AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
November 24, 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. Recognize Mariza Eller, Public Works Director, as the October Strongest Link in the Chain award recipient. *Human Resources Director, Stephanie Woods, will address.*

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.

2. Receive comments regarding a request for a Special Use Permit to allow a Board Facility at 722 & 732 West Broad Street, Tax Parcel 011 08001 & 011 08002. *Director of Planning and Development, Michelle Haynes will address.*

3. Receive comments on amending the Unified Development Code of the City of Griffin, Article 7, Section 704, Table 7.3 Permitted Uses Table, to establish Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD) subject to supplemental regulations set out in Footnote 14 of Table 7.3. *Director of Planning & Development, Michelle Haynes and Staff Attorney, Kelsey Carden will address.*

CONSENT AGENDA

4. Consider the minutes of the City of Griffin Board of Commissioners' Called Meeting and Regular Meetings or November 10, 2026.

5. Consider Amendment to the Aclara AMI Meter Pilot contract that updates the implementation features and provides additional context for bond information at the request of the vendor's bond company. *Information Technology Manager, Cody Stonica, will present.*

REGULAR AGENDA

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

6. Consider a request for a Special Use Permit to allow a Board Facility at 722 & 732 West Broad Street, Tax Parcel 011 08001 & 011 08002. *Director of Planning and Development, Michelle Haynes will address.*

7. Receive comments on amending the Unified Development Code of the City of Griffin, Article 7, Section 704, Table 7.3, Permitted Uses Table, to establish Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD) subject to supplemental regulations set out in Footnote 14 of Table 7.3. Director of Planning & Development, Michelle Haynes, will address. *Director of Planning & Development, Michelle Haynes and Staff Attorney, Kelsey Carden will address.*

8. Consider a Resolution to amend the City of Griffin's Fiscal Year 2025-2026 Operating and Capital Budget in the amount of $45,959,013.08 and also amend the Fiscal Year 2026-2027 Operating and Capital Budget in the amount of $45,762,469.41. Budget Analyst Angela Thompson will address.

9. Consider the selection and an agreement with Inspire Placemaking Collective, Inc., best qualified applicant, in the amount of $311,755.00 to provide consultant services for the City of Griffin Unified Development Code Rewrite and the 2028 Comprehensive Plan update. *Director of Planning & Development Services, Michelle Haynes, will address.*

10. Consider selection of Gregory STC, best qualified applicant, to perform grant writing and administration services for the FY 2027 Community Development Block Grant award for the City of Griffin. *Director of Planning & Development, Michelle Haynes, will address*.

11. Consider an agreement with Gregory STC, in the amount of $15,000.00 to perform grant writing / administration services for the FY 2027 Community Development Block Grant award for the City of Griffin. *Director of Planning & Development, Michelle Haynes, will address.*

12. Consider selection of LJA, best qualified applicant, to perform engineering services for the FY 2027 Community Development Block Grant award for the City of Griffin. *Director of Water and Wastewater, Brandon Lewis, will address.*

13. Consider an agreement with LJA for the 2027 CDBG Northern Rushton Mills Village Redevelopment Area preliminary engineering report in the amount of $4,500.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

14. Consider a resolution and authorize the Mayor to execute the 2027 Community Development Block Grant (CDBG) application for $1,000,000.00 with the Georgia Department of Community Affairs (DCA) to make public water and sewer infrastructure improvements in the Pleasant Avenue, Labron Avenue, Melrose Avenue, Winona Avenue, Hillside Circle, Hillwood Avenue, and North 19th Street area. *Planning & Development Director, Michelle Haynes and Director of Water/Wastewater, Brandon Lewis, will address.*

15. Consider a Right of Entry Agreement with the Board of Regents of the University System of Georgia in the amount of $10.00 to authorize the construction and installation of a transmission water line across the University of Georgia campus in Griffin. *Director of Water and Wastewater, Brandon Lewis, will address.*

16. Motion to lift from the table and consider the purchase of a fairway unit, broadcast spreader, and aerator from Jerry Pate Turf & Irrigation, best quote, in the amount of $150,818.02. *Public Works Director, Mariza Eller, will address.*

17. Consider approval of a Resolution declaring the results of the Special Election, held November 3, 2026, approving by a majority of the electors of Spalding County, a new SPLOST, and approving by a majority of the electors of the City of Griffin, issuance of SPLOST general obligation bonds, in an amount not to exceed $20,000,000 to fund construction of two (2) new Fire Stations within the City and to equip said stations with required fire trucks for said stations. *City Attorney Drew Whalen will address.*

18. Discussion of the City Manager hiring process with the Mercer Group Associates on 3 issues needed to complete preparation of a hiring brochure: (a) range of compensation/benefits; (b) adoption of a calendar and importance of Commissioners being available on key dates; and (c) Town Hall meeting. *Human Resources Director Stephanie Woods and City Attorney Drew Whalen 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:

Recognize Mariza Eller, Public Works Director, as the October Strongest Link in the Chain award recipient. *Human Resources Director, Stephanie Woods, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The "Strongest Link in the Chain" award is given monthly to a deserving employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. The award recognizes that all City employees link together to form a chain that provides the residents of the City with excellent service. That service is only as strong as its weakest link in the chain. Therefore, all employees should strive to be a "strong link" in the chain. Nominations are received from any City employee and are vetted by Department Directors who recommend the award recipient to the City Manager.

The recognized employee receives one day off with pay, a gift certificate to a local restaurant, a "Strongest Link in the Chain" plaque, and the symbolic "chain", which he or she will be the custodian of until a subsequent employee is recognized.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
24/11/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
Mariza Eller, October 26.pdf

Strongest Link in the Chain (Individual) Nomination Form

Nominee Name__Mariza Eller_____ Department____Public Works_____

Nominee Dept. Director signature required to move forward. Nominator to get this before submitting this form to Human Resources to be considered.

Nominee Department Director Approval for submission_____Date_____

Your (Nominator) Name_Stephanie Woods_____Department_____ HR_____

Submission Date to HR_____11/2/26_____

Is this monthly nomination? Yes No If yes, which month _____October_____

Is this an annual nomination? Yes No If yes, which year_____

Reason for the Nomination

Mariza began with the City of Griffin in August of 2021 as the Administrative Coordinator for the Public Works Department. She came with significant knowledge and years of experience in public works and planning/building. The Public Works Director at the time even indicated in her candidate evaluation that she would be an excellent candidate to replace him one day. And, that she did approximately one year later.

It's not often you see a woman in public works; let alone, in management of public works. With a tough daily job (that never stops) and raising two children, Mariza has also made it a point to solidify this career path and has receive numerous trainings backed up with related certifications to really understand the 'boots on the ground' of her divisions. This includes completing the 3-year program for the National Certification of Public Works Management Program, and more recently completing her Master's in Public Administration. Excitingly, just last month she was accepted into the Emerging Leaders Academy through the National American Public Works Association. It's a very competitive program and she was the only one selected in Georgia.

As impressive as all that is, that's not the reason alone I'm nominating her for this award. Over the past several months Mariza spearheaded a program, the first of it's kind, called Girls in Public Works. This one-day event was designed to inspire high school girls to explore rewarding careers in public works through hands-on activities, career discussions, educational exhibits, and networking with industry professionals. This full-day event was on Saturday, October 3rd and had over 40 girls in attendance and nearly 100 professionals who either made formal presentations, had hands-on activities (even operating heavy equipment!), or displayed booths and gave out information. For the most part, all the professionals were women themselves. (A lot of them were City of Griffin employees volunteering their expertise and time.)

It takes a lot of time and effort to plan and put an event like this together. It was the first of its kind in the State of Georgia and will set a precedent for other communities. It would not have happened with Mariza driving the wheel and making it happen. For this reason alone, she deserves to receive the Strongest Link in the Chain for October.



Spalding High School (Griffin, GA) · Follow
September 16 ·

High school girls: Join Griffin's first-ever Girls in Public Works Day on Oct. 3! Explore careers, try hands-on equipment, and meet women leaders making an impact in their communities. Scan the QR code on the flyer to register! #GirlsInPublicWorks See less



City of Griffin, GA - Government
September 22 ·

The City of Griffin is proud to host Georgia's first Girls in Public Works Day, in partnership with Apwa Georgia and Georgia Department of Transportation, on Saturday, October 3rd. This one-day event will introduce high school girls to the many rewarding careers that help keep a community working.

Participants will have opportunities to explore careers in public works, meet and connect with women in the profession, try hands-on equipment and activities, and learn from experienced industry professionals.

In Griffin, young women don't have to look far to find an inspiring example of leadership in public works. Our Public Works Director, Mariza Eller, helped organize this event, giving students a chance to explore the profession and connect with women who serve their communities. She was recently selected for the American Public Works Association's Emerging Leaders Academy as Georgia's only representative.

If you have a high school girl interested in learning more about careers in public works, register to attend the event at https://bit.ly/4y5ascU. See less

12 1 1

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request for a Special Use Permit to allow a Board Facility at 722 & 732 West Broad Street, Tax Parcel 011 08001 & 011 08002. *Director of Planning and Development, Michelle Haynes will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Sandra Brownlee, is requesting a Special Use Permit to allow a boarding facility at 722 and 732 Wes Broad Street. The property is the site of the former Hanlieter Methodist Church and contains a large commercial structure with associated off-street parking. The Special Use Permit would allow the existing structure to be utilized as a boarding facility with administrative services. Specifically, 722 West Broad Street is proposed to house the tenants with dorm spaces and 732 West Broad Street is proposed to stay as the administrative and office space. These two (2) addresses make up one structure. Staff has recommended that the parcels be combined and a new or single address coordinate will be assigned. Discovering Soldier's Potential Inc., or commonly known as Waypoint, is speaking with Spalding County in regard to combining the two (2) parcels.

The boarding facility designation would allow the Veteran's Housing programs to move to this location. The applicant stated the facility can house fourteen (14) veterans. This would be twelve (12) dorms for single veterans, one (1) dorm for a veteran and their spouse, and one (1) dorm for a veteran with a family. There will be a full-time house manager who will have their own living space. The building has been renovated to accommodate the residential element of Discovering Soldier's Potential/Waypoint. Along with the residential component of the proposed use, the applicant has also stated there are additional programs and services provided to the residents. Some of those programs include job training, career development, along with mental and physical health services. The applicant has also confirmed that the program is designed to be a maximum of fourteen (14) months for the veterans. Before any person is accepted into the program, they have certain prerequisites that they must meet, such as passing a drug test. The applicant, Sandra Brownlee, has also confirmed the program has secured funding through the Georgia Department of Community Affairs via the State Housing Trust Fund for the Homeless.

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Medium Density Residential 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-04) to allow a boarding facility at 722 West Broad Street and 732 West Broad Street. 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:

Channing Cawthon

Meeting Date:

24/11/2026

Reviewed By:

Kelsey Carden

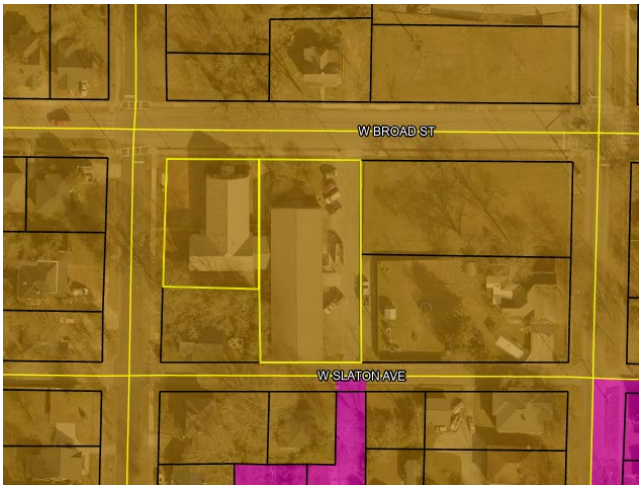
ATTACHMENTS:

26-SUP-04 - 722 & 732 W Broad St - Staff Report.pdf

#26-SUP-04 - Application - 722 & 732 W Broad St.pdf

<u>722 & 732 West Broad Street</u>
Special Use Permit Request
File No. 26-SUP-04

<u>Applicant:</u> Sandra Brownlee
<u>Owner:</u> Spalding County a Political Subdivision of the State of Georgia





Current Land Use Classification	Commercial
Current Zoning	Medium Density Residential (MDR)
Proposed Use	Boarding Facility for Veterans
Parcel Size	.85 +/- acres
Parcel Number	011 08001 & 011 08002
City Commission Member	District 2 Rose Curtis
Planning Board Member	District 2 Ann Dukes
Citizen Notification	Legal notice was published in the October 31st, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. Signd were placed on the proposed property illustrating the purpose, date and time of both meetings on October 30th, 2026.

<u>Proposal/Site Location:</u>

The applicant, Sandra Brownlee, is requesting a Special Use Permit to allow a boarding facility for Veterans at 722 and 732 West Broad Street. The property was previously Hanlieter Methodist Church. The property contains a large building with associated off-street parking. The property is owned by Spalding County. The Special Use Permit would allow the existing structure to be utilized for the proposed use of a boarding facility for Veterans. The boarding facility designation would allow for Discovering Soldier's Potential Inc., or commonly known as Waypoint, to move to this location. The building has been renovated to accommodate the residential element needed. The applicant stated the facility can house fourteen (14) veterans. This would be twelve (12) dorms for single veterans, one (1) dorm for a veteran and their spouse, and one (1) dorm for a veteran with a family. There will be a full-time house manager who will have their own living space.

Below are the Public Hearing Notice signs which were posted on October 30th, 2026;









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 708 – Medium Density Residential (MDR)

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 a church and is large enough to accommodate the proposed program's housing and off street parking.

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 two (2) parcels combined are 0.85 +/- acre tract of land which will allow ample space for the structure with adequate parking (approximately fifteen (15) spaces) currently on this site. The property was originally Hanlieter Methodist Church, and Spalding County purchased it in 2024. The Special Use Permit would allow the existing structure to be utilized for the proposed use of a boarding facility for Veterans. 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 Medium Density Residential (MDR), and are used as such. There is an undeveloped lot also owned by Spalding County immediately to the east, and another undeveloped lot to the north. The proposed use as a boarding facility acts as a good balance between original use as a commercial church and the majority residential character to the north, south, east and west.

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 residential and many of the surrounding properties are operating as such. This property was the location of Hanlieter Methodist Church. The proposed use would be less intensive than the past commercial use and would conform to the other residential uses surrounding 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 fifteen (15) off-street parking spaces and access to City water, sewer, and electricity. Discovering Soldiers Potential/Waypoint is in discussion with Spalding County to merge the two (2) parcels together resulting in one (1) parcel approximately .85 +/- acres in size. The boarding facility designation would allow the proposed programs to move to this location. Discovering Soldier's Potential Inc. or commonly known as Waypoint is a program for Veteran's and will have up to fifteen (15) dorms.

The building has been renovated to accommodate the residential element of Discovering Soldier's Potential Inc. Any additional improvements to the property will be required to meet all applicable requirements of the City of Griffin's 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, Sandra Brownlee, is requesting a Special Use Permit to allow a boarding facility at 722 and 732 West Broad Street. The property is the site of the former Hanlieter Methodist Church and contains a large commercial structure with associated off-street parking. The Special Use Permit would allow the existing structure to be utilized as a boarding facility with administrative services. Specifically, 722 West Broad Street is proposed to house the tenants with dorm spaces and 732 West Broad Street is proposed to stay as the administrative and office space. These two (2) addresses make up one structure. Staff has recommended that the parcels be combined and a new or single address coordinate will be assigned. Discovering Soldier's Potential Inc., or commonly known as Waypoint, is speaking with Spalding County in regard to combining the two (2) parcels. The boarding facility designation would allow the Veteran's Housing programs to move to this location. The applicant stated the facility can house fourteen (14) veterans. This would be twelve (12) dorms for single veterans, one (1) dorm for a veteran and their spouse, and one (1) dorm for a veteran with a family. There will be a full-time house manager who will have their own living space. The building has been renovated to accommodate the residential element of Discovering Soldier's Potential/Waypoint. Along with the residential component of the proposed use, the applicant has also stated there are additional programs and services provided to the residents. Some of those programs include job training, career development, along with mental and physical health services. The applicant has also confirmed that the program is designed to be a maximum of fourteen (14) months for the veterans. Before any person is accepted into the program, they have certain perquisites that they must meet, such as passing a drug test. The applicant, Sandra Brownlee, has also confirmed the program has secured funding through the Georgia Department of Community Affairs via the State Housing Trust Fund for the Homeless.

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Medium Density Residential 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-04) to allow a boarding facility at 722 West Broad Street and 732 West Broad Street. 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:
Channing Cawthon, Planning Manager
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2024 Application Number: 26-SUP-04

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: 9/30/2024 Application Number: 24-SUP-04

Applicant/Agent/Representatives Name: Sandra Brownlee

Address: 732 West Broad St

City: Griffin State: GA Zip: 30223

Telephone Number([redacted] Email: [redacted]

Project Name/ Description: Veterans Housing And transitional Services

Address: 732 west Broad St

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

FLUM/Character Area _____ Unified Development Code Section: _____

Property Owner Name: Spalding County

Address: 401 Justice Blvd

City: Griffin State: GA Zip: 30223

Telephone Number([redacted] Email: _____

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.

Applicant Signature

Sandra Brownlee
Printed Name

9/30/2024
Date

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2024 Application Number: 26-SUP-04

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.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2024 Application Number: 26-SUP-04

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.

1. It will not be detrimental to the use or development of adjacent properties
2. It will not adversely affect general health + welfare
3. It is compatable
4. Will not constitute nuisance or hazard
5. It will satisfy the commissioners vision + use of the community
6. All specific requirements are established

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 09/28/2026 Application Number: 26-Sup-04

OWNER'S AUTHORIZATION

This is to certify that: SPALDING COUNTY 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: Discovering Soldier's Potential / Waypoint
Renea Jones-Anderson President, DSP Waypoint

Property Owner Signature | STEVE LEDBETTER, PhD (Printed Name) | 10/01/2026 (Date)

Legal Representative Signature | Printed Name | Date

Notary Signature

Commission Expiration Date: 3/9/2029

Seal: DEBORAH L CARTER NOTARY PUBLIC PIKE COUNTY, GEORGIA COMMISSION EXPIRES 03/09/2029

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2026 Application Number: 26-SUP-04

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

Sandra Brownlee
Printed Name

9/30/2026
Date

From: [redacted]
To: Channing Cawthon
Cc: Michelle Haynes, MPA; Renea Jones-Hudson
Subject: Re: 722 & 732 W Broad Street - Case #26-SUP-02 - Additional Application Questions
Date: Tuesday, October 20, 2026 2:21:43 PM
Attachments: image001.png
image002.png
image003.png

Dear Channing,

Thank you for your email. I have reviewed the information Mr. Morrow provided and even though i am much appreciative, I would like to offer a few clarifications.

Please note that the Department of Veterans Affairs is not the grantor for this project. Funding has been secured through the Georgia Department of Community Affairs via the State Housing Trust Fund for the Homeless.

Additionally, for all future correspondence regarding Discovering Soldiers Potential, Inc. and WayPoint Veterans Services, please direct your communications exclusively to me or Renea Jones-Hudson. While we sincerely appreciate Mr. Morrow's efforts in supporting this endeavor, please be advised that neither he nor GSMAC will have any direct involvement in the operations of the service center or the housing initiative.

Best regards,

Sandra
CEO/DSPII Inc./WayPoint Veteran Service.

On Tue, Oct 20, 2026 at 1:10 PM Channing Cawthon [redacted]> wrote:

> Good afternoon Ms. Sandra,
>
> Our office has received your application for the above-referenced property, and I have started preparing the staff report. As part of this process, I have a few questions and would like to confirm some information to ensure the boards have a complete understanding of the proposed project and can make a well-informed decision.
>
> Before getting into the questions, I also wanted to share that Mr. Dick Morrow stopped by our office today, and it was a pleasure meeting him for the first time! He provided some great insight into the proposed project, and I would like to confirm the information he shared while giving you an opportunity to provide any additional details you feel would be helpful for the boards to consider before making their final decision in November.
>
> Please see the questions below, along with the information provided by Mr. Morrow:

1. What is the total number of beds proposed for the facility?

The facility will provide 14 beds for veterans, along with one bed for the house manager/monitor, for a total of 15 beds.

2. Will any additional services be provided as part of the program?

The chapel will include volunteer space, along with office space for VA personnel and service providers. The facility will operate as a transitional housing program lasting up to 14 months. Veterans must meet certain eligibility requirements, including passing a drug test, before being accepted into the program and provided housing. Once enrolled, participants will have access to job training and career development, as well as mental and physical health services.

3. How will the program be funded?

Mr. Morrow indicated that funding will be provided by the Department of Veterans Affairs (VA).

Please review the information above and let me know if anything needs to be corrected or clarified. Additionally, if there are any other details regarding the proposed use, the services provided, or the operation of the facility that you believe would be beneficial for the boards to know, please feel free to share them.

Thank you for your time and assistance, and I look forward to hearing from you soon!

Griffin
Growing TOGETHER
Channing Cawthon | Planning Manager
Planning and Development
(770) 233-4130
[redacted]

--
Dr. Angelika A. Johnson, LPC
VP DSP II Waypoint
[redacted]

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments on amending the Unified Development Code of the City of Griffin, Article 7, Section 704, Table 7.3 Permitted Uses Table, to establish Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD) subject to supplemental regulations set out in Footnote 14 of Table 7.3. *Director of Planning & Development, Michelle Haynes and Staff Attorney, Kelsey Carden will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The proposed text amendment to UDC Table 7.3 (Permitted Use Chart) establishes Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD), subject to the following supplemental regulations which are set out in Footnote 14 of Table 7.3: Facility shall be a minimum of 6,000 square feet; Business operations must be conducted solely within the structure and shall not constitute a nuisance.

The proposed text amendment is intended to address outdated provisions within the Unified Development Code (UDC) that are inconsistent with the Intent of the Planned Commercial zoning district and act as a deterrent for economic development, recruitment, and retention of businesses with viable, low impact commercial and industrial uses. Currently, Wholesale Business is a permitted use in the Central Business District, but it is not permitted in PCD despite the use in CBD arguably having a higher risk of adverse impact to surrounding properties. For example, a successful wholesale business that has outgrown a facility in Downtown Griffin could be faced with moving its business out of the City if it cannot relocate to a commercially zoned property. Similarly, Warehouse and other storage facility is permitted in Planned Residential District (PRD), but it is not a permitted use in PCD. Although Staff believes that these should be permitted uses within PCD, Staff also acknowledges that these are industrial uses, and therefore, the use should be limited to properties and facilities which are of a sufficient size to accommodate the use and any traffic it may bring. The supplemental regulations are intended to mitigate that impact and ensure that these uses are properly limited to parcels and facilities in PCD that are suitable for such use.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Channing Cawthon

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
ORD - UDC Table 7.3 Amendment - PCD Warehousing-Wholesale Uses 11.13.26.pdf
11.25.26_Amendment_-_Permitted_Use_Table.pdf

No. 26 –

AN ORDINANCE

AN ORDINANCE, AMENDING THE TEXT OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF GRIFFIN, GEORGIA BY AMENDING ARTICLE 7, SECTION 704, PERMITTED USES FOR ALL ZONING DISTRICTS, TABLE 7.3, PERMITTED USE TABLE BY ZONING CATEGORY AND DEVELOPMENT; TO PROVIDE AN EFFECTIVE DATE; TO PROVIDE FOR SEVERABILITY; TO RESTATE AND REAFFIRM THE UNIFIED DEVELOPMENT CODE OF GRIFFIN, GEORGIA, AS MODIFIED HEREBY; TO REPEAL ALL CODE PROVISIONS, ORDINANCES, OR PARTS THEREOF, IN CONFLICT HEREWITH; 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. The Unified Development Code of the City of Griffin, Georgia, Article 7, ZONING DISTRICTS, Section 704, PERMITTED USES FOR ALL ZONING DISTRICTS, Table 7.3 PERMITTED USE TABLE BY ZONING CATEGORY AND DEVELOPMENT is hereby amended to establish Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD), subject to the following supplemental regulations, set out in Footnote 14 of Table 7.3: Facility shall be a minimum of 6,000 square feet. Business operations must be conducted solely within the structure and shall not constitute a nuisance.

Table 7.3 shall take the form attached hereto as Exhibit "A."

Section 3. All Unified Development Code sections, any ordinances, or parts thereof, in conflict with the foregoing are expressly repealed.

Section 4. Should any provision of this ordinance be rendered invalid by any court of law, the remaining provisions shall continue in force and effect until amended or repealed by action of the municipal governing authority.

Section 5. Except as modified herein, The Unified Development Code of Griffin, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter.

Section 6. This ordinance shall become effective immediately upon adoption.

Planning & Zoning Public Hearing: November 16, 2026 BOC
Public Hearing & Adoption: November 24, 2026

Exhibit A

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
AGRICULTURAL																							
Accessory Structures, Agricultural - See Accessory Uses	✓	P	P	P	P													P	P				
Community Garden	✓	SU	SU										SU			P	SU	P	P				
Farm Operations	✓																		P				
Farmstand	✓																	P	P				
Feed, Seed and Fertilizer Sales										P						P			SU				
Greenhouse, Nursery	✓							P		P						P			SU				
Keeping of Chickens/Pigeons	✓																	P	P				
Keeping of Bees	✓																	P	P				
Livestock, see Farm Operations	✓																						
Riding Stables	✓																	P	P				
Sale of Farm Goods on the premises	✓																	P	P				
COMMERCIAL																				*5			
Ambulance service or rescue squad	✓								P	P						P							
Amusement or Commercial recreation facility	✓									P						P							
Animal Hospital, see Veterinary Services																							
Art shows, carnival rides, festivals, parades and special events of community interest, see Section 721												SU	SU	SU									
Automotive Body, Paint and Interior Repair and Maintenance										P *13						P							
Automotive Engine Repair and Replacement Shops										P *13						P							
Automotive Tire Dealers										P *13						P							
Bakery								P	P	P					P							SU	
Bank								P	P	P	SU				P								
Barbershop, beauty parlor								P	P	P					P							SU	
Brewery and Distilleries									P														
Car wash	✓							P	P	P						P							
Carnivals, see Section 721	✓											SU	SU	SU									
Clinics, medical and dental	✓						SU	P	P	P	SU					P							P
Commercial Kennel	✓							P	P	P						P			SU				
Commercial recreation, Indoor										P	P	P *5	P *5	P *5	P	P							
Commercial recreation, Outdoor										P					P	P							
Consumer Fireworks Retail Sales Facility or Store										P *10													
Consumer Fireworks Retail Sales Stand										P *12													
Convenience Store with gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU												
Convenience Store without gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU									SU		SU	
Day care, Nursery	✓						SU		SU	P	SU					P	P						SU
Dog Grooming	✓							P	P	P						P							
Eating establishments	✓							P	P	P		P *4	P *4	P *4	P	SU							
Eating establishments, Fast Food	✓							SU	P	P					P	SU							
Emergency Services																	SU						P
Existing business and professional offices with no on-site storage of equipment and supplies																					P		
Extended Stay Hotel/Motel	✓									SU						SU							
Farmer's Market	✓							P	P	P						P		P	P				
Financial Institution								P	P	P	SU				P	P							SU
Florist, Flower Shop							SU	P	P						P							SU	

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Grocery shop (under 2,500 sf), convenience store								P	P						P								
Grocery stores or other retail establishments over 15,000 sf										P		SU	SU	SU									
Health Club, see Section 721												P	P	P	P								
Home Occupation as provided in Section 503	✓	P	P	P	P	P	P				P							P					
Home Stay Bed and Breakfast	✓	SU	SU	SU	SU			SU		SU	SU	P		P				P	SU				
Hospital or Clinic	✓											P				SU	SU						P
Hospital related out-patient services (Ambulatory and Diagnostic Clinics)																							P
Hotel							SU		P	P					P	P							SU
Kennel, Non-commercial (5 dogs max, must be at least 90 days old)		SU	SU	SU	SU																		
Laboratories, Medical and Dental																							P
Laundromat								P	P	P	SU											SU	
Licensed Day Care center							SU	P	SU		SU						P						SU
Locksmith shop								P	P	P													
Medical or dental services and clinics								P	P	P		P	P				P						
Motel									P	P						P							SU
Motor Vehicle Parts (Used) Merchant Wholesalers																P							
Motor Vehicle Towing																P							
Neighborhood retail, service or office uses	✓					SU	SU				SU												
Office space for governmental, business, professional: including but not limited to construction contractors, general contractors, heavy equipment contractors, special trade contractors, engineers, architects and land surveyors																P							
Office Uses									P	P			P	P	P								
Office, Medical or Clinic										P						P	P						P
Office, professional							SU		P	P	SU				P	P	P						SU
Office, temporary for on-site construction functions									P	P						P							
Outdoor recreation entertainment facilities												SU	SU	SU	P								
Personal Service business									P	P						P							
Personal Service establishment							SU	SU	P	P	SU				P	P				SU		SU	
Pharmacy															P							SU	P
Photographer's studio								P	P	P					P								
Recreational facility											P					P							
Research or experimental laboratory																P *2							
Restaurant, Café - see Eating Establishments								P	P	P					P	SU						SU	
Retail business							SU	P	P	P		P *3	P *3	P *3	P	SU				SU		SU	
Retail dry cleaner, see Laundromat																				SU			
Retail Uses													P	P									
Shoe Repair								P	P						P								
Sidewalk café, see Section 722												P	P	P	P								
Stadiums, see Section 721																							
Studio—Art, music, dance, or other								P	P	P					P	P							
Temporary Firework Stands										P *12													
Theatre, see also Section 721													P	P	P								
Veterinary Services, clinics or hospitals	✓						SU	P	P	P						P							

INDUSTRIAL																							
Building, facility, or land for the distribution of utility services																P	P						

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Central Trash Collection Dumpsters																P *3							
Major Data Centers	✓															SU							
Minor Data Centers	✓															SU							
Enclosed commercial storage									P														
Exterior display and sales facility																P							
Junkyard - see Open, outdoor storage																P *3							
Light Industrial Use																P							
Manufacturing																P *2							
Newspaper publishing facility									P	P		P *2	P *2	P *2		P							
Open, Outside Storage of Materials, Vehicles, and Other Goods										P *13						P							
Radio and/or television and/or transmission tower	✓															P	SU		SU				
Repair, accessory structure or service facility incidental to the primary use																P *4							
Retail Business, Heavy Equipment																P *3							
Self-Storage Facility	✓									P						P							
Warehouse										P *14						P							
Warehouse or other storage facility										P *14	P					P							
Wholesale Business									P	P *14						P							

INSTITUTIONAL																							
Cemetery, see Section 503	✓																P						
Churches, see Places of Worship																							
Commercial Trade or Vocational school																P							
Cultural facilities, see also Section 721									P								P						
Funeral Home	✓						SU	P		P						P							SU
Government office/facility									P	P	SU	P *2	P *2	P *2	P	P *3	P						
Government uses													P	P	P								
Institutional uses													P	P									
Neighborhood Clubhouse		SU	SU	SU	SU	SU	SU											P					
Places of Worship, see Section 721		SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU
Private or Public Club, Lodge, Social Center or Meeting Room									P			P *5	P *5		P								
Publically owned building, facility, land									P	P						SU *3	P						
Schools: Colleges/Universities, elementary, middle, high, postgraduate, vocational/commercial																	P						

RESIDENTIAL																							
Accessory dwelling unit - See Accessory Uses	✓																						
Aeronautical related uses																					P		
Airport related accessory uses																					SU		
Assisted living, retirement center, and nursing home		SU	SU	SU	SU	SU	SU				SU							SU	SU				
Personal care home, group home for disabled persons, and boarding home		SU	SU	SU	SU	SU	SU	SU		SU	SU							SU					
Cluster Development	✓					P						P	P	P				P					
Dwelling, Single-Family Attached (including Townhouses)						P	P				P *1	P	P	P				P					
Dwelling, Multi-Family, Senior Housing						P	P		SU		P *1	P	P	P				P		P		P	
Dwelling, Single-Family Detached	✓ HDR-A	P	P	P	P	SU					P	P						P					
Dwelling, Two-family (duplex)						P					P							P					
Live/Work, Efficiency or Loft apartment over ground floor level	✓								P	P	P	P	P	P	P	P		P					

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Manufactured Homes in accordance with Section 605A	✓				P													P					
Residential dwelling, provided the existing structure was originally constructed as a residential dwelling (single or multi-family) and is located on West Poplar Street or West Solomon Street									P	P						P							
Vertical Mixed Use													P	P									
Watchman's or caretakers single family home	✓															SU		P					
OTHER																							
Accessory Uses and structures as provided in Section 504	✓	P	P	P	P	P	P				P							P					
All permitted uses in underlying zoning district																						P	
Any permitted use in PCD																P							
Building facility or land for non-commercial park or recreation; Thoroughfares; Open space, or Public body of water and similar purposes																	P						
Building, Facility, Land for Parking	✓								P							P							P
Building, Facility, Land for Parking	✓								SU	SU						P							
Mass Transit Station													P		SU								
Places of Assembly Overlay District (PAO) *9		SU	SU	SU							P				SU	P							
Places of Assembly in accordance with Section 721		SU	SU	SU	SU																		
Railroad or bus passenger station									P						SU								
Transit Station	✓								P				P		SU		P						
Transportation terminal															SU	P							
Transportation terminal in conjunction with a mass transit station													P		SU								

*1 Residential dwelling provided that the existing structure was originally constructed as a residential dwelling (single-or multi-family) and is located on West Poplar Street or West Solomon Street.

*2 All operations are conducted entirely within a building and no noise, vibration, smoke, gas, fume, odor, dust fire hazard, radiation, or other injurious or obnoxious condition related to the operation creating a nuisance beyond the premises.

*3 Such use shall be properly screened from view from adjoining streets and properties by a suitable fence or wall at least six feet in height above finished grade. The required fence or wall must provide for a reasonable visual separation between the use and adjoining properties.

*4 The operation of the repair or service facility does not constitute a nuisance to adjoining properties and the operation is not otherwise prohibited in the zoning district.

*5 Commercial uses are only allowed in multi-family developments, on the ground floor, not to exceed 20% of the floor area of the development exclusive of structured parking areas. In no case shall commercial uses exceed 20,000 square feet.

*6 In order to maintain the integrity of single-family neighborhoods in the LDR-A, B, C zoning districts prohibit all uses except agricultural as noted and uses permitted under the Places of Public Assembly as provided in Section 721 of this ordinance.

*7 Other neighborhood retail, personal service or office uses that are primarily for use of residents of the HDR-A, B zoning districts provided that they are conducted entirely in a permanently enclosed building and the buildings shall be an architectural design compatible with the dwelling within the HDR-A, B development.

*8 Single-family attached dwelling, provided that such dwellings shall not represent more than 25% of total dwelling units within the proposed development nor shall such dwellings be established on the perimeter of the PRD development that adjoins LDR-A, B, C zoning districts.

*9 A Special Use permit is required for all assembly uses over 3,000 square feet.

*10 Fireworks Retail Sales Facility or Store must meet the minimum standards of NFPA 1124 for new and existing buildings.

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD

*11 Occupancy will be based on the requirements set forth in the International Residential Code (IRC)/International Building Code (IBC) and the National Fire Protection Association (NFPA) 101 Life Safety Codes (2012)/International Fire Code (IFC) 2012.

*12 Consumer Fireworks Retail Sales Stands are allowed along the following commercial corridors: North Expressway, US 19/41 and Taylor Street/US 16.

*13 Outside storage is prohibited; however, uses categorized as Automotive Engine Repair and Replacement, Motor Vehicle Parts (Used) Merchant Wholesalers, Automotive Tire Dealers, Motor Vehicle Towing, and Automotive Body, Paint and Interior Repair and Maintenance shall have no more than four motor vehicles per exterior service bay, which is a bay/garage door located on the outside of the principal business structure or shall have no more than the number motor vehicles which can be legally parked in a paved, striped parking lot in conformance with the Unified Development Code, Articles 8 and 9, as required.

*14 Facility shall be a minimum of 6,000 square feet. Business operations must be conducted solely within the structure and shall not constitute a nuisance.

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
AGRICULTURAL																							
Accessory Structures, Agricultural - See Accessory Uses	✓	P	P	P	P													P	P				
Community Garden	✓	SU	SU										SU			P	SU	P	P				
Farm Operations	✓																		P				
Farmstand	✓																	P	P				
Feed, Seed and Fertilizer Sales										P						P			SU				
Greenhouse, Nursery	✓							P		P						P			SU				
Keeping of Chickens/Pigeons	✓																	P	P				
Keeping of Bees	✓																	P	P				
Livestock, see Farm Operations	✓																						
Riding Stables	✓																	P	P				
Sale of Farm Goods on the premises	✓																	P	P				
COMMERCIAL																				*5			
Ambulance service or rescue squad	✓								P	P						P							
Amusement or Commercial recreation facility	✓									P						P							
Animal Hospital, see Veterinary Services																							
Art shows, carnival rides, festivals, parades and special events of community interest, see Section 721												SU	SU	SU									
Automotive Body, Paint and Interior Repair and Maintenance										P *13						P							
Automotive Engine Repair and Replacement Shops										P *13						P							
Automotive Tire Dealers										P *13						P							
Bakery								P	P	P					P							SU	
Bank								P	P	P	SU				P								
Barbershop, beauty parlor								P	P	P					P							SU	
Brewery and Distilleries									P														
Car wash	✓							P	P	P						P							
Carnivals, see Section 721	✓											SU	SU	SU									
Clinics, medical and dental	✓						SU	P	P	P	SU					P							P
Commercial Kennel	✓							P	P	P						P			SU				
Commercial recreation, Indoor										P	P	P *5	P *5	P *5	P	P							
Commercial recreation, Outdoor										P					P	P							
Consumer Fireworks Retail Sales Facility or Store										P *10													
Consumer Fireworks Retail Sales Stand										P *12													
Convenience Store with gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU												
Convenience Store without gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU									SU		SU	
Day care, Nursery	✓						SU		SU	P	SU					P	P						SU
Dog Grooming	✓							P	P	P						P							
Eating establishments	✓							P	P	P		P *4	P *4	P *4	P	SU							
Eating establishments, Fast Food	✓							SU	P	P					P	SU							
Emergency Services																	SU						P
Existing business and professional offices with no on-site storage of equipment and supplies																					P		
Extended Stay Hotel/Motel	✓									SU						SU							
Farmer's Market	✓							P	P	P						P		P	P				
Financial Institution								P	P	P	SU				P	P							SU
Florist, Flower Shop							SU	P	P						P							SU	

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Grocery shop (under 2,500 sf), convenience store								P	P						P								
Grocery stores or other retail establishments over 15,000 sf										P		SU	SU	SU									
Health Club, see Section 721												P	P	P	P								
Home Occupation as provided in Section 503	✓	P	P	P	P	P	P				P							P					
Home Stay Bed and Breakfast	✓	SU	SU	SU	SU			SU		SU	SU	P		P				P	SU				
Hospital or Clinic	✓											P				SU	SU						P
Hospital related out-patient services (Ambulatory and Diagnostic Clinics)																							P
Hotel							SU		P	P					P	P							SU
Kennel, Non-commercial (5 dogs max, must be at least 90 days old)		SU	SU	SU	SU																		
Laboratories, Medical and Dental																							P
Laundromat								P	P	P	SU											SU	
Licensed Day Care center							SU	P	SU		SU						P						SU
Locksmith shop								P	P	P													
Medical or dental services and clinics								P	P	P		P	P				P						
Motel									P	P						P							SU
Motor Vehicle Parts (Used) Merchant Wholesalers																P							
Motor Vehicle Towing																P							
Neighborhood retail, service or office uses	✓					SU	SU				SU												
Office space for governmental, business, professional: including but not limited to construction contractors, general contractors, heavy equipment contractors, special trade contractors, engineers, architects and land surveyors																P							
Office Uses									P	P			P	P	P								
Office, Medical or Clinic										P						P	P						P
Office, professional							SU		P	P	SU				P	P	P						SU
Office, temporary for on-site construction functions									P	P						P							
Outdoor recreation entertainment facilities												SU	SU	SU	P								
Personal Service business									P	P						P							
Personal Service establishment							SU	SU	P	P	SU				P	P				SU		SU	
Pharmacy															P							SU	P
Photographer's studio								P	P	P					P								
Recreational facility											P					P							
Research or experimental laboratory																P *2							
Restaurant, Café - see Eating Establishments								P	P	P					P	SU						SU	
Retail business							SU	P	P	P		P *3	P *3	P *3	P	SU				SU		SU	
Retail dry cleaner, see Laundromat																				SU			
Retail Uses													P	P									
Shoe Repair								P	P						P								
Sidewalk café, see Section 722												P	P	P	P								
Stadiums, see Section 721																							
Studio—Art, music, dance, or other								P	P	P					P	P							
Temporary Firework Stands										P *12													
Theatre, see also Section 721													P	P	P								
Veterinary Services, clinics or hospitals	✓						SU	P	P	P						P							

INDUSTRIAL																							
Building, facility, or land for the distribution of utility services																P	P						

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Central Trash Collection Dumpsters																P *3							
Major Data Centers	✓															SU							
Minor Data Centers	✓															SU							
Enclosed commercial storage									P														
Exterior display and sales facility																P							
Junkyard - see Open, outdoor storage																P *3							
Light Industrial Use																P							
Manufacturing																P *2							
Newspaper publishing facility									P	P		P *2	P *2	P *2		P							
Open, Outside Storage of Materials, Vehicles, and Other Goods										P *13						P							
Radio and/or television and/or transmission tower	✓															P	SU		SU				
Repair, accessory structure or service facility incidental to the primary use																P *4							
Retail Business, Heavy Equipment																P *3							
Self-Storage Facility	✓									P						P							
Warehouse										P *14						P							
Warehouse or other storage facility										P *14	P					P							
Wholesale Business									P	P *14						P							

INSTITUTIONAL																							
Cemetery, see Section 503	✓																P						
Churches, see Places of Worship																							
Commercial Trade or Vocational school																P							
Cultural facilities, see also Section 721									P								P						
Funeral Home	✓						SU	P		P						P							SU
Government office/facility									P	P	SU	P *2	P *2	P *2	P	P *3	P						
Government uses													P	P	P								
Institutional uses													P	P									
Neighborhood Clubhouse		SU	SU	SU	SU	SU	SU											P					
Places of Worship, see Section 721		SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU
Private or Public Club, Lodge, Social Center or Meeting Room									P			P *5	P *5		P								
Publically owned building, facility, land									P	P						SU *3	P						
Schools: Colleges/Universities, elementary, middle, high, postgraduate, vocational/commercial																	P						

RESIDENTIAL																							
Accessory dwelling unit - See Accessory Uses	✓																						
Aeronautical related uses																					P		
Airport related accessory uses																					SU		
Assisted living, retirement center, and nursing home		SU	SU	SU	SU	SU	SU				SU							SU	SU				
Personal care home, group home for disabled persons, and boarding home		SU	SU	SU	SU	SU	SU	SU		SU	SU							SU					
Cluster Development	✓					P						P	P	P				P					
Dwelling, Single-Family Attached (including Townhouses)						P	P				P *1	P	P	P				P					
Dwelling, Multi-Family, Senior Housing						P	P		SU		P *1	P	P	P				P		P		P	
Dwelling, Single-Family Detached	✓ HDR-A	P	P	P	P	SU					P	P						P					
Dwelling, Two-family (duplex)						P					P							P					
Live/Work, Efficiency or Loft apartment over ground floor level	✓								P	P	P	P	P	P	P	P		P					

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Manufactured Homes in accordance with Section 605A	✓				P													P					
Residential dwelling, provided the existing structure was originally constructed as a residential dwelling (single or multi-family) and is located on West Poplar Street or West Solomon Street									P	P						P							
Vertical Mixed Use													P	P									
Watchman's or caretakers single family home	✓															SU		P					
OTHER																							
Accessory Uses and structures as provided in Section 504	✓	P	P	P	P	P	P				P							P					
All permitted uses in underlying zoning district																						P	
Any permitted use in PCD																P							
Building facility or land for non-commercial park or recreation; Thoroughfares; Open space, or Public body of water and similar purposes																	P						
Building, Facility, Land for Parking	✓								P							P							P
Building, Facility, Land for Parking	✓								SU	SU						P							
Mass Transit Station													P		SU								
Places of Assembly Overlay District (PAO) *9		SU	SU	SU							P				SU	P							
Places of Assembly in accordance with Section 721		SU	SU	SU	SU																		
Railroad or bus passenger station									P						SU								
Transit Station	✓								P				P		SU		P						
Transportation terminal															SU	P							
Transportation terminal in conjunction with a mass transit station													P		SU								

*1 Residential dwelling provided that the existing structure was originally constructed as a residential dwelling (single-or multi-family) and is located on West Poplar Street or West Solomon Street.

*2 All operations are conducted entirely within a building and no noise, vibration, smoke, gas, fume, odor, dust fire hazard, radiation, or other injurious or obnoxious condition related to the operation creating a nuisance beyond the premises.

*3 Such use shall be properly screened from view from adjoining streets and properties by a suitable fence or wall at least six feet in height above finished grade. The required fence or wall must provide for a reasonable visual separation between the use and adjoining properties.

*4 The operation of the repair or service facility does not constitute a nuisance to adjoining properties and the operation is not otherwise prohibited in the zoning district.

*5 Commercial uses are only allowed in multi-family developments, on the ground floor, not to exceed 20% of the floor area of the development exclusive of structured parking areas. In no case shall commercial uses exceed 20,000 square feet.

*6 In order to maintain the integrity of single-family neighborhoods in the LDR-A, B, C zoning districts prohibit all uses except agricultural as noted and uses permitted under the Places of Public Assembly as provided in Section 721 of this ordinance.

*7 Other neighborhood retail, personal service or office uses that are primarily for use of residents of the HDR-A, B zoning districts provided that they are conducted entirely in a permanently enclosed building and the buildings shall be an architectural design compatible with the dwelling within the HDR-A, B development.

*8 Single-family attached dwelling, provided that such dwellings shall not represent more than 25% of total dwelling units within the proposed development nor shall such dwellings be established on the perimeter of the PRD development that adjoins LDR-A, B, C zoning districts.

*9 A Special Use permit is required for all assembly uses over 3,000 square feet.

*10 Fireworks Retail Sales Facility or Store must meet the minimum standards of NFPA 1124 for new and existing buildings.

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD

*11 Occupancy will be based on the requirements set forth in the International Residential Code (IRC)/International Building Code (IBC) and the National Fire Protection Association (NFPA) 101 Life Safety Codes (2012)/International Fire Code (IFC) 2012.

*12 Consumer Fireworks Retail Sales Stands are allowed along the following commercial corridors: North Expressway, US 19/41 and Taylor Street/US 16.

*13 Outside storage is prohibited; however, uses categorized as Automotive Engine Repair and Replacement, Motor Vehicle Parts (Used) Merchant Wholesalers, Automotive Tire Dealers, Motor Vehicle Towing, and Automotive Body, Paint and Interior Repair and Maintenance shall have no more than four motor vehicles per exterior service bay, which is a bay/garage door located on the outside of the principal business structure or shall have no more than the number motor vehicles which can be legally parked in a paved, striped parking lot in conformance with the Unified Development Code, Articles 8 and 9, as required.

*14 Facility shall be a minimum of 6,000 square feet. Business operations must be conducted solely within the structure and shall not constitute a nuisance.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Called Meeting and Regular Meetings on November 10, 2026.

SPECIAL CONSIDERATIONS OR CONCERNS:

All Commissioners were present on November 10, 2026.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Ragan Jones

Meeting Date:
24/11/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
11-10-26 Regular Meeting Minutes.pdf
11-10-26 Called Meeting Minutes.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, NOVEMBER 10, 2026

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

Pledge of Allegiance

Commissioner Wright led the Pledge of Allegiance.

Invocation

Commissioner McCord offered the Invocation.

Approval of the Agenda

Motion/second to amend the Agenda by removing agenda item #1 under Presentations and Delegations by Commissioners Murray/Ward carried 7-0.

PRESENTATIONS AND DELEGATIONS

1. Presentation by the Griffin Downtown Development Authority on the pending Request for Proposals related to rehabilitation/redevelopment of its E. Broad Street properties (Heck Chapel, Old County Jail, E. Broad Street Vacant Lots). *Downtown Development Authority Chair, Bruce Ballard, will address the Commission.*

   Downtown Development Authority (DDA) Chair Bruce Ballard addressed the Board to provide an update on the DDA's ongoing efforts to rehabilitate and redevelop several properties along East Broad Street, including Heck Chapel, the former County Jail, and surrounding vacant lots. Mr. Ballard explained that the redevelopment efforts date back to 2016, when Historic City Hall was renovated. He stated that the success of that project served as an example of what could be accomplished with the remaining historic properties in the area. He noted that the former courthouse and jail are in considerably better condition than Historic City Hall was prior to its rehabilitation. Mr. Ballard stated that photographs and reports from the Historic City Hall project were shared with prospective developers during a recent mandatory pre-proposal meeting to demonstrate the DDA's vision for the redevelopment of the surrounding block.

   Mr. Ballard mentioned that the DDA met with the Board in 2023 to discuss the possibility of developing a hotel on the block. Following the Board's support, the DDA solicited development proposals and subsequently worked with a development company on plans for a Courtyard by Marriott hotel. He stated that an agreement to move forward with the project was reached in early 2024 and that the project continues to progress. Mr. Ballard reported that the development team received comments from the City's review team in late October regarding the civil engineering plans, and approximately 90% of the architectural drawings had been submitted to Marriott for review. He stated that, if the project continues as anticipated, groundbreaking could occur in May 2027. Mr. Ballard also explained that as plans for the hotel progressed, the DDA recognized the need to address deteriorating properties and issues involving vagrancy on the surrounding block. He stated that the DDA had previously acquired one property along East Broad Street, and with assistance from the City, acquired additional properties in 2024, including a property adjacent to Heck Chapel and the Heck Chapel building and parsonage. In 2025, the DDA also purchased the historic courthouse and jail property from Spalding County.

   Mr. Ballard stated that the DDA issued a Request for Proposals (RFP) on October 19, 2026, seeking qualified developers to present ideas for the rehabilitation and redevelopment of the properties. He explained that the overall goal is to create a thriving downtown block that enhances the vitality of Downtown Griffin and stimulates economic development

opportunities. He emphasized that the DDA is particularly interested in proposals demonstrating a commitment to historic preservation and meaningful public benefit.

Mr. Ballard reported that a mandatory pre-proposal meeting was held on November 4, 2026, with 24 individuals in attendance. During the meeting, prospective developers were provided information regarding the properties, the DDA's redevelopment objectives, and the evaluation process. He explained that the DDA developed a scoring rubric consisting of six categories to evaluate proposals, including historic and cultural preservation; financial capacity, budget, and TAD alignment; project timeline and construction readiness; architectural compatibility and site context; team qualifications and technical feasibility; and quality of life and community benefits. He reviewed the anticipated timeline, explaining that prospective developers would have until November 12, 2026, to submit questions, with responses expected to be provided the following week. Completed proposals are due December 7, 2026, and will be publicly opened at the DDA's December 8, 2026, meeting. He stated that the review committee would evaluate the proposals between December 8, 2026, and January 5, 2027, with a shortlist of potential developers expected to be identified by January 12, 2027. At that time, selected developers could be invited to participate in interviews to provide additional information regarding their proposals.

Mr. Ballard explained that the DDA anticipates establishing a review committee consisting of either five or seven members, depending on the number of proposals received. He stated that the committee would include two or three DDA representatives, along with individuals possessing expertise in architecture, real estate, and historic preservation. Due to the historic significance of the properties and the importance of maintaining architectural compatibility with surrounding development, the DDA contacted PBK Architects to request representatives with architectural and contractual experience.

Commissioner Murray asked for clarification regarding the review committee's term of service, questioning whether the members would serve only during the evaluation period beginning December 7, 2026, and continuing through January 2027, or whether they would remain in place as an ongoing advisory committee beyond the completion of this particular project.

Mr. Ballard clarified that the committee was being established specifically to review the proposals submitted for the current redevelopment project. He explained that the project consists of five parcels, including one combined parcel, and that developers would have the option to submit proposals for all five parcels or for individual parcels. He stated that the committee would review the proposals based on how they were submitted and evaluate the proposed redevelopment opportunities. Mr. Ballard further explained that if proposals were received for only some of the parcels, the DDA could issue an additional RFP for the remaining properties at a later date.

Commissioner Fuller asked whether a historical survey had been conducted for Heck Chapel, in addition to the architectural and environmental surveys, and specifically National Register of Historic Places.

Mr. Ballard explained that an engineering review and environmental assessment had been conducted on Heck Chapel to evaluate the condition of the property and identify any potential environmental concerns. Regarding its historical significance, he stated that the DDA gathered information from various sources and compiled historical documentation and brochures outlining the property's history. He stated that Heck Chapel is not currently listed on the National Register of Historic Places, whereas the historic courthouse and jail are listed. Mr. Ballard stated that historical information regarding both properties had been made available on the Downtown Development Authority's website and encouraged the Board and public to review the materials.

Commissioner Fuller asked whether the historical information included Heck Chapel's involvement during the Civil Rights Movement, referencing the Southern Christian Council.

Mr. Ballard confirmed that the historical information included significant events associated with Heck Chapel.

Commissioner Fuller asked about the status of the parcel containing the extension of the former dental office of Dr. Atkinson, stating that they did not see the property specifically addressed in the RFP.

Mr. Ballard clarified that the property was not owned by the DDA and, therefore, was not included in the RFP. He explained that the DDA had been informed that the City was considering acquiring the property and that documentation referenced its potential use as a parking area. He stated that, should the City acquire the property and pursue its use for parking, there could be an opportunity to incorporate it into the overall redevelopment plans. However, because the property was not under the DDA's ownership, the Authority could only provide information regarding its current status and potential future use.

2. Review financial reports for September 2026. *Interim City Manager, Jennifer Freeman will address.*

Interim City Manager, Ms. Freeman addressed the Commissioners, reviewing the unaudited September 2026 financials which are 25% into the fiscal year. The General Fund operating revenue is $5,095,292.00 which is 18.25% of budget; operating expenses are $10,806,129.00 which is 21.87% of budget. The Enterprise Funds operating revenue is $33,172,284.00, which is 28.20% of budget; operating expenses are $23,494,479.00, which is 22.02% of budget. The Water/Wastewater Fund operating revenue is $8,894,774.00, which is 27.03% of budget; operating expenses are $5,357,841.00 which is 20.87% of budget. The Electric Fund operating revenue is $19,606,940.00 which is 28.91% of budget; operating expenses are $14,450,816.00 which is 23.97% of budget. The Solid Waste Fund operating revenue is $3,277,606.00 which is 28.62% of budget; the operating expenses are $2,320,249.00 which is 17.82% of budget.

LOST collections year-to-date are $1,560,708.00 which is 26.91% of budget.
TSPLOST collections year-to-date are $1,306,144.00 which is 35.04% of budget.

CITIZEN COMMENTS

- Heather Hausser, 306 Terrace Street, requested that Commissioners drive through the Forest Hill and Fairmont neighborhoods to compare road conditions and speed limit signage, expressing concern over the differences between the two areas.

- Wendy Jackson, 1201 Winona Avenue, expressed concerns regarding communication with small businesses and nonprofit organizations about City programs, grants, and events. She requested a more consistent and transparent process, noting unanswered requests to participate in Second Saturday and the Halloween event.

- Yoshunda Jones, address not provided, expressed concerns regarding the Mercer Group contract being presented at the 4:00 p.m. meeting and considered for approval at the 6:00 p.m. meeting without an RFP process. She requested citizen involvement in the City Manager selection process and raised concerns regarding a Board member's communication with the Attorney General about

the former City Manager's termination and alleged private discussions regarding city-county consolidation.

- Donald Driver, 534 Moore Street, encouraged the Board to move forward with constructing a City swimming pool, stating that children in the community have been waiting approximately seven years.

- Mike Middlebrooks, 1108 Maple Drive, expressed concerns regarding the ongoing costs associated with a City swimming pool, including operations, staffing, and liability. He referenced cost overruns and approximately $1 million in annual maintenance expenses at the County aquatic center, emphasizing the potential financial impact on taxpayers.

- Reverend Phillips, 161 Riverdale Circle, expressed opposition to the demolition of Heck Chapel, noting its historical significance to the civil rights movement and its connections to Commissioner Raymond Head and the local NAACP.

- Denel James, 216 Westchester Drive, inquired about actions taken in response to recommendations outlined in the recent investigation and compliance report. She specifically referenced concerns involving the Police Department's work environment, overtime, recordings, Flock camera usage, and training.

- Tina Mardsen, 101 North 8th Street, submitted documents and expressed concerns regarding the City's handling of disability accommodations. She stated that her request to provide public comments via Zoom under the Americans with Disabilities Act (ADA) was denied, despite Zoom participation being permitted for others. She also requested that candidates for the City Manager position be knowledgeable about ADA Title II requirements.

CONSENT AGENDA

Mayor Hollberg addressed Items 3, 4, and 6 separately due to questions or corrections from Board members. The remaining items were considered and voted on together.

3. Consider the minutes of the City of Griffin Board of Commissioners' Workshop and Regular Meetings on October 27, 2026.

   Motion/second to approve the amended minutes by Commissioners Wright/Murray carried by 7-0.

4. Consider the purchase of a fairway unit, broadcast spreader, and aerator from Jerry Pate Turf & Irrigation, best quote, in the amount of $150,818.02. *Public Works Director, Mariza Eller, will address.*

   Commissioner Wright questioned the financing of the equipment, stating that $160,000 had been budgeted for the purchase, yet the proposal indicated the equipment would be financed at an interest rate of approximately 4%. He asked why the City would need to borrow funds and incur interest expenses if the money had already been budgeted for the purchase.

   Ms. Carden explained that if the equipment was being financed through the Georgia Municipal Association (GMA) lease program, the budgeted amount could represent the annual payment for the equipment rather than the total purchase price. She stated that the GMA lease program often includes maintenance and servicing costs. Ms. Carden noted that while she was not familiar with the specific details of this purchase, the City had generally budgeted for equipment purchases, such as solid waste equipment, based on the anticipated annual lease payments, with maintenance and servicing costs incorporated into the GMA lease program.

   Commissioner Wright expressed concerns regarding the transparency of the financing arrangement, stating that the public could be confused if equipment was identified as budgeted but was subsequently financed. He questioned the total cost of the equipment, including

interest, and asked why the City continued to borrow funds rather than utilizing available funds in its accounts. He also questioned whether the City was earning a higher interest rate on its available funds than the rate being charged for financing. He stated this is a question for finance director, Ms. Manning-Gilbert.

Commissioner Wright stated that he supported the purchase of the equipment but wanted clarification on whether the City could pay for it outright to avoid interest expenses or whether the budgeted amount was based on anticipated payments over time. He emphasized the importance of transparency and ensuring that the public clearly understood the financing arrangement.

Ms. Carden stated that, based on her review of the invoice amounts, she did not believe any additional costs had been included in the purchase. She acknowledged that Mr. Lee had raised a valid point regarding how the City's rollover process operates and indicated that she believed the financing arrangement was associated with that process, specifically recommended by Ms. Manning-Gilbert.

Commissioner Wright stated that he wanted to ensure the information presented to the public was clear and accurate, as identifying the equipment as budgeted could lead citizens to believe the City had funds available to purchase it outright, when only the financing payments had been budgeted.

Motion/second to table the purchase of a fairway unit, broadcast spreader, and aerator from Jerry Pate Turf & Irrigation, best quote, in the amount of $150,818.02 by Commissioners Fuller/Ward carried by 7-0.

5. Consider a contract with the Kiwanis Club of Griffin for the use of the Kiwanis Event Center and Fairgrounds for the City of Griffin Safety Expo, Thursday, April 15, 2027. *Risk Manager, Greg Poole, will address.*

6. Consider a three-year contract with Peachtree Recovery Services, Inc. (PRS) for identification of damage to City property and the collection of third-party property damage claims. *Risk Manager, Greg Poole, will address.*

   Commissioner Wright questioned whether any additional proposals or bids have been received for this contract.

   Mr. Poole explained that no additional bids were solicited because the City has maintained a working relationship with Peachtree Recovery Services, Inc. (PRS) since 2020. He stated that PRS has provided these services to the City for several years and maintains a relationship with the Georgia Municipal Association (GMA). Mr. Poole explained that because the proposed contract was a renewal of an existing agreement, staff recommended continuing the City's relationship with PRS.

   Commissioner Wright questioned the administrative fees referenced in the agreement, noting that no specific information regarding those fees had been provided. He asked whether the City would be responsible for paying the administrative fees if PRS was unsuccessful in recovering the costs associated with a property damage claim.

   Mr. Poole clarified that the City would not be responsible for any fees if PRS was unsuccessful in recovering funds. He explained that PRS receives a fee of 19% of the total amount recovered, and no fee is charged to the City if no recovery is made.

   Commissioner Wright sought further clarification regarding the 19% contingency fee and the additional administrative fees charged to third parties. He provided an example of a $4,000 property damage claim with an additional $500 administrative fee and questioned whether the

City would be responsible for the administrative fee if the third party failed to pay it. He asked for confirmation that the administrative fee was simply an additional charge PRS attempted to recover from the responsible third party and would not become an obligation of the City if left unpaid.

Mr. Poole stated that his understanding was that the City would pay PRS a fee of 19% of the total amount recovered.

Commissioner Wright reiterated his concern regarding the administrative fees, stating that while the contract indicated those fees would be added to the third-party claim, it did not clearly specify whether the City would be responsible for paying them if PRS was unable to recover the fees from the third party.

Mr. Poole stated that, to his knowledge, the City had never been required to pay those administrative fees and that he was not aware of any instances in which the City had paid them.

Commissioner Wright asked whether Mr. Poole served as the primary point of contact for PRS, and Mr. Poole confirmed.

Commissioner Fuller referenced Section 1(A), Services and Compensation, states that PRS shall retain 19% of all amounts recovered for each claim after the deduction of any paid administrative fees. They questioned whether, based on Mr. Poole's explanation, administrative fees were ever actually charged or whether the contract language simply allowed for the possibility of such fees.

Mr. Poole acknowledged the concerns regarding the administrative fees and offered to seek additional clarification from PRS and provide it to the Board.

Motion/second to approve a three-year contract with Peachtree Recovery Services, Inc. (PRS) for identification of damage to City property and the collection of third-party property damage claims by Commissioners Fuller/Ward carried by 7-0.

7. Consider Resolution approving the standardized form for the Service Contract for the provision of utility service to customers of the City's combined utility system. *Assistant City Manager of Development Services, Kelsey Carden, will address.*

8. Consider a resolution more specifically naming Elizabeth O'Neal and Brooke White, individually, as Municipal Court Solicitors appointed to fulfill the duties of the office of Municipal Court Solicitor at a rate of $400 per court session for nine sessions per month. *Assistant City Manager of Development Service, Kelsey Carden, will address.*

Commissioner Ward questioned the proposed appointment of Elizabeth O'Neal and Brooke White as individual Municipal Court Solicitors. She referenced the Board's previous appointment of Welch and Smith following the election and asked whether the Municipal Court Solicitor position was one of the appointments for which interested individuals submitted their names for consideration. She further questioned whether only one individual had been considered during the previous appointment process.

Ms. Carden explained that following a facilitated discussion held the previous November, it was determined that officer appointments identified in the City Charter, including the Municipal Court Solicitor, do not require annual reappointment. She stated that although the Board had historically made these appointments each year, any desired changes could instead be accomplished by revoking an existing appointment and reopening the position for consideration. She explained that this understanding resulted from the facilitated discussion regarding Charter-appointed positions.

Ms. Carden stated that Melissa had previously reached out to determine whether there was interest in serving as Municipal Court Solicitor and that Elizabeth O'Neal and Brooke White had responded, along with another associate from their firm. She explained that due to administrative and employment changes within the firm, Ms. O'Neal and Ms. White requested to be individually named in the appointment, as they determined they could manage the Municipal Court calendar between the two of them. Ms. Carden clarified that both individuals were already serving as the City's Municipal Court Solicitors under the firm's existing appointment and that the proposed resolution was intended only to identify them individually rather than appointing the firm as a whole.

Commissioner Ward reiterated that, in the past, the Municipal Court Solicitor position had been one of the appointments made by the Board.

Ms. Carden confirmed.

Commissioner Ward noted that in previous years, the Municipal Court Solicitor position had been included in the Board's appointment process, allowing other interested law firms or individuals the opportunity to apply and be considered for the appointment.

Ms. Carden confirmed that the Municipal Court Solicitor position had previously been advertised as part of the Board's appointment process, allowing interested individuals or firms to apply. She explained that this was the first time a law firm had been appointed rather than an individual. She noted that during her tenure, when Tommy Ison served as Municipal Court Solicitor, only one individual had applied for the position, with a separate appointment made for a backup solicitor. Ms. Carden stated that the current arrangement was intended to allow Ms. O'Neal and Ms. White to share the responsibilities of the position and alternate court sessions between themselves.

Commissioner Ward expressed concern that other interested individuals or firms had not been given an opportunity to apply or be considered for the appointment. She questioned whether the solicitors had been appointed midyear and asked when their current appointment would expire.

Ms. Carden explained that the appointment does not have a specified expiration date and would remain in effect unless the Board took action to terminate it. She stated that any Commissioner could make a motion to terminate the existing appointment, at which time the position could be reopened for interested individuals or firms to apply.

Commissioner Ward questioned, “our facilitated discussion?”

Ms. Carden confirmed.

Commissioner Ward sought clarification regarding the previous appointment, noting that the Board had originally appointed an individual who was the sole applicant for the position. She questioned whether another appointment had subsequently been brought before the Board and approved midyear without reopening the application process. She stated that “you (ms. Carden) brought it to us,”

Ms. Carden explained that midyear, Tommy Ison was appointed to serve as Solicitor General for Spalding County, creating a vacancy in the City's Municipal Court Solicitor position. She stated that Melissa contacted several individuals to determine whether there was interest in filling the vacancy, and Brooke White and Elizabeth O'Neal submitted their names for consideration. Because they were initially uncertain whether their individual schedules would allow them to cover all Municipal Court sessions, they requested that the firm be appointed rather than being named individually. Ms. Carden explained that the two had since determined

they could manage the court schedule between themselves and had therefore requested to be individually named as Municipal Court Solicitors. She confirmed that the appointment had been presented to the Board in that manner and advised that, if the Board wished, it could make a motion to terminate the existing appointment at the end of the year and reopen the position for consideration during the regular January appointment process.

Commissioner Ward asked which other Board-appointed positions, in addition to the Municipal Court Solicitor, were no longer subject to annual reappointment and would remain in effect unless the Board took action to terminate the appointment.

Ms. Carden explained that the change applies to all officer appointments identified in the City Charter, including the City Attorney, Municipal Court Clerk, Municipal Court Judge, Municipal Court Solicitor, Code Enforcement and Nuisance Abatement Solicitor, and potentially the Registrar. She noted that the Board had previously established a two-year contract for the City Attorney and acknowledged that the distinction between the contract term and the appointment itself might need further clarification.

Ms. Carden referenced the facilitated discussion held the previous November, during which considerable time was spent reviewing the differences between appointments and employment contracts. She stated that representatives from Carl Vinson explained that, under the City's Charter, individuals appointed to officer positions generally continue serving until the Board takes formal action to remove them and reopen the position for appointment. She noted that this approach was consistent with practices in other jurisdictions and helped eliminate confusion caused by treating appointments and contracts as separate annual processes.

Ms. Carden further explained that the Municipal Court Judge position is subject to additional requirements under state law, including a two-year term and specific limitations on removal. She stated that a judge cannot be removed during the term without grounds established under state law, which identify certain circumstances or misconduct that would justify removal. She reiterated that the Municipal Court Solicitor appointments, including her appointment as Code Enforcement and Nuisance Abatement Solicitor and the solicitor responsible for regular criminal court proceedings, fall under the Charter provisions governing officer appointments.

Commissioner Ward requested that the Board further review the appointment process and compare the City's current practices with the applicable legal requirements to ensure compliance with the law.

Ms. Carden confirmed that the legal requirements governing officer appointments had been reviewed during the facilitated discussion held the previous November. She explained that representatives from the Carl Vinson Institute advised that the City should follow the provisions of its Charter, which provide that appointed officers remain in their positions until formally removed. She stated that the City had been unnecessarily including these positions in the annual appointment process when, under the Charter, termination of an existing appointment would require a majority vote of the Board.

Commissioner Ward stated that she wanted a clearer understanding of the appointment process, expressing concern that changes appeared to have been made to the individuals serving in the positions without sufficient input from the Board. She questioned how appointments could be reassigned from one individual to another without the Board having an opportunity to participate in the decision.

Ms. Carden explained that the City faced a short turnaround following Mr. Ison's appointment as Solicitor General for Spalding County and needed to quickly secure a Municipal Court Solicitor to ensure court proceedings could continue without interruption. She stated that Ms. Brock, anticipating the potential vacancy, contacted several local attorneys and law firms familiar with municipal court proceedings to determine their interest in serving in the position.

Ms. Carden explained that Smith, Welch, Webb & White expressed interest, and Elizabeth O'Neal and Brooke White ultimately assumed responsibility for handling the City's Municipal Court cases.

Commissioner Ward acknowledged that the firm had originally expressed interest in the position but expressed concern that the proposed resolution would change the appointment from the law firm to two individuals, Elizabeth O'Neal and Brooke White. She questioned the change, emphasizing that the appointment would no longer be held by the firm but by the two individuals specifically.

Ms. Carden clarified that Elizabeth O'Neal and Brooke White had been specifically named in the previous resolution and were both members of the appointed law firm. She explained that the original appointment was made to the firm rather than the individuals to allow flexibility for another associate to assist with Municipal Court proceedings if needed.

Commissioner Ward asked whether Ms. O'Neal and Ms. White would serve together or individually in fulfilling the duties of Municipal Court Solicitor.

Ms. Carden clarified that Ms. O'Neal and Ms. White serve individually and coordinate their court schedules with Ms. Brock. She also offered to provide the Board with the minutes from the previous facilitated discussion, along with the subsequent correspondence and report outlining the recommendations and reasoning behind the changes to the appointment process.

Motion/second to approve Consent Agenda items #5, 7, 8 by Commissioners Murray/Wright carried by 7-0.

REGULAR AGENDA

9. Consider a contract with Cellebrite to renew a subscription of Inseyets Pro to extract digital forensics from smartphones, with additional license for second PC in the amount of $46,522.00. *Senior Cybersecurity Administrator, Amanda Manning-Morris, will address.*

Commissioner Wright questioned the need for an additional software license, asking whether the Police Department's workload had increased enough to justify a second computer or whether the additional license was primarily intended to serve as a backup if the existing computer became unavailable.

Ms. Morris explained that the additional license would serve both purposes and was part of the IT Department's initiative to provide an increased level of support to the Police Department. She stated that the Cellebrite software requires more specialized maintenance and troubleshooting than other software supported by the IT Department. She explained that when the existing computer requires software updates, patch management, or technical repairs, it must be removed from service and brought to the IT Department for maintenance. During that time, the Police Department is unable to perform phone extractions, analyze data, or collect digital evidence, creating an interruption in investigative operations.

Commissioner Wright acknowledged the explanation and asked whether the Police Department conducts forensic extractions on more than 100 phones annually.

Chief Technology Officer, Gibb Cotton, stated that when the City originally made the decision to purchase the software, the Police Department had a backlog of approximately 200 phones awaiting forensic examination.

Commissioner Wright noted that the contract included an allowance for 100 phone extractions, with additional charges for extractions exceeding that amount. He explained that this provision

prompted his question regarding whether the second license was necessary to accommodate the Department's workload or was primarily intended to serve as a backup.

Dr. Cotton clarified that the phone unlocking and data extraction functions are separate components of the software. He explained that while the contract limits the number of phone unlocks, it allows for an unlimited number of data extractions.

Motion/second to approve contract with Cellebrite to renew a subscription of Inseyets Pro to extract digital forensics from smartphones, with additional license for second PC in the amount of $46,522.00 by Commissioners Murray/Ward carried by 7-0.

10. Consider MEAG Power Sale of Excess Power to The City of Lawrenceville, on behalf of The City of Griffin, up to 2.1/MWh from June 2027 through September 2027 and up to 8.7/MWh from June 2028 through September 2028. *Electric Director, Jason Crane will address.*

    Motion/second to approve MEAG Power Sale of of Excess Power to The City of Lawrenceville, on behalf of The City of Griffin, up to 2.1/MWh from June 2027 through September 2027 and up to 8.7/MWh from June 2028 through September 2028 by Commissioners Murray/Ward carried by 7-0.

