residential customers/properties located within the City limits, and all applicable residential services, with the exception of Fiber, must be activated in order to open an account. Stormwater services are mandatory for all developed property within the City limits. Disconnection or refusal of this service is not an option, even if all other services are on maintenance disconnect. Commercial and industrial customers located within the city limits may have the ability to choose their solid waste provider; provided, however, the Commercial Customer must use, identify, and provide proof of service by an approved, permitted hauler. If no such proof is provided, the commercial customer must opt in for solid waste service with the city unless all utilities are on maintenance disconnect. Industrial customers may have the ability to choose their electric provider.

Service is furnished to the customer upon acceptance of the customer's Service Contract by the City of Griffin. Applications are accepted by the City of Griffin with the understanding that there is no obligation to render service if it is not available. A copy of the signed Service Contract, accepted by the City of Griffin, will be furnished to the applicant for their records and information.

The owner or tenant of the property must sign all Service Contracts for the provision of services to any locations, or for the extension of distribution lines for the conveyance of such services, on forms furnished by the City of Griffin. All Service Contracts for utility services shall remain in effect until the account holder requests that the services are to be discontinued.

Customers who sign up for utility service(s) by 2:00 pm qualify for same day service if all required documents and deposits are received prior to 2:00 pm. Customers with complete applications for utility service(s) who are in the office after 2:00 PM will be connected on the following business day, provided that a customer may pay an after-hours fee if they desire same-day services.

For accounts that include water services, the customer must ensure that all faucets and outdoor spigots are turned off prior to activation. A field technician will make an initial visit to turn on the water. If the meter indicates continuous flow, the technician will leave the meter unlocked with the water turned off. The customer must then contact Customer Service once all faucets and spigots have been confirmed as off. The City will perform one additional activation attempt at no charge. If the meter continues to indicate flow on the second attempt, the water will again be left off. The customer will need to contact Customer Service to request any further activation attempts, which will incur a return trip fee (per the Fee Schedule) on the customer's next utility bill.

SECTION 5.1:
APPLICATION FOR RESIDENTIAL SERVICE

The following information must be provided by the person applying for residential service:

- Applicant's Name
- Date of Birth
- Social Security card OR Tax Identification Number (or a legal document containing all of the applicant's social security number such as a recent W-2, recent tax return, etc.) to help us assist in verifying the applicant's identity
- A valid government issued picture I.D. (Driver's License, Georgia Identification Card, Passport, or Military I.D.) to help us assist in verifying the applicant's identity
- Service Address (including street and house or apartment number)
- Lease agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Payment of Deposit, unless customer qualifies for a waiver. *See Section 6.4, Waiver of Deposit*. Acceptable payment options include Cash, Check (No Counter Checks), Money Orders, Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
- Anyone signing for service for someone else must provide:
    a. a notarized letter of authorization from the customer;
    b. a valid government issued picture ID for the person acting on behalf of the customer; and
    c. a copy of all the required documents listed above for the customer.
- The first utility statement for the location will include a Connect Fee and Solid Waste Container Fee(s), if applicable based on the services provided, plus usage.

SECTION 5.2:
TRANSFER OF RESIDENTIAL SERVICE

The following information must be provided by the person applying for residential service:

- Applicant's Name
- Date of Birth
- Social Security card OR Tax Identification Number (or a legal document containing all of the applicant's social security number such as a recent W-2, recent tax return, etc.) to help us assist in verifying the applicant's identity
- A valid government issued picture I.D. (Driver's License, Georgia Identification Card, Passport, or Military I.D.) to help us assist in verifying the applicant's identity

- Service Address (including street and house or apartment number)
- Lease agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Existing and former accounts with the city must have a zero balance, regardless of the due date. A final bill will be issued for the current service location.
- Anyone signing for service for someone else must provide:
    a. a notarized letter of authorization from the customer;
    b. a valid government issued picture ID for the person acting on behalf of the customer; and
    c. a copy of all the required documents listed above for the customer.
- Services may remain active at both the previous and new residence for up to seven (7) calendar days from the start date at the new location.
- The first utility statement for the new location will include a Connect Fee plus usage.

SECTION 5.3:
APPLICATION FOR COMMERCIAL SERVICE

The following information must be provided by the person applying for commercial service:

- Articles of Incorporation, Articles of Organization, Certificate of Authority, or similar establishing documents;
- List of Officers of the Business Entity;
- Legal Document Providing Federal I.D., EIN, or Tax I.D. number;
- Lease Agreement or proof of ownership (Property Tax Statement or Settlement Statement). The name listed as the lessee on the lease agreement will be used as the name on the utility account. All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Valid government issued picture I.D. of person with authority to act on behalf of the Business Entity, and if necessary, an affidavit authorizing said person to sign up for utility service on behalf of the entity if different than the persons identified in the Articles of Incorporation, Articles of Organization, Certificate of Authority, or establishing documents provided;
- Occupational Tax Certificate;

- Commercial Deposit
    - Shall be based on the highest electric consumption at the location over the previous twelve (12) month period x 2, or the minimum commercial deposit, whichever is higher. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.
    - All Commercial Accounts are charged a deposit and are not transferrable from another location.
    - Acceptable payment options: Cash, Check (No Counter Checks), Money Orders, and Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
    - Commercial customers have the option of paying half of the calculated deposit if they sign up for direct bank draft (amount shall not be less than the minimum commercial deposit noted on the City of Griffin's Fee Schedule). Should the availability of the funds be insufficient at any time or if the customer requests to stop the draft, the deposit will be recalculated at the current usage, and the customer will be required to pay the difference of that amount toward the deposit. Commercial deposits must remain on all active accounts.
    - Additional deposits may also be required for commercial accounts where services have been subject to disconnection two or more times within a twelve (12) month period, regardless of whether services were actually disconnected.
- The first utility statement for the location will include a Connect Fee plus usage, with the exception of Commercial Curbside Service which shall also include a Container Fee.

Any account that will be in a business entity's name must be signed for by a person with authority to transact business on behalf of the entity, including the authority to execute binding contracts; however, for the purposes of establishing service, proof of this authority may be provided in the form of an affidavit executed by a person with authority to execute binding contracts which identifies and expressly authorizes a person other than those identified in the Articles of Incorporation, Articles of Organization, or similar establishing documents to sign up for service, provided that the affidavit includes, at least, the following language: "This Affidavit is executed on behalf of [BUSINESS ENTITY] with the express intent of conveying authority to the above-referenced person to execute and enter into binding Service Agreements or similar documents on behalf of [BUSINESS ENTITY] for purposes of obtaining utility services."

Because commercial deposits are based on usage at a specific service location, commercial accounts cannot be transferred. When a business relocates, the existing account will be closed on the customer's requested termination date, and a new account must be established for the new location.

SECTION 5.4:
APPLICATION FOR SERVICE OF NEW CONSTRUCTION OR FACILITIES WITHOUT A CURRENT CERTIFICATE OF OCCUPANCY

Where service is to be provided to new facilities not previously served, the owner or developer must provide the Customer Service Department Contract Desk with a Certificate of Occupancy, or pre-authorization if service is sought prior to the issuance of a Certificate of Occupancy, from the City of Griffin Planning & Development Department or, if applicable, the Spalding County Community Development Department. Connections will not be made until the respective utility departments have received all required approvals from the applicable planning and development department. Questions regarding electric, water, and sewer service which may arise during the permit process, including the location and installation of points of service, should be addressed with the applicable planning and development department and/or the appropriate utility department.

Where service is to be provided to a previously served facility that does not have a Certificate of Occupancy, the owner or developer must provide the Customer Service Contract Desk with a Certificate of Occupancy, or pre-authorization from Planning & Development if service is sought prior to issuance of a Certificate of Occupancy.

In either case, if services are provided to a facility during the construction or renovation phase, unless an extension is provided by Planning & Development, said service to the facility is subject to disconnection *immediately* upon expiration of the building permit.

SECTION 5.5:
APPLICATION FOR BLANKET SERVICE AGREEMENT

Owners of rental property within the City limits may permit tenants to enter into individual service contracts for utility service on the premises of such rental property. However, if the tenant leaves the premises and/or requests to discontinue service on their account, utility service may be interrupted for the period of time the property is not leased or occupied.

In order to assure that utilities will be provided to a property, without interruption, during periods where the premises are not leased or occupied by tenants, the owner may apply for a Blanket Service Agreement whereby the owner would become a “default customer.” The Blanket Service Agreement would authorize the City to automatically place the specific property account in the Default Customer’s name, and to charge all services provided to the location to the Default Customer, in the event the tenant’s account is closed and/or made inactive. Because we are a combined utility, all applicable residential services (i.e. electric, water, wastewater, stormwater, *and* solid waste) will remain active and will be billed unless all services are placed on maintenance disconnect.

To qualify to become a Default Customer and apply for a Blanket Service Agreement, the property owner must have a minimum of five (5) properties serviced by the City of Griffin and at least five (5) properties must be listed as a default location. Default customers are not charged a connect fee, but all services provided at the location will be charged to the default customer.

If a past-due balance exists on a default customer's account from prior service periods, utility services will not revert to the default customer's name when a tenant vacates the property until the outstanding balance has been paid in full.

SECTION 5.6:
PRIOR DEBT

The City of Griffin may refuse to furnish new service to an Applicant who is indebted to the city for service previously furnished until all indebtedness has been satisfied.

When a customer maintains an active utility account with the City and has an outstanding balance from a previous service address, that balance will be transferred to the customer's current account. The customer will have 15 days to remit payment in order to avoid interruption of service at their existing location.

SECTION 5.7:
SHORT TERM PERMANENT SERVICE

Temporary Service requests must first be made through the City of Griffin's Planning and Development Department. This will ensure the necessary permits have been issued (or if permitting is required) and establish the timeframe for temporary service. If the Customer finds that their work will require more time than allotted, they will need to make a written request to the Planning and Development Department. Once the extension is approved, Customer Service and the applicable utility department will receive an email providing the extended time period for temporary service. A notarized Temporary Power Pole/Meter Request Form will be given to the customer to present to the Contract Desk. Applicable Fees will apply.

If temporary services, of any kind, are provided to a facility during the construction or renovation phase, unless an extension is provided by Planning & Development, said service to the facility is subject to disconnection *immediately* upon expiration of the building permit. Customers should take care to request all final inspections and diligently pursue a Certificate of Occupancy or Certificate of Completion (if applicable) in order to prevent disconnection upon the expiration of their building permit.

SECTION 5.8:
CHANGES IN CUSTOMER'S POWER / WATER / SEWER REQUIREMENTS

In order to provide an adequate power supply, the City of Griffin will, at the time of initial installation, establish the customer's power requirements. The City of Griffin will then make sure its wires, transformers, pipes, and electric meters are properly sized to provide adequate service for power only.

With regards to water and sewer supply, it is the customer's sole responsibility to determine their water meter and service lines (water and sewer) are sized appropriately for the projected demand.

The City of Griffin may require demand projections in order to verify meter and service line sizes.

When the customer changes their power and/or water requirements, by deleting existing or adding new equipment, it is the customer's responsibility to advise the City of Griffin so we can adjust our equipment (if necessary) to provide the increased/decreased requirements. Please note that in regard to water and sewer services only, these new equipment requirements may increase or decrease monthly charges. The City of Griffin will not be liable for damages to the customer's equipment due to voltage or low flow water problems resulting from customer additions of equipment and the customer's failure to inform the City of Griffin in writing before the time of installation of the equipment.

SECTION 6: SERVICE DEPOSIT

The City of Griffin will require a service deposit for all types of service connections in accordance with the deposit requirements set forth on the City of Griffin's Fee Schedule.

SECTION 6.1: RESIDENTIAL DEPOSIT

Residential deposits are determined by whether the customer resides inside the City of Griffin corporate limits, and/or receives electric service provided by the City of Griffin.

SECTION 6.2: COMMERCIAL DEPOSIT

Commercial deposits (for locations for business operations) shall be based on the highest electric consumption over the previous twelve (12) month period x 2 or a minimum commercial deposit, whichever is higher. Where the service deposit will be for a new, previously unserved location, the deposit will be calculated based on a similar business in type and size, or calculated on a square foot basis, or a minimum commercial deposit will be charged at the discretion of the City of Griffin. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.

All commercial accounts may be reviewed periodically by the Customer Service Department to be sure a sufficient service deposit has been collected. Requests may be made to the customer for additional funds if it is determined that the initial service deposit is insufficient.

SECTION 6.3: ADDITIONAL DEPOSIT

Any existing account having a history of requiring extra collection efforts may be required to provide an additional service deposit equivalent to the deposit originally posted. Additional deposits may also be required for any customer disconnected, or subject to disconnection, two or more times within a twelve (12) month period.

SECTION 6.4:
WAIVER OF DEPOSIT

Residential utility deposits may be waived upon one of the following conditions:

- Customer has maintained an excellent payment history with the City of Griffin as defined in the definitions portion of this policy;
- Customer provides a letter of credit via email from their previous electric utility provider, indicating an excellent payment history;
- Customer agrees to pay the nominal costs of a credit verification from an independent credit agency chosen by the City of Griffin which will determine if a deposit is necessary; or
- Customer provides a current credit report from a major credit reporting company (Equifax, Experian or Trans Union) showing a credit score of 700 or higher. "Current credit report" shall mean a report no older than 30 days, as determined by the date on the report.

SECTION 6.5:
TRANSFER OF DEPOSIT

A customer moving from one location to another may have their service deposit transferred from the former address. If the service deposit is less than the amount required to cover service at the new address, the City of Griffin will not require the account holder to pay additional monies unless the customer has an unsatisfactory payment history. If this occurs the service deposit may be adjusted accordingly.

SECTION 6.6:
REFUNDING OF DEPOSIT

Upon the request for service termination, and payment of all statements charged against said service, the deposit for residential services shall be refunded. Deposits will first be applied to any outstanding statement as well as the final statement owed by the customer, and the balance remaining, if any, will be refunded to the customer. Deposits can only be refunded to the Account Holder. All refunds will be processed within 45 days.

As a courtesy, residential deposits can be refunded to customers of the City of Griffin with excellent payment history for the 24 consecutive months period immediately preceding the refund of the deposit.

The initial deposit for a commercial account must remain on file as long as the account is active. When the account becomes inactive, the deposit will be applied to the final bill owed by the customer and the remaining balance, if any, will be refunded to the customer.

SECTION 7: METERING AND BILLING

SECTION 7.1:
METER READING

The customers' meters are read monthly, as near as possible to the same date of each meter reading cycle. The electric and water meters are located so that they can be read and maintained with ease.

SECTION 7.2:
STATEMENTS

The customer's statement shows the amount due, any amount in arrears, the meter number, the kilowatt (demand) for commercial/industrial accounts, the kilowatt hour consumption (amount of energy used), gallons of water registered thru the meter, present and previous meter reading dates, days of service, charges for any unmetered services, customer service fee, name, service address, account number, and any applicable state and local taxes.

In the case of inclement weather, weekends, holidays, and other unforeseen circumstances, the days of service for your meter(s) may vary several days.

Paperless billing is available to all customers. Electronic bills (E-bills) may be received when statements are generated when customers sign up for this option at cityofgriffin.com.

SECTION 7.3:
SELECTED DUE DATE OPTIONS

City of Griffin utility customers who do not have a Spalding County water meter on their utility accounts may choose from 1 of 4 selected due dates once within a 12-month period. The selected due dates are the 3rd, 10th, 17th, and the 24th of the month. Customers should understand that this due date may vary by a few days' month-to-month due to this date falling on a weekend or holiday. Customers must complete the Customer Selected Due Date Application. Applications can be returned in person or by mail. Customers returning applications in the office will need a valid government issued picture ID and will need to speak to a Customer Service Representative prior to selected due date being processed. If the application is mailed in, a Customer Service Representative will need to speak with the customer, verify account, and review application with the customer prior to selected due date being processed. Once the application is processed the customer may receive two (2) utility statements in the month this change takes effect, or the number of days of service may be longer than usual for that first month. The selected due date must remain in effect for a period of not less than twelve (12) months before the customer can request another change of due date.

Note: If a customer uses the "Schedule a Payment" feature on the City of Griffin's online payment portal, this is in no way a payment arrangement and if the date selected is after the disconnect date, this is not a guarantee that services will not be disconnected. Customers who need payment arrangements must speak directly with the Customer Service Department, and if

desired and permitted by this policy, they may discuss moving the due date on their account to better accommodate their personal situation.

SECTION 7.4:
BILLING PERIOD AND DELINQUENT STATEMENTS

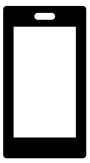
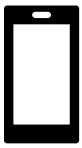
Regular statements for utility services are rendered monthly. Charges are due by the due date printed on the statement. If all or any portion of the statement is not paid by 11:59 PM, on the due date printed on the statement, the unpaid balance will be considered delinquent and assessed a penalty of ten percent (10%) of the unpaid charges. As a courtesy, the account holder may waive the penalties once every twelve (12) months. The failure of any customer to receive their statement for any month(s) shall not relieve such customer from the obligation of paying such statements allegedly not received.

As a courtesy, a Disconnect Notice will be mailed to the customer whose account is delinquent. The Disconnect Notice will show the scheduled disconnection date, which shall be eight (8) calendar days following the due date of the current statement. If the charges are not paid by 11:59 PM, on or before the disconnection date, the account shall be subject to disconnection. No additional notice will be provided, and failure to receive the disconnection notice through the mail shall not prevent disconnection of service. While partial payment on delinquent statements will be accepted, partial payment shall not be construed to satisfy the current obligation of the account; a delinquent statement must be paid in full to avoid disconnection unless a prior payment arrangement has been agreed upon by the City and customer. Any legal or agency fees incurred by the City of Griffin associated with the collection of delinquent statements will be the responsibility of the customer.

Upon disconnection of services due to non-payment, payment must be made via cash, credit card, or money order either in person in office or by speaking with a Customer Service Representative. The past due balance as well as a reconnect fee must be paid before 4:30 pm (Monday through Friday) to restore service. Services are guaranteed to be restored by 7:00 pm. An additional after-hours fee must be paid for payments received after 4:30 pm if they desire same day reconnect service.

In cases where utility services have been scheduled for disconnection for non-payment of delinquent statements or any other cause, the City of Griffin reserves the right not to re-connect the service until all past due utility statements and/or other charges have been paid. The applicable charges are set forth on the City of Griffin's Fee Schedule.

SECTION 8: PAYMENT OPTIONS

BILL PAYMENT KIOSK'S: *Open 24/7* • Third lane of Drive Thru • Front of building (Hill St side) *Available Mon – Fri 8:00 am – **5:00 pm*** • Inside customer service	**PAY ONLINE:** Sign up at: cityofgriffin.com 
PAY BY TEXT: Sign up at: cityofgriffin.com 	**MAIL *(include payment coupons)*:** Check or Money Order Payable to: City of Griffin PO Box 117162 Atlanta, GA 30368-7162 
PHONE: 770 229 6403 (Mon - Fri) (8:00 am – **5:00 pm***) 	**IN PERSON (OFFICE):** 100 S Hill St Griffin, GA 30223-3439 **(Mon – Fri) (8:00 am – 5:00 pm*)** 
AUTOPAY: Sign up at: cityofgriffin.com 	**IN PERSON (DRIVE THRU):** 100 S Hill St Griffin, GA 30223-3439 (Mon – Fri) (8:00 am – **5:00 pm***) 

*Effective January 4, 2027. Between the date of the Resolution and January 4, 2027, these payment options will be available until 6:00PM.

SECTION 8.1:
ACCEPTED METHODS OF PAYMENTS

- Cash
- Checks (made payable to the City of Griffin) (no counter checks)
- Money Orders (made payable to the City of Griffin)
- Automatic Bank Draft
- All major credit cards (Visa, Mastercard, American Express, Discover, etc.).
    - Customers paying with a credit card in person must have a valid government picture identification, and the name on the credit card must match the person making the transaction (no cards can be accepted that do not have a name on it, such as "Account Holder"). Customers paying with a credit card over the phone must verify either the entire account number and/or social security number. Payments made using a credit/debit card may be assessed a nominal processing fee. There is a maximum of $1,000 per credit card transaction.

SECTION 8.2: DRIVE THRU

In an effort to expedite the drive thru traffic:

- There is a limit of three (3) transactions per customer.
- Accounts that have been disconnected for nonpayment must be paid in the office to restore services and cannot be paid via drive thru.
- Payments for returned items (such as checks and/or electronic payments) must be paid in the office and cannot be paid via drive thru.
- For safety purposes, customers must remain in their vehicle. No walk-up traffic is permitted.

SECTION 9:
PAYMENT ARRANGEMENTS

Payment arrangements are offered as a courtesy in an effort to assist residential customers who are struggling to pay their utility statement. By agreeing to a payment arrangement, customers must pay ½ of the balance (current or past due) and arrange to pay the remaining debt in installments. Customers may utilize the payment arrangement courtesy once every six (6) months.

Customers are required to pay in accordance with the agreed-upon terms of the payment arrangement. Should the customer default on the arrangement, the services will be subject to disconnection. If services are disconnected, the entire past due debt and any additional applicable fees (reconnect fee, after hours fee, etc.) must be paid before services are restored.

The "Schedule a Payment" feature does *not* constitute a payment arrangement. If the date selected for the scheduled payment is after the disconnect date, there is no guarantee that services will not be disconnected. Customers who need payment arrangements must speak directly with the Customer Service Department, and if desired and permitted by this policy, they may discuss moving the due date on their account to better accommodate their personal situation.

SECTION 10:
ADJUSTMENT OF STATEMENTS

An adjustment, refund or back-billing may be made for any overcharge or undercharge resulting from incorrect reading of the meter, incorrect application of the rate schedule, incorrect meter connection, or other similar reasons.

- **Overcharges** – The amount of the overcharge will be refunded or credited to the customer. The time period for which the City of Griffin will adjust, refund or credit the customer's statement shall not exceed one (1) year.
- **Undercharges** – The statements may be calculated back to a period not to exceed one (1) year. If the recalculated statements exceed $10.00, the customer may be back billed for the amount due. If back billing creates a financial hardship, a reasonable payment arrangement to pay may be offered at the City of Griffin's discretion. The City of Griffin reserves the right not to back bill if it determines doing so is not cost effective, or for other reasons deemed appropriate by the Customer Service Director.
- **Credit Balances -** When a credit balance exists on an account due to an overpayment from an assistance agency, the credit will be applied to the customer's next monthly utility bill. Refunds of these credit balances are not permitted.

SECTION 11:
BROKEN PIPE ADJUSTMENT POLICY

The following terms are applicable to City of Griffin and SCWSFA water and sewer customers:

a) For Residential Customers:

   i. Excessive water use caused by a leak, not the fault of the City of Griffin, is to be adjusted by one half the amount in excess of the customer's twelve (12) month consumption average. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair to qualify.

   ii. Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does not flow into the sewer line, are to be adjusted by the amount of water in

excess of the customer's twelve (12) month consumption average.. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair to qualify.

iii. Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does flow into the sewer line, is to be adjusted by one half the amount of water in excess of the customer's twelve (12) month consumption average. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair.

iv. For subsections (i) through (iii) above, in the event the customer has not been at the location for twelve (12) months, the following will be utilized to calculate the customer's consumption average for purposes of the applicable credit: 1 to 2 person(s) in household = 2,500 gallons, 3 or more persons in household = 5,000 gallons.

v. Customers may obtain one (1) broken pipe adjustment per twelve months per connection.

vi. Payment arrangements for customers with high bills due to leaks, that are not the fault of the City of Griffin, are permissible with no penalties added for late payment. Payment plans must be approved by the Customer Service Director.

vii. The City of Griffin assumes no responsibility for plumbing repairs or related expenses resulting from a broken pipe.

viii. Hardship credit: A customer may apply for hardship credit if their income is at or below the Federal Poverty Level. Customers must provide proof of household income (recent pay stub, recent tax return, etc.). The Customer Service Director, or their designee will review the documentation provided within three (3) to five (5) business days. Once the documentation has been reviewed, the customer will receive a verbal notification (via phone call) whether the request has been approved, denied, or additional information is required. The Customer Service Director, or their designee must approve all Hardship credits. All income and personal information submitted for hardship review is confidential and protected according to the Federal Privacy Act. Upon approval for the Hardship Credit , the broken pipe adjustment will be increased to equal the customer's previous twelve-month billing period monthly average, or if the customer has not been at the location for twelve (12) months, the customer's applicable consumption average pursuant to Subsection (a)(iv). Customers who believe they may qualify should speak with a Customer Service Representative for more information.

ix. If a bill becomes late while a customer with a good payment history is in the process of applying for the Broken Pipe Adjustment, then they may have their late penalty waived, at their request.

b) For Commercial Customers:

i. Commercial water and sewer accounts must opt-in to receive credits associated with the Broken Pipe Adjustment Policy. Failure to opt-in will render the commercial account ineligible for any water or sewer credit associated with broken pipes or service lines that are owned and/or maintained by the customer.

ii. Commercial accounts that opt-in to the program shall be assessed a monthly fee based on meter size as follows:

Meter Size	Monthly Fee
¾”	$1.00
1”	$2.00
2”	$3.00
6” and larger	$4.00

iii. Commercial accounts that opt-in for this policy will be eligible for the same credits as residential accounts, subject to the terms provided in Subsection (a) above, with the exception of Subsection (a)(vi) for “Hardship.”

SECTION 12: POOL AND SOD CREDIT

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has installed a pool, refilled a pool, or replaced a liner. The Customer must provide proof of purchase or repair to be eligible for credit.

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has laid sod. The Customer must provide proof of purchase to be eligible for credit.

SECTION 13: ENERGY ASSESSMENTS

The Electric Department provides Energy Assessments to assist customers in understanding their household energy usage and identifying potential opportunities to reduce utility costs. An Energy Assessment consists of an on-site evaluation performed by our Technical Service Division.

Customers may receive one complimentary Energy Assessment per service address during each calendar year. Renters are required to ensure that the property owner or authorized property manager is present during the assessment.

Requests for more than one Energy Assessment per service address within the same calendar year will incur the applicable Engineering Fee as published in the current Fee Schedule. Payment of this fee must be made prior to the assessment being scheduled and performed.

SECTION 14: DISPUTED STATEMENT

In the event there is a dispute concerning a statement for utility services, the customer may contact the Customer Service Department to discuss it prior to the date of disconnection. The City of Griffin will delay disconnection pending settlement of the disputed charges, as described elsewhere in this policy. Any undisputed portion of the statement must be paid in full by the due date to avoid disconnection of services. In the event there is a dispute concerning a payment made on an account, the receipt must be presented in order to pursue the dispute.

SECTION 15: VOLUNTARY TERMINATION OF SERVICE

Customers may request to terminate service in writing or by telephone. The customer whose name appears on the contract is the only person who can voluntarily terminate the service. When making a request by phone, the customer must provide the account number and/or social security number (in its entirety) to help us verify their identity. When making a request in person, the customer must provide a valid government picture ID.

Utility services for a deceased account holder will be disconnected once it is verified that the account holder is deceased, as it is unlawful for the City of Griffin to continue to bill a deceased account holder. Methods of verification are death certificate, death notice in a legal publication, or Letters of Testamentary.

It is the responsibility of the account holder to voluntarily terminate utility services once they vacate the premises. Failure to request to terminate utility service when the Customer vacates a property will result in continued utility service and charges to the Customer's account. Customer will be responsible for all charges incurred up until such time Customer Service receives the request to terminate service and disconnects service, if necessary. Utility services for an incarcerated account holder can be terminated by sending a notarized letter requesting services to be disconnected out of their name to the City of Griffin Customer Service Department.

In the event a property changes ownership, the former property owner has a responsibility to notify Customer Service and provide proof of the change of ownership. Failure to notify Customer Service of a change of ownership will result in continued billing of Stormwater and

Customer Service fees to the former owner's account. Customer will be responsible for all charges incurred up until such time Customer Service is notified.

Requests for termination of service must be made by the account holder. Requests received prior to 10:00 am, Monday through Friday, will be processed on the same business day. Request for termination of service made after 10:00 am, Monday through Friday, will be processed on the next business day (no weekends or holidays).

SECTION 16:
DISCONNECTION DUE TO NON-PAYMENT

In the event that electric and/or water service is disconnected for non-payment or due to returned check/EFT/ACH, restoration of service will only be made upon payment (consisting of cash, credit card or money order only) of all applicable charges, in addition to the payment of all indebtedness due to the City of Griffin for services rendered:

a) The applicable trip charge for service disconnected at the meter.

b) The applicable trip charge for service disconnected at the pole.

c) The additional charge for customer violation.

d) The Reconnect Fees stated above shall be charged each time that the service is disconnected. These charges will also be applied for reconnecting service to the customer who knowingly violates service policies.

Customers who have had their services disconnected due to non-payment or returned check/EFT/ACH and are in the Customer Service Department by or before 4:30 PM can have their services restored by 7:00 PM, provided all past due balances and a reconnect fee have been paid. Customers who are in the Customer Service Department after 4:30 PM will have their services restored the next business day. They can choose to pay the after-hours fee and have their services restored by 7:00 PM provided past due balance has been paid. A reconnect fee will be added to the following billing statement; provided, however, customers may pay the reconnect fee at the time power is restored if desired.

As a courtesy option, customers seeking a reconnect may waive the reconnect fee once per year.

Where customers are subject to termination of service due to non-payment, the customer may request a meeting with the Customer Service Director, or their designee, to resolve any dispute prior to the scheduled date of termination. The customer's failure to schedule a meeting to discuss the dispute or establish a payment arrangement shall not be cause to delay discontinuance of service.

SECTION 17:
DENIAL OF SERVICE OR INVOLUNTARY DISCONNECTION

SECTION 17.1: CAUSE FOR DENIAL OR DISCONNECTION

The City of Griffin may deny or unilaterally discontinue utility service for any one or combination of the following reasons:

- Failure of the customer to pay statements for utility service(s) as required in the Billing Information Section of this policy;
- Failure of the customer to pay deposits as required as described in this policy;
- Upon discovery of meter tampering, including by-passing the meter or altering its function;
- Failure of the customer to permit authorized City of Griffin employees and/or agents access to their meters at all reasonable hours; Locked gates, loose dogs, parking vehicles over meters, etc. are violations of City of Griffin policy concerning reasonable access to meters.
- Use of power or water for unlawful purposes;
- Discovery of a condition which is determined to be hazardous or unsafe;
- Excessive Water Loss meaning consumption is above the normal water use pattern for the customer;
- In the event Customer's use of equipment is in such a manner as to adversely affect the City of Griffin's equipment or service to others;
- In the event of unauthorized use or resale of utility service;
- For violation of, or non-compliance with, utility service rules;
- For failure of a prospective customer to furnish service equipment, permits, certificates, or rights-of-way specified by the utility as a condition of receiving service, or for failure of a prospective customer to fulfill their contractual obligations for service or facilities;
- Any other action(s) that would violate O.C.G.A. § 16-8-5;
- If the primary account holder has an unpaid balance due to the City of Griffin for a previously active account;
- In the event the service location has been without electrical service for six (6) months, and an inspection has not been completed;
- Benefit of Service Rule – In the case of customers who have been disconnected for failure to pay, or for whom credit action is pending, service will not be reconnected or continued in the name of another occupant, or owner of the premises, if the previous customer or any other person liable for payment of the delinquent statement(s) continues to occupy the premises as shown on a lease or sales agreement. Similarly, New or Transferred Accounts will not be established for customers who have co-occupants, as shown on a lease or sales agreement that will benefit from the service so long as they have delinquent accounts. This shall not apply to an active account holder with an excellent credit history who allows a delinquent account holder to reside with them. In the case of service initiation where a delinquent statement exists, City of Griffin

Customer Service reserves the right to require a notarized lease agreement from the customer applying for utility service at that location. After receipt, the City of Griffin Customer Service Department will verify said lease agreement by contacting the owner for further certification.

SECTION 17.2:
WORK OFF NON-PAYMENT INACTIVE ACCOUNT (WONPIA)

When an account has been disconnected and the customer has not paid to restore service within thirty (30) calendar days, the City of Griffin can proceed to make the account inactive. If the customer comes in to restore service after the account has been made inactive, they will need to provide a lease agreement or proof of ownership, valid government issued picture I.D., social security card, and pay the total past due balance on the account, a reconnect fee and a deposit (subject to additional deposit).

SECTION 18: EXCEPTIONS TO INVOLUNTARY DISCONNECTION OF SERVICE

SECTION 18.1:
WEATHER FORECAST

Disconnection of a residential customer's electric service will not occur on any day when the low temperature is below 32 degrees Fahrenheit or heat index is above 100 degrees Fahrenheit during normal business hours. In any instance where an account is subject to disconnection for customer violation of these polices as described herein, but is not disconnected due to this weather provision, the account may be disconnected without notice when the forecasted low temperature is above 32 degrees Fahrenheit or forecasted heat index is below 100 degrees Fahrenheit, unless the customer has made payment of any past due charges or corrected any conditions which subject the account to disconnection. This provision shall only apply to electric services, and shall not apply to water, sewer, garbage, yard waste, or other services offered by the City of Griffin.

SECTION 18.2:
HEALTH OF A RESIDENT

Disconnection of service may be postponed if doing so would pose an eminent danger to the life or health of a person who permanently resides on the premises. A special danger to health is indicated if a person is seriously impaired and may, because of mental or physical problems, be unable to operate life-support equipment. In the event such equipment is on the customer's property, the customer must furnish a written notice from a licensed physician or public health official in advance of disconnection of services. The written verification must include: (1) the name of the person endangered; (2) a statement that he or she is a permanent resident of the premises in question; (3) the name, business address and telephone number of the certifying

party; (4) the specific nature of the health danger; and (5) approximately how long the danger will continue.

Once written verification has been placed on file with Customer Service, the account will be coded as a Health of a Resident customer for up to three (3) years, provided that customers are required to notify the City in the event that the qualifying resident moves or no longer resides on the property, or if their health status has improved so that the Health of a Resident designation can be removed. Each application must be renewed at the end of the three (3) year term if the customer desires the designation to continue being applied. In the event a Health of a Resident account is subject to disconnection, the disconnection date will be extended by five (5) calendar days, in addition to the grace period defined herein, allowing the customer to either make arrangements to pay the unpaid balance, contact Customer Service for payment arrangement, or relocate the resident in special danger before disconnection occurs. In addition to the delivery of a Disconnection Notice, a Customer Service Representative will attempt to contact the account holder via phone to advise of the five (5) calendar days extension prior to disconnection. In the event that Customer Service is unable to make contact via phone, the Representative will attempt to leave a voice mail message. The City's inability to contact the customer shall not be cause to further extend the disconnection date.

SECTION 19:
RETURNED CHECKS / EFT / ACH / CHARGE BACKS

If a check, EFT, or ACH is received by the City of Griffin for payment of a utility statement, the payment method will be processed for payment as soon as possible. Should the payment method fail to clear the bank or institution on which it is drawn, for any reason, the customer will be notified in writing and the service in question shall be subject to disconnection within fifteen (15) days if the debt is not satisfied. A Returned Check/EFT/ACH charge will be applied for the additional handling of the returned payment method, regardless of the reason. Returned check, EFT, and ACH charges are set forth on the City of Griffin's Fee Schedule. Once a Returned Check/EFT/ACH is received by the City of Griffin, the account will be "flagged", and future payments must be paid in cash, cashier's check, credit card or money order for a period of twelve (12) months. Customers having more than three (3) returned items (EFT, ACH, credit payments, etc.) will be subject to their account becoming cash only. Customers having items returned as a chargeback (*See Section 3, Definitions*) will be placed on cash only for a period of twelve (12) months. An additional deposit (for both residential and commercial accounts) will be required for accounts that have returned items (checks, EFT, ACH, and charge backs).

Under no circumstances will a check be accepted by the City of Griffin if the person presenting the check states or implies that monies are not currently in the account sufficient to clear the check, nor will a post-dated check be accepted as payment for any portion of an account owed to the City of Griffin.

If the returned check/EFT/ACH is not due to Customer's error, but the Bank's error, the customer may bring a letter from their bank stating why the error occurred. If this letter is

approved by Customer Service, the returned check/EFT/ACH fee and the check restriction may be removed.

If a customer experiences fraud on their bank account that results in a returned payment on their city utility account, they may submit a letter from their financial institution confirming that the returned item was due to fraudulent activity. Upon approval by Customer Service, the returned check/EFT/ACH fee and any associated check restrictions may be waived.

SECTION 20: COLLECTIONS

Unpaid final statements for a prior location for a customer may be transferred to the customer's active (new) location once the prior location's account is 30 days past the due date.

If an account is inactive and the customer does not currently hold an active account elsewhere, the final bill will be placed with a collection agency once the account has been inactive for ninety (90) days. Collection agencies have special resources to help them locate customers that have moved. Agencies can also affect the credit standing of the debtor. Any legal or agency fees incurred by the City of Griffin, associated with the collection of a delinquent statement, will be the responsibility of the customer. Once an account has been referred to the City of Griffin's Collection Agency, customers must coordinate payments to the agency directly.

SECTION 21: BANKRUPTCY

Federal bankruptcy law directly affects the ability of the City of Griffin to discontinue utility service. A key factor is whether the discontinuance of utility service, when done in compliance with the City's own policies and procedures, was completed before or after the filing of the bankruptcy proceeding.

a) **Discontinuance before Bankruptcy:** Utility service may be discontinued at any time prior to the filing of a bankruptcy petition in the event of default (nonpayment) by the customer. In such a case, the City of Griffin does not need to reconnect the service unless, within thirty (30) days after the bankruptcy filing, the customer or their trustee provides the City of Griffin with adequate assurance of payment (a deposit) for services provided after the bankruptcy filing. Pre-bankruptcy deposits will be applied toward pre-bankruptcy charges, and any remaining balance will be charged to the Bankruptcy Write-off Account.

b) **Discontinuance after Bankruptcy:** Utility services may not be altered, refused or disconnected based solely on the bankruptcy filing or the customer's failure to pay for pre-bankruptcy service. However, the City of Griffin has the right to demand assurance of payment (a deposit) for further service after the bankruptcy. The bankrupt customer or their trustee has thirty (30) days from the bankruptcy filing to provide such assurance. During that period the City of Griffin must continue to provide service to the customer. If

this adequate assurance is not provided within thirty (30) days, then the service can be discontinued by the City of Griffin.

c) **Failure to Pay for New Service:** Upon filing for bankruptcy, the customer shall be responsible for all post-bankruptcy charges which may include establishing a new utility account and providing assurance of payment (a deposit) for further service after the bankruptcy. Payments relating to the post-bankruptcy charges are not protected by the bankruptcy proceeding. All payment terms previously described for utility service shall apply. Failure to make on time payments shall subject the new account to disconnection for non-payment as described in this policy.

Payments received from bankruptcy and write-off accounts will be considered as bad debt recovery funds and credited to the bankruptcy write-off account or as a credit to the write-off account.

SECTION 22: CUSTOMER COMMUNICATIONS

SECTION 22.1: CUSTOMER SERVICE REPRESENTATIVES

Customer Service Representatives provide their first name to a customer during all conversations, whether in person, by telephone, electronically, or by any other means. The representative shall have immediate access to the most current detailed information available concerning the customer's account and previous contact with the City of Griffin and shall be properly qualified and instructed in the screening and prompt handling of customer issues.

A Customer Service Department Representative, whether in person or over the telephone, will assist the customer in resolving an issue from start to finish. Any research that is needed will be handled by the Representative.

The Representative has a 24-hour time period in which to resolve the customer's issue. In the event an issue will take longer than 24 hours to resolve, the Representative should attempt to notify the customer as soon as practicable to explain the reason for the delay and provide an estimated time period for resolution. Representatives should keep the customer updated throughout the process as necessary.

SECTION 22.2: TELEPHONE AND OTHER CONTACT INFORMATION

The main number for reaching the Customer Service Department is 770-229-6403. The Customer Service Department is staffed during the business hours of 8:00 am through 5:00 pm, Monday through Friday (except holidays), to handle routine business questions and other communications. Telephone messages left for Customer Service Representative will be returned within the next business day. Utility emergencies can be reported to the same number during normal business hours, or by calling System Operations at 770-229-6406 after 5:00 pm on weekdays, and during weekends and holidays. The System Operations Office is staffed 24 hours a day to respond to problems or complaints of an emergency nature.

SECTION 23: COMPLAINT PROCEDURE

Complaints concerning the charges, practices, facilities, or services of the City of Griffin or Spalding County, as applicable, shall be investigated promptly and thoroughly. The Customer Service Department shall keep records of written complaints based upon the records retention schedule for the City of Griffin. Customers are required to submit previously unresolved verbal complaints in writing, containing the following information:

a) Name(s) of complainant
b) Account number of complainant
c) Address(s) of complainant
d) Telephone number(s) of complainant
e) Nature of the complaint
f) Relief sought

Initial contact by a customer regarding a complaint shall be made with a Customer Service Representative of the City of Griffin. The complaint may be pursued with the appropriate supervisor or the Customer Service Director, in that order, if the customer is not satisfied with the handling of the complaint. A written complaint may be filed with the Assistant City Manager of Utilities. If customer is dissatisfied with resolution from the Assistant City Manager of Utilities , then the complaint may be escalated to the City Manager. Resolution of the complaint at that time will be final.

SECTION 24: CUSTOMER INFORMATION RECORDS

SECTION 24.1: CUSTOMER PRIVACY

The City of Griffin shall abide by the limitations imposed upon operators in the use, collection and disclosure of personally identifiable customer information by the Federal Privacy Act, and by any other State or Federal Regulatory agency with jurisdiction over such information.

The confidentiality of consumer account information is defined in "The Fair and Accurate Credit Transaction Act of 2003", P.L. 108-159 and the regulations issued by the Federal Trade Commission in 2009, known as "Red Flag Warnings". The City of Griffin acts as a creditor for purposes of operating its utilities.

SECTION 24.2: RETENTION OF CUSTOMER INFORMATION

Retention of personally identifiable customer information shall be discontinued when it is no longer required by law or the City's record retention schedule and shall be properly destroyed. All documents that are retained by the City of Griffin remain the City of Griffin's property until such time they may be purged pursuant to the City of Griffin's retention schedule.

SECTION 24.3:
DISCLOSURE REQUIRED BY LAW OR COURT ORDER

The City of Griffin shall only release utility records to the extent required by the Georgia Open Records Act, court order, subpoena, or other state or federal law requiring such disclosure. Authorities seeking disclosure of personally identifiable information shall be required to provide a court order or subpoena, served upon the City Manager and Customer Service Director.

SECTION 24.4: INFORMAL INSPECTION

Customers or their representatives seeking to inspect their own utility records, including their own personally identifiable information, shall be permitted to review such documents during normal business hours; provided, however, that the Customer's representative must provide a notarized statement authorizing them to act on behalf of the customer. Customers shall have the right to request the correction of any information within their records they determine to be inaccurate. Customers wishing to obtain a copy of their utility records must submit an Open Records Request.

SECTION 24.5: LEGAL REMEDIES

Customers shall have the right to seek all other legal remedies available to them under Georgia law as it relates to the City's provision of utility service or the Service Agreement between the City and the customer.

SECTION 25: ADOPTION AND DISCLAIMER

The Board of City Commissioners reserves the right to change the rules, regulations, rights, rates, and fees pertaining to the use and provision of utility services from time to time; provided, however, that such changes shall be approved by the Board of Commissioners at a public meeting, unless the City has enacted emergency procedures set forth in the Code of Griffin.

This Customer Service Policy may be amended by the City of Griffin Board of Commissioners at a public meeting, with implementation, in whole or in part, as soon as practicable after approval of the amendment as presented.

If any clause or portion of this policy is held to be illegal and of no effect, the remainder of the policy shall remain unaffected and shall be enforced to the fullest extent allowed by law.



CUSTOMER SERVICE POLICY

TABLE OF CONTENTS

SECTION 1: MISSION STATEMENT 4
SECTION 2: PURPOSE OF POLICY 4
SECTION 3: DEFINITIONS 4
SECTION 4: HOURS OF OPERATION 7
SECTION 5: APPLICATION FOR SERVICE 8
SECTION 5.1: APPLICATION FOR RESIDENTIAL SERVICE 8
SECTION 5.2: TRANSFER OF RESIDENTIAL SERVICE 9
SECTION 5.3: APPLICATION FOR COMMERCIAL SERVICE 10
SECTION 5.4: APPLICATION FOR SERVICE OF NEW CONSTRUCTION OR FACILITIES WITHOUT A CURRENT CERTIFICATE OF OCCUPANCY 12
SECTION 5.5: APPLICATION FOR BLANKET SERVICE AGREEMENT 12
SECTION 5.6: PRIOR DEBT 13
SECTION 5.7: SHORT TERM PERMANENT SERVICE 13
SECTION 5.8: CHANGES IN CUSTOMER'S POWER / WATER / SEWER REQUIREMENTS 13
SECTION 6: SERVICE DEPOSIT 14
SECTION 6.1: RESIDENTIAL DEPOSIT 14
SECTION 6.2: COMMERCIAL DEPOSIT 14
SECTION 6.3: ADDITIONAL DEPOSIT 14
SECTION 6.4: WAIVER OF DEPOSIT 15
SECTION 6.5: TRANSFER OF DEPOSIT 15
SECTION 6.6: REFUNDING OF DEPOSIT 15
SECTION 7: METERING AND BILLING 16
SECTION 7.1: METER READING 16
SECTION 7.2: STATEMENTS 16
SECTION 7.3: SELECTED DUE DATE OPTIONS 16
SECTION 7.4: BILLING PERIOD AND DELINQUENT STATEMENTS 17
SECTION 8: PAYMENT OPTIONS 18
SECTION 8.1: ACCEPTED METHODS OF PAYMENTS 19
SECTION 8.2: DRIVE THRU 19
SECTION 9: PAYMENT ARRANGEMENTS 19
SECTION 10: ADJUSTMENT OF STATEMENTS 20

SECTION 11: BROKEN PIPE ADJUSTMENT POLICY 20
SECTION 12: POOL AND SOD CREDIT 22
SECTION 13: ENERGY ASSESSMENTS 22
SECTION 14: DISPUTED STATEMENT 23
SECTION 15: VOLUNTARY TERMINATION OF SERVICE 23
SECTION 16: DISCONNECTION DUE TO NON-PAYMENT 24
SECTION 17: DENIAL OF SERVICE OR INVOLUNTARY DISCONNECTION 25
SECTION 17.1: CAUSE FOR DENIAL OR DISCONNECTION 25
SECTION 17.2: WORK OFF NON-PAYMENT INACTIVE ACCOUNT (WONPIA) ... 26
SECTION 18: EXCEPTIONS TO INVOLUNTARY DISCONNECTION OF SERVICE .. 26
SECTION 18.1: WEATHER FORECAST 26
SECTION 18.2: HEALTH OF A RESIDENT 26
SECTION 19: RETURNED CHECKS / EFT / ACH / CHARGE BACKS 27
SECTION 20: COLLECTIONS 28
SECTION 21: BANKRUPTCY 28
SECTION 22: CUSTOMER COMMUNICATIONS 29
SECTION 22.1: CUSTOMER SERVICE REPRESENTATIVES 29
SECTION 22.2: TELEPHONE AND OTHER CONTACT INFORMATION 29
SECTION 23: COMPLAINT PROCEDURE 30
SECTION 24: CUSTOMER INFORMATION RECORDS 30
SECTION 24.1: CUSTOMER PRIVACY 30
SECTION 24.2: RETENTION OF CUSTOMER INFORMATION 30
SECTION 24.3: DISCLOSURE REQUIRED BY LAW OR COURT ORDER 31
SECTION 24.4: INFORMAL INSPECTION 31
SECTION 24.5: LEGAL REMEDIES 31
SECTION 25: ADOPTION AND DISCLAIMER 31

SECTION 1:
MISSION STATEMENT

The mission of the City of Griffin is to protect and enhance the quality of life by providing a high level of service in an efficient and responsive manner to all citizens. The purpose and objective of the City of Griffin Customer Service Policy is to establish and formalize procedures governing the relationship between the City and its utility customers.

SECTION 2: PURPOSE OF POLICY

The Customer Service Policy was developed with the interest of the customer first and foremost. It is the City of Griffin's policy to avoid unnecessary restrictions on the customer and to produce excellent customer service.

The information contained herein is written in layman's terms so that the customer can readily understand the City's goals. However, this Policy is intended to work in conjunction with the City's Code of Ordinances and Service Contracts, and any true conflicts among these records should be resolved by giving priority in the following order: (1) City's Code of Ordinances; (2) Customer Service Policy; and (3) Service Agreements, with the exception of bulk/special service agreements for limited commercial and/or industrial customers which shall control in the event of a conflict with the Customer Service Policy. If questions arise as to the application of this Policy or if this Policy fails to address your specific concerns, please contact the City of Griffin Customer Service Department.