11. Consider Resolution accepting an Easement Agreement whereby the City would obtain a permanent forty-foot (40') by fifty-foot (50') easement, totaling 2,000 square feet or 0.046 acres, to install, construct, operate, maintenance, repair, replace or remove, electric underground wire and/or equipment, on or over the parcel located in Land Lot 111 of the 2nd Land district of Spalding County, City of Griffin, Georgia, Tax Parcel 055-03008G, commonly known as 1524 GA-16 West, The Kroger Co., and authorizing the City Manager to record the Easement Agreement in the Clerk of Superior Court, Spalding County, Georgia records. *Director of Electric, Jason Crane will address.*

    Motion/second to approve resolution accepting an Easement Agreement whereby the City would obtain a permanent forty-foot (40') by fifty-foot (50') easement, totaling 2,000 square feet or 0.046 acres, to install, construct, operate, maintenance, repair, replace or remove, electric underground wire and/or equipment, on or over the parcel located in Land Lot 111 of the 2nd Land district of Spalding County, City of Griffin, Georgia, Tax Parcel 055-03008G, commonly known as 1524 GA-16 West, The Kroger Co., and authorizing the City Manager to record the Easement Agreement in the Clerk of Superior Court, Spalding County, Georgia records by Commissioners Murray/Ward carried by 7-0.

12. Consider an amendment to the Statement of Work No. 2 from KCI Technologies under Master Services Agreement for the Shoal Creek WPCP Expansion Design Engineering in the amount of $11,500.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

    Motion/second to approve an amendment to the Statement of Work No. 2 from KCI Technologies under Master Services Agreement for the Shoal Creek WPCP Expansion Design Engineering in the amount of $11,500.00 by Commissioners Murray/Wright carried by 7-0.

13. Consider a contract for the Potato Creek Sewer Rehabilitation from Gulf Coast Underground, LLC., best responsive bidder, in the amount of $1,597,971.15. *Director of Water and Wastewater, Brandon Lewis, will address.*

    Commissioner Wright questioned whether the rehabilitation project would require any interruption to sewer service and asked how wastewater would be managed while the new pipe lining was installed. Mr. Lewis explained that the contractor would utilize a combination of bypass pumping, when necessary, and temporarily surcharging the sewer system to manage wastewater flow during construction. He stated that the cured-in-place pipe rehabilitation process involves pulling a flexible liner through the existing sewer line, inflating it, and curing it using steam or hot water. Once the liner has cured, the contractor removes the excess material from the ends, inspects the completed installation, and restores normal wastewater flow. Mr.

Lewis emphasized that the process is relatively quick and that customers would not experience any interruption in sewer service.

Commissioner Wright asked whether residents in the Potato Creek area would be notified of the upcoming construction activities. Mr. Lewis agreed that providing notification would be beneficial. Commissioner Wright encouraged staff to utilize the City's social media platforms and other available communication methods to ensure residents were aware of the project. He emphasized the importance of informing citizens that the City was actively addressing the longstanding sewer issues in the area.

Commissioner Wright also discussed the contract provisions, noting that the agreement included a 180-day substantial completion period and provisions allowing the City to require the contractor to work extended hours, including 12-hour days or six days per week, if the project fell behind schedule. He expressed his appreciation for the language included in the contract, stating that he believed the provisions were well written and provided appropriate protections for the City.

Commissioner Wright further noted that he had reviewed the supporting documentation and initially had difficulty distinguishing between certain suppliers and locating the information regarding the other companies that submitted bids. He stated that he ultimately located the bid information within the LJA documentation, although it was not presented in the location where bid tabulations were typically included.

Commissioner Wright reiterated his support for the cured-in-place pipe rehabilitation method, stating that he had researched the process and believed it would provide a durable and efficient solution while minimizing disruption to the surrounding area. Mr. Lewis confirmed that the process would essentially create a new pipe within the existing sewer line without requiring excavation of residents' yards.

Mr. Lewis clarified that the contract allows 180 days for substantial completion and 210 days for final completion. He explained that substantial completion means the infrastructure is installed and capable of being used for its intended purpose, even if some remaining work is necessary before final completion. He further stated that, pending Board approval, staff anticipated issuing the contractor a notice to proceed on the 17th.

Motion/second to approve a contract for the Potato Creek Sewer Rehabilitation from Gulf Coast Underground, LLC., best responsive bidder, in the amount of $1,597,971.15 by Commissioners Ward/Murray carried by 7-0.

14. Consider a Professional Services Agreement with LJA Engineering, Inc. for consulting engineering services to support the City of Griffin's ongoing and future engineering and consulting needs. *Director of Water and Wastewater, Brandon Lewis, and Director of Public Works, Mariza Eller, will address.*

    Motion/second to approve a Professional Services Agreement with LJA Engineering, Inc. for consulting engineering services to support the City of Griffin's ongoing and future engineering and consulting needs by Commissioners Murray/Wright carried by 7-0.

15. Consider a claim for violation of Civil Rights and Federal employment law by Griffin Police Officer Joshua Tomlinson, based upon ante litem notice, dated October 9, 2026 from attorney Dexter Wimbish in the amount of $10,000,000. *City Attorney Drew Whalen will address.*

    Motion/second to deny a claim for violation of Civil Rights and Federal employment law by Griffin Police Officer Joshua Tomlinson, based upon ante litem notice, dated October 9, 2026 from attorney Dexter Wimbish in the amount of $10,000,000 by Commissioners Murray/Fuller carried by 7-0.

16. Consider a proposal from Mercer Group Associates LLC to conduct an executive hiring search for the position of City Manager. *City Attorney, Drew Whalen, and Human Resources Director, Stephanie Woods, will address.*

    Commissioner Wright requested that the recruitment process include at least two, preferably three, town hall meetings or public forums to allow citizens an opportunity to provide input regarding the selection of the next City Manager. He emphasized the importance of public participation and ensuring that citizens' perspectives were considered throughout the process so that the Board and community could have a shared understanding of the City's needs and expectations.

    Motion/second to approve a proposal from Mercer Group Associates LLC to conduct an executive hiring search for the position of City Manager by Commissioners Murray/Ward carried by 7-0.

17. Consider cancellation of the City of Griffin Board of Commissioners' November 24, 2026 Workshop.

    Commissioner Fuller stated that the Board will schedule a called workshop on December 8th.

    Motion/second to approve cancellation of the City of Griffin Board of Commissioners' November 24, 2026 Workshop by Commissioners Murray/Ward carried by 7-0.

18. Consider cancellation of the City of Griffin Board of Commissioners' December 22, 2026 Workshop and Regular Meetings.

    Motion/second to approve cancellation of the City of Griffin Board of Commissioners' December 22, 2026 Workshop by Commissioners Murray/Wright carried by 7-0.

CITY MANAGER'S REPORT

- Ms. Freeman announced that the upcoming Second Saturday event will feature the Mistletoe Market, with over 70 pop-up vendors participating in Downtown Griffin.
- Ms. Freeman reported that she, Brandon Lewis, and Alexa Robinson of the Stormwater Department received the Governor's commendation at the State Capitol in recognition of Griffin's designation as a WaterFirst Community.
- Ms. Freeman wished everyone a Happy Veterans Day.

CITY ATTORNEY COMMENTS

- No comment.

CITY COMMISSIONER COMMENTS

Curtis: Commissioner Curtis thanked citizens for comments. She showed support for building a pool for the City's children and urged that Heck Chapel be preserved.

Ward: Commissioner Ward stated that the Board has not acted on the findings from the Police Department compliance investigation and requested a discussion at the first meeting in December.

Murray: Commissioner Murray thanked citizens for attending. She stated that she would investigate Ms. Hausser's route and wished everyone a Happy Thanksgiving.

McCord: Commissioner McCord honored the late Ms. Stinson; the first African American elected to the county school board and a longtime salon owner. He thanked citizens that voted in the November 3rd election.

Wright: Commissioner Wright encouraged citizens to contact Commissioners by phone or email with concerns and ideas.

Fuller: Commissioner Fuller thanked citizens for being a part of the local government. They wished a Happy Thanksgiving and recognized November as National Indigenous Peoples Heritage month.

Hollberg: Mayor Hollberg asked for a consensus from the Board to put Commissioner phone numbers and email on the city webpage. A consensus was reached to put City email addresses on the webpage. He thanked staff for downtown trick or treating event on October 29 that drew in more than 3,000 people. He announced a $20,000 safety grant award and a $1,000,000 Community Development Block Grant. Mayor congratulated Brandon Lewis on his appointment to the Upper Flint Regional Water Planning Council. He asked veterans to stand and be recognized.

ADJOURN

Motion/second to adjourn at 7:26 p.m. by Commissioners Wright/Fuller carried 7-0.

_____ _____

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

CITY OF GRIFFIN BOARD OF COMMISSIONERS
CALLED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, NOVEMBER 10, 2026

Mayor Doug Hollberg presided, convening the meeting at 4:00 p.m. Commissioners attending included Cynthia Ward, Rose Curtis, Holly Murray, Brad Wright, Zachery Fuller and Rodney McCord. Also present were Interim City Manager, Jennifer Freeman, Assistant City Manager of Development Services, Kelsey Carden, City Attorney, Drew Whalen, Legal Assistant, Ashlee Hurst, and Ragan Jones to record minutes.

Approval of the Agenda

Motion/second to approve agenda by Commissioners Murray/Wright carried 7-0.

REGULAR AGENDA

1. Discuss proposal from Mercer Group Associates, LLC to conduct an executive hiring and selection process for the City Manager position. *City Attorney, Drew Whalen, and Human Resources Director, Stephanie Woods, will present.*

   Mr. Whalen introduced Jeff Hale and Alan Reddish of Mercer Group Associates, LLC, who presented a proposal to conduct an executive recruitment and selection process for the City Manager position.

   Mr. Reddish provided background on the firm and its experience conducting local government executive searches throughout Georgia. Mr. Hale outlined the proposed recruitment process, which would include individual interviews with the Mayor and Commissioners to identify desired qualifications, development of a recruitment brochure, national and regional advertising, applicant screening, background investigations, and assistance with candidate interviews and selection.

   Mr. Reddish reviewed the proposed timeline, noting that the recruitment process would take approximately 90 days and could be adjusted based on the Board's direction. Individual interviews with Board members were tentatively scheduled for November 30 through December 8, 2026, with recruitment beginning January 8, 2027. Finalist interviews were anticipated for March 15, 2027, followed by a public announcement of the finalist or finalists no later than March 23, 2027. He explained that Georgia law requires a minimum 14-day waiting period before an appointment, making April 6, 2027, the earliest anticipated appointment date, with the selected candidate expected to begin employment during the week of May 3, 2027. Mr. Reddish also addressed applicant confidentiality and the limited pool of qualified local government executives, stating that a typical search generates approximately 25 to 40 applicants, with roughly 25 percent meeting the qualifications for further consideration.

   Commissioner Ward inquired about the advertising process for potential candidates. Mr. Hale explained that the position would be advertised through national, regional, and state professional organizations, including the International City/County Management Association (ICMA), National League of Cities, and other relevant associations. He added that the firm would seek candidates from a variety of professional backgrounds.

   Commissioner Murray referenced the firm's recent executive searches and asked whether Mr. Hale and Mr. Reddish had personally participated in those searches.

   Commissioner Fuller requested clarification regarding the diversity recruitment efforts.

   Mr. Hale explained that the firm utilizes specialized recruitment websites and professional organizations to reach candidates from diverse backgrounds, particularly groups traditionally underrepresented in local government management positions. Mr. Reddish explained that, in addition to advertising, the firm actively identifies and personally invites qualified individuals who may not be seeking employment or have previously considered the opportunity. Mr. Hale added that the firm targets professional organizations serving underrepresented groups, including women, Black public administrators, Hispanic professionals, and Asian administrators, to encourage a diverse pool of applicants.

Commissioner Fuller asked whether the video presentation would be a required part of the application process.

Mr. Hale explained that shortlisted candidates would be asked to submit a brief, self-recorded video answering two or three questions to allow the Board to evaluate their communication skills and presentation styles. He clarified that participation would be encouraged but not required.

Mr. Hale explained the fee structure stating that the base fee would be invoiced in three installments throughout the recruitment process, with additional expenses primarily covering advertising and background checks, subject to a not-to-exceed amount.

Commissioner Fuller asked what types of advertising would require payment. Mr. Hale explained that the expenses would primarily cover online advertising.

Mr. Reddish emphasized the importance of competitive compensation and recommended a starting salary range of $210,000 to $235,000 based on current market conditions and comparable communities.

Commissioner Ward inquired about the cost of services. Mr. Hale stated that the base fee was $18,000, with additional expenses not to exceed $4,900, for a maximum total cost of $22,900.

Mayor Hollberg stated that this will be on the agenda at the regular meeting on November 10th.

ADJOURN

Motion/second to adjourn at 4:34 p.m. by Commissioners Murray/Fuller carried 7-0.

_____ _____

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

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider Amendment to the Aclara AMI Meter Pilot contract that updates the implementation features and provides additional context for bond information at the request of the vendor's bond company. *Information Technology Manager, Cody Stonica, will present.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This is an amendment to the Master Services Agreement approved in February 24, 2026. The Amendment corrects issues with the Implementation Approach diagram and the Input Integration and Output Integration table discovered during the initial implementation phase of the Pilot. Additionally, a new paragraph was added to the contract about the performance bond requirement at the request of the vendor's bond company. Although this bond requirement was already in the RFP which was incorporated into the Master Services Agreement, the bond company requested a specific provision within the MSA.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

There are no financial changes associated with this Amendment.

Submitted By:
Cody Stonica

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
Aclara-Griffin Amendment Implementation & Bond.pdf
Fully Executed Master Service Agreement - Aclara - March 2026.pdf

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

AMENDMENT NO. 1

TO MASTER AGREEMENT (PERFORMANCE BOND REQUIREMENT)

This Amendment No. 1 (the "Amendment") is entered into by and between Aclara Technologies LLC ("Aclara") and the City of Griffin, Georgia ("Customer") as of the last date signed below.

WHEREAS, Customer and Aclara are parties to a certain Master Agreement (the "Agreement") made effective on February 17, 2026, which incorporates various exhibits, including Exhibit A (Statement of Work) and Exhibit B (Pricing);

WHEREAS, Exhibit B reflects pricing that contemplates a performance bond requirement based on the applicable bid documents for the project (the "Bid Packet");

WHEREAS, the Bid Packet requires a performance bond equal to one hundred ten percent (110%) of the applicable contract value, and the Bid Response Acknowledgment provides that such requirements are to be incorporated into the Agreement;

WHEREAS, the Parties further acknowledge that the current Agreement is limited to a trial/pilot project, with any full deployment to be addressed under a future agreement;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein, the Parties agree as follows:

1. Replace in its entirety, Exhibit A (Statement of Work), to add a new Paragraph 6, "6. Performance Bond Requirement" and to correct the Implementation Approach diagram on page 6 and the Input Integration and Output Integration tables on page 11.

2. Effective as of the Amendment effective date, Exhibit A (Statement of Work) is hereby replaced in its entirety and the revised Exhibit A (Statement of Work) attached hereto is hereby incorporated into the Agreement.

3. Order of Precedence
In the event of any conflict between this Amendment and the Agreement or its Exhibits, this Amendment shall control solely with respect to the performance bond requirement.

4. Miscellaneous
Except as expressly modified herein, all other terms and conditions of the Agreement, including Exhibit A and Exhibit B, remain unchanged and in full force and effect.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates set forth below.

ACLARA TECHNOLOGIES LLC

By: Docusigned by: Kumi Prematlilake EDF890DBCCBF4DE...

Name: Kumi Prematlilake

Title: DVP AMI and Services

Date: 11/10/2026 | 14:53 PST

CITY OF GRIFFIN, GEORGIA

By: _____

Name: Douglas S. Hollberg

Title: Mayor

Date: _____

Attest:

_____

Jennifer Freeman, Secretary

Approved as to Form:

Andrew J. Whalen, III

Andrew J. Whalen, III
City Attorney

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Exhibit A
Statement of Work

Project Name: City of Griffin, GA ("System Owner" or "Client") Aclara AMI Electric Implementation ("Project").

Scope of Work

The scope of the project for City of Griffin, GA includes Aclara AMI Electric and the professional services (project management, coordination and system acceptance testing) to implement the solution.

The new solution will support various uses of the components and applications defined in Attachment 1. More detailed requirements will be developed during the requirements task of the project, but will remain consistent with Attachment 1, unless mutually agreed by the System Owner and Aclara.

This Statement of Work addresses the implementation services required by the Project. It is mutually understood that business requirements, resources and dates may change subject to the applicable terms of this Statement of Work and that any such material change requested by the System Owner or as a result of the System Owner's inability to provide agreed upon resources and perform its other responsibilities set forth herein or the result of System Owner errors or omissions may result in a Change Order.

It is understood by Aclara and the System Owner that any material changes to scope, will be addressed through a formal change order process. Material changes are those which specifically will impact budget, scope, timeline and/or resources.

1. Project Approach

The Aclara Services Team ("Aclara Team") assigned to this project will complete the Aclara tasks described herein and will perform work for the System Owner for the duration of the Project at designated System Owner facilities and from remote locations.

The scope of the services engagement for this Statement of Work is set forth in the attached Attachment 1, hereto. Attachment 1 also includes certain Responsibilities and Assumptions that are the responsibility of the System Owner. In addition to the tasks specified in Attachment 1 hereto, the System Owner will provide appropriate Project resources, including but not limited to data, information, and appropriate and cooperative personnel, to facilitate the performance of the Services. The System Owner shall designate a Project Manager to work with the Aclara Team to facilitate the provision of the Services. Once this Statement of Work is executed, Aclara and the System Owner will assign resources to the Project. The Aclara Team will work on the Project and provide support as specified by the Statement of Work.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

2. Assumptions and Responsibilities

Project Assumptions and Responsibilities are set forth in Attachment 1. Should the System Owner fail to fulfill those that are applicable to the System Owner, the estimated level of effort, timeline and scope may be subject to change.

3. Scope Estimates

Aclara will support the System Owner by providing a team to complete the Statement of Work defined in Attachment 1.

Aclara's estimate of the level of effort is based on the following:

- Information provided by the System Owner to Aclara
- Aclara's understanding of the project scope, based on System Owner information

Should the information provided by the System Owner be inaccurate or should Aclara gain additional information during the Project, the work required may be out of scope and the pricing and schedule may be impacted. If so, the additional work will be addressed as a change to the Statement of Work (change order).

4. Software Licenses

The AclaraONE software components are licensed in accordance with the Aclara Software Agreements ("Licenses") executed between Aclara and the System Owner. The Licenses cover the integration with the System Owner's single production environment and within the System Owner's current service territory.

5. Changes

Any change to this Statement of Work shall be subject to mutual written agreement of the parties. Aclara shall not commence work on any such change unless and until the change has been agreed to in writing by both parties. Additional charges may apply based on Aclara's level of effort to complete the requested change.

6. Performance Bond Requirement

- Pilot Phase Bond. Contractor shall furnish to Customer a performance bond in favor of Customer in an amount equal to one hundred ten percent (110%) of the total value of the pilot/trial scope of work under this Statement of Work, as reflected in Exhibit B and any applicable pricing schedules.
- Timing. The performance bond shall be provided prior to commencement of installation or field deployment activities and shall be issued by a surety authorized to do business in the State of Georgia and reasonably acceptable to Customer.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

- Scope Limitation. The Parties agree that the performance bond required under this Paragraph 6 applies solely to the pilot/trial scope covered by this Statement of Work.
- Future Deployment. In the event that (i) the pilot project is deemed successful and (ii) the Parties enter into a separate agreement for full deployment, Contractor shall provide a new performance bond in favor of Customer in an amount equal to one hundred ten percent (110%) of the total value of such full deployment agreement, consistent with the Bid Packet requirements.
- No Additional Charge. The Parties acknowledge that the cost of the performance bond is included in the pricing set forth in Exhibit B, and no additional charge or adjustment shall apply for the pilot phase bond required under this Paragraph 6.

WITNESS WHEREOF, the parties have so agreed as of the last date signed below.

Accepted By:	Accepted By:
Aclara Technologies LLC	**City of Griffin, GA**
(Aclara)	**(System Owner)**
By: DocuSigned by: Kumi Prematlilake EDF890DBCCBF4DE...	**By:**
Print name: Kumi Premathilake	**Print name:** Douglas S. Hollbeg
Title: DVP AMI and Services	**Title:** Mayor
Date: 11/10/2026 | 14:53 PST	**Date:**
	Attest: Jennifer Freeman, Secretary

Attachment 1 = AMI Implementation

Attachment 2 = Rate Schedule

Attachment 3 = Professional Services Milestones

Attachment 4 = Software Delivery Validation Document

Attachment 5 = System Acceptance Test

Attachment 6 = System Acceptance Test Exceptions and Exclusions

Attachment 7 = Change Order Request Procedure

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Attachment 1

To

Exhibit A Statement of Work

Project Definition – AMI Implementation Project

Included in the purchase of an Aclara RF Water Implementation are the Professional Services efforts required to design the AMI network, identify the optimal locations of the DCU sites, complete the commissioning of the DCUs, complete the installation of software and implement standard interface functionality as defined in Section 1.1. The purpose of this document is to outline the tasks and deliverables of the Aclara Team and provide the Client an overview of the responsibilities and time commitment that will be required of their staff.

Aclara AMI Project Scope

Included in the purchase of an Aclara AMI Electric Implementation are the Professional Services efforts required to design the AMI network, identify the optimal locations of the DCU sites, complete the commissioning of the DCU, complete the installation of software and implement standard interface functionality as defined in Section 1.2.4. The purpose of this document is to outline the tasks and deliverables of the Aclara Team and provide the System Owner with an overview of the responsibilities and time commitment that will be required of their staff.

Project Scope

Aclara will assist the System Owner in an implementation of an Aclara RF AMI solution comprising of 16,625 RF electric and Water endpoints. Aclara will work with the System Owner in the design, installation of needed hardware, software, training and other related activities needed to complete the project successfully. All hardware quantities will be governed as specified per Exhibit B. The project scope includes:

Software:

- AclaraONE system for a total of 16,625 endpoints comprising of RF Electric meters and Water MTUs.
- SaaS Production AclaraONE Head-End and Analytics Portal with (25) month standard retention period, for the specified quantities of MTUs and RF Electric meters, in accordance with Exhibit B Pricing
- Aclara Mobile Programmer Application

Services:

- Overall project coordination services for the defined scope of this project
- Perform frequency spectrum analysis to determine optimal frequencies for use on network
- Submit for FCC Frequency License registered in System Owner's name
- Perform DCU propagation model study and field site surveys of assets for potential DCU

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

installations

- Perform DCU commissioning
- Provide oversight and coordination for parallel product delivery, as indicated in Exhibit B Pricing
- Integration for Account Import interface, Billing interface, and Meter Exchange interface to System Owner's existing CIS system
- Integration to System Owner's OMS system
- Provide Aclara Product Training Sessions, in accordance with Exhibit B Pricing
- Perform Mobile Programmer Software Application setup and configuration
- Professional Services' introduction of the System Owner to Aclara Technical Support and project transition to Aclara Technical Support

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Implementation Approach

The scope of the solution included in this SOW includes the AclaraONE system.

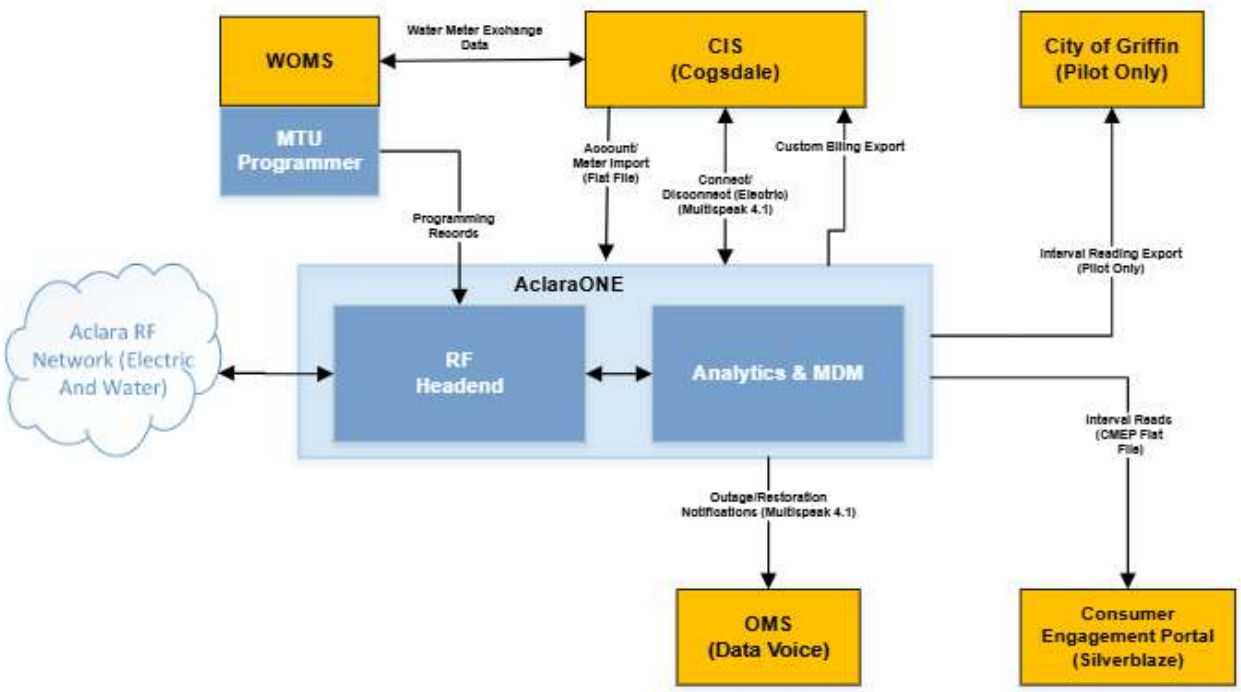


Figure 1: Solution Schematic

The project will be implemented in 2 stages:

Pilot: The scope includes deployment of the software system and integrations to the 3rd party software systems as shown in the above solution schematic. 100 RF electric endpoints and 5 water MTUs will be installed during this phase. The network comprising of 3 DCUs will be deployed during this phase. This phase will conclude with the successful completion of the System Acceptance Testing (SAT) and a pilot evaluation duration of 3 months.

Full System Deployment: The scope includes installation of RF electric meters and water MTUs in the full deployment scope and 16 DCUs. This phase concludes with the successful completion of the Final System Acceptance Testing.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Pilot Implementation

The pilot implementation approach involves the following Aclara-defined phases:

- Phase 01 - Project Planning and Kick Off
- Phase 02 – Requirements Analysis & Design
- Phase 03 – Configuration & Network Deployment
- Phase 04 – Training, testing and acceptance

Phase 01 Project Planning & Kick-Off

The Aclara project team will begin work upon contract execution. The Aclara project team will begin the internal preparations for the official launch of the project. The project manager will coordinate and schedule the kick-off meeting with the System Owner. During this kick-off phase, Aclara and System Owner will define the project team organization, introduce the teams, review the project scope and proposed timeline, review the utility's goals and business objectives and develop the communication plan with the System Owner. Aclara will introduce a project manager and other leaders assigned to oversee and coordinate the day-to-day activities of all parties involved. Frequency scans will also be completed, and the appropriate RF frequencies will be determined, and the FCC application submitted. The System Owner will be responsible for completing an FCC application form and returning to Aclara so that Aclara may complete and submit the FCC application for the selected frequencies on behalf of the System Owner. The project manager will also schedule workshops to finalize RF electric meter configuration and MTU configuration. Entry criteria for this phase to begin are defined as: signature of the contract; assignment of an Aclara project manager; and establishment of a mutually agreed upon project kick-off start date. This phase will be deemed complete once the following tasks have occurred: the project teams have been defined; kick-off meeting has occurred; and the project plan has been reviewed and mutually agreed to.

Assumptions

- RF electric meter and NIC configuration workshops are to be completed within a period of one (1) month. System Owner's approval of the configuration is required at the conclusion of the final workshop, at which point the configuration will be deemed baselined and ready for meter build.
- Any delay in System Owner's feedback/approval or requests for additional workshops beyond the period specified above allocated will be considered out of scope and will impact project timelines, product shipment delays, requiring a formal change request.
- Any RF electric meter configuration changes requested by the System Owner after the configuration has been approved and baselined will require a formal change order.

Project Activity	Aclara Responsibility	Utility Responsibility

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Project kick off	• Schedule the project kickoff on a mutually acceptable date. • Prepare kickoff material and share with all stakeholders. • Develop and share the project schedule. • Drive the project kickoff and chart our next steps of the project.	• Ensure participation of all stakeholders in the kickoff meeting. • Review kick-off agenda and presentation material. • Approve project schedule
Frequency Scans	• Schedule frequency scans • Perform frequency scans and identify appropriate radio frequencies necessary to operate the Aclara RF network. • Analyze the scan results and determine the appropriate frequencies. • Provide the limited Power of Attorney document to System Owner for the purposes of assisting in the FCC application. • Fill out the spectrum license application on behalf of the System Owner and obtain the appropriate licenses from the FCC.	• Review and sign the limited power of attorney. • Monitor progress of onsite frequency scans
Electric Meter Configuration	• Conduct workshops to review and complete the electric meter and module configuration.	• Ensure participation of the appropriate personnel from Utility. • Approve final meter configurations
Water MTU configuration	• Conduct workshops to review and complete the MTU configuration.	• Ensure participation of the appropriate personnel from the Utility. • Approve final MTU configurations

Phase 02 Requirements Analysis & Design

At the beginning of the implementation process, Aclara meets with the key stakeholders to confirm the detailed functional, integration, and infrastructure requirements for the system.

In coordination with the Client, Aclara will finalize all AMI product hardware. Aclara and Client will mutually agree to a review duration to finalize the hardware product orders. Significant delays past the agreed upon review duration as caused by the Client could result in a change order and may impact cost, product availability, and project schedule. Aclara will submit product orders as needed and hold software interface requirements sessions to finalize requirement documents and overall solution architecture specifications.

Aclara and the Client will develop a System Acceptance Test (SAT) document that will be mutually agreed upon by Aclara and the Client during this Phase.

The original DCU count determined by Aclara at the time of contract is 3 DCUs and has been carefully designed based on information provided by the Client regarding its known service territory and premise locations. Material changes to what has been used for the DCU network design may change the propagation requirements and will be reviewed in real-time as that information becomes available and known. It is important to note that the propagation and resulting

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

performance is also predicated on the DCU mounting locations assumptions, including height of antenna installation, and cell carrier LTE coverage.

After contract signing, Aclara will conduct an onsite survey to evaluate cell carrier LTE coverage, actual mounting locations and any topographical or structural obstacles (such as directionality of endpoint mountings) that may not be addressed in the theoretical propagation study. Aclara and the Client shall discuss any impacts should the onsite survey result in a significant change in the infrastructure required for the system. Changes to the network design may result in a change order as additional DCUs may be required to be purchased and installed.

The DCU Installation Plan documents the approach, logistics, timing, and requirements for all DCU installations. In summary, Aclara will complete on-site site surveys, propagation studies, and any remaining spectrum analysis, define DCU locations, preferred attachment methodology, and if AC or solar to finalize the DCU Installation Plan. This document will cover all Client and non-Client sites. The Client will be responsible for acquiring permit(s), attachment agreements, lease agreements, etc. for all Client sites and non-Client sites, where applicable.

This phase is complete once the Client reviews and approves all associated deliverables

Assumptions

Aclara assumes end-consumer data in the System Owner's systems do not require any data cleanup. Any data cleanup such as, but not limited to, incorrect customer data, incorrect names, address, email address, phone numbers, will be the System Owner's responsibility to perform cleanup.

Aclara will facilitate software interface requirements sessions and create requirement documents and an overall solution architecture specification.

Latitude and Longitude GPS (Lat/Long) data is required to be provided to enhance the visual mapping within AclaraONE. The data can be provided in the Customer Account Import integration or in a separate file which will be determined during the requirements phase. If a separate file is required for Lat/Long data, Aclara will configure, test and implement the AclaraONE side of the interface, while the System Owner's CIS system is responsible for making the necessary changes in System Owner's systems to provide and/or accept data in Aclara standard flat file formats and cover any third-party cost associated. Aclara will help facilitate integration with third-party systems and work with all third-party vendors with permission from the System Owner.

The System Owner will be responsible for Microsoft Azure AD user management.

The System Owner will provide timely review and approval of all data generated in this phase. This phase is complete upon approval of all data products. Upon agreement from the System Owner, certain tasks (i.e. DCU installations) may proceed before completion of the corresponding deliverable.

Project Activity	Aclara Responsibility	Utility Responsibility

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Requirements Gathering	• Schedule requirements gathering workshops. • Document and review the requirements.	• Ensure participation of the the Utility, 3rd party software vendors • Review and approve the requirements
System Acceptance Testing document	• Update baseline SAT document with additional test cases based on the outcome of the requirements gathering sessions.	• Review and approve the SAT document.
DCU Site Survey*	• Develop recommended installation locations based on applicable location data (pole data) and backhaul coverage (i.e., Fiber, Cellular coverage etc.) supplied and validated by the System Owner. • Complete an on-site survey to validate the Initial Field Network Design • Following the Site Survey and System Owner's review of the pole locations, incorporate the selected System Owner-recommended changes into the Site Survey. • Produce final DCU part list	• Assign a System Owner resource to accompany Aclara during the site surveys. • Provide the necessary data and field knowledge to Aclara to complete the network design. • Ensure access is provided to all DCU sites. • Provide final approval and assist with alternate recommendations for installation locations and propose changes to these locations if necessary. • Determine the method of power connection for DCUs at each location. • Approve final DCU part list
Testing	• Develop test cases	• Review and approve test cases

** DCU site surveys will include the site from both pilot and full deployment*

Phase 03 Configuration & Network Deployment

In this phase, Aclara completes all tasks to support network deployment and prepare for system testing. Aclara sets up and provisions the AclaraONE system. Software is installed, configured and enabled for data loading and testing. In parallel, Aclara will install the DCU network (tasks such as DCU installation in this phase may overlap with part of the System Requirements and Design phase).

The System Owner, if required, will coordinate with the System Owner's 3rd party vendor(s) to work with Aclara to configure software integrations and perform system integration testing in the next Phase.

Software interfaces will be written to interface to the System Owner's billing system and configured and enabled for data loading and testing.

The System Owner coordinates with Aclara and delivers sample integration data to validate interface configuration and software functionality. As a standard practice, Aclara will expect the System Owner to install up to 8 test RF Electric meters in a meter shop environment to test the meter configurations. Aclara will perform the Factory Acceptance Testing (FAT) of the RF Electric

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

meters to confirm the accuracy of the meter configuration. Aclara will achieve entry criteria by reviewing the software installation and integration configuration plans with System Owner. This phase is complete once Aclara and supporting resources install the software solutions, the DCU network, configures interfaces, completes FAT and completes the first step of software system integrations.

Interface Scope

Aclara will provide sufficient assistance to the System Owner for integrating with the standard interface file formats. It is the System Owner's responsibility to integrate these standards with their back-office systems.

Aclara will provide the integration to AclaraONE as noted in the table below, however, it is the responsibility of the System Owner to format the data for the described integration below in the standard Aclara integration format. Aclara recommends the System Owner discuss the integration requirements with their back-office system vendors in advance of the project kickoff and confirm the necessary resources are available to support the project.

Input Integration

Integration Name	Type	Functions
Customer Import	Flat file	Populate AclaraONE with customer account /location details from System Owner's billing system
Web Services Brokering Interface	MultiSpeak 4.1	MultiSpeak brokering interface for Connect/Disconnect from System Owner's CIS. *This is optional and will depend on the CIS vendor's ability to support this interface*

Output Integration

Integration Name	Type	Functions
Daily Register Read Output Interface	Custom Reads export	Export Daily Register Read values of the RF electric meters and Water MTUs from AclaraONE in the Custom Bill Export file format.
Interval Data Output Interface (Pilot)	Interval Readings export (Flat file)	Export daily interval data from AclaraONE to the City of Griffin. This is applicable during the pilot phase only and will be replaced with integration to Silverblaze in full deployment.
Interval Data Output Interface (Full Deployment)	Flat File	Export daily interval data from AclaraONE to Consumer Engagement Portal in the flat file format. This integration is applicable during the full AMI deployment project.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Integration Name	Type	Functions
Meter Exchange Interface	Flat-File (ASCII)	Populate Water MTU/Meter exchange data from AclaraONE to Utility's existing CIS *(Optional. Only if the CIS system requires this information to be sent from AclaraONE)*
OMS Integration	MultiSpeak 4.1	Outage and restoration notifications via MultiSpeak 4.1

Aclara Mobile Programmer

Aclara will assist the System Owner in integrating, configuring and validating the Aclara Mobile Programmer application into the System Owner's iOS, Android, or Windows-based field programmers. The System Owner will be responsible for providing the chosen field programmers that meet Aclara's specifications to support the Aclara Mobile Programmer application. The following table contains the system requirements necessary for running the latest version of the Aclara Mobile Programmer application.

Android	
Operating System	8.1 or later
Bluetooth	4.1 or later
Memory	Minimum 2 GB
GPS	Required
iOS	
Operating System	iOS 13 or later
Bluetooth	4.0 or later
Memory	Minimum 2 GB
GPS	Required
Windows	
Operating System	Windows 10 version 1809 or later
Bluetooth	4.2 or later
Memory	Minimum 4 GB
GPS	Required

Project Activity	Aclara Responsibility	Utility Responsibility
Integration	• Provide interface specifications to 3rd party software vendors. • Configure and test input and output integrations.	• Ensure 3rd party software vendors are available to provide sample files and participate in testing activities. • Ensure 3rd party vendors configure interfaces as per integration specifications. • Ensure 3rd party vendor configure the interfaces as per the agreed project timeline.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

DCU installation	• Perform DCU commissioning	• Inventory and warehouse the DCUs. • Install antenna and cable above electric conductors at pole sites. • Provide AC power connection at each of the selected DCU sites. • Provide grounding at each of the selected DCU sites • Provide ethernet/fiber backhaul at each of the selected DCU sites
AclaraONE installation	• Provision the AO environment • Install AO headend and MDM software and perform basic testing	• -NA-
Factory Acceptance Testing	• Provide Electric Meter Test/Inventory files • Support System Owner's meter configuration testing • Incorporate changes to meter configuration as needed.	• Load test/inventory files to the CIS system. • Install RF electric FAT meters • Perform FAT • Approve meter configurations

Phase 04 Training and Testing

This phase extends the interface testing from the previous stage to validate the system's full functionality – from the meter reading by the meter and data capturing via DCUs through to the software environment. Training for all hardware and software solutions are completed in this period and on-site or virtual classes are scheduled for the System Owner's endpoint installation team so that meter and MTU installations are high quality and consistent.

Aclara will provide the System Owner's utility administrator with login access to AclaraONE and training for the System Owner's utility administrator to setup user creation and administration of additional System Owner users. Upon completion of the AclaraONE training, Aclara will provide the AclaraONE URL to the System Owner's Project Manager. The System Owner will disseminate the AclaraONE URL to its chosen users accordingly.

A software delivery validation step will be included in the training session(s) to ensure all aspects of the AclaraONE solution are present and operational. The Client will be responsible for participation during the software validation as signoff of this step will be required after delivery. Signoff will transition the AclaraONE environment to the Aclara Technical Support organization and will enable active monitoring of the software environment, allowing the Client to move forward with initial field MTU and RF Electric meter installations required for the System Acceptance phase into the production environment.

The System Owner is expected to install a reasonable number of electric meters and Water MTUs within a proposed start-up service territory within the agreed timeline. These meters will be used to perform the software and integration testing, including two-way functionality such as demand reset and connect/disconnect. The Client will complete these System Acceptance Testing installations within (5) business days from start. Upon completion of these installations, there will be a (5) day soak period to populate AclaraONE with system data. Following this soak period, the

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Client will begin System Acceptance Testing, as defined in Attachment 4, System Acceptance Testing.

The Client will complete the SAT, along with any data capture or performance reporting from the system, within ten (10) business days. Upon completion of this SAT, the Client will accept the system and the project will move into mass deployment activities.

In addition, Aclara will compile any open issues and disposition with Aclara's Technical Support team and the System Owner project team. As note and for clarity, Aclara will not endorse SAT acceptance if any issue exists that prevents dataflow. All other issues are considered normal and should not affect SAT acceptance.

Subsequently, the System Owner is expected to install the electric and Water endpoint necessary to implement the Meter to Cash Verification Phase. The timeline to install the endpoints and time necessary to perform testing will be determined during the project planning process.

Signoff will transition the AclaraONE environment to the Aclara Technical Support organization and will enable active monitoring of the software environment, allowing the System Owner to move forward with the mass deployment of electric meter and water MTUs.

The System Owner will be trained on Aclara's Support processes which includes opening support tickets, managing and obtaining status of these tickets. The System Owner will also be introduced to the AclaraConnect System Owner portal at this time.

This Phase is complete when the System Owner signs off on the SAT which signifies acceptance of the software and integrations. Any remaining issues are categorized into severity level 3 or 4. The definition of "severe" falls into the categories as defined in Exhibit D, under the definition of "Severity Level".

Table 1: Issue Severities

Severity Level	Description
1	Requires immediate attention – Use of the AMI system is lost or degraded for all users preventing operation of business
2	Requires priority attention - Use of the AMI system is lost or degraded for single or small number of users, affecting significant business functionality
3	Requires attention – Users of the AMI system can continue business operations, but a problem or issue has been identified that affects operation of business
4	There is a problem or issue that does not affect operation of business

** For the purposes of this table, "users" is defined as Utility users of the AclaraONE interface*

Project Activity	Aclara Responsibility	Utility Responsibility

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Training	• Schedule onsite training sessions. • Deliver training	• Install RF electric meters and Water MTUs for the purpose of testing • Ensure participation from Users as needed.
Testing	• Conduct integration testing with 3rd party software vendors. • Support the System Owner during System Acceptance Testing.	• Ensure 3rd party vendors are available to participate in integration testing. • Perform System Acceptance Testing and report defects to Aclara. • Retest system once Aclara addresses the reported issues.
Pilot Evaluation	• Support the pilot system • Monitor the system performance • Tune the network and apply any software fixes if necessary.	• Operate and evaluate the pilot system

Full System Deployment

Network Expansion:

Aclara will collaborate with the System Owner to plan the installation of the remaining DCUs in the network. This phase of the project begins with reviewing the site survey results and finalizing the hardware parts necessary to complete the DCU installation. The DCU installation is completed once Aclara ships all the DCUs and mounting hardware.

Project Activity	Aclara Responsibility	Utility Responsibility
DCU installation	• Review Site Survey results • Ship DCU hardware • Perform DCU commissioning	• Inventory and warehouse the DCUs. • Install antenna and cable above electric conductors at pole sites. • Provide AC power connection at each of the selected DCU sites. • Provide grounding at each of the selected DCU sites • Provide ethernet/fiber backhaul at each of the selected DCU sites

System Monitoring:

Aclara will commence the mass meter deployment once the full network has been installed. Aclara's solution performance team will monitor the system performance and make any necessary adjustments to the network so the system meets the performance metrics. The Aclara Professional Services team will continue to provide support, oversight, and guidance for 9 months of the System Owner's mass meter deployment.

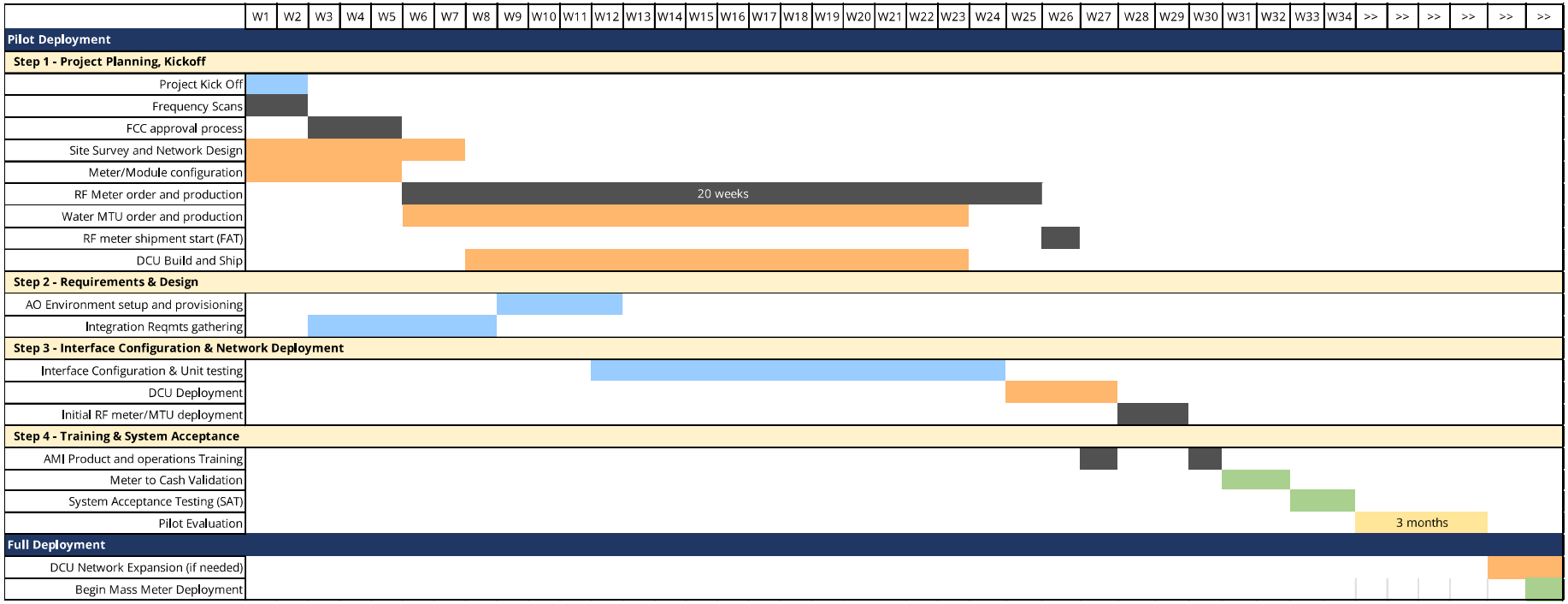
Transition to support:

At the conclusion of 9 months of mass meter deployment, the Aclara Project Manager will fully transition the project to Aclara Technical Support. Aclara's Technical Support operations will support the System Owner during the day to day system operations.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Preliminary Project Schedule

The project schedule will be finalized as a project artifact by Aclara and System Owner during the Project Planning & Kick-Off phase. Aclara will align resources and product delivery with the agreed project schedule. The following is a draft Project Schedule.



Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Assumptions:

- Aclara's professional services includes project management oversight for a period of six (9) months during System Owner's mass meter deployment phase. During the 9 months, Aclara will monitor the performance of the system and analyze the endpoints as they register with the network upon installation. The Client can opt to extend the project management support for additional cost via a Change Order Request.
- Client is expected to complete the System Acceptance Testing within ten (10) business days. Client can request an extension to this timeline by means of a Change Order Request.
- System Owner will be responsible for installing DCU antennas and cables within or above power space or on poles with primary power lines.
- DCU locations are AC powered or powered by solar. If an AC DCU is required, the Client will be responsible for providing an AC run to a Client-provided disconnect switch with a 6-ft flexible conduit pigtail from the available power supply. Aclara will be responsible for connecting the AC pigtail to the DCU.
- DCU backhaul is cellular LTE, Fiber, or Ethernet. If Fiber or Ethernet backhaul is required, the System Owner is responsible for Fiber/Ethernet run and connection point for DCU.
- Aclara assumes DCUs will be installed on assets/sites that will be owned or leased by System Owner, and site will be ready for installation. The System Owner will be responsible for acquiring permit(s), attachment agreements, lease agreements, etc. for all System Owner sites and non-System Owner site, where applicable. System Owner will provide an earth grounding point at sites selected for DCU installations.
- Client will provide an earth grounding point at Client sites selected for DCU installations.
- Hardware delivery lead times in Attachment 2 are not confirmed. After MTU and/or meter configuration is finalized and order entry has been completed, the project plan may require revision since confirmed ship dates of hardware may impact the timeline of the overall project.
- The System Owner is responsible for providing timely approval of the RF meter configuration. The RF meter build is triggered once the meter configurations have been approved.
- Client's CIS and Billing vendor resources are available to support the integration requirements discussions and any work on the CIS side to enable the interfaces. If support is delayed and causing impact to ability to continue implementation tasks, it may result in a change order.
- Client's CIS and Billing vendor to validate files sent to them for accuracy and operability.
- No custom reports or headend software customizations are included in this scope.
- Changes to RF Electric meter configurations after Factory Acceptance Testing will be handled as a change order.
- Any firmware upgrades or meter configurations necessitating an on-site visit shall be the responsibility of System Owner.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

- System Owner shall be responsible for the maintenance of the DCU, which includes any necessary reprogramming, and the replacement of antennas, cables, and batteries.
- System Owner will monitor the performance of the system and analyze the endpoints as they register with the network upon installation.
- Aclara assumes Notice to Proceed will be issued approximately one month from contract execution
- Client and Aclara will have project resources available to kick off the project within (45) days of Notice to Proceed
- Client will provide limited warehouse space to Aclara for delivery and storage of initial pilot phase deployment materials, parts, and product. This would be for limited periods of time during pre-planning and agreed upon visits.

Accountability

The following shows the key that is used to identify accountability for each deliverable:

[R] Responsibility

Indicates that the designated Party has responsibility and accountability to complete the applicable Deliverable or milestone.

[A] Approve

Indicates that the designated Party is responsible for approving the applicable Deliverable or milestone.

[S] Supports

Indicates that the designated Party is responsible for supporting the applicable Deliverable or milestone.

[C] Consulted

Indicates that the designated Party will need to provide feedback or contribute as the applicable Deliverable or milestone is completed.

[I] Informed

Indicates that the designated Party will be informed after completion of the applicable Deliverable or milestone.

The acceptance procedure for all deliverables outlined in this SOW will be as follows:

- Aclara will work with the System Owner personnel to gather input and complete deliverables.
- When complete, final deliverables will be given to the System Owner. The System Owner should review and sign off by the System Owner utilizing a mutually agreed Acceptance Form.
- The Acceptance Form should be physically signed (or electronically signed) indicating

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

approval or disapproval within five (5) business days of receiving the deliverable.

Key Project Task/Activity	Accountability		
	Aclara		System Owner
Project Initiation & Kick Off			
Communication Plan	R		I
Change control procedures	R		S
Contact list – with roles and responsibilities	R		S
Detailed Project Plan	R		S
Provision AclaraONE Server	R		I
Requirements Confirmation			
Integration requirements sessions	R		S
Completed requirements document	R		A
RF Electric Meter/NIC configuration	R		R/A
Mobile Programmer Configuration	R		S
Configuration and Unit Testing			
Install Base AclaraONE Software	R		A
Configure interfaces	R		S
Configure application - AclaraONE	R		I
Develop System Acceptance Test plan	R		A
Execute System Acceptance test scripts	S		R
Certificate of System Acceptance	C		R
Hardware Installations			
DCU site surveys	R		S
DCU Site Prep (Pole installation, AC power and Ethernet if applicable)	C		R
Installation of DCUs cabinets	S		R
Installation of Antenna and cables on poles above Electric conductors	S		R
Commissioning and testing of DCUs	R		S
Installation of RF Electric Meters and Water MTUs for the initial testing phase	S		R

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Project Governance

Project Organization

The System Owner agrees to provide appropriate Project resources including but not limited to, data, information, workspace and appropriate and cooperative personnel, all as necessary to facilitate Aclara's performance of the Services and the System Owner's integration.

System Owner will allocate the following described personnel to the Project to provide appropriate knowledge of the indicated area and the skills to perform the System Owner tasks, and any additional personnel that may be necessary for System Owner to perform its obligations under the implementation work plan.

- Project Manager – Main point of contact for the Project. Is responsible for scheduling System Owner and System Owner resources, managing the scope and the System Owner tasks of the Project schedule, facilitating document approvals, and escalating & resolving issues as required by Aclara as well as those required by the System Owner.
- Business Owner/Subject Matter Experts (SMEs) – Business users or analysts who are business owners of the load research and settlement processes and data and are familiar with meter data processes. These resources will provide input to requirements definition and business process, design validation and acceptance testing.
- Technical Owner/SME(s) – Responsible for architecture, design and development of interfaces on the System Owner's external systems. Provides input for IT process flow, test data preparation, post-install troubleshooting and diagnostics.
- DBA – Will participate on an as-needed basis. Owns installation and administration of database software & infrastructure management. Post implementation this resource will perform database & network administration tasks and troubleshooting for AclaraONE
- User Acceptance Testing Resources – End users of the system. UAT Resources will participate in training and execute the test cases defined by the Project team.
- Escalation Resources – Typically the Project sponsor. Will participate in monthly Project review sessions with Aclara Portfolio Manager. Available to assist with any escalated issues.

Aclara will allocate the following described personnel to the Project to provide appropriate knowledge of the indicated area and the skills to perform the Aclara tasks, and any additional personnel that may be necessary for Aclara to perform its obligations under the implementation work plan.

- Project Manager - Oversees all deliverables and quality control, coordinates scheduling and work assignments, assists in requirements and detailed design, resolves issues and serves as daily interface with the System Owner's Project Manager, who will be the primary point of contact for the System Owner's Project manager.
- Business Systems Analyst - Gathers and documents requirements. Develops detailed configuration and interface specifications, performs system configuration, performs integration testing and training;

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

- Systems Engineer - Provides hardware and software planning; Completes unit of any configured core product components. Performs installation, testing, and troubleshooting; configures network and OS; provides support and maintenance planning. Develops interfaces and any custom components, performs unit testing.
- Executive Sponsor – Makes sure project stays on track and meets System Owner objectives; escalation resource

Problem Resolution and Exception Management

A defined and understood escalation process is a critical component of any project implementation. The Aclara project team is organized with multiple points of escalation that can be utilized as needed. Project Issues will be logged, tracked, and reviewed at least weekly. In addition, risks are identified in our status reports along with suggested mitigations. Once an issue has been identified, it will be added to the issues list and worked according to priority. Depending on the type and severity of the problem, the Aclara PM will escalate appropriately within the organization as well as within System Owner's organization. The System Owner is responsible for escalating within the System Owner.

Project leads assigned to the project will communicate daily and will escalate risks and issues that could affect the project timeline or scope to the PM who will be providing active oversight and first-level escalation support to the engagement. The PM may continue to escalate the issue through the Aclara organization to the Portfolio Manager and to the Vice President of Professional Services. Aclara escalation resources will work jointly with System Owner escalation resources to try to resolve the issue at each level and avoid all issues from escalating further.

In addition, Aclara will establish a communication plan at the start of the project. The Project Communication Plan will be jointly developed between Aclara and the System Owner to identify issue escalation paths and to determine project status meeting cadence and expected attendees.

Aclara's goal for the project is to provide the necessary information to System Owner to allow for accurate validation of schedule, scope, and deliverables. To accomplish this, Aclara proposes the following activities: status reporting (includes schedule, issue, and risk tracking), quality reviews, and incident reviews.

Communication Plan & Progress Reporting

The table below details the communication and progress reporting for the project.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Project Status Report	Report sent via email	Weekly	Aclara Project Team System Owner Project Team
Project Team Meeting	Conference call, on-site meeting	Weekly	Aclara Project Team System Owner Project Team
Issues Meeting	Conference call, on-site meeting	Weekly or as needed	Aclara Project Team System Owner Project Team
Quarterly Project Review Meeting	On-site meeting	Quarterly	Aclara Program Manager Project Managers Key Project Sponsors Aclara Executives Sponsors

Modification

No modifications to the core software are planned for this project.

System Technical Support

Aclara will support the System Owner regarding the AclaraONE Solution and field hardware, which operates all main facets of the proposed solution.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Attachment 2

to

Statement of Work

Rates Schedule

In the event that the Client requires Services beyond the scope or requests any changes to this SOW during project period and support term, Aclara could provide such Services according to the Rate Schedule below and Change Order procedure listed in this Attachment 6.

The following categories have been defined for the Aclara Professional Services Team in the event of a change order:

Professional Services Staff	Hourly Rate	Off-hours hourly rate
Sr. Technical Advisor	$250	$375
Program Manager	$300	$450
Product Manager	$300	$450
Project Manager	$250	$375
Field Supervisor	$180	$270
Sr. Systems Engineer/Sr. QA	$250	$375
Sr. Business Analyst	$250	$300
DBA/Application Consultant	$200	$300
Systems Engineer/QA/UI	$200	$300

Expenses: as incurred per visit Mileage: then current IRS mileage rate

Services will be charged at the applicable Rates as follows:

1) Standard Hourly Rates will apply to all service hours expended that do not exceed eight (8) consecutive hours during Aclara's normal business hours of 8:00 a.m. - 6:00 p.m. Eastern Time, Monday through Friday, excluding Aclara Holidays.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

2) Off-Hours Hourly Rates will apply to all service-hours expended beyond eight (8) consecutive hours during Aclara's normal business hours of 6:30 a.m. – 6:00 p.m. Eastern Time, Monday through Friday excluding Aclara Holidays.

- Aclara observed Holidays
- Weekends: 6:00 p.m. Friday until 8:00 a.m. Monday
- Weekdays: 6:00 p.m. until 8:00 a.m.

3) All expenses must be pre-approved by Client.

A. If Aclara is requested to travel to the Client's site to provide Services, the costs and expenses associated with such travel will be borne by Client and invoiced as set forth below.

1) Travel Expenses: Unless otherwise mutually agreed, Aclara's travel expenses for On-Site Services shall include, but are not limited to transportation fares (air, bus, rail), lodging, meals, automobile rental, fuel, parking and local transportation, and will be charged to the Client on an actual basis. Actual receipts can be provided as documentation per written request by the Client.

B. Aclara reserves the right to change the above rates upon 30 days' notice. Changed rates shall not apply retroactively.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Attachment 3

to

Exhibit A Statement of Work

Professional Services Milestones

A. **AMI Project Milestones – Total Professional Services fees: $** (includes RF Network Analysis, Deployment Support & Validation and AclaraONE Software/interfaces Implementation).

	Exhibit B line #	Milestone	Milestone %	Milestone Value
1				
2				
3				
4				
5				
			Total Professional Services	

Total Professional Services Price Assumptions

- Phase 1 of the project includes six (6)-month project duration starting at Project Kickoff and concluding with User Acceptance Testing.
- Phase 2 of the project includes six (06) months of project management support of the network expansion and mass meter installation. If the total project duration extends longer than 12 months, professional services can be extended in accordance with the Attachment 5 Change Order Procedure.

B. **AMI Project Milestones – Training: $00**

	Exhibit B line #	Milestone	Milestone %	Milestone Value
1	7.01	Training - RF Electric - RF electric system overview and AO training	100%	

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Attachment 4

to

Statement of Work

Software Delivery Validation



AclaraONE

Software Delivery Validation

Prepared for: City of Griffin, GA

This document and any attachments hereto may contain information that is privileged, confidential or proprietary. Any review, dissemination or use of this document or its contents by persons other than authorized employees of the intended organization is strictly prohibited.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Overview

Software Delivery Validation will allow the Client to verify delivery of the AclaraONE software. Execution of the functionality described in this document is in support of Acceptance of the software. Aclara will provide support for the Client's Software Delivery Validation by hosting a one-hour webinar walkthrough of this document.

Software Delivery Validation is a pre-requisite to begin System Acceptance Testing as follows:

1. AclaraONE in Production with DCU backhaul pointed to AclaraONE
2. AclaraONE Operations and Administration Training Complete

AclaraONE

Application Login

Description	Activity	Expected Results
Application Login	Launch the AclaraONE site https://portal.aclara.one Login with your AclaraONE credentials	Event Summary Dashboard is displayed by default.

Menus And Navigation

Description	Activity	Expected Results
Applications menu	The Applications menu will be expanded by default upon login in.	The following options are displayed. CSR Portal Load Control MDM Administration Reporting Aclara RF Electric Aclara RF Water Job Scheduler
CSR Portal menu	From the Applications menu tab click on CSR Portal	The following option is displayed: Meter Activity

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Load Control menu	From the Applications menu tab click on Load Control	The following option is displayed: Aclara RF electric
MDM submenu	From the Applications menu tab click on MDM.	The following menu items are displayed: Account Search Total Consumption Events – Event List – Event Trends Event Summary Dashboard
Administration submenu	From the Applications menu tab Click on Administration.	The following sub-menu items are available. Report Group Management File Directory Resource Security Manage Reading Profiles Event Management Users
Reporting submenu	From the Applications menu tab Click on Reporting.	The following sub-menu items are available. Usage History Report Meter Issues Report
Aclara RF Electric submenu	From the Applications menu tab click on Aclara RF Electric.	The following sub-menu items are available. Network – System Health Overview – Trace Routes – Service and Diagnostics Tool Equipment – Metering – DCUs – Load Control – Distribution Gateway Notifications – DCU Notifications – Endpoint Notifications Security – Blacklisted Devices Over-the-Air Programming – Manage Downloads

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

		– Endpoint Configuration – DCU Firmware Management – DCU Firmware Status
Aclara RF Water submenu	From the Applications menu tab click on Aclara RF Water .	The following sub-menu items are available. Equipment – DCUs – MTUs – RDDs – Installations Administration – Audit Log – ZoneScan Global Settings – ZoneScan Readings Status – ZoneScan.net Communication – Firmware Status – DCU Firmware Management – MTU Firmware Management – Communication Status – Communication Management
Job Scheduler submenu	From the Applications menu tab click on Job Scheduler	The following sub-menu items are available. Jobs Device Groups Job History
Help Menu	Click the Help link on the upper right corner of the screen.	View Help and/or Ask on AclaraConnect options available.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Attachment 5

to

Statement of Work

System Acceptance Test (SAT)



AclaraONE

System Acceptance Test Cases

Prepared for: City of Griffin, GA

Version:1.0

This document and any attachments hereto may contain information that is privileged, confidential or proprietary. Any review, dissemination or use of this document or its contents by persons other than authorized employees of the intended organization is strictly prohibited.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

This document and any attachments hereto may contain information that is privileged, confidential or proprietary. Any review, dissemination or use of this document or its contents by persons other than authorized employees of the intended organization is strictly prohibited.

1. Overview

The Test Cases outlined in this document will allow the Utility to verify compliance of the Aclara AMI solution. Test case execution and approval of the functionality described in this document is necessary for Acceptance of the System. The Utility will be responsible for reviewing and executing the attached test cases within the five (5) business day period scheduled in order to ensure proper delivery of remaining hardware as scheduled during kickoff of the project.

Pre-requisites to begin System Acceptance Testing are as follows:

- Aclara has certified that the customer's territory has the correct AMI network hardware and AclaraONE, including meter-to-cash interfaces, and an active Azure account & access.
- Aclara has validated the configuration and health diagnostics for AclaraONE within the customer's territory, including meter-to-cash interfaces and an active Azure account & access.
- Electric Meter Factory acceptance testing has been successfully completed.
- The customer has installed 5 meters for each commodity in scope for the project (electric, Water)

2. Menus And Navigation

2.1. Menus

Description	Activity	Expected Results	Pass/Fail	Comments
2.1.1 The following Primary Menu items or Applications should display by default	Expand the Menu on the upper left corner of the screen	Verify the following options are displayed. CSR Portal MDM; Administration Reporting Aclara RF Electric Aclara RF Water Job Scheduler		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

2.1.2 The following submenu items should be present under MDM	From the Applications Menu tab click on MDM. The following menu items should appear.	Premise Search Total Consumption Events - Event List - Event Trends Event Summary Dashboard		
2.1.3 The following submenu items should be present under the Administration Menu	From the Applications Menu tab Click on Administration The following sub-menu items should appear	- Report Group Management - Resource Security - Event Management - Event Groups - Users - File Directory		
2.1.4 The following submenu items should be present under the Reporting Menu	From the Applications Menu tab Click on Reporting The following sub-menu items should appear	- Usage History Report - Meter Issues Report		

2.1.5 The following submenu items should be present under the Aclara RF Water Menu	From the Applications menu tab click on Aclara RF Water. The following sub-menu items should appear.	- Equipment
		  ○ DCUs
		  ▪ DCUs
		  ▪ DCUs Notifications
		  ▪ DCU Uptime
		  ○ MTUs
		  ▪ MTUs
		  ▪ MTU to DCU Communication
		  ○ RDDs
		  ○ Installations
		  ▪ Installations
		  ▪ No Read Received
		  ▪ Missing Progra		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

		mming Records ▪ Programmer Records - Administration o Audit Log - Communication o Firmware Status o DCU Firmware Management o MTU Firmware Management o Communication Status o Communication Management		
2.1.6 Verify you are able to navigate to the DCU module under ACLARA RF WATER (head-end integration)	From the Applications menu tab click on ACLARA RF WATER> Equipment> DCUs> DCUs	Verify the DCUs screen is displayed showing the list of DCUs.		
2.1.7 Verify you are able to navigate to the MTU module under ACLARA RF WATER	From the Applications menu tab click on ACLARA RF WATER> Equipment> MTUs> MTUs	Verify the MTUs screen is displayed showing the list of MTUs.		
2.1.8 Verify Help link is functioning	Click the Help link on the upper right corner of the screen. Then, click View Help and/or Ask on AclaraConnect	Verify the Help and/or Aclara Connect login screens are displayed.		
2.1.9 Verify Events screen is displayed and shows the expected options	From the Applications menu tab click on MDM> Events> Event List On the Event List screen expand the Event Group drop-down field	Verify the Event Group drop-down has the options: Base Overview Consumption DCU Alarms Distribution Health Network Health TimeSync Issues		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

2.1.10 Verify the correct Event Type are displayed under the Event Group= Base Overview	From the Applications menu tab click on MDM> Events> Event List On the Event List screen expand the Event Group drop-down field and select Base Overview.	Verify the Event Type options displayed are: DCU Memory Problem Negative Consumption Power-Outage Power-Restore Read Rate Read Rate- Daily (E) Read Rate- Interval (E)		
2.1.11 Verify the correct Event Type are displayed under the Event Group= Consumption	From the Applications menu tab click on MDM> Events> Event List On the Event List screen expand the Event Group drop-down field and select Consumption.	Verify the Event Type options displayed are: Abnormal Consumption Abnormal Daily – High (F) Abnormal Daily – High (N) Abnormal Daily – High (R) Abnormal Daily – High (T) Abnormal Daily- Low(F) Abnormal Daily- Low (N) Abnormal Daily – Low (R) Abnormal Daily – Low (T) Constant Consumption Consumption Edited Continuous Consumption High Consumption Negative Backwards Negative Consumption Negative Daily Use (E) Zero Consumption		
2.1.12 Validate the correct Event Type are displayed under the Event Group= DCU Alarms	From the Applications menu tab click on MDM> Events> Event List On the Event List screen expand the Event Group drop-down field and select DCU Alarms.	The following Event Type options displayed are: DCU Backup Battery DCU Did Not Clear DCU Door Opened DCU Door Still Open DCU High Current DCU Loss of Lock DCU Low Charging		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

		DCU Memory Problem DCU No Call DCU Reset DCU Technician Port		
2.1.13 Validate the correct Event Type are displayed under the Event Group= Distribution Health	From the Applications menu tab click on MDM> Events> Event List On the Event List screen expand the Event Group drop-down field and select Distribution Health	The following Event Type options displayed are: Magnetic Tamper- Cleared Magnetic Tamper- Detected Meter High Temp Meter High Temp – Cleared Meter Roll Over Meter Tilt Negative Daily Use (E) Power- Outage Power- Restore Volt Sag- Start (A) Volt Sag- Start (B) Volt Sag – Start (C) Volt Sag – Stop (A) Volt Sag – Stop (B) Volt Sag – Stop (C) Volt Swell – Start (A) Volt Swell – Start (B) Volt Swell – Start (C) Volt Swell – Stop (A) Volt Swell – Stop (B) Volt Swell – Stop (C)		
2.1.14 Verify the correct Event Type are displayed under the Event Group= Network Health	From the Applications menu tab click on MDM> Events> Event List On the Event List screen expand the Event Group drop-down field and select Network Health.	Verify the Event Type options displayed are: DCU Backup Battery DCU Did Not Clear DCU Door Opened DCU Door Still Open Low Battery MTUs Low Battery Warning MTU Tamper Magnetic Tamper		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

		Magnetic Tamper – Cleared Magnetic Tamper - Detected Memory Map Error Meter High Temp Meter High Temp – Cleared Meter Roll Over Meter Tilt Program Memory Error Read Rate Read Rate – Daily (E) Read Rate – Interval (E)		
2.1.15 Validate the correct Event Type are displayed under the Event Group= TimeSync Issues	From the Applications menu tab click on MDM> Events> Event List On the Event List screen expand the Event Group drop-down field and select TimeSync Issues.	The following Event Type options displayed are: Time Sync Drift Time Sync Request Time Sync Timeout		

3. Aclara RF Water Validation

3.1. Aclara RF Water Navigation and checking for web console errors

Description	Activity	Expected Results	Pass/Fail	Comments
3.1.1 Navigate through page on the HE and verify no errors are displayed.	Navigate through page on the HE and verify no errors are displayed. Make sure you have the web console opened.	No errors are triggered. All pages are correctly displayed.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

3.2. Aclara RF Water– DCU Validation

Description	Activity	Expected Results	Pass/Fail	Comments
3.2.1 DCUs - Verify DCUs screen is displayed is displayed as expected.	From the Applications menu click ACLARA RF WATER> Equipment> DCUs> DCUs	Verify the DCUs screen is displayed showing in a grid the DCUs (with status Online, Offline, Unknown) for the predefined Date Range. Following information is shown in the grid: DCU ID, DCU Name, Network, Location, Status, DCU Last Endpoint Reception, # of Endpoints Heard by DCU in past 2 hours, First Call, Last Call, Number of Calls, Total Call Time, Records Expected, Records Received, Last Call Cleared, Date Installed. Verify the total number of DCU's shown on the grid is correct.		
3.2.2 Verify DCU Information and tabs within DCU.	**a)** From the Applications menu click ACLARA RF WATER> Equipment> DCUs> DCUs **b)** Click an Online DCU ID **c)** Click on each tab within the DCU Details screen (i.e. Transceiver Information)	**a)** Verify list of DCU is shown on the grid. **b)** Verify the DCU information screen is displayed showing the correct information for the DCU. Also make sure the Map shows the correct Lat and Long. **c)** Verify each screen shows data for the DCU under test.		
3.2.3 Verify the DCU Notifications screen is displayed as expected.	From the Applications menu click ACLARA RF WATER> Equipment> DCUs> DCU Notifications	Verify the DCU Current State Notifications grid is displayed showing information such as Date/Time, DCU ID, DCU Name, Description, Type, Message Code, Value. Make sure you can filter information by selecting/deselecting the Notification Type checkboxes.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

3.2.4 Verify the DCU Uptime page	From the Applications menu click ACLARA RF WATER> Equipment> DCUs> DCU Uptime	Verify the same DCUs listed on the DCUs page is listed on the DCU Uptime page.		