SECTION 3: DEFINITIONS

Account Status –

a. **Active** – Any account that is presently billed for utility services that the customer receives.
b. **Inactive** – Any account that is no longer being billed for utility services.
c. **Current** – An active account that has paid all outstanding balances prior to the due date, with the exception of the most recent statement prior to the due date, and any amount not yet read and billed.
d. **Fully Paid** – An inactive account that has paid all charges.
e. **Delinquent or "Past Due"** – An account for which a utility statement has not been paid in full on or before 11:59 pm on the due date.

Account Holder – A person 18 years of age or older, or other legal entity, that is receiving utility service(s) from the City of Griffin, whose name is specifically listed on an account as the primary entity responsible for decisions regarding the service, and for financial obligations created from the use of the service.

Additional Deposit – Monies required in addition to the initial or new deposit necessary to cover (a) an increase in the number or types of service; (b) usage of service that is higher than originally estimated when the initial or new deposit was calculated; or (c) increased risk of non-payment due to an unsatisfactory payment history (including bankruptcy) of the customer.

After Hours Fee (New Service) – Applications for utility service(s) received prior to 2:00 pm are offered same day service. Applications received after 2:00 pm are processed the next business day. However, customers may opt to pay an after-hours fee from 2:00 pm to 5:00 pm (normal business hours) for services to be connected the same day.

After Hours Fee (Reconnection of Services) – Services that have been disconnected due to nonpayment shall be restored upon payment of past due balance and all applicable fees when payment is received prior to 4:30 pm. Customers may opt to pay an after-hours fee from 4:30 pm to 5:00 pm (normal business hours) for services to be connected the same day.

Allowable Limits – Electric and water meter readings shall be considered accurate, and the associated charges correct if the meter (s) falls within a range of ± 2 percent (98% - 102%).

Applicant – A person 18 years or older, partnership, firm, association, corporation, governmental body or other legal entity capable of entering into a contract for service, applying to the City of Griffin for utility service(s).

Chargeback – A charge that is returned to a debit or credit card after a customer successfully disputes an item on their account statement or transactions report.

Combined Utility Service Account – An account that includes two or more of the following services: electricity, water, sewer, garbage collection, yard waste, stormwater, fiber, and/or phone.

Complaint – A statement or question by anyone, whether a utility customer or not, alleging a wrong, grievance, injury, dissatisfaction, illegal action or procedure, dangerous condition or action, or utility obligation.

Connect Fee - A fee that covers the cost of establishing a new service.

Credit Report Fee – This fee covers the cost of the credit report that the customer authorized in an effort to waive the required deposit.

Customer(s) – All account holders who directly receive or use a City of Griffin or Spalding County utility service.

Customer Service Fee – A fee applied to all City accounts. Landfill accounts do not pay this fee. This fee is for the operation of the customer service facility that is open and accessible to our customers, in which they can be personally served by a city employee.

Delinquent or delinquency – An account for which a utility statement has not been paid in full on or before 11:59 pm on the due date required for that payment.

Deposit – An amount determined by the City of Griffin to be paid and kept on file with the City of Griffin. *See Initial Deposit; New Deposit; Additional Deposit.*

Due Date – The last day a utility statement may be paid, by 11:59 PM (end of normal business day), before late penalty fees are applied.

Excellent Payment History – The customer has had a utility account with the City of Griffin for a period of not less than twenty-four (24) consecutive months with no penalties.

Federal Privacy Act (Privacy Act of 1974) – The U.S. law that governs how federal agencies collect, maintain, use, and share personal information about individuals. Its main purpose is to protect privacy and ensure that agencies handle personal data responsibly.

Fee Schedule – A list of fees for services the city provides, as approved by the Board of Commissioners. Customers may make a request to review a copy of the Fee Schedule in the City Manager's office.

Grace Period – Seven (7) calendar days after the due date (printed on the utility statement).

Governing Body – The City of Griffin Board of Commissioners.

Initial Deposit – A deposit required to establish a utility account with the City of Griffin, or to add additional services to an existing account.

Late Payment – A payment that has been received on an account after the statement due date.

Meter – An instrument utilized for measuring the quantity of usage for rate flow and/or electric current.

New Deposit – A deposit required if the initial deposit has been returned and conditions exist that require a new deposit. New deposits shall be calculated the same way as the initial deposit.

Payment Arrangement – An agreement established for a customer to pay, over a specified time, the balance (current or past due) for their utility statement.

Penalty – A fee assessed on an account balance if not paid in full on or before the due date. The fee shall be 10% of the unpaid balance of the current statement, not including prior penalties.

Reconnect fee – A fee charged to cover the extra handling and administrative expenses of the City of Griffin caused by an account that has been disconnected for non-payment.

Return Trip fee – A fee charged to recover the costs associated with dispatching a technician for additional service trips when utility services cannot be left on during the initial visit or the complimentary second visit. This fee also applies when Solid Waste is requested to return to a location to collect containers after confirming that the containers were not placed at the curb for pickup on the scheduled service day. The charge will be applied to each additional trip required beyond the courtesy second visit.

Service Rules – The entire body of rules, procedures and policies adopted by the City of Griffin.

Solid Waste Container Fee – This fee covers the cost of providing the Solid Waste containers. It is a *one-time charge* applied to all new customers when establishing an account with certain solid waste services for the first time.

Short Term Permanent Service – The establishment of some or all utility services for a short, defined period for purposes other than household occupation. An example would include a real estate agent turning on just electricity, water, and/or wastewater (if applicable) in order to show a property to a prospective buyer.

Unpaid Balance – Any charges that were previously billed that have not been paid in full as of the printed date of the following utility statement(s).

Unsatisfactory Payment History – A payment history of an account holder that:

- Has received two or more penalties for any utility service in the last twenty-four (24) months; OR
- Has made a payment with any returned item, such as insufficient funds, check(s), closed account, insufficient funds for electronic payment, etc. in the past 12 months; OR
- Has been subject to disconnection for non-payment of utility service(s) (regardless of whether actually disconnected or not).

Utility Service – One or more of the following services offered by the City of Griffin and/or Spalding County, to include but not be limited to electricity, water, sewer, garbage, yard waste, stormwater, fiber, and phone.

SECTION 4: HOURS OF OPERATION

The City of Griffin Customer Service hours are as follows:

Walk-in Service 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 5:00 pm*
Phone Service: 770-229-6403	Monday – Friday	8:00 am – 5:00 pm*
Drive-Thru Service: 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 5:00 pm*

*Effective January 4, 2027. Between the date of the Resolution and January 4, 2027, these payment options will be available until 6:00PM.

After-Hours Emergency Services: Electric and water emergency calls are responded to 24 hours a day, 7 days a week. To report electric and water emergencies (power outages, water leaks, etc.), please call **System Operations** at 770-229-6406.

SECTION 5: APPLICATION FOR SERVICE

All customers applying for service must complete and sign a Service Contract with the City of Griffin. The City of Griffin is a combined utility provider for residential customers/properties located within the City limits, and all applicable residential services, with the exception of Fiber, must be activated in order to open an account. Stormwater services are mandatory for all developed property within the City limits. Disconnection or refusal of this service is not an option, even if all other services are on maintenance disconnect. Commercial and industrial customers located within the city limits may have the ability to choose their solid waste provider; provided, however, the Commercial Customer must use, identify, and provide proof of service by an approved, permitted hauler. If no such proof is provided, the commercial customer must opt in for solid waste service with the city unless all utilities are on maintenance disconnect. Industrial customers may have the ability to choose their electric provider.

Service is furnished to the customer upon acceptance of the customer's Service Contract by the City of Griffin. Applications are accepted by the City of Griffin with the understanding that there is no obligation to render service if it is not available. A copy of the signed Service Contract, accepted by the City of Griffin, will be furnished to the applicant for their records and information.

The owner or tenant of the property must sign all Service Contracts for the provision of services to any locations, or for the extension of distribution lines for the conveyance of such services, on forms furnished by the City of Griffin. All Service Contracts for utility services shall remain in effect until the account holder requests that the services are to be discontinued.

Customers who sign up for utility service(s) by 2:00 pm qualify for same day service if all required documents and deposits are received prior to 2:00 pm. Customers with complete applications for utility service(s) who are in the office after 2:00 PM will be connected on the following business day, provided that a customer may pay an after-hours fee if they desire same-day services.

For accounts that include water services, the customer must ensure that all faucets and outdoor spigots are turned off prior to activation. A field technician will make an initial visit to turn on the water. If the meter indicates continuous flow, the technician will leave the meter unlocked with the water turned off. The customer must then contact Customer Service once all faucets and spigots have been confirmed as off. The City will perform one additional activation attempt at no charge. If the meter continues to indicate flow on the second attempt, the water will again be left off. The customer will need to contact Customer Service to request any further activation attempts, which will incur a return trip fee (per the Fee Schedule) on the customer's next utility bill.

SECTION 5.1:
APPLICATION FOR RESIDENTIAL SERVICE

The following information must be provided by the person applying for residential service:

- Applicant's Name
- Date of Birth
- Social Security card OR Tax Identification Number (or a legal document containing all of the applicant's social security number such as a recent W-2, recent tax return, etc.) to help us assist in verifying the applicant's identity
- A valid government issued picture I.D. (Driver's License, Georgia Identification Card, Passport, or Military I.D.) to help us assist in verifying the applicant's identity
- Service Address (including street and house or apartment number)
- Lease agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Payment of Deposit, unless customer qualifies for a waiver. *See Section 6.4, Waiver of Deposit*. Acceptable payment options include Cash, Check (No Counter Checks), Money Orders, Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
- Anyone signing for service for someone else must provide:
    a. a notarized letter of authorization from the customer;
    b. a valid government issued picture ID for the person acting on behalf of the customer; and
    c. a copy of all the required documents listed above for the customer.
- The first utility statement for the location will include a Connect Fee and Solid Waste Container Fee(s), if applicable based on the services provided, plus usage.

SECTION 5.2:
TRANSFER OF RESIDENTIAL SERVICE

The following information must be provided by the person applying for residential service:

- Applicant's Name
- Date of Birth
- Social Security card OR Tax Identification Number (or a legal document containing all of the applicant's social security number such as a recent W-2, recent tax return, etc.) to help us assist in verifying the applicant's identity
- A valid government issued picture I.D. (Driver's License, Georgia Identification Card, Passport, or Military I.D.) to help us assist in verifying the applicant's identity

- Service Address (including street and house or apartment number)
- Lease agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Existing and former accounts with the city must have a zero balance, regardless of the due date. A final bill will be issued for the current service location.
- Anyone signing for service for someone else must provide:
    a. a notarized letter of authorization from the customer;
    b. a valid government issued picture ID for the person acting on behalf of the customer; and
    c. a copy of all the required documents listed above for the customer.
- Services may remain active at both the previous and new residence for up to seven (7) calendar days from the start date at the new location.
- The first utility statement for the new location will include a Connect Fee plus usage.

SECTION 5.3:
APPLICATION FOR COMMERCIAL SERVICE

The following information must be provided by the person applying for commercial service:

- Articles of Incorporation, Articles of Organization, Certificate of Authority, or similar establishing documents;
- List of Officers of the Business Entity;
- Legal Document Providing Federal I.D., EIN, or Tax I.D. number;
- Lease Agreement or proof of ownership (Property Tax Statement or Settlement Statement). The name listed as the lessee on the lease agreement will be used as the name on the utility account. All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Valid government issued picture I.D. of person with authority to act on behalf of the Business Entity, and if necessary, an affidavit authorizing said person to sign up for utility service on behalf of the entity if different than the persons identified in the Articles of Incorporation, Articles of Organization, Certificate of Authority, or establishing documents provided;
- Occupational Tax Certificate;

- Commercial Deposit
    - Shall be based on the highest electric consumption at the location over the previous twelve (12) month period x 2, or the minimum commercial deposit, whichever is higher. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.
    - All Commercial Accounts are charged a deposit and are not transferrable from another location.
    - Acceptable payment options: Cash, Check (No Counter Checks), Money Orders, and Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
    - Commercial customers have the option of paying half of the calculated deposit if they sign up for direct bank draft (amount shall not be less than the minimum commercial deposit noted on the City of Griffin's Fee Schedule). Should the availability of the funds be insufficient at any time or if the customer requests to stop the draft, the deposit will be recalculated at the current usage, and the customer will be required to pay the difference of that amount toward the deposit. Commercial deposits must remain on all active accounts.
    - Additional deposits may also be required for commercial accounts where services have been subject to disconnection two or more times within a twelve (12) month period, regardless of whether services were actually disconnected.
- The first utility statement for the location will include a Connect Fee plus usage, with the exception of Commercial Curbside Service which shall also include a Container Fee.

Any account that will be in a business entity's name must be signed for by a person with authority to transact business on behalf of the entity, including the authority to execute binding contracts; however, for the purposes of establishing service, proof of this authority may be provided in the form of an affidavit executed by a person with authority to execute binding contracts which identifies and expressly authorizes a person other than those identified in the Articles of Incorporation, Articles of Organization, or similar establishing documents to sign up for service, provided that the affidavit includes, at least, the following language: "This Affidavit is executed on behalf of [BUSINESS ENTITY] with the express intent of conveying authority to the above-referenced person to execute and enter into binding Service Agreements or similar documents on behalf of [BUSINESS ENTITY] for purposes of obtaining utility services."

Because commercial deposits are based on usage at a specific service location, commercial accounts cannot be transferred. When a business relocates, the existing account will be closed on the customer's requested termination date, and a new account must be established for the new location.

SECTION 5.4:
APPLICATION FOR SERVICE OF NEW CONSTRUCTION OR FACILITIES WITHOUT A CURRENT CERTIFICATE OF OCCUPANCY

Where service is to be provided to new facilities not previously served, the owner or developer must provide the Customer Service Department Contract Desk with a Certificate of Occupancy, or pre-authorization if service is sought prior to the issuance of a Certificate of Occupancy, from the City of Griffin Planning & Development Department or, if applicable, the Spalding County Community Development Department. Connections will not be made until the respective utility departments have received all required approvals from the applicable planning and development department. Questions regarding electric, water, and sewer service which may arise during the permit process, including the location and installation of points of service, should be addressed with the applicable planning and development department and/or the appropriate utility department.

Where service is to be provided to a previously served facility that does not have a Certificate of Occupancy, the owner or developer must provide the Customer Service Contract Desk with a Certificate of Occupancy, or pre-authorization from Planning & Development if service is sought prior to issuance of a Certificate of Occupancy.

In either case, if services are provided to a facility during the construction or renovation phase, unless an extension is provided by Planning & Development, said service to the facility is subject to disconnection *immediately* upon expiration of the building permit.

SECTION 5.5:
APPLICATION FOR BLANKET SERVICE AGREEMENT

Owners of rental property within the City limits may permit tenants to enter into individual service contracts for utility service on the premises of such rental property. However, if the tenant leaves the premises and/or requests to discontinue service on their account, utility service may be interrupted for the period of time the property is not leased or occupied.

In order to assure that utilities will be provided to a property, without interruption, during periods where the premises are not leased or occupied by tenants, the owner may apply for a Blanket Service Agreement whereby the owner would become a “default customer.” The Blanket Service Agreement would authorize the City to automatically place the specific property account in the Default Customer’s name, and to charge all services provided to the location to the Default Customer, in the event the tenant’s account is closed and/or made inactive. Because we are a combined utility, all applicable residential services (i.e. electric, water, wastewater, stormwater, *and* solid waste) will remain active and will be billed unless all services are placed on maintenance disconnect.

To qualify to become a Default Customer and apply for a Blanket Service Agreement, the property owner must have a minimum of five (5) properties serviced by the City of Griffin and at least five (5) properties must be listed as a default location. Default customers are not charged a connect fee, but all services provided at the location will be charged to the default customer.

If a past-due balance exists on a default customer's account from prior service periods, utility services will not revert to the default customer's name when a tenant vacates the property until the outstanding balance has been paid in full.

SECTION 5.6:
PRIOR DEBT

The City of Griffin may refuse to furnish new service to an Applicant who is indebted to the city for service previously furnished until all indebtedness has been satisfied.

When a customer maintains an active utility account with the City and has an outstanding balance from a previous service address, that balance will be transferred to the customer's current account. The customer will have 15 days to remit payment in order to avoid interruption of service at their existing location.

SECTION 5.7:
SHORT TERM PERMANENT SERVICE

Temporary Service requests must first be made through the City of Griffin's Planning and Development Department. This will ensure the necessary permits have been issued (or if permitting is required) and establish the timeframe for temporary service. If the Customer finds that their work will require more time than allotted, they will need to make a written request to the Planning and Development Department. Once the extension is approved, Customer Service and the applicable utility department will receive an email providing the extended time period for temporary service. A notarized Temporary Power Pole/Meter Request Form will be given to the customer to present to the Contract Desk. Applicable Fees will apply.

If temporary services, of any kind, are provided to a facility during the construction or renovation phase, unless an extension is provided by Planning & Development, said service to the facility is subject to disconnection *immediately* upon expiration of the building permit. Customers should take care to request all final inspections and diligently pursue a Certificate of Occupancy or Certificate of Completion (if applicable) in order to prevent disconnection upon the expiration of their building permit.

SECTION 5.8:
CHANGES IN CUSTOMER'S POWER / WATER / SEWER REQUIREMENTS

In order to provide an adequate power supply, the City of Griffin will, at the time of initial installation, establish the customer's power requirements. The City of Griffin will then make sure its wires, transformers, pipes, and electric meters are properly sized to provide adequate service for power only.

With regards to water and sewer supply, it is the customer's sole responsibility to determine their water meter and service lines (water and sewer) are sized appropriately for the projected demand.

The City of Griffin may require demand projections in order to verify meter and service line sizes.

When the customer changes their power and/or water requirements, by deleting existing or adding new equipment, it is the customer's responsibility to advise the City of Griffin so we can adjust our equipment (if necessary) to provide the increased/decreased requirements. Please note that in regard to water and sewer services only, these new equipment requirements may increase or decrease monthly charges. The City of Griffin will not be liable for damages to the customer's equipment due to voltage or low flow water problems resulting from customer additions of equipment and the customer's failure to inform the City of Griffin in writing before the time of installation of the equipment.

SECTION 6: SERVICE DEPOSIT

The City of Griffin will require a service deposit for all types of service connections in accordance with the deposit requirements set forth on the City of Griffin's Fee Schedule.

SECTION 6.1: RESIDENTIAL DEPOSIT

Residential deposits are determined by whether the customer resides inside the City of Griffin corporate limits, and/or receives electric service provided by the City of Griffin.

SECTION 6.2: COMMERCIAL DEPOSIT

Commercial deposits (for locations for business operations) shall be based on the highest electric consumption over the previous twelve (12) month period x 2 or a minimum commercial deposit, whichever is higher. Where the service deposit will be for a new, previously unserved location, the deposit will be calculated based on a similar business in type and size, or calculated on a square foot basis, or a minimum commercial deposit will be charged at the discretion of the City of Griffin. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.

All commercial accounts may be reviewed periodically by the Customer Service Department to be sure a sufficient service deposit has been collected. Requests may be made to the customer for additional funds if it is determined that the initial service deposit is insufficient.

SECTION 6.3: ADDITIONAL DEPOSIT

Any existing account having a history of requiring extra collection efforts may be required to provide an additional service deposit equivalent to the deposit originally posted. Additional deposits may also be required for any customer disconnected, or subject to disconnection, two or more times within a twelve (12) month period.

SECTION 6.4:
WAIVER OF DEPOSIT

Residential utility deposits may be waived upon one of the following conditions:

- Customer has maintained an excellent payment history with the City of Griffin as defined in the definitions portion of this policy;
- Customer provides a letter of credit via email from their previous electric utility provider, indicating an excellent payment history;
- Customer agrees to pay the nominal costs of a credit verification from an independent credit agency chosen by the City of Griffin which will determine if a deposit is necessary; or
- Customer provides a current credit report from a major credit reporting company (Equifax, Experian or Trans Union) showing a credit score of 700 or higher. "Current credit report" shall mean a report no older than 30 days, as determined by the date on the report.

SECTION 6.5:
TRANSFER OF DEPOSIT

A customer moving from one location to another may have their service deposit transferred from the former address. If the service deposit is less than the amount required to cover service at the new address, the City of Griffin will not require the account holder to pay additional monies unless the customer has an unsatisfactory payment history. If this occurs the service deposit may be adjusted accordingly.

SECTION 6.6:
REFUNDING OF DEPOSIT

Upon the request for service termination, and payment of all statements charged against said service, the deposit for residential services shall be refunded. Deposits will first be applied to any outstanding statement as well as the final statement owed by the customer, and the balance remaining, if any, will be refunded to the customer. Deposits can only be refunded to the Account Holder. All refunds will be processed within 45 days.

As a courtesy, residential deposits can be refunded to customers of the City of Griffin with excellent payment history for the 24 consecutive months period immediately preceding the refund of the deposit.

The initial deposit for a commercial account must remain on file as long as the account is active. When the account becomes inactive, the deposit will be applied to the final bill owed by the customer and the remaining balance, if any, will be refunded to the customer.

SECTION 7: METERING AND BILLING

SECTION 7.1:
METER READING

The customers' meters are read monthly, as near as possible to the same date of each meter reading cycle. The electric and water meters are located so that they can be read and maintained with ease.

SECTION 7.2:
STATEMENTS

The customer's statement shows the amount due, any amount in arrears, the meter number, the kilowatt (demand) for commercial/industrial accounts, the kilowatt hour consumption (amount of energy used), gallons of water registered thru the meter, present and previous meter reading dates, days of service, charges for any unmetered services, customer service fee, name, service address, account number, and any applicable state and local taxes.

In the case of inclement weather, weekends, holidays, and other unforeseen circumstances, the days of service for your meter(s) may vary several days.

Paperless billing is available to all customers. Electronic bills (E-bills) may be received when statements are generated when customers sign up for this option at cityofgriffin.com.

SECTION 7.3:
SELECTED DUE DATE OPTIONS

City of Griffin utility customers who do not have a Spalding County water meter on their utility accounts may choose from 1 of 4 selected due dates once within a 12-month period. The selected due dates are the 3rd, 10th, 17th, and the 24th of the month. Customers should understand that this due date may vary by a few days' month-to-month due to this date falling on a weekend or holiday. Customers must complete the Customer Selected Due Date Application. Applications can be returned in person or by mail. Customers returning applications in the office will need a valid government issued picture ID and will need to speak to a Customer Service Representative prior to selected due date being processed. If the application is mailed in, a Customer Service Representative will need to speak with the customer, verify account, and review application with the customer prior to selected due date being processed. Once the application is processed the customer may receive two (2) utility statements in the month this change takes effect, or the number of days of service may be longer than usual for that first month. The selected due date must remain in effect for a period of not less than twelve (12) months before the customer can request another change of due date.

Note: If a customer uses the "Schedule a Payment" feature on the City of Griffin's online payment portal, this is in no way a payment arrangement and if the date selected is after the disconnect date, this is not a guarantee that services will not be disconnected. Customers who need payment arrangements must speak directly with the Customer Service Department, and if

desired and permitted by this policy, they may discuss moving the due date on their account to better accommodate their personal situation.

SECTION 7.4:
BILLING PERIOD AND DELINQUENT STATEMENTS

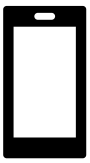
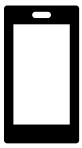
Regular statements for utility services are rendered monthly. Charges are due by the due date printed on the statement. If all or any portion of the statement is not paid by 11:59 PM, on the due date printed on the statement, the unpaid balance will be considered delinquent and assessed a penalty of ten percent (10%) of the unpaid charges. As a courtesy, the account holder may waive the penalties once every twelve (12) months. The failure of any customer to receive their statement for any month(s) shall not relieve such customer from the obligation of paying such statements allegedly not received.

As a courtesy, a Disconnect Notice will be mailed to the customer whose account is delinquent. The Disconnect Notice will show the scheduled disconnection date, which shall be eight (8) calendar days following the due date of the current statement. If the charges are not paid by 11:59 PM, on or before the disconnection date, the account shall be subject to disconnection. No additional notice will be provided, and failure to receive the disconnection notice through the mail shall not prevent disconnection of service. While partial payment on delinquent statements will be accepted, partial payment shall not be construed to satisfy the current obligation of the account; a delinquent statement must be paid in full to avoid disconnection unless a prior payment arrangement has been agreed upon by the City and customer. Any legal or agency fees incurred by the City of Griffin associated with the collection of delinquent statements will be the responsibility of the customer.

Upon disconnection of services due to non-payment, payment must be made via cash, credit card, or money order either in person in office or by speaking with a Customer Service Representative. The past due balance as well as a reconnect fee must be paid before 4:30 pm (Monday through Friday) to restore service. Services are guaranteed to be restored by 7:00 pm. An additional after-hours fee must be paid for payments received after 4:30 pm if they desire same day reconnect service.

In cases where utility services have been scheduled for disconnection for non-payment of delinquent statements or any other cause, the City of Griffin reserves the right not to re-connect the service until all past due utility statements and/or other charges have been paid. The applicable charges are set forth on the City of Griffin's Fee Schedule.

SECTION 8: PAYMENT OPTIONS

BILL PAYMENT KIOSK'S: *Open 24/7* • Third lane of Drive Thru • Front of building (Hill St side) *Available Mon – Fri 8:00 am – **5:00 pm*** • Inside customer service	**PAY ONLINE:** Sign up at: cityofgriffin.com 
PAY BY TEXT: Sign up at: cityofgriffin.com 	**MAIL *(include payment coupons)*:** Check or Money Order Payable to: City of Griffin PO Box 117162 Atlanta, GA 30368-7162 
PHONE: 770 229 6403 (Mon - Fri) (8:00 am – **5:00 pm***) 	**IN PERSON (OFFICE):** 100 S Hill St Griffin, GA 30223-3439 **(Mon – Fri) (8:00 am – 5:00 pm*)** 
AUTOPAY: Sign up at: cityofgriffin.com 	**IN PERSON (DRIVE THRU):** 100 S Hill St Griffin, GA 30223-3439 (Mon – Fri) (8:00 am – **5:00 pm***) 

*Effective January 4, 2027. Between the date of the Resolution and January 4, 2027, these payment options will be available until 6:00PM.

SECTION 8.1:
ACCEPTED METHODS OF PAYMENTS

- Cash
- Checks (made payable to the City of Griffin) (no counter checks)
- Money Orders (made payable to the City of Griffin)
- Automatic Bank Draft
- All major credit cards (Visa, Mastercard, American Express, Discover, etc.).
    - Customers paying with a credit card in person must have a valid government picture identification, and the name on the credit card must match the person making the transaction (no cards can be accepted that do not have a name on it, such as "Account Holder"). Customers paying with a credit card over the phone must verify either the entire account number and/or social security number. Payments made using a credit/debit card may be assessed a nominal processing fee. There is a maximum of $1,000 per credit card transaction.

SECTION 8.2: DRIVE THRU

In an effort to expedite the drive thru traffic:

- There is a limit of three (3) transactions per customer.
- Accounts that have been disconnected for nonpayment must be paid in the office to restore services and cannot be paid via drive thru.
- Payments for returned items (such as checks and/or electronic payments) must be paid in the office and cannot be paid via drive thru.
- For safety purposes, customers must remain in their vehicle. No walk-up traffic is permitted.

SECTION 9:
PAYMENT ARRANGEMENTS

Payment arrangements are offered as a courtesy in an effort to assist residential customers who are struggling to pay their utility statement. By agreeing to a payment arrangement, customers must pay ½ of the balance (current or past due) and arrange to pay the remaining debt in installments. Customers may utilize the payment arrangement courtesy once every six (6) months.

Customers are required to pay in accordance with the agreed-upon terms of the payment arrangement. Should the customer default on the arrangement, the services will be subject to disconnection. If services are disconnected, the entire past due debt and any additional applicable fees (reconnect fee, after hours fee, etc.) must be paid before services are restored.

The "Schedule a Payment" feature does *not* constitute a payment arrangement. If the date selected for the scheduled payment is after the disconnect date, there is no guarantee that services will not be disconnected. Customers who need payment arrangements must speak directly with the Customer Service Department, and if desired and permitted by this policy, they may discuss moving the due date on their account to better accommodate their personal situation.

SECTION 10:
ADJUSTMENT OF STATEMENTS

An adjustment, refund or back-billing may be made for any overcharge or undercharge resulting from incorrect reading of the meter, incorrect application of the rate schedule, incorrect meter connection, or other similar reasons.

- **Overcharges** – The amount of the overcharge will be refunded or credited to the customer. The time period for which the City of Griffin will adjust, refund or credit the customer's statement shall not exceed one (1) year.
- **Undercharges** – The statements may be calculated back to a period not to exceed one (1) year. If the recalculated statements exceed $10.00, the customer may be back billed for the amount due. If back billing creates a financial hardship, a reasonable payment arrangement to pay may be offered at the City of Griffin's discretion. The City of Griffin reserves the right not to back bill if it determines doing so is not cost effective, or for other reasons deemed appropriate by the Customer Service Director.
- **Credit Balances -** When a credit balance exists on an account due to an overpayment from an assistance agency, the credit will be applied to the customer's next monthly utility bill. Refunds of these credit balances are not permitted.

SECTION 11:
BROKEN PIPE ADJUSTMENT POLICY

The following terms are applicable to City of Griffin and SCWSFA water and sewer customers:

a) For Residential Customers:

   i. Excessive water use caused by a leak, not the fault of the City of Griffin, is to be adjusted by one half the amount in excess of the customer's twelve (12) month consumption average. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair to qualify.

   ii. Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does not flow into the sewer line, are to be adjusted by the amount of water in

excess of the customer's twelve (12) month consumption average.. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair to qualify.

iii. Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does flow into the sewer line, is to be adjusted by one half the amount of water in excess of the customer's twelve (12) month consumption average. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair.

iv. For subsections (i) through (iii) above, in the event the customer has not been at the location for twelve (12) months, the following will be utilized to calculate the customer's consumption average for purposes of the applicable credit: 1 to 2 person(s) in household = 2,500 gallons, 3 or more persons in household = 5,000 gallons.

v. Customers may obtain one (1) broken pipe adjustment per twelve months per connection.

vi. Payment arrangements for customers with high bills due to leaks, that are not the fault of the City of Griffin, are permissible with no penalties added for late payment. Payment plans must be approved by the Customer Service Director.

vii. The City of Griffin assumes no responsibility for plumbing repairs or related expenses resulting from a broken pipe.

viii. Hardship credit: A customer may apply for hardship credit if their income is at or below the Federal Poverty Level. Customers must provide proof of household income (recent pay stub, recent tax return, etc.). The Customer Service Director, or their designee will review the documentation provided within three (3) to five (5) business days. Once the documentation has been reviewed, the customer will receive a verbal notification (via phone call) whether the request has been approved, denied, or additional information is required. The Customer Service Director, or their designee must approve all Hardship credits. All income and personal information submitted for hardship review is confidential and protected according to the Federal Privacy Act. Upon approval for the Hardship Credit , the broken pipe adjustment will be increased to equal the customer's previous twelve-month billing period monthly average, or if the customer has not been at the location for twelve (12) months, the customer's applicable consumption average pursuant to Subsection (a)(iv). Customers who believe they may qualify should speak with a Customer Service Representative for more information.

ix. If a bill becomes late while a customer with a good payment history is in the process of applying for the Broken Pipe Adjustment, then they may have their late penalty waived, at their request.

b) For Commercial Customers:

i. Commercial water and sewer accounts must opt-in to receive credits associated with the Broken Pipe Adjustment Policy. Failure to opt-in will render the commercial account ineligible for any water or sewer credit associated with broken pipes or service lines that are owned and/or maintained by the customer.

ii. Commercial accounts that opt-in to the program shall be assessed a monthly fee based on meter size as follows:

Meter Size	Monthly Fee
¾”	$1.00
1”	$2.00
2”	$3.00
6” and larger	$4.00

iii. Commercial accounts that opt-in for this policy will be eligible for the same credits as residential accounts, subject to the terms provided in Subsection (a) above, with the exception of Subsection (a)(vi) for “Hardship.”

SECTION 12: POOL AND SOD CREDIT

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has installed a pool, refilled a pool, or replaced a liner. The Customer must provide proof of purchase or repair to be eligible for credit.

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has laid sod. The Customer must provide proof of purchase to be eligible for credit.

SECTION 13: ENERGY ASSESSMENTS

The Electric Department provides Energy Assessments to assist customers in understanding their household energy usage and identifying potential opportunities to reduce utility costs. An Energy Assessment consists of an on-site evaluation performed by our Technical Service Division.

Customers may receive one complimentary Energy Assessment per service address during each calendar year. Renters are required to ensure that the property owner or authorized property manager is present during the assessment.

Requests for more than one Energy Assessment per service address within the same calendar year will incur the applicable Engineering Fee as published in the current Fee Schedule. Payment of this fee must be made prior to the assessment being scheduled and performed.

SECTION 14: DISPUTED STATEMENT

In the event there is a dispute concerning a statement for utility services, the customer may contact the Customer Service Department to discuss it prior to the date of disconnection. The City of Griffin will delay disconnection pending settlement of the disputed charges, as described elsewhere in this policy. Any undisputed portion of the statement must be paid in full by the due date to avoid disconnection of services. In the event there is a dispute concerning a payment made on an account, the receipt must be presented in order to pursue the dispute.

SECTION 15: VOLUNTARY TERMINATION OF SERVICE

Customers may request to terminate service in writing or by telephone. The customer whose name appears on the contract is the only person who can voluntarily terminate the service. When making a request by phone, the customer must provide the account number and/or social security number (in its entirety) to help us verify their identity. When making a request in person, the customer must provide a valid government picture ID.

Utility services for a deceased account holder will be disconnected once it is verified that the account holder is deceased, as it is unlawful for the City of Griffin to continue to bill a deceased account holder. Methods of verification are death certificate, death notice in a legal publication, or Letters of Testamentary.

It is the responsibility of the account holder to voluntarily terminate utility services once they vacate the premises. Failure to request to terminate utility service when the Customer vacates a property will result in continued utility service and charges to the Customer's account. Customer will be responsible for all charges incurred up until such time Customer Service receives the request to terminate service and disconnects service, if necessary. Utility services for an incarcerated account holder can be terminated by sending a notarized letter requesting services to be disconnected out of their name to the City of Griffin Customer Service Department.

In the event a property changes ownership, the former property owner has a responsibility to notify Customer Service and provide proof of the change of ownership. Failure to notify Customer Service of a change of ownership will result in continued billing of Stormwater and

Customer Service fees to the former owner's account. Customer will be responsible for all charges incurred up until such time Customer Service is notified.

Requests for termination of service must be made by the account holder. Requests received prior to 10:00 am, Monday through Friday, will be processed on the same business day. Request for termination of service made after 10:00 am, Monday through Friday, will be processed on the next business day (no weekends or holidays).

SECTION 16:
DISCONNECTION DUE TO NON-PAYMENT

In the event that electric and/or water service is disconnected for non-payment or due to returned check/EFT/ACH, restoration of service will only be made upon payment (consisting of cash, credit card or money order only) of all applicable charges, in addition to the payment of all indebtedness due to the City of Griffin for services rendered:

a) The applicable trip charge for service disconnected at the meter.

b) The applicable trip charge for service disconnected at the pole.

c) The additional charge for customer violation.

d) The Reconnect Fees stated above shall be charged each time that the service is disconnected. These charges will also be applied for reconnecting service to the customer who knowingly violates service policies.

Customers who have had their services disconnected due to non-payment or returned check/EFT/ACH and are in the Customer Service Department by or before 4:30 PM can have their services restored by 7:00 PM, provided all past due balances and a reconnect fee have been paid. Customers who are in the Customer Service Department after 4:30 PM will have their services restored the next business day. They can choose to pay the after-hours fee and have their services restored by 7:00 PM provided past due balance has been paid. A reconnect fee will be added to the following billing statement; provided, however, customers may pay the reconnect fee at the time power is restored if desired.

As a courtesy option, customers seeking a reconnect may waive the reconnect fee once per year.

Where customers are subject to termination of service due to non-payment, the customer may request a meeting with the Customer Service Director, or their designee, to resolve any dispute prior to the scheduled date of termination. The customer's failure to schedule a meeting to discuss the dispute or establish a payment arrangement shall not be cause to delay discontinuance of service.

SECTION 17:
DENIAL OF SERVICE OR INVOLUNTARY DISCONNECTION

SECTION 17.1: CAUSE FOR DENIAL OR DISCONNECTION

The City of Griffin may deny or unilaterally discontinue utility service for any one or combination of the following reasons:

- Failure of the customer to pay statements for utility service(s) as required in the Billing Information Section of this policy;
- Failure of the customer to pay deposits as required as described in this policy;
- Upon discovery of meter tampering, including by-passing the meter or altering its function;
- Failure of the customer to permit authorized City of Griffin employees and/or agents access to their meters at all reasonable hours; Locked gates, loose dogs, parking vehicles over meters, etc. are violations of City of Griffin policy concerning reasonable access to meters.
- Use of power or water for unlawful purposes;
- Discovery of a condition which is determined to be hazardous or unsafe;
- Excessive Water Loss meaning consumption is above the normal water use pattern for the customer;
- In the event Customer's use of equipment is in such a manner as to adversely affect the City of Griffin's equipment or service to others;
- In the event of unauthorized use or resale of utility service;
- For violation of, or non-compliance with, utility service rules;
- For failure of a prospective customer to furnish service equipment, permits, certificates, or rights-of-way specified by the utility as a condition of receiving service, or for failure of a prospective customer to fulfill their contractual obligations for service or facilities;
- Any other action(s) that would violate O.C.G.A. § 16-8-5;
- If the primary account holder has an unpaid balance due to the City of Griffin for a previously active account;
- In the event the service location has been without electrical service for six (6) months, and an inspection has not been completed;
- Benefit of Service Rule – In the case of customers who have been disconnected for failure to pay, or for whom credit action is pending, service will not be reconnected or continued in the name of another occupant, or owner of the premises, if the previous customer or any other person liable for payment of the delinquent statement(s) continues to occupy the premises as shown on a lease or sales agreement. Similarly, New or Transferred Accounts will not be established for customers who have co-occupants, as shown on a lease or sales agreement that will benefit from the service so long as they have delinquent accounts. This shall not apply to an active account holder with an excellent credit history who allows a delinquent account holder to reside with them. In the case of service initiation where a delinquent statement exists, City of Griffin

Customer Service reserves the right to require a notarized lease agreement from the customer applying for utility service at that location. After receipt, the City of Griffin Customer Service Department will verify said lease agreement by contacting the owner for further certification.

SECTION 17.2:
WORK OFF NON-PAYMENT INACTIVE ACCOUNT (WONPIA)

When an account has been disconnected and the customer has not paid to restore service within thirty (30) calendar days, the City of Griffin can proceed to make the account inactive. If the customer comes in to restore service after the account has been made inactive, they will need to provide a lease agreement or proof of ownership, valid government issued picture I.D., social security card, and pay the total past due balance on the account, a reconnect fee and a deposit (subject to additional deposit).

SECTION 18: EXCEPTIONS TO INVOLUNTARY DISCONNECTION OF SERVICE

SECTION 18.1:
WEATHER FORECAST

Disconnection of a residential customer's electric service will not occur on any day when the low temperature is below 32 degrees Fahrenheit or heat index is above 100 degrees Fahrenheit during normal business hours. In any instance where an account is subject to disconnection for customer violation of these polices as described herein, but is not disconnected due to this weather provision, the account may be disconnected without notice when the forecasted low temperature is above 32 degrees Fahrenheit or forecasted heat index is below 100 degrees Fahrenheit, unless the customer has made payment of any past due charges or corrected any conditions which subject the account to disconnection. This provision shall only apply to electric services, and shall not apply to water, sewer, garbage, yard waste, or other services offered by the City of Griffin.

SECTION 18.2:
HEALTH OF A RESIDENT

Disconnection of service may be postponed if doing so would pose an eminent danger to the life or health of a person who permanently resides on the premises. A special danger to health is indicated if a person is seriously impaired and may, because of mental or physical problems, be unable to operate life-support equipment. In the event such equipment is on the customer's property, the customer must furnish a written notice from a licensed physician or public health official in advance of disconnection of services. The written verification must include: (1) the name of the person endangered; (2) a statement that he or she is a permanent resident of the premises in question; (3) the name, business address and telephone number of the certifying

party; (4) the specific nature of the health danger; and (5) approximately how long the danger will continue.

Once written verification has been placed on file with Customer Service, the account will be coded as a Health of a Resident customer for up to three (3) years, provided that customers are required to notify the City in the event that the qualifying resident moves or no longer resides on the property, or if their health status has improved so that the Health of a Resident designation can be removed. Each application must be renewed at the end of the three (3) year term if the customer desires the designation to continue being applied. In the event a Health of a Resident account is subject to disconnection, the disconnection date will be extended by five (5) calendar days, in addition to the grace period defined herein, allowing the customer to either make arrangements to pay the unpaid balance, contact Customer Service for payment arrangement, or relocate the resident in special danger before disconnection occurs. In addition to the delivery of a Disconnection Notice, a Customer Service Representative will attempt to contact the account holder via phone to advise of the five (5) calendar days extension prior to disconnection. In the event that Customer Service is unable to make contact via phone, the Representative will attempt to leave a voice mail message. The City's inability to contact the customer shall not be cause to further extend the disconnection date.

SECTION 19:
RETURNED CHECKS / EFT / ACH / CHARGE BACKS

If a check, EFT, or ACH is received by the City of Griffin for payment of a utility statement, the payment method will be processed for payment as soon as possible. Should the payment method fail to clear the bank or institution on which it is drawn, for any reason, the customer will be notified in writing and the service in question shall be subject to disconnection within fifteen (15) days if the debt is not satisfied. A Returned Check/EFT/ACH charge will be applied for the additional handling of the returned payment method, regardless of the reason. Returned check, EFT, and ACH charges are set forth on the City of Griffin's Fee Schedule. Once a Returned Check/EFT/ACH is received by the City of Griffin, the account will be "flagged", and future payments must be paid in cash, cashier's check, credit card or money order for a period of twelve (12) months. Customers having more than three (3) returned items (EFT, ACH, credit payments, etc.) will be subject to their account becoming cash only. Customers having items returned as a chargeback (*See Section 3, Definitions*) will be placed on cash only for a period of twelve (12) months. An additional deposit (for both residential and commercial accounts) will be required for accounts that have returned items (checks, EFT, ACH, and charge backs).

Under no circumstances will a check be accepted by the City of Griffin if the person presenting the check states or implies that monies are not currently in the account sufficient to clear the check, nor will a post-dated check be accepted as payment for any portion of an account owed to the City of Griffin.

If the returned check/EFT/ACH is not due to Customer's error, but the Bank's error, the customer may bring a letter from their bank stating why the error occurred. If this letter is

approved by Customer Service, the returned check/EFT/ACH fee and the check restriction may be removed.

If a customer experiences fraud on their bank account that results in a returned payment on their city utility account, they may submit a letter from their financial institution confirming that the returned item was due to fraudulent activity. Upon approval by Customer Service, the returned check/EFT/ACH fee and any associated check restrictions may be waived.

SECTION 20: COLLECTIONS

Unpaid final statements for a prior location for a customer may be transferred to the customer's active (new) location once the prior location's account is 30 days past the due date.

If an account is inactive and the customer does not currently hold an active account elsewhere, the final bill will be placed with a collection agency once the account has been inactive for ninety (90) days. Collection agencies have special resources to help them locate customers that have moved. Agencies can also affect the credit standing of the debtor. Any legal or agency fees incurred by the City of Griffin, associated with the collection of a delinquent statement, will be the responsibility of the customer. Once an account has been referred to the City of Griffin's Collection Agency, customers must coordinate payments to the agency directly.

SECTION 21: BANKRUPTCY

Federal bankruptcy law directly affects the ability of the City of Griffin to discontinue utility service. A key factor is whether the discontinuance of utility service, when done in compliance with the City's own policies and procedures, was completed before or after the filing of the bankruptcy proceeding.

a) **Discontinuance before Bankruptcy:** Utility service may be discontinued at any time prior to the filing of a bankruptcy petition in the event of default (nonpayment) by the customer. In such a case, the City of Griffin does not need to reconnect the service unless, within thirty (30) days after the bankruptcy filing, the customer or their trustee provides the City of Griffin with adequate assurance of payment (a deposit) for services provided after the bankruptcy filing. Pre-bankruptcy deposits will be applied toward pre-bankruptcy charges, and any remaining balance will be charged to the Bankruptcy Write-off Account.

b) **Discontinuance after Bankruptcy:** Utility services may not be altered, refused or disconnected based solely on the bankruptcy filing or the customer's failure to pay for pre-bankruptcy service. However, the City of Griffin has the right to demand assurance of payment (a deposit) for further service after the bankruptcy. The bankrupt customer or their trustee has thirty (30) days from the bankruptcy filing to provide such assurance. During that period the City of Griffin must continue to provide service to the customer. If

this adequate assurance is not provided within thirty (30) days, then the service can be discontinued by the City of Griffin.

c) **Failure to Pay for New Service:** Upon filing for bankruptcy, the customer shall be responsible for all post-bankruptcy charges which may include establishing a new utility account and providing assurance of payment (a deposit) for further service after the bankruptcy. Payments relating to the post-bankruptcy charges are not protected by the bankruptcy proceeding. All payment terms previously described for utility service shall apply. Failure to make on time payments shall subject the new account to disconnection for non-payment as described in this policy.

Payments received from bankruptcy and write-off accounts will be considered as bad debt recovery funds and credited to the bankruptcy write-off account or as a credit to the write-off account.

SECTION 22: CUSTOMER COMMUNICATIONS

SECTION 22.1: CUSTOMER SERVICE REPRESENTATIVES

Customer Service Representatives provide their first name to a customer during all conversations, whether in person, by telephone, electronically, or by any other means. The representative shall have immediate access to the most current detailed information available concerning the customer's account and previous contact with the City of Griffin and shall be properly qualified and instructed in the screening and prompt handling of customer issues.

A Customer Service Department Representative, whether in person or over the telephone, will assist the customer in resolving an issue from start to finish. Any research that is needed will be handled by the Representative.

The Representative has a 24-hour time period in which to resolve the customer's issue. In the event an issue will take longer than 24 hours to resolve, the Representative should attempt to notify the customer as soon as practicable to explain the reason for the delay and provide an estimated time period for resolution. Representatives should keep the customer updated throughout the process as necessary.

SECTION 22.2: TELEPHONE AND OTHER CONTACT INFORMATION

The main number for reaching the Customer Service Department is 770-229-6403. The Customer Service Department is staffed during the business hours of 8:00 am through 5:00 pm, Monday through Friday (except holidays), to handle routine business questions and other communications. Telephone messages left for Customer Service Representative will be returned within the next business day. Utility emergencies can be reported to the same number during normal business hours, or by calling System Operations at 770-229-6406 after 5:00 pm on weekdays, and during weekends and holidays. The System Operations Office is staffed 24 hours a day to respond to problems or complaints of an emergency nature.

SECTION 23: COMPLAINT PROCEDURE

Complaints concerning the charges, practices, facilities, or services of the City of Griffin or Spalding County, as applicable, shall be investigated promptly and thoroughly. The Customer Service Department shall keep records of written complaints based upon the records retention schedule for the City of Griffin. Customers are required to submit previously unresolved verbal complaints in writing, containing the following information:

a) Name(s) of complainant
b) Account number of complainant
c) Address(s) of complainant
d) Telephone number(s) of complainant
e) Nature of the complaint
f) Relief sought

Initial contact by a customer regarding a complaint shall be made with a Customer Service Representative of the City of Griffin. The complaint may be pursued with the appropriate supervisor or the Customer Service Director, in that order, if the customer is not satisfied with the handling of the complaint. A written complaint may be filed with the Assistant City Manager of Utilities. If customer is dissatisfied with resolution from the Assistant City Manager of Utilities , then the complaint may be escalated to the City Manager. Resolution of the complaint at that time will be final.

SECTION 24: CUSTOMER INFORMATION RECORDS

SECTION 24.1: CUSTOMER PRIVACY

The City of Griffin shall abide by the limitations imposed upon operators in the use, collection and disclosure of personally identifiable customer information by the Federal Privacy Act, and by any other State or Federal Regulatory agency with jurisdiction over such information.

The confidentiality of consumer account information is defined in "The Fair and Accurate Credit Transaction Act of 2003", P.L. 108-159 and the regulations issued by the Federal Trade Commission in 2009, known as "Red Flag Warnings". The City of Griffin acts as a creditor for purposes of operating its utilities.