3.3. Aclara RF Water– MTU Validation

Description	Activity	Expected Results	Pass/ Fail	Comments
3.3.1 Verify the MTUs search screen shows correct data.	From the Applications menu click ACLARA RF WATER> Equipment> MTUs> MTUs	Verify the total number of Active MTUs is correct. Verify each MTU record has a valud for MTU ID, Port, Premise, Meter Serial Number, MTU Type, Meter Type, Status and Commodity.		
3.3.2 Verify the the correct Meter Type is shown.	**a)** From the Applications menu click ACLARA RF WATER> Equipment> MTUs **b)** Search for your MTU ID **c)** Click the MTU ID **d)** Click the View Details button **e)** Verify the Meter Type displayed in the Basic Info section matches with the meter type in the NCC system.	Meter Type on the Basic Info section.		
3.3.3 Verify Last Transmission Date on the Basic Info section is in sync with the latest transmission under Tranmission History.	**a)** From the Applications menu click ACLARA RF WATER> Equipment> MTUs **b)** Search for your MTU ID **c)** Click the MTU ID link to access the MTU Detail View page	The Last Transmission Date on the Basic Info section is in sync with the latest transmission under Transmission History.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	d) Look at the Last Transmission Date shown within the Basic Info. **e)** Click the Transmission History tab on the left navigation pane. f) Verify Last Tranmission Dates are in sync.			
3.3.4 Verify data for Battery Voltage is displayed.	Following the navigation path of 3.3.4. Within the Mtu Detail View page click the Battery Voltage option on the left navigation pane.	Verify Battery Voltage is shown in the chart. Note: For new MTU types (i.e. 342x's), if the MTU was installed less than 90 days ago it is possible that the Battery Voltage data will not be available yet.		
3.3.5 Verify Installation History	Following the navigation path of 3.3.4. Within the Mtu Detail View page click the Installation History option on the left navigation pane.	Validate the date for the latest AddMtu installation record in the Installation History tab matches with the Install Date in the Basic Info section in the MTU Information tab. Also, validate that the Install Date shown on the Basic Info section matches with the install date in the NCC.		
3.3.6 Verify the Last Read Date on the meter card matches with the latest available read.	**a)** From the Applications menu click ACLARA RF WATER> Equipment> MTUs **b)** Search for your MTU ID **c)** Click the MTU ID link to access the MTU Detail View page	The Last Read Date on the meter card matches with the latest available read.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	d) Write down the Last Read Date shown on the meter card. **e)** Click the View Details button within the meter card **f)** Look for the the Last Read Date in the Basic Info section on the Meter Detail View page and make sure it matches with the Last Read Date the meter card. **g)** Click Read History **h)** Verify the Last Read Date on the meter card matches with the latest available read in the Read History tab.			
3.3.7 Verify read history is available as of Install Date.	**a)** From the Applications menu click ACLARA RF WATER> Equipment> MTUs **b)** Search for your MTU ID **c)** Click the MTU ID link to access the MTU Detail View page **d)** Click View Details on the Meter card **e)** Check the Install Date on the Basic Info section **f)** Click Read History **g)** Change the date range to retrieve the usage as of the install date.	The first reads are as of the install date.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	Make sure the first available read is as of the Install Date.			
3.3.8 Verify On Demand functionality for the MTU	**a)** From the Applications menu click ACLARA RF WATER> Equipment> MTUs **b)** Search for your MTU ID **c)** Click the MTU ID link to access the MTU Detail View page **d)** Click View Details on the Meter card **e)** Check the Install Date on the Basic Info section **f)** Click Read History **g)** Click On Demand Read button on the top of the displayed reads. Wait for few minutes an verify that On Demand read is returned successfully	On Demand Read for MTU is returned successfully		
3.3.9 Verify the conversion Raw Data to Value is correct.	Following the navigation steps from 3.3.8 **a)** On the Meter Detail View page make sure you have the Meter Information tab opened **b)** Identify the Meter Type and the Gal (or CF) value. For example, "0.1. Gal".	The Raw Data to Value conversion is correct by applying the Meter Type Gal value to the Raw Data read.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	c) Click the Read History tab **d)** On Ready History click on the three dots next to the column header and select Columns> Raw Data. **e)** Verify the Raw Data read to Value conversion is correct. For example, if Raw Data is 117 and Meter Type is 0.1 Gal then the Value will be 11.7.			
3.3.10 Verify the MTU to DCU Communication page loads correctly.	**a)** From the Applications menu click ACLARA RF WATER> Equipment> MTUs> MTU to DCU Communication	Verify the MTU to DCU Communication page loads correctly.		

3.4. Aclara RF Water– Installations

Description	Activity	Expected Results	Pass/ Fail	Comments
3.4.1 Verify the Installations screen shows installation records.	From the Applications menu click ACLARA RF WATER> Equipment> Installations> Installations	Verify the Installations screen is displayed showing the MTU installations done over the Date Range selected in the Date Range field. Following information is displayed on the Grid: Premise, MTU ID, Port, Reason, Install Time, Installer, Reading, Meter Type, Wake Up Received, Reading Received.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

3.4.2 Verify the No Read Received screen shows "Wake Up Transmission records without a Reading"	From the Applications menu click ACLARA RF WATER> Equipment> Installations> No Read Received	The No Read Received screen shows "Wake Up Transmission records without a Reading" Note: Not having any records show up on this page is OK.		
3.4.3 Verify no records are displayed under Missing Programming Records.	From the Applications menu click ACLARA RF WATER> Equipment> Installations> Missing Programming Records	Verify no records are displayed under Missing Programming Records.		
3.4.4 Verify Programmer Records screen shows records.	From the Applications menu click ACLARA RF WATER> Equipment> Programmer Records	Verify the number of records shown here match or are close to the number of records under Installations for the same date range.		

4. Aclara RF Electric Validation

4.1. Network

Test Objective: Verify the system health overview screen. Verify functioning of Services and Diagnostic tool for system commands.

Description	Activity	Expected Results	Pass / Fail	Comments
4.1.1 Verify Read Success **(Verification of Interval and Daily Shift data communication status)**	From the Menu tab slide out Navigate to Aclara RF Electric screen Click on Network > System Health Overview • Verify Daily Shift Communication success chart is displayed.	The interval and Daily Shift communication chart are correct.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	• Verify Interval (15/30/60 mins) Communication success chart is displayed. • Verify successful endpoint count			
4.1.2 Verify DCU Uptime	From the Menu tab slide out Navigate to Aclara RF Electric screen Click on Network > System Health Overview Click on 'View full DCU Uptime Report' to review all DCU uptime result	Review DCU uptime result. All DCUs should be active, up and running		

4.1.3 Verify System Commands
 	
Verify that the user is able to successfully submit Command (On Demand, Connect, Disconnect etc) from the HeadEnd
	From the Menu tab slide out
	Navigate to Aclara RF Electric screen
	
	Click on Network > **Service and Diagnostics Tool**
	
	• Add Endpoint and select the Command.
	• Select DCU routing
	• Click Send Command
	
	(For testing using 'Diagnostic Meter Read' for On Demand Read)
		• The following system commands generate successful output
		  ○ Diag Meter Read
		  ○ Diag Read MetaData
		  ○ Diagnostic Demand Read
		• The following system commands generate successful output. These commands can impact the meter, so ensure you have picked the right test meter
		  ○ Diag Connect
		  ○ Diag Decomm endpoint
		  ○ Diag Demand reset
		  ○ Diag Disconnect		

4.2. DCU and Endpoint Verification

Test Objective: Verify DCUs and Endpoints are installed, transmitting data and available for managing daily network operations

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Description	Activity	Expected Results	Pass / Fail	Comments
4.2.1 Verify Endpoints **Verify that all SRFN endpoints registered in the field are displayed**	From the Menu tab slide out Navigate to Aclara RF Electric screen Click on Equipment > Metering Verify all SRFN endpoints are displayed	All SRFN endpoints are displayed on the screen.		
4.2.2 Verify DCUs **Verify that all DCUs are online and displayed**	From the Menu tab slide out Navigate to **Aclara RF Electric** screen Click on Equipment > DCUs Verify all DCUs are displayed	All DCUs are listed and currently online.		

4.3. Notifications

Test Objective: Verify endpoints notifications are displayed on the UI

Description	Activity	Expected Results	Pass / Fail	Comments
4.3.1 Validate Endpoint Notifications **Verify that all notifications associated with SRFN endpoints are displayed**	From the Menu tab slide out Navigate to Synergize RF screen Click on Notifications > Endpoint Notifications	All endpoint notifications are displayed on the screen.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

User can search the notifications for a specific endpoint	Verify all endpoints notifications			

5. Job Scheduler

5.1. SRFN Job Scheduler

Description	Activity	Expected Results	Pass / Fail	Comments
5.1.1 Verify that all existing SRFN Jobs are being displayed. **The user shall be able to create a new job for SRFN from this screen**	From the Menu tab slide out Navigate to Job Scheduler screen Click on Job Scheduler > Jobs Verify results on Job Scheduler screen. Verify that the recurring Demand Reset Job is also Displayed. Click on Create Job button on upper right corner and create a new job by entering all required fields.	All jobs are displayed, including the recurring active job for Demand Reset. The user can create a new job or edit an existing job		
5.1.2 Verify that all existing Groups are being displayed.	From the Menu tab slide out Navigate to Job Scheduler screen	All groups are displayed, including the groups created for KV2C, I210+, I210+C used for demand reset job.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

The user shall be able to create a new Group from this screen using 'Create New Group' button	Click on Job Scheduler > Groups Verify results on Groups screen. Click on Create New Group button on upper right corner and create a new Group by entering all required fields.			

6. MDM Validation

6.1. MDM NAvigation and checking for web console errors

Description	Activity	Expected Results	Pass / Fail	Comments
6.1.1 Navigate through page on the MDM and verify no errors are displayed.	Navigate through page on the MDM and verify no errors are displayed. Make sure you have the web console opened.	No errors are triggered. All pages are correctly displayed.		

6.2. Event Summary Dashboard

Test Objective: Verify that the Dashboard navigation and features are working, as designed upon signing-in.

Description	Activity	Expected Results	Pass / Fa	Comments

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

			i l	
6.2.1 Validate Event Summary Dashboard screen with map is displayed. **Validate the GIS coordinates are correct for the meters (OR DCU's for DCU alarm events)**	From the Applications menu click MDM> Event Summary Dashboard Note: The default event group shown on the map is "Base Overview". Click on one of meter displayed on the map for the selected event group. Verify the Latitude and Longitude are correct for the test subject.	The map is displayed showing any existing DCU and/or MTU events. The GIS coordinates for selected meter looks correct.		
6.2.2 Validate Event Summary Dashboard screen – Calendar Control	Click the Calendar control (located Upper Right)	The new date is displayed The map refreshes with new data.		
6.2.3 Validate Event Summary Dashboard screen – Event Group	Click the Event Group drop-down (located Upper Right)	Event Groups are displayed, as per configuration Select an Event Group item The dashboard map refreshes with new data.		
6.2.4 Validate Event Summary Dashboard screen – Report Group Selection	Click the Report Group drop-down (located Mid-Left)	Report Groups are displayed, as per configuration Select a Report Group item The dashboard map refreshes with new data.		
6.2.5 Validate Consumption events on	From the Applications menu click MDM>	The map is displayed showing a pinpoint for each event.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

the Event Summary Dashboard	Event Summary Dashboard Select Event Group= Consumption Click on any event on the map	Clicking an event on the map will display information such as meter, premise address, Lat and Long.		
6.2.6 Validate DCU Alarms are retrieved	From the Applications menu click MDM> Event Summary Dashboard Select Event Group = DCU Alarms Click on any event on the map	The map is displayed showing a pinpoint for each DCU Alarm. Clicking an event on the map will display information such as DCU ID, Event Type, , Lat and Long.		
6.2.7 Validate Network Health are retrieved	From the Applications menu click MDM> Event Summary Dashboard Select Event Group = Network Health	The map is displayed showing a pinpoint for each Event Type under the Event Group 'Network Health'.		
6.2.8 Validate the total number of events for a specific date and event group match with the number of events in Event List	From the Applications menu click MDM> Event Summary Dashboard a) On the Event Summary Dashboard select Event Group=Consumption and day with events. Note that the total number of events are shown in the grid on the left-	a) The grid on the Event Summary Dashboard is displayed showing the total number of events for the selected Event Group and day. b) The Event List page is displayed showing the events for the same event group and date on the Event Summary Dashboard.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	hand side of the map. b) Clicking the title "Meter ()" will take you to the Event List page displaying the same events for the Event Group and day you are viewing on the Event Summary Dashboard.			

6.3. Validating Event List and Event Trends

Test objective: Verify that the event/analytics alarm is triggering correctly, and that analytics' navigation, filtering, charting, and reporting presentations are functioning as designed.

Events or Alarms have consistent presentation and behavior in the AclaraONE MDM, including the following screens:

- Event Summary Dashboard or Map presentation
- Event List presentation, and
- Event Trends presentation

Events are generated by Hardware (Meter, DCU) or by the software's analytics e.g. Abnormal Consumption. The SAT Test cases will exercise the common functionality for each of the targeted events or analytics.

Description	Activity	Expected Results	Pass / Fail	Comments
6.3.1 Validate Base Overview events on the Event List page	From the Applications menu click MDM> Event> Event List Select Event Group= Base Overview *(defaulted)*. Then, click Search	Verify the list of events is shown in the grid.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

6.3.2 Validate DCU Alarms events on the Event List page.	From the Applications menu click MDM> Event> Event List Select Event Group= DCU Alarms Then, click Search	Verify the list of DCU events is displayed. If you click the Map tab you should see a map with the DCUs with events.		
6.3.3 Validate Consumption events on the Event List page.	From the Applications menu click MDM> Event> Event List Select Event Group= Consumption Make sure you have selected a Date Range with AMI data. Then, click Search	Verify the list of Consumption events is displayed. If you click the Map tab you should see a map with the MTUs with events.		
6.3.4 Validate Network Health events on the Event List page.	From the Applications menu click MDM> Event> Event List Select Event Group= Network Health Make sure you have selected a Date Range with AMI data. Then, click Search	Verify the list of Network Health events is displayed. If you click the Map tab you should see a map with the MTUs with events.		
6.3.5 Validate TimeSync events on the Event List page.	From the Applications	Verify the list of TimeSync Issues events is displayed.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	menu click MDM> Event> Event List Select Event Group= TimeSync Issues Make sure you have selected a Date Range with AMI data. Then, click Search			
6.3.6 Validate events on the Event Trend page for both Electric and Water Report groups	From the Applications menu click MDM> Event> Event Trends a) Select a Date Range, Report Group, Event Group and Event Type that will display data on the charts. b) Also, make sure you can export to a CSV file the data on the second chart. Note: To export the data on the second chart, click on a bar in the chart. This will display a grid beneath the chart, and you will see an Export button on the lower right corner of the page.	a) Charts are shown with data. Data on the second chart "Number of Devices Reporting Event" is only displayed. b) Data on the second chart is successfully exported to a CSV file.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

6.4. Total Consumption

Test Objective: Verify that the Total Consumption navigation, charting, grouping, and grid presentations are working as designed.

Description	Activity	Expected Results	Pass/ Fail	Comments
6.4.1 Validate the Total Consumption screen - All Accounts Group - Water • **Validate the Daily chart and Summary Card or Panels** • **Validate the Hourly Chart.**	From the Applications menu click MDM> Total Consumption • Select Report Groups 'All Accounts Group – Water'. By default 'All Accounts Group-Electric' is selected. • Verify the Daily Chart and Summary cards for total, average, minimum and maximum consumption • Click on a Date in the Daily Chart and scroll down to view the hourly chart	The Total Consumption screen is displayed. The chart shows the daily consumption within the last 30 days by default. The daily and hourly chard is displayed correctly. The data grid beneath the graph shows the meters specific to date selected. Check the grid is displaying Meter Serial Number, Account Number, Total Consumption (gal), Average Consumption (gal), Minimum Consumption (gal), Maximum Consumption (gal). Make sure you can export the data into CSV, Image and PDF report by clicking the Export button located on the lower right corner of the chart.		
6.4.2 Validate hover box shows total consumption for the day	From the Applications menu click MDM> Total Consumption	A hover box is displayed showing the date and total gallons.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	Hover over anywhere on a line in the graph.			
6.4.3 Validate you can access the Water Meter Detail information screen from the Total Consumption page.	From the Applications menu click MDM> Total Consumption Scroll down to the grid and click a meter serial number	The Meter Detail View page is displayed showing the Account and Meter information.		
6.4.4 Validate you can access Account information	From the Applications menu click MDM> Total Consumption Scroll down to the grid and click an Account Number	The Account Detail page is displayed showing the Account information on the top (Customer, Account Number, Address) and Meter information. If Electric meter is also installed at the same location, the meter card for Electric meter will also be displayed.		
6.4.5 Validate the Total Consumption screen – All Accounts Electric Group Validate the chart and Summary Card or Panels	From the Applications menu click MDM> Total Consumption • Make sure to select 'All Accounts Group-Electric'. • Validate different Daily Usage options available for Electric Meters • Examine the Summary Cards that display Total, Average, Min, and Max Consumption • 'Hover' over the chart's data points to display a tooltip with	The Total Consumption screen is displayed. The daily chart is displayed correctly. The Summary Cards accurately reflect the data that is displayed in the chart. (No drilling down to interval level is available for Electric meters)		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	the date and consumption value			

6.5. MDM – Account Detail

Description	Activity	Expected Results	Pass/Fail	Comments
6.5.1 Validate the customer information	From the Applications menu click MDM> Premise Search Without entering a value in the search field, click the Search button.	A list of accounts is retrieved. Verify the Premise display Premise Number, Customer Id, Meter Serial Number, MTU ID, Last Name (First Name is shown also under Last Name) and Address 1.		
6.5.2 Validate Premise Details information	From the Applications menu click MDM> Premise Search. Search for your MTU ID. • On the Premise Search results page click the Premise Number. • Within Premise Details page click on the Consumption (Water). Later also check Consumption (Electric) if both the services are	• The Premise Details page is displayed showing Customer Name and Address. If the location have both Electric and Water meters, two meter card will be displayed for each service. • On clicking the Consumption, the Customer Consumption screen is displayed. • The Events screen is displayed		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	applicable for the premise. • Click the Events tab on the left size of the screen.	showing any event available for the account.		
6.5.3 Meter information and navigation to head-end	From the Applications menu click MDM> Premise Search Do a quick search by Premise Number. • Click on the Premise Number. • On the Meter Card click View Details.	• After you click on the Premise Number link on the Premise Search page, the the Customer Info screen is displayed and the Meter card is displayed. • Clicking the View Details button takes you to the correspoding Meter information screen on the HeadEnd.		
6.5.4 Check Interval types on the Consumption screen for Water Meters	From the Applications menu click MDM> Premise Search Click the Search button. Click your Premise Number. Lastly, click on the Consumption tab on the left-hand side of the screen.	Verify Hourly, Daily, Monthly and Meter Interval data can be displayed in the chart and data grid when you select the corresponding interval in the Interval drop-down field. Verify the Unit of Measure is correct. Verify you can export the Consumption data by clicking the Export button under the Consumption chart (CSV, Image, PDF). (Note: Meter Interval selection for		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

		Interval Types display both hourly consumption and reads for Water Meters)		
6.5.5 Compare meter interval data in the MDM against ACLARA RF WATER	From the Applications menu click MDM> Premise Search Search for your MTU ID. Then, click on the Premise Number shown in the search results. Lastly, click on the Consumption tab on the left-hand side.	From the Interval drop-down select the Meter Interval option. Using the Export button on the lower right corner of the screen export the interval data into a CSV file. Compare it against the usage for the same period in ACLARA RF WATER and make sure the intervals match. Accessing the reads in ACLARA RF WATER: On the current screen click the Customer Info tab, then on the right side of the screen look for the meter card and click the View Details button. On the Meter Detail View screen click on the Read History tab. Compare reads in ACLARA RF WATER vs the reads in MDM and make sure they match.		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

6.5.6 Check Interval types on the Consumption screen for Electric Meters	From the Applications menu click MDM> Premise Search Click the Search button. Click your Premise Number. Lastly, click on the Consumption (Electric) tab on the left-hand side of the screen.	The Interval KWh chart and Meter Interval data grid is displayed for the selected date range. The daily consumption chart for the meter is also displayed based on the 'Daily Readings' selection. Verify you can export the Consumption data by clicking the Export button under the Consumption chart (CSV, Image, PDF).		

BILLING EXPORT TESTING

Test Objective: Verify the generation of daily CMEP billing export file for Electric meters.

BILLING EXPORT TESTING

Description	Activity	Expected Results	Pass / Fail	Comments
6.1.1 Validate Bill file format (CMEP MEPMD01 format) Validate that file is generated on daily basis at configured time and designated folder on the sftp location	Validate the format of the Bill file matches to the specification in the requirements document. S Validate the file generation process is	Bill file contains all fields as specified in the requirements document. File is generated in /Billing/Outgoing folder\\aclaraone\J$\FileExchange\Export\CustomerBilling on sftp		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

	configured as expected.	location on a daily basis.		
6.1.2 Validate all mandatory fields in the bill file are populated **UOM is populated as expected for different Read Types selected by the utility** **File include Daily midnight read for two previous days**	Validate all mandatory fields in the Bill File are populated. Check UOM's are reported correctly. Previous day and current day daily data is included in the file for UOM identified by the Utility and Aclara. The interval Interval consumption is also reported in the same file..	All mandatory fields in the Bill File are populated. The file includes Previous day and Current day daily data for UOM identified by Aclara and the Utility. The Interval consumption is also included in the same file.		
6.1.3 Validate counts of meters in the CMEP file	Validate the record count in the file is correct.	Record count in the file is correct and is comparable to total count of active electric meters.		

CIS ACCOUNT IMPORT TESTING

Test Objective: Verify the processing of the daily CIS Account Import file into MDM.

Description	Activity	Expected Results	Pass / Fa	Comments

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

			i l	
9.1 Validate daily CIS files are delivered by the utility on a regular basis in designated folder on the sftp location.	1. Verify that the utility is placing daily CIS files in the designated sftp location (xxx\CISAccountImport) 2. Verify that Aclara picks the the file from the sftp and process it in MDM.	Daily files provided by the utility. The file is moved from the sftp by the Aclara configured MoveIT job for processing in MDM.		
9.2 Validate the customer information in the MDM for a new install.	From the Applications menu click MDM> Premise Search Look for the Meter you want to verify. Verify the information displayed on the premise search page for the meter.	Validate that the Customer Name, Address, Phone, email is shown on the Premise Search grid. Verify that it matches with information in the CIS. When you access the Premise Detail validate the Customer Name and Address is also displayed on the Premise Detail screen.		
9.3 Validate the customer information in the MDM for a Customer Move-Out/Move-In scenario. MDM display the latest customer information only (no history). Precondition: The existing customer already exists in the system. The existing customer now has moved out and a new customer	From the Applications menu click MDM> Premise Search Look for the Meter you want to verify. Click the Premise Number.	Validate that the Customer Name, Address, Email, Service ID and Bill Account is shown on the Premise Search grid. Only the last customer information is displayed, so in case of move-out/move-in you will only see the new customer once data is updated (no history maintained).		

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

moved in. The CIS file include the new customer at that location with the MeterServiceStartDate as New Service Connect Date		When you access the Premise Detail validate the Customer Name, Address and other information is shown and it matches with the information on the Account Import file.		
4.6.5 Validate the customer information in the MDM is displayed correctly for Meter Exchange Scenario. Precondition: Meter is installed with at a given location. Meter is exchanged with a new meter. The CIS file include the new meter at that location with the MeterServiceStartDate as Meter Install Date.	From the Applications menu click MDM> Premise Search Look for the Meter you want to verify. Click the Premise Number.	Validate that the Customer Name, Address, Email, Service ID and Bill Account is shown on the Premise Search grid. The new Meter is assigned to the location and the customer.		

Outage Management System (OMS) Interface	• **Confirm the test meter can be pulled from the socket without impacting any customers.** • **Pull the meter and force an outage**	• **The System Health Overview Screen must display an outage for the test meter** • **The outage notification must be received by the OMS system.**
	• Plug the meter back and verify restoration message	• System Health Overview screen is updated with the correct status • The OMS system receives the restoration notification

Attachment 6

to

Statement of Work

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

System Acceptance Test Exceptions and Exclusions

The following events are exceptions and exclusion that are beyond Aclara's control and may impact the performance of the AclaraONE software and the overall Aclara RF AMI system and its ability to capture readings. Aclara is therefore not responsible for performance metrics which are not met due to the extent caused by the following:

- Failure or degradation of any software or equipment not provided by Aclara or not installed according to Aclara's specifications, thereby impacting performance.
- Failure or degradation of any software or equipment provided by Aclara when the system has not been properly serviced and maintained as required in writing and provided to Client (except where such service or maintenance is the responsibility of Aclara).
- Removal of any equipment from service in a manner that renders Aclara's Products inoperable.
- Errors or omissions in data provided by external systems (non-Aclara systems) to the AclaraONE headend such as incorrect meter IDs, or failure to provide current data on meter replacements or removals.
- The election, at any time, to collect data through operations not performed in accordance with Aclara's Product documentation as provided to Client.
- Integration work not performed in accordance with Aclara's guidelines.
- Failure of LAN and or WAN servers, network devices, or network connectivity that is not directly under Aclara's or its subcontractors' or vendors' control.

"Suspect MTU" shall mean those MTUs or RF Electric Meters that have not successfully transmitted data since installation or subsequent to installation have been damaged, had Radio Frequency transmission physically blocked or have failed to successfully transmit for five (5) days.

"Suspect MTU" exceptions, as used for the purposes of this section, include but are not limited to the following:

- Suspect MTU Reporting. An MTU or RF electric meters is considered a "suspect MTU" under the following conditions and is thus excluded from the total count of MTUs to determine Active MTUs:
    - Installed outside of contracted SAT coverage area
    - MTU or DCU equipment failure due to tampering, damage, vandalism, or Force Majeure events.

Docusign Envelope ID: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05

Attachment 7

to

Exhibit A Statement of Work

Change Order Procedure

Any change to a Statement of Work must be agreed upon in writing by both parties. The following procedure (whether requested by the System Owner or Aclara) will be used to control all changes. All Requests for Change ("RFC") to the applicable Statement of Work must be made in writing and shall be submitted by the appropriate Project Manager. Each request should contain the following information:

- The requested change;
- The impact, if any, on the existing work product;
- Estimated impact, if any, on Project schedule; and
- Estimated change, if any, in Services fee

The Project Manager shall review and accept or reject the RFC. If rejected, the RFC shall be returned to the submitting party with written reasons for rejection and, as appropriate, any alternatives. All approved RFC's will be incorporated into the Change Order to this Statement of Work. Aclara will not perform any Services outside of the Statement of Work until the RFC has been signed by both parties.

1. Describe the requested change: _____

_____

_____

2. Define the impact, if any, on existing work product: _____

_____

_____

3. Define additional work product required as a result of the requested change, if any: _____

_____

_____

4. Define the impact, if any, to the existing Project schedule. Provide an updated Project schedule, if appropriate. _____

_____

_____

5. Provide an updated work product and payment schedule, if appropriate. _____

_____

_____

Accepted By:	**Accepted By:**
Aclara Technologies LLC (Aclara)	**City of Griffin, GA (System Owner)**
By: SAMPLE	By: SAMPLE
Print name: SAMPLE	Print name: SAMPLE
Title: SAMPLE	Title: SAMPLE
Date: SAMPLE	Date: SAMPLE

Certificate Of Completion

Envelope Id: 4B2F609F-E5C4-8C44-82C0-CDEE31715D05
Status: Completed
Subject: Requesting your E-Signature-City of Griffin (GA)
Source Envelope:
Document Pages: 65
Signatures: 2
Envelope Originator:
Certificate Pages: 4
Initials: 0
Sherri Morrison
AutoNav: Enabled
smorrison@hubbell.com
EnvelopeId Stamping: Enabled
IP Address: 18.204.70.248
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original
11/10/2026 8:23:21 AM
Holder: Sherri Morrison
smorrison@hubbell.com
Location: DocuSign

Signer Events	Signature	Timestamp
Kumi Prematilake kprematilake@hubbell.com DVP AMI and Services Security Level: Email, Account Authentication (None)	DocuSigned by: Kumi Prematilake EDF890DBCCBF4DE... Signature Adoption: Pre-selected Style Using IP Address: 163.116.133.122	Sent: 11/10/2026 8:26:21 AM Viewed: 11/10/2026 2:52:56 PM Signed: 11/10/2026 2:53:08 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Bryan Uber BUber@hubbell.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/10/2026 8:26:22 AM

Electronic Record and Signature Disclosure:
Accepted: 5/25/2023 5:05:52 AM
ID: eb86cc6d-b726-4df6-9f68-f7c15dd326bb

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/10/2026 8:26:22 AM
Certified Delivered	Security Checked	11/10/2026 2:52:56 PM
Signing Complete	Security Checked	11/10/2026 2:53:08 PM
Completed	Security Checked	11/10/2026 2:53:08 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Hubbell Incorporated - IT and Legal (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Hubbell Incorporated - IT and Legal:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: kcecil@hubbell.com

To advise Hubbell Incorporated - IT and Legal of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kcecil@hubbell.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Hubbell Incorporated - IT and Legal

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kcecil@hubbell.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Hubbell Incorporated - IT and Legal

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to kcecil@hubbell.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Hubbell Incorporated - IT and Legal as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Hubbell Incorporated - IT and Legal during the course of your relationship with Hubbell Incorporated - IT and Legal.

MASTER AGREEMENT

This Master Agreement ("Agreement") is made and entered into as of the date last signed (the "Effective Date") by and between **Aclara Technologies LLC**, 77 West Port Plaza, St. Louis, MO 63146-3126, an Ohio limited liability company ("Aclara") and **City of Griffin** a Georgia municipal corporation with offices located at 100 S. Hill Street, Griffin, Georgia ("Customer"). Collectively, Aclara® and Customer may be referred to as "Parties or individually as "Party".

The scope of work for this Agreement is a trial RF AMI system consisting of 100 RF Electric Meters and 5 Water MTU's. Exhibit A Statement of Work defines the integration and installation work that will be included in this trial. The trial has an evaluation period of up to three (3) months from when all integrations are completed. If, in the City's sole discretion, the trial is deemed successful, the parties will execute a full deployment contract provided that hardware from the trial will be incorporated into the full system. Should the Customer decide not to move forward with the Aclara system, Customer will discontinue use of the trial system and return all trial and software related documentation to Aclara within 15 business days of the end of the evaluation period.

This Agreement, consisting of this document and the following Attachments and Exhibits attached hereto, as each or collectively may be amended, sets forth the terms and conditions under which the Parties agree to the purchase and sale of certain of Aclara's equipment, software and certain third party software. By signing this Agreement Customer hereby represents and affirms that it has reviewed and agrees to the terms and conditions as set forth in the following Attachments and Exhibits. Additional terms contained on any purchase order are hereby rejected unless specifically agreed to in writing by the Customer and Aclara; provided, however, in the event of conflict between the terms of this Master Agreement and any Attachments and Exhibits, the terms set forth in this Master Agreement shall govern.

1) Attachment 1, Hubbell Utility Solutions Terms and Conditions of Sale
2) Exhibit A, Statement of Work – AclaraONE® RF
3) Exhibit B, Aclara AMI Pricing Sheet
4) Exhibit C, Agreement for Software Deliverables and Services
5) Exhibit D, Aclara Equipment Warranties

1. Term

A. The term of this Agreement shall become effective on the Effective Date and shall continue in full force and effect, unless earlier terminated in accordance with this Agreement, until fifteen (15) days following the trial evaluation period. Notwithstanding such termination, certain rights and obligations arising under this Agreement, including, but not limited to those concerning indemnity, Dispute Resolution, and Limitation of Liability and the Software License Agreement, Non-disclosure Agreement and Maintenance Agreement shall survive the termination of this Agreement; provided, however, this Agreement shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the City therein.. The term of this Agreement may be extended by the written mutual agreement of the Parties.

B. In the event that the Customer desires to purchase additional equipment, any such purchases shall be at such prices and delivery shall occur on such dates as the Parties may then agree. All other terms and conditions contained in this Agreement shall apply to such purchases.

2. Purchase, Sale and License.

A. Customer will purchase and Aclara will sell the Hardware and Services and license the Aclara Licensed Software and the Third Party Licensed Software at the prices and in the quantities set forth on the Exhibit B or as mutually agreed to by the parties, and upon the terms and conditions set forth in this Agreement, the Aclara Standard Terms and Conditions of Sale for Equipment and Certain Services, attached hereto as Attachment 1, the Professional Services set forth in the Statement of Work, attached hereto as Exhibit A, and the Agreement for Software Deliverables and Services attached hereto as Exhibit C.

B. Aclara shall use commercially reasonable efforts to deliver the Equipment and Software and provide the Services within a reasonable period of time. Neither Party shall be liable to the other for failure or delay in performance of a required obligation if such failure or delay is caused by an act or omission of the other Party or such Party's Personnel.

3. Notices. Any notices required or permitted hereunder shall be in writing and shall be deemed to be given sent by Electronic Mail or United States registered or certified mail, postage prepaid, to the respective Parties at the addresses shown in the first paragraph. Notices so given shall be deemed received upon receipt of Electronic Mail or three business days from the postmarked date of deposit in the U. S. Mails, to the addresses set forth in the first paragraph, and, in the case of Aclara, with a copy to Aclara Legal Department.

4. Compliance with Laws. Aclara shall comply with all applicable federal, state and local laws, and ordinances ("Laws") in the performance of its duties under this Agreement.

5. Waiver. No waiver of any term of this Agreement by either party shall be deemed to be a further or continuing waiver of any other term of this Agreement.

6. Parties contracting with governmental entities in the State of Georgia are on notice that such entities are political subdivisions of the State of Georgia, and that it is the duty of those contracting with a Georgia governmental entity to determine that the provisions of the contract are legal and enforceable. ACLARA TECHNOLOGIES LLC, in contracting with the City of Griffin, Georgia, acknowledges that is obligated to verify through independent legal counsel whether all provisions of this contract are enforceable. The City of Griffin, Georgia will not be bound to any provision of a contract which a Georgia public entity cannot legally agree to or contract for. By way of example, a public entity may not agree to binding arbitration, waiver of its right to a jury trial, holding another harmless, providing indemnification, limiting liability, waiving counterclaims, agreeing to application of foreign law in interpreting contracts and agreeing to venue in a court outside of Georgia. In executing the enclosed contract, the City of Griffin, Georgia does not waive any rights it may have to object to, contest, or refuse to comply with any provision of the contract that is impermissible by operation of the laws of the State of Georgia, and such impermissible provisions shall be of no force or effect, but not affect any other provision of the contract and the contract shall be construed as if such invalid, illegal, or unenforceable provision had never been incorporated herein.

7. Unless amended by the terms of this Agreement, all other terms and conditions of the contract shall remain unchanged and in full force and effect throughout the extended term.

8. This Agreement incorporates and includes all prior and contemporaneous negotiations, correspondence, conversations, agreements and understandings between the parties concerning the subject matter hereof. No deviation from the terms hereof shall be predicated upon any prior or contemporaneous representations, agreements or understanding, whether oral or written.

9. Entire Agreement. This Agreement including Attachment 1, Exhibits A, B, C, and D constitute the entire agreement between the Parties with respect to the subject matter hereof. There are no oral agreements or representations or additional written materials that revise or supplement the terms of the Master Agreement. No modification, amendment, revisions or supplements to this Master Agreement shall be enforceable unless in writing, signed by both Customer and Aclara.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date last signed below.

Aclara Technologies LLC

DocuSigned by:

By: Kumi Prematilake
EDF800DBCCBF4DE...

Name: Kumi Prematilake

Title: DVP AMI and Services

Date: 2/17/2026 | 10:05 PST

City of Griffin

By:

Name: Douglas S. Hollberg

Title: Mayor

Attest:

Name: Jessica W. O'Connor, Secretary
(SEAL)

Approved as to form:

Andrew J. Whalen, III, City Attorney

Date: Andrew J. Whalen, III

Docusign Envelope ID: BC4BB925-4710-4ADB-90C0-E098A9CDF1A5

Attachment 1

Hubbell Utility Solutions Terms and Conditions of Sale

Effective February 15, 2025

These Terms and Conditions of Sale shall govern all quotations, orders and contracts for the sale of products, software, and services of Hubbell Utility Solutions to Buyer, unless otherwise specifically agreed to in writing by HUS. "HUS" or "Seller" means the Hubbell Utility Solutions entity named in the order or contract that is providing the products, and/or software, and/or services. "Buyer" means the company that accepted HUS' offer or is named in the order.

PAYMENT TERMS:

Buyer agrees to pay the prices quoted by HUS and is responsible for applicable shipping and handling charges, taxes and duties as provided below. Unless otherwise noted on the invoice, payment terms are net 30 days from the invoice date. Invoices will be dated the day of shipment. Unless otherwise mutually agreed by the parties, all payments shall be made in United States dollars.

If Buyer does not pay any invoice, in whole or in part, when due, HUS shall assess a service charge of 1.5% per month or, if such rate exceeds the maximum lawful rate, the maximum lawful rate shall be assessed on all past due accounts and shall be payable on demand. If any amount due HUS is collected by or through an attorney, HUS shall be entitled to recover all costs of collection, including attorney's fees equal to 15% of the total principal and interest owed.

For Systems Control, a division of Northern Star Industries, Inc. ("Systems Control") and Keystone Electrical Manufacturing, Inc. ("Keystone") products, invoices may not be dated the day of shipment.

PRICES:

All prices are those in effect at the time of quotation and are subject to change without notice. Unless prices are quoted as "valid for" a certain period or "valid through" a certain date, HUS quotations remain valid for thirty (30) days from the date of issue. Notwithstanding whether prices are quoted as "valid for" a certain period or "valid through" a certain date on any HUS quotation, all prices are subject to an increase on new, or issued orders, resulting from (1) any foreign exchange rate fluctuations; or new or increased government imposed tariffs, duties or other charges of any kind; and (2) as determined by HUS in its sole discretion due to increases in labor, materials, freight, container, fuel, handling, logistics or other manufacturing costs since the date of quotation, whether in the form of a price increase or a surcharge. Unless otherwise agreed to in writing, all prices are those in effect at the time of shipment. HUS reserves the right to require minimum order amounts. Buyer will be billed for any tooling at Hubbell's current pricing.

FREIGHT ALLOWANCE:

Freight is prepaid and allowed or as otherwise agreed to in writing by HUS. For all orders that qualify for freight allowance, HUS reserves the right to select the carrier and method of shipment and to route shipments at HUS' discretion. See www.hubbell.com/terms/hus under Terms and Conditions of Sale — Freight Allowance for specific freight requirements, which are incorporated herein by reference. Freight charges are calculated at the time of shipment and are subject to change. Buyer requests to delay or defer shipping all or any portion of an order beyond its scheduled shipment date must be approved by HUS and are subject to revised pricing and storage costs.

TAXES:

Prices exclude all taxes. Buyer has responsibility for paying and reporting all applicable taxes levied or based on account of the purchase price or the acquisition, ownership, license or use of the products unless prior to shipment Buyer provides HUS with a current tax exemption certificate acceptable to the relevant taxing authorities. If any tax exemption certificate provided by Buyer to Seller is not recognized by the taxing authority involved, Buyer will promptly reimburse Seller for any taxes, interest, fines, and penalties

that Seller is required to pay.

For Systems Control products only, orders may include use tax which will be indicated on Seller's quote.

DELIVERY, TITLE AND RISK OF LOSS:

Subject to any available Freight Allowances, Delivery of the product to Buyer shall mean delivery of products to Buyer FCA HUS' Facility (Incoterms® 2020). Title and Risk of Loss to any products passes to Buyer upon Delivery. Partial quantity deliveries are permitted. HUS may deliver products in advance of the delivery schedule.

For Systems Control only: Subject to any available Freight Allowances, Delivery of the product to Buyer is defined as follows: (i) Delivery outside of the continental United States (including Alaska, Hawaii) and other North American countries) shall mean delivery of products to Buyer FCA Seller's Facility; (ii) Delivery within the continental United States, shall mean delivery of products to Buyer FCA Buyer's Facility, Freight Prepaid & Add Incoterms® (2020). Title and Risk of Loss to any products passes to Buyer upon Delivery.

HUS will use reasonable efforts to meet shipment or delivery dates specified by HUS, but such dates are estimates only and not a firm commitment. If shipping is delayed or interrupted for any cause for which Buyer is directly or indirectly responsible and additional costs (including storage costs) are incurred by HUS due to such delays, Buyer shall reimburse HUS for such added costs.

DROP SHIPMENT POLICY:

Except for shipments to Alaska or Hawaii, a shipment charge of 10% of the net order amount will be added to all orders requesting delivery to a location other than a recognized Buyer stocking warehouse, with the exception of full truckload and/or project material. This is in addition to any other charges to the net order.

The foregoing limitation does not apply to PCORE, Utility Automation, including the RFL brand, Systems Control, or Keystone products, or storm orders.

PACKAGING:

Shipments will be made in standard package quantities or multiples thereof. HUS will notify the Buyer of any orders that do not comply with this policy, and Buyer shall authorize an adjustment to comply with standard package quantities before the order will be entered. In the event of inability for any reason to supply the total demand for the materials or products specified, Seller may allocate its available supply among any or all of its buyers, at its discretion and without liability for failure of performance that may result therefrom.

For Meramec products, Seller will do its best to package shipments in the most effective manner and will inform customer at time of shipment of any non-typical packaging.

SERVICE AREA LIMITATION:

HUS reserves the right to refuse to make quotations, accept orders or make shipments to points of destination outside of the regular or assigned selling and service area of the applicable HUS distributor.

RETURNED PRODUCT:

No products may be returned without prior written authorization from HUS. Any authorized return shall be subject to the following conditions: (i) requests to return products must be made within one (1) year from date of shipment by HUS, and Buyer must provide original HUS invoice number; (ii) product to be returned must be considered standard/stock product by HUS; (iii) all returned products must be in excellent, re- saleable condition and packaged in the original carton; (iv) a minimum of 25% restocking charge will be deducted from all credits issued on authorized returns; (v) the Return Material Authorization (RMA) Packing

List supplied by HUS must accompany the return shipment and the returned product must be received by HUS within sixty (60) days of issuance of the RMA; (vi) return freight must be prepaid; and (vii) net value of the return must not be less than USD$750 for products and USD$250 for tools and/or parts. HUS reserves the right to deduct for any damage sustained in transit. Unauthorized returns will be refused. Products returned without proper authorization from HUS will, at the sole option of HUS, be returned to the Buyer freight collect, or scrapped immediately with no issuance of credit. Unauthorized product included in a return will not be credited.

For Aclara Meters, in addition to the above, products must be unused in order to be returnable.

For PCORE, Systems Control, and Keystone products, all products are non-returnable.

For Connectors products, in addition to the above, products must be in full case quantities.

For Beckwith products, in addition to the above, products must not have been energized and the casing must not have been opened exposing components.

For Meramec products, no products sold under this order may be returned without Seller's prior written Return Material Authorization (RMA). Products purchased pursuant to the Seller's quotation or acknowledgment may be returned for repair or replacement only and upon receipt of authorization from Seller, which shall provide return material authorization (RMA) numbers to assure correct identification of, and appropriate credit (if any) to, the Buyer. All products must be returned freight prepaid. Seller may refuse to accept a return of products if the return is not based on a claim as provided in the Limited Warranty section of this document. Seller may also refuse to accept any products returned without authorization and any freight or associated costs will be the responsibility of the Buyer. Specialty and non- stocked items cannot be returned.

NON-RETURNABLE PRODUCTS:

The following products are not returnable: all non-stock, special, customized or modified products; all stock products containing time-sensitive components that have reached the end of their warranty or shelf life; all clearance and limited-availability products, all stock products that are above acceptable inventory levels as determined by HUS. Any product which HUS sells, but does not inventory, is considered a non-stock product.

For Meramec products, products may be returned for the purpose of diagnosis and rework only and subject to the Returned Product section above.

CANCELLATIONS:

Orders may not be cancelled unless HUS gives its prior written consent. Cancellation of an order for current stock product requires a minimum of thirty (30) days' notice prior to actual ship date and is subject to a minimum cancellation fee of 25%. Stock item orders shipped after cancellation notice is received, but before expiration of the 30-day requirement, will be subject to all standard RETURNED PRODUCT conditions noted above. Blanket orders are non-cancelable. Cancellation of non-stock products may be made only upon agreement from HUS and subject to applicable cancellation charges.

For Systems Control and Keystone products only, no order which has been accepted by the Supplier may be cancelled by the Buyer except with the agreement in writing of the Supplier on the terms that the Buyer shall indemnify the Supplier in full against all loss (including loss of profit) costs (including the cost of all labor and materials used), and documented damages, charges and expenses incurred by the Supplier as a result of cancellation.

MINIMUM ORDERS; ORDER ADD-ON POLICY:

All Buyer orders are subject to the following minimum amounts: (i) all orders (other than tools and parts orders) USD$750 net per order, with USD$75 surcharge for below minimum orders, and (ii) for tools and parts orders, USD$250 net per order, which USD$25 surcharge for below minimum orders. Orders are subject to standard package sizes as determined by Seller. .

HUS "Add-On" policy allows you to add items to an existing unshipped order for up to fifteen (15) days from the entry date of the original order. The minimum value for added products is USD$250 and for tools or parts is USD$100.

If an order has multiple releases specified by the Buyer, each release may be treated as an individual order, relative to freight allowance and minimum billing.

For PCORE products, there are no minimum amounts for orders, and the "Add-On" policy does not apply for rushed or expedited orders.

For Systems Control and Keystone products, there are no minimum amounts for orders.

For Meramec products, there are no minimum amounts for orders, and the "Add-On" policy does not apply.

CHANGES:

Buyer may request, in writing, changes to an order. Such changes shall be accepted only upon HUS' consent of such request. If any such change causes an increase or decrease in the cost of or the time required for performance hereunder, an equitable adjustment shall be made to the price and/or delivery schedule.

ACCEPTANCE TESTING/SITE ACCEPTANCE FOR KEYSTONE AND SYSTEMS CONTROL PRODUCTS ONLY

Supplier will furnish Equipment and perform the services in strict accordance with the Contract Documents. Acceptance testing and criteria for the Equipment or services, if applicable, will be set forth in either: (a) the relevant Contract Documents; or (b) other written document mutually executed by both Parties. Full factory acceptance testing may occur at Supplier's Facility, either in person, virtual or both. Upon delivery to Buyer's site, Buyer may reject any Deliverables not in conformity with specifications included in the Contract Documents or as otherwise agreed in writing by both Parties, provided such rejection is communicated to Supplier in writing within sixty (60) days following Supplier's furnishing of all Deliverables ("Rejection Period"). After expiration of the Rejection Period, Equipment and services shall be deemed accepted and thereafter subject to the warranties outlined in the below Warranty provisions.

LIMITED WARRANTY:

Statements of the limited warranties provided by HUS for HUS products, services and (Legal) software offerings are available at: www.hubbell.com/terms/hus, which are incorporated herein by reference. SUCH PRODUCT WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES WHETHER WRITTEN, ORAL, EXPRESSED OR IMPLIED. THERE ARE NO WARRANTIES OF MERCHANTABILITY OR FITNESS OF ANY PRODUCT FOR A PARTICULAR PURPOSE.

Any claim by Buyer that a product is defective or non-conforming shall be deemed waived by Buyer unless submitted to HUS in writing within thirty (30) days from the date Buyer discovered, or by reasonable inspection should have discovered the alleged defect or non-conformity. Any warranty claim must be brought within the applicable warranty period by Buyer or third party.

ENGINEERING ANALYSIS OR STUDY BY HUS:

HUS does not warrant the accuracy of or results from product or system performance recommendations

resulting from any engineering analysis or study. This applies regardless of whether or not a charge is made for the recommendation. Responsibility for selection of the proper product for any application rests solely with the Buyer. In the event of errors or inaccuracies determined to be caused by HUS, its liability will be limited to the re- performance of any such analysis or study.

LIMITATION OF LIABILITY:

To the extent permitted by law, the total liability of HUS on any and all claims of any kind, whether in contract, warranty, tort (including negligence), strict liability or otherwise, arising out of or in connection with, or resulting from, HUS' sale, delivery, resale, repair, or replacement of any products, service offerings, or the performance of any services, shall in no event exceed the purchase price allocable to the specific product or service which gives rise to the claim, and any and all such liability shall terminate upon the expiration of the applicable warranty period.

HUS shall be excused for performance of any part of these Terms and Conditions of Sale and shall not be liable for any damages for any delay or default in delivering products or the failure to perform these Terms and Conditions of Sale where occasioned by any cause beyond the control of HUS, including without limitation, natural disasters; explosions, fires, floods or extreme weather; embargoes; riots; war; acts of terrorism; invasion; famine; civil commotion; outbreaks of disease, epidemics, pandemics or quarantines; strikes; labor stoppages or slowdowns or other industrial disturbances; shortages of labor, raw materials, fuel, adequate power or transportation facilities; accidents; acts of government; or other similar causes. Without limiting the generality of the foregoing, where, subsequent to the date of any order, HUS' performance is made economically impracticable without HUS' fault by the occurrence of an event the non- occurrence of which was a basic assumption on which the sale of products or services was made or prices established, HUS' duty to render that performance is excused and HUS shall not be liable for any damages arising out of such failure to perform, unless mutually agreeable and legally permissible alternative pricing or other terms are agreed in writing.

IN NO EVENT SHALL HUS BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF THE SALE OR PERFORMANCE OF ANY PRODUCTS, SERVICES OR SERVICE OFFERINGS, OR ANY BREACH OF WARRANTY OR OBLIGATIONS UNDER WARRANTY, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER AS THE RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR ANY OTHER THEORY.

INTELLECTUAL PROPERTY:

All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trademarks, trade names, and logos, together with all of the goodwill associated therewith, and all other rights in and to all products that are delivered to Buyer, including any related software that may be already installed in or included with the products (the "Software"), shall be exclusively owned by HUS. Buyer does not acquire any right, title or interest therein except the limited and temporary right to use them as necessary solely in connection with Buyer's use of the applicable products.

Buyer agrees not to infringe or misappropriate, directly or indirectly, any intellectual property rights of HUS through any combination or system incorporating a product sold hereunder. In the event a product is made or modified in accordance with Buyer's drawings, samples, manufacturing specifications, or the like, Buyer agrees to indemnify, defend, and hold HUS harmless from any and all damages, costs and expenses (including attorney's fees) related to any claim of intellectual property infringement or misappropriation arising from such manufacture or modification. Buyer agrees, at HUS' sole discretion, to undertake the defense of such suit at its own expense.

INDEMNIFICATION:

To the extent allowed by Georgia law, if any, Buyer shall indemnify, defend and hold harmless Seller from and against any and all damages, costs, fines, penalties, and expenses (including attorney's fees) related to, arising from or in connection with: (i) the negligence or willful misconduct of Buyer; (ii) use of a Seller product in combination with equipment or software not supplied by Seller; (iii) Seller's compliance with designs, specifications or instructions supplied to Seller by Buyer; (iv) use of a Seller product in an application or environment for which it was not designed; (v) modifications of a Seller product by anyone other than Seller; or (vi) Buyer's non-compliance with applicable laws, statutes, regulations, rules, ordinances, codes or standards.

SOFTWARE:

With respect to any Software, HUS and Buyer intend and agree that such Software is being licensed and not sold. The license terms accompanying the applicable Software at the time it is downloaded or installed shall govern Buyer's rights to use such Software; provided that if no license terms accompany such Software, Buyer's rights to use such Software shall be governed by the following license. HUS hereby grants to Buyer a royalty-free, non-exclusive, nontransferable license, without power to sublicense, to use Software provided hereunder solely in connection with the products and to use the related documentation solely for Buyer's own internal business purposes. This license terminates when Buyer's lawful possession of the products ceases, unless earlier terminated as provided herein. Buyer agrees to not sell, transfer, license, loan or otherwise make available in any form the Software to any third party. Buyer may not disassemble, decompile or reverse engineer, copy, modify, enhance or otherwise change or supplement the Software without HUS' prior written consent. Buyer will not export the Software in violation of export control laws. HUS may terminate this license if Buyer fails to comply with any term or condition herein. For avoidance of doubt, title to all Software remains with HUS.

For certain HUS Software, including Aclara Technologies LLC branded Software products, the licensing of Software and the providing of any maintenance services shall be performed under separate contract agreements and subject to the terms and conditions of such agreements.

CONFIDENTIAL INFORMATION:

Buyer may become aware of trade secrets, know-how and other information of HUS in connection with HUS performance hereunder, including with respect to the delivery by HUS of the products, services or service offerings, which would reasonably be understood to be confidential under the circumstances ("Confidential Information"), including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, customer lists, pricing, discounts, rebates, or elements of coding or computer programs (including source code of Software). Buyer (i) must use the same care and discretion as it employs with its own confidential and proprietary information (but in no event less than reasonable care and discretion) to maintain in confidence, and prevent disclosures of, the Confidential Information, (ii) must not disclose the Confidential Information to any third party without HUS prior written approval, and (iii) must not use the Confidential Information except in connection with its use of the applicable products, services or service offerings. Upon HUS' request, Buyer shall promptly return all documents and other materials received from HUS. HUS shall be entitled to injunctive relief for any violation of this Section. This Section shall not apply to information that is: (a) in the public domain; (b) known to the Buyer at the time of disclosure; or (c) rightfully obtained by the Buyer on a non-confidential basis from a third party. Buyer's confidentiality obligations hereunder shall continue with respect to Confidential Information that constitutes a trade secret under applicable law for so long as such Confidential Information remains protectable as a trade secret under applicable law.

Notwithstanding the foregoing paragraph, Buyer is a public entity and an "agency" as defined in the Georgia Open Records Law. To the extent Buyer receives a request for public records which is not exempt or excepted from inspection and copying under said law, disclosure in good faith compliance with said law shall not constitute a violation of Confidential Information.

EXPORT REGULATIONS:

Buyer acknowledges that the products, and all related technical data, that have been or will be purchased from HUS are subject to the Export Administration Regulations (EAR) and the U.S. Department of Commerce. Buyer further agrees that, except as permitted by applicable U.S. laws and regulations, the

export, re-export, resale, or transfer of HUS products will NOT involve (i) persons or entities included on Restricted Parties Lists published by the U.S. Government or any entities 50% or more owned by any such designated persons or entities; (ii) any country or region subject to comprehensive or significant U.S. trade sanctions; or (iii) any other person or entity if Buyer knows or has reason to believe the Products are intended or likely to be used for any restricted purpose (i.e. chemical, biological, or nuclear weapons, terrorism, sanctioned military uses). Buyer also agrees that HUS products will be used in compliance with all applicable laws and regulations of the country(s) in which Buyer does business.

CHOICE OF LAW; CONSENT TO JURISDICTION:

These Terms and Conditions of Sale shall be construed and enforced in accordance with the substantive laws of the State of Georgia, USA, without regard to such state's laws related to choice of law. Any State or Federal Court in the defending party's principal place of business shall have jurisdiction for the purpose of any suit or other proceeding arising out of the transactions under these Terms and Conditions of Sale.

NUCLEAR:

Unless expressly authorized in writing by HUS, the products must not be used in or in connection with a nuclear facility or application. If Buyer uses any product in connection with any nuclear facility or activity, it does so at its own risk and Buyer will indemnify, defend and hold HUS harmless, and waives and will require its insurers to waive all rights of recovery against HUS for any damage, loss, destruction, injury or death resulting from a "nuclear incident", as defined in the Atomic Energy Act of 1954, as amended, whether or not due to HUS' negligence.

The above does not apply to Beckwith, Meramec, or PCORE products.

US GOVERNMENT CONTRACTS:

(a) This Section applies only if these Terms and Conditions of Sale are for the direct or indirect sale to any agency of the U.S. government and/or is funded in whole or part by any agency of the U.S. government.

(b) Buyer agrees that all products and services provided by HUS meet the definition of "commercial-off- the-shelf" ("COTS") or "commercial item" as those terms are defined in Federal Acquisition Regulation ("FAR") 2.101. Buyer agrees, consistent with FAR 12.212, that commercial computer software and commercial computer software documentation are licensed under HUS' software license. To the extent the Buy America(n) Act, Trade Agreements Act, or other domestic preference requirements are applicable to this Agreement, the country of origin of the products is unknown unless specifically stated by HUS in the Agreement. Buyer agrees any services offered by HUS are exempt from the Service Agreement Act of 1965 (FAR 52.222-41). The version of any applicable FAR close listed in this Section shall be the one in effect on the effective date of this Agreement.

(c) If Buyer is an agency of the U.S. Government, then as permitted by FAR 12.302, Buyer agrees that all paragraphs of FAR 52.212-4 (except those listed in 12.302(b)) are replaced with these Terms and Conditions of Sale. Buyer further agrees that the subparagraphs of FAR 52.212-5 apply only to the extent applicable for the sale of COTS and/or commercial items and as appropriate for the Agreement price.

(d) If Buyer is procuring the products or services as a contractor, or subcontractor at any tier, on behalf of any agency of the U.S. Government, then Buyer agrees that FAR 52.212-5(e) or 52.244-6 (whichever is applicable) applies only to the extent applicable for the sale of COTS and/or commercial items and as appropriate for the order price.

DATA PROTECTION:

(a) The parties agree that the protection of personal data is very important. If Buyer discloses personal data to HUS, HUS shall comply with the data protection laws and regulations applicable to such personal

data. Buyer shall comply with all applicable data protection laws and regulations in respect of any personal data it receives from HUS in the course of receiving the products or services.

(b) The parties agree that neither will withhold or delay its consent to any changes to this clause which are required to be made in order to comply with applicable data protection laws and regulations and/or with guidelines and order from any competent supervisory authority, and their application to the products and services from time to time, and agrees to implement any such changes at no additional cost to the other party.

(c) The parties acknowledge that the processing of Personal Data in accordance with any order may require the conclusion of additional data processing agreements or additional data protection agreements. If and to the extent such additional data processing agreements or additional data protection agreements are not initially concluded as part of the order, the parties, shall, and shall ensure that their relevant affiliates or subcontractors shall, upon the other's request promptly enter into any such agreement with an affiliate, as designated by the other party and as required by mandatory law or a competent data protection or other competent authority.

GENERAL:

Buyer may not assign the right to receive services hereunder, whether by operation of law or otherwise, without the prior written consent of an authorized representative of HUS, not to be unreasonably withheld. Buyer acknowledges that HUS may use subcontractors to perform the services.

Unless otherwise specifically agreed in writing by an authorized representative of HUS, any different or additional terms and conditions proposed by any Buyer in any order, response to a quotation or other proposal, are hereby rejected by HUS and shall not be incorporated into any order or other agreement for the sale of HUS products, services or service offerings. Buyer's assent to these Terms and Conditions of Sale shall be conclusively presumed upon the earlier of: (i) Buyer's receipt of the product(s) or (ii) if an authorized representative of HUS has acknowledged Buyer's order or proposal, and such acknowledgement is found to constitute an acceptance of an offer, the date of such acknowledgement.

All notices, authorizations, consents, demands and other legal communications required or necessary hereunder shall be in writing and shall be delivered by one of the following means, with notice deemed given as indicated in parentheses: (a) by personal delivery (when actually delivered); (b) by overnight courier (upon written verification of receipt); (c) by e-mail or facsimile transmission (upon acknowledgement of receipt of electronic transmission); or (d) by certified or registered mail, return receipt requested (upon verification of receipt). In each case, such notices shall be addressed to Seller at Hubbell, Incorporated, Attn: Legal Department, 40 Waterview Dr, Shelton, CT 06484 with an email copy to DL-HUS- Legal@hubbell.com and to Buyer at Buyer's address set forth in its most recent order received by Seller (or, in each case, such other address as updated by such party from time-to-time by giving notice to the other party in the manner set forth above).

In the event that any one or more provisions contained in these Terms and Conditions of Sale shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall remain in full force and effect.

These Terms and Conditions of Sale, together with the warranty statements by HUS under LIMITED WARRANTY above and, if applicable, any other terms incorporated herein by reference, constitute the entire sales agreement between HUS and Buyer, unless they are made part of a written agreement between HUS and Buyer. No custom, practice, or course of prior dealings between the parties and no usage of trade shall modify or otherwise affect these Terms and Conditions of Sale. HUS objects to and rejects any terms between Buyer and any other party, and no such terms, including but not limited to any government regulations or "flowdown" terms, shall be a part of or incorporated into any order from Buyer to HUS, unless agreed to in writing by an authorized representative of HUS. These Terms and Conditions of Sale supersede all those published or issued previously by HUS. All orders are subject to final acceptance by

Docusign Envelope ID: BC4BB925-4710-4ADB-90C0-E098A9CDF1A5

HUS and credit approval. HUS will not accept orders that require Buyer-furnished components, unless agreed to in writing by an authorized representative of HUS. HUS price sheets are not offers to sell and possession of a price sheet does not entitle one to purchase. HUS shall not be bound to sell any products or provide any services unless it shall (in its sole discretion) accept submitted orders.

Buyer shall not assign this order or any interest herein or any right hereunder without Seller's prior express written consent.

---

40 Waterview Drive, Shelton, CT 06484

© 2024 Hubbell Incorporated. All rights reserved. Hubbell Utility Solutions Terms and Conditions of Sale, Rev. 02/15/25

9 or 9

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request for a Special Use Permit to allow a Board Facility at 722 & 732 West Broad Street, Tax Parcel 011 08001 & 011 08002. *Director of Planning and Development, Michelle Haynes will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Sandra Brownlee, is requesting a Special Use Permit to allow a boarding facility at 722 and 732 Wes Broad Street. The property is the site of the former Hanlieter Methodist Church and contains a large commercial structure with associated off-street parking. The Special Use Permit would allow the existing structure to be utilized as a boarding facility with administrative services. Specifically, 722 West Broad Street is proposed to house the tenants with dorm spaces and 732 West Broad Street is proposed to stay as the administrative and office space. These two (2) addresses make up one structure. Staff has recommended that the parcels be combined and a new or single address coordinate will be assigned. Discovering Soldier's Potential Inc., or commonly known as Waypoint, is speaking with Spalding County in regard to combining the two (2) parcels.

The boarding facility designation would allow the Veteran's Housing programs to move to this location. The applicant stated the facility can house fourteen (14) veterans. This would be twelve (12) dorms for single veterans, one (1) dorm for a veteran and their spouse, and one (1) dorm for a veteran with a family. There will be a full-time house manager who will have their own living space. The building has been renovated to accommodate the residential element of Discovering Soldier's Potential/Waypoint. Along with the residential component of the proposed use, the applicant has also stated there are additional programs and services provided to the residents. Some of those programs include job training, career development, along with mental and physical health services. The applicant has also confirmed that the program is designed to be a maximum of fourteen (14) months for the veterans. Before any person is accepted into the program, they have certain prerequisites that they must meet, such as passing a drug test. The applicant, Sandra Brownlee, has also confirmed the program has secured funding through the Georgia Department of Community Affairs via the State Housing Trust Fund for the Homeless.

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Medium Density Residential 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-04) to allow a boarding facility at 722 West Broad Street and 732 West Broad Street. 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:

Channing Cawthon

Meeting Date:

24/11/2026

Reviewed By:

Kelsey Carden

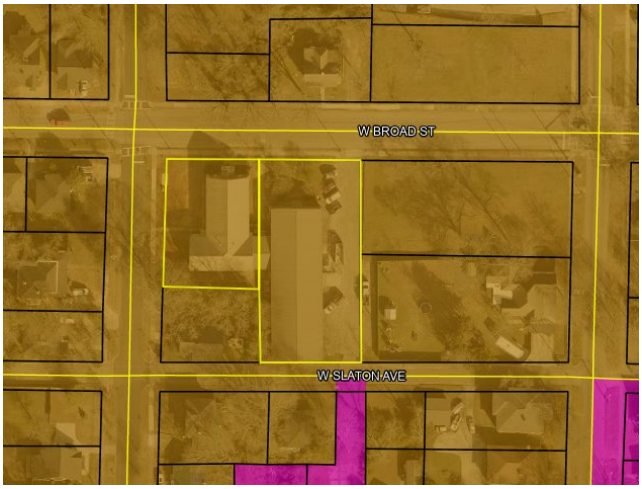
ATTACHMENTS:

26-SUP-04 - 722 & 732 W Broad St - Staff Report.pdf

#26-SUP-04 - Application - 722 & 732 W Broad St.pdf

<u>722 & 732 West Broad Street</u>
Special Use Permit Request
File No. 26-SUP-04

<u>Applicant:</u> Sandra Brownlee
<u>Owner:</u> Spalding County a Political Subdivision of the State of Georgia





Current Land Use Classification	Commercial
Current Zoning	Medium Density Residential (MDR)
Proposed Use	Boarding Facility for Veterans
Parcel Size	.85 +/- acres
Parcel Number	011 08001 & 011 08002
City Commission Member	District 2 Rose Curtis
Planning Board Member	District 2 Ann Dukes
Citizen Notification	Legal notice was published in the October 31st, 2026, edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. Signd were placed on the proposed property illustrating the purpose, date and time of both meetings on October 30th, 2026.

<u>Proposal/Site Location:</u>

The applicant, Sandra Brownlee, is requesting a Special Use Permit to allow a boarding facility for Veterans at 722 and 732 West Broad Street. The property was previously Hanlieter Methodist Church. The property contains a large building with associated off-street parking. The property is owned by Spalding County. The Special Use Permit would allow the existing structure to be utilized for the proposed use of a boarding facility for Veterans. The boarding facility designation would allow for Discovering Soldier's Potential Inc., or commonly known as Waypoint, to move to this location. The building has been renovated to accommodate the residential element needed. The applicant stated the facility can house fourteen (14) veterans. This would be twelve (12) dorms for single veterans, one (1) dorm for a veteran and their spouse, and one (1) dorm for a veteran with a family. There will be a full-time house manager who will have their own living space.

Below are the Public Hearing Notice signs which were posted on October 30th, 2026;









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 708 – Medium Density Residential (MDR)

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 a church and is large enough to accommodate the proposed program's housing and off street parking.

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 two (2) parcels combined are 0.85 +/- acre tract of land which will allow ample space for the structure with adequate parking (approximately fifteen (15) spaces) currently on this site. The property was originally Hanlieter Methodist Church, and Spalding County purchased it in 2024. The Special Use Permit would allow the existing structure to be utilized for the proposed use of a boarding facility for Veterans. 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 Medium Density Residential (MDR), and are used as such. There is an undeveloped lot also owned by Spalding County immediately to the east, and another undeveloped lot to the north. The proposed use as a boarding facility acts as a good balance between original use as a commercial church and the majority residential character to the north, south, east and west.

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 residential and many of the surrounding properties are operating as such. This property was the location of Hanlieter Methodist Church. The proposed use would be less intensive than the past commercial use and would conform to the other residential uses surrounding 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 fifteen (15) off-street parking spaces and access to City water, sewer, and electricity. Discovering Soldiers Potential/Waypoint is in discussion with Spalding County to merge the two (2) parcels together resulting in one (1) parcel approximately .85 +/- acres in size. The boarding facility designation would allow the proposed programs to move to this location. Discovering Soldier's Potential Inc. or commonly known as Waypoint is a program for Veteran's and will have up to fifteen (15) dorms.

The building has been renovated to accommodate the residential element of Discovering Soldier's Potential Inc. Any additional improvements to the property will be required to meet all applicable requirements of the City of Griffin's 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, Sandra Brownlee, is requesting a Special Use Permit to allow a boarding facility at 722 and 732 West Broad Street. The property is the site of the former Hanlieter Methodist Church and contains a large commercial structure with associated off-street parking. The Special Use Permit would allow the existing structure to be utilized as a boarding facility with administrative services. Specifically, 722 West Broad Street is proposed to house the tenants with dorm spaces and 732 West Broad Street is proposed to stay as the administrative and office space. These two (2) addresses make up one structure. Staff has recommended that the parcels be combined and a new or single address coordinate will be assigned. Discovering Soldier's Potential Inc., or commonly known as Waypoint, is speaking with Spalding County in regard to combining the two (2) parcels. The boarding facility designation would allow the Veteran's Housing programs to move to this location. The applicant stated the facility can house fourteen (14) veterans. This would be twelve (12) dorms for single veterans, one (1) dorm for a veteran and their spouse, and one (1) dorm for a veteran with a family. There will be a full-time house manager who will have their own living space. The building has been renovated to accommodate the residential element of Discovering Soldier's Potential/Waypoint. Along with the residential component of the proposed use, the applicant has also stated there are additional programs and services provided to the residents. Some of those programs include job training, career development, along with mental and physical health services. The applicant has also confirmed that the program is designed to be a maximum of fourteen (14) months for the veterans. Before any person is accepted into the program, they have certain perquisites that they must meet, such as passing a drug test. The applicant, Sandra Brownlee, has also confirmed the program has secured funding through the Georgia Department of Community Affairs via the State Housing Trust Fund for the Homeless.

Per the Permitted Use Chart found in Article 704, a boarding facility is permitted in Medium Density Residential 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-04) to allow a boarding facility at 722 West Broad Street and 732 West Broad Street. 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:
Channing Cawthon, Planning Manager
Planning and Development

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2024 Application Number: 26-SUP-04

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: 9/30/2024 Application Number: 24-SUP-04

Applicant/Agent/Representatives Name: Sandra Brownlee

Address: 732 West Broad St

City: Griffin State: GA Zip: 30223

Telephone Number([redacted] Email: [redacted]

Project Name/ Description: Veterans Housing And transitional Services

Address: 732 west Broad St

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

FLUM/Character Area _____ Unified Development Code Section: _____

Property Owner Name: Spalding County

Address: 401 Justice Blvd

City: Griffin State: GA Zip: 30223

Telephone Number([redacted] Email: _____

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.

Applicant Signature

Sandra Brownlee
Printed Name

9/30/2024
Date

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2024 Application Number: 26-SUP-04

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.

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2024 Application Number: 26-SUP-04

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.

1. It will not be detrimental to the use or development of adjacent properties
2. It will not adversely affect general health + welfare
3. It is compatable
4. Will not constitute nuisance or hazard
5. It will satisfy the commissioners vision + use of the community
6. All specific requirements are established

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 09/28/2026 Application Number: 26-SUP-04

OWNER'S AUTHORIZATION

This is to certify that: SPALDING COUNTY 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: Discovering Soldier's Potential / Waypoint
Renea Jones-Anderson President, DSP Waypoint

Property Owner Signature | STEVE LEDBETTER, PhD Printed Name | 10/01/2026 Date

Legal Representative Signature | Printed Name | Date

Notary Signature

Commission Expiration Date: 3/9/2029

Seal: DEBORAH L CARTER NOTARY PUBLIC PIKE COUNTY, GEORGIA MY COMMISSION EXPIRES 03/09/2029

Griffin

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR SPECIAL USE

Date Received: 9/30/2026 Application Number: 26-SUP-04

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

Sandra Brownlee
Printed Name

9/30/2026
Date

From: [redacted]
To: Channing Cawthon
Cc: Michelle Haynes, MPA; Renea Jones-Hudson
Subject: Re: 722 & 732 W Broad Street - Case #26-SUP-02 - Additional Application Questions
Date: Tuesday, October 20, 2026 2:21:43 PM
Attachments: image001.png
image002.png
image003.png

Dear Channing,

Thank you for your email. I have reviewed the information Mr. Morrow provided and even though i am much appreciative, I would like to offer a few clarifications.

Please note that the Department of Veterans Affairs is not the grantor for this project. Funding has been secured through the Georgia Department of Community Affairs via the State Housing Trust Fund for the Homeless.

Additionally, for all future correspondence regarding Discovering Soldiers Potential, Inc. and WayPoint Veterans Services, please direct your communications exclusively to me or Renea Jones-Hudson. While we sincerely appreciate Mr. Morrow's efforts in supporting this endeavor, please be advised that neither he nor GSMAC will have any direct involvement in the operations of the service center or the housing initiative.

Best regards,

Sandra
CEO/DSPII Inc./WayPoint Veteran Service.

On Tue, Oct 20, 2026 at 1:10 PM Channing Cawthon [redacted]> wrote:

> Good afternoon Ms. Sandra,
>
> Our office has received your application for the above-referenced property, and I have started preparing the staff report. As part of this process, I have a few questions and would like to confirm some information to ensure the boards have a complete understanding of the proposed project and can make a well-informed decision.
>
> Before getting into the questions, I also wanted to share that Mr. Dick Morrow stopped by our office today, and it was a pleasure meeting him for the first time! He provided some great insight into the proposed project, and I would like to confirm the information he shared while giving you an opportunity to provide any additional details you feel would be helpful for the boards to consider before making their final decision in November.
>
> Please see the questions below, along with the information provided by Mr. Morrow:

1. What is the total number of beds proposed for the facility?

The facility will provide 14 beds for veterans, along with one bed for the house manager/monitor, for a total of 15 beds.

2. Will any additional services be provided as part of the program?

The chapel will include volunteer space, along with office space for VA personnel and service providers. The facility will operate as a transitional housing program lasting up to 14 months. Veterans must meet certain eligibility requirements, including passing a drug test, before being accepted into the program and provided housing. Once enrolled, participants will have access to job training and career development, as well as mental and physical health services.

3. How will the program be funded?

Mr. Morrow indicated that funding will be provided by the Department of Veterans Affairs (VA).

Please review the information above and let me know if anything needs to be corrected or clarified. Additionally, if there are any other details regarding the proposed use, the services provided, or the operation of the facility that you believe would be beneficial for the boards to know, please feel free to share them.

Thank you for your time and assistance, and I look forward to hearing from you soon!

Griffin
Growing TOGETHER

Channing Cawthon | Planning Manager
Planning and Development
(770) 233-4130
[redacted]

--
Dr. Angelika A. Johnson, LPC
VP DSP II Waypoint
[redacted]

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments on amending the Unified Development Code of the City of Griffin, Article 7, Section 704, Table 7.3, Permitted Uses Table, to establish Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD) subject to supplemental regulations set out in Footnote 14 of Table 7.3. Director of Planning & Development, Michelle Haynes, will address. *Director of Planning & Development, Michelle Haynes and Staff Attorney, Kelsey Carden will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The proposed text amendment to UDC Table 7.3 (Permitted Use Chart) establishes Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD), subject to the following supplemental regulations which are set out in Footnote 14 of Table 7.3: Facility shall be a minimum of 6,000 square feet; Business operations must be conducted solely within the structure and shall not constitute a nuisance.

The proposed text amendment is intended to address outdated provisions within the Unified Development Code (UDC) that are inconsistent with the Intent of the Planned Commercial zoning district and act as a deterrent for economic development, recruitment, and retention of businesses with viable, low impact commercial and industrial uses. Currently, Wholesale Business is a permitted use in the Central Business District, but it is not permitted in PCD despite the use in CBD arguably having a higher risk of adverse impact to surrounding properties. For example, a successful wholesale business that has outgrown a facility in Downtown Griffin could be faced with moving its business out of the City if it cannot relocate to a commercially zoned property. Similarly, Warehouse and other storage facility is permitted in Planned Residential District (PRD), but it is not a permitted use in PCD. Although Staff believes that these should be permitted uses within PCD, Staff also acknowledges that these are industrial uses, and therefore, the use should be limited to properties and facilities which are of a sufficient size to accommodate the use and any traffic it may bring. The supplemental regulations are intended to mitigate that impact and ensure that these uses are properly limited to parcels and facilities in PCD that are suitable for such use.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Channing Cawthon

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
ORD - UDC Table 7.3 Amendment - PCD Warehousing-Wholesale Uses 11.13.26.pdf
11.25.26 Amendment - Permitted Use Table.pdf

No. 26 –

AN ORDINANCE

AN ORDINANCE, AMENDING THE TEXT OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF GRIFFIN, GEORGIA BY AMENDING ARTICLE 7, SECTION 704, PERMITTED USES FOR ALL ZONING DISTRICTS, TABLE 7.3, PERMITTED USE TABLE BY ZONING CATEGORY AND DEVELOPMENT; TO PROVIDE AN EFFECTIVE DATE; TO PROVIDE FOR SEVERABILITY; TO RESTATE AND REAFFIRM THE UNIFIED DEVELOPMENT CODE OF GRIFFIN, GEORGIA, AS MODIFIED HEREBY; TO REPEAL ALL CODE PROVISIONS, ORDINANCES, OR PARTS THEREOF, IN CONFLICT HEREWITH; 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. The Unified Development Code of the City of Griffin, Georgia, Article 7, ZONING DISTRICTS, Section 704, PERMITTED USES FOR ALL ZONING DISTRICTS, Table 7.3 PERMITTED USE TABLE BY ZONING CATEGORY AND DEVELOPMENT is hereby amended to establish Warehouse, Warehouse or other storage facility, and Wholesale business as permitted uses within the Planned Commercial District (PCD), subject to the following supplemental regulations, set out in Footnote 14 of Table 7.3: Facility shall be a minimum of 6,000 square feet. Business operations must be conducted solely within the structure and shall not constitute a nuisance.

Table 7.3 shall take the form attached hereto as Exhibit "A."

Section 3. All Unified Development Code sections, any ordinances, or parts thereof, in conflict with the foregoing are expressly repealed.

Section 4. Should any provision of this ordinance be rendered invalid by any court of law, the remaining provisions shall continue in force and effect until amended or repealed by action of the municipal governing authority.

Section 5. Except as modified herein, The Unified Development Code of Griffin, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter.

Section 6. This ordinance shall become effective immediately upon adoption.

Planning & Zoning Public Hearing: November 16, 2026 BOC
Public Hearing & Adoption: November 24, 2026

Exhibit A

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
AGRICULTURAL																							
Accessory Structures, Agricultural - See Accessory Uses	✓	P	P	P	P													P	P				
Community Garden	✓	SU	SU										SU			P	SU	P	P				
Farm Operations	✓																		P				
Farmstand	✓																	P	P				
Feed, Seed and Fertilizer Sales										P						P			SU				
Greenhouse, Nursery	✓							P		P						P			SU				
Keeping of Chickens/Pigeons	✓																	P	P				
Keeping of Bees	✓																	P	P				
Livestock, see Farm Operations	✓																						
Riding Stables	✓																	P	P				
Sale of Farm Goods on the premises	✓																	P	P				
COMMERCIAL																				*5			
Ambulance service or rescue squad	✓								P	P						P							
Amusement or Commercial recreation facility	✓									P						P							
Animal Hospital, see Veterinary Services																							
Art shows, carnival rides, festivals, parades and special events of community interest, see Section 721												SU	SU	SU									
Automotive Body, Paint and Interior Repair and Maintenance										P *13						P							
Automotive Engine Repair and Replacement Shops										P *13						P							
Automotive Tire Dealers										P *13						P							
Bakery								P	P	P					P							SU	
Bank								P	P	P	SU				P								
Barbershop, beauty parlor								P	P	P					P							SU	
Brewery and Distilleries									P														
Car wash	✓							P	P	P						P							
Carnivals, see Section 721	✓											SU	SU	SU									
Clinics, medical and dental	✓						SU	P	P	P	SU					P							P
Commercial Kennel	✓							P	P	P						P			SU				
Commercial recreation, Indoor										P	P	P *5	P *5	P *5	P	P							
Commercial recreation, Outdoor										P					P	P							
Consumer Fireworks Retail Sales Facility or Store										P *10													
Consumer Fireworks Retail Sales Stand										P *12													
Convenience Store with gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU												
Convenience Store without gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU									SU		SU	
Day care, Nursery	✓						SU		SU	P	SU					P	P						SU
Dog Grooming	✓							P	P	P						P							
Eating establishments	✓							P	P	P		P *4	P *4	P *4	P	SU							
Eating establishments, Fast Food	✓							SU	P	P					P	SU							
Emergency Services																	SU						P
Existing business and professional offices with no on-site storage of equipment and supplies																					P		
Extended Stay Hotel/Motel	✓									SU						SU							
Farmer's Market	✓							P	P	P						P		P	P				
Financial Institution								P	P	P	SU				P	P							SU
Florist, Flower Shop							SU	P	P						P							SU	

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Grocery shop (under 2,500 sf), convenience store								P	P						P								
Grocery stores or other retail establishments over 15,000 sf										P		SU	SU	SU									
Health Club, see Section 721												P	P	P	P								
Home Occupation as provided in Section 503	✓	P	P	P	P	P	P				P							P					
Home Stay Bed and Breakfast	✓	SU	SU	SU	SU			SU		SU	SU	P		P				P	SU				
Hospital or Clinic	✓											P				SU	SU						P
Hospital related out-patient services (Ambulatory and Diagnostic Clinics)																							P
Hotel							SU		P	P					P	P							SU
Kennel, Non-commercial (5 dogs max, must be at least 90 days old)		SU	SU	SU	SU																		
Laboratories, Medical and Dental																							P
Laundromat								P	P	P	SU											SU	
Licensed Day Care center							SU	P	SU		SU						P						SU
Locksmith shop								P	P	P													
Medical or dental services and clinics								P	P	P		P	P				P						
Motel									P	P						P							SU
Motor Vehicle Parts (Used) Merchant Wholesalers																P							
Motor Vehicle Towing																P							
Neighborhood retail, service or office uses	✓					SU	SU				SU												
Office space for governmental, business, professional: including but not limited to construction contractors, general contractors, heavy equipment contractors, special trade contractors, engineers, architects and land surveyors																P							
Office Uses									P	P			P	P	P								
Office, Medical or Clinic										P						P	P						P
Office, professional							SU		P	P	SU				P	P	P						SU
Office, temporary for on-site construction functions									P	P						P							
Outdoor recreation entertainment facilities												SU	SU	SU	P								
Personal Service business									P	P						P							
Personal Service establishment							SU	SU	P	P	SU				P	P				SU		SU	
Pharmacy															P							SU	P
Photographer's studio								P	P	P					P								
Recreational facility											P					P							
Research or experimental laboratory																P *2							
Restaurant, Café - see Eating Establishments								P	P	P					P	SU						SU	
Retail business							SU	P	P	P		P *3	P *3	P *3	P	SU				SU		SU	
Retail dry cleaner, see Laundromat																				SU			
Retail Uses													P	P									
Shoe Repair								P	P						P								
Sidewalk café, see Section 722												P	P	P	P								
Stadiums, see Section 721																							
Studio—Art, music, dance, or other								P	P	P					P	P							
Temporary Firework Stands										P *12													
Theatre, see also Section 721													P	P	P								
Veterinary Services, clinics or hospitals	✓						SU	P	P	P						P							

INDUSTRIAL																							
Building, facility, or land for the distribution of utility services																P	P						

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Central Trash Collection Dumpsters																P *3							
Major Data Centers	✓															SU							
Minor Data Centers	✓															SU							
Enclosed commercial storage									P														
Exterior display and sales facility																P							
Junkyard - see Open, outdoor storage																P *3							
Light Industrial Use																P							
Manufacturing																P *2							
Newspaper publishing facility									P	P		P *2	P *2	P *2		P							
Open, Outside Storage of Materials, Vehicles, and Other Goods										P *13						P							
Radio and/or television and/or transmission tower	✓															P	SU		SU				
Repair, accessory structure or service facility incidental to the primary use																P *4							
Retail Business, Heavy Equipment																P *3							
Self-Storage Facility	✓									P						P							
Warehouse										P *14						P							
Warehouse or other storage facility										P *14	P					P							
Wholesale Business									P	P *14						P							

INSTITUTIONAL																							
Cemetery, see Section 503	✓																P						
Churches, see Places of Worship																							
Commercial Trade or Vocational school																P							
Cultural facilities, see also Section 721									P								P						
Funeral Home	✓						SU	P		P						P							SU
Government office/facility									P	P	SU	P *2	P *2	P *2	P	P *3	P						
Government uses													P	P	P								
Institutional uses													P	P									
Neighborhood Clubhouse		SU	SU	SU	SU	SU	SU											P					
Places of Worship, see Section 721		SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU
Private or Public Club, Lodge, Social Center or Meeting Room									P			P *5	P *5		P								
Publically owned building, facility, land									P	P						SU *3	P						
Schools: Colleges/Universities, elementary, middle, high, postgraduate, vocational/commercial																	P						

RESIDENTIAL																							
Accessory dwelling unit - See Accessory Uses	✓																						
Aeronautical related uses																					P		
Airport related accessory uses																					SU		
Assisted living, retirement center, and nursing home		SU	SU	SU	SU	SU	SU				SU							SU	SU				
Personal care home, group home for disabled persons, and boarding home		SU	SU	SU	SU	SU	SU	SU		SU	SU							SU					
Cluster Development	✓					P						P	P	P				P					
Dwelling, Single-Family Attached (including Townhouses)						P	P				P *1	P	P	P				P					
Dwelling, Multi-Family, Senior Housing						P	P		SU		P *1	P	P	P				P		P		P	
Dwelling, Single-Family Detached	✓ HDR-A	P	P	P	P	SU					P	P						P					
Dwelling, Two-family (duplex)						P					P							P					
Live/Work, Efficiency or Loft apartment over ground floor level	✓								P	P	P	P	P	P	P	P		P					

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Manufactured Homes in accordance with Section 605A	✓				P													P					
Residential dwelling, provided the existing structure was originally constructed as a residential dwelling (single or multi-family) and is located on West Poplar Street or West Solomon Street									P	P						P							
Vertical Mixed Use													P	P									
Watchman's or caretakers single family home	✓															SU		P					
OTHER																							
Accessory Uses and structures as provided in Section 504	✓	P	P	P	P	P	P				P							P					
All permitted uses in underlying zoning district																						P	
Any permitted use in PCD																P							
Building facility or land for non-commercial park or recreation; Thoroughfares; Open space, or Public body of water and similar purposes																	P						
Building, Facility, Land for Parking	✓								P							P							P
Building, Facility, Land for Parking	✓								SU	SU						P							
Mass Transit Station													P		SU								
Places of Assembly Overlay District (PAO) *9		SU	SU	SU							P				SU	P							
Places of Assembly in accordance with Section 721		SU	SU	SU	SU																		
Railroad or bus passenger station									P						SU								
Transit Station	✓								P				P		SU		P						
Transportation terminal															SU	P							
Transportation terminal in conjunction with a mass transit station													P		SU								

*1 Residential dwelling provided that the existing structure was originally constructed as a residential dwelling (single-or multi-family) and is located on West Poplar Street or West Solomon Street.

*2 All operations are conducted entirely within a building and no noise, vibration, smoke, gas, fume, odor, dust fire hazard, radiation, or other injurious or obnoxious condition related to the operation creating a nuisance beyond the premises.

*3 Such use shall be properly screened from view from adjoining streets and properties by a suitable fence or wall at least six feet in height above finished grade. The required fence or wall must provide for a reasonable visual separation between the use and adjoining properties.

*4 The operation of the repair or service facility does not constitute a nuisance to adjoining properties and the operation is not otherwise prohibited in the zoning district.

*5 Commercial uses are only allowed in multi-family developments, on the ground floor, not to exceed 20% of the floor area of the development exclusive of structured parking areas. In no case shall commercial uses exceed 20,000 square feet.

*6 In order to maintain the integrity of single-family neighborhoods in the LDR-A, B, C zoning districts prohibit all uses except agricultural as noted and uses permitted under the Places of Public Assembly as provided in Section 721 of this ordinance.

*7 Other neighborhood retail, personal service or office uses that are primarily for use of residents of the HDR-A, B zoning districts provided that they are conducted entirely in a permanently enclosed building and the buildings shall be an architectural design compatible with the dwelling within the HDR-A, B development.

*8 Single-family attached dwelling, provided that such dwellings shall not represent more than 25% of total dwelling units within the proposed development nor shall such dwellings be established on the perimeter of the PRD development that adjoins LDR-A, B, C zoning districts.

*9 A Special Use permit is required for all assembly uses over 3,000 square feet.

*10 Fireworks Retail Sales Facility or Store must meet the minimum standards of NFPA 1124 for new and existing buildings.

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD

*11 Occupancy will be based on the requirements set forth in the International Residential Code (IRC)/International Building Code (IBC) and the National Fire Protection Association (NFPA) 101 Life Safety Codes (2012)/International Fire Code (IFC) 2012.

*12 Consumer Fireworks Retail Sales Stands are allowed along the following commercial corridors: North Expressway, US 19/41 and Taylor Street/US 16.

*13 Outside storage is prohibited; however, uses categorized as Automotive Engine Repair and Replacement, Motor Vehicle Parts (Used) Merchant Wholesalers, Automotive Tire Dealers, Motor Vehicle Towing, and Automotive Body, Paint and Interior Repair and Maintenance shall have no more than four motor vehicles per exterior service bay, which is a bay/garage door located on the outside of the principal business structure or shall have no more than the number motor vehicles which can be legally parked in a paved, striped parking lot in conformance with the Unified Development Code, Articles 8 and 9, as required.

*14 Facility shall be a minimum of 6,000 square feet. Business operations must be conducted solely within the structure and shall not constitute a nuisance.

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
AGRICULTURAL																							
Accessory Structures, Agricultural - See Accessory Uses	✓	P	P	P	P													P	P				
Community Garden	✓	SU	SU										SU			P	SU	P	P				
Farm Operations	✓																		P				
Farmstand	✓																	P	P				
Feed, Seed and Fertilizer Sales										P						P			SU				
Greenhouse, Nursery	✓							P		P						P			SU				
Keeping of Chickens/Pigeons	✓																	P	P				
Keeping of Bees	✓																	P	P				
Livestock, see Farm Operations	✓																						
Riding Stables	✓																	P	P				
Sale of Farm Goods on the premises	✓																	P	P				
COMMERCIAL																				*5			
Ambulance service or rescue squad	✓								P	P						P							
Amusement or Commercial recreation facility	✓									P						P							
Animal Hospital, see Veterinary Services																							
Art shows, carnival rides, festivals, parades and special events of community interest, see Section 721												SU	SU	SU									
Automotive Body, Paint and Interior Repair and Maintenance										P *13						P							
Automotive Engine Repair and Replacement Shops										P *13						P							
Automotive Tire Dealers										P *13						P							
Bakery								P	P	P					P							SU	
Bank								P	P	P	SU				P								
Barbershop, beauty parlor								P	P	P					P							SU	
Brewery and Distilleries									P														
Car wash	✓							P	P	P						P							
Carnivals, see Section 721	✓											SU	SU	SU									
Clinics, medical and dental	✓						SU	P	P	P	SU					P							P
Commercial Kennel	✓							P	P	P						P			SU				
Commercial recreation, Indoor										P	P	P *5	P *5	P *5	P	P							
Commercial recreation, Outdoor										P					P	P							
Consumer Fireworks Retail Sales Facility or Store										P *10													
Consumer Fireworks Retail Sales Stand										P *12													
Convenience Store with gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU												
Convenience Store without gasoline or diesel fuel	✓							P (<2,500 sf)	P	P	SU									SU		SU	
Day care, Nursery	✓						SU		SU	P	SU					P	P						SU
Dog Grooming	✓							P	P	P						P							
Eating establishments	✓							P	P	P		P *4	P *4	P *4	P	SU							
Eating establishments, Fast Food	✓							SU	P	P					P	SU							
Emergency Services																	SU						P
Existing business and professional offices with no on-site storage of equipment and supplies																					P		
Extended Stay Hotel/Motel	✓									SU						SU							
Farmer's Market	✓							P	P	P						P		P	P				
Financial Institution								P	P	P	SU				P	P							SU
Florist, Flower Shop							SU	P	P						P							SU	

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Grocery shop (under 2,500 sf), convenience store								P	P						P								
Grocery stores or other retail establishments over 15,000 sf										P		SU	SU	SU									
Health Club, see Section 721												P	P	P	P								
Home Occupation as provided in Section 503	✓	P	P	P	P	P	P				P							P					
Home Stay Bed and Breakfast	✓	SU	SU	SU	SU			SU		SU	SU	P		P				P	SU				
Hospital or Clinic	✓											P				SU	SU						P
Hospital related out-patient services (Ambulatory and Diagnostic Clinics)																							P
Hotel							SU		P	P					P	P							SU
Kennel, Non-commercial (5 dogs max, must be at least 90 days old)		SU	SU	SU	SU																		
Laboratories, Medical and Dental																							P
Laundromat								P	P	P	SU											SU	
Licensed Day Care center							SU	P	SU		SU						P						SU
Locksmith shop								P	P	P													
Medical or dental services and clinics								P	P	P		P	P				P						
Motel									P	P						P							SU
Motor Vehicle Parts (Used) Merchant Wholesalers																P							
Motor Vehicle Towing																P							
Neighborhood retail, service or office uses	✓					SU	SU				SU												
Office space for governmental, business, professional: including but not limited to construction contractors, general contractors, heavy equipment contractors, special trade contractors, engineers, architects and land surveyors																P							
Office Uses									P	P			P	P	P								
Office, Medical or Clinic										P						P	P						P
Office, professional							SU		P	P	SU				P	P	P						SU
Office, temporary for on-site construction functions									P	P						P							
Outdoor recreation entertainment facilities												SU	SU	SU	P								
Personal Service business									P	P						P							
Personal Service establishment							SU	SU	P	P	SU				P	P				SU		SU	
Pharmacy															P							SU	P
Photographer's studio								P	P	P					P								
Recreational facility											P					P							
Research or experimental laboratory																P *2							
Restaurant, Café - see Eating Establishments								P	P	P					P	SU						SU	
Retail business							SU	P	P	P		P *3	P *3	P *3	P	SU				SU		SU	
Retail dry cleaner, see Laundromat																				SU			
Retail Uses													P	P									
Shoe Repair								P	P						P								
Sidewalk café, see Section 722												P	P	P	P								
Stadiums, see Section 721																							
Studio—Art, music, dance, or other								P	P	P					P	P							
Temporary Firework Stands										P *12													
Theatre, see also Section 721													P	P	P								
Veterinary Services, clinics or hospitals	✓						SU	P	P	P						P							

INDUSTRIAL																							
Building, facility, or land for the distribution of utility services																P	P						

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Central Trash Collection Dumpsters																P *3							
Major Data Centers	✓															SU							
Minor Data Centers	✓															SU							
Enclosed commercial storage									P														
Exterior display and sales facility																P							
Junkyard - see Open, outdoor storage																P *3							
Light Industrial Use																P							
Manufacturing																P *2							
Newspaper publishing facility									P	P		P *2	P *2	P *2		P							
Open, Outside Storage of Materials, Vehicles, and Other Goods										P *13						P							
Radio and/or television and/or transmission tower	✓															P	SU		SU				
Repair, accessory structure or service facility incidental to the primary use																P *4							
Retail Business, Heavy Equipment																P *3							
Self-Storage Facility	✓									P						P							
Warehouse										P *14						P							
Warehouse or other storage facility										P *14	P					P							
Wholesale Business									P	P *14						P							

INSTITUTIONAL																							
Cemetery, see Section 503	✓																P						
Churches, see Places of Worship																							
Commercial Trade or Vocational school																P							
Cultural facilities, see also Section 721									P								P						
Funeral Home	✓						SU	P		P						P							SU
Government office/facility									P	P	SU	P *2	P *2	P *2	P	P *3	P						
Government uses													P	P	P								
Institutional uses													P	P									
Neighborhood Clubhouse		SU	SU	SU	SU	SU	SU											P					
Places of Worship, see Section 721		SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU	SU
Private or Public Club, Lodge, Social Center or Meeting Room									P			P *5	P *5		P								
Publically owned building, facility, land									P	P						SU *3	P						
Schools: Colleges/Universities, elementary, middle, high, postgraduate, vocational/commercial																	P						

RESIDENTIAL																							
Accessory dwelling unit - See Accessory Uses	✓																						
Aeronautical related uses																					P		
Airport related accessory uses																					SU		
Assisted living, retirement center, and nursing home		SU	SU	SU	SU	SU	SU				SU							SU	SU				
Personal care home, group home for disabled persons, and boarding home		SU	SU	SU	SU	SU	SU	SU		SU	SU							SU					
Cluster Development	✓					P						P	P	P				P					
Dwelling, Single-Family Attached (including Townhouses)						P	P				P *1	P	P	P				P					
Dwelling, Multi-Family, Senior Housing						P	P		SU		P *1	P	P	P				P		P		P	
Dwelling, Single-Family Detached	✓ HDR-A	P	P	P	P	SU					P	P						P					
Dwelling, Two-family (duplex)						P					P							P					
Live/Work, Efficiency or Loft apartment over ground floor level	✓								P	P	P	P	P	P	P	P		P					

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD
Manufactured Homes in accordance with Section 605A	✓				P													P					
Residential dwelling, provided the existing structure was originally constructed as a residential dwelling (single or multi-family) and is located on West Poplar Street or West Solomon Street									P	P						P							
Vertical Mixed Use													P	P									
Watchman's or caretakers single family home	✓															SU		P					
OTHER																							
Accessory Uses and structures as provided in Section 504	✓	P	P	P	P	P	P				P							P					
All permitted uses in underlying zoning district																						P	
Any permitted use in PCD																P							
Building facility or land for non-commercial park or recreation; Thoroughfares; Open space, or Public body of water and similar purposes																	P						
Building, Facility, Land for Parking	✓								P							P							P
Building, Facility, Land for Parking	✓								SU	SU						P							
Mass Transit Station													P		SU								
Places of Assembly Overlay District (PAO) *9		SU	SU	SU							P				SU	P							
Places of Assembly in accordance with Section 721		SU	SU	SU	SU																		
Railroad or bus passenger station									P						SU								
Transit Station	✓								P				P		SU		P						
Transportation terminal															SU	P							
Transportation terminal in conjunction with a mass transit station													P		SU								

*1 Residential dwelling provided that the existing structure was originally constructed as a residential dwelling (single-or multi-family) and is located on West Poplar Street or West Solomon Street.

*2 All operations are conducted entirely within a building and no noise, vibration, smoke, gas, fume, odor, dust fire hazard, radiation, or other injurious or obnoxious condition related to the operation creating a nuisance beyond the premises.

*3 Such use shall be properly screened from view from adjoining streets and properties by a suitable fence or wall at least six feet in height above finished grade. The required fence or wall must provide for a reasonable visual separation between the use and adjoining properties.

*4 The operation of the repair or service facility does not constitute a nuisance to adjoining properties and the operation is not otherwise prohibited in the zoning district.

*5 Commercial uses are only allowed in multi-family developments, on the ground floor, not to exceed 20% of the floor area of the development exclusive of structured parking areas. In no case shall commercial uses exceed 20,000 square feet.

*6 In order to maintain the integrity of single-family neighborhoods in the LDR-A, B, C zoning districts prohibit all uses except agricultural as noted and uses permitted under the Places of Public Assembly as provided in Section 721 of this ordinance.

*7 Other neighborhood retail, personal service or office uses that are primarily for use of residents of the HDR-A, B zoning districts provided that they are conducted entirely in a permanently enclosed building and the buildings shall be an architectural design compatible with the dwelling within the HDR-A, B development.

*8 Single-family attached dwelling, provided that such dwellings shall not represent more than 25% of total dwelling units within the proposed development nor shall such dwellings be established on the perimeter of the PRD development that adjoins LDR-A, B, C zoning districts.

*9 A Special Use permit is required for all assembly uses over 3,000 square feet.

*10 Fireworks Retail Sales Facility or Store must meet the minimum standards of NFPA 1124 for new and existing buildings.

Use Category By Specific Type P = Permitted by Right C = Conditional SU = Special Use ✓ = Consult Supplemental Regulations	SUPPLEMENTAL REGULATIONS	LDR-A/R-A *6	LDR-B / R-2 *6	LDR-C / R-3 *6	MDR / R-4	HDR-A *7	HDR-B *7	NBD	CBD	PCD	PRD *8	MIXED USE OVERLAY NEIGHBORHOOD	MIXED USE OVERLAY CORRIDOR	MIXED USE OVERLAY VILLAGE	MIXED USE OVERLAY ENTERTAINMENT / ARTS	PID	INST	CONSERVATION SUBDIVISION	AG / R	SHROD UNDERLYING ZONING	AOD	SHROD	MOD

*11 Occupancy will be based on the requirements set forth in the International Residential Code (IRC)/International Building Code (IBC) and the National Fire Protection Association (NFPA) 101 Life Safety Codes (2012)/International Fire Code (IFC) 2012.

*12 Consumer Fireworks Retail Sales Stands are allowed along the following commercial corridors: North Expressway, US 19/41 and Taylor Street/US 16.

*13 Outside storage is prohibited; however, uses categorized as Automotive Engine Repair and Replacement, Motor Vehicle Parts (Used) Merchant Wholesalers, Automotive Tire Dealers, Motor Vehicle Towing, and Automotive Body, Paint and Interior Repair and Maintenance shall have no more than four motor vehicles per exterior service bay, which is a bay/garage door located on the outside of the principal business structure or shall have no more than the number motor vehicles which can be legally parked in a paved, striped parking lot in conformance with the Unified Development Code, Articles 8 and 9, as required.

*14 Facility shall be a minimum of 6,000 square feet. Business operations must be conducted solely within the structure and shall not constitute a nuisance.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Resolution to amend the City of Griffin's Fiscal Year 2025-2026 Operating and Capital Budget in the amount of $45,959,013.08 and also amend the Fiscal Year 2026-2027 Operating and Capital Budget in the amount of $45,762,469.41. Budget Analyst Angela Thompson will address.

SPECIAL CONSIDERATIONS OR CONCERNS:

The amendments contained in the "Roll-Over" budget attachment will reduce the budgeted appropriations in fiscal year 2026 and increase the budgeted appropriations in fiscal year 2027 per the attached rollover items list. The amendments contained in the Fiscal Year 2026 Year-End Housekeeping Amendment recognize additional revenues, make additional appropriations and also reallocate existing appropriations in fiscal year 2026 only.

STAFF RECOMMENDATION:

Staff Recommends Approval

FINANCIAL IMPACT:

The Rollover amendment amends $45,762,469.41 in expenditures out of the Fiscal Year 2025-2026 Operating and Capital Budget and $45,762,469.41 in expenditures into the Fiscal Year 2026-2027 Capital and Operating Budget for projects or purchases that were not completed within Fiscal Year 2026 but will be completed in Fiscal Year 2027 or in years following. The Rollover amendment also amends $23,978,088.02 in revenues out of the Fiscal year 2025-2026 Operating and Capital Budget and $23,978,099.02 in revenues into the Fiscal Year 2026-2027 Operating and Capital Budget. The majority of both expenditures and revenues are related to the long term capital project for the new airport. The Fiscal Year 2025-2026 year-end housekeeping budget amendment recognizes additional net revenues of $3,313,759.26; appropriates additional net expenditures totaling $3,204,215.59 and recognizes additional Transfers In from Trust Funds totaling $87,000.00 within Fiscal Year 2026 only.

Submitted By:
Angela Thompson

Meeting Date:
24/11/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
AGENDA ITEM 202611124 BA Resolution FY2025-2026 RO & Final Amendment.pdf
AGENDA ITEM 202611124 BA Resolution FY2026-2027 RO.pdf
FY2026 to FY2027 Rollover List.pdf
Final Housekeeping BA FY2025-2026.pdf

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2025-2026 OPERATING AND CAPITAL BUDGET IN THE AMOUNT OF $45,959,013.08

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 10, 2025, the Board of City Commissioners adopted the Fiscal Year 2025-2026 Operating and Capital Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's Fiscal Year 2025-2026 Operating and Capital Budget by decreasing operating and capital outlay expenditures in the amount of $45,959,013.08 for Fiscal Year 2026, for the purpose set forth below; and

BE IT RESOLVED by the Board of City Commissioners this 24th day of November 2026, that the Fiscal Year 2025-2026 Capital and Operating Budget be, and is hereby, amended in the amount of $45,959,013.08 as follows:

ACCOUNT DISTRIBUTION

SEE ATTACHED
FY 2026 to 2027 Rollover List
Final Housekeeping BA FY2025-2026

_____
Douglas Hollberg, Mayor

_____
Jennifer Freeman Secretary

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2026-2027 OPERATING AND CAPITAL BUDGET IN THE AMOUNT OF $45,762,469.41

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 9, 2026, the Board of City Commissioners adopted the Fiscal Year 2026-2027 Capital and Operating Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's Fiscal Year 2026-2027 Operating and Capital Budget by increasing operating and capital outlay expenditures in the amount of $45,762,469.41 for Fiscal Year 2027, for the purpose set forth below; and

BE IT RESOLVED by the Board of City Commissioners this 24th day of November 2026, that the Fiscal Year 2026-2027 Capital and Operating Budget be, and is hereby, amended in the amount of $45,762,469.41 as follows:

ACCOUNT DISTRIBUTION

SEE ATTACHED
FY 2026 to 2027 Rollover List

_____
Douglas Hollberg, Mayor

_____
Jennifer Freeman, Secretary

Budget Rollovers
From Fiscal Year 2026 into Fiscal Year 2027

Item or Project for Budgetary Roll-Over	Account Number	Account Description	Fiscal Year 2026 Budgetary Debit	Fiscal Year 2026 Budgetary Credit	Fiscal Year 2027 Budgetary Debit	Fiscal Year 2027 Budgetary Credit
GENERAL FUND						
Conference Room Table for One Griffin Center Conference Room	101-1320-54-2300-0000	Furniture & Fixtures	-	(15,000.00)	15,000.00	-
Generator One Griffin Center - GEMA Hazard Mitigation Grant Funded	101-1665-54-2500-0000	Other Equipment	-	(178,086.30)	178,086.30	-
Decontamination Washer	101-3520-54-2500-0000	Other Equipment	-	(29,000.00)	29,000.00	-
Pocket Park - District #2	101-5220-54-1200-0000	Site Improvements	-	(40,000.00)	40,000.00	-
Generator Sign Shop - GEMA Hazard Mitigation Grant Funded	101-4270-54-2500-0000	Other Equipment	-	(23,000.00)	23,000.00	-
Tyler Financial Software Project	101-1510-52-2211-0000	IT Managed Repair & Maintenance Services	-	(225,780.15)	225,780.15	-
Funds for furnishing remodeled office spaces	101-1510-53-1600-0000	Tools & Small Equipment	-	(5,400.00)	5,400.00	-
Commissioner's Contingency	101-1110-57-9000-0000	Contingency	-	(163,588.01)	163,588.01	-
City Manager's Contingency	101-1320-57-9000-0000	Contingency	-	(31,029.98)	31,029.98	-
Funds for furnishing 3rd floor conference room and kitchen	101-1320-53-1600-0000	Tools & Small Equipment	-	(1,204.00)	1,204.00	-
Wellness Program Supplies	101-1540-53-1740-0000	Wellness Program Supplies	-	(35,469.90)	35,469.90	-
In-House Training Services	101-1540-52-3701-0000	In-House Training Services	-	(7,000.00)	7,000.00	-
Safety Expo Supplies	101-1555-53-1300-0000	Food		(5,056.59)	5,056.59	
Safety Expo Supplies	101-1555-53-1400-0000	Books & Periodicals		(120.43)	120.43	
Safety Expo Supplies	101-1555-53-1700-0000	Other Miscellaneous Supplies		(10,894.52)	10,894.52	
Cemetery Boundary Survey	101-4910-52-1200-0000	Professional Fees	-	(11,250.00)	11,250.00	-
GIS Aerial Photography	101-1536-52-1300-0000	Technical Services		(6,000.00)	6,000.00	
Central Square Maintenance Agreement	101-1535-52-2200-0000	Repair & Maintenance Services	-	(128,884.79)	128,884.79	
Transfer to Airport Authority Fund for Grant Match New Airport	101-0000-61-1015-0000	Transfer to Airport Authority Fund	-	(507,504.81)	507,504.81	-
Transfer to Airport Authority Fund for Grant Match Airfield Pavement & Remarking	101-0000-61-1015-0000	Transfer to Airport Authority Fund	-	(1,726.21)	1,726.21	-
Transfer to Motor Pool Fund for GEMA Hazard Mitigation Grant Match	101-0000-61-1019-0000	Transfer to Motor Pool Fund	-	(13,909.69)	13,909.69	-
Transfer to Golf Course Fund for Bathroom/Pavilion Project	101-0000-61-1018-0000	Transfer to Golf Course Fund	-	(57,514.89)	57,514.89	-
GEMA Hazard Mitigation Grant Proceeds - Federal Portion for One Griffin Center	101-1665-33-1150-0000	Grants FEMA Indirect	133,564.73	-	-	(133,564.73)
GEMA Hazard Mitigation Grant Proceeds - State Portion for One Griffin Center	101-1665-33-4310-0000	Grants Capital State of GA	17,808.63	-	-	(17,808.63)
GEMA Hazard Mitigation Grant Proceeds - Federal Portion for Sign Shop	101-4270-33-1150-0000	Grants FEMA Indirect	17,250.00	-	-	(17,250.00)
GEMA Hazard Mitigation Grant Proceeds - State Portion for Sign Shop	101-4270-33-4310-0000	Grants Capital State of GA	2,300.00	-	-	(2,300.00)
OPIOID SETTLEMENT FUND						
Opioid Supplies	213-3520-53-1700-0000	Other Supplies	-	(205,576.90)	205,576.90	-
2024 CDBG GRANT FUND						
2024 CDBG Grant Project	237-4400-54-1400-0000	Infrastructure	-	(208,219.21)	208,219.21	-
2024 CDBG Grant Administration & Audit Fees	237-4000-52-1200-0000	Professional Fees	-	(1,000.00)	1,000.00	-
2024 CDBG Grant Revenue	237-0000-33-4310-0000	Grant Revenue	142,521.87	-	-	(142,521.87)
2024 CDBG Grant Transfer from Water & Wastewater Fund	237-0000-39-1210-0000	Transfer from Water & WW Fund	66,697.34	-	-	(66,697.34)
AMERICAN RESCUE PLAN ACT (A.R.P.A.) FUND						
To Roll Remaining ARPA Funds	234-0000-33-2100-0000	ARPA of 2021 Fiscal Recovery Funds	10,328.69	-	-	(10,328.69)
To Roll Remaining ARPA Funds	234-1665-54-1300-0000	Buildings	-	(10,328.69)	10,328.69	-
					-	-
TAX ALLOCATION DISTRICT #1 FUND						
Transfers to DDA Fund for Property Purchases	271-0000-61-1030-0000	Transfers to DDA Fund	-	(4,167.24)	4,167.24	-
					-	-
TRANSPORTATION SPLOST FUND						
Transportation Infrastructure Projects	335-4220-54-1400-0000	Infrastructure	-	(10,732,326.66)	10,732,326.66	-

Budget Rollovers
From Fiscal Year 2026 into Fiscal Year 2027

Item or Project for Budgetary Roll-Over	Account Number	Account Description	Fiscal Year 2026 Budgetary Debit	Fiscal Year 2026 Budgetary Credit	Fiscal Year 2027 Budgetary Debit	Fiscal Year 2027 Budgetary Credit
URBAN REDEVELOPMENT AGENCY FUND						
Renovation to One Griffin Center Facilities	360-1665-54-1300-0000	Buildings	-	(679,261.77)	679,261.77	-
WATER & WASTEWATER FUND						
Sewer Line Renewals & Extensions	505-4340-54-1400-0000	Infrastructure		(450,000.00)	450,000.00	-
Shoal Creek WWTP Expansion Capacity Recovery Fee Project	505-4331-54-1400-0000	Infrastructure		(795,161.40)	795,161.40	-
Shoal Creek Sewer Basin Collection System Improvements	505-4340-54-1400-0000	Infrastructure		(1,604,574.00)	1,604,574.00	-
Shoal Creek CMAR Project	505-4331-54-1400-0000	Infrastructure		(271,363.00)	271,363.00	-
Lift Station Generators - GEMA Hazard Mitigation Grant Funded	505-4336-54-2500-0000	Capital Equipment		(71,425.00)	71,425.00	-
Simmons WTP MCC with Starters	505-4431-54-1400-0000	Infrastructure		(291,238.00)	291,238.00	-
Simmons WTP High Service Pump Motors (Pumpss 2,3,4,5)	505-4431-54-1400-0000	Infrastructure		(280,000.00)	280,000.00	-
Water Line Renewals & Extension	505-4440-54-1400-0000	Infrastructure		(450,000.00)	450,000.00	-
Simmons WTP Lab Spectrophotometer	505-4431-54-2500-0000	Other Equipment		(8,671.70)	8,671.70	-
Transfer to 2024 CDBG Grant Fund - Matching Funds for Grant	505-0000-61-1049-0000	Transfer to 2024 CDBG Grant Fund		(66,697.34)	66,697.34	-
GEMA Hazard Mitigation Grant Proceeds - Federal Portion Lift Stations	505-4336-33-1150-0000	Grants FEMA Indirect	53,568.75		-	(53,568.75)
GEMA Hazard Mitigation Grant Proceeds - State Portion for Lift Stations	505-4336-33-4310-0000	Grants Capital State of GA	7,142.50		-	(7,142.50)
Furniture for Remodeled Offices	505-4405-53-1600-0000	Tools & Small Equipment		(6,438.75)	6,438.75	-
Furniture for Remodeled Offices	505-4410-53-1600-0000	Tools & Small Equipment		(2,000.00)	2,000.00	-
Funds remaining under purchase order 26-0041	505-4335-52-1200-0000	Professional Fees		(7,500.00)	7,500.00	-
Funds remaining under purchase order 26-0042	505-4335-52-1200-0000	Professional Fees		(7,500.00)	7,500.00	-
Funds remaining under purchase order 26-0176	505-4335-52-1200-0000	Professional Fees		(15,300.00)	15,300.00	-
ELECTRIC FUND						
Metering Infrastructure	510-4620-54-1400-0000	Infrastructure	-	(97,051.74)	97,051.74	-
Automated Switching	510-4630-54-1400-0000	Infrastructure	-	(100,000.00)	100,000.00	-
City Street Light LED Conversion	510-4630-54-1400-0000	Infrastructure	-	(288,795.10)	288,795.10	-
Jefferson Park at Rosenwald Lighting	510-4630-54-1400-0000	Infrastructure	-	(57,286.00)	57,286.00	-
Line Maintenance & Improvements	510-4630-54-1400-0000	Infrastructure	-	(163,286.07)	163,286.07	-
Memorial Drive/Taylor Street - Street Lighting Upgrade to LED	510-4630-54-1400-0000	Infrastructure	-	(400,000.00)	400,000.00	-
New Customer Construction	510-4630-54-1400-0000	Infrastructure	-	(147,888.18)	147,888.18	-
Security Lighting	510-4630-54-1400-0000	Infrastructure	-	(187,256.23)	187,256.23	-
System Protection	510-4630-54-1400-0000	Infrastructure	-	(320,510.87)	320,510.87	-
Utility Relocations	510-4630-54-1400-0000	Infrastructure	-	(47,283.30)	47,283.30	-
Wesley Drive Reconduct	510-4630-54-1400-0000	Infrastructure	-	(248,953.99)	248,953.99	-
Downtown Reconductoring	510-4630-54-1400-0000	Infrastructure	-	(500,000.00)	500,000.00	-
Circuit 20 Relocation	510-4630-54-1400-0000	Infrastructure	-	(35,000.00)	35,000.00	-
Station 8 Reconfiguration	510-4630-54-1400-0000	Infrastructure	-	(255,534.00)	255,534.00	-
Flint River Regional Library LED Upgrade	510-4630-54-1400-0000	Infrastructure	-	(15,000.00)	15,000.00	-
Courthouse Annex Parking Lot LED Upgrade	510-4630-54-1400-0000	Infrastructure	-	(60,000.00)	60,000.00	-
60' Bucket Truck	510-4630-54-2200-0000	Vehicles	-	(355,000.00)	355,000.00	-
Digger Derrick	510-4630-54-2200-0000	Vehicles	-	(390,000.00)	390,000.00	-
Meter Pilot	510-4620-52-1300-0000	Technical Services	-	(100,000.00)	100,000.00	-
800 Mhz Radios	510-4630-53-1600-0000	Tools & Small Equipment	-	(3,806.81)	3,806.81	-

Budget Rollovers
From Fiscal Year 2026 into Fiscal Year 2027

Item or Project for Budgetary Roll-Over	Account Number	Account Description	Fiscal Year 2026 Budgetary Debit	Fiscal Year 2026 Budgetary Credit	Fiscal Year 2027 Budgetary Debit	Fiscal Year 2027 Budgetary Credit
SOLID WASTE FUND						
Professional Services for Landfill Expansion	540-4532-52-1200-0000	Professional Fees	-	(79,624.60)	79,624.60	-
Technical Services for Landfill Expansion	540-4532-52-1300-0000	Technical Services	-	(138,660.20)	138,660.20	-
AIRPORT FUND						
Airfield Pavement Rehab & Remarking Construction Phase	550-6514-54-1400-0000	Infrastructure		(69,048.25)	69,048.25	-
Security Gate at Airport Business Park	550-6510-54-1200-0000	Site Improvements		(14,000.00)	14,000.00	-
Security Gate at Front Entrance	550-6510-54-1200-0000	Site Improvements		(11,000.00)	11,000.00	-
Fencing	550-6510-54-1200-0000	Site Improvements		(9,024.52)	9,024.52	-
Right of Way Abandonment for New Airport	550-6516-54-1200-0000	Site Improvements		(75,000.00)	75,000.00	-
Site Acquisition for New Airport	550-6516-54-1100-0000	Sites		(2,921,544.81)	2,921,544.81	-
Site Preparation and Utility Relocations & Coordination New Airport	550-6516-54-1200-0000	Site Improvements		(21,280,441.01)	21,280,441.01	-
City Match for Airfield Pavement Rehab & Remarking Project	550-0000-39-1200-0000	Transfer In from General Fund	1,726.21	-	-	(1,726.21)
Spalding County Contribution for Airfield Pavement Rehab & Remarking Project	550-6514-33-4310-0000	Grants-Capital-Spalding County	1,726.21	-	-	(1,726.21)
State Grant Funds for Airfield Pavement Rehab & Remarking Project	550-6514-33-4310-0000	Grants-Capital-GDOT	3,452.41	-	-	(3,452.41)
Federal Grant Funds for Airfield Pavement Rehab & Remarking Project	550-6514-33-1310-0000	Grants-Capital-FAA	62,143.42	-	-	(62,143.42)
City Match for New Airport Capital Projects	550-0000-39-1200-0000	Transfer In from General Fund	507,504.81	-	-	(507,504.81)
Spalding County Contribution for New Airport Capital Projects	550-6516-33-1310-0000	Spalding Co. Contribution New Airport	507,504.80	-	-	(507,504.80)
Federal Grant Funds for New Airport Capital Projects	550-6516-33-1310-0000	Federal Capital Grant Direct New Airport	19,511,232.15	-	-	(19,511,232.15)
State Grant Funds for New Airport Capital Projects	550-6516-33-4310-0000	State Capital Grants Direct	3,467,471.99	-	-	(3,467,471.99)
TELECOMMUNICATIONS FUND						
Telecommunications Network Expansion Projects	570-4750-54-1400-00000	Infrastructure		(261,149.29)	261,149.29	-
GOLF COURSE FUND						
Pavilion/Bathroom for Golf Course	591-5130-54-1200-0000	Site Improvements	-	(57,514.89)	57,514.89	-
Transfer In from General Fund	591-0000-39-1200-0000	Transfers In From General Fund	57,514.89	-	-	(57,514.89)
MOTOR POOL FUND						
Generator for Motor Pool Facility - GEMA Hazard Mitigation Grant Funded	601-4800-54-2500-0000	Other Equipment	-	(92,731.31)	92,731.31	-
GEMA Hazard Mitigation Grant Proceeds - Federal Portion for Motor Pool	601-4800-33-1150-0000	Grants FEMA Indirect	69,548.49	-	-	(69,548.49)
GEMA Hazard Mitigation Grant Proceeds - State Portion for Motor Pool	601-4800-33-4310-0000	Grants Capital State of GA	9,273.13	-	-	(9,273.13)
GEMA Hazard Mitigation Grant Match funded by General Fund Transfer	601-0000-39-1200-0000	Transfer from General Fund	13,909.69	-	-	(13,909.69)
DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Property Purchases	953-6555-54-1100-0000	Sites	-	(4,167.24)	4,167.24	-
Transfer from TAD #1 Fund for Property Purchases	953-0000-39-1230-0000	Transfers In from TAD #1 Fund	4,167.24	-	-	(4,167.24)
			24,668,357.95	(46,452,728.34)	46,452,728.34	(24,668,357.95)
		Total Budgetary Debits and Credits by Account Type				
	REVENUE	Revenues and Other Financing Sources Total	24,016,837.77	(38,738.75)	38,738.75	(24,016,837.77)
		Expenditures/Expenses Total	-	(45,762,469.41)	45,762,469.41	-
	TRANSFER IN	Transfers IN Total	651,520.18	-	-	(651,520.18)
		Transfers OUT Total	-	(651,520.18)	651,520.18	-
		Total Budgetary Debits and Credits	24,668,357.95	(46,452,728.34)	46,452,728.34	(24,668,357.95)

Budget Rollovers
From Fiscal Year 2026 into Fiscal Year 2027

Item or Project for Budgetary Roll-Over	Account Number	Account Description	Fiscal Year 2026 Budgetary Debit	Fiscal Year 2026 Budgetary Credit	Fiscal Year 2027 Budgetary Debit	Fiscal Year 2027 Budgetary Credit
			-	-	-	-
		Summary of Rollovers by Fund				
		General Fund	170,923.36	(1,497,420.27)	1,497,420.27	(170,923.36)
	ASSET FORFEITURE	Asset Forfeiture Fund	-	-	-	-
		Opioid Settlement Fund	-	(205,576.90)	205,576.90	-
	CDBG	2024 CDBG Grant Fund	209,219.21	(209,219.21)	209,219.21	(209,219.21)
		ARPA Fund	10,328.69	(10,328.69)	10,328.69	(10,328.69)
	TAD1	Tax Allocation District #1 Fund	-	(4,167.24)	4,167.24	-
		Transportation SPLOST Fund	-	(10,732,326.66)	10,732,326.66	-
	URA	Urban Redevelopment Agency Fund	-	(679,261.77)	679,261.77	-
		Water & Wastewater Fund	60,711.25	(4,327,869.19)	4,327,869.19	(60,711.25)
	EL	Electric Fund	-	(3,772,652.29)	3,772,652.29	-
		Solid Waste Fund	-	(218,284.80)	218,284.80	-
	AIR	Airport Fund	24,062,762.00	(24,380,058.59)	24,380,058.59	(24,062,762.00)
		Stormwater Fund	-	-	-	-
	TC	Telecommunications Fund	-	(261,149.29)	261,149.29	-
		Golf Course Fund	57,514.89	(57,514.89)	57,514.89	(57,514.89)
	MP	Motor Pool Fund	92,731.31	(92,731.31)	92,731.31	(92,731.31)
		DDA Fund	4,167.24	(4,167.24)	4,167.24	(4,167.24)
	MS	Mainstreet Fund	-	-	-	-
			24,668,357.95	(46,452,728.34)	46,452,728.34	(24,668,357.95)

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description		Budgetary Debit	Budgetary Credit
Amendment #1					
To reclass funds from Operating Supplies to Capital Equipment for Equipment that exceeded Supplies threshold and is considered capital	505-4431-53-1120-0000	Operating Supplies		-	(8,671.70)
To reclass funds from Operating Supplies to Capital Equipment for Equipment that exceeded Supplies threshold and is considered capital	505-4431-54-2500-0000	Other Equipment		8,671.70	-
			Sub-Total	8,671.70	(8,671.70)
Amendment #2					
To reclass funds from Operating Supplies to Tools & Small Equipment to comply with the nature of the items purchased	101-3590-53-1120-0000	Operating Supplies		-	(3,195.49)
To reclass funds from Operating Supplies to Tools & Small Equipment to comply with the nature of the items purchased	101-3590-53-1600-0000	Tools & Small Equipment		3,195.49	-
			Sub-Total	3,195.49	(3,195.49)
Amendment #3					
To recognize the revenue from the GMA Safety Grant and appropriate those funds for expenditure	101-1555-37-1004-0000	GMA Safety Grant Revenue		-	(20,000.00)
To recognize the revenue from the GMA Safety Grant and appropriate those funds for expenditure	101-1555-53-1700-0000	Other Supplies		20,000.00	-
			Sub-Total	20,000.00	(20,000.00)
Amendment #4					
To reclass funds saved on truck purchase to capital equipment for increased cost of storage system for the sign shop	101-4270-54-2200-0000	Vehicles		-	(2,266.63)
To reclass funds saved on truck purchase to capital equipment for increased cost of storage system for the sign shop	101-4270-54-2500-0000	Capital Equipment		2,266.63	-
			Sub-Total	2,266.63	(2,266.63)
Amendment #5					
To recognize transfer in from Cemetery Trust Fund and appropriate those funds for expenditure for Searcy Ave site work (new cemetery section)	101-0000-39-1222-0000	Transfer from Cemetery Perpetual Care		-	(27,500.00)
To recognize transfer in from Cemetery Trust Fund and appropriate those funds for expenditure for Searcy Ave site work (new cemetery section)	101-4910-54-1200-0000	Site Improvements		27,500.00	-
			Sub-Total	27,500.00	(27,500.00)
Budget Amendment #6					
To recognize transfer in from Mausoleum Trust Fund and appropriate those funds for expenditure for replacment of Mausoleum roofs	101-0000-39-1223-0000	Transfer from Mausoleum Trust Fund		-	(59,500.00)
To recognize transfer in from Mausoleum Trust Fund and appropriate those funds for expenditure for replacment of Mausoleum roofs	101-4910-52-2200-0000	Repair & Maintenance Services		59,500.00	-
			Sub-Total	59,500.00	(59,500.00)
Budget Amendment #7					
To reallocate funds from Technical Serivces for mural design to Tools & Small Equipment for purchase of picnic tables for downtown playground	952-6550-52-1300-0000	Technical Services		-	(2,500.00)
To reallocate funds from Technical Serivces for mural design to Tools & Small Equipment for purchase of picnic tables for downtown playground	952-6550-53-1600-0000	Tools & Small Equipment		2,500.00	-
			Sub-Total	2,500.00	(2,500.00)
Budget Amendment #8					
To recognize donation received from Downtown Council and appropriate those funds for 2nd Saturday Stage Rental	952-6550-37-1000-0000	Contributions and Donations		-	(5,000.00)
To recognize donation received from Downtown Council and appropriate those funds for 2nd Saturday Stage Rental	952-6550-52-2320-0000	Rental of Equipment & Vehicles		5,000.00	-
			Sub-Total	5,000.00	(5,000.00)
Budget Amendment #9					
To appropriate funds from City Manager Contingency for GMA Cultural Assessment	101-1320-57-9000-0000	Contingency		-	(7,418.40)
To appropriate funds from City Manager Contingency for GMA Cultural Assessment	101-1320-52-1200-0000	Professional Fees		7,418.40	-
			Sub-Total	7,418.40	(7,418.40)
Budget Amendment #10					
To amend the budget for One Griffin Center Renovation Financing by the Urban Redevelopment Authority	101-1665-58-1100-0000	Bond Principal		-	(140,000.00)
To amend the budget for One Griffin Center Renovation Financing by the Urban Redevelopment Authority	101-1665-58-2100-0000	Bond Interest		-	(187,760.00)
To amend the budget for One Griffin Center Renovation Financing by the Urban Redevelopment Authority	101-0000-61-1039-0000	Transfer to Urban Redevelopment Authority		349,050.00	-
To amend the budget for One Griffin Center Renovation Financing by the Urban Redevelopment Authority	360-0000-39-1200-0000	Transfer from General Fund		-	(349,050.00)
To amend the budget for One Griffin Center Renovation Financing by the Urban Redevelopment Authority	360-8000-58-1100-0000	Bond Principal		140,000.00	-
To amend the budget for One Griffin Center Renovation Financing by the Urban Redevelopment Authority	360-8000-58-2100-0000	Bond Interest		209,050.00	-
			Sub-Total	698,100.00	(676,810.00)
Budget Amendment #11					
To allocate the General Fund claims contingency to divisions that experienced claims	101-1555-55-2200-0000	Claims Contingency		-	(222,772.95)
To allocate the General Fund claims contingency to divisions that experienced claims	101-3220-55-2200-0000	Claims		160,308.96	-
To allocate the General Fund claims contingency to divisions that experienced claims	101-3520-55-2200-0000	Claims		45,969.15	-

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To allocate the General Fund claims contingency to divisions that experienced claims	101-4220-55-2200-0000	Claims	16,372.84	-
To allocate the General Fund claims contingency to divisions that experienced claims	101-5220-55-2200-0000	Claims	90.00	-
To allocate the General Fund claims contingency to divisions that experienced claims	101-6210-55-2200-0000	Claims	32.00	-
`		Sub-Total	222,772.95	(222,772.95)
Budget Amendment #12				
To allocate unspent operating funds to cover unbudgeted claims expense	505-4332-53-1230-0000	Electricity	-	(19,195.00)
To allocate unspent operating funds to cover unbudgeted claims expense	505-4332-55-2200-0000	Claims	19,195.00	-
To allocate unspent operating funds to cover unbudgeted claims expense	505-4333-52-2110-0000	Disposal	-	(4,126.05)
To allocate unspent operating funds to cover unbudgeted claims expense	505-4333-55-2200-0000	Claims	4,126.05	-
To allocate unspent operating funds to cover unbudgeted claims expense	505-4410-53-1120-0000	Operating Supplies	-	(30.00)
To allocate unspent operating funds to cover unbudgeted claims expense	505-4410-55-2200-0000	Claims	30.00	-
To allocate unspent operating funds to cover unbudgeted claims expense	505-4450-52-3701-0000	In-House Training	-	(9,500.00)
To allocate unspent operating funds to cover unbudgeted claims expense	505-4450-53-1120-0000	Operating Supplies	-	(428.32)
To allocate unspent operating funds to cover unbudgeted claims expense	505-4450-55-2200-0000	Claims	9,928.32	-
To allocate unspent operating funds to cover unbudgeted claims expense	510-1590-53-1120-0000	Operating Supplies	-	(295.21)
To allocate unspent operating funds to cover unbudgeted claims expense	510-1590-55-2200-0000	Claims	295.21	-
To allocate unspent operating funds to cover unbudgeted claims expense	510-4620-53-1130-0000	Repair & Maintenance Supplies	-	(3,405.76)
To allocate unspent operating funds to cover unbudgeted claims expense	510-4620-55-2200-0000	Claims	3,405.76	-
To allocate unspent operating funds to cover unbudgeted claims expense	510-4630-53-1700-0000	Other Supplies	-	(16,348.25)
To allocate unspent operating funds to cover unbudgeted claims expense	510-4630-53-1720-0000	Landscaping Supplies	-	(2,500.00)
To allocate unspent operating funds to cover unbudgeted claims expense	510-4630-53-1130-0000	Repair & Maintenance Supplies	-	(10,482.40)
To allocate unspent operating funds to cover unbudgeted claims expense	510-4630-55-2200-0000	Claims	29,330.65	-
To allocate unspent operating funds to cover unbudgeted claims expense	540-4521-53-1120-0000	Operating Supplies	-	(28,621.93)
To allocate unspent operating funds to cover unbudgeted claims expense	540-4521-55-2200-0000	Claims	28,621.93	-
To allocate unspent operating funds to cover unbudgeted claims expense			-	-
To allocate unspent operating funds to cover unbudgeted claims expense	540-4522-55-2200-0000	Claims	-	-
To allocate unspent operating funds to cover unbudgeted claims expense	540-4532-52-2200-0000	Repair & Maintenance Services	-	(98,492.81)
To allocate unspent operating funds to cover unbudgeted claims expense	540-4532-55-2200-0000	Claims	98,492.81	-
To allocate unspent operating funds to cover unbudgeted claims expense	560-4710-53-1120-0000	Operating Supplies	-	(30.00)
To allocate unspent operating funds to cover unbudgeted claims expense	560-4710-55-2200-0000	Claims	30.00	-
To allocate unspent operating funds to cover unbudgeted claims expense	560-4720-53-1210-0000	Water & Sewerage	-	(2,291.34)
To allocate unspent operating funds to cover unbudgeted claims expense	560-4720-53-1230-0000	Electricity	-	(2,003.74)
To allocate unspent operating funds to cover unbudgeted claims expense	560-4720-55-2200-0000	Claims	4,295.08	-
To allocate unspent operating funds to cover unbudgeted claims expense	560-4730-53-1120-0000	Operating Supplies	-	(306.18)
To allocate unspent operating funds to cover unbudgeted claims expense	560-4730-55-2200-0000	Claims	306.18	-
To allocate unspent operating funds to cover unbudgeted claims expense	601-4800-		-	-
To allocate unspent operating funds to cover unbudgeted claims expense	601-4800-55-2200-0000	Claims	-	-
		Sub-Total	198,056.99	(198,056.99)
Budget Amendment #13				
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1110-38-9004-0000	Employee Contributions - active	-	(9,627.00)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1110-38-9006-0000	Pharmacy Rebates	-	(567.56)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1110-55-2210-0000	Claims Medical & RX - active	10,194.56	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1320-38-9004-0000	Employee Contributions - active	-	(3,917.35)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1320-38-9006-0000	Pharmacy Rebates	-	(468.10)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1320-55-2210-0000	Claims Medical & RX - active	4,385.45	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1506-38-9004-0000	Employee Contributions - active	-	(2,463.18)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1506-38-9006-0000	Pharmacy Rebates	-	(286.66)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1506-55-2210-0000	Claims Medical & RX - active	2,749.84	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1510-38-9004-0000	Employee Contributions - active	-	(21,372.84)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1510-38-9006-0000	Pharmacy Rebates	-	(2,538.83)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1510-55-2210-0000	Claims Medical & RX - active	23,911.67	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1530-38-9004-0000	Employee Contributions - active	-	(6,911.26)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1530-38-9006-0000	Pharmacy Rebates	-	(668.59)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1530-55-2210-0000	Claims Medical & RX - active	7,579.85	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1535-38-9004-0000	Employee Contributions - active	-	(49,796.50)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1535-38-9006-0000	Pharmacy Rebates	-	(5,380.41)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1535-55-2210-0000	Claims Medical & RX - active	55,176.91	-

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1536-38-9004-0000	Employee Contributions - active	-	(10,509.46)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1536-38-9006-0000	Pharmacy Rebates	-	(1,369.58)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1536-55-2210-0000	Claims Medical & RX - active	11,879.04	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1540-38-9004-0000	Employee Contributions - active	-	(9,130.96)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1540-38-9006-0000	Pharmacy Rebates	-	(1,280.77)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1540-55-2210-0000	Claims Medical & RX - active	10,411.73	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-1665-38-9004-0000	Employee Contributions - active	-	(4,482.77)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-1665-38-9006-0000	Pharmacy Rebates	-	(249.82)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-1665-55-2210-0000	Claims Medical & RX - active	4,732.59	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-2500-38-9004-0000	Employee Contributions - active	-	(6,412.90)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-2500-38-9006-0000	Pharmacy Rebates	-	(730.30)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-2500-55-2210-0000	Claims Medical & RX - active	7,143.20	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-3210-38-9004-0000	Employee Contributions - active	-	(55.14)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-3210-38-9006-0000	Pharmacy Rebates	-	(69.73)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-3210-55-2210-0000	Claims Medical & RX - active	124.87	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-3220-38-9004-0000	Employee Contributions - active	-	(221,461.84)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-3220-38-9006-0000	Pharmacy Rebates	-	(29,898.08)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-3220-55-2210-0000	Claims Medical & RX - active	251,359.92	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-3250-38-9004-0000	Employee Contributions - active	-	(13,802.77)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-3250-38-9006-0000	Pharmacy Rebates	-	(1,144.26)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-3250-55-2210-0000	Claims Medical & RX - active	14,947.03	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-3510-38-9004-0000	Employee Contributions - active	-	(7,705.90)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-3510-38-9006-0000	Pharmacy Rebates	-	(1,594.18)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-3510-55-2210-0000	Claims Medical & RX - active	9,300.08	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-3520-38-9004-0000	Employee Contributions - active	-	(200,267.25)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-3520-38-9006-0000	Pharmacy Rebates	-	(17,810.60)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-3520-55-2210-0000	Claims Medical & RX - active	218,077.85	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-3530-38-9004-0000	Employee Contributions - active	-	(7,091.24)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-3530-38-9006-0000	Pharmacy Rebates	-	(738.06)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-3530-55-2210-0000	Claims Medical & RX - active	7,829.30	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-3910-38-9004-0000	Employee Contributions - active	-	(154.63)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-3910-55-2210-0000	Claims Medical & RX - active	154.63	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-4210-38-9004-0000	Employee Contributions - active	-	(9,406.69)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-4210-38-9006-0000	Pharmacy Rebates	-	(1,215.12)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-4210-55-2210-0000	Claims Medical & RX - active	10,621.81	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-4220-38-9004-0000	Employee Contributions - active	-	(26,457.54)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-4220-38-9006-0000	Pharmacy Rebates	-	(4,189.04)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-4220-55-2210-0000	Claims Medical & RX - active	30,646.58	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-4270-38-9004-0000	Employee Contributions - active	-	(3,683.59)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-4270-38-9006-0000	Pharmacy Rebates	-	(786.93)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-4270-55-2210-0000	Claims Medical & RX - active	4,470.52	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-4910-38-9004-0000	Employee Contributions - active	-	(2,867.28)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-4910-38-9006-0000	Pharmacy Rebates	-	(676.17)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-4910-55-2210-0000	Claims Medical & RX - active	3,543.45	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-5220-38-9004-0000	Employee Contributions - active	-	(3,032.70)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-5220-38-9006-0000	Pharmacy Rebates	-	(730.32)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-5220-55-2210-0000	Claims Medical & RX - active	3,763.02	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-6210-38-9004-0000	Employee Contributions - active	-	(13,678.48)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-6210-38-9006-0000	Pharmacy Rebates	-	(1,202.62)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-6210-55-2210-0000	Claims Medical & RX - active	14,881.10	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-6580-38-9004-0000	Employee Contributions - active	-	(4,020.38)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-6580-38-9006-0000	Pharmacy Rebates	-	(310.86)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-6580-55-2210-0000	Claims Medical & RX - active	4,331.24	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-7320-38-9004-0000	Employee Contributions - active	-	(6,208.54)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-7320-38-9006-0000	Pharmacy Rebates	-	(322.45)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-7320-55-2210-0000	Claims Medical & RX - active	6,530.99	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	101-7510-38-9004-0000	Employee Contributions - active	-	(4,272.12)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	101-7510-38-9006-0000	Pharmacy Rebates	-	(658.85)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	101-7510-55-2210-0000	Claims Medical & RX - active	4,930.97	-

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4331-38-9004-0000	Employee Contributions - active	-	(9,105.04)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4331-38-9006-0000	Pharmacy Rebates	-	(1,162.39)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4331-55-2210-0000	Claims Medical & RX - active	10,267.43	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4332-38-9004-0000	Employee Contributions - active	-	(19,558.06)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4332-38-9006-0000	Pharmacy Rebates	-	(1,395.71)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4332-55-2210-0000	Claims Medical & RX - active	20,953.77	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4333-38-9004-0000	Employee Contributions - active	-	(7,083.27)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4333-38-9006-0000	Pharmacy Rebates	-	(910.46)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4333-55-2210-0000	Claims Medical & RX - active	7,993.73	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4334-38-9004-0000	Employee Contributions - active	-	(136.37)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4334-55-2210-0000	Claims Medical & RX - active	136.37	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4335-38-9004-0000	Employee Contributions - active	-	(6,412.90)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4335-38-9006-0000	Pharmacy Rebates	-	(735.30)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4335-55-2210-0000	Claims Medical & RX - active	7,148.20	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4337-38-9004-0000	Employee Contributions - active	-	(2,315.88)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4337-38-9006-0000	Pharmacy Rebates	-	(334.19)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4337-55-2210-0000	Claims Medical & RX - active	2,650.07	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4340-38-9004-0000	Employee Contributions - active	-	(10,296.40)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4340-38-9006-0000	Pharmacy Rebates	-	(1,156.80)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4340-55-2210-0000	Claims Medical & RX - active	11,453.20	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4405-38-9004-0000	Employee Contributions - active	-	(6,208.54)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4405-38-9006-0000	Pharmacy Rebates	-	(725.46)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4405-55-2210-0000	Claims Medical & RX - active	6,934.00	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4410-38-9004-0000	Employee Contributions - active	-	(6,208.54)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4410-38-9006-0000	Pharmacy Rebates	-	(449.55)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4410-55-2210-0000	Claims Medical & RX - active	6,658.09	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4431-38-9004-0000	Employee Contributions - active	-	(22,802.59)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4431-38-9006-0000	Pharmacy Rebates	-	(2,190.05)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4431-55-2210-0000	Claims Medical & RX - active	24,992.64	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4432-38-9004-0000	Employee Contributions - active	-	(18,367.40)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4432-38-9006-0000	Pharmacy Rebates	-	(2,435.45)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4432-55-2210-0000	Claims Medical & RX - active	20,802.85	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4440-38-9004-0000	Employee Contributions - active	-	(31,443.41)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4440-38-9006-0000	Pharmacy Rebates	-	(2,727.83)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4440-55-2210-0000	Claims Medical & RX - active	34,171.24	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4450-38-9004-0000	Employee Contributions - active	-	(12,656.69)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4450-38-9006-0000	Pharmacy Rebates	-	(2,370.57)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4450-55-2210-0000	Claims Medical & RX - active	15,027.26	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	505-4460-38-9004-0000	Employee Contributions - active	-	(10,228.92)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	505-4460-38-9006-0000	Pharmacy Rebates	-	(539.87)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	505-4460-55-2210-0000	Claims Medical & RX - active	10,768.79	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	510-1590-38-9004-0000	Employee Contributions - active	-	(47,992.75)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	510-1590-38-9006-0000	Pharmacy Rebates	-	(3,915.62)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	510-1590-55-2210-0000	Claims Medical & RX - active	51,908.37	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	510-4610-38-9004-0000	Employee Contributions - active	-	(7,642.18)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	510-4610-38-9006-0000	Pharmacy Rebates	-	(1,133.83)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	510-4610-55-2210-0000	Claims Medical & RX - active	8,776.01	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	510-4620-38-9004-0000	Employee Contributions - active	-	(24,210.71)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	510-4620-38-9006-0000	Pharmacy Rebates	-	(2,805.40)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	510-4620-55-2210-0000	Claims Medical & RX - active	27,016.11	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	510-4630-38-9004-0000	Employee Contributions - active	-	(59,074.03)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	510-4630-38-9006-0000	Pharmacy Rebates	-	(6,981.82)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	510-4630-55-2210-0000	Claims Medical & RX - active	66,055.85	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	510-4640-38-9004-0000	Employee Contributions - active	-	(1,237.04)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	510-4640-38-9006-0000	Pharmacy Rebates	-	(48.28)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	510-4640-55-2210-0000	Claims Medical & RX - active	1,285.32	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	510-4660-38-9004-0000	Employee Contributions - active	-	(16,005.70)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	510-4660-38-9006-0000	Pharmacy Rebates	-	(2,014.78)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	510-4660-55-2210-0000	Claims Medical & RX - active	18,020.48	-

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	540-4510-38-9004-0000	Employee Contributions - active	-	(1,570.01)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	540-4510-38-9006-0000	Pharmacy Rebates	-	(1,066.97)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	540-4510-55-2210-0000	Claims Medical & RX - active	2,636.98	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	540-4521-38-9004-0000	Employee Contributions - active	-	(25,012.99)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	540-4521-38-9006-0000	Pharmacy Rebates	-	(2,889.76)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	540-4521-55-2210-0000	Claims Medical & RX - active	27,902.75	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	540-4522-38-9004-0000	Employee Contributions - active	-	(11,619.16)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	540-4522-38-9006-0000	Pharmacy Rebates	-	(1,999.58)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	540-4522-55-2210-0000	Claims Medical & RX - active	13,618.74	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	540-4531-38-9004-0000	Employee Contributions - active	-	(7,791.40)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	540-4531-38-9006-0000	Pharmacy Rebates	-	(1,343.96)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	540-4531-55-2210-0000	Claims Medical & RX - active	9,135.36	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	540-4532-38-9004-0000	Employee Contributions - active	-	(14,015.56)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	540-4532-38-9006-0000	Pharmacy Rebates	-	(1,345.49)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	540-4532-55-2210-0000	Claims Medical & RX - active	15,361.05	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	550-6510-38-9004-0000	Employee Contributions - active	-	(9,474.40)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	550-6510-38-9006-0000	Pharmacy Rebates	-	(950.35)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	550-6510-55-2210-0000	Claims Medical & RX - active	10,424.75	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	560-4710-38-9004-0000	Employee Contributions - active	-	(6,124.38)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	560-4710-38-9006-0000	Pharmacy Rebates	-	(449.13)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	560-4710-55-2210-0000	Claims Medical & RX - active	6,573.51	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	560-4720-38-9004-0000	Employee Contributions - active	-	(27,642.57)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	560-4720-38-9006-0000	Pharmacy Rebates	-	(2,849.31)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	560-4720-55-2210-0000	Claims Medical & RX - active	30,491.88	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	560-4730-38-9004-0000	Employee Contributions - active	-	(1,433.64)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	560-4730-38-9006-0000	Pharmacy Rebates	-	(816.18)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	560-4730-55-2210-0000	Claims Medical & RX - active	2,249.82	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	570-4750-38-9004-0000	Employee Contributions - active	-	(14,201.68)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	570-4750-38-9006-0000	Pharmacy Rebates	-	(1,522.13)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	570-4750-55-2210-0000	Claims Medical & RX - active	15,723.81	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	591-5130-38-9004-0000	Employee Contributions - active	-	(20,730.25)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	591-5130-38-9006-0000	Pharmacy Rebates	-	(1,681.11)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	591-5130-55-2210-0000	Claims Medical & RX - active	22,411.36	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	601-4800-38-9004-0000	Employee Contributions - active	-	(9,555.38)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	601-4800-38-9006-0000	Pharmacy Rebates	-	(2,011.96)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	601-4800-55-2210-0000	Claims Medical & RX - active	11,567.34	-
To recognize Active Employee Insurance deductions as revenue and appropriate to offset Medical Claims	952-6550-38-9004-0000	Employee Contributions - active	-	(6,106.12)
To recognize Pharmacy Rebates as revenue and appropriate to offset Medical Claims	952-6550-38-9006-0000	Pharmacy Rebates	-	(288.66)
To recognize Active Employee Insurance deductions and Pharmacy Rebates and appropirate to offset Medical Claims	952-6550-55-2210-0000	Claims Medical & RX - active	6,394.78	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-2500-38-9005-0000	Retiree Contributions	-	(2,866.56)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-2500-55-2211-0000	Claims - Medical & RX - Retiree	2,866.56	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-3210-38-9005-0000	Retiree Contributions	-	(5,733.12)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-3210-55-2211-0000	Claims - Medical & RX - Retiree	5,733.12	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-3520-38-9005-0000	Retiree Contributions	-	(20,792.73)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-3520-55-2211-0000	Claims - Medical & RX - Retiree	20,792.73	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-4210-38-9005-0000	Retiree Contributions	-	(4,299.84)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-4210-55-2211-0000	Claims - Medical & RX - Retiree	4,299.84	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-4220-38-9005-0000	Retiree Contributions	-	(14,451.00)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-4220-55-2211-0000	Claims - Medical & RX - Retiree	14,451.00	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-4910-38-9005-0000	Retiree Contributions	-	(6,210.88)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	101-4910-55-2211-0000	Claims - Medical & RX - Retiree	6,210.88	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	505-4332-38-9005-0000	Retiree Contributions	-	(5,733.12)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	505-4332-55-2211-0000	Claims - Medical & RX - Retiree	5,733.12	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	510-4630-38-9005-0000	Retiree Contributions	-	(11,584.44)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	510-4630-55-2211-0000	Claims - Medical & RX - Retiree	11,584.44	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	510-4660-38-9005-0000	Retiree Contributions	-	(1,433.28)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	510-4660-55-2211-0000	Claims - Medical & RX - Retiree	1,433.28	-
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	560-4720-38-9005-0000	Retiree Contributions	-	(5,255.36)
To recognize Employee & Retiree Insurance deductions as revenue and appropriate to offset Medical Claims & Rx for Retirees	560-4720-55-2211-0000	Claims - Medical & RX - Retiree	5,255.36	-