SECTION 24.2: RETENTION OF CUSTOMER INFORMATION

Retention of personally identifiable customer information shall be discontinued when it is no longer required by law or the City's record retention schedule and shall be properly destroyed. All documents that are retained by the City of Griffin remain the City of Griffin's property until such time they may be purged pursuant to the City of Griffin's retention schedule.

SECTION 24.3:
DISCLOSURE REQUIRED BY LAW OR COURT ORDER

The City of Griffin shall only release utility records to the extent required by the Georgia Open Records Act, court order, subpoena, or other state or federal law requiring such disclosure. Authorities seeking disclosure of personally identifiable information shall be required to provide a court order or subpoena, served upon the City Manager and Customer Service Director.

SECTION 24.4: INFORMAL INSPECTION

Customers or their representatives seeking to inspect their own utility records, including their own personally identifiable information, shall be permitted to review such documents during normal business hours; provided, however, that the Customer's representative must provide a notarized statement authorizing them to act on behalf of the customer. Customers shall have the right to request the correction of any information within their records they determine to be inaccurate. Customers wishing to obtain a copy of their utility records must submit an Open Records Request.

SECTION 24.5: LEGAL REMEDIES

Customers shall have the right to seek all other legal remedies available to them under Georgia law as it relates to the City's provision of utility service or the Service Agreement between the City and the customer.

SECTION 25: ADOPTION AND DISCLAIMER

The Board of City Commissioners reserves the right to change the rules, regulations, rights, rates, and fees pertaining to the use and provision of utility services from time to time; provided, however, that such changes shall be approved by the Board of Commissioners at a public meeting, unless the City has enacted emergency procedures set forth in the Code of Griffin.

This Customer Service Policy may be amended by the City of Griffin Board of Commissioners at a public meeting, with implementation, in whole or in part, as soon as practicable after approval of the amendment as presented.

If any clause or portion of this policy is held to be illegal and of no effect, the remainder of the policy shall remain unaffected and shall be enforced to the fullest extent allowed by law.

CUSTOMER SERVICE POLICY

PROPOSAL~~Approved~~

~~March 12, 2024~~

TABLE OF CONTENTS

SECTION 1: MISSION STATEMENT ..... 4~~5~~

SECTION 2: PURPOSE OF POLICY ..... 4~~5~~

SECTION 3: DEFINITIONS ..... 4~~5~~

SECTION 4: HOURS OF OPERATION ..... 7~~8~~

SECTION 5: APPLICATION FOR SERVICE 8

SECTION 5.1: APPLICATION FOR RESIDENTIAL SERVICE ..... 9~~9~~

SECTION 5.2: TRANSFER OF RESIDENTIAL SERVICE ..... 9~~10~~

SECTION 5.3: APPLICATION FOR COMMERCIAL SERVICE ..... 10~~11~~

SECTION 5.4: APPLICATION FOR SERVICE OF NEW CONSTRUCTION OR FACILITIES WITHOUT A CURRENT CERTIFICATE OF OCCUPANCY 12

SECTION 5.5: APPLICATION FOR BLANKET SERVICE AGREEMENT ..... 12~~13~~

SECTION 5.6: PRIOR DEBT ..... 13~~14~~

SECTION 5.7: SHORT TERM PERMANENT SERVICE ..... 13~~14~~

SECTION 5.8: CHANGES IN CUSTOMER'S POWER / WATER / SEWER REQUIREMENTS ..... 14~~14~~

SECTION 6: SERVICE DEPOSIT ..... 14~~15~~

SECTION 6.1: RESIDENTIAL DEPOSIT ..... 14~~15~~

SECTION 6.2: COMMERCIAL DEPOSIT ..... 14~~15~~

SECTION 6.3: ADDITIONAL DEPOSIT ..... 15~~15~~

SECTION 6.4: WAIVER OF DEPOSIT 15

SECTION 6.5: TRANSFER OF DEPOSIT ..... 15~~16~~

SECTION 6.6: REFUNDING OF DEPOSIT ..... 15~~16~~

SECTION 7: METERING AND BILLING ..... 16~~17~~

SECTION 7.1: METER READING ..... 16~~17~~

SECTION 7.2: STATEMENTS ..... 16~~17~~

SECTION 7.3: SELECTED DUE DATE OPTIONS ..... 16~~17~~

SECTION 7.4: BILLING PERIOD AND DELINQUENT STATEMENTS ..... 17~~18~~

SECTION 8: PAYMENT OPTIONS ..... 19~~19~~

SECTION 8.1: ACCEPTED METHODS OF PAYMENTS ..... 20~~20~~

SECTION 8.2: DRIVE THRU ..... 20~~20~~

SECTION 9: PAYMENT ARRANGEMENTS ..... 20~~20~~

SECTION 10: ADJUSTMENT OF STATEMENTS ..... 21~~21~~
SECTION 11: BROKEN PIPE ADJUSTMENT POLICY ..... 21~~21~~
SECTION 12: POOL AND SOD CREDIT ..... 23~~23~~
SECTION 13: ENERGY ASSESSMENTS ..... 24~~23~~
SECTION 14: DISPUTED STATEMENT ..... 24~~24~~
SECTION 15: VOLUNTARY TERMINATION OF SERVICE ..... 24~~24~~
SECTION 16: DISCONNECTION DUE TO NON-PAYMENT ..... 25~~25~~
SECTION 17: DENIAL OF SERVICE OR INVOLUNTARY DISCONNECTION ..... 26~~26~~
SECTION 17.1: CAUSE FOR DENIAL OR DISCONNECTION ..... 26~~26~~
SECTION 17.2: WORK OFF NON-PAYMENT INACTIVE ACCOUNT (WONPIA) 27~~27~~
SECTION 18: EXCEPTIONS TO INVOLUNTARY DISCONNECTION OF SERVICE ..... 27~~27~~
SECTION 18.1: WEATHER FORECAST ..... 27~~27~~
SECTION 18.2: HEALTH OF A RESIDENT ..... 27~~27~~
SECTION 19: RETURNED CHECKS / EFT / ACH / CHARGE BACKS ..... 28~~28~~
SECTION 20: COLLECTIONS ..... 29~~29~~
SECTION 21: BANKRUPTCY ..... 29~~29~~
SECTION 22: CUSTOMER COMMUNICATIONS ..... 30~~30~~
SECTION 22.1: CUSTOMER SERVICE REPRESENTATIVES ..... 30~~30~~
SECTION 22.2: TELEPHONE AND OTHER CONTACT INFORMATION ..... 30~~30~~
SECTION 23: COMPLAINT PROCEDURE ..... 31~~31~~
SECTION 24: CUSTOMER INFORMATION RECORDS ..... 31~~31~~
SECTION 24.1: CUSTOMER PRIVACY ..... 31~~31~~
SECTION 24.2: RETENTION OF CUSTOMER INFORMATION ..... 32~~31~~
SECTION 24.3: DISCLOSURE REQUIRED BY LAW OR COURT ORDER ..... 32~~32~~
SECTION 24.4: INFORMAL INSPECTION ..... 32~~32~~
SECTION 24.5: LEGAL REMEDIES ..... 32~~32~~
SECTION 25: ADOPTION AND DISCLAIMER ..... 32~~32~~

SECTION 1:
MISSION STATEMENT

The mission of the City of Griffin is to protect and enhance the quality of life by providing a high level of service in an efficient and responsive manner to all citizens. The purpose and objective of the City of Griffin Customer Service Policy is to establish and formalize procedures governing the relationship between the City and its utility customers.

SECTION 2: PURPOSE OF POLICY

The Customer Service Policy was developed with the interest of the customer first and foremost. It is the City of Griffin's policy to avoid unnecessary restrictions on the customer and to produce excellent customer service.

The information contained herein is written in layman's terms~~, in order~~ so that the customer can readily understand the City's goals. However, this Policy is intended to work in conjunction with the City's Code of Ordinances and Service Contracts, and any true conflicts among these records should be resolved by giving priority in the following order: (1) City's Code of Ordinances; (2) Customer Service Policy; and (3) Service Agreements, with the exception of bulk/special service agreements for limited commercial and/or industrial customers which shall control in the event of a conflict with the Customer Service Policy. If questions arise as to the application of this Policy or if this Policy fails to address your specific concerns, please contact the City of Griffin Customer Service Department.

SECTION 3: DEFINITIONS

Account Status –

a. **Active** – Any account that is presently billed for utility services that the customer receives.
b. **Inactive** – Any account that is no longer being billed for utility services.
c. **Current** – An active account that has paid all outstanding balances prior to the due date, with the exception of the most recent statement prior to the due date, and any amount not yet read and billed.
d. **Fully Paid** – An inactive account that has paid all charges.
e. **Delinquent or "Past Due"** – An account for which a utility statement has not been paid in full on or before 11:59 pm on the due date~~, by 6:00 PM (normal business hours).~~

Account Holder – A person 18 years of age or older, or other legal entity, that is receiving utility service(s) from the City of Griffin, whose name is specifically listed on an account as the primary entity responsible for decisions regarding the service, and for financial obligations created from the use of the service.

Additional Deposit – Monies required in addition to the initial or new deposit necessary to cover (a) an increase in the number or types of service; (b) usage of service that is higher than originally estimated when the initial or new deposit was calculated; or (c) increased risk of non-payment due to an unsatisfactory payment history (including bankruptcy) of the customer.

After Hours Fee (New Service) – Applications for utility service(s) received prior to 2:00 pm are offered same day service. Applications received after 2:00 pm are processed the next business day. However, customers may opt to pay an after-hours fee from 2:00 pm to ~~6~~5:00 pm (normal business hours) for services to be connected the same day.

After Hours Fee (Reconnection of Services) – Services that have been disconnected due to nonpayment shall be restored upon payment of past due balance and all applicable fees when payment is received prior to 4:30 pm. Customers may opt to pay an after-hours fee from 4:30 pm to ~~6~~5:00 pm (normal business hours) for services to be connected the same day.

Allowable Limits – Electric and water meter readings shall be considered accurate, and the associated charges correct if the meter (s) falls within a range of ± 2 percent (98% - 102%).

Applicant – A person 18 years or older, partnership, firm, association, corporation, governmental body or other legal entity capable of entering into a contract for service, applying to the City of Griffin for utility service(s).

Chargeback – A charge that is returned to a debit or credit card after a customer successfully disputes an item on their account statement or transactions report.

Combined Utility Service Account – An account that includes two or more of the following services: electricity, water, sewer, garbage collection, yard waste, stormwater, fiber, and/or phone.

Complaint – A statement or question by anyone, whether a utility customer or not, alleging a wrong, grievance, injury, dissatisfaction, illegal action or procedure, dangerous condition or action, or utility obligation.

Connect Fee - A fee that covers the cost of establishing a new service.

Credit Report Fee – This fee covers the cost of the credit report that the customer authorized in an effort to waive the required deposit.

Formatted: Normal (Web)

Customer(s) – All account holders who directly receive or use a City of Griffin or Spalding County utility service.

Customer Service Fee – A fee applied to all City accounts. Landfill accounts do not pay this fee. This fee is for the operation of the customer service facility that is open and accessible to our customers, in which they can be personally served by a city employee.

Delinquent or delinquency – An account for which a utility statement has not been paid in full on or before 11:59 pm on the due date~~, by 6:00 pm (normal business hours),~~ required for that payment.

Deposit – An amount determined by the City of Griffin to be paid and kept on file with the City of Griffin. *See Initial Deposit; New Deposit; Additional Deposit.*

Due Date – The last day a utility statement may be paid, by 11:59 PM (end of normal business day), before late penalty fees are applied.

Excellent Payment History – The customer has had a utility account with the City of Griffin for a period of not less than twenty-four (24) consecutive months with no penalties.

Federal Privacy Act (Privacy Act of 1974) – The U.S. law that governs how federal agencies collect, maintain, use, and share personal information about individuals. Its main purpose is to protect privacy and ensure that agencies handle personal data responsibly.

Formatted: Normal (Web), Line spacing: At least 15 pt

Fee Schedule – A list of fees for services the city provides, as approved by the Board of Commissioners. Customers may make a request to review a copy of the Fee Schedule in the City Manager's office.

Grace Period – Seven (7) calendar days after the due date (printed on the utility statement).

Governing Body – The City of Griffin Board of Commissioners.

Initial Deposit – A deposit required to establish a utility account with the City of Griffin, or to add additional services to an existing account.

Late Payment – A payment that has been received on an account after the statement due date.

Meter – An instrument utilized for measuring the quantity of usage for rate flow and/or electric current.

New Deposit – A deposit required if the initial deposit has been returned and conditions exist that require a new deposit. New deposits shall be calculated the same way as the initial deposit.

Payment Arrangement – An agreement established for a customer to pay, over a specified time, the balance (current or past due) for their utility statement.

Penalty – A fee assessed on an account balance if not paid in full on or before the due date. The fee shall be 10% of the unpaid balance of the current statement, not including prior penalties.

Reconnect fee – A fee charged to cover the extra handling and administrative expenses of the City of Griffin caused by an account that has been disconnected for non-payment.

Return Trip fee – A fee charged to recover the costs associated with dispatching a technician for additional service trips when utility services cannot be left on during the initial visit or the complimentary second visit. This fee also applies when Solid Waste is requested to return to a location to collect containers after confirming that the containers were not placed at the curb for pickup on the scheduled service day. The charge will be applied to each additional trip required beyond the courtesy second visit.

Service Rules – The entire body of rules, procedures and policies adopted by the City of Griffin.

Solid Waste Container Fee – This fee covers the cost of providing the Solid Waste containers. It is a *one-time charge* applied to all new customers when establishing an account with certain solid waste services for the first time.

Short Term Permanent Service – The establishment of some or all utility services for a short, defined period for purposes other than household occupation. An example would include a real estate agent turning on just electricity, water, and/or wastewater (if applicable) in order to show a property to a prospective buyer.

Unpaid Balance – Any charges that were previously billed that have not been paid in full as of the printed date of the following utility statement(s).

Unsatisfactory Payment History – A payment history of an account holder that:

- Has received two or more penalties for any utility service in the last twenty-four (24) months; OR
- Has made a payment with any returned item, such as insufficient funds, check(s), closed account, insufficient funds for electronic payment, etc. in the past 12 months; OR
- Has been subject to disconnection for non-payment of utility service(s) (regardless of whether actually disconnected or not).

Utility Service – One or more of the following services offered by the City of Griffin and/or Spalding County, to include but not be limited to electricity, water, sewer, garbage, yard waste, stormwater, fiber, and phone.

~~**Yard Waste Fee** – A charge assessed for yard waste removal service.~~

SECTION 4: HOURS OF OPERATION

The City of Griffin Customer Service hours are as follows:

Walk-in Service 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 5:00 pm*
Phone Service: 770-229-6403	Monday – Friday	8:00 am – 5:00 pm*
Drive-Thru Service: 100 S. Hill St. Griffin, GA 30224	Monday – Friday	8:00 am – 5:00 pm*

*Effective January 4, 2027. Between the date of the Resolution and January 4, 2027, these payment options will be available until 6:00PM.

After-Hours Emergency Services: Electric and water emergency calls are responded to 24 hours a day, 7 days a week. To report electric and water emergencies (power outages, water leaks, etc.), please call **System Operations** at 770-229-6406.

Formatted: Font color: Auto
Formatted: Line spacing: At least 15 pt
Formatted: Font:
Formatted: Kern at 16 pt
Formatted: Font color: Red
Formatted: Font color: Red

SECTION 5: APPLICATION FOR SERVICE

All customers applying for service must complete and sign a Service Contract with the City of Griffin. The City of Griffin is ~~As~~ a combined utility provider for residential customers/properties located within the City limits, and all applicable residential services, with the exception of Fiber, must be activated in order to open an account. ~~the City of Griffin offers the owner of the property the option of choosing which services he/she wishes to have turned on as long as the property is vacant. If the owner does not specify at the time of the sign-up process, all services for the location will be made active.~~ Stormwater services are mandatory for all developed property within the City limits. ~~If property is inside the city limits, stormwater must be active. This~~Disconnection or refusal of this service is not an option, even if all other services are on maintenance disconnect. Commercial and industrial customers located within the city limits may have the ability to choose their solid waste provider; provided, however, the Commercial Customer must use, identify, and provide proof of service by an approved, permitted hauler. If no such proof is provided, the commercial customer must opt in for solid waste service with the city unless all utilities are on maintenance disconnect. Industrial customers may have the ability to choose their electric provider.

Service is furnished to the customer upon acceptance of the customer's Service Contract by the City of Griffin. Applications are accepted by the City of Griffin with the understanding that there is no obligation to render service if it is not available. A copy of the signed Service Contract, accepted by the City of Griffin, will be furnished to the applicant for their records and information.

The owner or tenant of the property must sign all Service Contracts for the provision of services to any locations, or for the extension of distribution lines for the conveyance of such services, on forms furnished by the City of Griffin. All Service Contracts for utility services shall remain in effect until the account holder requests that the services are to be discontinued.

Customers who sign up for utility service(s) by 2:00 pm qualify for same day service if all required documents and deposits are received prior to 2:00 pm. Customers with complete applications for utility service(s) who are in the office after 2:00 PM will be connected on the following business day, provided that a customer may pay an after-hours fee if they desire same-day services.

For accounts that include water services, the customer must ensure that all faucets and outdoor spigots are turned off prior to activation. A field technician will make an initial visit to turn on the water. If the meter indicates continuous flow, the technician will leave the meter unlocked with the water turned off. The customer must then contact Customer Service once all faucets and spigots have been confirmed as off. The C~~e~~ity will perform one additional activation attempt at no charge. If the meter continues to indicate flow on the second attempt, the water will again be left off. The customer will need to contact Customer Service to request any further activation attempts, which will incur a return trip fee (per the Fee Schedule) on the customer's next utility bill.

SECTION 5.1:
APPLICATION FOR RESIDENTIAL SERVICE

The following information must be provided by the person applying for residential service:

- Applicant's Name
- Date of Birth
- Social Security card OR Tax Identification Number (or a legal document containing all of the applicant's social security number such as a recent W-2, recent tax return, etc.) to help us assist in verifying the applicant's identity
- A valid government issued picture I.D. (Driver's License, Georgia Identification Card, Passport, or Military I.D.) to help us assist in verifying the applicant's identity
- Service Address (including street and house or apartment number)
- Lease agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Payment of Deposit, unless customer qualifies for a waiver. *See Section 6.4, Waiver of Deposit*. Acceptable payment options include Cash, Check (No Counter Checks), Money Orders, Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
- Anyone signing for service for someone else must provide:
    a. a notarized letter of authorization from the customer;
    b. a valid government issued picture ID for the person acting on behalf of the customer; and
    c. a copy of all the required documents listed above for the customer.
- The first utility statement for the location will include a Connect Fee and Solid Waste Container Fee(s), if applicable based on the services provided, plus usage.

Formatted: Font color: Auto

SECTION 5.2:
TRANSFER OF RESIDENTIAL SERVICE

The following information must be provided by the person applying for residential service:

- Applicant's Name
- Date of Birth

- Social Security card OR Tax Identification Number (or a legal document containing all of the applicant's social security number such as a recent W-2, recent tax return, etc.) to help us assist in verifying the applicant's identity
- A valid government issued picture I.D. (Driver's License, Georgia Identification Card, Passport, or Military I.D.) to help us assist in verifying the applicant's identity
- Service Address (including street and house or apartment number)
- Lease agreement or proof of ownership (Property Tax Statement or Settlement Statement). All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.
- Existing and former accounts with the city must have a zero balance, regardless of the due date. A final bill will be issued for the current service location.
- Anyone signing for service for someone else must provide:
    a. a notarized letter of authorization from the customer;
    b. a valid government issued picture ID for the person acting on behalf of the customer; and
    c. a copy of all the required documents listed above for the customer.
- Services may remain active at both the previous and new residence for up to seven (7) calendar days from the start date at the new location.
- The first utility statement for the new location will include a Connect Fee plus usage.

SECTION 5.3:
APPLICATION FOR COMMERCIAL SERVICE

The following information must be provided by the person applying for commercial service:

- Articles of Incorporation, Articles of Organization, ~~or~~ Certificate of Authority, or similar establishing documents;
- List of Officers of the Business Entity;
- Legal Document Providing Federal I.D., EIN, or Tax I.D. number;
- Lease Agreement or proof of ownership (Property Tax Statement or Settlement Statement). The name listed as the lessee on the lease agreement will be used as the name on the utility account. All Leases will be verified. Presenting a fraudulent, forged, or altered lease for the purpose of obtaining City of Griffin utilities is a criminal act punishable by law.

Formatted: Font color: Auto

- Valid government issued picture I.D. of person with authority to act on behalf of the Business Entity, and if necessary, an affidavit authorizing said person to sign up for utility service on behalf of the entity if different than the persons identified in the Articles of Incorporation, Articles of Organization, Certificate of Authority, or establishing documents provided;
- Occupational Tax Certificate;
- Commercial Deposit
    - Shall be based on the highest electric consumption at the location over the previous twelve (12) month period x 2, or the minimum commercial deposit, whichever is higher. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.
    - All Commercial Accounts are charged a deposit and are not transferrable from another location.
    - Acceptable payment options: Cash, Check (No Counter Checks), Money Orders, and Credit Cards (may be assessed a nominal processing fee; maximum $1,000 per credit card transaction).
    - Commercial customers have the option of paying half of the calculated deposit if they sign up for direct bank draft (amount shall not be less than the minimum commercial deposit noted on the City of Griffin's Fee Schedule). Should the availability of the funds be insufficient at any time or if the customer requests to stop the draft, the deposit will be recalculated at the current usage, and the customer will be required to pay the difference of that amount toward the deposit. Commercial deposits must remain on all active accounts.
    - Additional deposits may also be required for commercial accounts where services have been subject to disconnection two or more times within a twelve (12) month period, regardless of whether services were actually disconnected.
- The first utility statement for the location will include a Connect Fee plus usage, with the exception of Commercial Curbside Service which shall also include a Container Fee.

Any account that will be in a business entity's name must be signed for by a person with authority to transact business on behalf of the entity, including the authority to execute binding contracts; however, for the purposes of establishing service, proof of this authority may be provided in the form of an affidavit executed by a person with authority to execute binding contracts which identifies and expressly authorizes a person other than those identified in the Articles of Incorporation, Articles of Organization, or similar establishing documents to sign up for service, provided that the affidavit includes, at least, the following language: "This Affidavit is executed on behalf of [BUSINESS ENTITY] with the express intent of conveying authority to

the above-referenced person to execute and enter into binding Service Agreements or similar documents on behalf of [BUSINESS ENTITY] for purposes of obtaining utility services."

Because commercial deposits are based on usage at a specific service location, commercial accounts cannot be transferred. When a business relocates, the existing account will be closed on the customer's requested termination date, and a new account must be established for the new location.

SECTION 5.4:
APPLICATION FOR SERVICE OF NEW CONSTRUCTION OR FACILITIES WITHOUT A CURRENT CERTIFICATE OF OCCUPANCY

Where service is to be provided to new facilities not previously served, the owner or developer must provide the Customer Service Department Contract Desk with a Certificate of Occupancy, or pre-authorization if service is sought prior to the issuance of a Certificate of Occupancy, from the City of Griffin Planning & Development Department or, if applicable, the Spalding County Community Development Department. Connections will not be made until the respective utility departments have received all required approvals from the applicable planning and development department. Questions regarding electric, water, and sewer service which may arise during the permit process, including the location and installation of points of service, should be addressed with the applicable planning and development department and/or the appropriate utility department.

Where service is to be provided to a previously served facility that does not have a Certificate of Occupancy, the owner or developer must provide the Customer Service Contract Desk with a Certificate of Occupancy, or pre-authorization from Planning & Development if service is sought prior to issuance of a Certificate of Occupancy.

In either case, if services are provided to a facility during the construction or renovation phase, unless an extension is provided by Planning & Development, said service to the facility is subject to disconnection *immediately* upon expiration of the building permit.

Formatted: Font: Italic

SECTION 5.5:
APPLICATION FOR BLANKET SERVICE AGREEMENT

Owners of rental property within the City limits may permit tenants to enter into individual service contracts for utility service on the premises of such rental property. However, if the tenant leaves the premises and/or requests to discontinue service on their account, utility service may be interrupted for the period of time the property is not leased or occupied.

In order to assure that utilities will be provided to a property, without interruption, during periods where the premises are not leased or occupied by tenants, the owner may apply for a Blanket Service Agreement whereby the owner would become a "default customer." The Blanket Service Agreement would authorize the City to automatically place the specific property account in the Default Customer's name, and to charge all services provided to the location to the Default Customer, in the event the tenant's account is closed and/or made inactive. Because we are a

combined utility, all applicable residential services (i.e. electric, water, wastewater, stormwater, *and* solid waste) will remain active and will be billed unless all services are placed on maintenance disconnect.

To qualify to become a Default Customer and apply for a Blanket Service Agreement, the property owner must have a minimum of five (5) properties serviced by the City of Griffin and at least five (5) properties must be listed as a default location. Default customers are not charged a connect fee, but all services provided at the location will be charged to the default customer.

If a past-due balance exists on a default customer's account from prior service periods, utility services will not revert to the default customer's name when a tenant vacates the property until the outstanding balance has been paid in full.

Formatted: Font color: Auto

SECTION 5.6:
PRIOR DEBT

The City of Griffin may refuse to furnish new service to an Applicant who is indebted to the city for service previously furnished until all indebtedness has been satisfied.

When a customer maintains an active utility account with the City and has an outstanding balance from a previous service address, that balance will be transferred to the customer's current account. The customer will have 15 days to remit payment in order to avoid interruption of service at their existing location.

Formatted: Font color: Auto

SECTION 5.7:
SHORT TERM PERMANENT SERVICE

Temporary Service requests must first be made through the City of Griffin's Planning and Development Department. This will ensure the necessary permits have been issued (or if permitting is required) and establish the timeframe for temporary service. If the Customer finds that their work will require more time than allotted, they will need to make a written request to the Planning and Development Department. Once the extension is approved, Customer Service and the applicable utility department will receive an email providing the extended time period for temporary service. A notarized Temporary Power Pole/Meter Request Form will be given to the customer to present to the Contract Desk. Applicable Fees will apply.

If temporary services, of any kind, are provided to a facility during the construction or renovation phase, unless an extension is provided by Planning & Development, said service to the facility is subject to disconnection *immediately* upon expiration of the building permit. Customers should take care to request all final inspections and diligently pursue a Certificate of Occupancy or Certificate of Completion (if applicable) in order to prevent disconnection upon the expiration of their building permit.

SECTION 5.8:
CHANGES IN CUSTOMER'S POWER / WATER / SEWER REQUIREMENTS

In order to provide an adequate power supply, the City of Griffin will, at the time of initial installation, establish the customer's power requirements. The City of Griffin will then make sure its wires, transformers, pipes, and electric meters are properly sized to provide adequate service for power only.

With regards to water and sewer supply, it is the customer's sole responsibility to determine their water meter and service lines (water and sewer) are sized appropriately for the projected demand. The City of Griffin may require demand projections in order to verify meter and service line sizes.

When the customer changes their power and/or water requirements, by deleting existing or adding new equipment, it is the customer's responsibility to advise the City of Griffin so we can adjust our equipment (if necessary) to provide the increased/decreased requirements. Please note that in regard to water and sewer services only, these new equipment requirements may increase or decrease monthly charges. The City of Griffin will not be liable for damages to the customer's equipment due to voltage or low flow water problems resulting from customer additions of equipment and the customer's failure to inform the City of Griffin in writing before the time of installation of the equipment.

SECTION 6: SERVICE DEPOSIT

The City of Griffin will require a service deposit for all types of service connections in accordance with the deposit requirements set forth on the City of Griffin's Fee Schedule.

SECTION 6.1:
RESIDENTIAL DEPOSIT

Residential deposits are determined by whether the customer resides inside the City of Griffin corporate limits, and/or receives electric service provided by the City of Griffin.

SECTION 6.2:
COMMERCIAL DEPOSIT

Commercial deposits (for locations for business operations) shall be based on the highest electric consumption over the previous twelve (12) month period x 2 or a minimum commercial deposit, whichever is higher. Where the service deposit will be for a new, previously unserved location, the deposit will be calculated based on a similar business in type and size, or calculated on a square foot basis, or a minimum commercial deposit will be charged at the discretion of the City of Griffin. The minimum deposit amount is specified on the City of Griffin's Fee Schedule.

All commercial accounts may be reviewed periodically by the Customer Service Department to be sure a sufficient service deposit has been collected. Requests may be made to the customer for additional funds if it is determined that the initial service deposit is insufficient.

SECTION 6.3:
ADDITIONAL DEPOSIT

Any existing account having a history of requiring extra collection efforts may be required to provide an additional service deposit equivalent to the deposit originally posted. Additional deposits may also be required for any customer disconnected, or subject to disconnection, two or more times within a twelve (12) month period.

SECTION 6.4:
WAIVER OF DEPOSIT

Residential utility deposits may be waived upon one of the following conditions:

- Customer has maintained an excellent payment history with the City of Griffin as defined in the definitions portion of this policy;
- Customer provides a letter of credit via email from their previous electric utility provider, indicating an excellent payment history;
- Customer agrees to pay the nominal costs of a credit verification from an independent credit agency chosen by the City of Griffin which will determine if a deposit is necessary; or
- Customer provides a current credit report from a major credit reporting company (Equifax, Experian or Trans Union) showing a credit score of 700 or higher. “Current credit report” shall mean a report no older than 30 days, as determined by the date on the report.

SECTION 6.5:
TRANSFER OF DEPOSIT

A customer moving from one location to another may have their service deposit transferred from the former address. If the service deposit is less than the amount required to cover service at the new address, the City of Griffin will not require the account holder to pay additional monies unless the customer has an unsatisfactory payment history. If this occurs the service deposit may be adjusted accordingly.

SECTION 6.6:
REFUNDING OF DEPOSIT

Upon the request for service termination, and payment of all statements charged against said service, the deposit for residential services shall be refunded. Deposits will first be applied to any outstanding statement as well as the final statement owed by the customer, and the balance

remaining, if any, will be refunded to the customer. Deposits can only be refunded to the Account Holder. All refunds will be processed within 45 days.

As a courtesy, residential deposits can be refunded to customers of the City of Griffin ~~having an account~~ with excellent payment history for the 24 consecutive months period immediately preceding the refund of the deposit. ~~with an excellent payment history. The 24 consecutive months must be current.~~

The initial deposit for a commercial account must remain on file as long as the account is active. When the account becomes inactive, the deposit will be applied to the final bill owed by the customer and the remaining balance, if any, will be refunded to the customer.

SECTION 7: METERING AND BILLING

SECTION 7.1: METER READING

The customers' meters are read monthly, as near as possible to the same date of each meter reading cycle. The electric and water meters are located so that they can be read and maintained with ease.

SECTION 7.2: STATEMENTS

The customer's statement shows the amount due, any amount in arrears, the meter number, the kilowatt (demand) for commercial/industrial accounts, the kilowatt hour consumption (amount of energy used), gallons of water registered thru the meter, present and previous meter reading dates, days of service, charges for any unmetered services, customer service fee, name, service address, account number, and any applicable state and local taxes.

In the case of inclement weather, weekends, holidays, and other unforeseen circumstances, the days of service for your meter(s) may vary several days.

Paperless billing is available to all customers. Electronic bills (E-bills) may be received when statements are generated when customers sign up for this option at cityofgriffin.com.

SECTION 7.3: SELECTED DUE DATE OPTIONS

City of Griffin utility customers who do not have a Spalding County water meter on their utility accounts may choose from 1 of 4 selected due dates once within a 12-month period. The selected due dates are the 3rd, 10th, 17th, and the 24th of the month. Customers should understand that this due date may vary by a few days' month-to-month due to this date falling on a weekend or holiday. Customers must complete the Customer Selected Due Date Application. Applications can be returned in person or by mail. Customers returning applications in the office will need a valid government issued picture ID and will need to speak to a Customer Service Representative

prior to selected due date being processed. If the application is mailed in, a Customer Service Representative will need to speak with the customer, verify account, and review application with the customer prior to selected due date being processed. Once the application is processed the customer may receive two (2) utility statements in the month this change takes effect, or the number of days of service may be longer than usual for that first month. The selected due date must remain in effect for a period of not less than twelve (12) months before the customer can request another change of due date.

Note: If a customer uses the "Schedule a Payment" feature on the City of Griffin's online payment portal, this is in no way a payment arrangement and if the date selected is after the disconnect date, this is not a guarantee that services will not be disconnected. Customers who need payment arrangements must speak directly with the Customer Service Department, and if desired and permitted by this policy, they may discuss moving the due date on their account to better accommodate their personal situation.

SECTION 7.4:
BILLING PERIOD AND DELINQUENT STATEMENTS

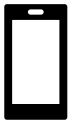
Regular statements for utility services are rendered monthly. Charges are due by the due date printed on the statement. If all or any portion of the statement is not paid by ~~6:00~~11:59 PM, ~~close of business day~~ on the due date printed on the statement, the unpaid balance will be considered delinquent and assessed a penalty of ten percent (10%) of the unpaid charges. As a courtesy, the account holder may waive the penalties once every twelve (12) months. The failure of any customer to receive their statement for any month(s) shall not relieve such customer from the obligation of paying such statements allegedly not received.

As a courtesy, a Disconnect Notice will be mailed to the customer whose account is delinquent. The Disconnect Notice will show the scheduled disconnection date, which shall be eight (8) calendar days following the due date of the current statement. If the charges are not paid by ~~6:00~~ 11:59 PM, ~~close of business day,~~ on or before the disconnection date, the account shall be subject to disconnection. No additional notice will be provided, and failure to receive the disconnection notice through the mail shall not prevent disconnection of service. While partial payment on delinquent statements will be accepted, partial payment shall not be construed to satisfy the current obligation of the account; a delinquent statement must be paid in full to avoid disconnection unless a prior payment arrangement has been agreed upon by the City and customer. Any legal or agency fees incurred by the City of Griffin associated with the collection of delinquent statements will be the responsibility of the customer.

Upon disconnection of services due to non-payment, payment must be made via cash, credit card, or money order either in person in office or by speaking with a Customer Service Representative. The past due balance as well as a reconnect fee must be paid before 4:30 pm (Monday through Friday) to restore service. Services are guaranteed to be restored by 7:00 pm. An additional after-hours fee must be paid for payments received after 4:30 pm if they desire same day reconnect service.

In cases where utility services have been scheduled for disconnection for non-payment of delinquent statements or any other cause, the City of Griffin reserves the right not to re-connect the service until all past due utility statements and/or other charges have been paid. The applicable charges are set forth on the City of Griffin's Fee Schedule.

SECTION 8: PAYMENT OPTIONS

BILL PAYMENT KIOSK'S: *Open 24/7* • Third lane of Drive Thru • Front of building (Hill St side) *Available Mon – Fri 8:00 am – **5:00 pm*** • Inside customer service	**PAY ONLINE:** Sign up at: cityofgriffin.com 
PAY BY TEXT: Sign up at: cityofgriffin.com 	**MAIL *(include payment coupons)*:** Check or Money Order Payable to: City of Griffin PO Box 117162 Atlanta, GA 30368-7162 
PHONE: 770 229 6403 (Mon - Fri) (8:00 am – **5:00 pm***) 	**IN PERSON (OFFICE):** 100 S Hill St Griffin, GA 30223-3439 **(Mon – Fri) (8:00 am – 5:00 pm*)** 
AUTOPAY: Sign up at: cityofgriffin.com 	**IN PERSON (DRIVE THRU):** 100 S Hill St Griffin, GA 30223-3439 (Mon – Fri) (8:00 am – **5:00 pm***) 

*Effective January 4, 2027. Between the date of the Resolution and January 4, 2027, these payment options will be available until 6:00PM.

Formatted: Normal, Space After: 0 pt

SECTION 8.1:
ACCEPTED METHODS OF PAYMENTS

- Cash
- Checks (made payable to the City of Griffin) (no counter checks)
- Money Orders (made payable to the City of Griffin)
- Automatic Bank Draft
- All major credit cards (Visa, Mastercard, American Express, Discover, etc.).
    - Customers paying with a credit card in person must have a valid government picture identification, and the name on the credit card must match the person making the transaction (no cards can be accepted that do not have a name on it, such as "Account Holder"). Customers paying with a credit card over the phone must verify either the entire account number and/or social security number. Payments made using a credit/debit card may be assessed a nominal processing fee. There is a maximum of $1,000 per credit card transaction.

SECTION 8.2: DRIVE THRU

In an effort to expedite the drive thru traffic:

- There is a limit of three (3) transactions per customer.
- Accounts that have been disconnected for nonpayment must be paid in the office to restore services and cannot be paid via drive thru.
- Payments for returned items (such as checks and/or electronic payments) must be paid in the office and cannot be paid via drive thru.
- For safety purposes, customers must remain in their vehicle. No walk-up traffic is permitted.

~~SECTION 8.3: DROP BOX LOCATIONS~~

Formatted: Font color: Auto, Not Strikethrough

~~Payments placed in drop boxes after 8:00 AM will not be processed until the next business day. Payments placed in the drop box should be either check or money order only. Cash payments should not be put in the drop boxes. Past due payments should not be placed in the drop boxes.~~

~~The City of Griffin will not be responsible for cash payments put in the drop box locations.~~

SECTION 9:
PAYMENT ARRANGEMENTS

Payment arrangements are offered as a courtesy in an effort to assist residential customers who are struggling to pay their utility statement. By agreeing to a payment arrangement, customers must pay ½ of the balance (current or past due) and arrange to pay the remaining debt in

installments. Customers may utilize the payment arrangement courtesy once every six (6) months.

Customers are required to pay in accordance with the agreed-upon terms of the payment arrangement. Should the customer default on the arrangement, the services will be subject to disconnection. If services are disconnected, the entire past due debt and any additional applicable fees (reconnect fee, after hours fee, etc.) must be paid before services are restored.

The "Schedule a Payment" feature does *not* constitute a payment arrangement. If the date selected for the scheduled payment is after the disconnect date, there is no guarantee that services will not be disconnected. Customers who need payment arrangements must speak directly with the Customer Service Department, and if desired and permitted by this policy, they may discuss moving the due date on their account to better accommodate their personal situation.

SECTION 10:
ADJUSTMENT OF STATEMENTS

An adjustment, refund or back-billing may be made for any overcharge or undercharge resulting from incorrect reading of the meter, incorrect application of the rate schedule, incorrect meter connection, or other similar reasons.

- **Overcharges** – The amount of the overcharge will be refunded or credited to the customer. The time period for which the City of Griffin will adjust, refund or credit the customer's statement shall not exceed one (1) year.
- **Undercharges** – The statements may be calculated back to a period not to exceed one (1) year. If the recalculated statements exceed $10.00, the customer may be back billed for the amount due. If back billing creates a financial hardship, a reasonable payment arrangement to pay may be offered at the City of Griffin's discretion. The City of Griffin reserves the right not to back bill if it determines doing so is not cost effective, or for other reasons deemed appropriate by the ~~Electric~~ Customer Service Director.
- **Credit Balances -** When a credit balance exists on an account due to an overpayment from an assistance agency, the credit will be applied to the customer's next monthly utility bill. Refunds of these credit balances are not permitted.

SECTION 11:
BROKEN PIPE ADJUSTMENT POLICY

The following terms are applicable to City of Griffin and SCWSFA water and sewer customers:

a) For Residential Customers:

i. Excessive water use caused by a leak, not the fault of the City of Griffin, is to be adjusted by one half the amount in excess of the customer's twelve (12) month consumption average. ~~normal usage.~~ An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair to qualify.

ii. Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does not flow into the sewer line, are to be adjusted by the amount of water in excess of the customer's twelve (12) month consumption average. ~~customer's normal usage~~. An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair to qualify.

iii. Sewer charges attributed to a water leak, not the fault of the City of Griffin, that does flow into the sewer line, is to be adjusted by one half the amount of water in excess of the customer's twelve (12) month consumption average. ~~normal usage.~~ An occurrence may entail two consecutive months but no more than two months. The adjustment will be issued upon proof of repair. Proof of repairs must be submitted for the broken pipe credit no later than ninety (90) days after the repair.

~~iii.~~iv. For subsections (i) through (iii) above, in the event the customer has not been at the location for twelve (12) months, the following will be utilized to calculate the customer's consumption average for purposes of the applicable credit: 1 to 2 person(s) in household = 2,500 gallons, 3 or more persons in household = 5,000 gallons.

~~iv.~~v. Customers may obtain one (1) broken pipe adjustment per twelve months per connection.

~~v.~~vi. Payment arrangements ~~arrangements~~ for customers with high bills due to leaks, that are not the fault of the City of Griffin, are permissible with no penalties added for late payment. Payment plans must be approved by the Customer Service Director.

~~vi.~~vii. The City of Griffin assumes no responsibility for plumbing repairs or related expenses resulting from a broken pipe.

~~vii.~~viii. Hardship credit: A customer may apply for hardship credit if their income is at or below the Federal Poverty Level. Customers must provide proof of household income (recent pay stub, recent tax return, etc.). The Customer Service Director, or their designee will review the documentation provided within three (3) to five (5) business days. Once the documentation has been reviewed, the customer will receive a verbal notification (via phone call) whether the request has been approved, denied, or additional information is required. The Customer Service Director, or their designee must approve all Hardship credits. All income and

personal information submitted for hardship review is confidential and protected according to the Federal Privacy Act. Upon approval for the Hardship Credit ~~proof that the customer's household income is in the low-level income bracket~~, the broken pipe adjustment will be increased to equal the customer's previous twelve-month billing period monthly average, or if the customer has not been at the location for twelve (12) months, the customer's applicable consumption average pursuant to Subsection (a)(iv). Customers who believe they may qualify should speak with a Customer Service Representative for more information. ~~a Customer Service Representative for more information.~~

~~viii.~~ix. If a bill becomes late while a customer with a good payment history is in the process of applying for the Broken Pipe Adjustment, then they may have their late penalty waived, at their request.

b) For Commercial Customers:

i. Commercial water and sewer accounts must opt-in to receive credits associated with the Broken Pipe Adjustment Policy. Failure to opt-in will render the commercial account ineligible for any water or sewer credit associated with broken pipes or service lines that are owned and/or maintained by the customer.

ii. Commercial accounts that opt-in to the program shall be assessed a monthly fee based on meter size as follows:

Meter Size	Monthly Fee
¾"	$1.00
1"	$2.00
2"	$3.00
6" and larger	$4.00

iii. Commercial accounts that opt-in for this policy will be eligible for the same credits as residential accounts, subject to the terms provided in Subsection (a) above, with the exception of Subsection (a)(vi) for "Hardship."

SECTION 12: POOL AND SOD CREDIT

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has installed a pool, refilled a pool, or replaced a liner. The Customer must provide proof of purchase or repair to be eligible for credit.

A Customer is eligible to get one month of sewer charges adjusted to average if the customer has laid sod. The Customer must provide proof of purchase to be eligible for credit.

SECTION 13:
ENERGY ASSESSMENTS

The Electric Department provides Energy Assessments to assist customers in understanding their household energy usage and identifying potential opportunities to reduce utility costs. An Energy Assessment consists of an on-site evaluation performed by our Technical Service Division.

Customers may receive one complimentary Energy Assessment per service address during each calendar year. Renters are required to ensure that the property owner or authorized property manager is present during the assessment.

Requests for more than one Energy Assessment per service address within the same calendar year will incur the applicable Engineering Fee as published in the current Fee Schedule. Payment of this fee must be made prior to the assessment being scheduled and performed.

SECTION 14: DISPUTED STATEMENT

In the event there is a dispute concerning a statement for utility services, the customer may contact the Customer Service Department to discuss it prior to the date of disconnection. The City of Griffin will delay disconnection pending settlement of the disputed charges, as described elsewhere in this policy. Any undisputed portion of the statement must be paid in full by the due date to avoid disconnection of services. In the event there is a dispute concerning a payment made on an account, the receipt must be presented in order to pursue the dispute.

SECTION 15:
VOLUNTARY TERMINATION OF SERVICE

Customers may request to terminate service in writing or by telephone. The customer whose name appears on the contract is the only person who can voluntarily terminate the service. When making a request by phone, the customer must provide the account number and/or social security number (in its entirety) to help us verify their identity. When making a request in person, the customer must provide a valid government picture ID.

Utility services for a deceased account holder will be disconnected once it is verified that the account holder is deceased, as it is unlawful for the City of Griffin to continue to bill a deceased account holder. Methods of verification are death certificate, death notice in a legal publication, or Letters of Testamentary.

It is the responsibility of the account holder to voluntarily terminate utility services once they vacate the premises. Failure to request to terminate utility service when the Customer vacates a property will result in continued utility service and charges to the Customer's account. Customer will be responsible for all charges incurred up until such time Customer Service receives the

request to terminate service and disconnects service, if necessary. Utility services for an incarcerated account holder can be terminated by sending a notarized letter requesting services to be disconnected out of their name to the City of Griffin Customer Service Department.

In the event a property changes ownership, the former property owner has a responsibility to notify Customer Service and provide proof of the change of ownership. Failure to notify Customer Service of a change of ownership will result in continued billing of Stormwater and Customer Service fees to the former owner's account. Customer will be responsible for all charges incurred up until such time Customer Service is notified.

Requests for termination of service must be made by the account holder. Requests received prior to 10:00 am, Monday through Friday, will be processed on the same business day. Request for termination of service made after 10:00 am, Monday through Friday, will be processed on the next business day (no weekends or holidays).

SECTION 16:
DISCONNECTION DUE TO NON-PAYMENT

In the event that electric and/or water service is disconnected for non-payment or due to returned check/EFT/ACH, restoration of service will only be made upon payment (consisting of cash, credit card or money order only) of all applicable charges, in addition to the payment of all indebtedness due to the City of Griffin for services rendered:

a) The applicable trip charge for service disconnected at the meter.

b) The applicable trip charge for service disconnected at the pole.

c) The additional charge for customer violation.

d) The Reconnect Fees stated above shall be charged each time that the service is disconnected. These charges will also be applied for reconnecting service to the customer who knowingly violates service policies.

Customers who have had their services disconnected due to non-payment or returned check/EFT/ACH and are in the Customer Service Department by or before 4:30 PM can have their services restored by 7:00 PM, provided all past due balances and a reconnect fee have been paid. Customers who are in the Customer Service Department after 4:30 PM will have their services restored the next business day. They can choose to pay the after-hours fee and have their services restored by 7:00 PM provided past due balance has been paid. A reconnect fee will be added to the following billing statement; provided, however, customers may pay the reconnect fee at the time power is restored if desired.

As a courtesy option, customers seeking a reconnect may waive the reconnect fee once per year.

Where customers are subject to termination of service due to non-payment, the customer may request a meeting with the Customer Service Director, or their designee, to resolve any dispute

prior to the scheduled date of termination. The customer's failure to schedule a meeting to discuss the dispute or establish a payment arrangement shall not be cause to delay discontinuance of service.

SECTION 17:
DENIAL OF SERVICE OR INVOLUNTARY DISCONNECTION

SECTION 17.1: CAUSE FOR DENIAL OR DISCONNECTION

The City of Griffin may deny or unilaterally discontinue utility service for any one or combination of the following reasons:

- Failure of the customer to pay statements for utility service(s) as required in the Billing Information Section of this policy;
- Failure of the customer to pay deposits as required as described in this policy;
- Upon discovery of meter tampering, including by-passing the meter or altering its function;
- Failure of the customer to permit authorized City of Griffin employees and/or agents access to their meters at all reasonable hours; Locked gates, loose dogs, parking vehicles over meters, etc. are violations of City of Griffin policy concerning reasonable access to meters.
- Use of power or water for unlawful purposes;
- Discovery of a condition which is determined to be hazardous or unsafe;
- Excessive Water Loss meaning consumption is above the normal water use pattern for the customer;
- In the event Customer's use of equipment is in such a manner as to adversely affect the City of Griffin's equipment or service to others;
- In the event of unauthorized use or resale of utility service;
- For violation of, or non-compliance with, utility service rules;
- For failure of a prospective customer to furnish service equipment, permits, certificates, or rights-of-way specified by the utility as a condition of receiving service, or for failure of a prospective customer to fulfill their contractual obligations for service or facilities;
- Any other action(s) that would violate O.C.G.A. § 16-8-5;
- If the primary account holder has an unpaid balance due to the City of Griffin for a previously active account;
- In the event the service location has been without electrical service for six (6) months, and an inspection has not been completed;
- Benefit of Service Rule – In the case of customers who have been disconnected for failure to pay, or for whom credit action is pending, service will not be reconnected or continued in the name of another occupant, or owner of the premises, if the previous customer or any other person liable for payment of the delinquent statement(s) continues to occupy the premises as shown on a lease or sales agreement. Similarly, New or

Transferred Accounts will not be established for customers who have co-occupants, as shown on a lease or sales agreement that will benefit from the service so long as they have delinquent accounts. This shall not apply to an active account holder with an excellent credit history who allows a delinquent account holder to reside with them. In the case of service initiation where a delinquent statement exists, City of Griffin Customer Service reserves the right to require a notarized lease agreement from the customer applying for utility service at that location. After receipt, the City of Griffin Customer Service Department will verify said lease agreement by contacting the owner for further certification.