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
		Sub-Total	1,329,550.44	(1,329,550.44)
Budget Amendment #14				
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1110-51-2100-0000	Group Medical Insurance	-	(11,908.20)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1110-55-2210-0000	Claims - Medical & RX - Active	11,908.20	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1320-51-2100-0000	Group Medical Insurance	-	(16,502.51)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1320-55-2210-0000	Claims - Medical & RX - Active	16,502.51	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1506-51-2100-0000	Group Medical Insurance	-	(9,157.92)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1506-55-2210-0000	Claims - Medical & RX - Active	9,157.92	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1510-51-2100-0000	Group Medical Insurance	-	(81,694.73)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1510-55-2210-0000	Claims - Medical & RX - Active	81,694.73	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1530-51-2100-0000	Group Medical Insurance	-	(7,538.42)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1530-55-2210-0000	Claims - Medical & RX - Active	7,538.42	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1535-51-2100-0000	Group Medical Insurance	-	(100,699.48)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1535-55-2210-0000	Claims - Medical & RX - Active	100,699.48	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1536-51-2100-0000	Group Medical Insurance	-	(38,101.84)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1536-55-2210-0000	Claims - Medical & RX - Active	38,101.84	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1540-51-2100-0000	Group Medical Insurance	-	(28,109.44)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1540-55-2210-0000	Claims - Medical & RX - Active	28,109.44	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1665-51-2100-0000	Group Medical Insurance	-	(8,378.55)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-1665-55-2210-0000	Claims - Medical & RX - Active	8,378.55	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-2500-51-2100-0000	Group Medical Insurance	-	(23,008.38)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-2500-55-2210-0000	Claims - Medical & RX - Active	23,008.38	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3210-51-2100-0000	Group Medical Insurance	-	(1,569.20)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3210-55-2210-0000	Claims - Medical & RX - Active	1,569.20	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3220-51-2100-0000	Group Medical Insurance	-	(685,072.53)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3220-55-2210-0000	Claims - Medical & RX - Active	685,072.53	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3250-51-2100-0000	Group Medical Insurance	-	(32,587.55)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3250-55-2210-0000	Claims - Medical & RX - Active	32,587.55	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3510-51-2100-0000	Group Medical Insurance	-	(40,070.60)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3510-55-2210-0000	Claims - Medical & RX - Active	40,070.60	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3520-51-2100-0000	Group Medical Insurance	-	(458,658.53)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3520-55-2210-0000	Claims - Medical & RX - Active	458,658.53	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3530-51-2100-0000	Group Medical Insurance	-	(15,546.32)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3530-55-2210-0000	Claims - Medical & RX - Active	15,546.32	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3910-51-2100-0000	Group Medical Insurance	-	(662.54)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-3910-55-2210-0000	Claims - Medical & RX - Active	662.54	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4210-51-2100-0000	Group Medical Insurance	-	(5,799.78)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4210-55-2210-0000	Claims - Medical & RX - Active	5,799.78	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4220-51-2100-0000	Group Medical Insurance	-	(146,523.26)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4220-55-2210-0000	Claims - Medical & RX - Active	146,523.26	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4270-51-2100-0000	Group Medical Insurance	-	(25,420.35)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4270-55-2210-0000	Claims - Medical & RX - Active	25,420.35	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4910-51-2100-0000	Group Medical Insurance	-	(23,572.23)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-4910-55-2210-0000	Claims - Medical & RX - Active	23,572.23	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-5220-51-2100-0000	Group Medical Insurance	-	(25,796.00)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-5220-55-2210-0000	Claims - Medical & RX - Active	25,796.00	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-6210-51-2100-0000	Group Medical Insurance	-	(35,571.94)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-6210-55-2210-0000	Claims - Medical & RX - Active	35,571.94	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-6580-51-2100-0000	Group Medical Insurance	-	(7,805.56)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-6580-55-2210-0000	Claims - Medical & RX - Active	7,805.56	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-7320-51-2100-0000	Group Medical Insurance	-	(6,802.19)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-7320-55-2210-0000	Claims - Medical & RX - Active	6,802.19	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-7510-51-2100-0000	Group Medical Insurance	-	(19,219.07)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	101-7510-55-2210-0000	Claims - Medical & RX - Active	19,219.07	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4331-51-2100-0000	Group Medical Insurance	-	(37,699.60)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4331-55-2210-0000	Claims - Medical & RX - Active	37,699.60	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4332-51-2100-0000	Group Medical Insurance		(37,127.86)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4332-55-2210-0000	Claims - Medical & RX - Active	37,127.86	

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4333-51-2100-0000	Group Medical Insurance		(34,275.84)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4333-55-2210-0000	Claims - Medical & RX - Active	34,275.84	
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4335-51-2100-0000	Group Medical Insurance	-	(15,417.33)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4335-55-2210-0000	Claims - Medical & RX - Active	15,417.33	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4337-51-2100-0000	Group Medical Insurance	-	(12,041.36)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4337-55-2210-0000	Claims - Medical & RX - Active	12,041.36	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4340-51-2100-0000	Group Medical Insurance	-	(36,710.51)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4340-55-2210-0000	Claims - Medical & RX - Active	36,710.51	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4405-51-2100-0000	Group Medical Insurance	-	(7,656.00)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4405-55-2210-0000	Claims - Medical & RX - Active	7,656.00	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4410-51-2100-0000	Group Medical Insurance	-	(7,805.56)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4410-55-2210-0000	Claims - Medical & RX - Active	7,805.56	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4431-51-2100-0000	Group Medical Insurance	-	(65,522.49)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4431-55-2210-0000	Claims - Medical & RX - Active	65,522.49	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4432-51-2100-0000	Group Medical Insurance	-	(75,262.58)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4432-55-2210-0000	Claims - Medical & RX - Active	75,262.58	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4440-51-2100-0000	Group Medical Insurance	-	(76,322.51)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4440-55-2210-0000	Claims - Medical & RX - Active	76,322.51	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4450-51-2100-0000	Group Medical Insurance	-	(81,910.72)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4450-55-2210-0000	Claims - Medical & RX - Active	81,910.72	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4460-51-2100-0000	Group Medical Insurance	-	(11,526.74)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	505-4460-55-2210-0000	Claims - Medical & RX - Active	11,526.74	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-1590-51-2100-0000	Group Medical Insurance	-	(146,591.57)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-1590-55-2210-0000	Claims - Medical & RX - Active	146,591.57	
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4610-51-2100-0000	Group Medical Insurance	-	(17,882.72)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4610-55-2210-0000	Claims - Medical & RX - Active	17,882.72	
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4620-51-2100-0000	Group Medical Insurance	-	(62,478.98)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4620-55-2210-0000	Claims - Medical & RX - Active	62,478.98	
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4630-51-2100-0000	Group Medical Insurance	-	(168,843.30)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4630-55-2210-0000	Claims - Medical & RX - Active	168,843.30	
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4640-51-2100-0000	Group Medical Insurance	-	(2,444.36)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4640-55-2210-0000	Claims - Medical & RX - Active	2,444.36	
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4660-51-2100-0000	Group Medical Insurance	-	(66,007.68)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	510-4660-55-2210-0000	Claims - Medical & RX - Active	66,007.68	
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4510-51-2100-0000	Group Medical Insurance	-	(10,112.87)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4510-55-2210-0000	Claims - Medical & RX - Active	10,112.87	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4521-51-2100-0000	Group Medical Insurance	-	(92,105.70)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4521-55-2210-0000	Claims - Medical & RX - Active	92,105.70	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4522-51-2100-0000	Group Medical Insurance	-	(46,671.66)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4522-55-2210-0000	Claims - Medical & RX - Active	46,671.66	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4531-51-2100-0000	Group Medical Insurance	-	(44,571.58)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4531-55-2210-0000	Claims - Medical & RX - Active	44,571.58	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4532-51-2100-0000	Group Medical Insurance	-	(41,324.12)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	540-4532-55-2210-0000	Claims - Medical & RX - Active	41,324.12	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	550-6510-51-2100-0000	Group Medical Insurance	-	(25,623.48)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	550-6510-55-2210-0000	Claims - Medical & RX - Active	25,623.48	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	560-4710-51-2100-0000	Group Medical Insurance	-	(7,805.56)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	560-4710-55-2210-0000	Claims - Medical & RX - Active	7,805.56	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	560-4720-51-2100-0000	Group Medical Insurance	-	(86,790.93)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	560-4720-55-2210-0000	Claims - Medical & RX - Active	86,790.93	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	560-4730-51-2100-0000	Group Medical Insurance	-	(10,141.96)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	560-4730-55-2210-0000	Claims - Medical & RX - Active	10,141.96	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	570-4750-51-2100-0000	Group Medical Insurance	-	(32,928.80)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	570-4750-55-2210-0000	Claims - Medical & RX - Active	32,928.80	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	591-5130-51-2100-0000	Group Medical Insurance	-	(48,199.10)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	591-5130-55-2210-0000	Claims - Medical & RX - Active	48,199.10	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	601-4800-51-2100-0000	Group Medical Insurance	-	(71,395.25)
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	601-4800-55-2210-0000	Claims - Medical & RX - Active	71,395.25	-
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	952-6550-51-2100-0000	Group Medical Insurance	-	(7,740.76)

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To reallocate unexpended funds from Group Medical Insurance Expense to offset Medical Claims for active employees	952-6550-55-2210-0000	Claims - Medical & RX - Active	7,740.76	-
			3,344,716.60	(3,344,716.60)
Budget Amendment #15				
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-1665-51-1100-0000	Salaries & Wages	-	(25,714.92)
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-1665-51-1300-0000	Overtime	-	(4,264.79)
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-1665-52-3950-0000	Temporary Staffing Agency Expense	29,979.71	-
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-4220-51-1100-0000	Salaries & Wages	-	(209,469.64)
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-4220-51-1300-0000	Overtime	-	(4,099.80)
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-4220-52-3950-0000	Temporary Staffing Agency Expense	213,569.44	-
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-4910-51-1100-0000	Salaries & Wages	-	(22,418.16)
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-4910-51-1300-0000	Overtime	-	(531.36)
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	101-4910-52-3950-0000	Temporary Staffing Agency Expense	22,949.52	-
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	540-4531-51-1100-0000	Salaries & Wages	-	(14,766.51)
To allocate unexpended overtime and salary expense to cover unbudgeted temporary staffing agency expense	540-4531-52-3950-0000	Temporary Staffing Agency Expense	14,766.51	-
		Sub-Total	281,265.18	(281,265.18)
Budget Amendment #16				
To allocate unexpended salary expense to cover shortfall in budgeted funds for work crew from Spalding County Correctional Institute	101-4910-51-1100-0000	Salaries & Wages	-	(7,415.81)
To allocate unexpended salary expense to cover shortfall in budgeted funds for work crew from Spalding County Correctional Institute	101-4910-57-1002-0000	Payments to Spalding County Board of Commissioners	7,415.81	-
			7,415.81	(7,415.81)
Budget Amendment #17				
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1506-52-3200-0000	Communications	-	(365.00)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1506-52-3400-0000	Printing & Binding	-	(322.86)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1506-52-3500-0000	Travel	-	(647.87)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1506-51-1100-0000	Salaries & Wages	647.87	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1506-51-2410-0000	GMEBS	322.86	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1506-51-2800-0000	Phone Stipend	365.00	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1510-51-1100-0000	Salaries & Wages	-	(1,378.36)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1510-51-1300-0000	Overtime	1,378.36	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1536-51-1100-0000	Salaries & Wages	-	(0.50)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1536-51-1150-0000	Supplemental Wages	0.50	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1540-51-1100-0000	Salaries & Wages	-	(262.66)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1540-51-1150-0000	Supplemental Wages	-	(26.90)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-1540-51-1300-0000	Overtime	289.56	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-52-1210-0000	Legal	-	(611.81)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-52-3500-0000	Travel	-	(2,177.55)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-52-3700-0000	Education & Training	-	(460.00)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-51-1100-0000	Salaries & Wages	923.65	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-51-2120-0000	Long Term Disability	0.03	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-51-2410-0000	GMEBS	599.16	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-51-2700-0000	Workers Compensation	1,508.56	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-51-2800-0000	Cell Phone Stipend	5.00	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-51-1150-0000	Supplemental Wages	2.16	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-2500-51-1300-0000	Overtime	210.80	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-3220-51-1100-0000	Salaries & Wages	-	(13,300.06)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-3220-51-1150-0000	Supplemental Wages	24.82	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-3220-51-1300-0000	Overtime	13,275.24	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-4220-51-1100-0000	Salaries & Wages	-	(972.81)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-4220-51-1150-0000	Supplemental Wages	972.81	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-4270-51-1100-0000	Salaries & Wages	-	(60.61)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-4270-51-1150-0000	Supplemental Wages	60.61	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-5220-51-1100-0000	Salaries & Wages	-	(1,550.34)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-5220-51-1150-0000	Supplemental Wages	249.95	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-5220-51-1300-0000	Overtime	1,300.39	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-6210-51-1100-0000	Salaries & Wages	-	(1,012.70)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-6210-51-1300-0000	Overtime	1,012.70	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-7510-51-1100-0000	Salaries & Wages	-	(36.52)

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	101-7510-51-1150-0000	Supplemental Wages	36.52	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4331-51-1100-0000	Salaries & Wages	-	(8.50)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4331-51-1150-0000	Supplemental Wages	8.50	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4332-51-1100-0000	Salaries & Wages	-	(272.95)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4332-51-1150-0000	Supplemental Wages	272.95	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4333-51-1100-0000	Salaries & Wages	-	(12.66)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4333-51-1150-0000	Supplemental Wages	12.66	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4337-51-1100-0000	Salaries & Wages	-	(160.16)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4337-51-1300-0000	Overtime	160.16	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4340-51-1100-0000	Salaries & Wages	-	(114.00)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4340-51-1150-0000	Supplemental Wages	114.00	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4405-51-1100-0000	Salaries & Wages	-	(153.50)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4405-51-1300-0000	Overtime	153.50	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4431-51-1100-0000	Salaries & Wages	-	(902.29)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4431-51-1300-0000	Overtime	902.29	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4432-51-1100-0000	Salaries & Wages	-	(14,586.52)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4432-51-1300-0000	Overtime	14,586.52	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4440-51-1100-0000	Salaries & Wages	-	(562.83)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4440-51-1150-0000	Supplemental Wages	562.83	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4450-51-1100-0000	Salaries & Wages	-	(6.18)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4450-51-1150-0000	Supplemental Wages	6.18	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4460-51-1300-0000	Overtime	-	(39.34)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	505-4460-51-1150-0000	Supplemental Wages	39.34	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-1590-51-1100-0000	Salaries & Wages	-	(495.18)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-1590-51-1150-0000	Supplemental Wages	1.00	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-1590-51-1300-0000	Overtime	494.18	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4620-51-1100-0000	Salaries & Wages	-	(18.00)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4620-51-1150-0000	Supplemental Wages	18.00	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4630-51-1100-0000	Salaries & Wages	-	(256.08)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4630-51-1150-0000	Supplemental Wages	256.08	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4660-51-1150-0000	Supplemental Wages	-	(978.80)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4660-51-1100-0000	Salaries & Wages	-	(5,024.18)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4660-52-3701-0000	In=House Training	-	(412.83)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	510-4660-51-1300-0000	Overtime	6,415.81	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4531-51-1100-0000	Salaries & Wages	-	(20,048.49)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4510-51-1100-0000	Salaries & Wages	7,397.74	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4510-51-1300-0000	Overtime	3,577.01	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4510-51-2130-0000	Dental Insurance	15.58	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4510-51-2200-0000	FICA	1,688.19	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4510-51-2300-0000	Medicare	394.76	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4510-51-2410-0000	GMEBS	6,059.46	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4510-51-2700-0000	Workers Compensation	915.75	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4521-51-1100-0000	Salaries & Wages	-	(35,522.48)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4521-51-1150-0000	Supplemental Wages	5.86	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4521-51-1300-0000	Overtime	35,516.62	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4521-51-1100-0000	Salaries & Wages	-	(28,600.18)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4522-51-1100-0000	Salaries & Wages	-	(21,695.40)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4522-51-1300-0000	Overtime	-	(4,189.02)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4522-51-1300-0000	Overtime	44,373.46	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4522-51-2200-0000	FICA	2,378.11	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4522-51-2300-0000	Medicare	556.21	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4522-51-2410-0000	GMEBS	7,176.82	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4531-51-1100-0000	Salaries & Wages	-	(8,284.15)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4531-51-1150-0000	Supplemental Wages	30.59	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4531-51-1300-0000	Overtime	8,253.56	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4532-51-1100-0000	Salaries & Wages	-	(0.16)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	540-4532-51-1150-0000	Supplemental Wages	0.16	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	550-6510-51-1100-00000	Salaries & Wages	-	(482.33)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	550-6510-51-1300-0000	Overtime	482.33	-

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4710-51-1100-0000	Salaries & Wages	-	(18.00)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4710-51-1300-0000	Overtime	18.00	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4720-51-1100-0000	Salaries & Wages	-	(1,012.70)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4720-51-1150-0000	Supplemental Wages	1,012.70	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4710-51-1100-0000	Salaries & Wages	-	(801.32)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4730-51-1150-0000	Supplemental Wages	1.66	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4730-51-1300-0000	Overtime	799.66	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4710-51-1100-0000	Salaries & Wages	-	(7,145.29)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	560-4730-51-1100-0000	Salaries & Wages	7,145.29	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-52-3900-0000	Other Miscellaneous Services	-	(22,885.14)
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-1100-0000	Salaries & Wages	16,789.18	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-1150-0000	Supplemental Wages	0.86	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-1300-0000	Overtime	171.12	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2110-0000	Life Insurance	16.42	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2120-0000	Long-term disability insurance	30.40	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2130-0000	Dental Insurance	162.48	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2200-0000	FICA	299.80	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2300-0000	Medicare	70.10	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2410-0000	GMEBS	4,908.93	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2700-0000	Workers Compensation	50.85	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	570-4750-51-2800-0000	Phone Stipend	385.00	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	591-5130-51-1150-0000	Supplemental Wages	-	-
To Allocate Unexpended Salary and Wages to cover Overtime & Supplemental Wages expense in excess of budget	591-5130-51-1300-0000	Overtime	-	-
			197,875.21	(197,875.21)
Budget Amendment #18				
To reclass budget for Bank Account Interest from function code 1510 to function code 0000	101-0000-36-1005-0000	Bank Account Interest	-	(960,000.00)
To reclass budget for Bank Account Interest from function code 1510 to function code 0000	101-1510-36-1005-0000	Bank Account Interest	960,000.00	-
To recognize additional Bank Account Interest earned and appropriate for expenditure	101-0000-36-1005-0000	Bank Account Interest	-	(419,737.44)
To recognize additional Investment Interest earned and appropriate for expenditure	101-0000-36-1010-0000	Investment Interest	-	(14,990.51)
To adjust the budget for Wellness Program Contributions from Insurer to Actual Received	101-1540-37-1000-0000	Wellness Program Contribution from Insurer	4,334.76	-
To adjust the budget for Contributions from Rotary Club for Downtown Park to Actual Received	101-5220-37-1000-0000	Contributions & Donations from Private Sources	50,000.00	-
To recognize additional Property Rental Income and appropriate for expenditure	101-1320-38-1001-0000	Property Rental	-	(11,100.00)
To recognize additional Property Rental Income and appropriate for expenditure	101-1665-38-1001-0000	Property Rental	-	(2,191.09)
To adjust Property Rental for Historic City Hall to Actual Received	101-6190-38-1001-0000	Property Rental	9,525.00	-
To recognize Insurance Claims Proceeds received and appropriate for expenditure	101-3200-38-3001-0000	Insurance Claims	-	(77,518.06)
To appropriate Insurance Claims Proceeds received for the Police Department	101-3220-52-2200-0000	Repair & Maintenance Services	77,518.06	-
To recognize Insurance Claims Proceeds received and appropriate for expenditure	101-4220-38-3001-0000	Insurance Claims	-	(2,882.60)
To appropriate Insurance Claims Proceeds received for the Street Department	101-4220-52-2200-0000	Repair & Maintenance Services	2,882.60	-
To recognize additional Miscellaneous Revenue received and appropriate for expenditure	101-1320-38-9003-0000	Miscellaneous Revenue	-	(5,446.04)
To recognize additional Miscellaneous Revenue received and appropriate for expenditure	101-1665-38-9003-0000	Miscellaneous Revenue	-	(41.20)
To recognize additional Miscellaneous Revenue received and appropriate for expenditure	101-3210-38-9003-0000	Miscellaneous Revenue	-	(4,010.00)
To recognize additional Miscellaneous Revenue received and appropriate for expenditure	101-3220-38-9003-0000	Miscellaneous Revenue	-	(906.40)
To recognize additional Miscellaneous Revenue received and appropriate for expenditure	101-4220-38-9003-0000	Miscellaneous Revenue	-	(2,794.00)
To recognize additional Miscellaneous Revenue received and appropriate for expenditure	101-4910-38-9003-0000	Miscellaneous Revenue	-	(182.50)
To adjust Miscellaneous Revenue to Actual Received	101-6210-38-9003-0000	Miscellaneous Revenue	570.00	-
To reverse the initial budget for Stop Loss Reimbursements projected	101-0000-38-9007-0000	Stop Loss Reimbursements	1,095,776.35	-
To post the actual Stop Loss Reimbursements received	101-1110-38-9007-0000	Stop Loss Reimbursements	-	(1,441.26)
To post the actual Stop Loss Reimbursements received	101-1320-38-9007-0000	Stop Loss Reimbursements	-	(1,771.45)
To post the actual Stop Loss Reimbursements received	101-1506-38-9007-0000	Stop Loss Reimbursements	-	(892.51)
To post the actual Stop Loss Reimbursements received	101-1510-38-9007-0000	Stop Loss Reimbursements	-	(8,098.94)
To post the actual Stop Loss Reimbursements received	101-1530-38-9007-0000	Stop Loss Reimbursements	-	(1,555.25)
To post the actual Stop Loss Reimbursements received	101-1535-38-9007-0000	Stop Loss Reimbursements	-	(16,867.78)
To post the actual Stop Loss Reimbursements received	101-1536-38-9007-0000	Stop Loss Reimbursements	-	(4,288.15)
To post the actual Stop Loss Reimbursements received	101-1540-38-9007-0000	Stop Loss Reimbursements	-	(4,147.43)
To post the actual Stop Loss Reimbursements received	101-1665-38-9007-0000	Stop Loss Reimbursements	-	(1,479.87)
To post the actual Stop Loss Reimbursements received	101-2500-38-9007-0000	Stop Loss Reimbursements	-	(2,295.29)
To post the actual Stop Loss Reimbursements received	101-3210-38-9007-0000	Stop Loss Reimbursements	-	(1,224.70)
To post the actual Stop Loss Reimbursements received	101-3220-38-9007-0000	Stop Loss Reimbursements	-	(90,342.83)

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
To post the actual Stop Loss Reimbursements received	101-3250-38-9007-0000	Stop Loss Reimbursements	-	(3,657.72)
To post the actual Stop Loss Reimbursements received	101-3510-38-9007-0000	Stop Loss Reimbursements	-	(4,576.30)
To post the actual Stop Loss Reimbursements received	101-3520-38-9007-0000	Stop Loss Reimbursements	-	(54,593.49)
To post the actual Stop Loss Reimbursements received	101-3530-38-9007-0000	Stop Loss Reimbursements	-	(2,315.29)
To post the actual Stop Loss Reimbursements received	101-3910-38-9007-0000	Stop Loss Reimbursements	-	(152.50)
To post the actual Stop Loss Reimbursements received	101-4210-38-9007-0000	Stop Loss Reimbursements	-	(3,194.99)
To post the actual Stop Loss Reimbursements received	101-4220-38-9007-0000	Stop Loss Reimbursements	-	(14,779.26)
To post the actual Stop Loss Reimbursements received	101-4270-38-9007-0000	Stop Loss Reimbursements	-	(2,039.93)
To post the actual Stop Loss Reimbursements received	101-4910-38-9007-0000	Stop Loss Reimbursements	-	(1,968.32)
To post the actual Stop Loss Reimbursements received	101-5220-38-9007-0000	Stop Loss Reimbursements	-	(2,062.94)
To post the actual Stop Loss Reimbursements received	101-6210-38-9007-0000	Stop Loss Reimbursements	-	(3,454.84)
To post the actual Stop Loss Reimbursements received	101-6580-38-9007-0000	Stop Loss Reimbursements	-	(974.51)
To post the actual Stop Loss Reimbursements received	101-7320-38-9007-0000	Stop Loss Reimbursements	-	(1,013.81)
To post the actual Stop Loss Reimbursements received	101-7510-38-9007-0000	Stop Loss Reimbursements	-	(1,657.73)
To adjust Police Revenue to Actual Received	101-3200-35-1171-0000	Police Revenue	-	(4,042.50)
To Adjust Traffic Fines to Actual Received	101-3200-35-1172-0000	Traffic Fines	142,044.16	-
To adjust School Zone Safety Program Fines to Actual	101-3230-35-1181-0000	School Zone Speed Safety Program Fines	60,628.00	-
To adjust Business Occupation Tax Administration Fees to actual	101-1506-34-1590-0000	Business Occupation Tax Administration Fee	1,100.00	-
To adjust Prisoner Housing Fees to actual received	101-3226-34-2300-0000	Prisoner Housing Fees	4,556.23	-
To adjust Plan Review Fees to actual received	101-6210-34-1391-0000	Plan Review Fees	55,675.00	-
To adjust Returned Check fees to actual received	101-1506-34-9300-0000	Returned Check Fees	-	(140.00)
To adjust Data Processing fees to actual received	101-1535-34-1500-0000	Data Processing Fees	-	(3,600.00)
To adjust Fire Inspection fees to actual received	101-3510-34-2210-0000	Fire Inspections	-	(5,451.20)
To adjust Sales of Recylced Materials to actual received	101-4220-34-4130-0000	Sale of Recycled Materials	-	(1,775.80)
To adjust Sales of Publications to actual received	101-4910-34-1930-0000	Sale of Publications	-	(240.00)
To adjust Opening/Closing Fees to actual received	101-4910-34-9102-0000	Opening/Closing Fees	-	(58,700.00)
To adjust Interment Permit Fees to actual received	101-4910-34-9104-0000	Interment Permit Fees	-	(1,700.00)
To adjust Monumnet Permit Fees to actual received	101-4910-34-9105-0000	Monument Permit Fees	-	(5,150.00)
To ajusted Sales of Recylcled Materials to actual received	101-5220-34-4130-0000	Sale of Recycled Materials	-	(221.50)
To adjust Zoning Application Fees to actual received	101-6210-34-1393-0000	Zoning Application Fees	-	(2,600.00)
To adjust Credit Card Fees to actual received	101-6210-34-6923-0000	Credit Card Fees	-	(4,977.63)
To adjust Federal DEA Overtime Grant to actual received	101-3200-33-1116-0000	Federal DEA Overtime Grant	-	(25,674.33)
To adjust LLEBG Bullet Proof Grant to actual received	101-3200-33-4111-0000	LLEBG Bullet Proof Vest Grant	12,750.00	-
To adjust SRO Revenue to actual received	101-3200-33-6005-0000	Board of Education SRO	3,203.24	-
To adjust Spalding County Contribution for Police Training Range to Actual	101-3240-33-6006-0000	Spalding County Reimbursement	1,976.73	-
To adjust Spalding County Contribution for Archives to Actual	101-6580-33-6006-0000	Spalding County Reimbursement	26,570.22	-
To adjust Spalding County Contribution for Landbank Authority to Actual	101-7320-33-6006-0000	Spalding County Reimbursement	8,684.16	-
To adjust Ga Dot Revenue for receipt of LRA grant funds received and appropriate for transfer to T-SPLOST	101-4220-33-4115-0000	Grants Ga Dot	-	(390,171.10)
To adjust GA Dot Revenue for additional LMIG grant funds received and appropriate for transfers to T-SPLOST	101-4220-33-4115-0000	Grants Ga Dot	-	(43,898.33)
To adjust General Fund Transfer to T-SPLOST for additional LMIG Grant Funds and unanticipated LRA Grant Funds received	101-0000-61-1006-0000	Transfers to T-SPLOST 2022 Fund	434,069.43	-
To adjustT-SPLOST Transfers from General Fund for additional LMIG Grant Funds and unanticipated LRA Grant Funds received	335-0000-39-1200-0000	Transfers from General Fund	-	(434,069.43)
To appropriate additional LMIG Grant Funds and unanticipated LRA Grant funds received for paving projects	335-4220-52-2200-0000	Repair & Maintenance Services	434,069.43	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-1535-39-2200-0000	Gain on Sale of Assets	-	(16,700.00)
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-1535-52-2200-0000	Repair & Maintenance Services	16,700.00	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-3220-39-2200-0000	Gain on Sale of Assets	-	(9,977.00)
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-3220-52-2200-0000	Repair & Maintenance Expense	9,977.00	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-39-2200-0000	Gain on Sale of Assets	-	(11,105.00)
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-52-3100-0000	Insurance other than Employee Benefits	1,826.36	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-53-1110-0000	Office Supplies	53.44	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-53-1210-0000	Water & Sewerage	2,727.57	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-53-1220-0000	Natural Gas	164.10	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-53-1280-0000	Stormwater	594.29	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-53-1290-0000	Customer Service Fees	77.00	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-53-1300-0000	Food	583.19	-
To adjust Gain on Sale of Assets to actual received and appropriate for expenditure	101-4220-53-1600-0000	Tools & Small Equipment	5,079.05	-
To adjust Alcoholic Beverage License revenue to actual	101-1506-32-1100-0000	Alcoholic Beveralge License	-	(31,050.00)
To adjust Alcoholic Beverage License Penalty revenue to actual	101-1506-32-4010-0000	Alcoholic Beverage License Penalties	-	(8,750.00)
To adjust Interest on Business License revenue to actual	101-1506-32-4400-0000	Interest on Business Licenses	-	(628.50)
To adjust House Moving Permit revenue to actual	101-3200-32-2220-0000	House Moving Permits	-	(50.00)

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description		Budgetary Debit	Budgetary Credit
To adjust Media Production Fee revenue to actual	101-6210-32-1902-0000	Media Production Fees		-	(2,600.00)
To adjust Zoning & Land Use Permit Fee revenue to actual	101-6210-32-2210-0000	Zoning & Land Use Permit Fees		-	(4,200.00)
To adjust Sign Permit revenue to actual	101-6210-32-2230-0000	Sign Permit Fees		-	(500.00)
To adjust Catering Permit Fee revenue to actual	101-6210-32-2940-0000	Catering Permit Fees		-	(850.00)
To adjust Permit Application Fee revenue to actual	101-6210-32-3110-0000	Permit Application Fees		-	(7,750.00)
To adjust Building Inspection revene to actual	101-6210-32-3120-0000	Building Inspections		-	(463,177.46)
To adjust Electrical Inspection revenue to actual	101-6210-32-3140-0000	Electrical Inspections		-	(11,775.00)
To adjust Insurance Regulatory Fee revenue to actual	101-1506-32-1220-0000	Insurance Regulatory Fees		6,612.50	-
To adjust Mobile Food Vendor Permit revenue to actual	101-6210-32-1901-0000	Mobile Food Vendor Permits		100.00	-
To adjust Camera Ready Fee revenue to actual	101-6210-32-2250-0000	Camera Ready Fees		2,000.00	-
To adjust Plumbing Inspection revenue to actual	101-6210-32-3130-0000	Plumbing Inspections		812.50	-
To adjust Gas Inspection revenue to actual	101-6210-32-3150-0000	Gas Inspections		450.00	-
To adjust Mechanical Permits to revenue to actual	101-6210-32-3190-0000	Mechanical Permits		3,550.00	-
To adjust Current Year Property Tax revenue to actual	101-1506-31-1100-0000	Property Taxes Current Year		-	(129,736.42)
To adjust Public Utility Tax revenue to actual	101-1506-31-1110-0000	Public Utility Taxes		20,480.00	-
To adjust Prior Year Property Tax revenue to actual	101-1506-31-1200-0000	Real Property Taxes Prior Year		-	(44,685.51)
To adjust Motor Vehicle Ad-valorem Tax revenue to actual	101-1506-31-1310-0000	Motor Vehicle Ad-valorem Tax		3,326.42	-
To adjust TAVT Tax revenue to actual	101-1506-31-1315-0000	Motor Vehicle Title Ad-valorem Tax TAVT		4,421.55	-
To adjust Intangible Tax revenue to actual	101-1506-31-1340-0000	Intangible Tax		12,190.16	-
To adjust Railroad Tax revenue to actual	101-1506-31-1350-0000	Railroad Equipment Tax		1,280.89	-
To adjust Heavy Equipment Tax revenue to actual	101-1506-31-1360-0000	Heavy Equipment Tax		-	(51.23)
To adjust Real Estate Transfer Tax revenue to actual	101-1503-31-1600-0000	Real Estate Transfer Tax		-	(5,004.70)
To adjust Electric Franchise Fee revenue to actual	101-1506-31-1710-0000	Electric Franchise Fees		6,413.89	-
To adjust Natural Gas Franchies Fee revenue to actual	101-1506-31-1730-0000	Natural Gas Franchise Fees		-	(25,977.26)
To adjust Cable TV Franchise Fee revenue to actual	101-1506-31-1750-0000	Cable TV Franchise Fees		20,094.25	-
To adjust Telephone Franchise Fee revenue to actual	101-1506-31-1760-0000	Telephone Franchise Fees		-	(10,591.30)
To adjust Payment in lieu of Tax revenue to actual	101-1506-31-1770-0000	Payment in lieu of Taxes		-	(8,421.17)
To adjust Video Service Franchise Fee revenue to actual	101-1506-31-1780-0000	Video Service Franchise Fees		4,212.00	-
To adjust Local Option Sales & Use Tax revenue to actual	101-1506-31-3100-0000	Local Option Sales & Use Tax		-	(417,597.74)
To adjust Wholesale Distributor Excise Tax revenue to actual	101-1506-31-4200-0000	Wholesale Distributor Excise Tax		125,077.61	-
To adjust Liquor Excise Tax revenue to actual	101-1506-31-4210-0000	Liquor Excise Tax		974.01	-
To adjust Manufacturer Excise Tax revenue to actual	101-1506-31-4220-0000	Manufacturer Excise Tax		-	(3,777.57)
To adjust Delinquent Excise Tax revenue to actual	101-1506-31-4910-0000	Delinquent Excise Tax		4,525.00	-
To adjust Business & Occupation Tax revenue to actual	101-1506-31-6100-0000	Business & Occupation Tax		8,912.75	-
To adjust Insurance Premium Tax revenue to actual	101-1506-31-6200-0000	Insurance Premium Tax		-	(204,485.59)
To adjust Financial Institution Tax revenue to actual	101-1506-31-6300-0000	Financial Institution Tax		-	(6,054.00)
To adjust Penalties & Interest on Tax revenue to actual	101-1506-31-6110-0000	Penalties & Interest on Taxes		-	(23,750.59)
To adjust Business Penalty revenue to actual	101-1506-31-9400-0000	Business Penalty		1,438.98	-
				3,650,587.88	(4,164,304.79)
Amendment #19					
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3221-35-1232-0000	State Confiscations		-	(11,635.00)
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3227-35-1321-0000	Federal Confiscations - Justice		-	(10,608.88)
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3221-57-1004-0000	Spalding County District Attorney		1,384.73	
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3221-57-1005-0000	Spalding County Clerk of Courts		372.06	-
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3221-57-3001-0000	Payments to Others		1,990.00	-
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3227-52-3700-0000	Education & Training		1,995.00	-
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3227-53-1600-0000	Tools & Small Equipment		8,185.31	-
To amend the FY2026 Budget to Actual for the previously Un-budgeted Asset Forfeiture Special Revenue Fund	210-3227-54-2500-0000	Capital Equipment		9,620.00	-
			Sub-Total	23,547.10	(22,243.88)
Amendment #20					
To amend the FY2026 Budget to Actual for the previously Un-Budgeted Opioid Settlement Special Revenue Fund	213-3520-35-1920-0000	National Opioid Settlement Payments		-	(36,698.70)
To amend the FY2026 Budget to Actual for the previously Un-Budgeted Opioid Settlement Special Revenue Fund	213-3520-53-1700-0000	Other Supplies		36,698.70	-
			Sub-Total	36,698.70	(36,698.70)
Amendment #21					
To amend the FY2026 Budget to Actual for the previously Un-Budgeted Multiple Grant Special Revenue Fund	251-0000-36-1005-0000	Bank Account Interest		-	(58.54)
To amend the FY2026 Budget to Actual for the previously Un-Budgeted Multiple Grant Special Revenue Fund	251-3223-52-3860-0000	Bank Fees		40.00	-

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description		Budgetary Debit	Budgetary Credit
			Sub-Total	40.00	(58.54)
Amendment #22					
To amend the budget for Tax Allocation District #1 Fund to Actual	271-7310-31-1100-0000	Property Taxes Current City of Griffin		-	(28,201.70)
To amend the budget for Tax Allocation District #1 Fund to Actual	271-7310-31-1101-0000	Property Taxes Current Spalding County		-	(83,420.07)
To amend the budget for Tax Allocation District #1 Fund to Actual			Sub-Total	-	(111,621.77)
Amendment #23					
To amend the budget for Tax Allocation District #2 Fund to Actual	272-7310-31-1100-0000	Property Taxes Current City of Griffin		-	(18,556.46)
To amend the budget for Tax Allocation District #2 Fund to Actual	272-7310-31-1101-0000	Property Taxes Current Spalding County		-	(56,870.60)
To amend the budget for Tax Allocation District #2 Fund to Actual	272-7310-58-1100-0000	Bond Principal Expense		-	(3.58)
To amend the budget for Tax Allocation District #2 Fund to Actual	272-7310-58-2100-0000	Bond Interest Expense		-	(0.10)
			Sub-Total	-	(75,430.74)
Budget Amendment #24					
To amend the FY2026 Budget to Actual for the Hotel Motel Tax Fund	275-0000-31-4100-0000	Hotel Motel Tax		-	(50,076.21)
To amend the FY2026 Budget to Actual for the Hotel Motel Tax Fund	275-7540-57-1049-0000	Payments to GSBTA		21,908.34	-
To amend the FY2026 Budget to Actual for the Hotel Motel Tax Fund	275-0000-61-1000-0000	Transfer to General Fund		28,167.87	-
To amend the FY2026 Budget to Actual for the Hotel Motel Tax Fund	101-0000-39-1204-0000	Transfer From Hotel Motel Tax Fund		-	(28,167.87)
			Sub-Total	50,076.21	(78,244.08)
Budget Amendment #25					
To amend the FY2026 Budget to Actual for the Court Technology Fund	282-2500-35-1178-0000	Court Technolgy Surcharge		-	(2,166.14)
To amend the FY2026 Budget to Actual for the Court Technology Fund	282-2500-53-1600-0000	Tools & Small Equipment		2,166.14	-
			Sub-Total	2,166.14	(2,166.14)
Budget Amendment #26					
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-4224-33-1350-0000	Grants Federal Capital Indirect		-	(8,000.00)
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-7324-35-1361-0000	SPLOST Blight Reimbursement Proceeds		-	(32,985.85)
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-8000-39-3400-0000	Gain / Loss on Sale of Assets		-	(525.00)
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-1665-54-1300-0000	Buildings		37,152.00	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-4220-52-2200-0000	Repair & Maintenace Services		15,815.00	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-4220-54-1413-0000	SPLOST 2016 Hammond & Poplar Intersection		13,669.13	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-4220-54-1414-0000	SPLOST 2016 Elle's Wau		1,054,971.03	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-4224-54-1410-0000	SPLOST 2016 Sidewalk Program		36,752.95	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-7324-52-1210-0000	SPLOST 2016 - Blight - Legal Fees		40,045.12	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-7324-52-1300-0000	SPLOST 2016 - Blight - Technical Services		42,773.00	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-7324-52-2110-0000	SPLOST 2016 - Blight - Disposal Services		22,530.07	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-7324-52-2200-0000	SPLOST 2016 - Blight - Repair & Maintenance Services		10,589.24	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-7324-53-1120-0000	SPLOST 2016 - Blight - Operating Supplies		2,112.02	-
To amend the FY2026 Budget to Actual for the 2016 SPLOST Fund	321-7324-54-1100-0000	SPLOST 2016 - Blight - Sites		8,805.10	-
			Sub-Total	1,285,214.66	(41,510.85)
Budget Amendment #27					
To amend the FY2026 Budget to Actual for T-SPLOST Proceeds in excess of original budget	335-4220-33-7400-0000	Transportation SPLOST 2022 Proceeds		-	(1,412,173.88)
To appropriate T-SPLOST proceeds received in excess of original budget	335-4220-54-1400-0000	Infrastructure		1,412,173.88	
To reallocate funds appropriated as generic "Infrastructure" to the actual Infrastructure Project Code for which expenditures were incurred	335-4220-54-1400-0000	Infrastructure		-	(8,280,581.53)
To reallocate funds appropriated as generic "Infrastructure" to the actual Infrastructure Project Code for which expenditures were incurred	335-4221-54-1401-0000	TSPLOST 2022 Intersection Improvements		1,890,545.43	-
To reallocate funds appropriated as generic "Infrastructure" to the actual Infrastructure Project Code for which expenditures were incurred	335-4223-54-1200-0000	Site Improvements		13,624.50	-
To reallocate funds appropriated as generic "Infrastructure" to the actual Infrastructure Project Code for which expenditures were incurred	335-4224-54-1400-0000	Infrastructure		33,132.50	-
To reallocate funds appropriated as generic "Infrastructure" to the actual Infrastructure Project Code for which expenditures were incurred	335-4220-52-2200-0000	Repair & Maintenance Services		6,343,279.10	
			Sub-Total	9,692,755.41	(9,692,755.41)
Budget Amendment #28					
To amend the FY2026 Budget to Actual for Urban Re-development Authority Special Revenue Fund	360-1665-36-1005-0000	Bank Account Interest		-	(70,096.31)
To amend the FY2026 Budget to Actual for Urban Re-development Authority Special Revenue Fund	360-8000-58-4002-0000	Bond Issuance Costs		-	(9,673.56)
To amend the FY2026 Budget to Actual for Urban Re-development Authority Special Revenue Fund	360-1665-54-1200-0000	Site Improvements		1,435,000.00	-
To amend the FY2026 Budget to Actual for Urban Re-development Authority Special Revenue Fund	360-1665-54-1300-0000	Buildings		-	(1,435,000.00)
			Sub-Total	1,435,000.00	(1,514,769.87)

Fiscal Year 2025-2026 Operating Capital Budget
Final Housekeeping Budget Amendment

Item or Project	Account Number	Account Description	Budgetary Debit	Budgetary Credit
Budget Amendment #29				
To amend the FY2026 Budget to Actual for the ARPA Special Revenue Fund	234-0000-33-2100-0000	ARPA 2021 Fiscal Recovery Funds	-	(71,166.48)
To amend the FY2026 Budget to Actual for the ARPA Special Revenue Fund	234-1665-54-1100-0000	Sites	-	(384,686.98)
To amend the FY2026 Budget to Actual for the ARPA Special Revenue Fund	234-1665-54-1300-0000	Buildings	1,057,625.48	
To amend the FY2026 Budget to Actual for the ARPA Special Revenue Fund	234-1665-54-2300-0000	Furniture & Fixtures	-	(75,308.50)
To amend the FY2026 Budget to Actual for the ARPA Special Revenue Fund	234-4750-54-1400-0000	Infrastructure	-	(462,013.52)
To amend the FY2026 Budget to Actual for the ARPA Special Revenue Fund	234-6520-52-2200-0000	Repair & Maintenance Services	-	(64,450.00)
		Sub-Total	1,057,625.48	(1,057,625.48)
Budget Amendment #30				
To amend the FY2026 Budget for the 2025 CDBG Grant that was not awarded by the Georgia Department of Community Affairs	238-0000-33-4310-0000	CDBG Grant Revenue	1,000,000.00	-
To amend the FY2026 Budget for the 2025 CDBG Grant that was not awarded by the Georgia Department of Community Affairs	238-4000-52-1200-0000	Professional Fees	-	(61,000.00)
To amend the FY2026 Budget for the 2025 CDBG Grant that was not awarded by the Georgia Department of Community Affairs	238-4000-54-1400-0000	Infrastructure	-	(1,593,115.00)
To amend the FY2026 Budget for the 2025 CDBG Grant that was not awarded by the Georgia Department of Community Affairs	238-0000-39-1210-0000	Transfers In from Water & Wastewater Fund	654,115.00	-
To amend the FY2026 Budget for the 2025 CDBG Grant that was not awarded by the Georgia Department of Community Affairs	505-0000-61-1050-0000	Transfers Out to 2025 CDBG Grant Fund	-	(654,115.00)
		Sub-Total	1,654,115.00	(2,308,230.00)
Budget Amendment #31				
To reclass unused travel funds for replacement of office furnishings for remodeled offices	101-1510-52-3500-0000	Travel	-	(4,000.00)
To reclass unused travel funds for replacement of office furnishings for remodeled offices	101-1510-53-1600-0000	Tools & Small Equipment	4,000.00	-
			4,000.00	(4,000.00)
		Totals by Account Type		
		Total Revenue	3,664,266.36	(6,978,025.62)
		Total Expenditures/Expenses	20,177,963.32	(16,973,747.73)
		Total Transfers In	654,115.00	(898,287.30)
		Total Transfer Out	811,287.30	(654,115.00)
		Total Budgetary Debits/Credits	**25,307,631.98**	**(25,504,175.65)**
		Totals by Fund		
		General Fund	6,843,132.40	(7,363,727.18)
		Asset Forfeiture Fund	23,547.10	(22,243.88)
		Opioid Settlement Fund	36,698.70	(36,698.70)
		Multiple Grant Fund	40.00	(58.54)
		ARPA Fund	1,057,625.48	(1,057,625.48)
		CDBG Grant Fund	1,654,115.00	(1,654,115.00)
		TAD #1 Fund	-	(111,621.77)
		TAD #2 Fund	-	(75,430.74)
		Hotel Motel Tax Fund	50,076.21	(50,076.21)
		Court Technology Fund	2,166.14	(2,166.14)
		2016 SPLOST Fund	1,285,214.66	(41,510.85)
		2022 Transportation SPLOST	10,126,824.84	(10,126,824.84)
		Urban Redevelopment Fund	1,784,050.00	(1,863,819.87)
		Water & Wastewater Fund	743,739.86	(1,397,854.86)
		Electric Fund	690,545.16	(690,545.16)
		Solid Waste Fund	563,661.94	(563,661.94)
		Airport Authority Fund	36,530.56	(36,530.56)
		Stormwater Fund	162,917.59	(162,917.59)
		Telecommunications Fund	71,537.75	(71,537.75)
		Golf Course Fund	70,610.46	(70,610.46)
		Motor Pool Fund	82,962.59	(82,962.59)
		Mainstreet Fund	21,635.54	(21,635.54)
		DDA Fund	-	-
		Total All Funds	**25,307,631.98**	**(25,504,175.65)**

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the selection and an agreement with Inspire Placemaking Collective, Inc., best qualified applicant, in the amount of $311,755.00 to provide consultant services for the City of Griffin Unified Development Code Rewrite and the 2028 Comprehensive Plan update. *Director of Planning & Development Services, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The City of Griffin issued a Request for Proposals for Unified Development Code Rewrite and the 2028 Comprehensive Plan update on July 1, 2026 with proposals due August 21, 2026. Five proposals were submitted, and Inspire Placemaking Collective, Inc. scored the highest and was selected to perform consulting services for the Unified Development Code Rewrite and the 2028 Comprehensive Plan update. Evaluation of Proposals was completed by the Director of Planning and Development, Planning Manager, and Director of Public Works. The evaluation committee conducted interviews (as needed) and evaluated the most responsive and responsible proposal pursuant to the following criteria set forth in the RFP: Approach to the work, description of services, and capacity of the firm; Experience of key personnel and review of references; Estimated timeline for completion of the assignmen and consultants understanding of the variety and progression of work tasks provided for in the project schedule and associated narrative; Evaluation of the fee proposal; Evaluation of references; and quality of proposal document.

Independent grading by members of the evaluation committee established Inspire Placemaking Collective, Inc. as the most responsive and responsible bidder for the UDC Rewrite and 2028 Comprehensive Plan Update. Inspire was not the lowest bidder, nor the most expensive ($249,050 - lowest / $369,080 - highest). However, evaluation of the other criteria established that Inspire represents the best overall value for the City based on their experience, qualifications, proposed timeline (12 months for UDC Rewrite / 16 months for Comp Plan Update), and approach to completing both projects.

The proposed Inspire timeline is consistent with the City's required schedule and allows for a reasonable time frame to also complete the UDC Rewrite. While there is no required completion date for the UDC Rewrite, Staff would like to see this project completed as soon as possible. We realize, though, that the Unified Development Code Rewrite is a much larger undertaking than the update to the Comprehensive Plan. The UDC has not been fully rewritten in approximately twenty years, and Staff anticipates the rewrite be a lengthy process that will require extensive research and coordination from both our Planning and Development staff and the consulting team. Since the UDC serves as the City's regulatory framework for land use, Staff prioritized selection of a company with the experience and qualifications needed to successfully complete both projects. Inspire had one of the strongest list of projects and references received, particularly pertaining to UDC rewrites and updates.

Staff also reviewed citizen engagement and public outreach criteria as major factors in the evaluations. Inspire scored very high overall in this category, showing a strong approach to involving residents, stakeholders, and the community in general. Staff also feels that having a local office in Atlanta is valuable as it allows convenient access to Griffin for meetings, public outreach and continued coordination with City staff. Additionally, Inspire is working with Spalding County to complete their Comprehensive Plan update, and this project reference provides them with additional insight on City of Griffin as a municipality within Spalding County.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

The project will be budgeted over two budget cycles.
FY27: $100k for the UDC Rewrite and $100k for the Comp Plan Update
FY28 - $75k for UDC Rewrite and $75k for Comp Plan Update (Proposed)

Submitted By:
Michelle Haynes

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
FINAL - Inspire-Griffin Contract for UDC Rewrite & Comp Plan.pdf
UDC_Rewrite._Comp_Plan_RFP_Score_Summary.pdf

October 23, 2026

Ms. Channing Cawthon
Planning Manager
100 S. Hill Street, Griffin, GA 30223

Reference: Unified Development Code Re-Write & Comprehensive Plan Update

Dear Ms. Cawthon,

Inspire Placemaking Collective, Inc. (Inspire) will complete the scope of services for Bid No. 27-001 (Unified Development Code Re-Write & Comprehensive Plan Update) as described in our proposal to the City dated August 21, 2026.

The lump sum fees of $185,370 for Part 1 and $126,385 for Part 2 will be billed on a percent complete basis by task. Inspire will bill monthly for all work performed and expenses incurred on the Project's behalf. Invoices are delivered electronically and will typically be sent from the following email address: noreply@infocuspay.com. Please add this email address to your contact and/or safe sender list to ensure receipt.

Terms and Conditions

Governing Law. This Agreement shall be governed by the laws of the State of Georgia.

Assignment. Neither this Agreement nor any claim resulting from or arising in connection with this Agreement shall be assigned by either Party without prior written consent of the other Party.

Cooperation. Both parties shall, at the request of the other, make, execute and deliver or obtain and deliver all instruments and documents and do or cause to be done all such things either party may reasonably require to effectuate this.

Entire Agreement. This Agreement sets out the full and complete understanding of the Parties. This Agreement supersedes any and all negotiations, agreements and representations made or dated prior hereto with respect to the subject matter of this Agreement, and has been induced by no representations, promises or agreements other than those expressly contained herein.

Termination. Either party may terminate this Agreement with 30 days written notice. In the event of

early termination, the Consultant shall be compensated for services rendered up to the date of termination.

Resolution of Disputes. The Parties shall attempt in good faith to resolve promptly any dispute arising out of or relating to this Agreement by negotiation between executives who have authority to settle the dispute. If the Parties remain unable to resolve the dispute, either Party may submit the dispute to mediation or bring legal action in Spalding County Superior Court.

Signatures. Each party consents to the use of electronic signatures and agrees that this Agreement may be executed by means of electronic signatures. The parties agree that electronic signatures appearing on this Agreement shall be treated with the same full force, validity, and binding effect as original handwritten signatures.

Amendment. No modification, amendment, or other change to this Agreement shall be effective unless consented to in writing and signed by both of the Parties hereto.

Severability. If any portion of this Agreement is held to be invalid or unenforceable for any reason by a court of competent jurisdiction, then such portion will be deemed to be stricken, and the remainder shall continue in full force and effect.

Waiver. Neither Party shall be deemed to have waived any provision, right or remedy provided herein unless it has made such waiver specifically in writing.

Rights Cumulative. Except as expressly limited by the terms hereof, all rights, powers and privileges conferred hereunder are cumulative and not restrictive of those at law or in equity.

Construction. Each provision shall be construed as though all the parties participated equally in its drafting. No course of previous dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain or vary any of its terms.

Compliance. Consultant shall comply with all applicable federal, state and local laws, ordinances and regulations in performing the Services, and avoid neglect, civil or criminal offenses, and unauthorized disclosures of information; perform services subject to the oversight and appropriate involvement of the City of Griffin, and in a professional and competent manner. If any of the Services do not conform to these standards, Consultant shall, at Owner's written request, re-perform such non-conforming Services at no additional cost to Griffin.

Notices. A notice, consent, approval, or other communication shall be delivered in writing via certified mail, or courier, or email delivery with notification requested and confirmation thereof, to the following addresses: City of Griffin, C/O Director of Planning & Development, 100 S. Hill Street, Griffin, GA 30223; Consultant to George Kramer, President, 4767 New Broad Street, Orlando FL, 32814 gkramer@inspireplacemaking.com.

Authority. Each of the Parties hereto represents to the other that such Party has full power and

authority to execute, deliver and perform this Agreement, and that the individuals executing this Agreement on behalf of such Party are fully empowered and authorized to do so.

Acceptance

City of Griffin

Signature :_____
_

Name: Douglas S. Hollberg
Title: Mayor
Date:

Attest: _____
Jennifer Freeman, Secretary

Approved as to Form:

Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

Inspire Placemaking Collective, Inc.

Signature: _____

Name: George Kramer
Title: President
Date: 11/18/26

Copy

CITY OF GRIFFIN, GEORGIA

RESPONSE SUBMITTAL COVER

BID #27-001

For

Unified Development Code Re-Write and Comprehensive Plan Update

Submitted by:

Name of Company: Inspire Placemaking Collective, Inc.

Mailing Address: 4767 New Broad Street

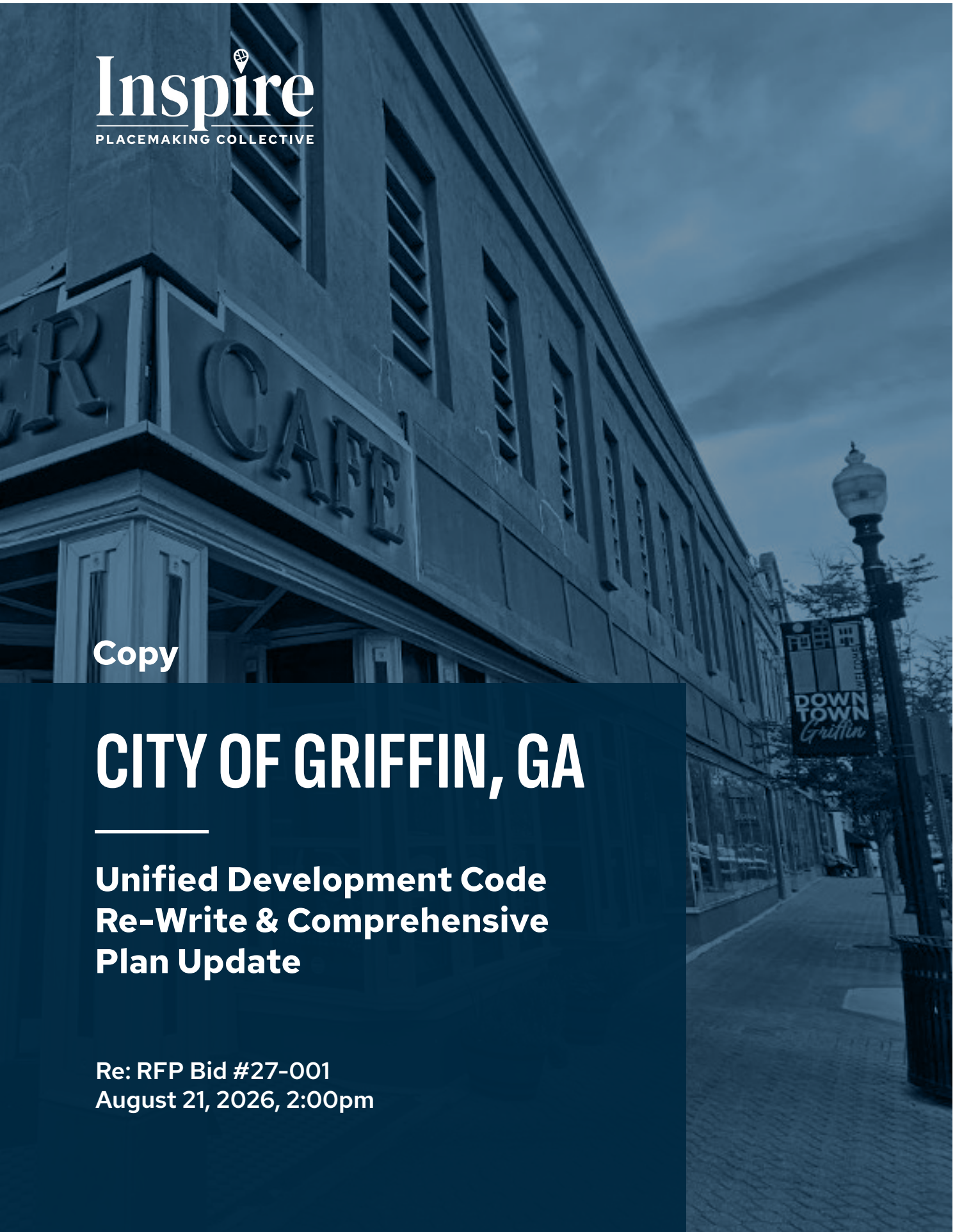
City/State/Zip: Orlando, FL 32814

Phone (including area code): 407.917.0441

E-mail: gkramer@inspireplacemaking.com

Submittal Deadline:
Friday, August 7, 2026 at 2:00 PM

Addendum 2 extended the deadline to August 21, 2026, 2:00pm



Inspire
PLACEMAKING COLLECTIVE

Copy

CITY OF GRIFFIN, GA

Unified Development Code Re-Write & Comprehensive Plan Update

Re: RFP Bid #27-001
August 21, 2026, 2:00pm

TABLE OF CONTENTS

01 | Approach

Approach 8

02 | Firm & Team Qualifications

Firm Profile 28
Organizational Chart 32
Resumes 34
References 70
Project Experience 71
Plan Report Examples 90

03 | Project Timeline

Timeline 94

04 | Fee

Fee 100

05 | Current Project Workload

Project Workload 106

06 | Required Forms

Bid Response Disclosures & Acknowledgment Sheet 110
Pricing Sheet 117
References Sheet 118
Tax Compliance Form 119
Supplier Affidavit 120
Company Registration 121
W9 122

**The Information/Cover Page is located on the first page of our proposal and noted in the Required Forms Tab*

August 21, 2026
City of Griffin
Attn: Suzanne Partin – Procurement Coordinator, Finance Dept.
100 S Hill Street, 3rd Floor
Griffin, GA 30223

Re: RFP Bid #27-001

Unified Development Code Re-Write & Comprehensive Plan Update

"Inspire is committed to creating great places, safe streets, and thriving communities."

Dear Members of the Evaluation Committee,

As a thriving small city within the Atlanta metropolitan area, Griffin offers residents a high quality of life and access to a variety of employment opportunities. However, we recognize that the City is seeking to strengthen its aging infrastructure and housing stock through strategic reinvestment and new development fees while seeking effective ways to guide higher-density, walkable development along key corridors.

Re-writing the Unified Development Code and updating the Comprehensive Plan present a unique opportunity for the City to leverage its geography, growth, and character to achieve greater economic stability. Updated regulations, grounded in a community-driven shaped through robust community engagement, will strengthen Griffin regional position as it faces the same development pressures as other communities in Spalding County. Our team is well positioned to support the City by leaning on our extensive experience in both code development and comprehensive planning across Georgia, and we are eager to preserve and enhance Griffin's many unique character and community assets.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 20 years. We have strategically teamed with specialists **Carothers & Mitchell** and **Thomas & Hutton.** Carothers & Mitchell is led by Thomas Mitchell, a founding partner who has served as lead counsel on zoning, land use, and development regulation matters. The engineers of Thomas & Hutton provide expertise in civil, structural, environmental, transportation, and resource specialties. These partners will help us deliver a high-quality, user-friendly, technically accurate, and legally sound ordinance to the City.

Our practice focuses on comprehensive planning, land development code updates, form-based codes, design guidelines, community redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly land use plans, comprehensive plans, land development regulations, form-based codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities.

Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces is the foundation of all our work. We think beyond project site boundaries and plan for the people and experiences of the larger place and community. **Inspire is committed to creating great places, safe streets, and thriving communities.**

Thank you for this opportunity to present our qualifications for your consideration. We hope to have the opportunity to expand upon our ideas and experience through the interview process.

Sincerely,
Inspire Placemaking Collective, Inc.

Sarah Sinatra, AICP, CZO
Principal-in-Charge
ssinatra@inspireplacemaking.com

George Kramer, AICP
President/Authorized Representative
gkramer@inspireplacemaking.com

01

APPROACH


Griffin
HISTORIC
CITY HALL
Office of Economic Development
Downtown Development



City Hall
- Griffin, GA

APPROACH

Part 1. Unified Development Code Rewrite

Phase 1. Project Kick-off & Preliminary Analysis

KICK-OFF MEETING

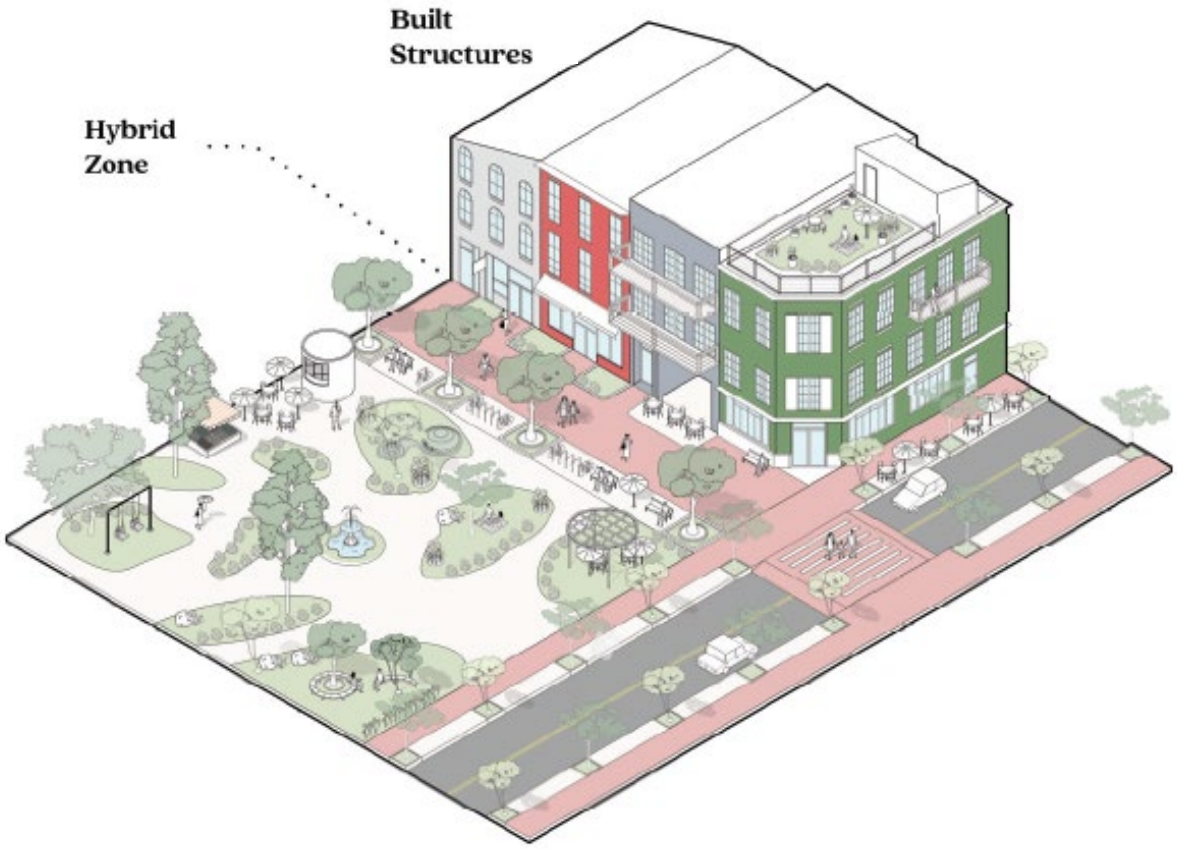
To provide the highest quality product to the City of Griffin, Inspire will facilitate a kick-off meeting to clarify the project management, schedule, and deliverables prior to initiating work for the Unified Development Code (UDC) rewrite. This meeting will be an opportunity to discuss the scope, schedule, and overall goals for the project, to be listed formally in the Work Plan; establish preferred communication channels and organizational responsibilities; and begin brainstorming about the Public Outreach Plan (Phase 2). Bi-weekly coordination meetings with staff in the Planning and Development Department will continue throughout the length of the project.

CODE DIAGNOSIS

Inspire will perform a comprehensive code diagnosis of the existing Unified Development Code. Our team will look for consistency between established zoning districts, regulations, and existing conditions with such plans as the City of Griffin 2023-2043 Comprehensive Plan, joint Comprehensive Transportation Plan between the City of Griffin and Spalding County, Livable Centers Initiative studies, and any other related plans provided by the Planning and Development Department. Special attention will be given to reviewing existing zoning, development regulations and other ordinances for consistency with the Georgia Department of Community Affairs, Office of Planning and Quality Growth and associated State and Federal laws. Highly technical articles will be reviewed for consistency with best practices or updated industry standards. We will also consider ways to improve consistency and implementation of the Plan Goals, Objectives, and Recommendations in the new development ordinance.

FEE STRUCTURE & DEVELOPMENT REVIEW

As our team works closely with City staff to understand Griffin's unique context, we will also undertake a fee structure and development procedural review. In this memorandum, we will evaluate the current zoning and overlay districts to create new districts that offer streamlined, efficient administrative processes for both developers and staff. We will also assess current development and permitting fees and offer recommendations for fees related to trades, building permits, engineering review fees, inspections, and zoning fees. Our staff have worked in local governments across the southeast, and have compiled countless economic resilience and redevelopment plans, so we are equipped to bring policy recommendations which encourage development while ensuring city infrastructure and service needs are provided for.



Southern Pines, NC, Code Graphic - Public Realm Overlay

EVALUATION OF EXISTING NEIGHBORHOODS, CORRIDORS, & DISTRICTS

The City of Griffin has many unique character areas, such as the Park District Redevelopment area, the Medical Overlay District, and the Neighborhood Centers. Our team will evaluate existing neighborhoods, corridors, and districts to propose changes that enhance the clarity and effectiveness of these special designations.

WORK PLAN

Inspire will coordinate with City Staff to outline the project timeline and key milestones, including meetings for establishing content, regulations, and amendments. This plan will incorporate best practices learned through Inspire's experience drafting UDC and Comprehensive plans in other communities like Griffin. Gaining the participation and approval of the general public, as well as the Planning and Zoning Board, City Commissioners, and City Manager, are essential to the successful adoption and implementation of the UDC, so we make sure engagement with these stakeholders shapes the whole project plan, without compromising an efficient schedule.

PHASE 1 DELIVERABLES

- Code Diagnosis Memorandum
- Fee Structure & Development Review Memorandum
- Evaluation of Existing Neighborhoods, Corridors, & Districts
- Work Plan

Phase 2. Community Engagement

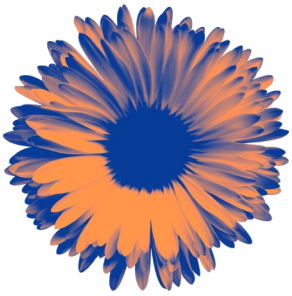
PUBLIC OUTREACH PLAN

To ensure thoughtful and wide-reaching community engagement, our team will work with City staff to compile a detailed public outreach plan. This plan will include opportunities for information-sharing and feedback gathering at key points in the drafting process. Our presentations to the public and stakeholders during focus groups, public workshops, or pop-up events will explain the benefits which a revamped, cohesive Unified Development Code will offer to residents, developers, and staff alike.

PROJECT BRANDING & WEBSITE

Inspire has substantial experience in providing branded project material and websites that both inform and engage residents, allowing residents to interact with the planning process when it is convenient for them. Inspire's graphic designers will create a project logo that will distinguish all materials and interactions with the project, creating a strong identity for project and boosting recognition and participation. This branding will mesh with the City's current "Growing, Together" slogan and the recent Comprehensive Plan styling. Our online platform is customizable to the City's needs and has a variety of interactive tools, including surveys, discussion forums, interactive maps, and more. Project documents and summaries will be posted on the website to keep residents informed throughout the planning process and will provide a seamless transition to the Comprehensive Plan update in Part 2, as residents will be able to keep up with both projects on the same platform.







<< Scan or Click QR code to view the Rincon Project Website

Rincon, GA, Project Brand & Website



College Park, GA, Engagement/Workshop

STAKEHOLDER INTERVIEWS

Inspire will facilitate up to five stakeholder interviews to identify issues and opportunities with the UDC. Inspire will collaborate with the City staff to identify stakeholder groups, which may include elected officials, involved citizens, members of the development or real estate communities, or other interested parties. These interviews may be conducted virtually or in-person, to accommodate those who are less comfortable with online forums and ensure all are given an opportunity to participate in the process.

PUBLIC OUTREACH

Inspire will facilitate a minimum of five presentations about the Unified Development Code rewrite, explaining the project's scope, timeline, approach, and community engagement strategy. As requested, at least one presentation will be given in an informal, interactive format, inviting feedback from the general public and stakeholders and allowing the community to form vision and consensus through structured dialogue. Inspire has had success hosting open houses at community centers and schools and setting up an informational booth at a public event or in front of a community landmark. These interactions allow Inspire staff to engage with local residents early and to get people excited about the project.