SECTION 17.2:
WORK OFF NON-PAYMENT INACTIVE ACCOUNT (WONPIA)

When an account has been disconnected and the customer has not paid to restore service within thirty (30) calendar days, the City of Griffin can proceed to make the account inactive. If the customer comes in to restore service after the account has been made inactive, they will need to provide a lease agreement or proof of ownership, valid government issued picture I.D., social security card, and pay the total past due balance on the account, a reconnect fee and a deposit (subject to additional deposit).

SECTION 18: EXCEPTIONS TO INVOLUNTARY DISCONNECTION OF SERVICE

SECTION 18.1:
WEATHER FORECAST

Disconnection of a residential customer's electric service will not occur on any day when the low temperature is below 32 degrees Fahrenheit or heat index is above 100 degrees Fahrenheit during normal business hours. In any instance where an account is subject to disconnection for customer violation of these polices as described herein, but is not disconnected due to this weather provision, the account may be disconnected without notice when the forecasted low temperature is above 32 degrees Fahrenheit or forecasted heat index is below 100 degrees Fahrenheit, unless the customer has made payment of any past due charges or corrected any conditions which subject the account to disconnection. This provision shall only apply to electric services, and shall not apply to water, sewer, garbage, yard waste, or other services offered by the City of Griffin.

SECTION 18.2:
HEALTH OF A RESIDENT

Disconnection of service may be postponed if doing so would pose an eminent danger to the life or health of a person who permanently resides on the premises. A special danger to health is indicated if a person is seriously impaired and may, because of mental or physical problems, be unable to operate life-support equipment. In the event such equipment is on the customer's

property, the customer must furnish a written notice from a licensed physician or public health official in advance of disconnection of services. The written verification must include: (1) the name of the person endangered; (2) a statement that he or she is a permanent resident of the premises in question; (3) the name, business address and telephone number of the certifying party; (4) the specific nature of the health danger; and (5) approximately how long the danger will continue.

Once written verification has been placed on file with Customer Service, the account will be coded as a Health of a Resident customer for up to three (3) years, provided that customers are required to notify the City in the event that the qualifying resident moves or no longer resides on the property, or if their health status has improved so that the Health of a Resident designation can be removed. Each application must be renewed at the end of the three (3) year term if the customer desires the designation to continue being applied. In the event a Health of a Resident account is subject to disconnection, the disconnection date will be extended by five (5) calendar days ~~one (1) day~~, in addition to the grace period defined herein, allowing the customer to either make arrangements to pay the unpaid balance, contact Customer Service for payment arrangement, or relocate the resident in special danger before disconnection occurs. In addition to the delivery of a Disconnection Notice, a Customer Service Representative will attempt to contact the account holder via phone to advise of the five (5) calendar days ~~one (1) day~~ extension prior to disconnection. In the event that Customer Service is unable to make contact via phone, the Representative will attempt to leave a voice mail message. The City's inability to contact the customer shall not be cause to further extend the disconnection date.

SECTION 19:
RETURNED CHECKS / EFT / ACH / CHARGE BACKS

If a check, EFT, or ACH is received by the City of Griffin for payment of a utility statement, the payment method will be processed for payment as soon as possible. Should the payment method fail to clear the bank or institution on which it is drawn, for any reason, the customer will be notified in writing~~-~~ and the service in question shall be subject to disconnection within fifteen (15) days if the debt is not satisfied. A Returned Check/EFT/ACH charge will be applied for the additional handling of the returned payment method, regardless of the reason. Returned check, EFT, and ACH charges are set forth on the City of Griffin's Fee Schedule. Once a Returned Check/EFT/ACH is received by the City of Griffin, the account will be "flagged", and future payments must be paid in cash, cashier's check, credit card or money order for a period of twelve (12) months. Customers having more than three (3) returned items (EFT, ACH, credit payments, etc.) will be subject to their account becoming cash only. Customers having items returned as a chargeback (*See Section 3, Definitions*) will be placed on cash only for a period of twelve (12) months. An additional deposit (for both residential and commercial accounts) will be required for accounts that have returned items (checks, EFT, ACH, and charge backs).

Under no circumstances will a check be accepted by the City of Griffin if the person presenting the check states or implies that monies are not currently in the account sufficient to clear the

check, nor will a post-dated check be accepted as payment for any portion of an account owed to the City of Griffin.

If the returned check/EFT/ACH is not due to Customer's error, but the Bank's error, the customer may bring a letter from their bank stating why the error occurred. If this letter is approved by Customer Service, the returned check/EFT/ACH fee and the check restriction may be removed.

If a customer experiences fraud on their bank account that results in a returned payment on their city utility account, they may submit a letter from their financial institution confirming that the returned item was due to fraudulent activity. Upon approval by Customer Service, the returned check/EFT/ACH fee and any associated check restrictions may be waived.

Formatted: Space After: 0 pt, Line spacing: At least 15 pt

Formatted: Font:

SECTION 20: COLLECTIONS

Unpaid final statements for a prior location for a customer may be transferred to the customer's active (new) location once the prior location's account is 30 days past the due date.

If an account is inactive and the customer does not currently hold an active account elsewhere, the final bill will be placed with a collection agency once the account has been inactive for ninety (90) days. Collection agencies have special resources to help them locate customers that have moved. Agencies can also affect the credit standing of the debtor. Any legal or agency fees incurred by the City of Griffin, associated with the collection of a delinquent statement, will be the responsibility of the customer. Once an account has been referred to the City of Griffin's Collection Agency, customers must coordinate payments to the agency directly.

SECTION 21: BANKRUPTCY

Federal bankruptcy law directly affects the ability of the City of Griffin to discontinue utility service. A key factor is whether the discontinuance of utility service, when done in compliance with the City's own policies and procedures, was completed before or after the filing of the bankruptcy proceeding.

a) **Discontinuance before Bankruptcy:** Utility service may be discontinued at any time prior to the filing of a bankruptcy petition in the event of default (nonpayment) by the customer. In such a case, the City of Griffin does not need to reconnect the service unless, within thirty (30) days after the bankruptcy filing, the customer or their trustee provides the City of Griffin with adequate assurance of payment (a deposit) for services provided after the bankruptcy filing. Pre-bankruptcy deposits will be applied toward pre-bankruptcy charges, and any remaining balance will be charged to the Bankruptcy Write-off Account.

b) **Discontinuance after Bankruptcy:** Utility services may not be altered, refused or disconnected based solely on the bankruptcy filing or the customer's failure to pay for

pre-bankruptcy service. However, the City of Griffin has the right to demand assurance of payment (a deposit) for further service after the bankruptcy. The bankrupt customer or their trustee has thirty (30) days from the bankruptcy filing to provide such assurance. During that period the City of Griffin must continue to provide service to the customer. If this adequate assurance is not provided within thirty (30) days, then the service can be discontinued by the City of Griffin.

c) **Failure to Pay for New Service:** Upon filing for bankruptcy, the customer shall be responsible for all post-bankruptcy charges which may include establishing a new utility account and providing assurance of payment (a deposit) for further service after the bankruptcy. Payments relating to the post-bankruptcy charges are not protected by the bankruptcy proceeding. All payment terms previously described for utility service shall apply. Failure to make on time payments shall subject the new account to disconnection for non-payment as described in this policy.

Payments received from bankruptcy and write-off accounts will be considered as bad debt recovery funds and credited to the bankruptcy write-off account or as a credit to the write-off account.

SECTION 22: CUSTOMER COMMUNICATIONS

SECTION 22.1: CUSTOMER SERVICE REPRESENTATIVES

Customer Service Representatives provide their first name to a customer during all conversations, whether in person, by telephone, electronically, or by any other means. The representative shall have immediate access to the most current detailed information available concerning the customer's account and previous contact with the City of Griffin and shall be properly qualified and instructed in the screening and prompt handling of customer issues.

A Customer Service Department Representative, whether in person or over the telephone, will assist the customer in resolving an issue from start to finish. Any research that is needed will be handled by the Representative.

The Representative has a ~~48~~24-hour time period in which to resolve the customer's issue. In the event an issue will take longer than 24~~48~~ hours to resolve, the Representative should attempt to notify the customer as soon as practicable to explain the reason for the delay and provide an estimated time period for resolution. Representatives should keep the customer updated throughout the process as necessary.

SECTION 22.2: TELEPHONE AND OTHER CONTACT INFORMATION

The main number for reaching the Customer Service Department is 770-229-6403. The Customer Service Department is staffed during the business hours of 8:00 am through ~~6~~5:00 pm, Monday through Friday (except holidays), to handle routine business questions and other communications. Telephone messages left for Customer Service Representative will be returned

within the next business day. Utility emergencies can be reported to the same number during normal business hours, or by calling System Operations at 770-229-6406 after ~~6~~5:00 pm on weekdays, and during weekends and holidays. The System Operations Office is staffed 24 hours a day to respond to problems or complaints of an emergency nature.

SECTION 23: COMPLAINT PROCEDURE

Complaints concerning the charges, practices, facilities, or services of the City of Griffin or Spalding County, as applicable, shall be investigated promptly and thoroughly. The Customer Service Department shall keep records of written complaints based upon the records retention schedule for the City of Griffin. Customers are required to submit previously unresolved verbal complaints in writing, containing the following information:

a) Name(s) of complainant
b) Account number of complainant
c) Address(s) of complainant
d) Telephone number(s) of complainant
e) Nature of the complaint
f) Relief sought

Initial contact by a customer regarding a complaint shall be made with a Customer Service Representative of the City of Griffin. The complaint may be pursued with the appropriate supervisor or the Customer Service Director ~~Manager~~, in that order, if the customer is not satisfied with the handling of the complaint. A written complaint may be filed with the~~-~~ Assistant City Manager of Utilities~~appropriate Utility Director~~. If customer is dissatisfied with resolution from the Assistant City Manager of Utilities ~~Director~~, then the complaint may be escalated to the City Manager. Resolution of the complaint at that time will be final.

SECTION 24: CUSTOMER INFORMATION RECORDS

SECTION 24.1: CUSTOMER PRIVACY

The City of Griffin shall abide by the limitations imposed upon operators in the use, collection and disclosure of personally identifiable customer information by the Federal Privacy Act, and by any other State or Federal Regulatory agency with jurisdiction over such information.

The confidentiality of consumer account information is defined in "The Fair and Accurate Credit Transaction Act of 2003", P.L. 108-159 and the regulations issued by the Federal Trade Commission in 2009, known as "Red Flag Warnings". The City of Griffin acts as a creditor for purposes of operating its utilities.

SECTION 24.2:
RETENTION OF CUSTOMER INFORMATION

Retention of personally identifiable customer information shall be discontinued when it is no longer required by law or the City's record retention schedule and shall be properly destroyed. All documents that are retained by the City of Griffin remain the City of Griffin's property until such time they may be purged pursuant to the City of Griffin's retention schedule.

SECTION 24.3:
DISCLOSURE REQUIRED BY LAW OR COURT ORDER

The City of Griffin shall only release utility records to the extent required by the Georgia Open Records Act, court order, subpoena, or other state or federal law requiring such disclosure. Authorities seeking disclosure of personally identifiable information shall be required to provide a court order or subpoena, served upon the City Manager and Customer Service Director ~~Manager~~.

SECTION 24.4: INFORMAL INSPECTION

Customers or their representatives seeking to inspect their own utility records, including their own personally identifiable information, shall be permitted to review such documents during normal business hours; provided, however, that the Customer's representative must provide a notarized statement authorizing them to act on behalf of the customer. Customers shall have the right to request the correction of any information within their records they determine to be inaccurate. Customers wishing to obtain a copy of their utility records must submit an Open Records Request.

SECTION 24.5: LEGAL REMEDIES

Customers shall have the right to seek all other legal remedies available to them under Georgia law as it relates to the City's provision of utility service or the Service Agreement between the City and the customer.

SECTION 25: ADOPTION AND DISCLAIMER

The Board of City Commissioners reserves the right to change the rules, regulations, rights, rates, and fees pertaining to the use and provision of utility services from time to time; provided, however, that such changes shall be approved by the Board of Commissioners at a public meeting, unless the City has enacted emergency procedures set forth in the Code of Griffin.

This Customer Service Policy may be amended by the City of Griffin Board of Commissioners at a public meeting, with implementation, in whole or in part, as soon as practicable after approval of the amendment as presented.

If any clause or portion of this policy is held to be illegal and of no effect, the remainder of the policy shall remain unaffected and shall be enforced to the fullest extent allowed by law.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a contract with Three Rivers Regional Commission for 5307/5311 regional transit services for FY27 in an amount not to exceed $35,000. *Interim City Manager, Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The contract period will be from July 1, 2026 thru June 30, 2027. The program provides public transportation for Butts, Carroll, Lamar, Meriwether, Pike, Spalding and Upson counties, and it has been operating since 1999.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This item is budgeted in FY27 budget.

Submitted By:
Jennifer Freeman

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
FY'27 City of Griffin TRRC 5307 5311 Transit Agreement100.pdf

FY'27 SECTION 5307/5311
PUBLIC TRANSPORTATION SERVICE AGREEMENT
FOR THE OPERATION OF THE
THREE RIVERS REGIONAL TRANSIT SYSTEM
BETWEEN THE CITY OF GRIFFIN AND THE
THREE RIVERS REGIONAL COMMISSION

PREAMBLE

This Agreement is made and entered into this_____ day of October , 2026 by and between the CITY OF GRIFFIN hereinafter referred to collectively as the "CITY"; and THREE RIVERS REGIONAL COMMISSION, hereinafter referred to as "TRRC"; and shall terminate on the 30th day of June, 2027, unless terminated earlier under other provisions of this Agreement.

WHEREAS, the Georgia Department of Transportation (GDOT) in cooperation with the Three Rivers Regional Commission has agreed to participate in the operation of a Regional 5311 Public Transportation System; and

WHEREAS, the Federal Transit Administration (FTA) has allocated transit funds for the operation of a 5307 Public Transportation System within the portions of the SPALDING COUNTY that have denser population; and

WHEREAS, Spalding County and the City of Griffin have agreed to share the local share requirements for the Spalding County 5307/5311 combined Public Transportation Program; and

WHEREAS, the Georgia Department of Human Services (DHS) will purchase transportation services from Three Rivers Regional Commission through its assigned broker; and

WHEREAS, the CITY has agreed to participate in this regional transportation system administered by the Three Rivers Regional Commission;

NOW, THEREFORE, the parties agree as follows:

ARTICLE I

TERM OF AGREEMENT, TERMINATION PROVISIONS, AND ATTACHED DOCUMENTS

1. Engagement: The TRRC is retained and engaged by the CITY OF GRIFFIN and SPALDING COUNTY for the purpose of operating a 49 U.S.C. 5307 and 5311 public transportation program aka the Three Rivers Regional Transit System (the "Program").

2. Term of Agreement: The term of Agreement shall be from July 1, 2026 through June 30, 2027.

3. Termination of Agreement: The CITY and TRRC reserve the right to terminate this Agreement for just cause upon 60 (sixty) days written notice to the other party.

4. Attachments:

   Attachment A: Terms of Usage
   Attachment B: Service Areas and Fares
   Attachment C: Georgia Security and Immigration Compliance Act of 2006

ARTICLE II

SCOPE OF WORK

CITY RESPONSIBILITIES

1. The CITY will appropriate funds to operate the combined Section 5307/5311 Public Transportation Program for the stated contract year.

2. The CITY will transfer all funds allocated to it through the 5307 Grant Program to operate the Section 5307 Public Transportation Program for the stated contract year.

3. The TRRC will provide one or more vehicles for use by the regional public transit program within the City of Griffin and Spalding County.

4. The CITY understands that the typical useful life of a transit bus is approximately five years. The CITY agrees to provide continued support for TRRC's 5311 application to GDOT for vehicle replacements, Mobility Manager, transit planning and rural service operations including provision of required local match and the CITY will provide continued support for TRRC's 5307 application to Federal Transit Administration (FTA) either as a subrecipient or as a direct recipient for vehicle replacements, Mobility Manager, transit planning and 5307 area service operations including provision of required local match.

TRRC RESPONSIBILITIES

1. The TRRC will manage the day-to-day operation of the Regional 5307/5311 Public Transportation program. At its discretion, TRRC may utilize agency employees or contractors in providing the Regional Public Transportation program. The TRRC will ensure compliance with local, state, and federal laws and regulations.

2. The TRRC will manage the financial reporting and statistical analysis for the Program and request the appropriated funds from the CITY no more than monthly and no less than once a year.

3. TRRC will develop the annual FTA 5307 grant application either as a subrecipient or as a direct recipient from the FTA.

4. The TRRC shall procure insurance policies for all DOT assigned vehicles including automotive liability, commercial general liability, and excess liability with endorsement to insure contractual liability, broad form property damage, personal injury, personal and advertising liability. The insurance certificates must include the CITY listed as an additional insured party. Said insurance must meet the below qualifications or their equivalency:

    a. $1,000,000 per occurrence (Each Occurrence Limit – indicates the amount of coverage the contractor has under a liability policy for any one occurrence other than Personal & Advertising injury occurrences.)

    b. $3,000,000 aggregate (Aggregate Limit – indicates the amount of coverage (for other than Products/Completed Operations Liability occurrences) the contractor has under a liability policy for the policy period; no matter how many separate losses that may occur.)

ADDITIONAL RESPONSIBILITIES

1. The TRRC shall defend all lawsuits, not related to insurance claims, brought in connection with the Program, or any claim related to the Program. The TRRC agrees to pay in full all costs and expenses incidental thereto; however, the CITY may have the right, at its own expense, to participate in the defense of any suit, without relieving TRRC of any obligation.

2. All expenses for the operation of the Program, including without limitation, all wages, salaries, fringe benefits, other employee costs, services, and all maintenance and operation of the vehicles, including without limitation, fuels, lubricants, parts, materials, taxes and the expenses required for the performance of this contract shall be supplied and paid for by TRRC. Payment from the CITY to the TRRC for all expenses incurred in fulfilling the intent of this Agreement shall be limited to the fund amount listed in Article IV.

3. TRRC shall operate the Program services in accordance with all laws and regulations, including the guidelines and policies set by GDOT and DHS. TRRC further agrees to maintain appropriate books, records, documents, papers, and other evidence pertaining to public transportation operations for the period of this Agreement and for three years beyond the period of this Agreement and to make such materials available for inspection, upon request by the Authorized Representative or his designee, the CITY, GDOT, DHS or their representatives.

4. Service expansions or improvements may be recommended by TRRC to the participating CITY. It is agreed that the TRRC must have approval and additional funds (if applicable) from the CITY before implementation of expansions or improvements.

ARTICLE III

SCOPE OF SERVICES TO BE OFFERED

Services to be offered under this Agreement will be based on response to specific requests (hereinafter "demand response transportation"), within the following parameters:

1. This service (demand response transportation) will be offered only under the terms of this Agreement.

2. Demand response service constitutes service with at least 24-hour advance notice. Any advance notice less than 24-hours should be worked into the regular schedule when feasible. Demand response service is either subscription service (prearranged to meet the repetitive travel needs of riders) or random service (scheduled sporadically by riders).

3. Service is available to public passengers a minimum of 8 (eight) hours a day, Monday through Friday. DHS related services may be available up to 7 (seven) days per week.

4. Passenger constitutes any resident of the CITY. A normal passenger trip constitutes transporting one passenger one-way between two locations within the service area described in Attachment B.

REVENUE AND EXPENSE REPORTING AND INVOICING

Fare Box Revenue: There is a fare box structure established for the transit system. The fare amount is described in Attachment B. The fare structure shall remain in force until the TRRC has sufficient data to justify a change.

ACCIDENT REPORTING

An initial written accident report will be prepared by TRRC within 24 hours (but no sooner than the next business day) after an accident. This initial accident report shall be emailed to the COUNTY with available information including the nature of the accident, the findings as to cause, personal injury sustained, property damage and information, and if a drug and alcohol test was administered. A final written accident report will be provided to the CITY within two weeks following each accident.

FEDERAL COMPLIANCE

The CITY and TRRC hereby agree as a condition of participating in the Section 5307 Program and Section 5311 Program, that:

1. No persons shall on the grounds of race, color, religion, creed, national origin, sex, age, or handicap be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity for which this recipient receives federal financial assistance from the Federal Transit Act;

2. TRRC shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin;

3. TRRC will conduct any program or operate any facility that receives or benefits from federal financial assistance administered by the Department of Transportation in compliance with all requirements imposed by or pursuant to 49 CFR, Part 27, Non-discrimination on the Basis of Handicap in Federally Assisted Programs and Activities received or benefiting from Federal Financial Assistance.

ARTICLE IV

COMPENSATION

Operating & Program Administration:	$35,000
Vehicle Matching Funds:	$ -0-
Total Funding Request:	**$35,000**

The CITY's maximum obligation to TRRC for the term of this contract shall not exceed $35,000. Compensation will be requested no more than monthly and no less than once a year.

CITY OF GRIFFIN

Doug Hollberg, Mayor
City of Griffin

ATTEST:

Jennifer Freeman, Secretary
City of Griffin

APPROVED AS TO FORM:

Andrew J. Whalen, III
Andrew J. Whalen, III
City Attorney

THREE RIVERS REGIONAL COMMISSION

Mark Butler, Executive Director

Joseph H. Walter, Council Chairman

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE ____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

ATTACHMENT A

TERMS OF USAGE

An Attachment to the Service Agreement Between the Board of Commissioners of the City of Griffin, Georgia and the Three Rivers Regional Commission

WHEREAS, the Board of Commissioners of the CITY OF GRIFFIN, GEORGIA (hereinafter "City") has indicated a desire to contract with THREE RIVERS REGIONAL COMMISSION to provide public transportation services within their CITY, located within the Three Rivers region; and

WHEREAS, TRRC has supplied at least one vehicle for operation of a public transportation system within the CITY OF GRIFFIN.

THEREFORE, the parties agree to the following, as an Attachment to their Service Agreement as referenced above:

1. THREE RIVERS REGIONAL COMMISSION will have the right to operate and manage vehicles within the CITY OF GRIFFIN for the Three Rivers Regional Transit System, an FTA Section 5307/5311 program.

2. THREE RIVERS REGIONAL COMMISSION will follow all state and federal laws regarding the safe operation of any vehicle placed in the Three Rivers Regional Transit System.

3. THREE RIVERS REGIONAL COMMISSION recognizes that program vehicles are the property of SPALDING COUNTY and/or TRRC, and will treat said property with proper care and attention. Nothing in the "Terms of Usage" shall constrain SPALDING COUNTY from its rights of ownership and supervision over respective program vehicles.

4. The CITY OF GRIFFIN and THREE RIVERS REGIONAL COMMISSION acknowledge the following: Should SPALDING COUNTY withdraw from the main Service Agreement, program vehicle(s) must be returned to the County.

This "Terms of Usage" agreement is effective only upon execution of the main agreement between the SPALDING COUNTY and THREE RIVERS REGIONAL COMMISSION. Termination of the main agreement automatically eliminates any claim the TRRC may have pertaining to rights of operation for said program vehicles.

ATTACHMENT B

SERVICE AREAS AND FARES

NORMAL SERVICE AREAS:

Butts County Service Area:	Butts, Lamar, Pike, Spalding, and Upson Counties
Carroll County Service Area:	Carroll County and the City Limits of Bremen, Georgia.
Lamar County Service Area:	Butts, Lamar, Pike, Spalding, and Upson Counties
Meriwether County Service Area:	Meriwether County
Pike County Service Area:	Butts, Lamar, Pike, Spalding, and Upson Counties
Spalding County Service Area:	Butts, Lamar, Pike, Spalding, and Upson Counties
Upson County Service Area:	Butts, Lamar, Pike, Spalding, and Upson Counties
City of Griffin Service Area:	Butts, Lamar, Pike, Spalding, and Upson Counties

FARES:

Carroll County Fare:	$3.00 per one-way passenger trip ($1.00 for veterans).
Butts County Fare:	$2.00 per one-way passenger trip
Lamar County Fare:	$2.00 per one-way passenger trip

Meriwether County Normal Fare: $3.00 per one-way passenger trip.
$10 per one-way passenger trip out of county. Minimum two passengers going to same place at the same time. Locations limited to Columbus, LaGrange, Griffin, Newnan, and Senoia.