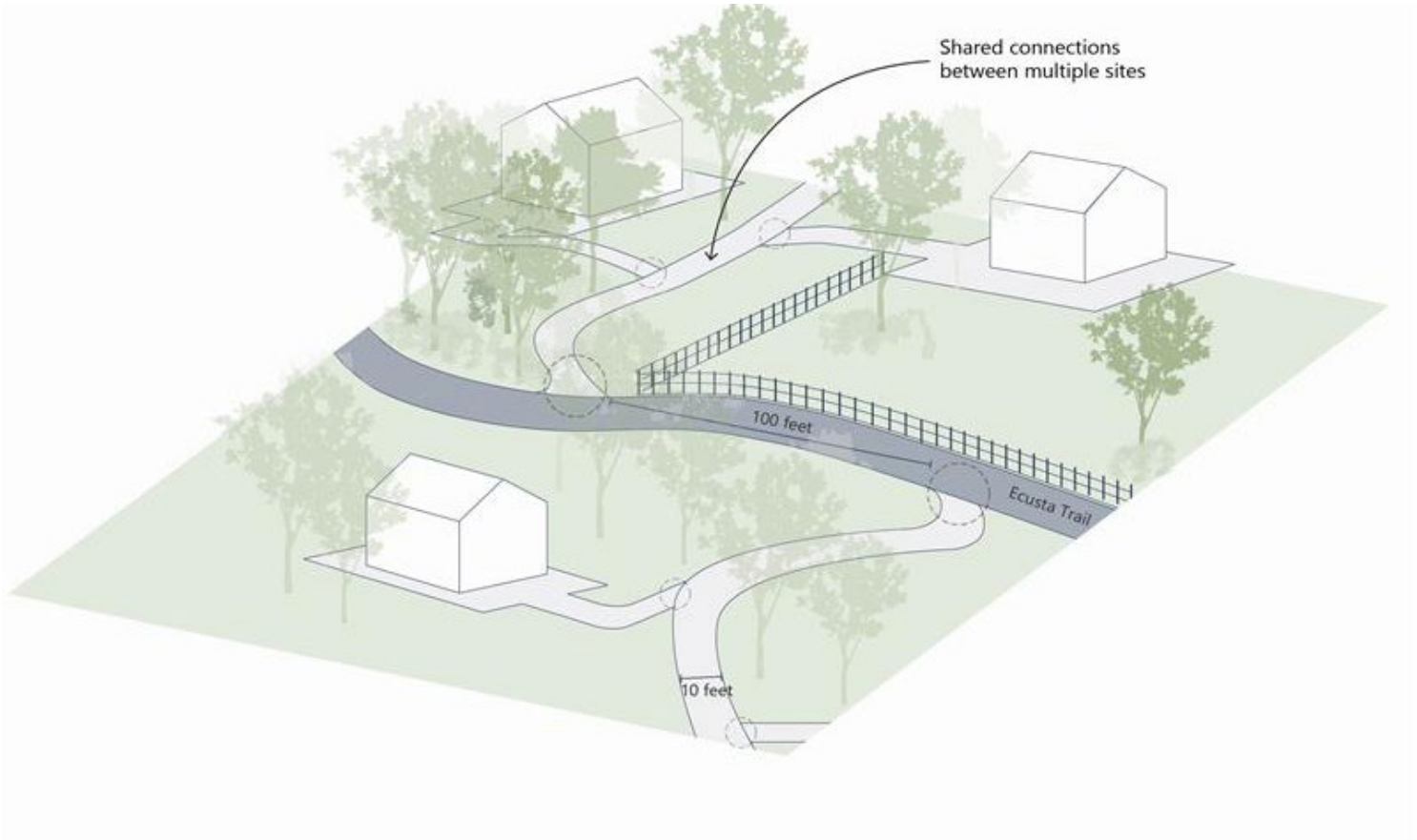
PHASE 2 DELIVERABLES

- Public Outreach Plan
- Project Website
- Five Stakeholder Interviews
- Five Presentations, for Public Open Houses, Stakeholder Committee, City Commission, Planning & Zoning Board, Board of Commissioners, or Other Elected Leaders

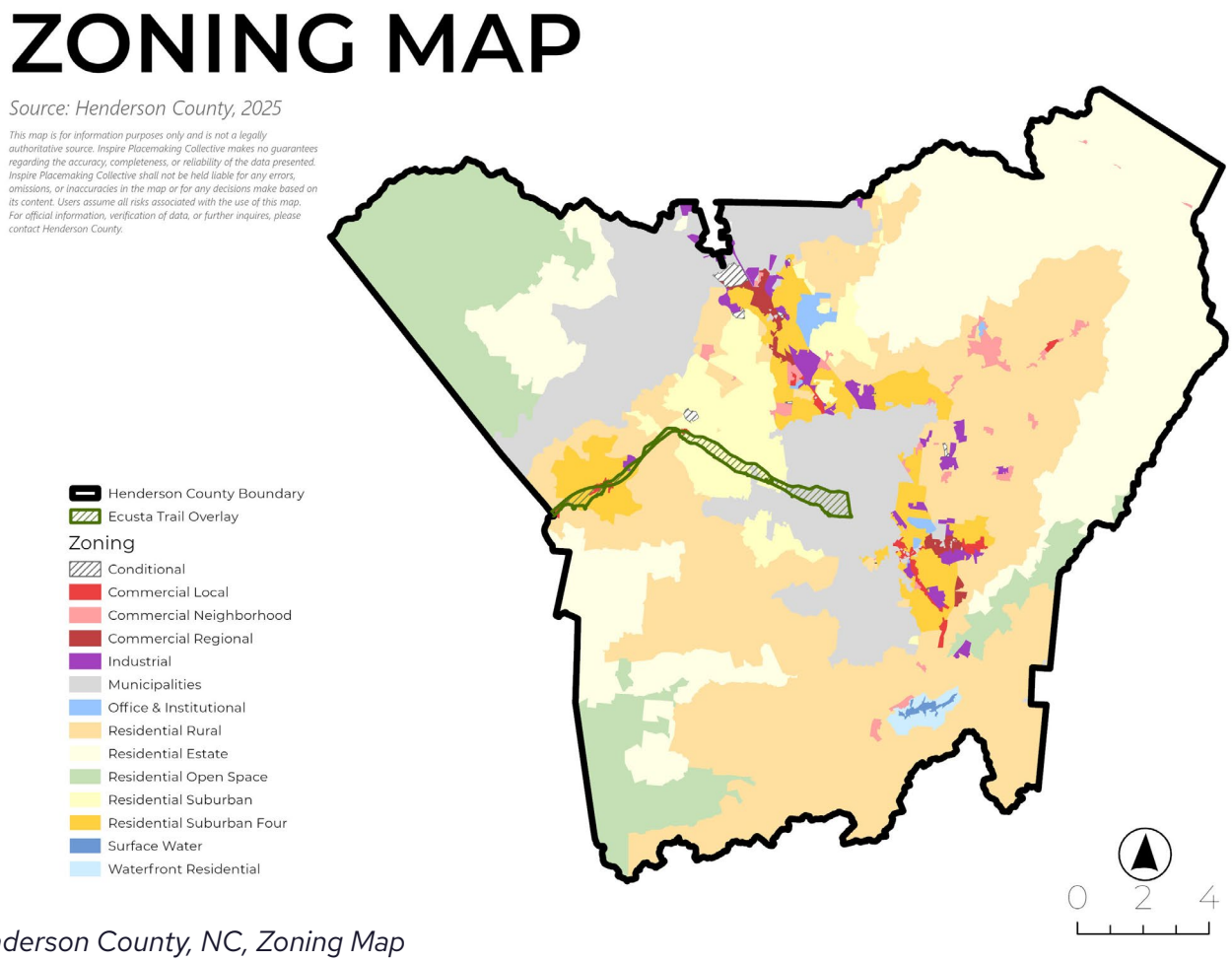
Phase 3. Drafting the UDC & Zoning Map

DRAFTING THE UDC

Our team's experience rewriting development codes has allowed us to develop an efficient and effective method of organizing the drafting phase. This method involves dividing the code into logical "blocks" or "modules" to facilitate staff and stakeholder review without slowing down the drafting process. These drafts will incorporate high-resolution graphics, figures, and tables to produce a user-friendly and intuitive document. This method allows Inspire's team to continue working on other sections of the UDC while offering reviewers adequate time and flexibility for their evaluation. By following this method, Inspire will provide three drafts of the zoning code with overlays for staff and stakeholder review. Inspire has partnered with the engineers of Thomas & Hutton to work with City specialists in revising highly technical standards in Articles 14 through 18 including drainage, water supply, and solid waste specifications. At the end of the drafting process, a full final draft will be compiled for approval by the Planning and Zoning Board and the Board of Commissioners.



Henderson County, NC, Code Graphics



Henderson County, NC, Zoning Map

ZONING MAP

The team will work with staff, the RDC, and DCA to prepare an updated GIS zoning map consistent with the new districts, amendments, existing and proposed overlay districts, and future land use planning, using the Georgia State Plane West NAD 1983 coordinate system. The updated map will incorporate both conventional zoning, and mixed-use, walkable neighborhoods (where possible) to steward growth potential while protecting the community's quality of life. The City of Griffin already has policies in place in the Mixed Use, Downtown District and Redevelopment Corridor to encourage this type of development, and we will work to continue this momentum and direct growth to the areas with the necessary infrastructure and transportation networks to support it.

PHASE 3 DELIVERABLES

- Three Working Drafts of the UDC, Including Graphics
- Final Version for Adoption Hearings
- Updated Zoning Map

Phase 4. Implementation & Adoption

EXECUTIVE SUMMARY REPORT

As the UDC rewrite comes to a close, our team will prepare an executive summary describing the drafting process and changes made to the original UDC. This report will also document public participation through meeting attendance and interview summaries. We will offer recommendations for implementation of the UDC and development procedural changes, as well as how these can inform the comprehensive plan update in Part 2.

STAFF TRAINING

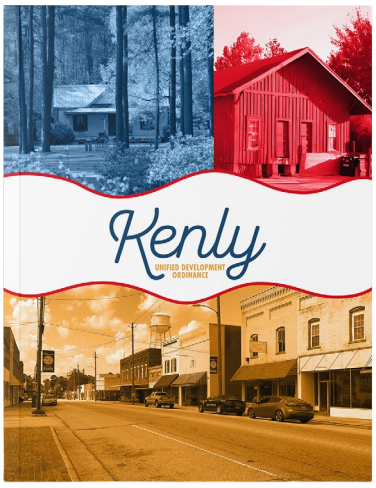
Our staff will work with City staff to ensure the newly written ordinance is user-friendly and accessible for the public. This will involve digital formatting, with easy to interpret tables, figures, and graphics assembled by our in-house graphic designers. We will also assist City staff with implementation of the new code through a 'start up' period not to exceed three months, including an in person workshop, virtual staff meetings, and staff training materials. These materials may include administrative documents which outline development review processes with checklists and flowcharts and illustrate design criteria with visual examples.

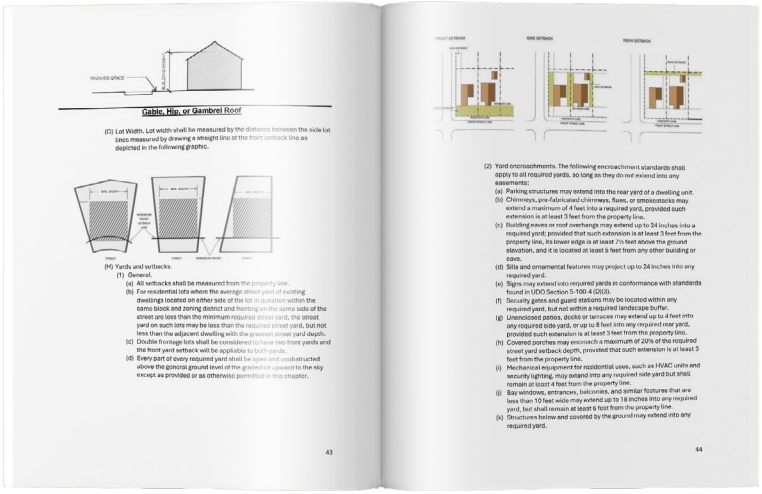
EXECUTIVE SUMMARY REPORT

Our staff will provide a legal opinion on the enforceability of the Unified Development Code, address any concerns raised by the City's Attorney or City staff during the drafting process, and attend the Planning Commission and City Commission public hearings to support the adoption of the updated UDC.

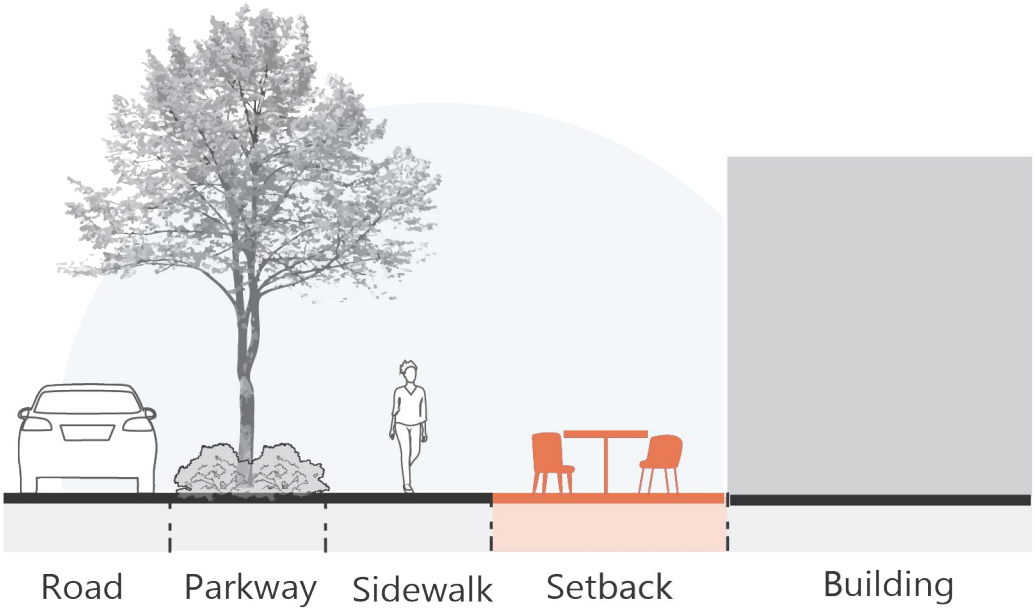
FINAL DELIVERY

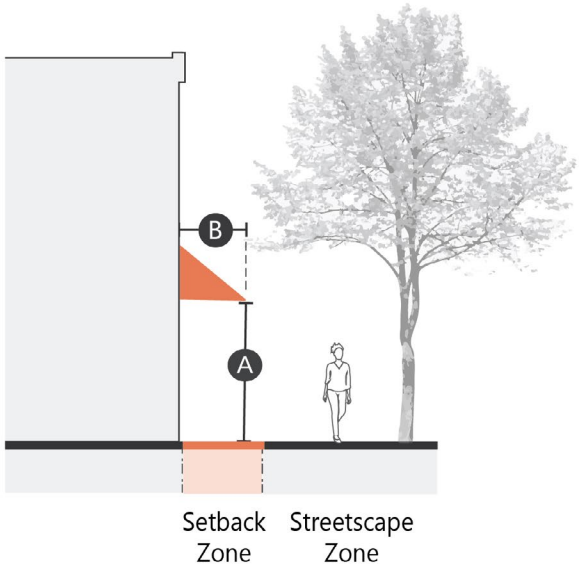
The final UDC and Zoning Map will be delivered electronically in Word and PDF format along with associated graphic files in their native GIS shapefile format. Fifteen hard copies of the final report and zoning ordinance, including the amended maps, will also be delivered to the City.



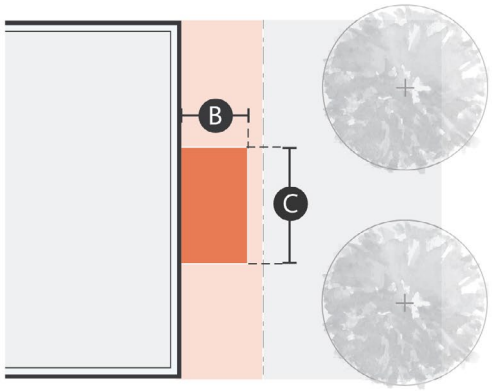


Kenly, NC, Final Report





Tarpon Springs, FL, Code Graphics & Form Standards



PHASE 4 DELIVERABLES

- Executive Summary of UDC Drafting Process, Public Engagement, & Recommendations
- 6 Weeks of Staff Training (On-Call Availability)
- Legal Review & Professional Support in Public Hearings
- Digital Copy of Adopted UDC & 15 Copies of Final Report & Zoning Ordinance

Part 2. Comprehensive Plan Update

Phase 1. Project Kick-off & Baseline Conditions

PUBLIC HEARING & ADMINISTRATIVE KICK-OFF

The Comprehensive Plan update will begin with a public hearing, as required by state law. Our team will then facilitate a kick-off meeting with City staff to confirm project objectives, scope, schedule, budget, and key milestones. Data needs and existing planning challenges will also be reviewed, followed by an initial discussion of the public outreach plan, which will include expanding the existing project website & and modifying the branding to transition into the Comprehensive Plan, public workshops, and stakeholder engagement (See Phase 2).

Given our large staff, we propose to overlap the beginning of the comprehensive plan update with the end of the UDC process, to maintain momentum and familiarity while waiting for the UDC adoption hearings to conclude. Given that the Unified Development Code and Comprehensive Plan portions of the contract will each have dedicated project managers from Inspire's staff, City staff can determine if they prefer for recurring biweekly meetings to occur simultaneously or separately for Comprehensive Plan and UDC. Inspire will also coordinate with City staff to maximize staff travel to the area, allowing for numerous in-person touchpoints while keeping travel costs in check.

DOCUMENT REVIEW

A strong plan starts with a clear understanding of how things stand today. Our team will begin with a comprehensive literature review, diving into the details of planning documents provided to establish a foundation for subsequent recommendations within the Comprehensive Plan update. This analysis will draw from a thorough review of relevant plans, policies, and data to understand current conditions, and progress made since the February 2024 update. This progress will be summarized in a Report of Accomplishments, as required by the DCA for 5-year comprehensive plan updates. Documents reviewed will include: West Griffin Livable Centers Initiative (LCI), Griffin Town Center Livable Centers Initiative (LCI), Thomaston Mill Neighborhood Redevelopment Plan, Downtown Griffin Redevelopment Plan, North Hill Street Redevelopment Plan, Southwest Griffin Redevelopment Plan, Griffin Consolidated Housing and Community Development Plan, Griffin Spalding Comprehensive Transportation Plan, The City of Griffin Wastewater Management Plan, The City of Griffin Stormwater Management Plan, The City of Griffin Water Master Plan, and Future in the GRaSP – The Griffin & Spalding County Housing Study.

PHASE 1 DELIVERABLES

- Public Hearing Support
- Document Review
- Report of Accomplishments

Kennesaw 2047 Connected
COMPREHENSIVE PLAN

<< Scan or Click QR code to view the Kennesaw Project Website

Kennesaw, GA, Project Branding & Website



Phase 2. Community Engagement

PUBLIC OUTREACH PLAN

Having already gained familiarity with the Griffin and its residents during Part 1, our team will be sensitive to the risk of "participation fatigue" and will work to make public engagement for the Comprehensive Plan update unique and worthwhile. In the Public Outreach Plan, we will work with City staff to determine the dates and locations for meetings with elected officials, staff, community stakeholders, and public workshops. As a company which values continual learning, Inspire will act on feedback received during the public outreach events of Part 1 to ensure public communication is effective at explaining the Comprehensive Plan process and its benefits and outcomes for the community.

PROJECT WEBSITE & BRANDING

Engagement should be available whenever residents have time to participate, not only when they can show up in person. The project website, hosted on the same link as the UDC website or a new site per the City's preference, will include surveys, interactive mapping, and before-and-after visualizations to collect community input, and will provide up-to-date information about the project's progress and upcoming meetings and milestones. The in-house design team at Inspire will create a visually cohesive brand for the project, including a style guide and logo unique to the Comprehensive Plan update. This branding will be used to show cohesion with the UDC rewrite, while also indicating a new project with a unique process and outcome. At the end of the project, Inspire will download all feedback received online and transfer it to the City in digital format for their review and inclusion on the City website, if desired.





College Park, GA, Engagement

PUBLIC WORKSHOPS

Inspire's public workshops are designed to bring the planning process to life, providing community members with informal, welcoming spaces to learn, react, and contribute. Up to three public workshops will be spread throughout the project timeline to coincide with major milestones: early engagement to gather community input on conditions, opportunities, and aspirations; mid-project review of preliminary character areas, future land use, and emerging recommendations; and a final open house to share the draft plan before adoption. Each workshop will be strategically located and broadly advertised to maximize participation, with facilitators and notetakers on hand to guide participants and capture every comment. Feedback received at these events will be instrumental to informing the Community Goals and Plan Elements of Phase 3.

Engagement opportunities will include evening and weekend options to accommodate working residents and families. Each open house will be supported by display boards, handouts, and interactive activities like charrettes, visioning sessions, and pin-on maps designed to encourage participation.

ELECTED OFFICIAL & STAKEHOLDER ENGAGEMENT

Inspire will conduct a minimum of five stakeholder meetings, virtually or by conference calls, structured around key planning milestones: project kickoff, a needs and opportunities session built around emerging findings, and a final meeting to incorporate feedback from the concluding public workshop. We recommend inviting key stakeholders, committees, or elected officials who will be attending hearings and considering adoption of the Plan to participate in these engagement opportunities. Each meeting will be supported by PowerPoint presentations and handouts, which will help the community move the plan from ideas to action.





Misc. Engagement - Various Inspire Projects

PHASE 2 DELIVERABLES

- Public Outreach Plan
- Project Website & Branding
- Up to 3 Public Workshops
- Up to 5 Meetings with Stakeholders & Elected Officials

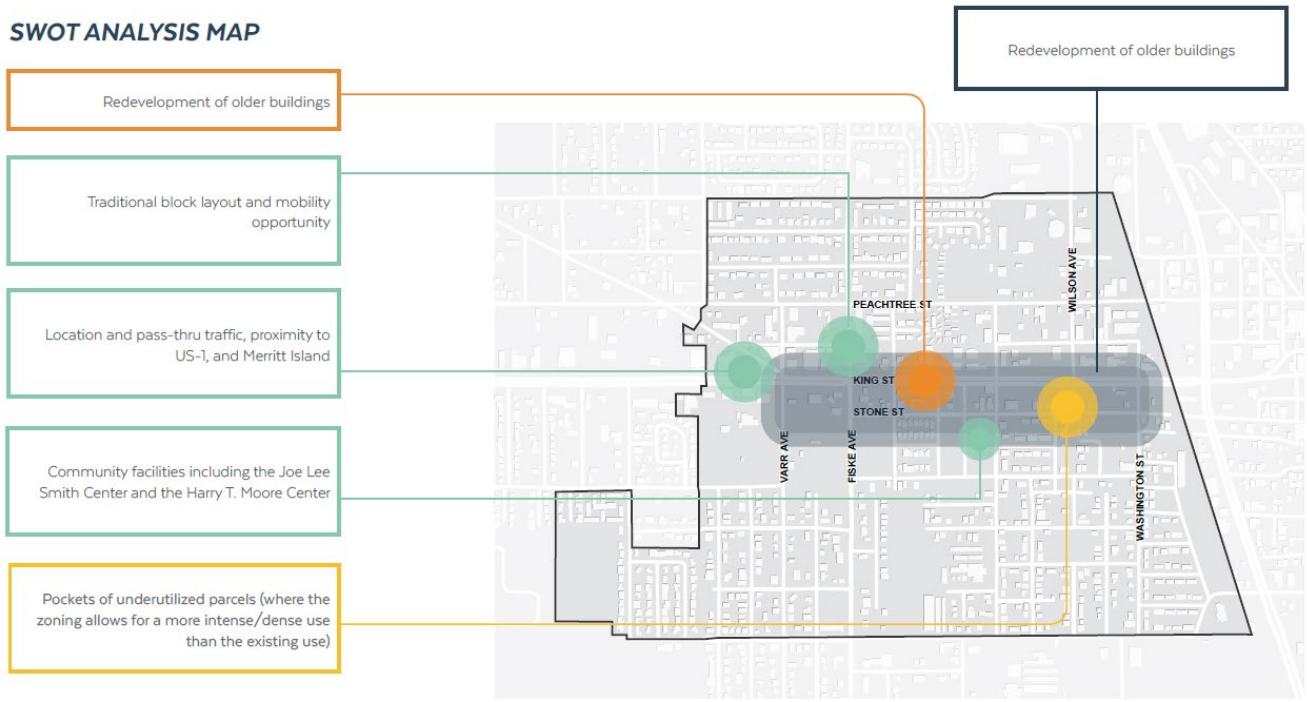
Phase 3. Plan Elements & Mapping

COMMUNITY GOALS

Vision is the connective tissue of a comprehensive plan. Building on Griffin's 2023 vision and the community input gathered through our community engagement events, our team will refine and update the City's vision statement and develop a concise set of community goals that reflect current priorities, long-term aspirations, and the issues that have surfaced since the Feb 2024 update. Goals will be tested against the Quality Community Objectives in DCA guidance and structured to translate directly into the policies and actions that follow. Our team will determine, with City staff input whether the community would benefit from Character Area-specific goals, and will also draft these narratives, as needed.

NEEDS & OPPORTUNITIES

Strong recommendations start with an honest read of where the City stands. A structured SWOT analysis informed by data, stakeholders and public input, and professional expertise will identify Griffin's strengths, weaknesses, opportunities, and threats. The result will be a clear, prioritized set of community needs and opportunities aligned with state planning expectations and ready to drive the Community Work Program.



Cocoa, FL, SWOT Analysis



Stonecrest, GA, Community Event

COMMUNITY WORK PROGRAM

For comprehensive plans to truly shape the built environment, they must name who does what, when, and how. Following the establishment of Community Goals and Needs & Opportunities, a five-year Community Work Program will be developed that translates priorities into specific actions, target areas, responsible parties, timeframes, estimated costs, and potential funding sources. This implementation guide will clearly list the activities, initiatives, programs, ordinances, and administrative procedures to be modified or put in place to implement the plan. The Community Work Program will be coordinated closely with City staff to confirm feasibility and alignment with capital planning and will build on the Report of Accomplishments (See Phase 1) so that successful programs continue and stalled ones are reconsidered. As part of this work, our team will analyze the Unified Development Code delivered in Part 1 and other pertinent ordinances and provide recommendations on changes needed to bring them into consistency with the updated comprehensive plan.

PLAN ELEMENTS

Broadband Services Element

Broadband access is critical infrastructure. We will assess broadband availability and adoption across Griffin and identify underserved areas subject to gaps in service. Based on this data, we will propose actions to expand cost-effective access through the Community Work Program, preparing the City to achieve certification as a Broadband Ready Community or designation of facilities and developments as Georgia Broadband Ready Community Sites. Coordination with providers and relevant regional and state initiatives will ensure Griffin is well-positioned to pursue available funding and partnership opportunities in this rapidly evolving space.

Population

A robust Population Element will document demographic statistics based on the 2020–2024 5-Year Estimates of the American Community Survey (ACS) and U.S. Census data including 2025 Population Estimates and the 2020 Census. Our analysis will identify where immediate trends have shifted or accelerated to inform projections and proposals in the other Plan elements.

Economic Development

An Economic Development Element will draw on the Thomaston Mill Neighborhood Redevelopment Plan, Downtown Griffin Redevelopment Plan, North Hill Street Redevelopment Plan, Southwest Griffin Redevelopment Plan, and chart a realistic strategy that supports the City's target industry sectors. Many members of our team have served as Directors of Planning, Community Development, or Economic Development in local governments throughout the Southeast, and this experience shapes how we approach this element as the glue which keeps growth sustainable and community quality of life high. Our analyses will cover labor force trends, commuting patterns, and administrative effectiveness of redevelopment agencies, bodies, and policies.

Land Use

Land use is where a comprehensive plan becomes visible. The Land Use Element will establish a future development framework informed by demographic modeling and household projection methodologies drawn from ACS data, ESRI Business Analyst forecasts. We will analyze Griffin's current land use and character area maps and classifications and propose changes given anticipated growth and community priorities. Land Use Maps are described in more detail below.

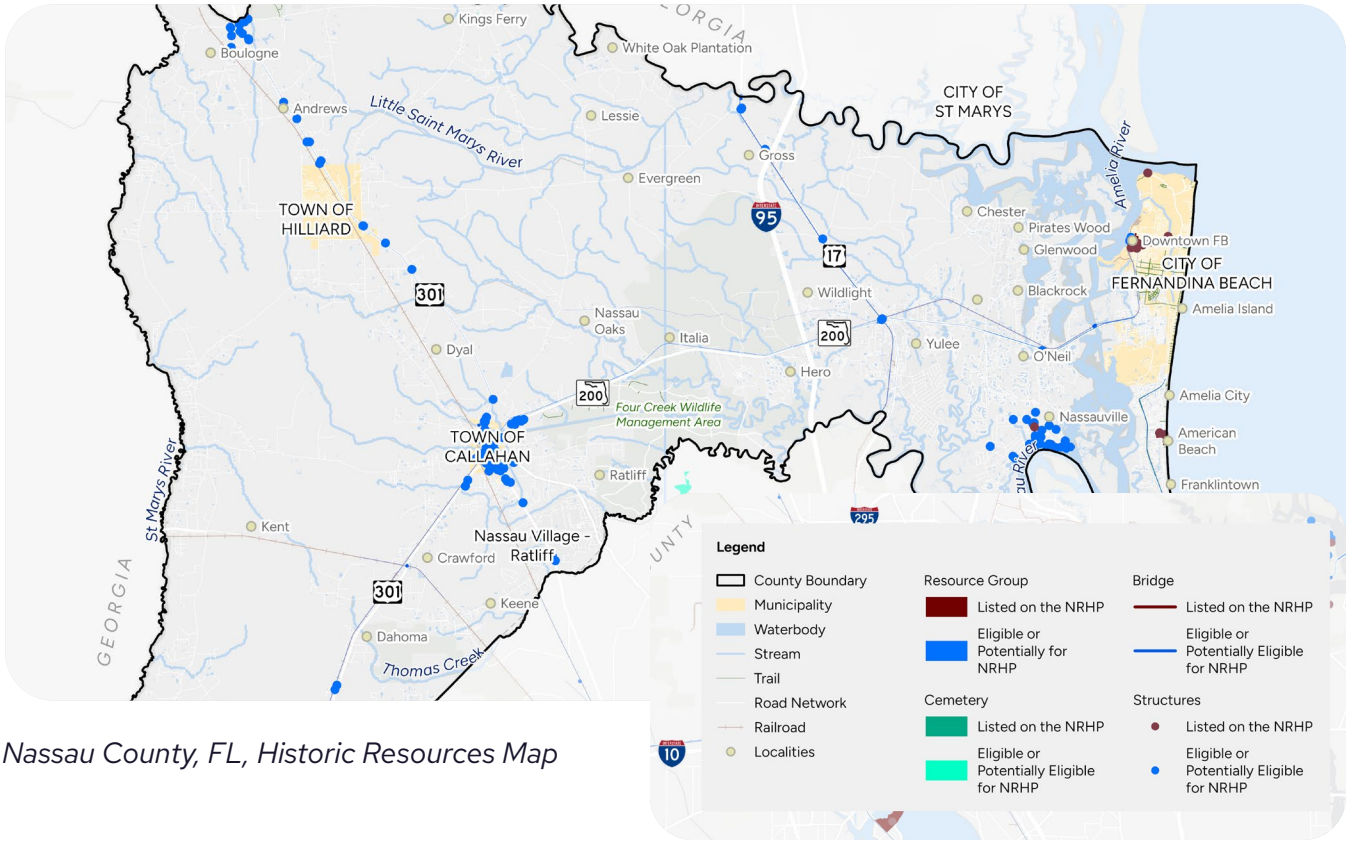


Kennesaw, GA, Future Land use Map

Other Elements

The remaining required elements work in concert to translate the plan's vision into specific guidance.

- A **Transportation Element** will assess Griffin's road network, pedestrian and bicycle infrastructure, and connectivity gaps, building on the Griffin Spalding Comprehensive Transportation Plan and identifying actions to improve mobility and walkability for residents of all ages and abilities.
- A **Housing Element** will analyze housing supply, demand, affordability, and condition, with particular attention to the missing middle, senior housing demand, and the workforce housing pressures associated with the City's growing employment base. We will draw on the West Griffin Livable Centers Initiative (LCI), Griffin Town Center Livable Centers Initiative (LCI), Griffin Consolidated Housing and Community Development Plan, and Future in the GRaSP – The Griffin & Spalding County Housing Study, as well as data on existing housing stock and market dynamics in Griffin and its county and regional context.
- **Natural and Historic Resources and Community Facilities Elements** will document Griffin's natural resources, identify environmental constraints and opportunities, and integrate environmental considerations across land use, transportation, and infrastructure recommendations. As required by DCA, this work will include a review of applicable Regional Water Plans and the Georgia Department of Natural Resources Rules for Environmental Planning Criteria. We will also consider the City of Griffin Wastewater Management Plan, the City of Griffin Stormwater Management Plan, and the City of Griffin Water Master Plan to evaluate current infrastructure capacity to support existing and future land uses.



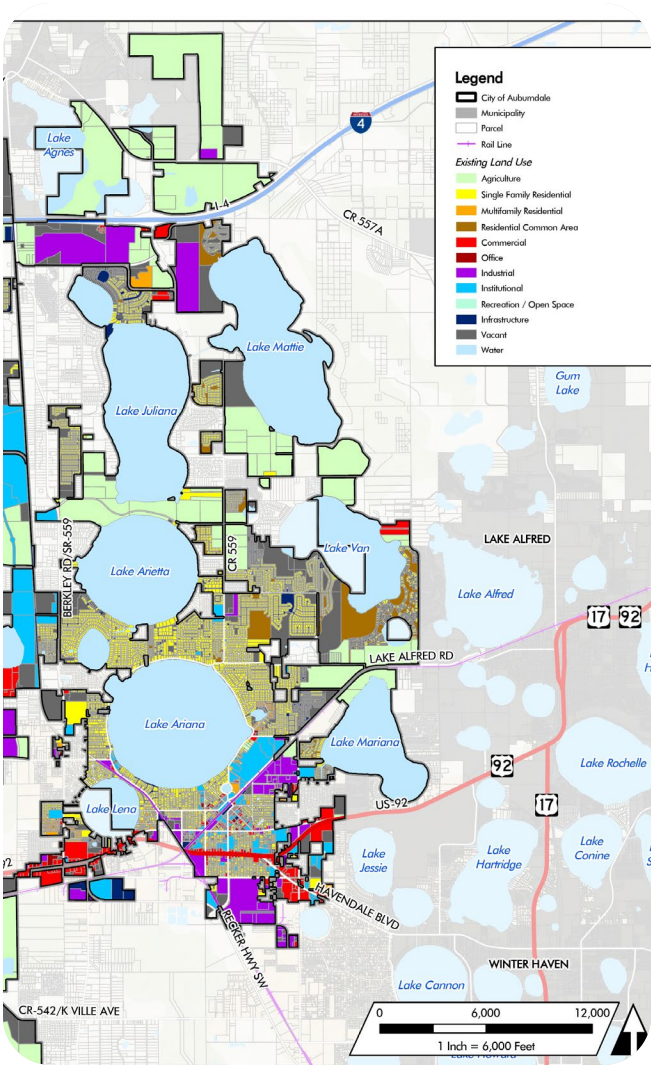
Nassau County, FL, Historic Resources Map

LAND USE GIS MAPS

As part of the Land Use Element, our team will prepare an Existing Land Use Map and Future Land Use Map in the City's required Georgia State Plane West NAD 1983 coordinate system as an ESRI File Geodatabase. Each of the Elements in the Comprehensive Plan will be located and compiled into separate shapefile data layers to allow the creation of data overlays and compatibility with existing datasets in the County and City databases. City staff will then be able to maintain the maps over time, ensuring they act as a living resource which reflects amendments and changes as needed, given evolving municipal, County, regional and state concerns. These maps will play an essential role in communicating the "big picture" to stakeholders, the public, and elected officials during community engagement events, showing enough detail to raise excitement while also remaining open to feedback and adaptation. Our team will deliver the following maps, as well as others produced during our data-driven analysis or altered through the update process:

- Location Map
- Existing Land Use Map
- Future Land Use Map
- Areas Requiring Special Attention Map
- Natural Features Map
- Existing Transportation Facilities Map
- Transportation Plan Map
- Community Service Facilities Map

Auburndale, FL, Existing Land Use Map



PHASE 3 DELIVERABLES

- Community Goals
- Needs and Opportunities
- Community Work Program
- Plan Elements
- GIS Map Series
- All Data in GIS Shapefile Format

Phase 4. State & Regional Review, Final Adoption

PUBLIC HEARINGS

Inspire will support the City through two final public hearings to allow community input prior to the formal adoption resolution.

DRAFT RESOLUTION & REGIONAL COMPLIANCE REVIEW

Our team will prepare the draft resolution and all presentation materials to support the City and Board of Commissioners through the adoption process. This includes regional compliance review by the Three Rivers Regional Development Commission, and any follow-up needed to resolve concerns or issues, and attendance at regional review hearings, if necessary.

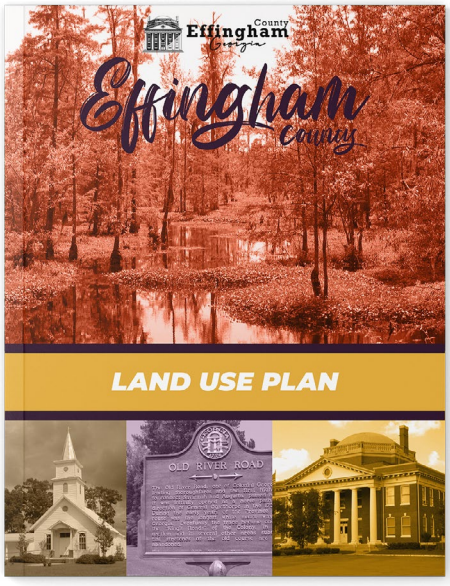
FINAL DELIVERY

Inspire will deliver the revised Comprehensive Plan as adopted by the City Board of Commissioners in digital format (PDF and GIS) and hard copy. We will print 10 copies of the Comprehensive Plan with full color graphics and maps, as requested.





Effingham County, GA, Adopted Comprehensive Plan Report



<< Scan or Click QR code to view the Effingham County Final Report

02

FIRM & TEAM QUALIFICATIONS





Water Tower & Aerial View
- Griffin, GA

Inspire

Partnering with local governments to create great places, safe streets, and thriving communities.

For cities and counties focused on results — protecting community character, enhancing quality of life, and fostering high-wage jobs — Inspire offers a different approach to consulting. Building a talented team, instilling grit, and fostering long-term client partnerships is about more than winning the next contract. This unique model provides a foundation for transformational change. Focusing on people and communities, Inspire has built a shared work ethos that is mission-driven, interdisciplinary, and focused on implementation.

Our team delivers long range plans and modernized land development codes that help communities move confidently toward their vision. Inspire pairs rigorous data analysis with inclusive engagement to create plans that are clear, actionable, and genuinely community driven. With more than 25 years refining our code drafting and reorganization system, we untangle outdated regulations, align codes with comprehensive plans, and present information through concise language and intuitive visuals that make implementation straightforward for staff, officials, and applicants.

MISSION-DRIVEN

Serving the public interest is paramount.

INTERDISCIPLINARY

Extensive collaboration across disciplines leads to holistic solutions.

FOCUSED ON IMPLEMENTATION

Bold ideas and compelling designs must be tested for workability and strategically positioned for approval and funding.

69	72	55	11
Comprehensive Plan Projects	Land Development Code Projects	Redevelopment Projects	Development Review Clients



FIRM INFORMATION

Inspire was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which operated for more than 25 years. The previous names of the firm were Land Design Innovations, LLC, Littlejohn Engineering Associates, and S&ME, Inc.

PRINCIPAL-IN-CHARGE & LOCAL OFFICE/PROJECT CONTACT

817 W. Peachtree Street NW, Suite 305,
Atlanta, GA 30308 (Local)

4601 Creekstone Drive, Suite 175
Durham, NC 27703 (PIC)

Attn: Sarah Sinatra, AICP, CZO
Principal-in-Charge
954.205.3272
ssinatra@inspireplacemaking.com

PROJECT SPECIALIZATIONS

Comprehensive Plans
Land Development Codes
Redevelopment
Complete Streets
Civic Realm Design
Downtown Master Plans
Economic Development
Historic Preservation
Branding & Wayfinding
In-house & On-call Support

TECHNICAL SERVICES

Planning
Landscape Architecture
Urban Design
Graphic Design
GIS Mapping & Analysis
Community Engagement
Market Analysis
Development Review

THOMAS & HUTTON

Founded in 1946 by former US Army Corps of Engineers officers Hue Thomas and Joe Hutton, **Thomas & Hutton** has grown from its Savannah roots into one of the most respected and established consulting and engineering firms in the Southeast. Today, Thomas & Hutton proudly serves communities across Georgia, South Carolina, North Carolina, Tennessee, Alabama, and Florida.

80
Years of Experience

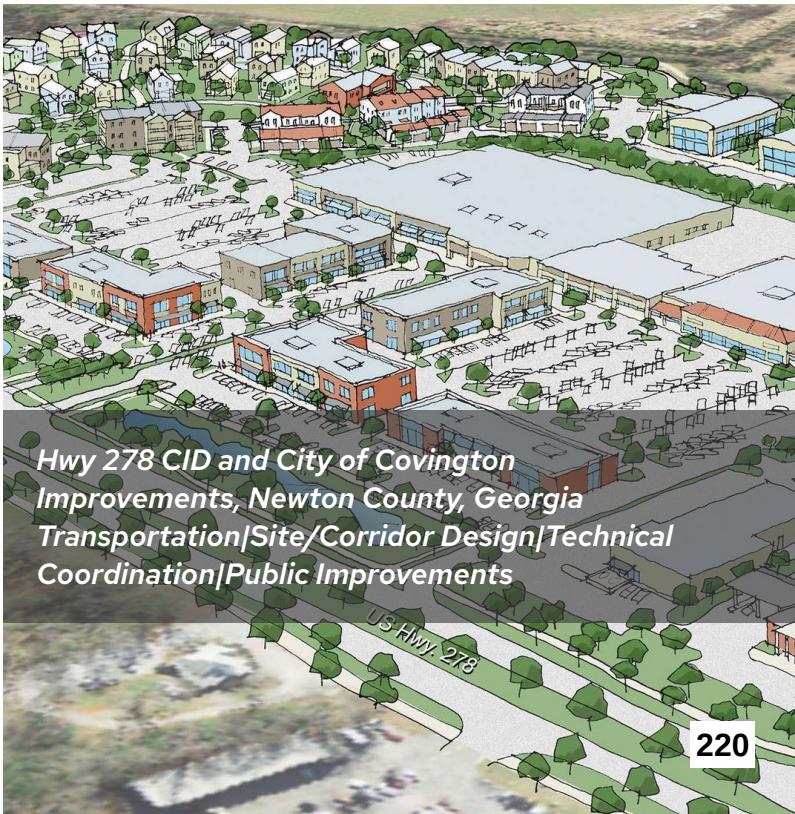
A privately held professional services corporation, Thomas & Hutton provides consulting, planning, and engineering design services related to land and infrastructure. With 80 years of experience, we support public- and private-sector clients with practical solutions across civil/site development, transportation, water resources, water and wastewater, surveying, environmental, and related infrastructure services. Our work is built around long-term relationships and a practical understanding of how infrastructure decisions affect communities, development, and public investment. By combining technical expertise with responsive service, we help clients move projects from planning and design through review, permitting, and implementation.

560+
Employees

06
States of Offices

Thomas & Hutton brings a practical engineering perspective to Griffin's UDC Re-Write, grounded in the way development standards are applied through design, plan review, permitting, infrastructure planning, and construction. Supporting Inspire's planning and code-development team, T&H will focus on the technical provisions of Articles 14 through 18. Our team combines engineers who design under municipal standards, professionals who review plans for local governments, and specialists who understand how roadway, drainage, water, sewer, fire-access, and site requirements interact once a project moves from ordinance language to an actual set of construction plans.

This perspective gives Griffin a practical way to test proposed requirements before they become part of the new code, helping identify conflicts, overlaps, unclear provisions, and implementation issues across the technical articles.



Hwy 278 CID and City of Covington Improvements, Newton County, Georgia
Transportation|Site/Corridor Design|Technical Coordination|Public Improvements

LOCAL OFFICE/PROJECT CONTACT

2127 Usher Street, NW
Covington, GA 30014
Attn: Jimmy Garrison, PE
770.271.2868
garrison.j@tandh.com

Experienced. Dedicated. Knowledgeable.

Attorneys with 200 years of combined experience.

Carothers & Mitchell, LLC is a Georgia law firm focused on representing local governments in zoning, land use, and development regulation, whose attorneys combined have over 150 years of experience advising cities and counties across the state. The firm regularly assists jurisdictions with drafting, revising, and implementing unified development codes, zoning ordinances, and related regulatory frameworks. Its work includes ordinance structure and modernization, permitted use tables, development standards, overlay districts, sign regulations, subdivision and infrastructure requirements, and procedures for variances, rezonings, and administrative approvals. The firm is particularly experienced in ensuring that development regulations are legally defensible, internally consistent, and aligned with Georgia law and constitutional requirements.

In addition to code drafting, Carothers & Mitchell provides practical, litigation-informed guidance based on extensive experience defending and challenging land use decisions in state and federal courts. The firm has handled a wide range of matters involving zoning disputes, vested rights, sign ordinances and First Amendment issues, moratoria, annexations, and telecommunications siting, including appellate litigation at the highest levels. This experience allows the firm to anticipate legal vulnerabilities in development regulations and craft clear, enforceable provisions that support growth while minimizing risk. The firm routinely works with elected officials, planning commissions, and staff to translate policy objectives into workable code language tailored to communities experiencing growth and change.



LOCAL OFFICE/PROJECT CONTACT

1809 Buford Highway
Buford, GA 30518
Attn: Thomas M. Mitchell
770-932-3552 ext. 103
thomas.mitchell@carmitch.com

ORGANIZATIONAL CHART

Unified Development Code Project Manager Bio

David leverages his legal and planning background to craft modern Unified Development Codes (UDC) and regulatory frameworks grounded in community vision. For 10 years, he has synthesized public input, housing studies, and zoning audits to deliver implementable solutions. By translating complex plans into clear, enforceable regulations, David ensures local development codes successfully realize long-term community goals.

Comprehensive Plan Project Manager Bio

With over 30 years of experience, Alyssa specializes in creating vibrant, walkable communities through comprehensive planning and urban design. Her expertise spans master planning, zoning, form-based codes, corridor redevelopment, and public engagement. Having served as a municipal Planning Director and private consultant, she brings proven leadership and strategic insights essential for successfully advancing the Comprehensive Plan from vision to implementation.



David Henning, Esq., AICP
Code Project Manager



Alyssa Durden, AICP
Comprehensive Plan Project Manager



Sarah Sinatra, AICP, CZO
Principal-in-Charge



Elena Oertel, AICP
Deputy Project Manager



Nakeischea Smith, AICP
Senior Reviewer

PLANNING/COMMUNITY ENGAGEMENT

Chris Dougherty, AICP
Principal Planner

Jay McLeod, AICP
Senior Planner

Robbie Addington, AICP
Planner

Jessica Hays, AICP Candidate
Planner

Alex Kozela, AICP Candidate
Planner

Patricia Tyjeski, AICP
Principal Planner

Megan Barrow, AICP
Senior Planner

Erin Anderson, AICP
Planner

Haiden Lewis, AICP Candidate
Planner

Emerence Poiraud
Planner

Erik Bredfeldt, PhD, AICP
Director of Economic Development

Gabriela Castro, AICP
Senior Planner

Jeremy Griffith, AICP
Planner

Jose Fernandez, AICP Candidate
Planner

GRAPHIC & URBAN DESIGN

Lainie Jones
Senior Graphic Designer

Jeel Patel
Urban Designer

Addie Sherman
Senior Graphic Designer

Abigail Shemoel
Senior Urban Designer

ATTORNEY/LEGAL REVIEW (CAROTHERS & MITCHELL)

Thomas Mitchell
Founding Partner

Mary Minter
Associate Attorney

Heather Coggins
Lead Paralegal

ENGINEERING (THOMAS & HUTTON)

Jimmy Garrison, PE
Civil Engineering Lead

Kelsey Black, PE
Transportation/Roads Engineer

Reed Parker, PE
Civil Engineer

Tonya Woods
Ordinance/Development Review

Chris Stovall, PE
Water & Sewer Lead



DAVID HENNING, ESQ., AICP

Code Project Manager

David has extensive experience that includes crafting and analyzing comprehensive plan updates, strategic plans, land development code updates, and affordable housing studies. His projects have been tailored to meet the needs of client communities, which can include extensive public engagement, detailed scenario planning, and coordination with regional entities. He has presented at state and national planning conferences on equity in zoning, dark skies, and design and management of planning documents. David strives to help communities realize their potential to improve the lives of their current and future residents.
AICP #31045; Esq.

EDUCATION

Master of Urban Planning, Harvard Graduate School of Design

Juris Doctor, Florida State University College of Law

Bachelor of Science in Civil Engineering, Northwestern University, McCormick School of Engineering

SKILLS/SOFTWARE

Land Development Codes
Comprehensive Planning
Strategic Planning
Affordable Housing Studies
Microsoft Office

MEMBERSHIPS

Florida Bar Member, Admitted 2013

American Planning Association (APA)

Development Ordinance Update
Project Manager | High Point, NC

- Leading assessment of existing development ordinance and creation of development ordinance update
- Guiding technical and stakeholder review groups to provide insight for proposed changes

Land Development Regulations
Project Manager | DeLand, FL

- Managing development of a new Land Development Code
- Led creative public engagement aimed at preserving and supporting the best aspects of the City's downtown
- Reorganized and improved procedures, zoning districts, and design standards to match existing systems, best practices, and state law

Sign Code
Senior Planner | Kissimmee, FL

- Assisted in guiding staff through changes necessary for clarity and compliance with new case law

Unified Development Ordinance
Senior Planner | Greenville, NC

- Coordinated translation of key initiatives from the comprehensive plan to the UDO
- Reviewed key North Carolina state preemption issues

Tree Preservation Ordinance Update
Senior Planner | St. Johns County, FL

- Guided County Commission in communicating competing visions to come to a consensus on tree preservation
- Developed land development code amendments to clarify existing and implement new protections

Unified Development Ordinance Update
Senior Planner | Kenly, NC

- Senior review of UDO draft
- Editing and standardization of full UDO document formatting

Unified Development Ordinance Update
Project Planner | Mooresville NC

- Attended Stakeholder and steering committee meetings
- Assisted with UDO assessment relating potential changes in the UDO to the comprehensive plan

Zoning Ordinance Update
Project Planner | Apopka, FL

- Led the project team on a major code update that was urgently needed on the eve of an Orlando ring road's completion sparking massive development

Land Development Code
Project Planner | Estero, FL

- Assisted with slashing down the unwieldy County ordinance provisionally in use
- Coordinated with transportation specialist

OneDecatur Zoning Ordinance Update
Project Planner | Decatur, AL

- Contributed to drafting zoning districts, procedures, use regulations, and development standards

Zoning Ordinance and Subdivision Regulations Update
Project Planner | Montgomery, AL

- Assisted with the assessment of the existing ordinance administrative procedures
- Drafted a revised administrative procedure article
- Attended Stakeholder interviews and public presentations

Zoning Ordinance and Subdivision Regulations Update
Project Planner | Prince George's County, MD

- Implementing staff revisions of interim drafts
- Managing document revision to the landscape manual

Land Development Code Update
Project Planner | Richland County, SC

- Led Stakeholder conversations and public engagement
- Drafting of sections within development standards and administrative procedures articles
- Managed staff and stakeholder comments and edits

Land Development Code Update
Project Planner | Columbia, SC

- Drafting sections within administrative procedures articles
- Managed staff, stakeholder, and public-based edits throughout the land development code



ALYSSA DURDEN, AICP

Comp Plan Project Manager

Alyssa has 30 years of experience in local government, architecture, planning, and urban design. She holds dual master's degrees from Georgia Tech and spent a decade as Suwanee's Planning Division Director, leading its walkable downtown development. Her extensive background spans public and private sectors across Atlanta, Seattle, and Philadelphia, specializing in master plans, zoning, community engagement, and architectural design. **AICP #020815**

EDUCATION

Master of City and Regional Planning, Georgia Institute of Technology

Master of Architecture, Georgia Institute of Technology

Bachelor of Environmental Design, Miami University

SKILLS/SOFTWARE

Comprehensive Planning
Urban Design
Master Planning
Site Planning
Corridor Redevelopment
Streetscape Design
Design Guidelines
Form-based code
Pedestrian and Bicycle Planning
Trail Planning
Community Development
Community Engagement
Grant Applications
Zoning Overlays and Ordinances
Housing Studies
Neighborhood Planning
Architectural Design
Residential Design
Building Design

MEMBERSHIPS

American Planning Association (APA)

Georgia Planning Association

2040 Comprehensive Plan
Project Manager | Suwanee, GA

- Managed planning process and the content and production of the final document
- Designed public engagement including multiple stakeholder group interviews, a series of steering committee workshops, and public open houses promoted at community events

2040 Comprehensive Plan – 5 Year Update
Project Manager | Suwanee, GA

- Facilitated series of workshops with a steering committee and City Council to confirm existing goals and seek feedback on desired changes to the future land use plan
- Produced final document and ushered through the required approval process by Georgia Department of Community Affairs

State Route 6 Corridor Study
Planner | Hartsfield-Jackson Airport, East Point, College Park, Douglasville, Austell, Powder Springs, Hiram, Dallas, Cobb County, Douglas County, and Paulding County, GA

- Surveyed and mapped existing land use and conducted interviews with 10 jurisdictions to identify needs
- Analyzed affordability of housing relative to the large number of entry level jobs within the corridor including the consideration of transportation costs

Urban Village Neighborhood Plan & Morgan Junction Urban Village Neighborhood Plan
Planner | Seattle, WA

- Assisted with community workshops to help residents determine how to absorb projected growth while maintaining the vision for their community
- Developed and analyzed multiple zoning scenarios to accommodate the required number of new housing units and presented successful options to neighborhood housing committees
- Utilized tandem lot zoning, an innovative Seattle zoning category, in single-family areas to increase housing units while preserving neighborhood character where desired

Pike/Pine Urban Village Neighborhood Plan
Planner | Seattle, WA

- Conducted parking analysis to determine where excess parking could be eliminated to make room for infill development

Roundabout Master Plan
Project Manager | Suwanee, GA

- Met with key stakeholders and city officials to develop a vision for the area
- Consulted with market analysts to develop a framework of uses that could be supported by the market
- Created schematic site plans and drawings illustrating desired architectural massing, locations and quantities of proposed uses, parking strategies, streetscape improvements, and public open spaces
- Wrote form-based design guidelines to implement the development illustrated in the plan
- Rezoned the property per the master plan and design guidelines

Small Area Plans
Planning Division Director | Suwanee, GA

- Sketched potential infill development to test sites throughout the city to recruit desired development, improve development proposals, and help city leadership make decisions about infrastructure investment

Town Center Community Improvement District LCI Update
Project Manager | Town Center CID, Cobb County, GA

- Created maps to document existing conditions
- Facilitated workshop with Community Improvement District board
- Produced final document and ushered through Cobb County adoption

Carver Homes Master Plan
Planner | Atlanta, GA

- Created illustrative site plan for the entire 105 acres showing schematic design for redevelopment

Moreland Avenue Corridor Master Plan
Planner | Atlanta, GA

- Assisted with community engagement meetings to gather neighborhood input
- Designed proposed new street sections and illustrative plan showing desired infill development for multiple sites along the corridor



SARAH SINATRA, AICP, CZO

Principal-in-Charge

Sarah has served as a planning director for numerous jurisdictions throughout her career. She understands the need to actively engage the public through a variety of platforms to truly gauge a community's needs. Sarah's work products include innovative plans based on community feedback and collaboration. **AICP #021533; CZO**

EDUCATION

Master of Urban & Regional Planning, Florida Atlantic University

Bachelor of Arts in Political Science, Florida Atlantic University

SKILLS/SOFTWARE

Land Development Codes
Comprehensive Planning
Development Review
Community Engagement
Corridor Analyses
Development Review
Sign Codes
Supplemental Planning Support
Microsoft Office

MEMBERSHIPS

American Planning Association (APA)

NC Planning Association

North Carolina Association of Zoning Officials (NCAZO)

Development of a Unified Development Ordinance
Project Manager | Flowery Branch, GA

- Identified strategies in the Comprehensive Plan that could be implemented in the UDO
- Update language to correct existing conflicts
- Enhance the landscape standards to address current inconsistencies with open space standards

Unified Development Ordinance
Project Manager | Peachtree City, GA

- Integrate graphics throughout the UDO
- Facilitate public engagement sessions and an interactive website
- Evaluate repeat variances to provide consistency

Unified Development Ordinance
Project Manager | Rincon, GA

- Facilitated stakeholder meetings and collaborated on dedicated project website
- Coordinated public open house to garner feedback on uses and design
- Prepared updated ordinance text in strike through and underline format

Zoning Ordinance
Project Manager | Collegedale, TN

- Overhauled the zoning ordinance to be user friendly and predictable
- Updated table of uses to be more current and to attract new businesses
- Modified parking regulations to encourage certain uses
- Amended standards to incorporate mixed use into buildings
- Required active open spaces in subdivisions

Land Development Regulations
Project Manager | Effingham County, GA

- Prepared revised ordinance language to address outdated language and conflicts
- Crafted criteria for development nodes
- Moderated stakeholder committee meetings and public engagement sessions

Unified Development Ordinance
Project Manager | Greenville, NC

- Designed a public outreach strategy to engage all segments of the population including disenfranchised residents as well as university students
- Led the effort to completely overhaul the UDO to be user friendly and consistent with the Comprehensive Plan

Comprehensive Plan Update
Principal-in-Charge | Kennesaw, GA

- Overseeing adherence to the schedule and delivery of the scope
- Coordinate engagement efforts that are responsive to the client and productive for the public

Comprehensive Plan Update
Project Manager | Effingham County, GA

- Facilitated public engagement sessions including stakeholder meetings and community workshops
- Coordinated update of character area descriptions and map

Comprehensive Plan & Downtown Master Plan
Project Manager | Weddington, NC

- Moderated stakeholder interviews
- Structured an open house and steering committee meetings for public input
- Collaborated on a proposed downtown master plan and potential design standards

Comprehensive Growth Plan Update
Project Manager | Blount County, TN

- Moderated both a stakeholder meeting and public workshop
- Evaluated school projections for purposes of understanding some of the growth
- Prepared a future land use map including the urban growth boundary

Comprehensive Land Use Plan & UDO Update
Project Manager | Kenly, NC

- Structured an open house for engagement
- Project management and guidance on policy creation

Comprehensive Plan Update
Project Manager | Trinity, NC

- Prepared survey/fact-finding information housed on a project website
- Moderated a stakeholder meeting for steering committee input
- Structured an open house for public input
- Branded the project VisionTrinity



ELENA OERTEL, AICP

Deputy Project Manager

Elena is an urban planner who integrates analytical thinking into every stage of the planning process, supporting comprehensive planning, economic development, sustainable urban design, trail planning, grant applications, and community engagement. By leveraging spatial analyses and market analytics, she delivers data-driven insights that help clients make informed decisions to foster vibrant, thriving communities.
AICP #370035

EDUCATION

Master of City & Regional Planning, Georgia Institute of Technology

Bachelor of Science in Sustainability, Furman University

SKILLS/SOFTWARE

Community Engagement
Spatial Analysis
GIS Mapping
Comprehensive Planning
Economic Development
Sustainable Urban Design
Trail Planning
Microsoft Office
SketchUp
Lumion

MEMBERSHIPS

American Planning Association (APA)

Emerging Planners of Georgia (EPG)

Comprehensive Plan Update
Project Manager | Spalding County, GA

- Managing and leading the Comprehensive Plan from initiation to adoption by ARC and DCA
- Present for each public hearing required
- Develop a tailored public engagement plan
- Facilitate stakeholder and steering committee meetings and community Open Houses

Comprehensive Plan Update
Project Manager | Kennesaw, GA

- Managing and leading the Comprehensive Plan from initiation to adoption by ARC and DCA
- Overseeing and delegating each element required
- Reviewed previous plan updates and other relevant planning studies
- Assessed existing planning challenges and issues
- Identified public infrastructure projects and future infrastructure needs
- Analyzed existing land use patterns and zoning designations
- Presented for each public hearing required.
- Developed a tailored public engagement plan.
- Facilitating stakeholder and steering committee meetings and community Open Houses

Comprehensive Plan
Deputy Project Manager | College Park, GA

- Leading the data and analysis, element development, and community work program
- Engaging directly with the City Council and Mayor, as well as leading bi-weekly team updates and meetings
- Supporting engagement efforts on-the-ground

Comprehensive Plan
Land Use Planner | Peachtree Corners, GA

- Led the existing conditions section for demographic, economic, housing, land use, and transportation trends, including the development of supporting graphics and maps to illustrate key findings

Comprehensive Plan
Land Use Planner | Riverdale, GA

- Developed the existing conditions sections for demographic, economic, housing, land use, and transportation trends, including the development of supporting graphics and maps to illustrate key findings

Zoning Ordinance & Overlay Districts Rewrite
Deputy Project Manager | Stonecrest, GA

- Assisted in revising and modernizing permitted uses
- Led public participation sessions and steering committee meetings, including branding, website development, and survey creation and analysis
- Integrated graphics and images to clearly illustrate and communicate standards

Unified Development Ordinance Rewrite
Deputy Project Manager | East Point, GA

- Evaluation of the City's existing code and planning documents to align with goals set forth to build the rewrite matrix
- Support public participation sessions and steering committee meetings, including branding, website development, and survey creation and analysis

Land Development Code Update
Land Use Planner | Sumter Cities (Center Hill, Coleman, & Webster), FL

- Developed stakeholder group meeting materials to gather input and build consensus around key regulatory updates
- Supported the creation of a consistency matrix to align the County's recently updated regulations to each city
- Contributed to drafting and refining several iterations of the ordinance, including detailed review and edits

Unified Development Ordinance Rewrite
Land Use Planner | Matthews, NC

- Supported the update and rewrite of the following chapters: Ch. 1 Purpose & Applicability; Ch. 2 Administration & Review Procedure; and Ch. 13 Nonconformities

Strategic Plan Development
Deputy Project Manager | Watkinsville, GA

- Led the planning and execution of a two-day design charrette, coordinating three stakeholder workshops and a public open house, along with all associated outreach and engagement materials
- Conducted analysis of downtown existing conditions, real estate market dynamics, and key physical and economic assets
- Contributed to implementation strategies focused on activating the downtown core, attracting businesses, identifying funding opportunities, and fostering public-private partnerships



NAKEISCHEA SMITH, AICP, MCP

Senior Reviewer

Nakeischea brings extensive planning experience, having led major public engagement efforts and overseen high-impact regional projects—including serving as Planning Director during the development of the country's first Formula One racetrack and relocation of the Miami Open Tennis and Miami Dolphins Training facilities. Her work reflects strong collaboration skills with a focus on current and long-range planning, land development code updates, community and economic development and engagement. **AICP #024308**

EDUCATION

Master of City Planning, Massachusetts Institute of Technology (MIT)

Bachelor of Arts, Northeastern Illinois University

SKILLS/SOFTWARE

Comprehensive Planning
Land Development Codes
Development Review
Community Redevelopment
Community Engagement

MEMBERSHIPS

American Planning Association (APA)

Zoning Ordinance & Overlay Districts Update
Project Manager | Stonecrest, GA

- Update and modernize table of permitted uses
- Incorporate graphics and images to complement and visualize standards
- Robust public participation to include branding, website, surveys, workshops, open house and steering committee engagement
- Reorganize regulations into a user-friendly format

Land Development Regulations
Senior Planner | Effingham County, GA

- Update development standards for R-5 residential zoning district
- Incorporate graphics for street tree plantings and landscape code requirements
- Lead workshop with County staff and Steering Committee for feedback on updates

Land Development Code Rewrite
Senior Planner | Henderson County, NC

- Establish new overlay district for the Ecusta Trail
- Set guidelines for building design and placement
- Develop parking and loading standards that emphasize context-sensitive placement

Land Development Regulations
Senior Planner | DeLand, FL

- Review sign code to ensure content neutrality
- Update language on size and placement of signs
- Clarify definitions and standards

Land Development Code Assessment & Update
Senior Planner | Pensacola, FL

- Assisted with public engagement activities

Fairground & Entertainment Zoning
Project Manager | Melbourne, FL

- Compiled best management practices related to regulating large assembly uses
- Propose code amendments to incorporate large scale uses in certain districts
- Developed standards to address impacts on surrounding areas

Zoning Ordinance Rewrite
Project Manager | East Point, GA

- Restructure awkward and confusing format
- Clarify contradictory language and definitions
- Incorporate design guidelines for commercial overlay districts
- Strengthen review procedures and permitting requirements

Comprehensive Plan Update
Project Manager | College Park, GA

- Review previous plan updates and other relevant planning studies
- Assess existing planning challenges and issues
- Identify public infrastructure projects and future infrastructure needs
- Analyze existing land use patterns and zoning designations
- Facilitate stakeholder meetings and community Open House

Comprehensive Plan Update
Project Manager | Miami Gardens, FL

- Analyzed demographic, economic, and environmental data
- Developed existing conditions for housing, land use, and transportation trends
- Update Water Supply Facilities Work Plan
- Presented the proposed changes to the City Council

Performing Arts, Civic & Entertainment Overlay District
Project Manager | Miami Gardens, FL

- Prepared standards to encourage creative design
- Worked in connection with the City to craft an updated zoning map for the overlay district

Land Development Code Administration
Project Manager | Miami Gardens, FL

- Prepared code modifications to the S-Stadium district focused on the areas in and around the Hard Rock Stadium for economic development and redevelopment initiatives
- Established IO-Innovation Overlay district to permit innovative uses within predominantly industrial area to include incorporation of food halls, maker spaces, and work/live lofts
- Crafted the EO-Entertainment Overlay District to encourage and support development of a large-scale, mixed-use town center district to include hotels, theaters, and entertainment-driven uses

Sign Code Ordinance
Project Manager | Surfside, FL

- Created new design standards for signage such as wall signs, window signs, and monument signs
- Improved visibility for businesses while ensuring context-sensitive design



CHRIS DOUGHERTY, AICP

Principal Planner

With experience in providing private and public sector planning services, Chris's career has focused on helping clients create unique places. Chris has a passion for developing community-driven plans and excels at comprehensive planning, land development code writing, visioning/public engagement, parks and recreation planning, GIS, and entitlements.
AICP #026356

EDUCATION

Master of Arts in Urban & Regional Planning, University of Florida
Bachelor of Arts in Criminology, University of Florida

Comprehensive Plan Update

Senior Planner | Effingham County, GA

- Assisted with the analysis of zoning districts in GIS
- Assisted with public engagement plan and project website

Comprehensive Plan Update

Project Manager | Fort Pierce, FL

- Managed the project delivery and schedule
- Prepared and/or reviewed each element's data and analysis and goals, objectives, and policies
- Presented the proposed changes to the Local Planning Agency and the City Commission

Comprehensive Plan Update

Senior Planner | Green Cove Springs, FL

- Assisted with GIS analysis and future land use map series
- Assisted with the transportation analysis
- Advised the team on statute requirements

Comprehensive Growth & Development Plan

Planner | Robertson County, TN

- Assisted with public engagement exercises and presentation
- Prepared data and analysis portion of the Comprehensive Plan
- Prepared goals, objectives, and policies based on public input received

Land Development Code Update & Form-Based Code

Planner | Kissimmee, FL

- Assisted with public engagement
- Assisted with the development of several chapters in the land development code

Land Development Regulations

Senior Planner | Effingham County, GA

- Identified and assisted with the public engagement strategy for the project
- Assisted with GIS mapping and analysis of residential zoning districts
- Collaborated with the team on engineering and subdivision regulations in the Code

Land Development Code Assessment & Update

Principal Planner | Pensacola, FL

- Reviewed and provided an assessment with recommended changes of the Off-Street Parking chapter
- Participated in work sessions with City staff to discuss and further evaluate LDC chapters

Land Development Code Update

Principal Planner | Palm Bay, FL

- Assisted with the evaluation of the Code to determine necessary amendments
- Prepared amendments to transportation chapter of the Code



PATRICIA TYJESKI, AICP

Principal Planner

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 30 jurisdictions on numerous comprehensive planning projects.
AICP #069720

EDUCATION

Master of Regional Planning, Cornell University
Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia

Land Development Code Assessment & Update

Project Manager | City of Pensacola, FL

- Identified obsolete regulations, duplication of standards, internal conflicts, conflicts with the Comprehensive Plan and Florida Statutes, provisions that do not belong in the LDC, and efficiency and effectiveness of the development review process and procedures
- Prepared recommendations for the reorganization and improvement of the code
- Completed a thorough reorganization of the code and updated chapters based on the assessment matrix

Sign Ordinance Update

Project Manager | Kissimmee, FL

- Facilitated public workshops, meetings with sign company representatives, and presentations at public hearings.
- Incorporated graphics and photographs to facilitate implementation

Municipal Zoning & Development Ordinance (MZDO) Update

Principal Planner | Hardeeville, SC

- Led the preparation of the form-based code for the downtown and White Hardee corridor

Land Development Regulations

Principal-in-Charge | DeLand, FL

- Reorganized the code, created tables of uses and dimensional standards, and eliminated internal inconsistencies
- Developed form-based code regulations to provide a framework to enable better development patterns; foster pedestrian-friendly development; and give citizens, developers, builders, and property owners predictable standards

Comprehensive Plan & Downtown Master Plan

Principal Planner | Weddington, NC

- Reviewed the Goals, Objectives, and Policies

Comprehensive Plan Update

Senior Reviewer | Trinity, NC

- Provided QA/QC on final deliverables
- Provided strategic guidance for policy development

Visioning, Comprehensive Plan Update, & LDC Update

Principal-in-Charge | Palm Bay, FL

- Evaluated the adopted comprehensive plan to identify necessary changes and updated the Data & Analysis and Goals, Objectives, and Policies
- Reorganized and updated the LDC for consistency with the recently adopted Comprehensive Plan
- Assisted with public engagement process and facilitated community exercises at multiple workshops



ERIK BREDFELDT, PHD, AICP

Director of Economic Development

Erik has 34 years of experience in administrative and project management, with a focus on community planning and economic development. Activities include urban planning/development services, community/ economic development, and project management through an internal/ external partnership philosophy emphasizing the balance between community and markets. **AICP #011971; PhD**

EDUCATION

Doctor of Philosophy in Urban & Regional Planning, University of Florida
Master of Arts in Urban & Regional Planning, University of Florida
Bachelor of Arts in Economics, Muhlenberg College

Strategic Plan Development

Project Manager | Watkinsville, GA

- Worked on technical analysis and data collections associated with the Plan
- Led the Community Engagement effort consisting of a project website, stakeholder meetings and general community public interaction

Comprehensive Plan Update

Director of Economnic Development | St. Johns County, FL

- Supporting/assisting the team with the economic development elements of the Comprehensive Plan Update
- Attend Kick-Off Meeting; County Commissioner briefings; and County Director's Meeting

Comprehensive Plan Update

Director of Economnic Development | Flagler County, FL

- Supported/assisted the team with the economic development elements of the Comprehensive Plan Update
- Attended Community Engagement session associated with Plan Update and Land Development Codes

Comprehensive Plan Update

Director of Economic Development | Auburndale, FL

- Perform review and analysis associated with assigned Comprehensive Plan elements

Comprehensive Plan & Land Development Code

Planning Director | Gainesville, FL

- Worked with staff and various stakeholders on updates inclusive of Plan Board and City Commission on final adoption

Zoning Ordinance and Overlay Re-write

Senior Reviewer | City of Stonecrest, GA

- Provided staff support for engagement efforts at stakeholder meeting and public outreach meetings and reviewed materials for the latter

Unified Development Ordinance

Senior Reviewer | East Point, GA

- Provided staff support for engagement efforts at stakeholder meeting and public outreach meetings and reviewed materials for the latter

Zoning Ordinance

Reviewer | Collegedale, TN

- Provided review of various Code sections for form and substance

Downtown Form-Based Code

Senior Planner | Green Cove Springs, FL

- Provided staff support for two project workshops inclusive of obtaining stakeholder/community interaction and reaction to existing downtown conditions and prospective form-based code solutions



JAY MCLEOD, AICP

Senior Planner

Jay began his professional career in science and transitioned to planning later in order to help communities with long-range planning, regulatory ordinance updates, and small area and specialty planning, including coastal resiliency. In over 15 years as a planner, he has worked on municipal, county, and regional / state projects in Florida and the Carolinas. His passion involves helping communities navigate change through quantifiable, spatial analysis leading to focused, achievable placemaking and design solutions that reinforce local values and character. **AICP #027482**

EDUCATION

Master of Urban & Regional Planning, University of Florida
Master of Science in Urban Ecology, University of Louisville
Bachelor of Science in Biology, Florida State University

Unified Development Ordinance Update

Project Manager | Wilson County, NC

- Landscaping compatibility and buffer standards, including new graphics and simplified tables for easier administration
- Targeted expansion of the administrative review for minor subdivisions and realigned standards for major subdivision review
- Access management standards to reduce traffic congestion on thoroughfares

Development Ordinance Update

Senior Planner | High Point, NC

- Technical analysis, coordination with staff, QAQC, and ordinance drafting

Unified Development Ordinance

Project Manager | Hillsborough, NC

- Led and directed the consolidation of multiple ordinances - stormwater, streets, environment, historic preservation, and the more typical zoning and subdivision regulations
- Coordinated updated street cross-sections, new zoning districts, and Town-wide zoning map update

Unified Development Ordinance Rewrite

Project Manager | Shelby, NC

- Led and directed the project, including consolidating zoning districts and create context-sensitive design standards for new development
- Opened options for new housing of various types while ensuring new neighborhoods are compatible

CAMA Comprehensive Plan Update

Project Manager | Ocean Isle Beach, NC

- Project management, senior QA/QC, and public presentation
- Crafting unique future land use character areas and downtown mainland district

Comprehensive Plan Update & Interim Evaluation & Appraisal Review

Project Manager | Nassau County, FL

- Led the team in the submission of a state compliant 7-year Evaluation and Appraisal Report with supporting documentation and revised Goals, Objectives, and Policies
- Led the development of a GIS-based 3D visualization of existing and proposed conditions in order to implement the preferred Future Land Use Scenario from the County's adopted Vision Plan
- Ensured the project met the tight timelines and budgetary constraints necessary to remain compliant with state comprehensive planning requirements
- Led the development of the new 2050 Comprehensive Plan and implemented the Vision Plan in revised Goals, Objectives, and Policies

Comprehensive Plan

Senior Reviewer | College Park, GA

- Performed senior review of Existing Conditions chapters to ensure compliance with state statutes.