Pike County Fare:	$2.00 per one-way passenger trip.
Spalding County Fare:	$2.00 per one-way passenger trip.
Upson County Fare:	$2.00 per one-way passenger trip.
City of Griffin Fare:	$2.00 per one-way passenger trip.

ATTACHMENT C

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006

Effective July 1, 2007, the following language is required to be included in all contracts entered into by **COUNTY** for the physical performance of services:

A. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Contractor understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this Agreement. The Contractor further agrees that such compliance shall be attested by the Contractor through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar contractor affidavit. The Contractor's fully executed affidavit is attached hereto as Exhibit 1 and is incorporated into this Agreement by reference herein.

B. By initialing in the appropriate line below, the Contractor certifies that the following employee-number category as identified in O.C.G.A. § 13-10-91 is applicable to the Contractor:

1. _____ 500 or more employees;

2. _____ 100 or more employees;

3. ____X____ Fewer than 100 employees.

C. The Contractor understands and agrees that, in the event the Contractor employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Contractor shall:

1. Secure from each such subcontractor an indication of the employee-number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;

2. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Contractor further understands and agrees that the Contractor shall require the executed subcontractor affidavit to become a part of the agreement between the Contractor and each such subcontractor. The Contractor agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Department at any time."

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

3072007
Federal Work Authorization User Identification Number

08/26/2026
Date of Authorization

Three Rivers Regional Commission
Name of Contractor

Rural Transit Program
Name of Project

City of Griffin
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 09, 15, 2026 in Griffin (city), GA (state).

Signature of Authorized Officer or Agent

Mandy Nicholson, HR Director
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 15th DAY OF September, 2026.

NOTARY PUBLIC
My Commission Expires: 01/24/2030

KIMBERLY C BENNETT
NOTARY PUBLIC
My Commission Expires
01-24-2030
HENRY COUNTY, GEORGIA

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider ratification of a contract appointing Jennifer Freeman, currently employed as Assistant City Manager for Utilities, as the Interim City Manager, effective October 2, 2026, at a compensation of $160,000 per annum, to be paid biweekly; together with continuance of all existing benefits. The term of this appointment is indefinite and intended to continue until a new full-time City Manager is appointed, at which time Ms. Freeman will be restored to the position of Assistant City Manager for Utilities at her former salary, benefits and accruals.

SPECIAL CONSIDERATIONS OR CONCERNS:

This contract has already been executed by Mayor Hollberg and Ms. Freeman and was drafted based upon the Commission's action at a called meeting, held October 2, 2026.

STAFF RECOMMENDATION:

Approval

FINANCIAL IMPACT:

Essentially, since Ms. Freeman is already a long-time City employee, her existing employment benefits will remain the same. Her salary will increase by a net $20,000 per annum while serving as Interim City Manager.

Submitted By:
Andrew Whalen

Meeting Date:
13/10/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
J Freeman - Contract signed.pdf

STATE OF GEORGIA
COUNTY OF SPALDING

EMPLOYMENT CONTRACT
BETWEEN
THE BOARD OF COMMISSIONERS OF
THE CITY OF GRIFFIN, GEORGIA
AND
JENNIFER FREEMAN
AS INTERIM CITY MANAGER

THIS AGREEMENT is made and entered into this _____ day of October, 2026, by and between the Board of Commissioners, City of Griffin, Georgia, hereinafter called "Employer", and Jennifer Freeman, hereinafter called "Employee":

WITNESSETH

WHEREAS, Employee has served the City of Griffin in various capacities over a thirty (30) year period of continuous employment, and currently serves as Assistant City Manager for Utilities;

WHEREAS, Employer desires to retain the services of Employee as Interim City Manager of the City of Griffin, Georgia to perform all duties of City Manager as provided by the Charter of said municipal corporation, under its Code and ordinances, and as assigned by the Employer from time to time; and

WHEREAS, it is the desire of the Employer to provide for the Employee's compensation, employment benefits, and to establish the working conditions of said Employee during the interim term of service; and

WHEREAS, it is the desire of the Employer to (1) secure and retain the services of Employee for an interim term pending appointment of a full-time City Manager, (2) to provide inducement for her to accept such interim employment by assuring Employee's morale and peace of mind with respect to future employment security, and (3) to provide for Employee's return to her position as Assistant City Manager for Utilities upon such time as a full-time City Manager is appointed;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES

A. Employee is hereby appointed to the public office of City Manager of the City of Griffin, for an interim period of time until a full-time City Manager is appointed and begins service. During this interim period, Jennifer Freeman shall assume and perform all functions and duties of City Manager as set forth in the Charter of the City of Griffin, laws of Georgia,

the Code of Griffin, Georgia, and such other duties and responsibilities as may be from time to time be specified by Ordinance or Resolution of the Employer. Employee shall commence employment under this Agreement as of October 3, 2026, and, upon satisfactory performance in office, serve through and to include appointment and service of a full-time City Manager; Employee shall at all times be an "at-will" employee of the Board of Commissioners, serving at the pleasure of a majority thereof; provided, however, upon termination of service as Interim City Manager, Employee shall be fully restored to the position of Assistant City Manager for Utilities at her former salary and without any loss of retirement, insurance, and other benefits, as deferred compensation under this Agreement. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employer to terminate the interim employment of Employee, with or without cause, at any time,.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from her interim position with Employer.

C. During the interim period, Employee acknowledges serving as City Manager shall be her exclusive, full-time employment and agrees not to accept any outside employment or become self-employed unless said outside employment is approved by written consent of the Employer. The term "employed" shall not be considered to include occasional lecturing, speaking, writing, or consulting activities performed during the Employee's time off so long as such activities do not conflict, or substantially appear to conflict, with her duties and functions as City Manager.

D. Employee shall not be required to accept Employer's assignment of any additional duties outside of the scope of those normally or customarily performed by persons holding the position of City Manager in the absence of Employee's express written consent to such assignment. Employer may not reassign Employee to another position in the absence of Employee's express written consent to such assignment. Elected members of the Board of Commissioners shall not unreasonably interfere with Employee's performance of her duties and functions as City Manager.

E. Employee shall be the administrative and fiscal head of the City of Griffin and faithfully perform Employee's lawfully prescribed and assigned duties with reasonable care, diligence, skill, and expertise. Except as may be provided otherwise by applicable law, regulation, or Employer's agreement with any other person, Employee shall have the ultimate supervisory and managerial authority and responsibility to hire, direct, assign, reassign, evaluate, change the terms and conditions of employment, and terminate the employment of all other employees of the City consistent with the policies of the governing body and the ordinances and Charter of the City of Griffin. Employee shall have the authority to establish internal regulations, rules, and procedures which the Employee deems necessary for the efficient and effective operation of Employer.

SECTION 2. PERFORMANCE REVIEW

Should Employee serve in the position of Interim City Manager longer than six (6) months, Employer shall review and evaluate the performance of the Employee at its first regular meeting in April 2027, upon written notice given not less than three (3) business days prior thereto. Any review and evaluation shall be conducted in accordance with specific criteria contained in the notice. To the extent allowed by law, any evaluation or review of the Employee's performance shall be considered and discussed with the Employee in a meeting of the Board of Commissioners, closed to the public under O.C.G.A. § 50-14-3(b)(2), and to the extent allowed by law, shall remain confidential. The Employee shall be provided, in writing, any negative or adverse statement or charge of the Employer, or any of its members, and provided an adequate opportunity to discuss and respond thereto. Any written evaluation or finding concerning the Employee's performance shall, to the extent allowed by law, remain confidential until placed in the Employee's personnel file along with any written response the Employee may wish to offer.

SECTION 3. TERMINATION

A. For purposes of this Agreement, the term "just cause" shall mean conduct which is detrimental to and seriously affects the Employee's performance of her duties and functions as Interim City Manager, including, but not limited to, arrest for any felony or misdemeanor involving moral turpitude; conduct which unknowingly violates any laws (other than minor traffic and parking offenses), ordinances of the City of Griffin, Georgia (other than minor traffic, parking, and similar de minimus infractions) or policies of the Employer, including performance standards, goals, and objectives which have been clearly made known to Employee by Employer, in writing; any act by Employee which constitutes dishonesty in the use of, benefits of, or dealings with officers and property of the City of Griffin, Georgia; Employee's substantial failure or refusal, after having received reasonable notice and opportunity to correct performance, involving her actions, behavior, or conduct; Employee's willful disregard for ethical standards of behavior, including material apparent conflicts of interest; or any other act of Employee relating to her performance as City Manager which constitutes reasonably justifies dismissal from employment.

B. Upon reasonable suspicion of just cause for dismissal in accordance with Paragraph "A" above, Employer may place Employee on Administrative Leave, with full pay and benefits, at any time during the term of this Agreement, upon the vote of a majority of the Board of Commissioners, while conducting an investigation into such cause. In the event Employee resigns following a majority vote of the Board placing Employee on Administrative Leave, while under investigation for cause (the nature of which has been made known to Employee in writing), Employee shall be deemed terminated "for cause" under Paragraph "A" and otherwise entitled to return to her former position as Assistant City Manager of Utilities.

C. In the event Employee voluntarily resigns her position with Employer before expiration of the interim period of her employment, Employee shall give Employer ten (10) days written notice in advance, unless the parties otherwise agree, in writing, to an earlier effective date

of resignation. Employee's voluntary resignation shall not obligate Employer to provide any severance pay or benefits.

D. If the Employee is terminated for stated "just cause", within thirty (30) days of the date of termination, Employee shall be entitled to place in her permanent personnel file with the City a written statement containing any facts or other evidence she wishes to be made a part of the official public records of the City, such records being open to the public and available for inspection and copying upon request.

SECTION 4. SALARY

Employer agrees to compensate Employee for all services rendered pursuant hereto at an annual base salary of $160,000.00, payable in bi-weekly installments, commencing with the date of employment and continuing through and to include the interim term of service. Said compensation shall be in lieu of salary and benefits as Assistant City Manager for Utilities.

SECTION 5. HOURS OF WORK

A. Employee shall be expected to attend all regular and called meetings of the Board of Commissioners and otherwise be accessible at City Hall on Monday through Friday during regular business hours of 8:00 a.m. and 5:00 p.m., except on legal holidays. Employee's hours, however, are not "fixed" and Employee shall devote her full time and attention, as needed, to performance of the job. During those times when it is reasonably anticipated Employee shall not be accessible at City Hall, Employee shall delegate to Assistant City Manager for Development/Staff Attorney Kelsey Carden, with consent of the Employer, such duties as she deems appropriate. For purposes thereof, "accessible" shall include Employee being reachable by telephone including cellular devices, email, or radio.

B. For FLSA purposes, Employee is an "exempt" employee, who is expected to engage all those hours of work necessary to fulfill the obligations of her position of employment. Employee does not have pre-established hours as she is expected to be available at all times, except holidays and during periods of approved leave. Employee acknowledges her employment is primary to all other activities and ventures she may pursue or engage in for profit. Employee shall not be entitled to any accrual of compensatory time.

SECTION 6. LEAVE POLICY

A. Employee shall continue to receive bi-weekly accrual rates for vacation and sick time that are currently in place. When Employee is scheduled for three (3) or more consecutive business days to use vacation or sick leave, Employee shall notify Employer of the dates as far in advance as reasonable. In addition, Employee shall be entitled to observe all holidays recognized by general personnel policies for City employees. Where any provision of such policies conflict with this Agreement, it is the intention of the parties that the terms of this Agreement shall control.

SECTION 7. VEHICLE USE POLICY

Employee's duties require that she have access, at all times, to a suitable vehicle, and that she maintain a current Georgia motor vehicle operator's license at all times. Employer shall provide Employee a City-owned or leased motor vehicle and provide all motor vehicle liability insurance, fuel, servicing, tires, and repairs thereof. Employee shall be solely liable for the payment of any fines or fees upon conviction of any violation of any traffic law or traffic ordinance and shall hold the City of Griffin harmless from liability therefor. Employee, for herself and on behalf of her heirs and assigns, acknowledges that in the event of any injury or death arising from the business use of her vehicle, she shall look solely to workers' compensation insurance coverage, including death benefits or medical coverage, for recovery and waives any claim or right of action against the Employer or City of Griffin, its officers, employees, and agents.

SECTION 8. GENERAL EXPENSES

Employer recognizes that from time to time certain reasonable expenses of a non-personal and generally job-affiliated nature will be incurred by Employee for the benefit of Employer and hereby agrees to reimburse Employee upon presentation of receipts in proper form.

SECTION 9. HEALTH CARE BENEFITS, DISABILITY, AND LIFE INSURANCE

Employee has existing coverage for herself and any dependents under the City of Griffin's healthcare plan.

SECTION 10. RETIREMENT

The Employer participates in the Georgia Municipal Employees Benefit System (GMEBS) Retirement Fund and Employee is and shall remain as a member of the Employer's defined benefit pension plan, the same as all other covered employees. All payments by the City will be made in accordance with the rules and regulations governing employer contributions promulgated by the Internal Revenue Services of the United States of America, and Employee shall be responsible for any and all income tax liability, both federal and state, if any, in respect to same.

SECTION 11. PROFESSIONAL DEVELOPMENT

A. Employer hereby agrees to budget and pay for the reasonable travel and subsistence expenses of Employee for approved professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for Employer, including, but not limited to, the Georgia Municipal Association, Municipal Electric Authority of Georgia, and such other state, and local government groups and committees thereof on which Employee serves as a member. Said expenses shall be subject to budget limitations and City travel policies, as from time to time established by Employer.

B. Employer also agrees to budget and pay for the reasonable travel and subsistence expenses of Employee for courses, training, and seminars necessary for her professional

development as a City Manager for the benefit of Employer. Said expenses shall be subject to budget limitations and City travel policies, as from time to time established by Employer.

C. Employer shall not require Employee to use vacation leave when participating in professional development activities related to her employment as Interim City Manager.

SECTION 12. BONDING

Employer agrees to bear the full cost of any fidelity or other bonds required of Employee under the City's Charter, any law or ordinance, not otherwise provided by the City's participation as a member of the Georgia Interlocal Risk Management Agency.

SECTION 13. INDEMNIFICATION

Employer agrees to fully indemnify and defend Employee against any tort, professional liability, claim, or demand, and otherwise satisfy any legal obligation within the scope of her employment and public office, arising out of any alleged act or omission occurring in the performance of Employee's duties. Employer or its insurer may litigate, compromise, and/or settle any such claim, suit, or demand, and pay the amount of any settlement or judgment rendered thereon, without the Employee's consent. This Section survives the termination of this Agreement.

SECTION 14. SPECIAL CONDITIONS

Employer shall furnish and make available for use by Employee all essential office space, equipment, and supplies, including, but not limited to, a cellular telephone, intergovernmental radio, laptop computer, with required hardware and software, and tablet.

SECTION 15. NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: Mayor and Board of Commissioners
City of Griffin
P.O. Box T
Griffin, Georgia 30224

Employee: Jennifer Freeman
_____
Griffin, Georgia 30223

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial notice. Notices shall be given as of the date of personal service or as of the date of deposit od such written notice in the course of transmission by the United States Postal Service.

SECTION 16. ASSIGNMENT

This Agreement shall be binding upon the Employer, City of Griffin, Georgia, and any successor government into which the City may hereafter be merged, unified, or consolidated, unless the Employee consents thereto. Performance by the Employee is not assignable.

SECTION 17. GENERAL PROVISIONS

A. This writing shall constitute the entire agreement between the parties and is intended by both parties to fully establish the terms and conditions of the relationship formed hereunder. This writing shall supersede any prior negotiation, term, or agreement.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

C. If any provision, or portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

D. This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Georgia. Any amendment or modification hereto, to be enforceable, shall be in writing and executed by the proper parties. A copy of this Agreement and any future modifications thereto shall be spread upon the Official Minutes of the Board of Commission for the meeting at which approved.

(Signatures on following page)

IN WITNESS WHEREOF, Employer has caused this Agreement to be executed on its behalf by its Mayor and duly attested by its Assistant Secretary, with seal affixed, and approved as to form by the City Attorney, and Employee has signed and sealed this Agreement, in duplicate originals, the date and year first above written.

BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA:

By: _____
Douglas S. Hollberg, Mayor

Attest: _____
Ragan Jones, Assistant Secretary

(SEAL)

EMPLOYEE:

By: _____
Jennifer Freeman

Approved as to form:

_____
Andrew J. Whalen, City Attorney

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution terminating Jessica O'Connor as Open Records Officer and appointing Jennifer Freeman as Open Records Officer. *Interim City Manager, Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This Resolution does not impact the appointments of Ashlee Hurst or Ragan Jones as Assistant Open Records Officers.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Kelsey Carden

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
Resolution - Freeman Open Records Officer.pdf

No. 26-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA, FORMALLY TERMINATING JESSICA O'CONNOR AS OPEN RECORDS OFFICER AND DESIGNATING JENNIFER FREEMAN AS OPEN RECORDS OFFICER; REAFFIRMING THE REQUIREMENT THAT ALL OPEN RECORDS REQUESTS BE MADE IN WRITING AND FILED WITH THE OPEN RECORDS OFFICER OR A DESIGNATED ASSISTANT OPEN RECORDS OFFICER; AND FOR OTHER PURPOSES.

WHEREAS, by Resolution adopted June 12, 2012, this Board of Commissioners enacted policies to comply with legislative changes made in the 2012 Session of the General Assembly of Georgia, relating to "The Georgia Open Records Act," codified at O.C.G.A. § 50-18-70 *et seq.*;

WHEREAS, in or about April 2021, the Board appointed Jessica O'Connor as Open Records Officer;

WHEREAS, Jessica O'Connor was terminated from her employment with the City of Griffin, and the Board desires to appoint a new Open Records Officer for the City;

NOW THEREFORE, BE IT RESOLVED AND IT IS ESTABLISHED THAT: Jessica O'Connor's termination as Open Records Officer is final, effective September 30, 2026, and Jennifer Freeman is hereby appointed as Open Records Officer, effective immediately; the appointments of Ragan Jones and Ashlee Hurst as Assistant Open Records Officers are not affected by adoption of this Resolution.

1. Notice of these designations shall be promptly given to the Griffin Daily News as legal organ for Spalding County, Georgia with copies to other local news media upon request.

2. Notice of this designation shall be prominently posted on the City's website together with a form for making Open Records requests in writing.

3. Continuing notice shall be posted on the official bulletin board at One Griffin Center and on the City's website advising the public that all Open Records requests must be made to and served upon the Open Records Officer or a designated Assistant Open Records Officer in one of the following ways: in person during normal business hours of the City at One Griffin Center, 100 S. Hill Street, 3rd Floor, Griffin, Georgia, 30223; by U.S. Mail addressed to: Open Records Officer, City of Griffin, P.O. Box T, Griffin, Georgia, 30224; by statutory overnight delivery addressed to: Open Records Officer, City of Griffin, 100 S. Hill Street, 3rd Floor, Griffin, Georgia

30223; via the City of Griffin's website at www.cityofgriffinlcom/services/open-records. The enforcement provisions of O.C.G.A. §§ 50-18-73 and 74 shall be available only to enforce non-compliance when a written request is made consistent with this section and shall not be available when the request is made orally.

4. Forms for making written Open Records requests shall be available with charge at One Griffin Center, 100 S. Hill Street, 3rd Floor and on the City's website.

SO RESOLVED, this 13th day of October, 2026.

_____

Douglas S. Hollberg, Mayor

ATTEST:

_____

Jennifer Freeman, Secretary

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution approving Interim City Manager Jennifer Freeman's designation of Kelsey Carden, Assistant City Manager of Development Services, as City Manager designee pursuant to Section 3.2(c) of the Charter of the City of Griffin. *Interim City Manager, Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Pursuant to Section 3.2(c) of the Charter of the City of Griffin, the City Manager is required to designate, subject to the approval of the Commission, "a qualified city administrative officer to exercise the powers and perform the duties of the manager during the manager's temporary absence or physical or mental disability."

Interim City Manager Jennifer Freeman recommends designating Assistant City Manager of Development Services, Kelsey Carden, as designee.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Kelsey Carden

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
Resolution - Freeman-Carden CM Designee.pdf

No. 26-

A RESOLUTION

A RESOLUTION BY THE BOARD OF COMMISSIONERS FOR THE CITY OF GRIFFIN, GEORGIA, NAMING A CITY MANAGER DESIGNEE; ESTABLISHING THE DUTIES OF SAID OFFICE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Griffin, Georgia operates under a City Manager/Commission form of government;

WHEREAS, Jennifer Freeman, as Interim City Manager, is responsible for the administration of all city affairs placed under her charge by Charter, by general law, or by ordinance or Resolution of the Commission;

WHEREAS, pursuant to Section 3.2(c) of the Charter of the City of Griffin, the City Manager is required to designate, subject to the approval of the Commission, "a qualified city administrative officer to exercise the powers and perform the duties of the manager during the manager's temporary absence or physical or mental disability";

WHEREAS, the Commission approved a new organizational structure to be effective January 1, 2026 declaring two Assistant City Manager positions—one as an Assistant City Manager of Utilities and one as an Assistant City Manager of Development Services;

WHEREAS, Jennifer Freeman is currently fulfilling her duties as Assistant City Manager of Utilities and as Interim City Manager, and by the power vested in her as Interim City Manager, pursuant to Section 3.2(c) of the Charter of the City of Griffin, hereby designates Kelsey Carden, Assistant City Manager of Development Services, as her designee with the capability to sign independently as designee and exercise the powers of the office during the Interim City Manager's temporary absence or physical or mental disability;

THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby approve the designation of Assistant City Manager of Development Services, Kelsey Carden, as designee of the City Manager.

SO RESOLVED, this 13th day of October, 2026.

_____

Douglas S. Hollberg, Mayor

ATTEST:

_____

Jennifer Freeman, Secretary

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution terminating Jessica O'Connor as an authorized official for MEAG Power and appointing Jennifer Freeman as authorized official. *Interim City Manager, Jennifer Freeman, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The Resolution does not impact the appointment of Douglas S. Hollberg as an authorized official.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Ashlee Hurst

Meeting Date:
13/10/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
Form-2-Signatories and Incumbency Certificate.pdf
RES - MEAG MCT Signature Resolution.pdf

INCUMBENCY AND SIGNATORY CERTIFICATE

I, the undersigned, Jennifer Freeman, DO HEREBY CERTIFY that I am the duly appointed and acting Clerk of the City of Griffin. I HEREBY FURTHER CERTIFY that the below named persons have been duly appointed or elected, as applicable, have been qualified, are duly holding the offices set opposite their names on this day and the signatures set opposite their names are their genuine signatures:

Name	Office	Term Expires	Signature
Douglas S. Hollberg	Mayor	12/31/2027	_____
Jennifer Freeman	Interim City Manager	At the pleasure of The Board of Commissioners	_____

IN WITNESS WHEREOF, I have hereunder subscribed my name and affixed the official seal of the City this ___ day of _____, 2026.

_____

By: _____

[SEAL]

Its: City Clerk

Resolution of
Griffin, Georgia

WHEREAS, the City is a Beneficiary of the Municipal Competitive Trust (the "Trust") that MEAG Power established as of January 1, 1999; and

WHEREAS, pursuant to the terms of the Trust, the City is allowed to transfer certain funds between accounts and withdraw certain funds from accounts by written direction to MEAG Power and the Trustee; and

WHEREAS, by official action of the City, a City official was delegated authority to make deposits to the Trust and to communicate City decisions with respect to the Trust to MEAG Power and the Trustee; and

WHEREAS, in order to improve the notification process, MEAG Power has requested that all written directions communicating City decisions with respect to the Trust be executed by two independent City officials; and

WHEREAS, the City, after due consideration, has determined that such procedural changes are in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED that henceforth Douglas S. Hollberg, Mayor and Jennifer Freeman, Interim City Manager (together, the "Authorized Officials") are authorized to communicate City decisions with respect to the Trust by jointly executing written directions to MEAG Power and the Trustee; and

FURTHER RESOLVED that the City hereby authorizes the Authorized Officials to execute, and the City to attest and deliver, certificates specifying the names, titles, term of office and specimen signatures of the Authorized Officials and other certificates and documents that MEAG Power my require from time to time to effect the purposes of the Trust and this Resolution.

This the ___ day of _____, 2026.

ATTEST: _____

_____ _____

City Clerk
[SEAL]