MEGAN BARROW, AICP

Senior Planner

Megan is passionate about leveraging land use and transportation investments to support community growth, especially in areas facing environmental and economic challenges. She brings interdisciplinary experience in transportation planning and engineering, comprehensive planning and zoning, GIS mapping and data analysis, and professional writing and editing to each project. Megan enjoys helping planning and technical practitioners communicate to improve how projects are developed and to turn bold ideas into practical, implementable solutions. **AICP #33902**

EDUCATION

Master of City & Regional Planning (Specialization: Transportation), Georgia Institute of Technology
Bachelor of Arts, Journalism and Urban Practice and Policy, University of Richmond

Comprehensive Plan
Community Engagement Coordinator | College Park, GA

- Created comprehensive public outreach plans tailored to diverse demographics; Organized and facilitated public workshops, town halls, and focus groups; Oversaw online survey platforms, project websites, and social media updates

Sign Code Rewrite
Project Manager | Altamonte Springs, FL

- Updated City's sign code for compliance with federal court rulings, while incorporating best practices for digital signage in public spaces and on electric and autonomous vehicles and ensuring the code supports the city's vision for its development

Sign Code Rewrite
Planner | Kissimmee, FL

- Contributed to multi-year project to make City's sign code compliant with federal court rulings and to support the newly created form-based code

Curry Ford Special Plan Area (Zoning Overlay)
Project Manager | Orlando, FL

- Wrote and successfully guided to adoption land development code updates to improve urban design in one of Orlando's central, fast-growing neighborhoods

Sign Code Rewrite
Planner | Orlando, FL

- Contributed to overhaul of City's sign code to comply with federal rulings and to significantly simplify standards and language with the goals of better customer compliance and staff efficiency

Comprehensive Plan Update & Interim Evaluation & Appraisal Review
Planner | Nassau County, FL

- Contributed to Evaluation and Appraisal update, ensuring state compliance and advancing the community's vision into an implementable 2050 Comprehensive Plan update

Comprehensive Plan Update & EAR
Senior Planner | Orlando, FL

- Contributed to the Evaluation and Appraisal update to meet statutes and complete plan revamp to streamline and modernize the standards for the region's primary city

Comprehensive Plan Amendments
Planner | Orlando, FL

- Wrote, edited, and processed plan amendments, including presentations with Planning Board and City Council through adoption paperwork with Florida Department of Commerce



GABRIELA CASTRO, AICP

Senior Planner

Gabriela has extensive experience working in and with local government. In her professional experience she has reviewed various types of development applications, updated comprehensive plans, and crafted redevelopment plans. She has created reports and explained these reports to various agencies and boards. Additionally, Gaby has experience in technical writing and public speaking. **AICP #030965**

EDUCATION

Master of Arts in Urban & Regional Planning, University of Florida
Bachelor of Science in Sustainability & the Built Environment, University of Florida

Comprehensive Plan & Downtown Master Plan

Planner | Weddington, NC

- Prepared materials and presentation for steering committee meeting
- Moderated and facilitated discussion at steering committee meeting for input on the vision of the community

Comprehensive Plan Update

Planner | Auburndale, FL

- Prepared the data and analysis for the Recreation and Open Space Element
- Prepared materials and presentation for workshops

Comprehensive Plan Update

Planner | Trinity, NC

- Drafted recreation and open space, and conservation elements
- Incorporated community vision into elements of the Comprehensive Plan

Comprehensive Plan

Planner | Blount County, TN

- Amended the data and analysis for the Conservation Element
- Incorporated community vision into elements of the Comprehensive Plan

Zoning Ordinance

Planner | Collegedale, TN

- Prepared presentation for stakeholder meeting
- Moderated and facilitated discussion at stakeholder meeting for input on the zoning ordinance and requested necessary revisions

Downtown Form-Based Code

Planner | Green Cove Springs, FL

- Performed a site analysis of the downtown study area inclusive of existing regulations, block and lot layouts, site and building designs, parking, and street characteristics
- Prepared public engagement activities for public workshops
- Assisted in the facilitation of various public engagement workshops

Land Development Code Assessment & Update

Planner | Pensacola, FL

- Assisted in the review of the City's Land Development Code provisions
- Drafted a matrix identifying the similarities and differences for various LDC sections

Land Development Code Update

Planner | Palm Bay, FL

- Assisted in the review of the City's Land Development Code provisions
- Attended the listening session and provided notes on changes requested from staff



ROBBIE ADDINGTON, AICP

Planner

Robbie is dedicated to building resilient communities through thoughtful land use and code development. He has worked with diverse municipalities across the southeast, helping update comprehensive plans and streamline ordinances. Robbie's expertise lies in bridging the gap between technical planning data and the public, ensuring that community engagement directly informs local government decision-making. **AICP #37352**

EDUCATION

Master of City & Regional Planning, University of North Carolina at Chapel Hill
Bachelor of Arts in Political Science, University of North Carolina at Chapel Hill

Zoning Ordinance Rewrite

Planner | East Point, GA

- Hosted a series of stakeholder interviews to evaluate ordinance needs and community sentiment
- Drafted updates to the City's overlay districts to improve clarity, development outcomes, and organization

Unified Development Ordinance

Planner | Rincon, GA

- Integrated and amended a variety of city ordinances into a unified development code
- Developed an online engagement portal and GIS maps for the project website

Zoning Ordinance & Overlay District Rewrite

GIS & Data Overlay District Analysis Specialist | Stonecrest, GA

- Developed and integrated planned unit developments into the zoning ordinance
- Resolved conflicts and difficulties in the City's overlay districts

Unified Development Ordinance

Planner | Greenville, NC

- Structured the project's public engagement efforts
- Integrated existing ordinances, zoning, and subdivision regulations into a final product

Comprehensive Land Use Plan & Unified Development Ordinance Update

Planner | Kenly, NC

- Collaborated with staff to develop an updated land use plan for the Town
- Wrote revisions for the Town's zoning regulations, uses, and definitions

Comprehensive Plan & Downtown Master Plan

Planner | Weddington, NC

- Hosted an open house event for public input
- Developed public engagement summaries and reports
- Updated goals, objectives, policies, and chapters for the proposed comprehensive plan update

Comprehensive Plan Update & Interim Evaluation & Appraisal Review

Planner | Nassau County, FL

- Updated the County's Regional Coordination element and goals, objectives, and policies
- Worked with County staff to evaluate regional programs and ambitions

CAMA Comprehensive Plan Update

Planner | Ocean Isle Beach, NC

- Updated goals, objectives, and policies to meet CAMA requirements and respond to community sentiment
- Presented findings and updates to elected officials and planning staff



ERIN ANDERSON, AICP

Planner

Erin is passionate about creating strong communities through equitable community development and planning. She has experience in community engagement, data collection and analysis, and working closely with local governments. **AICP #38332**

EDUCATION

Master of City & Regional Planning, University of North Carolina at Chapel Hill
Bachelor of Arts in Economics, Wake Forest University

Unified Development Ordinance
Planner | Peachtree City, GA

- Oversaw the development of the UDO assessment which included a proposed code reorganization, zoning district analysis, comprehensive plan implementation matrix, and an analysis of existing code sections

Development of a Unified Development Ordinance
Planner | Flowery Branch, GA

- Oversaw the development of the UDO assessment which included a proposed code reorganization, zoning district analysis, comprehensive plan implementation matrix, and an analysis of existing code sections

Zoning Ordinance Rewrite
Planner | East Point, GA

- Provided text edits to ordinance language

Unified Development Ordinance
Planner | Greenville, NC

- Proposed a structure for the reorganization of the ordinance
- Updated language for various code chapters, including Signs, Landscaping, and Zoning

Development Ordinance Update
Planner | High Point, NC

- Reviewed code for opportunities to revise language and collapse zoning districts

Unified Development Ordinance Update
Planner | Wilson County, NC

- Prepared materials for stakeholder meetings
- Reviewed code for opportunities to revise language and collapse zoning districts

Unified Development Ordinance
Planner | Hillsborough, NC

- Prepared materials for stakeholder meetings, public open houses, and briefings for elected and appointed officials
- Developed UDO framework and Annotated Outline to guide changes to the UDO

Comprehensive Plan
Planner | College Park, GA

- Provided data analysis for comprehensive plan chapters, including Housing and Arts and Culture

Comprehensive Plan & Downtown Master Plan
Planning Intern | Weddington, NC

- Hosted design workshop for public input
- Developed public engagement summaries

Comprehensive Plan
Planning Intern | Blount County, TN

- Developed public engagement materials for open house event
- Developed steering committee summaries
- Collected data on school enrollment and capacity



JEREMY GRIFFITH, AICP

Planner

Jeremy is an Atlanta-based Planning Analyst specializing in transit strategy, transportation planning, and GIS spatial analytics. His experience ranges from site selection and transit development plans to major finance and policy initiatives, including referendum support and mobility studies. He is proficient in travel demand modeling and safety analyses, utilizing Activity-Based Models and Replica data to deliver data-driven infrastructure and regional mobility solutions. **AICP #36608**

EDUCATION

Master of Urban & Regional Planning, University of Florida
Bachelor of Arts in Sustainability & the Built Environment, Specialization: Geodesign, University of Florida

Comprehensive Plan Update

Planner | College Park, GA

- Led production of the Transportation, Natural Resources, and Community Facilities Elements
- Served in secondary and internal review capacities for other required elements
- Provided GIS management and primary production responsibilities for maps and spatial analysis
- Provided staff support for engagement activities and co-produced materials for public engagement

Comprehensive Plan Update

Planner | Spalding County, GA

- Leading production for Capital Improvements and Transportation Elements
- Provided GIS support to other team staff, assisting in map production, data management, and spatial analyses across elements
- Assisted with production and staffing of public engagement activities

Zoning Map Update & Unified Development Ordinance Development

Planner | Georgetown County, SC

- Assisted in the research and production of subdivision and environmental ordinances, including code policy related to stormwater management and low impact development, bicycle and pedestrian connectivity, and beachfront management

Forsyth County Comprehensive Transportation Plan (CTP)

Planner | Forsyth County, GA

- Managed and produced GIS maps and analyses for the final report, including those on demographics, roadway characteristics and performance, land use, travel patterns, and traffic projections, amongst others
- Performed Travel Demand Modeling using ARC's Activity Based Model (ABM) to produce traffic projections, identify changes in origin destination patterns, and provide input for the analysis of projected level of traffic stress
- Assisted in the formatting, material production, and staffing of public engagement events including pop-ups and open houses

McFarland Mobility Hub LCI Study

Planner | Forsyth County, GA

- Produced service plans for transit alternatives connecting the Mobility Hub location in South Forsyth to the proposed northern terminus of the GA 400 BRT
- Compiled research on potential emerging transportation applications for the South Forsyth area, including autonomous and connected vehicles



JESSICA HAYS, AICP CANDIDATE

Planner

Jessica's experience spans comprehensive planning, resilience planning, and GIS mapping across the Southeast. She brings a strong technical foundation in spatial analysis alongside an interest in rethinking how communities engage with planning. She uses innovative visualization tools, creative engagement strategies, and culturally informed planning to support inclusive placemaking. **AICP Candidate**

EDUCATION

Master of Urban & Regional Planning, University of Florida
Bachelor of Science in Sustainability & the Built Environment, University of Florida

Comprehensive Plan

Planner | College Park, GA

- Created an outline and distribution of tasks for the Existing Conditions portion of the plan
- Assisted with data management and performed various spatial analyses to advance the Existing Conditions analysis

CAMA Comprehensive Land Use Plan

Planner/GIS Lead | Ocean Isle Beach, NC

- Managed project data by gathering, organizing, and maintaining datasets; developed map templates and produced a comprehensive map series
- Conducted spatial analyses related to environmental conditions, coastal hazards, development patterns, and land use to support the plan's data and analysis section
- Performed a buildout analysis to evaluate future population growth and development potential

Comprehensive Plan Update

Planner | Flagler County, FL

- Assisted with updates to and organization of Goals, Objectives, and Policies in the Coastal Management element to advance resiliency efforts in the County

Comprehensive Land Use Plan & Unified Development Ordinance Update

Planner | Kenly, NC

- Assisting with coordination on public engagement
- Preparing code work to modernize uses and provide consistency

Unified Development Ordinance

Planner | Rincon, GA

- Facilitated an open house to gain public input on potential code changes
- Coordinated with the client and prepared GIS maps to help create special district boundaries and regulations

Infrastructure Mapping/GIS

Planner | Robertson County, TN

- Assisted with coordination with utility providers on available data
- Assisted with preparing GIS mapping to create a new future land use plan
- Digitized infrastructure location information into GIS format

Unified Development Ordinance

Planner | Greenville, NC

- Assisting with the project's public engagement efforts
- Helping integrate existing ordinances, zoning, and subdivision regulation into a final product

Unified Development Ordinance Update

Planner | Wilson County, NC

- Created map series to analyze existing data and support updates to the code



HAIDEN LEWIS, AICP CANDIDATE

Planner

Haiden is an urban planner with expertise in GIS mapping and spatial analysis, community engagement, comprehensive planning, and transportation planning. He brings a data-driven approach to planning, using GIS and analytical tools. He is passionate about creating places that are comfortable, safe, and welcoming, and he is committed to engaging residents and stakeholders in shaping communities that support long-term sustainability. **AICP Candidate**

EDUCATION

Master of Urban & Regional Planning, University of Florida
Bachelor of Science in Sustainability & the Built Environment, University of Florida

Comprehensive Plan Update

Planner | Auburndale, FL

- Developed the data and analysis sections the future land use, transportation. conservation and infrastructure elements within the comprehensive plan
- Conducted data collection and analysis to inform updates to the comprehensive plan and land development regulations

CAMA Comprehensive Plan Update

GIS Specialist | Ocean Isle Beach, NC

- Updated the Future Land Use Map to reflect current and future coastal hazards to Ocean Isle Beach
- Developed multiple maps to be used during various activities at public engagement workshops

Comprehensive Plan Update

Planner | Winter Springs, FL

- Developed the transportation section of the Evaluation and Appraisal Report including level of service analysis
- Created GIS maps and tables to accurately to reflect the county's multi-modal transportation system

Evaluation & Appraisal Review & Comprehensive Plan Update

Planner | Melbourne, FL

- Conducted the carrying capacity analysis using Melbourne's activity centers, existing land use, future land use, wetland, and conservation area GIS data

Comprehensive Plan Update

Planner | Polk County, FL

- Conducted data and analysis for the future land use, transportation, and conservation elements of the comprehensive plan
- Developed and attended public engagement workshops to collect community input to inform the comprehensive plan update

Comprehensive Plan Update

Planner | St. Johns County, FL

- Developed and attended public engagement workshops to collect community input to inform the comprehensive plan update
- Amended the goals, objectives, and policies in the transportation of the County comprehensive plan to better meet the County's transportation needs

Comprehensive Plan Update

Planner | Flagler County, FL

- Amended the goals, objectives, and policies in the transportation and infrastructure elements of the County's comprehensive plan to better meet the needs of the County
- Collaborated with senior staff to amend the capital improvement and economic elements of the comprehensive plan



JOSE FERNANDEZ, AICP CANDIDATE

Planner

Jose is an urban planner who is passionate about meeting the intersection of people, design, and the environment through comprehensive planning. A graduate of the University of Pennsylvania's Master of City and Regional Planning program, he has experience in land use, resiliency, and environmental planning across domestic and international markets completing projects throughout the United States, Caribbean, and Europe. **AICP Candidate**

EDUCATION

Master of City and Regional Planning, University of Pennsylvania
Bachelor of Arts in Environmental Studies & International Relations, Rollins College

Comprehensive Plan Update

Planner | Pasco County, FL

- Assisted in preparing and facilitating a public workshop that engaged attendees in reviewing data and maps displayed at interactive stations

Comprehensive Plan Update

Planner | Polk County, FL

- Drafted Data and Analysis and updated goals, objectives, and policies

Comprehensive Plan Update & Interim Evaluation & Appraisal Review

Planner | Nassau County, FL

- Assisted in the submission of a state compliant 7-year Evaluation and Appraisal Report with supporting documentation and revised Goals, Objectives, and Policies
- Assisted in the development of the new 2050 Comprehensive Plan and implementation the Vision Plan in revised Goals, Objectives, and Policies

Evaluation & Appraisal Report (EAR)

Planner | Orange City, FL

- Assisted in the submission of a state compliant 7-year Evaluation and Appraisal Report with supporting documentation and revised Goals, Objectives, and Policies
- Updated population projections, carrying capacity, and map series to be consistent with anticipated growth in population up to the new horizon year

Land Development Code Assessment & Update

Planner | Pensacola, FL

- Reorganized and improved the existing Land Development Code , updating chapters based on the Phase I assessment matrix and staff feedback
- Facilitated stakeholder and community engagement workshops to identify issues and refined proposed Code improvements; prepared in-person public workshop and online input summaries
- Served as a primary client contact for project logistics, deliverables, and reporting, and coordinating internal team weekly operations

Finding of Necessity (FON) Study

Planner | Pensacola, FL

- Assisted in conducting a Findings of Necessity Analysis pursuant to Florida Statue Statues to support the creation of new Community Redevelopment Areas

Safe Streets for All (SS4A) Action Plan

Planner | Indian River County, FL

- Researched demographics to visualize trends in traffic crashes
- Recommended policy strategies with the goal of achieving Vision Zero



ALEX KOZELA, AICP CANDIDATE

Planner

Alex is an urban planner who brings a background in community engagement and content development to thoughtful, sustainable placemaking. He focuses on public space activation and resilient urban design, with experience supporting redevelopment, zoning, and comprehensive planning initiatives. He develops digital engagement tools, including project websites, short-form video, and podcast-style audio, that help connect communities to planning concepts. **AICP Candidate**

EDUCATION

Master of City & Regional Planning (Specialization: Urban Design), Georgia Institute of Technology
Bachelor of Arts in Communication, Saint Mary's College of California

Zoning Ordinance & Overlay District Rewrite

Community Outreach Coordinator | Stonecrest, GA

- Led steering committee meetings and managed community engagement efforts, including public workshops and stakeholder coordination
- Developed clear, accessible messaging and produced multimedia engagement tools, including a project website, short-form video content, and visual materials, to clearly communicate zoning updates and improve public understanding

Zoning Ordinance Rewrite

Community Engagement Coordinator | East Point, GA

- Led steering committee meetings and managed community engagement efforts, including public workshops and stakeholder coordination
- Developed clear, accessible messaging and produced multimedia engagement tools, including a project website, short-form video content, and visual materials, to clearly communicate zoning updates and improve public understanding

Comprehensive Plan Update

Public Engagement Coordinator | Kennesaw, GA

- Led public engagement coordination by developing a strategic engagement plan, creating digital outreach tools, and managing a project website to support community participation and transparency
- Supported project management and client relations by coordinating steering committee activities, preparing engagement materials, facilitating communication with stakeholders, and assisting with overall project delivery and public outreach efforts

Comprehensive Plan

Planner | College Park, GA

- Assisted with public engagement activities as an on-call planner, supporting outreach and community engagement efforts as needed
- Provided supplemental support to the planning team by assisting with public-facing engagement tasks and coordination during the comprehensive planning process

Unified Development Ordinance

Planner | Shelby, NC

- Rewrote and updated the City of Shelby's Unified Development Ordinance implementing planning best practices to improve clarity, usability, and alignment with the adopted Plan and Future Land Use Map
- Simplified ordinance language, integrated graphics and visual aids, and ensured consistency with applicable state statutes and regulatory requirements
- Developed clear, accessible messaging and multimedia content to communicate planning concepts and engage diverse audiences throughout the planning process

Urban Service Boundary Study

Planning Intern | Indian River County, FL

- Organized and facilitated public engagement workshops



EMERENCE POIRAUD

Planner

Emerence is an urban planner who draws from her experience in sustainable development, urban resilience, and community engagement to contribute towards thriving communities. She brings strong technical skills in GIS, spatial analysis, and data-driving planning to inform policy and investment decisions and has contributed to local and state-level planning initiatives.

EDUCATION

Master of City and Regional Planning, Georgia Institute of Technology
Bachelors of Arts, in Environment and Economics, McGill University

Comprehensive Plan Update
Planner | Spalding County, GA

- Catalogued Spalding County's Existing Conditions and conducted an in-depth literature review to inform the plan's goals and policies

Strategic Plan Development
Planning Intern | Watkinsville, GA

- Contributed to the planning and execution of a two-day charrette, integrating three stakeholder perspectives to identify the development needs and desires of the community
- Compiled and analyzed community feedback, integrated with existing conditions analysis, to inform policy and development recommendations for the DDA to adopt

Comprehensive Plan Update
Planner | Kennesaw, GA

- Catalogued the City of Kennesaw's Existing Conditions, including its community facilities and natural resources

Comprehensive Plan
Planner | College Park, GA

- Facilitated community engagement to inform development recommendations that guide the City's future growth and land use decisions

Unified Development Ordinance
Planner | Peachtree City, GA

- Reviewed existing municipal ordinances and developed recommendations for code reorganization and language updates to support development of the City's Unified Development Ordinance informed by current industry's best practices

Unified Development Ordinance
Planner | Flowery Branch, GA

- Reviewed existing municipal ordinances and developed recommendations for code reorganization and language updates to support development of the City's Unified Development Ordinance informed by current industry's best practices

Osceola Market Analysis & Commercial Study
Planning Intern | Osceola County, FL

- Produced GIS visualization of the different data-driven market areas, commercial, and residential development
- Evaluated residential and commercial development trends by assessing pipeline and existing projects against broader regional benchmarks



ABIGAIL SHEMOEL

Senior Urban Designer

Abigail has a strong desire to discover and design lively, sustainable places. This passion coupled with strong communication and illustration skills, has allowed her to work successfully in a variety of international settings in Latin America, the United States, and Europe. With over 17 years of professional experience as a landscape architect and planner, Abigail has delivered/ managed projects at various scales including urban spaces, streets, parks, schools, transportation corridors and residential developments.

EDUCATION

Master of Science in Urban Development Planning, University of College London, UK
Bachelor of Landscape Architecture, Ball State University

Pinedene Design Standards

Senior Urban Designer | Southern Pines, NC

- Developed design guidelines for the transformation of Pinedene (Focus Area C)
- Led the graphic team in the production of illustrations
- Produced report design and content

Downtown Master Plan

Senior Urban Designer | Tarpon Springs, FL

- Guided the simplification of character districts and zoning
- Coordinated a detailed site inventory and analysis
- Reviewed and directed the visual narrative of the master plan

Economic Development Plan

Senior Urban Designer | Garner, NC

- Assisted the project team with analysis
- Created 2D and 3D concept visualizations
- Produced graphics for workshops and project report

Cordova Conceptual Streetscape Master Plan

Senior Urban Designer | St. Augustine, FL

- Developed the analytical framework to assess street quality, function, and potential
- Conducted comprehensive analysis integrating mobility, public life, and streetscape data
- Translated findings into urban design strategies tailored to local context and policy goals

Downtown Park Conceptual Design

Senior Urban Designer | Fort Pierce, FL

- Developed an analytical framework to evaluate parks through social, economic, and environmental lenses
- Led detailed site analysis incorporating environmental, spatial, and community factors
- Assisted in project management, coordinating deliverables and project progression
- Contributed design guidance focused on inclusivity, ecological value, and usability

North Okaloosa Planning Study

Senior Urban Designer | Okaloosa County, FL

- Developed concept designs for future residential areas
- Assisted the project team with presentations and graphics

Lake Wales Envisioned-Long Range Plan

Senior Urban Designer | Lake Wales, FL

- Assisted in the development of a detailed set of amendments to the City's Comprehensive Plan and Land Development Code for implementation of the community vision
- Graphically represented new land development codes



JEEL PATEL

Urban Designer

Jeel is an award-winning urban designer with a strong background in architecture and design. She specializes in master planning, public-realm design, and urban architecture. As a part of her experience, she has worked on junction designs & beta testing, right-of-way strategies, retail-frontage activation, and large-scale community-oriented projects. Her work spans urban design, architecture, and hospitality developments, supported by strong skills in visualization and design execution.

EDUCATION

Master of Science in Urban Design, Georgia Institute of Technology
Bachelor of Architecture, Rachana Sansad's Academy of Architecture

Streetscape Plan

Urban Designer | Cartersville, GA

- Led urban design efforts, coordinating project direction and client communication
- Conducted site visits and developed regional, downtown, corridor-level site analysis
- Performed GIS-based analysis and produced clear Illustrator diagrams and urban design maps
- Synthesized spatial, mobility, and public-realm conditions into streetscape typology
- Created engagement materials, boards, and visual presentations to support stakeholder meetings and public outreach

Omni CRA Site Studies

Urban Designer | Miami, FL

- Conducted detailed analysis of street corridors and site conditions, including land-use patterns, mobility networks, right-of-way conditions, and public-realm edges
- Produced detailed axonometric graphics and 3D street-type diagrams illustrating conditions and opportunities
- Assisted in narrative sections of the report, synthesizing analysis into clear frameworks for street typologies, public-realm strategies, and redevelopment priorities
- Assisted in preparing engagement materials for community meetings, including boards, visual summaries

Downtown Marina Park

Urban Designer | Fort Pierce, FL

- Developed conceptual design frameworks, program diagrams, and multiple site layout alternatives for review and refinement
- Produced visual graphics, site analysis, and illustrative master plan materials across the conceptual design package
- Assisted in design development of the preferred master plan, including circulation, programming, and open-space strategies
- Created engagement materials for City Council review and public communication

Cordova Conceptual Streetscape Master Plan

Urban Designer | St. Augustine, FL

- Supported community-engagement process, including preparation of presentation boards, visuals, and outreach materials
- Participated in engagement session, documenting feedback and communicating design intent with infographics

Downtown Master Plan

Urban Designer | Tarpon Springs, FL

- Conducted existing-conditions analysis, including walkability, land-use patterns, connectivity, housing, destinations, and environmental resilience
- Produced maps, diagrams, and visual graphics for the document, and spatial axometrics for catalyst sites



JIMMY GARRISON, PE

THOMAS & HUTTON

Civil Engineering Lead

Jimmy brings 40 years of Georgia-based civil and transportation engineering experience, including serving as a consulting City Engineer. His background includes roadway design, utilities, municipal plan reviews, and regulatory compliance. As Civil Engineering Lead and Civil Project Manager for the Griffin UDC Re-Write, Jimmy will direct Thomas & Hutton's technical review of Articles 14 through 18. He will also coordinate discipline-specific evaluations to ensure a seamless fit across roadway, drainage, water, sewer, and site development requirements.

GA PE #18727

EDUCATION

Master of Science, Civil Engineering, Georgia Institute of Technology
Bachelor of Civil Engineering, Auburn University

Local Government Reviews & Experience

Consulting City Engineer | Various Communities, GA

- Served in a consulting City Engineer role for Lilburn, Norcross, Dacula, Suwanee, Stone Mountain, Jefferson, Braselton, and Newton County, reviewing construction plans for compliance with federal, state, and local requirements

On-Call Plan Review Services

Project Manager | Suwanee, GA,

- Managed the team in general engineering and plan review services involving roadway, stormwater, drainage, and utility infrastructure. Assignments have included emergency cross-drain replacement and condition review of existing drainage infrastructure

Sardis Church Road at Doc Hughes Road

Project Manager | Gwinnett County, GA

- Managed the team in roadway realignment, widening, and construction of a single-lane roundabout. The project included evaluation of intersection alternatives using GDOT's ICE process and coordination of underground utility conflicts, including a 30-inch water distribution line

Hwy 278 CID & City of Covington Improvements

Program Manager | Newton County, GA

- Program Manager for two pedestrian and streetscape improvement projects totaling more than $24 million. Improvements include shared-use paths, roundabouts, intersection and pedestrian-safety improvements, sidewalks, landscaping, lighting, and utility relocations following GDOT's Plan Development Process.

Jimmy's Expertise

- **Proven Perspective:** Consulting City Engineer and municipal plan-review experience across multiple Georgia communities
- **What He'll Test:** Conflicts, gaps + overlaps across Articles 14–18; outdated or unclear technical criteria; and impacts a change in one article may create elsewhere
- **How Griffin Benefits:** More coordinated technical provisions; clearer requirements for staff + applicants; UDC requirements separated from detailed supporting criteria; and recommendations coordinated across T&H + Inspire



REED PARKER, PE

THOMAS & HUTTON

Civil Engineer

Reed brings over 21 years of civil engineering experience in site development, infrastructure, and permitting. He offers a unique dual perspective to Griffin's UDC Re-Write, having managed both private development designs and municipal construction-plan reviews. Reed will evaluate the technical provisions of Articles 14 through 18 to ensure the rules are clear, coordinated, and practical to implement. **GA PE #34671**

EDUCATION

Bachelor of Science, Civil Engineering, Auburn University

Lancaster Subdivision

Lead Design Engineer | Hall County, GA

- Lead Design Engineer for a 187-lot residential subdivision on 101.5 acres. Reed coordinated grading, roadway, drainage, stormwater, water, sanitary sewer, and environmental permitting with Hall County Planning, Engineering, Public Works, and Environmental Health

The Preserve at Reed Mill Subdivision

Design Engineer & Engineer of Record | Gwinnett County, GA

- Design Engineer and Engineer of Record for a 156-lot subdivision involving stormwater management, water and sanitary sewer systems, roadway improvements, and approvals through Gwinnett County DOT and Planning and Development

Gateway Park

Civil Project Manager | Cobb County, GA

- Civil Project Manager for civil engineering services involving roadway access, grading, utilities, drainage, stormwater management, retaining walls, floodplain and environmental permitting, and coordination with Cobb County and project stakeholders.

Brynfield Commons

Civil Engineer | Gwinnett County, GA

- Provided design and permitting for a 50-acre mixed-use development with shared stormwater and utility infrastructure. Three zoning classifications required separate land-disturbance permits and coordination of interconnected drainage, detention, and water-quality requirements

Reed's Expertise

- **Proven Perspective:** Designs to municipal requirements; reviews plans for compliance; and coordinates multiple civil disciplines
- **What He'll Test:** Can it be clearly designed?; Can staff consistently review it?; Is compliance measurable?; and Do related standards align?
- **How Griffin Benefits:** Clearer technical requirements; fewer conflicts and ambiguities; more consistent review; better coordination across disciplines



CHRIS STOVALL, PE

Water & Sewer Lead

Chris brings 39 years of water and wastewater engineering experience to the Griffin UDC Re-Write. He will lead the technical review of Articles 16 and 17, and support Article 15 on fire protection. Using his deep background in utility planning, Chris will evaluate how development rules impact system capacity, fire flow, and long-term utility performance.
GA PE #20433

EDUCATION

Bachelor of Science, Civil Engineering, Georgia Institute of Technology

Hampton-Griffin Water Main

Water & Sewer Engineer | Hampton, GA

- Chris is part of T&H's team for this fast-tracked regional water project involving the City of Hampton, City of Griffin, and Spalding County WSA. The project includes approximately 52,700 LF of 20-, 24-, and 30-inch water mains, a 3-million-gallon storage tank, 5-MGD booster pump station, and re-chlorination system. T&H evaluated alternatives to address right-of-way and utility conflicts and is supporting phased implementation of the project

Water & Sewer Master Plan

Project Manager | Woodbine, GA

- Project Manager for development of water, sanitary sewer, stormwater, and transportation infrastructure concepts incorporated into the City's overall master planning effort

Comprehensive Master Plan,

Project Principal | Dublin, GA

- Project Principal for a water and sewer comprehensive plan that included hydraulic modeling, sewer-flow calculations, projected growth mapping, a 20-year system-expansion plan, and evaluation of tap and user-fee structures

Water & Sewer Modeling

Project Manager | Effingham County, GA

- Project Manager providing updated water and pressure-sewer models to evaluate scenarios for new-development impacts on the County's utility systems

Chris's Expertise

- **Proven Perspective:** Plans + models utility systems; designs + implements improvements; and works from capacity through expansion
- **What He'll Test:** Capacity + system extensions; connections + utility sizing; fire-flow requirements; and developer vs. utility responsibilities
- **How Griffin Benefits:** Requirements grounded in current practice; better alignment with system capacity; clearer utility responsibilities; and standards that account for future growth



KELSEY BLACK, PE

THOMAS & HUTTON

Transportation/Roads Engineer

Kelsey brings 14 years of Georgia transportation engineering experience spanning roadways, intersections, and multimodal trails. For the Griffin UDC Re-Write, he will focus on Article 14 to evaluate roadway and transportation rules against current standards. His review will ensure these requirements blend well with access, drainage, utilities, right-of-way, and existing development conditions. **GA PE #42184**

EDUCATION

Bachelor of Science, Civil Engineering, Georgia Institute of Technology

Sardis Church Road at Doc Hughes Road

Project Engineer | Gwinnett County, GA

- Project Engineer for roadway realignment, widening, and reconstruction with a single-lane roundabout. Kelsey developed construction and right-of-way plans and coordinated conflicts involving sewer, gas, power, and a 30-inch water distribution line

West Winder Bypass, Phase II

Lead Design Engineer | Barrow County, GA

- Lead Design Engineer for approximately 2.5 miles of roadway reconstruction and widening. Services included roadway design, drainage, utilities, environmental coordination, right-of-way plans, and development through GDOT's Plan Development Process

Barnwell Road Trail

Project manager | Johns Creek, GA

- Project Manager for an 8-foot multi-use path and 5-foot bike lane requiring coordination of stormwater, right-of-way, retaining walls, and existing residential and topographic constraints

I-985 at CR 120/Thompson Mill Road New Interchange

Deputy Project Manager | Gwinnett County, GA

- Deputy Project Manager for a new three-quadrant partial cloverleaf interchange involving ramp configuration, access control, bridge replacement, and connections to I-985

Kelsey's Expertise

- **Proven Perspective:** Applies GDOT + transportation criteria; designs within real site constraints; and coordinates roads, drainage + utilities
- **What He'll Test:** Geometry + access requirements; multimodal + ADA provisions; drainage + utility conflicts; and safety + constructibility
- **How Griffin Benefits:** Standards aligned with current practice; fewer unnecessary design constraints; better coordination with GDOT criteria; and requirements suited to real roadway conditions



TONYA WOODS

THOMAS & HUTTON

Ordinance/Development Review Specialist

Tonya brings 27 years of experience in government planning, zoning, and development review. Her background gives her a practical understanding of how written rules work in day-to-day operations. For the Griffin UDC Re-Write, Tonya will review Articles 14 through 18 alongside the engineering team. She will focus on clarity, consistency, and how technical requirements fit into Griffin's broader permitting and development-review process.

EDUCATION

Bachelor of Science, Management, Georgia Institute of Technology

Residential Development

Permitting Coordinator & Government Liaison | Hall County, GA

- Permitting Coordinator and Government Liaison for a 187-lot residential development involving roadways, stormwater facilities, water distribution, sanitary sewer, and a master pump station. Tonya coordinated permitting and reviews with Hall County Planning, Engineering, Environmental Health, and Public Works

Richmond Row Townhomes & Apartments

Government Liaison | Suwanee, GA

- Government Liaison for permitting of 147 townhomes, 344 apartments, and a sewer force main. Tonya coordinated reviews involving Water Resources, Planning and Development, Stormwater, Transportation, plats, as-builts, inspections, and project closeout

Park Ridge at Sugar Hill

Government Liaison | Sugar Hill, GA

- Government Liaison for permitting of 140 stacked flats and 145 townhomes through both Gwinnett County and the City of Sugar Hill. The project required coordination of development, transportation, stormwater, water/sewer, permitting, inspections, bonding, and closeout requirements

Tonya's Expertise

- **Proven Perspective:** Navigates codes + permitting; coordinates across multiple departments; and works through approvals + closeout
- **What She'll Test:** Is the language clear?; When does the requirement apply?; Who is responsible?; and Can compliance be documented?
- **How Griffin Benefits:** Fewer ambiguous provisions; clearer staff + applicant expectations; better procedural coordination; and more consistent interpretation



THOMAS MITCHELL

Founding Partner

Thomas M. Mitchell is a founding partner of Carothers & Mitchell and serves as lead counsel on zoning, land use, and development regulation matters. He has represented numerous Georgia municipalities as city attorney and has extensive experience drafting and defending zoning ordinances, sign regulations, and development codes. He graduated from the University of Virginia and the University of Georgia School of Law and clerked for a federal district judge for two years. Mr. Mitchell has tried more than 40 cases, including land use, condemnation, and civil rights matters, and regularly advises on legally defensible approaches to growth management and regulatory enforcement. He frequently lectures on zoning, access, and eminent domain issues and currently serves as a Special Assistant Attorney General for the Georgia Department of Transportation, providing additional insight into infrastructure and right-of-way considerations.

EDUCATION

Doctor of Law (JD), University of Georgia
Bachelor of Arts, University of Virginia

HEATHER COGGINS

Lead Paralegal

Heather Coggins, Thomas's lead paralegal, brings more than a decade of hands-on local government experience in zoning, land use, and development regulation, including service as Assistant and Interim City Administrator for the City of Dacula. In that role, she was directly involved in zoning ordinance updates, permit administration, and long-range planning, including development and implementation of comprehensive plans and innovative zoning tools such as planned mixed-use districts. Her experience also includes drafting planning documents and supporting economic development initiatives at the county level, giving her a practical understanding of how development regulations are applied in real-world settings. Since joining Carothers & Mitchell, she has assisted with zoning ordinance drafting and code revisions for multiple municipalities, bringing a unique, implementation-focused perspective that ensures development codes are not only legally sound but workable for staff and effective for growing communities.

MARY MINTER

Associate Attorney

Mary T. Minter is an associate attorney with Carothers & Mitchell who focuses on municipal law, including zoning, land use, and development regulation. She works with local governments on ordinance drafting, regulatory interpretation, and implementation of development codes, supporting both day-to-day advisory needs and broader code revision efforts. As part of a team with extensive experience in planning and development regulation, she assists in developing clear, practical provisions that can be effectively administered by staff and withstand legal scrutiny. Ms. Minter graduated from Georgia Tech and after working in quality control at Johnson & Johnson for 5 years obtained her law degree from Mercer University. Before going into private practice, Ms. Minter clerked for a Georgia superior court judge.



LAINIE JONES

Senior Graphic Designer

Lainie adds a unique perspective to Inspire's marketing team through her continued growing knowledge of design trends, attention to detail, and extensive understanding of the Adobe Creative Suite to create successful designs in a timely manner. Lainie provides a fresh insight, along with a strong work ethic, to ensure the team's continued success.

EDUCATION

Bachelor of Fine Arts in Emerging Media, University of Central Florida

SKILLS/SOFTWARE

Logo Design/Branding
Layout Design
Infographics
Marketing Collateral
Painting
Illustrations
Digital Drawings
Website Design
Adobe Creativwe Suite
Procreate Drawing App (iPad)

MEMBERSHIPS

American Institute of Graphic Arts (AIGA)

01 | Municipal Branding & Marketing

Graphic Designer | Treasure Island, FL

- Assisted with logo concept development and design
- Assisted with presentation preparation
- Created style guide/brand book

02 | Unified Development Ordinance

Graphic Designer | Rincon, GA

- Created logo for project branding
- Developed project website

03 | Unified Development Ordinance

Graphic Designer | Kenly, NC

- Utilized unique project branding for presentations, workshops, and marketing collateral
- Assisted with creating project report featuring unique branding

04 | Land Development Regulations

Graphic Designer | DeLand, FL

- Created project logo that compliments city's current branding
- Developed project website
- Utilized project branding and created presentations, workshops, and marketing collateral

05 | Downtown Park Conceptual Design

Senior Graphic Designer | Fort Pierce, FL

- Created a project logo and brand
- Developed report to be cohesive with project brand
- Designed marketing and workshop materials that were cohesive with project branding
- Designed a new park brand

06 | FON & Community Redevelopment Plan

Senior Graphic Designer | Lake City, FL

- Designed unique project branding for presentations, workshops, and marketing collateral
- Assisted with creating project report featuring unique branding

07 | CRA Branding

Graphic Designer | St. Augustine, FL

- Developed and designed three logos, one for each CRA
- Created style guide/brand book



01



02



04



03



05



06



07



ADDIE SHERMAN

Senior Graphic Designer

Addie is a Senior Graphic Designer with a focus on website design, project branding, 3D renderings, document design, and other types of informational graphics. With a background in urban planning, Addie brings a diverse skill set that allows her to approach design challenges with a unique perspective. She is passionate about translating complex urban planning concepts into clear, visually compelling, and community-oriented work products.

EDUCATION

Graphic Design Continuing Education, Rhode Island School of Design

Bachelor of Urban Planning, University of Cincinnati

SKILLS/SOFTWARE

Graphic Design
Code Graphics
Layout Design
Urban Planning
Digital Photography
Adobe Creative Suite
SketchUp
Wix
Squarespace
Hootsuite

AWARDS

Buncombe County Comprehensive Plan 2043 – APA NC 2023 Marvin Collins Award, APA National Outstanding Small Town or Rural Plan

FrameworkOP Comprehensive Plan – APA Kansas 2024 Meadowlark Award Pioneer Award

01 | Unified Development Ordinance Update
Senior Graphic Designer | Wilson County, NC

- Created development standards graphics to help community members visualize language in the code

02 | Unified Development Ordinance
Senior Graphic Designer | Hillsborough, NC

- Created code and development standard graphics to help community members visualize language in the code
- Created street cross sections to guide future development

03 | Unified Development Ordinance Rewrite
Senior Graphic Designer | Shelby, NC

- Created project branding
- Created code and development standard graphics to help community members visualize language in the code

04 | Unified Development Ordinance
Senior Graphic Designer | Moncks Corner, SC

- Created development standards graphics to help community members visualize language in the code

05 | Land Development Regulations
Senior Graphic Designer | Effingham County GA

- Created 3D models depicting a proposed future residential district, with a mix of single and multi-family housing

06 | Unified Development Ordinance Update
Senior Graphic Designer | Peachtree City, GA

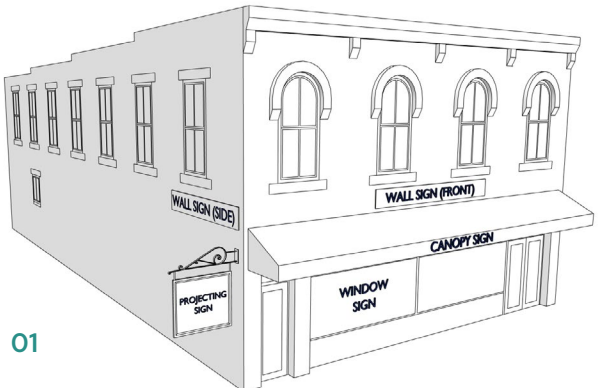
- Created interactive public engagement website

07 | Unified Development Plan
Graphic & Web Designer | Maury County, TN

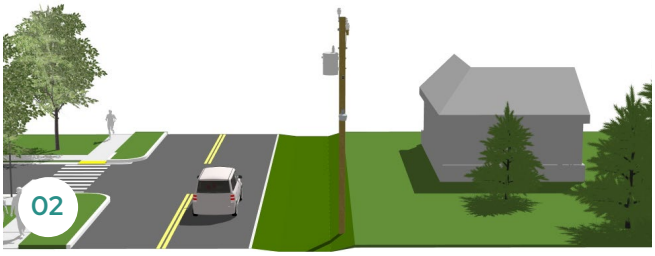
- Created project branding
- Created and maintained project website
- Developed zone district graphics

08 | Land Development Regulations
Senior Graphic Designer | DeLand, FL

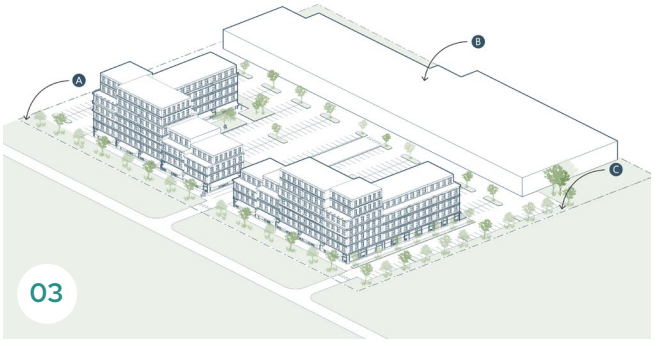
- Created code and development standard graphics to help community members visualize language in the code



01



02



03





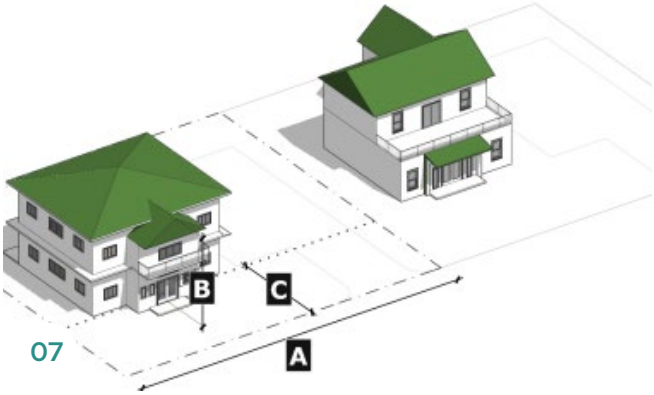
04



05



06



07



08

REFERENCES

01

Comprehensive Land Use Plan & Unified Development Ordinance

Town of Kenly, NC
01/2024 – 12/2024

Tony Sears
Town Manager
919.284.2116
town.manager@townofkenly.com
207 W. 2nd Street
Kenly, NC 27542

02

Comprehensive Plan Update & Land Development Code Update

City of Palm Bay, FL
09/2020 – 09/2024

Joan Junkala-Brown
(formerly with the City of Palm Bay)
321.493.1414
joan.junkala@mlbfl.org
120 Malabar Road
Palm Bay, FL 32907

03

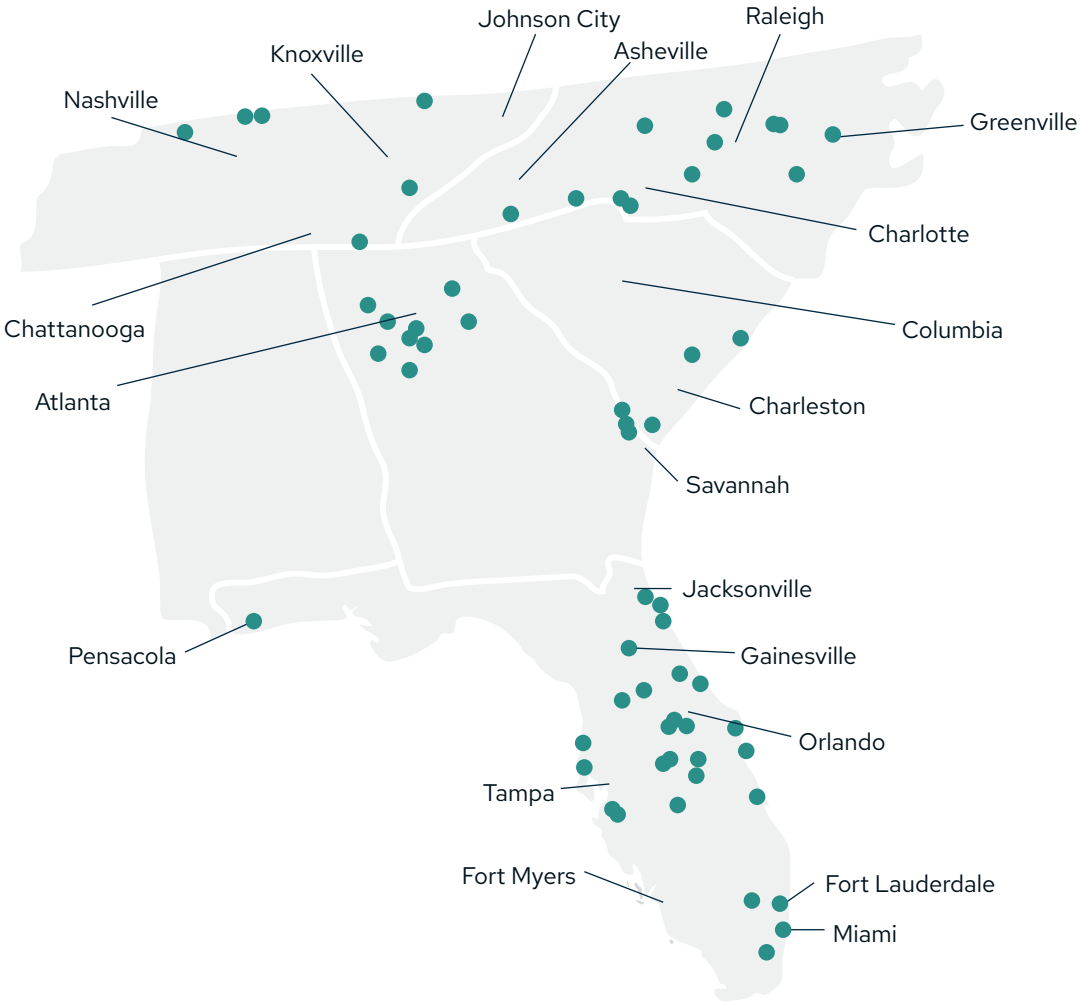
Unified Development Ordinance

City of Rincon, GA
12/2023 – 02/2025

Teri Lewis, AICP
Director of Planning
912.826.5996 Ext. 113
tlewis@rinconga.gov
302 South Columbia Avenue
Rincon, GA 31326

PROJECT EXPERIENCE

Inspire has successfully completed numerous related projects across the region, demonstrating our deep expertise and reliable delivery in this specialized field. To illustrate our geographic reach and regional impact, we have included a map that highlights both our direct comprehensive plan work and other contracts featuring highly similar services. Additionally, the following pages contain detailed project sheets from some of these featured contracts, showcasing our proven track record, specific technical capabilities, and successful outcomes in these related disciplines.



Comprehensive Plan Update & Land Development Code

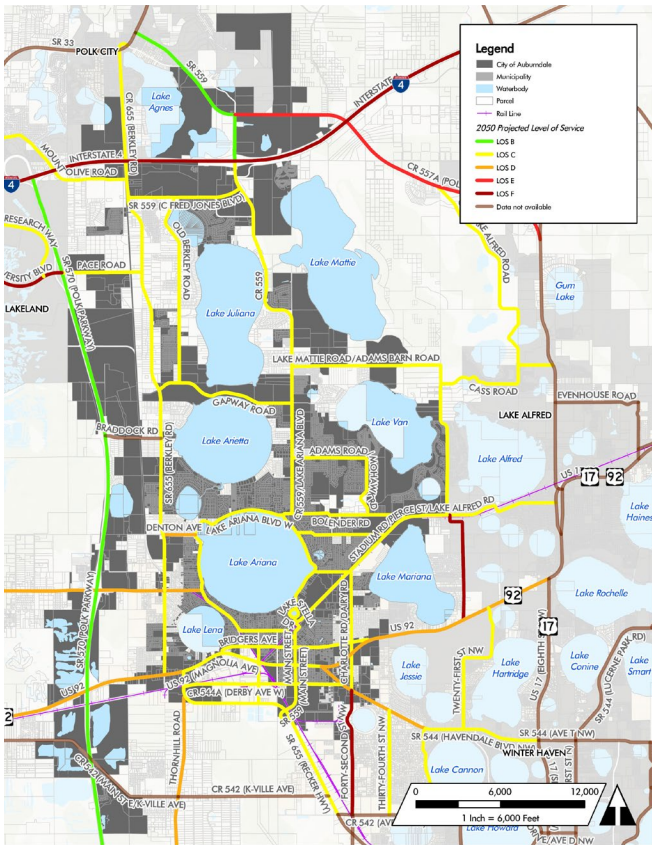
Auburndale, FL

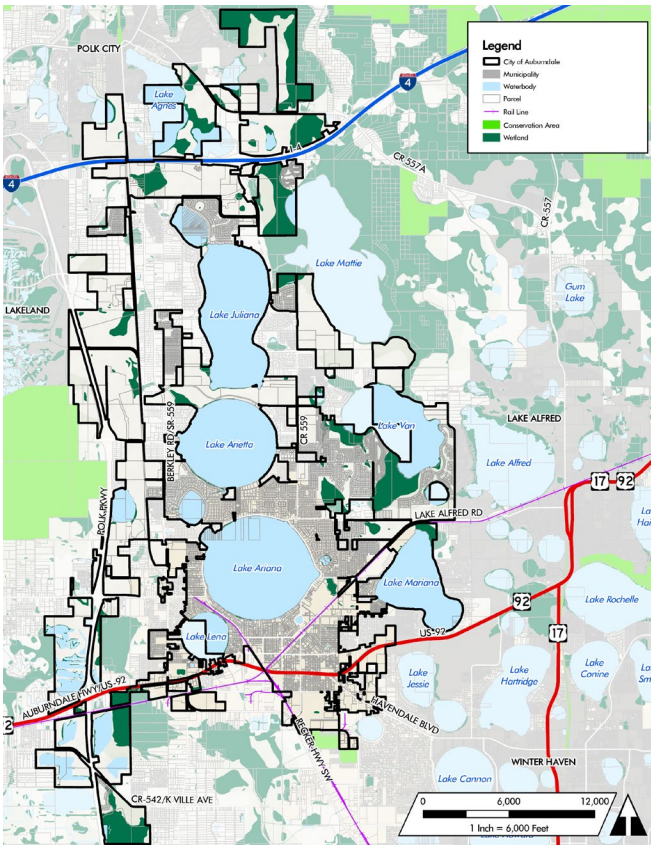
03/2024 - Ongoing

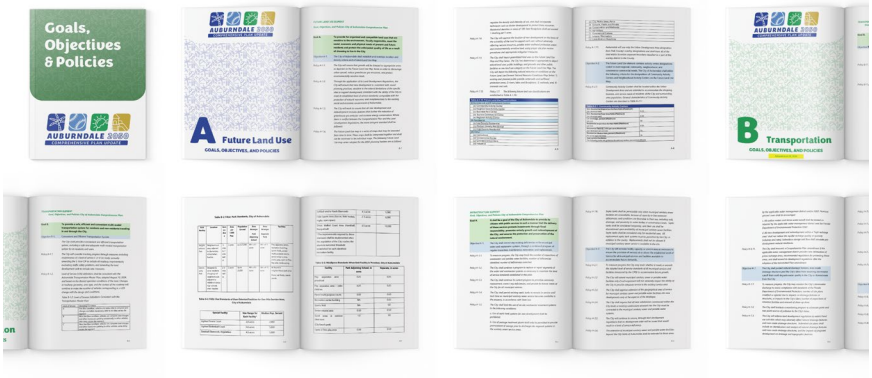
One of the most desirable places to live in swiftly growing Polk County, Auburndale is working to preserve its small town feel while growing economic opportunities. Inspire was hired to update the Comprehensive Plan and implement changes through the Land Development Code. This included extensive analysis related to projected growth with responsive policies, reorganizing and modernizing the regulations, and educating the public throughout both processes.











CLIENT INFORMATION

City of Auburndale, FL
1 Bobby Green Plaza
Auburndale, FL 33823

KEY SERVICES

Comprehensive Planning
Visioning
Community Engagement
GIS Mapping
Land Development Code
Standards Reorganization & Modernization

AUBURNDALE LDRs

Comprehensive Plan Update

Kennesaw, GA

04/2026 – Ongoing

Kennesaw is a welcoming City anchored by a vibrant downtown, family-friendly neighborhoods, and abundant outdoor recreation, including the trails and green spaces around Kennesaw Mountain National Battlefield Park. Proximity to Kennesaw State University, the Cobb County International Airport, and the broader Atlanta metro region has driven substantial growth while the City has worked to preserve its small-town character and historic identity.

The Comprehensive Plan Update represents a major opportunity for Kennesaw to take stock of its successes, strengthen current policies, and address emerging opportunities and challenges since the 2022 update.

The effort also provides an opportunity to address the Future Land Use Map, which has not been significantly modified since the 2012 Comprehensive Plan.

Inspire will engage staff, stakeholders, and the community through a tailored, in-depth process that integrates data-driven technical analysis, co-creative public engagement, and a strong focus on actionable, implementation-ready outcomes adhering to the DCA's the ARC's comprehensive plan requirements.



Kennesaw 2047 Connected COMPREHENSIVE PLAN



CLIENT INFORMATION

City of Kennesaw, GA
3080 Moon Station Road
Kennesaw, GA 30144

KEY SERVICES

Comprehensive Planning
Future Land Use/Character Areas
Community Engagement
Housing Study
Impact Fee Analysis
GIS Mapping

Comprehensive Plan Update & Land Development Code

Palm Bay, FL

09/2020 – 09/2024

Inspire conducted a multi-phase project for a fast-growing city of over 125,000 residents, beginning with a 12-month community visioning effort that involved a project website, stakeholder interviews, focus groups, and public workshops. This produced a vision plan detailing conditions, recommendations, and a vision statement. Following this, the team completed a comprehensive plan update, which largely became a rewrite of several elements, integrating the new vision into the goals, objectives, and policies. Finally, Inspire updated the city's Land Development Code. This effort included a full reorganization of the code and changes to achieve consistency with state statutes and the adopted comprehensive plan.

PALM BAY Vision COMPREHENSIVE PLAN

PALM BAY Vision LAND DEVELOPMENT CODE









CLIENT INFORMATION

City of Palm Bay, FL
120 Malabar Road
Palm Bay, FL 32907

KEY SERVICES

Evaluation & Appraisal Report (EAR)-Based Amendments
Comprehensive Planning
Community Engagement
Project Website
GIS Mapping
Land Development Code

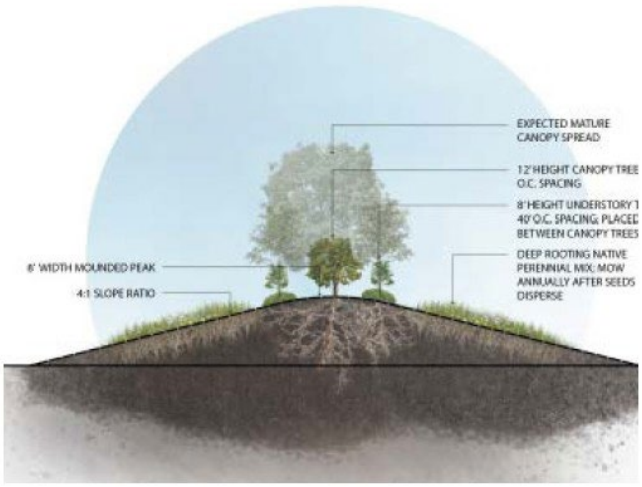
Unified Development Ordinance

Rincon, GA

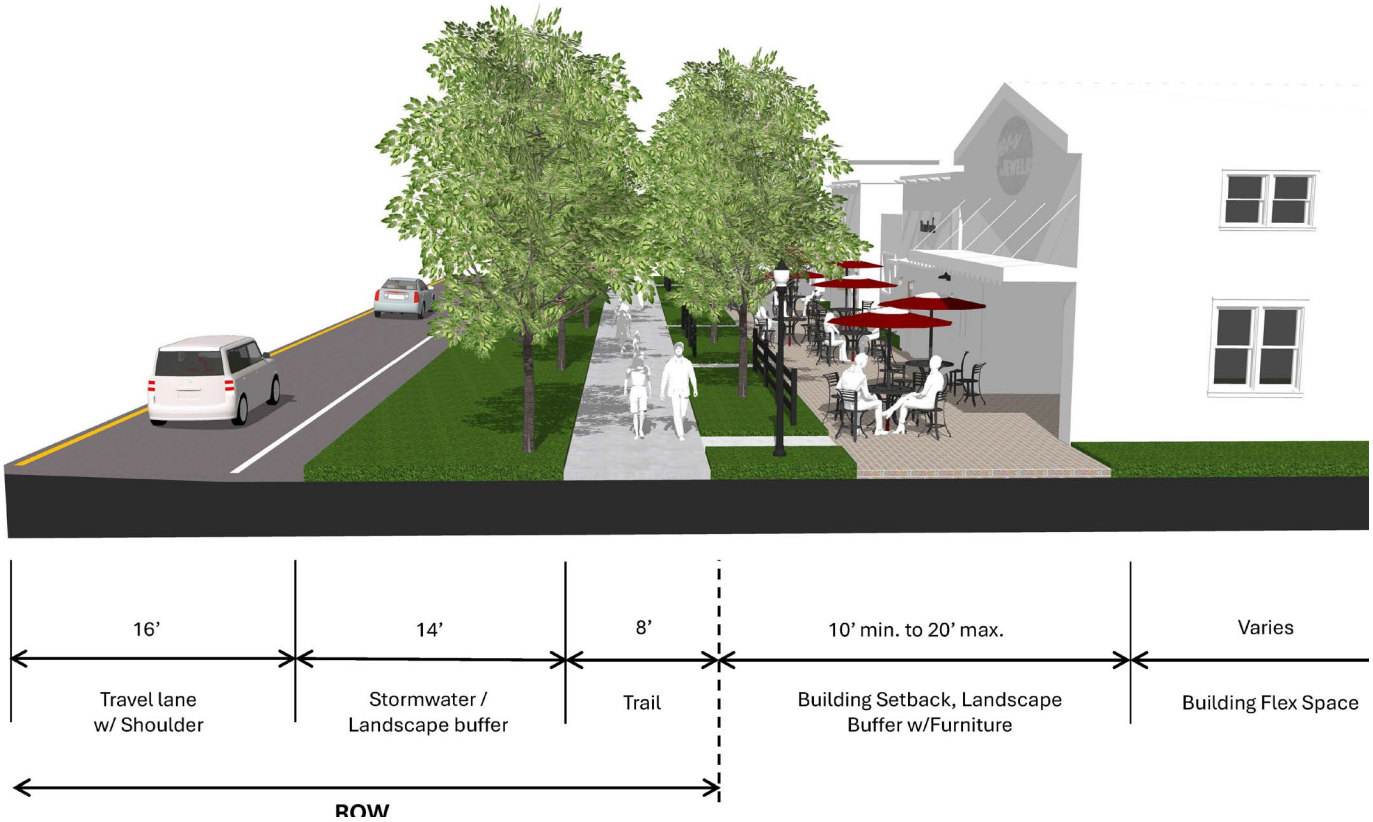
12/2023 – 02/2025

Having experienced significant growth and no sign of it slowing, the City of Rincon recognized the need to modernize its regulatory framework. With outdated regulations that were fragmented across multiple ordinances, Rincon engaged Inspire to prepare a Unified Development Ordinance that consolidates and updates the City's regulations while implementing the character area framework established in the Comprehensive Plan. The resulting UDO emphasizes clarity, ease of use, and visual prompts and guidance. Stakeholder meetings, a dedicated project website, and a community open house were integral components of the public engagement process to gather input and build consensus.

Figure 7.1









CLIENT INFORMATION

City of Rincon, GA
302 South Columbia Avenue
Rincon, GA 31326

KEY SERVICES

Unified Development Ordinance
Community Engagement



Comprehensive Plan Update

College Park, GA

02/2026 – Ongoing

College Park is a major hub of global and regional commerce anchored by Hartsfield-Jackson Atlanta International Airport. As Georgia's fourth-largest urban historic district, College Park combines rich history with access to urban amenities.

The Comprehensive Plan update includes an update to the Community Work Program, and offers a chance to reassess past goals, re-shaping them to form a more balanced, community-driven future adhering to the DCA's and ARC's comprehensive plan requirements. Staff will conduct a thorough analysis of existing conditions to include demographic trends, economic factors, and infrastructure needs.

Community engagement will include a futuristic workshop demonstrating before-and-after visualizations of what the various plan elements may look like as aligned with the proposed community goals, particularly as it pertains to neighborhood character areas.

College Park
Comprehensive Plan









CLIENT INFORMATION

City of College Park GA
3667 Main Street
College Park, GA 30337

KEY SERVICES

Comprehensive Planning
Future Land Use/Character Areas
Community Engagement
GIS Mapping
Economic Analysis



College Park
Comprehensive Plan

Unified Development Ordinance

Greenville, NC

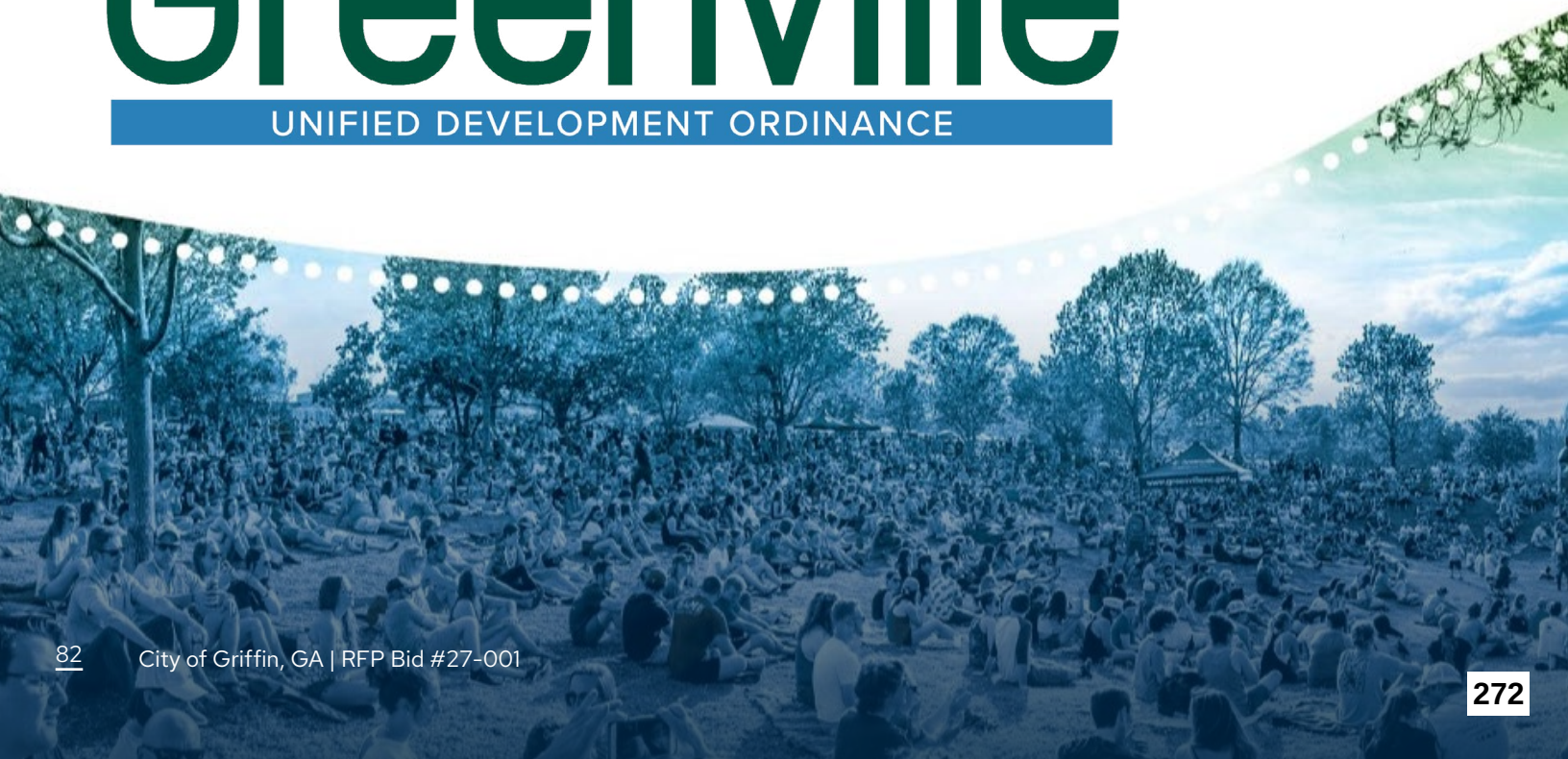
04/2024 – 11/2025

Inspire prepared the City's first Unified Development Ordinance (UDO) to incorporate design standards for the downtown and surrounding area and to improve code organization, streamline regulations, and create conditional zoning regulations. The UDO was a community-driven process centered on the last update to the Comprehensive Plan and needs of the community. The regulations were outdated and conflicting and the goal of the project was to craft predictable standards by which to design and build, while focusing on pedestrian-friendly, sustainable development.

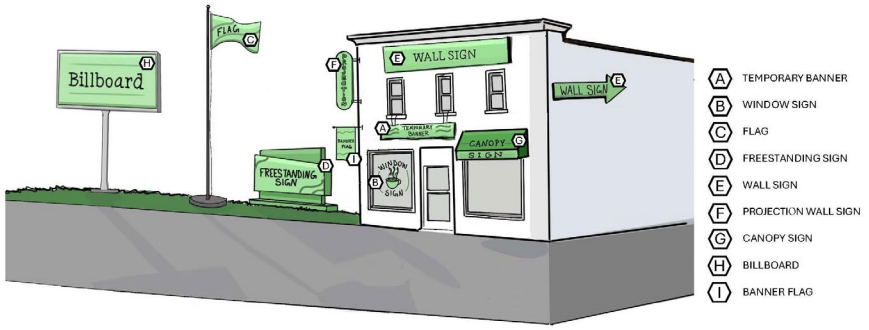


Greenville

UNIFIED DEVELOPMENT ORDINANCE







CLIENT INFORMATION

City of Greenville, NC
201 W. 5th Street
Greenville, NC 27835

KEY SERVICES

Planning
Unified Development Ordinance
GIS Mapping
Community Engagement



Zoning Ordinance Rewrite

East Point, GA

11/2025 - Ongoing

The zoning ordinance rewrite is a timely opportunity for Inspire to assist the City of East Point in aligning its development regulations with the City's forward-thinking policies focused on equity, preservation of neighborhood character, promotion of housing choice, support of small businesses, and advancement of community resiliency.

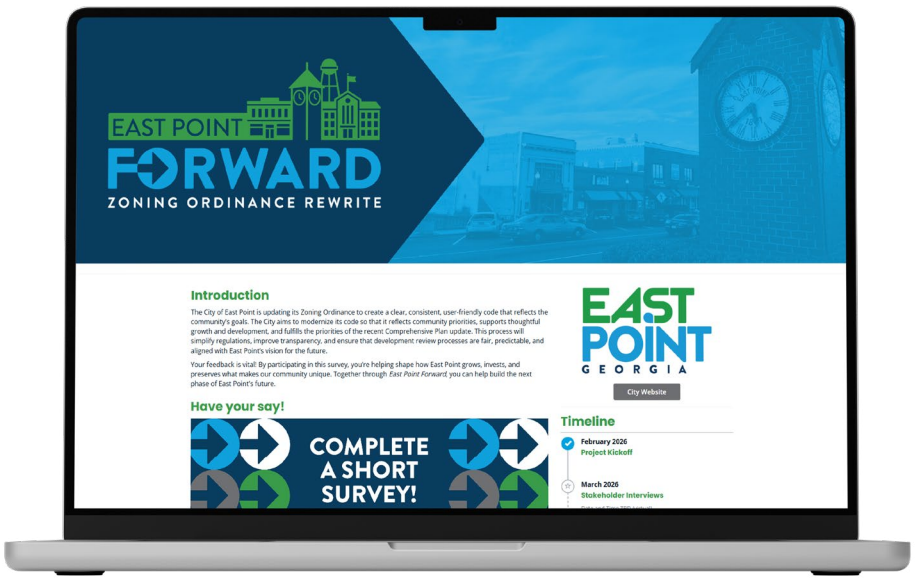
The update streamlines language, improves consistency, and makes standards more practical and accessible by including visual examples that show how requirements apply in real-world situations. The final product will be fully digital and designed for integration into the City's website.











CLIENT INFORMATION

City of East Point, GA
2757 East Point Street
East Point, GA 30344

KEY SERVICES

Planning
Zoning
Land Development Regulations
Community Engagement

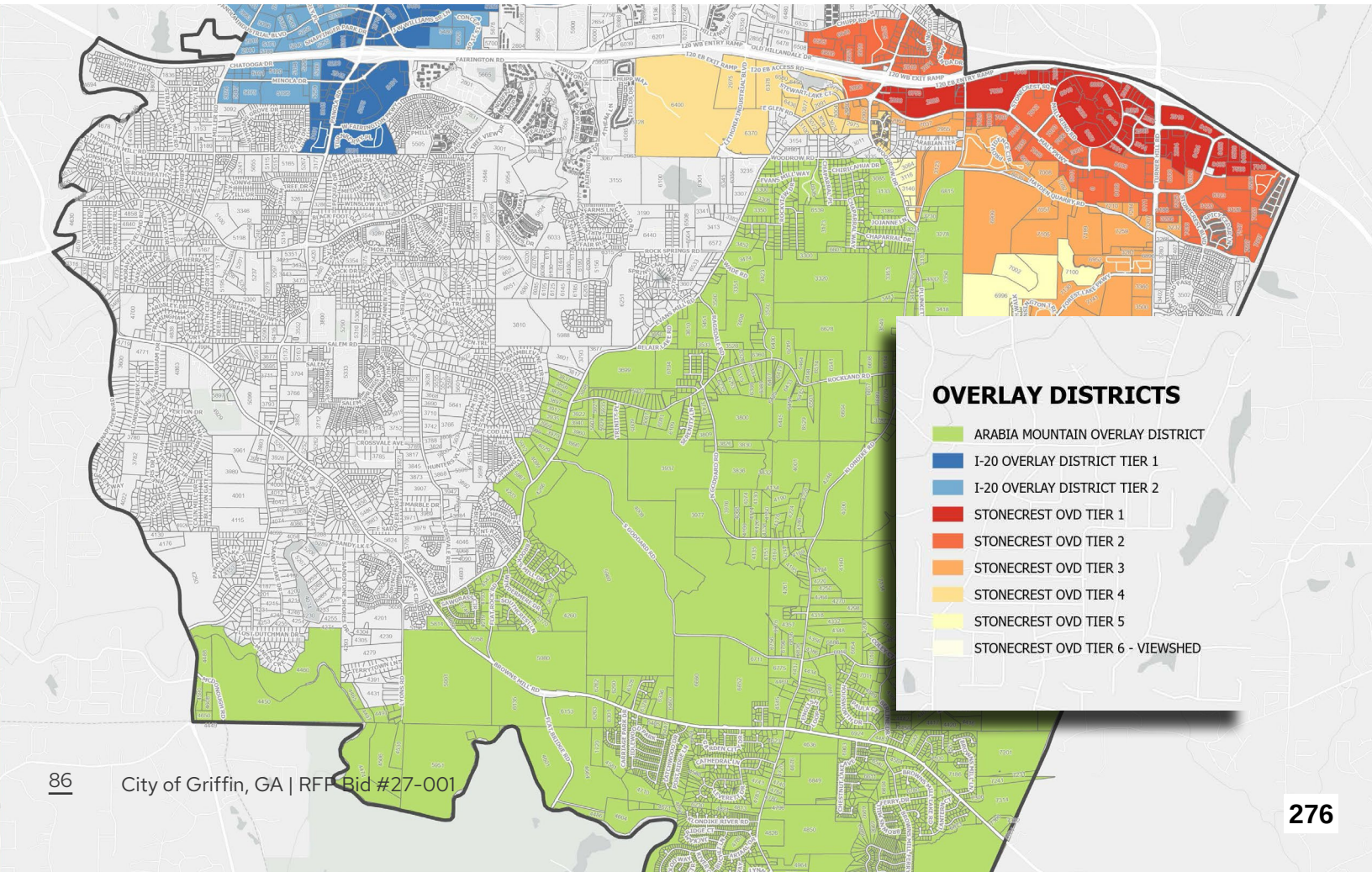
Zoning Ordinance & Overlay District Rewrite

Stonecrest, GA

09/2025 - Ongoing

Inspire is assisting the City with updates to its Land Development Code and Zoning Overlay districts, focusing on reorganizing the document and revising language to ensure it is consistent, concise, and user-friendly for residents, developers, and staff. To achieve this, design visualizations will be incorporated into the document to demonstrate how development standards should be applied in real-world scenarios, bridging the gap between technical requirements and the everyday user's understanding.

To build early buy-in and ensure the update aligns with local strategic goals and needs, a stakeholder advisory committee was established to provide local insight and serve as ambassadors to the wider community, encouraging broader participation. Through this comprehensive approach, Inspire is helping the City of Stonecrest to modernize its regulatory framework, foster transparency, and build stronger connections between planning policy and community priorities.









CLIENT INFORMATION

City of Stonecrest, GA
3120 Stonecrest Boulevard
Stonecrest, GA 30038

KEY SERVICES

Planning
Zoning
Legal Review
Land Development Regulations
Community Engagement

Comprehensive Plan Update

Spalding County, GA

06/2026 – Ongoing

Spalding County is undergoing significant changes to expand its economic opportunities. The County recognizes the need to plan and engage the community. The County partnered with Inspire to update the Comprehensive Plan, which gives Spalding County a chance to evaluate current progress, sharpen existing policies, and capitalize on opportunities that have surfaced since the 2022 update. This aims to draw a path for the County to leverage its expanding industrial footprint and supplement it with development that makes the County a region where people can work, live, and play.

Inspire has recently kicked off this project that will engage staff, stakeholders, and the community through a tailored, in-depth process that integrates data-driven technical analysis, co-creative public engagement, and actionable, implementation-ready outcomes adhering to the DCA's and ARC's comprehensive plan requirements.





SPALDING COUNTY COMPREHENSIVE PLAN

CLIENT INFORMATION

Spalding County, GA
P.O. Box 1087,
Griffin, GA, 30224

KEY SERVICES

Comprehensive Planning
Community Work
Plan and Program
Future Land Use/Character Areas
Community Engagement
Impact Fee Analysis
GIS Mapping

PLAN REPORT EXAMPLES

01

Unified Development Ordinance

City of Rincon, GA

URL Link: https://www.flipsnack.com/89FD7588B7A/rincon_udo-report-v10/full-view.html



<< Scan or Click QR code to Rincon Final Product

02

Comprehensive Plan Update

Blount County, TN

URL Link: https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:e552b923-6f50-4d97-824a-c2df1aa041ee

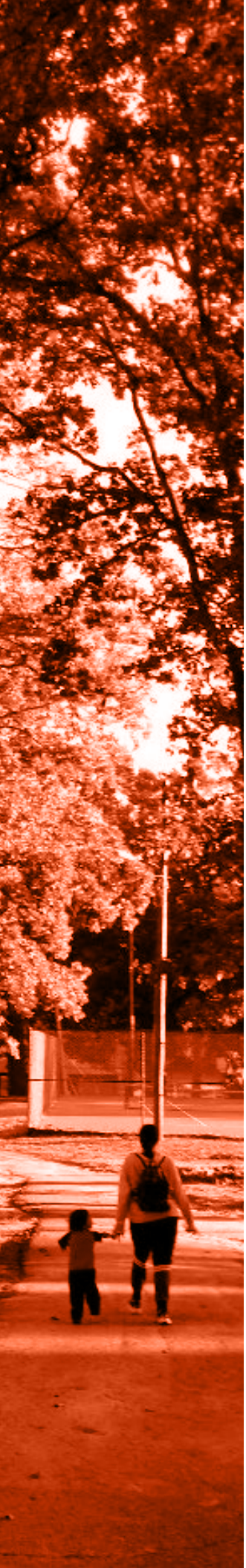


<<
Scan or Click QR code to Blount County Final Product

03

PROJECT TIMELINE

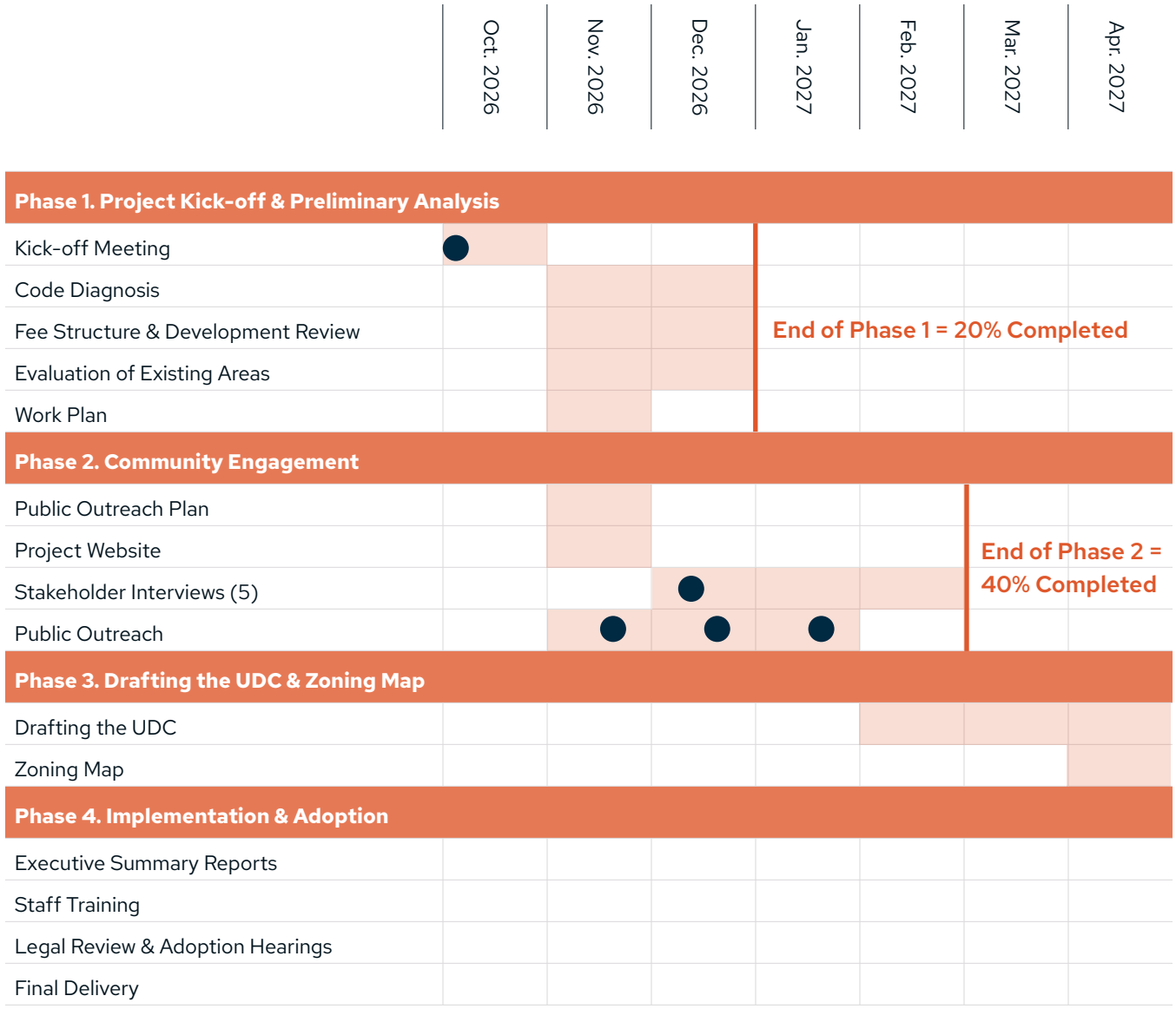




Griffin City Park
- Griffin, GA

SCHEDULE

Part 1. Unified Development Code

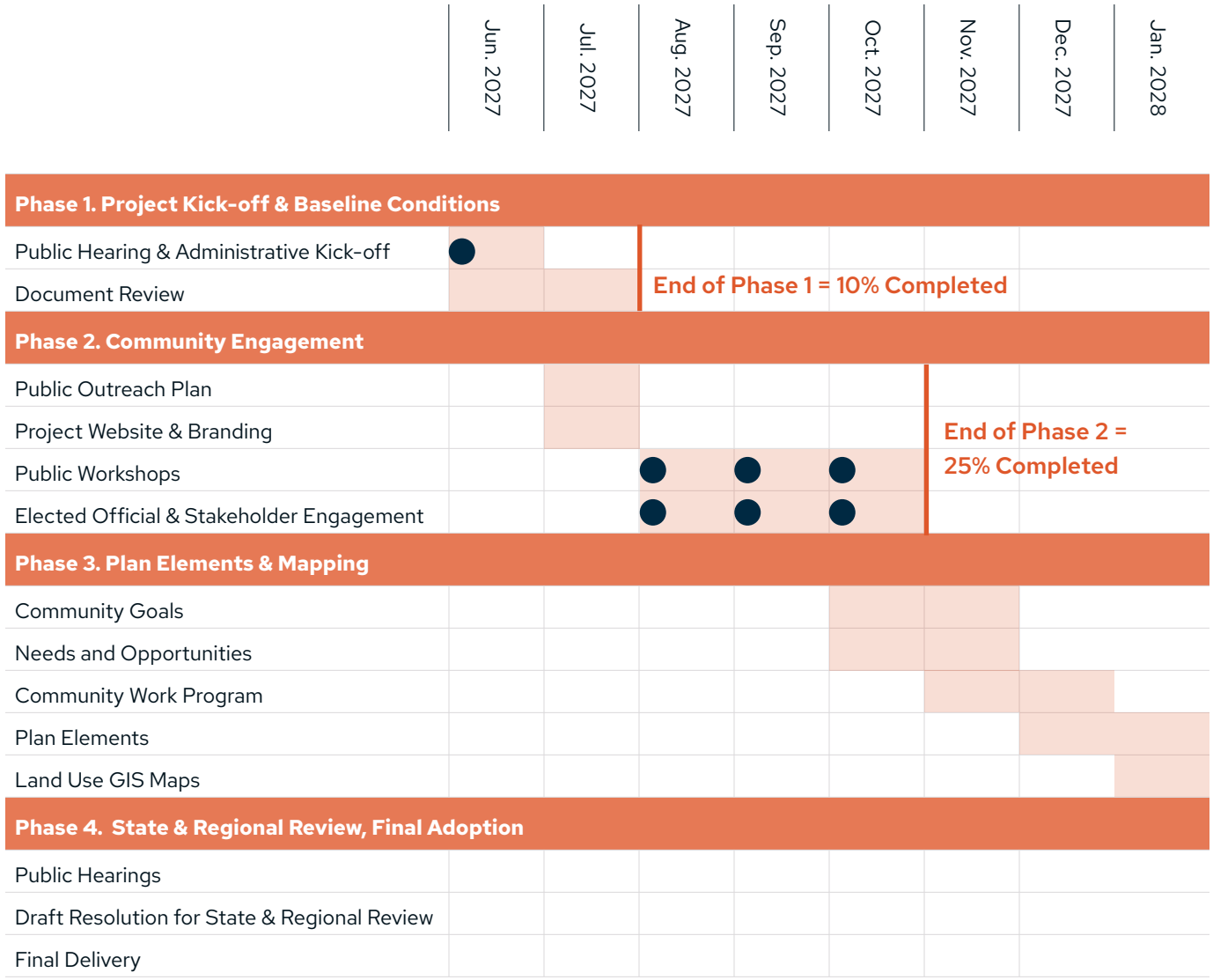


Part 1. Schedule Continued

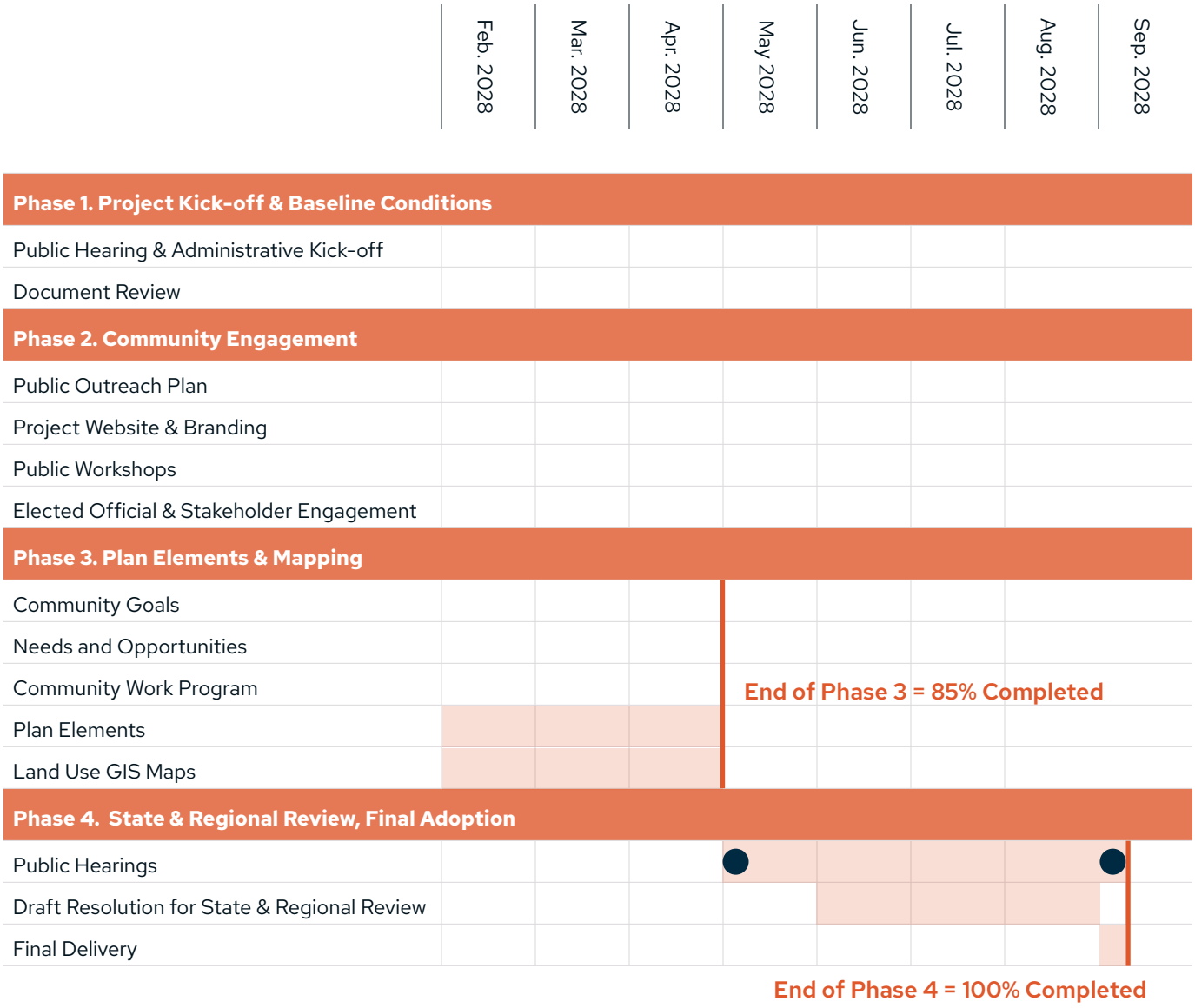


SCHEDULE

Part 2. Comprehensive Plan



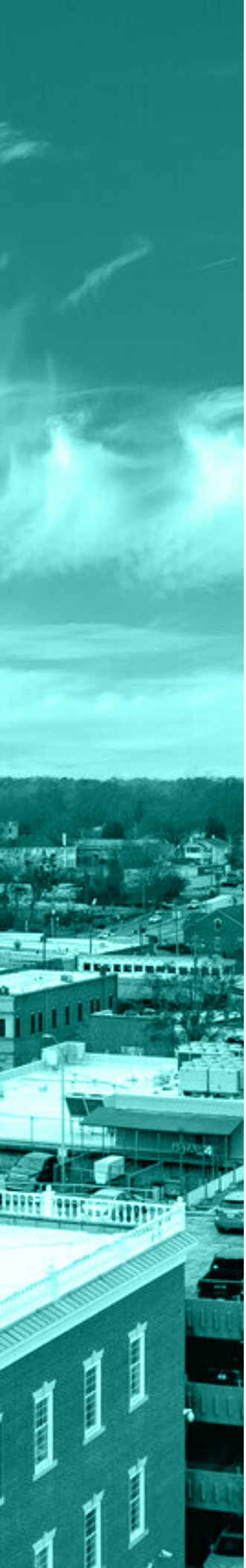
Part 2. Schedule Continued



04

FEE





Spalding County Courthouse - Griffin, GA

COST PROPOSAL

Project Task	Cost
Part 1 - Unified Development Code	
Phase 1. Project Kick-off & Preliminary Analysis	
Kick-off Meeting	
Code Diagnosis	
Fee Structure & Development Review	$36,470
Evaluation of Existing Neighborhoods, Corridors, & Districts	
Work Plan	
Phase 2. Community Engagement	
Public Outreach Plan	
Project Website	$37,220
Stakeholder Interviews	
Presentations	
Phase 3. Drafting the UDC & Zoning Map	
Drafting the UDC*	$79,890
Zoning Map	
Phase 4. Implementation and Adoption	
Executive Summary Reports	
Staff Training	$31,790
Legal Review & Adoption Hearings	
Final Delivery	
Part 1 - Total	**$185,370**

*While the assembled team has the skill to revise the engineering detail diagrams at the ends of Chapters 14 through 18 if called upon, the listed cost does not include re-engineering and redevelopment of of those diagrams.

Project Task	Cost
Part 2 - Comprehensive Plan	
Phase 1. Project Kick-off & Baseline Conditions	
Public Hearing & Administrative Kick-off	$16,005
Document Review	
Phase 2. Community Engagement	
Public Outreach Plan	$28,620
Project Website & Branding	
Public Workshops	
Elected Official & Stakeholder Engagement	
Phase 3. Plan Elements & Mapping	
Community Goals	$59,520
Needs & Opportunities	
Community Work Program	
Plan Elements	
Land Use GIS Maps	
Phase 4. State & Regional Review, Final Adoption	
Public Hearings	$22,240
Draft Resolution for State & Regional Compliance Review	
Final Delivery	
Part 2 - Total	**$126,385**

HOURLY RATES

Job Classification	Rates / Hr
Principal/Director	$250 - $400
Project Manager	$175 - $250
Deputy Project Manager	$165 - $195
Senior Landscape Architect/Senior Planner	$165 - $200
Senior Graphic Designer	$135 - $185
Landscape Architect/ Urban Designer/ Planner	$110 - $165
Landscape Designer/Planning Technician	$90 - $130
Graphic Designer	$75 - $100
Professional Interns	$75 - $90
Administrative	$55 - $85
Founding Partner/Attorney (Thomas Mitchell: Carothers & Mitchell)	$250
Lead Paralegal (Heather Coggins: Carothers & Mitchell)	$115
Associate Attorney (Mary Minter: Carothers & Mitchell)	$200
Civil Engineering Lead (Jimmy Garrison: Thomas & Hutton)	$285
Civil Engineer (Reed Parker: Thomas & Hutton)	$265
Water & Sewer Lead (Chris Stovall: Thomas & Hutton)	$265
Transportation/Roads Engineer (Kelsey Black: Thomas & Hutton)	$245
Ordinance/Development Review Specialist (Tonya Woods: Thomas & Hutton)	$230



05

CURRENT PROJECT WORKLOAD





General Lewis Lawrence Griffin Statue - Municipal Court, Griffin, GA

CURRENT WORKLOAD

01 | Zoning Ordinance & Overlay District Rewrite

City of Stonecrest, GA

Estimated Completion:
10/2026

Project Manager:
Nakeischea Smith

02 | Comprehensive Plan Update

City of College Park, GA

Estimated Completion:
10/2026

Project Manager:
Nakeischea Smith

03 | Development Ordinance Update

City of High Point, NC

Estimated Completion:
12/2026

Project Manager:
David Henning

04 | Unified Development Ordinance

City of Zebulon, GA

Estimated Completion:
02/2027

Project Manager:
Erik Bredfeldt

05 | Comprehensive Plan Update

City of Kennesaw, GA

Estimated Completion:
03/2027

Project Manager:
Elena Oertel

06 | Zoning Ordinance Rewrite

City of East Point, GA

Estimated Completion:
04/2027

Project Manager:
Nakeischea Smith

07 | Zoning Ordinance Rewrite

City of Lyons, GA

Estimated Completion:
04/2027

Project Manager:
Sarah Sinatra

08 | Unified Development Ordinance Update

City of Peachtree City, GA

Estimated Completion:
05/2027

Project Manager:
Sarah Sinatra

09 | Development of a Unified Development Ordinance

City of Flowery Branch, GA

Estimated Completion:
06/2027

Project Manager:
Sarah Sinatra

10 | Comprehensive Plan Update

Spalding County, GA

Estimated Completion:
08/2027

Project Manager:
Elena Oertel

11 | Unified Development Ordinance

City of Moncks Corner, SC

Estimated Completion:
10/2027

Project Manager:
Sarah Sinatra

12 | Zoning Map Update & Unified Development Ordinance Development

Georgetown County, SC

Estimated Completion:
11/2027

Project Manager:
Sarah Sinatra

13 | Land Development Regulations

City of Auburndale, FL

Estimated Completion:
12/2027

Project Manager:
David Henning

06

REQUIRED FORMS





Griffin Regional Welcome Center - Griffin, GA

FAILURE TO RETURN THIS PAGE AS PART OF YOUR SUBMISSION MAY RESULT IN REJECTION OF RESPONSE

SUPPLIER DISCLOSURES
27-001

All solicitations MUST contain signed and notarized statement of Non-Collusion and non-Conflict of Interest. Any YES response for other disclosures must be detailed and attached to this sheet as part of your submittal. Reference to 'Supplier' denotes the organization submitting the response as well as the principal representing the organization.

Collusion. Collusion exists when two or more parties act together to achieve a fraudulent or unlawful act. Collusion inhibits free and open competition and is in violation of antitrust laws.
I certify that this bid response is genuine and is not a collusive or sham proposal. I further state that:

- The prepared response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud; and
- The price(s) submitted has/have been arrived at independently and without consultation, communication or agreement with any other supplier, supplier or potential responder to the solicitation; and
- No attempt has been made or will be made to induce any company or person to refrain from responding to this solicitation, or to induce them to submit a budget that is higher than the budget in this solicitation, or to submit any intentionally high or noncompetitive response or other form of nonresponsive submittal; and
- I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I also certify that I am authorized to sign for this Supplier.

Conflict of interest. A Conflict of Interest exists when personal interests interfere in any way with the best interest of the City. This can arise if any agent of the City or their families will receive a monetary or other type of benefit based on the award of this project or if any supplier has an unfair competitive advantage over other suppliers. A conflict is also perceived if any previous history would make it impossible for the supplier to objectively fulfill the obligations associated with this project.

I certify that there is no known conflict of interest with the City or any employee or agent of the City. There is presently no interest and no interest shall be acquired that would directly or indirectly conflict in any manner with the performance of this solicitation, should it be awarded.

Inspire Placemaking Collective, Inc.
Company Name

Signature of Authorized official of company

George Kramer
Printed Name

Sworn to and subscribed before me this 11th **day of** August **, 20**26

Notary Public: Nancy A Pfaff

County: Orange County, Florida

Commission Expires: 3/23/27

Notary Public State of Florida
Nancy A Pfaff
My Commission HH 377724
Expires 3/23/2027

OTHER SUPPLIER DISCLOSURES

Any response of 'Yes' must be explained in full (separate sheet may be used).

No — **Debarment.** Supplier certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Has the Supplier been deemed ineligible from participating in any business with any government agency in the past five (5) years?

No — **Litigation.** Within the past five (5) years, has the Supplier been the subject of or party to any civil or criminal proceedings or investigations based on wrongful death, fraud, theft, breach of contract, safety, misrepresentation or any other conduct?

No — **Financial stability.** Financial stability demonstrates that the Supplier has the resources to complete and the ability to remain in business for the duration of the subsequent contract. Has any petition of bankruptcy, orders or judgment been filed against the supplier in the past five (5) years?

No — **Liquidated Damages.** Liquidated Damages are types of compensation designed to reimburse the City for certain problems or delays associated with a project; it serves as protection to both parties in the form of 'contract completion insurance'. Has the Supplier been assessed any liquidated damages or defaulted on any project with a government agency in the past five (5) years?

No — **OSHA.** Has the Supplier been cited for any OSHA violations in the past five (5) years?

No — **COMMUNICATIONS.** Has the Supplier communicated OR discussed pricing with anyone associated with the City, other than Procurement, since the solicitation was published?

SUPPLIER ACKNOWLEDGEMENTS *(please initial)*

GMK — **Resources.** We agree that we have the resources needed for the satisfactory completion of the project.

GMK — **Exceptions.** All deviations and exceptions to this RFP must be expressly stated in writing and attached as an Exception page. The absence of any exceptions assures the City of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of this RFP.

GMK — **Occupational Tax License.** If a City of Griffin Occupational Tax License is needed in order to fulfill the project, we will obtain such license prior to the confirmation of contract.

GMK — **Insurance.** We understand the insurance requirements noted and are prepared to supply the required insurance endorsements for these requirements prior to the confirmation of contract.

GMK — **Terms and Conditions.** The specifications, as well as the terms and conditions of this Request for Proposal shall be incorporated as an integral part of the final contract.

The Supplier has examined, carefully studied and hereby acknowledges the Specifications and any Addenda and agrees to provide the required services in accordance with this proposal. **The Supplier agrees to all specification items listed unless specifically noted on an Exceptions page**. The Supplier further certifies that they are not currently debarred from submitting proposals by any agency of the State of Georgia or the federal government.

Specifications . . . . . Acknowledgement GMK

Addendum No. 1 dated 7/23/2026 Acknowledgement GMK

Addendum No. 2 dated 8/4/2026 Acknowledgement GMK

Addendum No. ____ dated ____ Acknowledgement ____

Suppliers must acknowledge the Specifications and any issued addenda. Responses which fail to acknowledge the Supplier's receipt of any addendum will result in the rejection of the bid if the addendum contained information which substantively changes the City's requirements.

BID RESPONSE SIGNATURE

I am registered (and compliant) with the City's online registration system: Yes ☑ Not yet ☐

The City cannot award to a supplier that is not registered and compliant.

NAME OF COMPANY: Inspire Placemaking Collective, Inc.

MAILING ADDRESS: 4767 New Broad Street

CITY /STATE/ZIP: Orlando, FL 32814

PHONE (including area code): 407.917.0441 E-MAIL: gkramer@inspireplacemaking.com

AUTHORIZED SIGNATURE — TITLE: President

George Kramer — NAME (PRINTED) — TITLE (PRINTED): President

1. For the request on page 10 to provide one copy of a Plan Report, would the City like a copy of both Comprehensive Plan and UDO/C? a report for both if possible and if you have done a rewrite and comp plan update together, that is even better.

2. Would the City like our Plan Report Copy(ies) to be included as an attachment on the USB stick, or can we provide a link in our proposal? (or both) You may provide just the link or you can include the usb when you mail the packet.

Addendum #2 BID #27-001

Unified Development Code Re-Write and Comprehensive Plan Update

Deadline for the bid opening has been changed from August 7, 2026, at 2:00 p.m. to August 21, 2026, at 2:00 p.m.

1. The RFP contemplates preparing the Comprehensive Plan Update and Unified Development Code concurrently. Because the Comprehensive Plan establishes the policy framework for the Unified Development Code, could the City clarify its expectations regarding the sequencing of these efforts? If the Comprehensive Plan requires additional time for public review or adoption, how does the City anticipate that would affect the UDC schedule? Section 1.1 The City is aware that other jurisdictions often complete a comp plan update before a UDC rewrite. However, we completed our a substantial Comprehensive Plan Update in 2023, and there are changes that took place at that time and over the last several years within our community that have rendered our current UDC ineffective at serving the needs of our community. For this reason, the UDC rewrite is the priority and should occur first. Once the UDC rewrite has been completed, the new version of the UDC and community input will be used to update the Comp Plan due in 2028. Any additional UDC amendments that may be needed following the 2028 Comp Plan update may be undertaken by staff as we do not anticipate those changes being as dramatic/intensive as those needed at this time.

2. Should the proposal assume a full comprehensive rewrite of the entire Unified Development Code, or is the City's intent to focus primarily on strategic updates to the existing regulations? The intent is to be a complete review and rewrite. During the review, it may be determined that some language will remain the same.

3. Does the City anticipate revisions to any of the following articles?
    a. Article 12, Signs YES
    b. Article 13, The Subdivision and Site Development Process YES
    c. Article 14, Roads, Site and Drainage Design Specifications YES
    d. Article 15, Fire Safety Systems YES
    e. Article 16, Water Supply Systems YES
    f. Article 17, Sanitary Sewer Systems YES
    g. Article 18, Solid Waste Requirements and Specifications YES

4. Does the City anticipate coordinating public engagement activities for the Comprehensive Plan Update and Unified Development Code where practical, or should proposers assume separate meetings and engagement activities for each effort? Sections 1.3.5 and 1.4.4 The City anticipates meetings pertaining to the UDC rewrite and then later meetings pertaining to the Comp Plan update. Ultimately, however, the bid should include *your* proposed strategy for accomplishing these tasks…

5. For scheduling purposes, could the City provide an estimated timeframe between the consultant's submission of an adoption-ready draft of the Unified Development Code and anticipated consideration for adoption by the City Commission? Section 1.3.7 Consultant to

provide a timeframe they believe is adequate, but all timelines should account for DCA's deadlines set for the City for the Comp Plan update.

6. At what point in Part 1 (UDC) are the five presentations anticipated? Do these include adoption process meetings with the Planning & Zoning Board and Board of Commissioners? Section 1.3.9 As needed throughout the process. Yes, two presentations *may* be the Planning and Zoning Board and the Board of Commissioners. Ultimately, however, the bid should include *your* proposed strategy for accomplishing these tasks…

7. The RFP states that the consultant will have no more than 12 months to complete the Unified Development Code following project initiation. Could the City clarify whether this milestone refers to completion of a draft UDC, an adoption-ready UDC, or adoption of the UDC by the City? Adoption by the city. If you believe this is unobtainable, please state why and give an updated timeline for this process.

8. Does the 12-month limitation on Part 1 (UDC) include the adoption process? RFP Page 27 Adoption by the city. If you believe this is unobtainable, please state why and give an updated timeline for this process.

9. Does the 12-month limitation on Part 1 (UDC) include the 3-month staff training deliverable required by Section 1.3.11? RFP Page 27 NO

10. The RFP references meetings with City staff, a stakeholder committee (UDC), appointed bodies, elected officials, and the public. Could the City clarify the primary reviewers of the deliverables and the anticipated number of meetings with each? Sections 1.3 and 1.4 City Staff- as needed; Stakeholder Committee – minimum of 2; appointed bodies and elected officials – a minimum of 2; public – minimum of 2. Ultimately, however, the bid should include *your* proposed strategy for accomplishing these tasks…

11. Could the City clarify its expectations regarding the review process for draft deliverables, including the anticipated number of consultant draft submissions, City review cycles, and public input cycles, for both the Comprehensive Plan and Unified Development Code? Sections 1.3 and 1.4 Ideally, the City would prefer drafts delivered and reviewed in relevant sections to maximize efficiency and time. Ultimately, however, the bid should include *your* proposed strategy for accomplishing these tasks…

12. General Question - Will the City designate a primary staff representative with the authority to provide day-to-day policy direction, formatting guidance, and consolidated review comments throughout the project? YES

13. General Question - Does the City anticipate establishing a project website or other online engagement platform for the project, or should the consultant include development and maintenance of a project website as part of its scope of services? City website and social media platforms may be used along with other approved platforms the consultant has used with other

projects. The bid should include *your* proposed strategy for accomplishing these tasks and channeling public participation and input…

14. General Question - Does you have a general budget for each part of the process (The UDC Re-Write and the Comprehensive Plan Update)? We do, but we will not be sharing it during a competitive bidding process.

15. General Question - Is the Comprehensive Plan Update for the 5- or 10-year update? 5-year update

16. Page 4 identifies October 31, 2028, as the deadline for the Comprehensive Plan Update, while page 9 references October 31, 2023. Please confirm that October 31, 2028, is the correct deadline. October 31, 2028 is the correct deadline for the adoption of the Comp Plan.

17. May the required comparable completed plan report be included solely with the digital proposal copy, or must it also be printed with each hard-copy submission? City would like both printed and digital to be submitted.

18. Must the legal opinion regarding the enforceability of the new UDC be provided by legal counsel retained by the consultant, or may this requirement be fulfilled through coordination with the City Attorney? The City expects the vendor to work in collaboration with the City Attorney; however, the City expects the vendor to hire consultants or otherwise be capable of ensuring and providing expertise regarding the code amendments compliance with Georgia law and zoning procedures.

19. Please confirm a Bid/Performance Bond won't be required after award since this solicitation is for planning/consulting and not design/construction. No bond is required.

20. Are E-Verify affidavits for proposed subconsultants required with the proposal, or will they be required only upon execution of a subconsultant agreement? If your proposal relies on subconsultants, the e-verify affidavits for those subconsultants are required upon submittal of the proposal. If other subconsultants are desired or necessary after the award, they will be required to proceed.

21. Does the City intend to award Parts I and II together under a single contract, or may Part II be authorized or funded separately? The City's plan is to award Parts I and II to the same vendor through a single contract with detailed deliverables. However, interested vendors may make an alternative proposal and the City will consider it in the evaluation of all bids as part of the vendor's project approach.

22. Can the City provide a sample agreement for review? No. In fact, we would encourage interested vendors to include their own sample contract as part of their response to reduce the time between bid opening and contract award. With that being said, the City's request for bids packet itself contains general provisions and contract terms that the City typically expects in our contracts. If the vendor objects to those, they should state that in their response so those changes can be considered in the City's evaluation of the proposals.

23. Can the City remove Section 4.1 from the ITB since O.C.G.A. § 36-91-24 pertains to construction projects? - Section 4.1 LIQUIDATED DAMAGES, page 18 – While this statute reference may be removed, time is of the essence in these projects, especially with regard to the comp plan as the deadline effects the City's qualified local government status. As such, the City does anticipate contract language that will hold the vendor accountable for these deliverables should the City incur damages as a result of any delay.

24. Does the City anticipate requesting the Consultant to create new GIS mapping or update existing layers from the City or County? - 1.4.3 GIS DATA COLLECTION AND ORGANIZATION, page 8 Consultant will work with and be directed by the Griffin GIS director / team throughout the process. The vendor should be capable of providing data for a zoning map update and any data needed for any parcel-level zoning overlays.

FAILURE TO RETURN THIS PAGE AS PART OF YOUR SUBMISSION MAY RESULT IN REJECTION OF RESPONSE

ITB 27-001

PRICE SUBMITTAL: Unified Development Code Re-Write and Comprehensive Plan Update

Company Name Inspire Placemaking Collective, Inc. Bid Price Valid Through 6 months

Phase I Cost	**$** 185,370
Phase II Cost	**$** 126,385
Total Project Cost	**$** $311,755

Anticipated Time from Notice to Proceed to Completion of Phase I (Calendar Days): 365

Anticipated Time from Notice to Proceed to Completion of Phase II (Calendar Days): 488

****

After project begins, Consultant will have no more than twelve months for completion of Phase I.

Phase II must be completed by the deadline provided in the RFP

Additional comments/recommendations: N/A

The City reserves the right to accept or reject any or all bids and to waive any technicalities and formalities in the bidding. The City reserves the right to accept the BEST-EVALUATED BID (i.e. most responsible and responsive) as deemed by the Evaluation Committee, which may or may not be the lowest monetary bid.

The undersigned understands that any condition stated above, clarifications made to the above or information other than that requested should be under separate cover and shall be considered at the discretion of the City.

COMPLETED BY:

Company Name: Inspire Placemaking Collective, Inc.

Contact Person: _____ George Kramer

(Signature) (Printed Name)

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF RESPONSE. THIS FORM MUST BE COMPLETED FOR EACH BID SUBMITTAL EVEN IF YOU ARE CONSIDERED TO BE A CURRENT SUPPLIER.

REFERENCES

The City of Griffin requests a minimum of three references where work of a similar size and scope has been completed within the past 3-4 years.

REFERENCE 1:
Company Name: Town of Kenly, NC
Brief Description of Project: Comprehensive Land Use Plan & Unified Development Ordinance
Completion Date: 01/2024 – 12/2024
Contact Person: Tony Sears, Town Manager
Telephone: 919.284.2116 E-mail: town.manager@townofkenly.com

REFERENCE 2:
Company Name: City of Palm Bay, FL
Brief Description of Project: Comprehensive Plan Update & Land Development Code Update
Completion Date: 09/2020 – 09/2024
Contact Person: Joan Junkala-Brown (formerly with the City of Palm Bay)
Telephone: 321.493.1414 E-mail: joan.junkala@mlbfl.org

REFERENCE 3:
Company Name: City of Rincon, GA
Brief Description of Project: Unified Development Ordinance
Completion Date: 12/2023 – 02/2025
Contact Person: Teri Lewis, AICP, Director of Planning
Telephone: 912.826.5996 Ext. 113 E-mail: tlewis@rinconga.gov

COMPLETED BY:
Company Name: Inspire Placemaking Collective, Inc.
Contact Person: _____ George Kramer
(Signature) (Printed Name)

STATE OF GEORGIA
CITY OF GRIFFIN

TAX COMPLIANCE FORM*

**Must be completed for all bids with an aggregate total of more than $99,000.00.*

INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name: Inspire Placemaking Collective, Inc.
- Physical Location Address: 4767 New Broad Street, Orlando, FL 32814
- Federal Identification Number (FEI): 92-1495717
- Have you ever been registered in the State of Georgia? Yes
- If so, please provide the following information, if applicable:
  - State Taxpayer Identification Number (STI): 24227623
  - Sales and Use Tax Number: N/A
  - Withholding Tax Number: N/A
- What type of service will you perform? Planning & Landscape Architecture Services
- Will you sell any tangible personal property or goods? No
- Supplier's Affiliate's Name: N/A
  - FEI: N/A
  - STI: N/A
  - Sales and Use Tax Number: N/A
  - Withholding Tax Number: N/A

  If there is more than one affiliate, please attach a separate sheet listing the information above.
- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
  - Name: George Kramer
  - Telephone Number: 407.914.0441
  - E-mail Address: gkramer@inspireplacemaking.com

NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided on this form will be submitted to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD. NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.

STATE OF GEORGIA
CITY OF GRIFFIN

VENDOR/CONTRACTOR (*E-VERIFY*) AFFIDAVIT AND AGREEMENT

Please initial the appropriate statement for your current and future business relations with the City of Griffin, sign and have notarized if applicable (one must be initialed):

A) ____ My company provides products only for the City (no physical labor or services).

B) ____ I am a sole proprietor and have no employees.

C) ____ My company is providing labor or services on a one-time basis that amounts to under $2,500.00.

D) GMK My company provides labor or services to the City and I have supplied the EV number below (notarization below is required).

George Kramer	8/18/26
BY: Authorized Officer or Agent	*Printed Name* — *Date*
Inspire Placemaking Collective, Inc.	President
Company / Contractor Name	*Title of Authorized Officer or Agent of Contractor*

While the City requests a signed affidavit from every supplier, only those that provide labor or services that could amount to $2,500 or more to the City (item D above) MUST supply the actual E-Verify number issued by Homeland Security and have this affidavit notarized.

****

NOTARIZATION REQUIRED FOR E-VERIFY NUMBER SUBMISSIONS:

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is contracting with the City has registered with and is participating in a federal work authorization program in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Griffin, Georgia, of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 through the subcontractor's execution of the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08 or a substantially similar subcontractor affidavit. The undersigned contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City at the time the subcontractor(s) is retained to perform such service.

2071544

EEV / (*E-Verify # issued by Homeland Security IF checked above*)

Sworn to and subscribed before me
This 18th day of August, 20 26

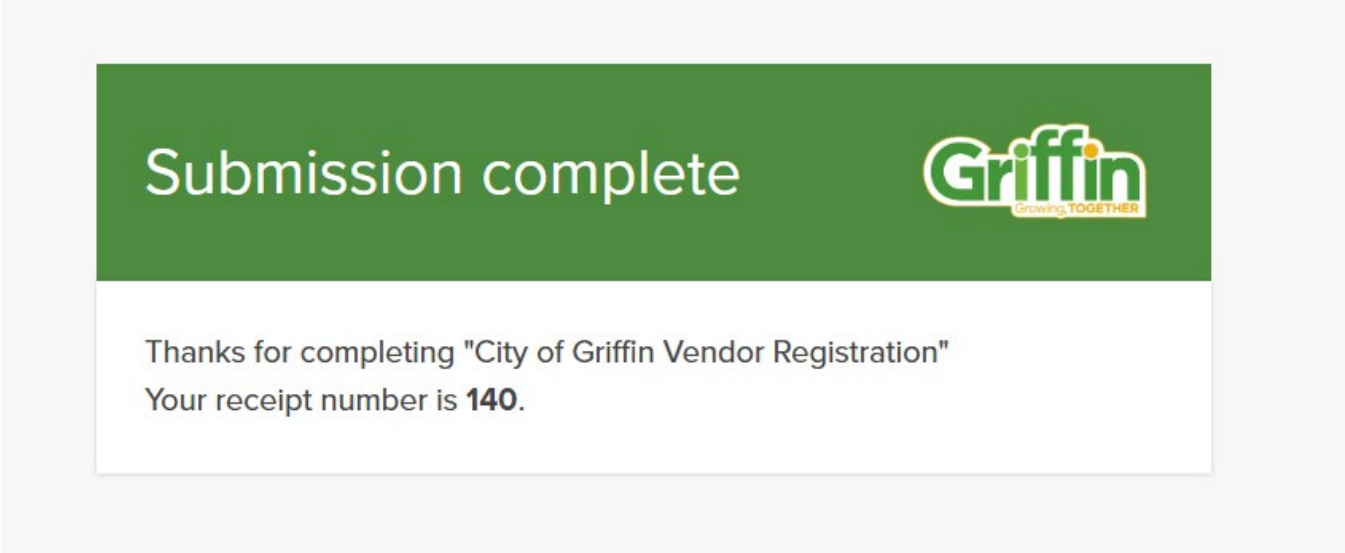
Notary Public Nancy A Pfaff

My commission expires: 3/23/27

Notary Public State of Florida
Nancy A Pfaff
My Commission HH 377724
Expires 3/23/2027

* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Inspire Placemaking Collective, Inc. submitted our Supplier Registration with the City of Griffin on July 20, 2026.



Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Inspire Placemaking Collective, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

4767 New Broad Street

Requester's name and address (optional)

6 City, state, and ZIP code

Orlando, FL 32814

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

9	2	–	1	4	9	5	7	1	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Nancy Pfaff, Controller **Date** 5/6/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF GRIFFIN

UDC Rewrite / 2028 Comp Plan Update

BID NUMBER: **RFP - #27-001**

UDC Rewite / 2028 Comp Plan Update

Overall Tally Sheet

Maximum Points 200

VENDOR	**Calvin, Giordano & Assciates, Inc.**	**GMC**	**Inspire Placemaking Collective, Inc.**	**MKSK, Inc.**	**Zone Co.**
	VENDOR 1	VENDOR 2	VENDOR 3	VENDOR 4	VENDOR 5
Channing Cawthon	168	118	169	107	150
Mariza Eller	173	142	164	124	170
Michelle Haynes	166	132	176	131	151
Average / Total	**169.0**	**130.7**	**169.7**	**121**	**157**
RECOMMENDED AWARD			✓		

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider selection of Gregory STC, best qualified applicant, to perform grant writing and administration services for the FY 2027 Community Development Block Grant award for the City of Griffin. *Director of Planning & Development, Michelle Haynes, will address*.

SPECIAL CONSIDERATIONS OR CONCERNS:

The City of Griffin conducted the procurement process for grant administration on July 30, 2026 with proposals due on September 4, 2026. Six proposals were submitted, and Gregory STC scored the highest and was selected to perform grant writing and administration services for the FY 2027 CDBG.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
GW RFQ Score Summary 2027.pdf
CDBG Process Timeline.pdf

CITY OF GRIFFIN

RFQ 2027 CDBG

BID NUMBER: RFQ - #27-003

RFQ CDBG 2027

Overall Tally Sheet

VENDOR	Business Central Solutions	DAP Resources	Funding Solutions Company	Genesis Consulting Group	Gregory STC	Public
	VENDOR 1	VENDOR 2	VENDOR 3	VENDOR 4	VENDOR 5	VENDOR 6
Channing Cawthon	49	29	21	43	51	48
Michelle Haynes	42	21	37	40	51	39
Doug Hollberg	34	29	36	38	55	44
Average / Total	**41.7**	**26.3**	**31.3**	**40**	**52.33333333**	**43.66666667**
RECOMMENDED AWARD					✓	

Griffin
Growing, TOGETHER

CDBG
COMMUNITY DEVELOPMENT BLOCK GRANT

Process Timeline

APPLICATION PROCESS

1. Selection of Grant Writing Consultant
2. Selection of Engineering Consultant
3. Agreement for Grant Writing Services
4. Agreement / PER for Engineering Services
5. CDBG Application Resolution

BOARD ACTION

Steps 1 - 5 can go before the BOC together on the same agenda.

IF GRANT IS AWARDED

6. Agreement for Grant Administration
7. Agreement for Engineering Services for Construction Design and Observation
8. Agreement for Construction once selected via RFP/RFQ process

BOARD ACTION

Steps 6-7 can go before the BOC together on the same agenda.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider an agreement with Gregory STC, in the amount of $15,000.00 to perform grant writing / administration services for the FY 2027 Community Development Block Grant award for the City of Griffin. *Director of Planning & Development, Michelle Haynes, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Gregory STC shall provide grant writing / administrative services and submit the application to DCA for the 2027 CDBG.

Scope of work: GSTC proposes to write a CDBG application and as part of this agreement will perform the following:

A. Work with the Client to identify and prepare the most competitive project. Coordinate and conduct an application kick-off meeting with all parties.
B. Review all threshold requirements, such as audits, Service Delivery Strategy (SDS), Comprehensive Plans, Government Management Indicators (GOMI) survey, Report of Local Government Finance (RLGF), etc., and advise the Client of compliance/potential issues related to eligibility. (See Exhibit 1 of this agreement.)
C. Prepare the publication notice and supporting documents for the required public hearing as well as conduct the public hearing. See Section 3 below regarding citizen participation.
D. Interview local representatives and other parties involved in the project.
E. Draft letters of support and commitment for third parties as well as a Commitment/Support Resolution for the Client.
F. Draft letters of support and commitment for third parties as well as a Commitment/Support Resolution for the Client.
G. Assist in documenting low- and moderate-income (LMI) data required for the grant application by preparing an LMI survey form, LMI survey tally sheet and an organized LMI survey notebook.
H. Plan and attend a Field Day with Client representatives and the Engineer, interviewing residents and taking photographs to document the need.
I. Format photographs of the project and present them keyed to a map, as required by the Georgia Department of Community Affairs (DCA), in the grant application.
J. Gather information to document the need for and the activities of the proposed project from any and all sources.
K. Prepare all DCA-required forms and secure signatures from the Client as required.
L. Create the CDBG application and administration eCivis portal, Grant Application Administration and Management (GrAAM), for preparation of the application.
M. Attend DCA's CDBG Applicants' Workshop.
N. Submit the grant application to DCA through its online eCivis portal on or before the deadline date as well as provide a copy of the application to the Client.

As part of this agreement, GSTC will also work with the Client to review the Preliminary Engineering Report (PER) and assist in making sure it meets all CDBG requirements. GSTC will work with the Client in the planning stages to identify specific needs, define goals and objectives for the project as well as review the PER's conclusions and recommendations.

Once the PER is completed, GSTC will incorporate the report into the grant application along with support and need

letters, maps, photographs, articles and other relevant and required information.

STAFF RECOMMENDATION:

Staff recommends approval

FINANCIAL IMPACT:

The $15,000 preparation fee for the application is budgeted and will be paid out of the Planning & Development's Professional Services while the remaining fee for administration of the grant will be no more than 6% ($60,000) of the total project amount paid by the grant if funded by DCA.

Submitted By:
Michelle Haynes

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
2027 CDBG Gregory GW Agreement.pdf
CDBG Process Timeline.pdf

GREGORY STC

AGREEMENT FOR PROFESSIONAL GRANT WRITING SERVICES

Grant writing agreement.

BETWEEN
City of Griffin, Georgia and Gregory STC, LLC

GRANT
Georgia Department of Community Affairs · FY 2027 CDBG Annual Competition

PROJECT
FY 2027 CDBG application preparation

PREPARED
October 20, 2026

Gregory STC, LLC (GSTC) is pleased to present this agreement to prepare an FY 2027 Community Development Block Grant (CDBG) application for the City of Griffin. We appreciate that the City has selected GSTC to assist with this federally funded project. GSTC believes that successful projects begin with careful planning and will collaborate with the City and its Project Engineer to develop a well-planned project.

SECTION 1.0

GSTC grant writing services.

GSTC proposes to write a CDBG application and as part of this agreement will perform the following:

A. Work with the Client to identify and prepare the most competitive project. Coordinate and conduct an application kick-off meeting with all parties.

B. Review all threshold requirements, such as audits, Service Delivery Strategy (SDS), Comprehensive Plans, Government Management Indicators (GOMI) survey, Report of Local Government Finance (RLGF), etc., and advise the Client of compliance/potential issues related to eligibility. (See **Exhibit 1** of this agreement.)

C. Prepare the publication notice and supporting documents for the required public hearing as well as conduct the public hearing. See **Section 3** below regarding citizen participation.

D. Interview local representatives and other parties involved in the project.

E. Draft letters of support and commitment for third parties as well as a Commitment/Support Resolution for the Client.

E. Draft letters of support and commitment for third parties as well as a Commitment/Support Resolution for the Client.

F. Assist in documenting low- and moderate-income (LMI) data required for the grant application by preparing an LMI survey form, LMI survey tally sheet and an organized LMI survey notebook.

G. Plan and attend a Field Day with Client representatives and the Engineer, interviewing residents and taking photographs to document the need.

H. Format photographs of the project and present them keyed to a map, as required by the Georgia Department of Community Affairs (DCA), in the grant application.

I. Gather information to document the need for and the activities of the proposed project from any and all sources.

J. Prepare all DCA-required forms and secure signatures from the Client as required.

K. Create the CDBG application and administration eCivis portal, Grant Application Administration and Management (GrAAM), for preparation of the application.

L. Attend DCA's CDBG Applicants' Workshop.

M. Submit the grant application to DCA through its online eCivis portal on or before the deadline date as well as provide a copy of the application to the Client.

As part of this agreement, GSTC will also work with the Client to review the Preliminary Engineering Report (PER) and assist in making sure it meets all CDBG requirements. GSTC will work with the Client in the planning stages to identify specific needs, define goals and objectives for the project as well as review the PER's conclusions and recommendations.

Once the PER is completed, GSTC will incorporate the report into the grant application along with support and need letters, maps, photographs, articles and other relevant and required information.

SECTION 2.0

National Environmental Policy Act (NEPA) — bonus points.

To score additional points to be determined by DCA, GSTC will prepare and complete the U.S. Department of Housing and Urban Development (HUD)-required federal Section 106, Section 7 of the Endangered Species Act (ESA), and NEPA Environmental Reviews and as part of this agreement will perform the following:

A. Obtain environmental information from all parties related to the project and project site.

B. Prepare the required Historic Preservation Division (HPD) and Tribal Consultation documents and submit to appropriate agencies for review.

C. Prepare required Section 7 Consultation documentation for the ESA, re: northern long-eared bat.

D. Once HPD, ESA, and Tribal approvals have been achieved, GSTC will prepare required NEPA documents (HUD - Format II) to complete the Environmental Review Record.

E. Prepare Notice of Early Public Review and Notice of Explanation for publication for Wetlands and Floodplain and coordinate publication with Client, if applicable.

F. Prepare Concurrent Notice (Finding of No Significant Impact & Request for Release of Funds) for publication in the local newspaper and coordinate with Client for publication.

G. Prepare Request for Release of Funds Form for execution by the Client and submittal to DCA for clearance.

H. Follow up with DCA for clearance of the Environmental Review.

I. Prepare copies of all information related to the Environmental Review for the Client's files.

SECTION 3.0

Robust citizen participation — bonus points.

A. Assist Client in creating a Citizen Participation plan for the FY 2027 CDBG Project.

B. Assist Client by creating tools (online surveys, social media graphics, etc.) to be used for reaching out to the public regarding the community needs and input into the CDBG application.

C. Review census data to determine if Spanish notices must be published and assist the Client with the development of these notices for publication.

D. Assist Client with the creation of a Citizen Participation package to submit with the CDBG application to secure bonus points.

TOTAL FEE FOR GRANT WRITING SERVICES: $15,000.00

(Fifteen Thousand and 00/100 Dollars)

The total fee for GSTC's CDBG writing engagement under this agreement is Fifteen Thousand and 00/100 Dollars ($15,000.00). The fee shall be invoiced in five installments across the engagement, corresponding to the initiation of distinct phases of work as follows: (1) Three Thousand Dollars ($3,000.00) upon execution of this agreement (Project Setup); (2) Two Thousand Dollars ($2,000.00) upon initiation of project scoping and initial research, anticipated November–December 2026; (3) Three Thousand Dollars ($3,000.00) upon initiation of the environmental review phase, anticipated December 2026–January 2027; (4) Five Thousand Dollars ($5,000.00) when data collection and engineering coordination are underway, anticipated February–March 2027; and (5) Two Thousand Dollars ($2,000.00) upon submission of the application to DCA, anticipated April 2027. Each installment is non-refundable upon receipt and reflects work performed and GSTC's capacity committed up to that milestone. Invoices are payable net fifteen (15) days from issue. The fees set forth herein are not contingent on the award decision; GSTC's engagement concludes upon submission of the application.

SECTION 4.0

Client responsibility to GSTC.

The Client will be responsible for providing the following items as soon as possible to GSTC after this agreement is executed (or provide a website where this information can be obtained):

A. LMI Documentation

1. Infrastructure Projects: LMI Surveys of all residents in the proposed Target Area(s) by **December 31, 2026.** In specific cases GSTC can assist with survey collection at a charge of $1,600/day.
2. Building Projects: LMI documentation for all beneficiaries by **December 31, 2026.**

B. Fiscal Year End Date.

C. Status of Comprehensive Plan updates. Copy of the Short-Term Work Program (Community Work Program) and any amendments or updates to the Comprehensive Plan since its adoption. **If the Short-Term Work Program does NOT include the proposed CDBG project, the Client will need to amend it prior to December 31st so that DCA has adequate time to review the update prior to submission.** GSTC will assist the Client with this process.

D. Proof that annual audits are compliant and up to date.

E. Identify any potential Conflicts of Interest related to the proposed project and advise GSTC **within 30 days** of Target Area(s) or the project site being identified.

F. Copies of any studies, reports or maps related to the selected site and the overall project **within 30 days** of this agreement being signed by the Client.

G. Copy of Revitalization Area Strategy (RAS) documentation and designation, if applicable.

H. Copy of WaterFirst, PlanFirst, GICH or other every-other-year exception designation, if applicable.

I. Copy of all information or documentation that will increase the competitiveness of the application, such as citizen complaints, Georgia Environmental Protection Division (EPD) consent orders, photographs, work orders, etc. **within 30 days** of this agreement being signed by the Client.

J. Provide copies of the federal procurement process documentation for the Project Engineer.

K. Provide copies of the federal procurement process documentation for the selection of GSTC.

L. The Client's SDS Agreement must include the service which is the subject of the CDBG application. Additionally, if it is an infrastructure-related project, the Client's approved SDS Map must be clear and concise and include the proposed target area(s). **If it does not include the identified service and/or area, the Client must amend its Service Delivery Strategy Map, as per DCA's required process, prior to December 31, 2026.** GSTC can assist the Client with this process.

M. Evidence that the Client's local Revolving Loan Fund (RLF) is in compliance with DCA, if applicable.

N. The Client must be compliant with its annual GOMI and RLGF submittals to DCA.

O. Copy of the Client's latest System for Award Management (SAM) registration and evidence it will be current through October 2027.

P. The Client will work with the selected Engineer to provide a draft Preliminary Engineering Report, along with the Environmental Concerns Form, to GSTC as soon as possible and no later than December 31, 2026.

If the Client fails to meet these or any other threshold requirements and the application is eliminated from the competition at initial review by DCA, the Client accepts full responsibility and will pay the full amount of the grant writing fees.

SECTION 5.0 · IMPORTANT

Threshold requirements — additional services.

DCA has added several "threshold requirements" to the CDBG application process. These thresholds are usually not related to the actual application, but are state requirements related to submittals by the Client to state departments. **Failure to meet just one of the items on the list by DCA's designated deadlines will cause the Client's application to receive a "0" and be eliminated from the competition**. Please see a list of the threshold requirements as **Exhibit 1** to this agreement and notify GSTC immediately if any of the items will be an issue.

Time expended following up with the Client, DCA, and the Georgia Department of Audits and Accounts, to assist the Client with meeting these thresholds and/or maintaining the competitiveness of the application after the grant application is submitted will be billed at the GSTC combined hourly rate of $200.00/hour.

SECTION 6.0

Additional services.

In the event the Client issues instructions to GSTC to perform certain additional professional services beyond the scope of services contained in this agreement, GSTC will bill on a combined hourly basis at $200.00/hour as work is performed.

SECTION 7.0

Grant administration, if funded.

GSTC thanks the Client for selecting our firm to provide the Grant Administration services for the Client's FY 2027 CDBG, if funded. Our fee to administer the grant will be no more than 6% of the total project cost, and GSTC would present a separate Grant Administration agreement to the Client for these services if the grant is funded. See **Exhibit 2** for a list of Grant Administration Services that would be presented in the proposed Grant Administration agreement.

Please sign in the spaces provided below and email a signed copy to our office. Once we have received the executed agreement, we will begin work immediately. We appreciate the opportunity to work with the City and look forward to hearing from you soon. Please call Mr. Tyler Gregory at 770-209-2017 should you have any questions about this agreement.

With best regards,

Tyler Gregory
Gregory STC, LLC

APPROVED_____ **Date:** _____
Douglas S. Hollberg, Mayor
City of Griffin

Attachments: *Exhibit 1 – DCA's CDBG Threshold Requirements*
Exhibit 2 – GSTC Grant Administration Services
HUD Section 3 Certification
E-Verify Certification

Attest:

_____
Jennifer Freeman, Secretary

Approved as to Form:
Andrew J. Whalen, III
Andrew J. Whalen, III
City Attorney

GREGORY STC

EXHIBIT 1

Georgia Department of Community Affairs (DCA) – CDBG threshold requirements.

Listed below are "Threshold Requirements" for CDBG applications as of the date of this agreement – if these are not addressed/in compliance, the CDBG application will NOT be funded:

1. Local Revolving Loan Fund in compliance, if applicable.
2. CDBG Projects prior to 2025 – must have expended 100% of CDBG funds, if applicable.
3. Previous 2025 CDBG Project – must have expended 75% of CDBG funds, if applicable.
4. Previous 2026 CDBG Project – must have all special conditions cleared, if applicable.
5. Procurement for Engineer/Architect and Grant Administrator complete and documented.
6. Proposed Project is identified in the Client's Comprehensive Plan and/or Short-Term Work Program (Community Work Program).
7. Comprehensive Plan is in compliance as of the CDBG application deadline(s).
8. Service Delivery Strategy is in compliance as of the CDBG application deadline(s).
9. Government Management Indicators Survey (GOMI) has been submitted before & after the application due date (due June 30th each year).
10. Report of Local Government Finance (RLGF) has been submitted to DCA (due 6 months after the Client's fiscal year end).
11. Must have a valid System for Award Management (SAM) registration by March 1, 2027 with an expiration date past October 31, 2027.
12. Must have a valid Unique Entity ID (UEI) by January 1, 2027.
13. Annual Audit must be submitted to the Georgia Department of Audits and Accounts (DOAA) no later than 6 months after Fiscal Year End or provide DOAA extension documentation to DCA and GSTC by February 28, 2027.
14. There shall be no outstanding DCA Findings on active CDBG, Redevelopment Fund (RDF) or Employment Incentive Program (EIP) grants.

Please advise GSTC if you think any of these threshold requirements may be an issue for your upcoming CDBG application.

FY 2027 CDBG Application Process

GREGORY STC

EXHIBIT 2

Proposed grant administration services.

Gregory STC, LLC shall provide CDBG administrative services* as follows:

1. Assist in maintaining a filing and recordkeeping system as required by DCA;
2. Assist in maintaining a record of funds and their applicability, and make it available to the CLIENT and/or DCA on request;
3. Assist in recording the reasonableness, allocability, and allowability of all costs pertaining to the PROJECT in accordance with applicable federal and state regulations;
4. Assist with documentation of the entire environmental review record under the National Environmental Policy Act (NEPA), including Tribal Consultation, Historic Preservation Clearance, HUD Format II Assessment, Request for Release of Funds and Clearance from DCA;
5. Attend monitoring visit with DCA for NEPA compliance;
6. Serve as liaison between the ENGINEER/ARCHITECT, DCA, CONTRACTOR, and the CLIENT on matters related to grant compliance;
7. Assist in maintaining files of all source documents supporting financial transactions and administrative actions, including procurement processes;
8. Assist in gaining approval for any general and special conditions to the original grant;
9. Schedule, prepare, coordinate and conduct public hearings as required by CDBG guidelines;
10. Prepare and process periodic drawdown of fund requests (financial reports) for the CLIENT;
11. Request appropriate wage rate decision and forward to appropriate party(ies);
12. Coordinate construction contract award with ENGINEER/ARCHITECT and CLIENT to ensure compliance with labor standards laws, including Build America, Buy America (BABA) requirements;
13. Monitor contractors' and subcontractors' payrolls for compliance with applicable labor standards;
14. Assist contractors and subcontractors with corrections and revisions to certified payrolls for compliance with applicable labor standards;
15. Assist with conducting employee interviews of contractors and subcontractors for compliance with applicable labor standards;
16. Prepare and submit quarterly progress reports to DCA;
17. Coordinate and attend all monitoring visits by DCA or other agencies, as necessary;
18. Assist in keeping PROJECT schedule on track with ENGINEER/ARCHITECT and CLIENT;
19. Assist in all phases of the PROJECT to adhere to the requirements in the directives issued by DCA;
20. Obtain and document all beneficiary count numbers for the PROJECT files and monitoring by DCA;
21. Collect required data and prepare Section 3 Compliance Reports;
22. Prepare all closeout documentation as required of the PROJECT to close the grant;
23. Attend the closeout monitoring with the CLIENT and DCA Field Representative;
24. Follow up on conditional and final closeout letters from DCA.

*As of January 2021, DCA converted to an online application and administration system, called GrAAM. GSTC will conduct all required administrative services on the eCivis GrAAM portal.

GREGORY STC

O.C.G.A. § 13-10-91

Contractor affidavit for electronic verification of work authorization programs.

I and any entity I represent:

1) Complies with O.C.G.A. §13-10-91, and has registered with and is participating in a federal work authorization program (any of the Electronic Verification of Work Authorization Programs operated by the U.S. Department of Homeland Security to verify information of newly hired employees) per the applicable provisions and deadlines of O.C.G.A. §13-10-91 (E-Verify User Identification Number **3022865**);

2) Agree that, should we employ or contract with any subcontractor(s) in connection with the services for the Client, we will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form;

3) Agree to maintain records of such compliance and provide a copy of each such verification to the Client at the time the subcontractor(s) is retained to perform such service; and

4) Agree to keep records of compliance and present a copy thereof to the Client immediately upon demand.

5) Gregory STC has three (3) employees at the time of this contract.

6) Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under its Contract with the Client.

In making the above sworn certification, under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

Name: Gregory STC, LLC

By: _____
Authorized Officer or Agent

Sworn to and subscribed before me this 21st **day of** October**, 2026.**

_____
Notary Public

DEBBIE WELLS NOTARY PUBLIC WALTON COUNTY, GEORGIA MY COMMISSION EXPIRES JULY 18, 2030

My commission expires: July 18, 2030

Title: Principal

Print Name: Tyler Gregory

Georgia Department of Community Affairs
Mandatory Section 3 Solicitation Package

This mandatory solicitation package has been developed in accordance with DCA's Section 3 Policy for Covered HUD Funded Activities. DCA encourages all recipients, sub-recipients, contractors, and sub-contractors to review this policy prior to completion of the solicitation package. For those awards that meet the applicable Section 3 thresholds, this package must be returned in accordance with the applicable instructions to the contracting entity prior to award ***or at the time of submission of a bid/proposal in order to claim a Section 3 preference.*** The Section 3 Clause, required forms, and instructions are included in this package. All Recipients and Sub-recipients of Section 3 covered Assistance (including but not limited to contractors, sub-contractors, developers, grantees, CHDOs, non-profits, and local government entities) are subject to compliance with regulations in 2 Part 75.

Additional provisions for Housing and Community Development Financial Assistance.

§75.19 Requirements.
(a) Employment and training.

(1) To the greatest extent feasible and consistent with existing federal state and local laws and regulations recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible priority for opportunities and training described in paragraph (a)(l) of this section should be given to:
   (i) Section 3 workers residing within the service area or the neighborhood of the project and
   (ii) Participants in YouthBuild programs.

(b) Contracting

(1) To the greatest extent feasible and consistent with existing, Federal, state, and local laws and regulations recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for contracting opportunities described in paragraph (b)(l) of this section should be given to:

   (i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and

   (ii) YouthBuild programs.

Any bid/proposal claiming a preference must include the completed and signed Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification and be submitted by the bid/proposal deadline.

The following Section 3 forms must be completed and returned prior to contract execution:

- Section 3 Self Certification and Action Plan
- Previous Section 3 Compliance Certification
- Assurance of Compliance Certification

Additionally, if the contractor is claiming certification as a 51% owned by low or very low-income residents or is certifying as a 75% workforce the Resident Self-Certification and Skills Data Form must be returned for all employees who meet the low- or very low-income requirement as well as the appropriate Section 3 Business Certification.

Section 3 Solicitation Overview and Instructions for Contractors

The DCA Section 3 Policy requires that, when the **Section 3 regulation is triggered,** every effort within the contractor's disposal must be made, to the greatest extent feasible, to offer all available employment and contracting opportunities to Section 3 residents and Section 3 businesses based on the compliance methods below.

All Contracts and All Contractors must meet Section 3 compliance by:

A. Giving notice of any and all opportunities for employment and contracting to residents of the local Public Housing Authority (PHA), and other low and very low income area residents and businesses, by posting the opportunity in community sources generally available to low income residents and the general public. Exercising a ***minimum of three (3)*** of the following listed sources must be completed prior to offering employment to anyone not covered by Section 3 requirements:

1. The local community newspaper
2. The most widely distributed newspaper
3. Company or agency website
4. The management office of the local housing authority/homeless service agency/local low income housing community
5. Local Workforce Board (i.e., Department of Labor)
6. Local office of the Georgia Division of Family and Children Services
7. Dodge Room http://www.construction.com/dodge/dodge.asp
8. Other locations as approved by DCA

B. The recipient, sub-recipient or contractor must check the HUD Section 3 Business Registry to determine if there are any Section 3 businesses in the County where the work will be performed. If there are Section 3 businesses in the County that may be able to perform the work, the recipient, sub-recipient or contractor must provide a copy of the contracting opportunity(ies) (e.g., bid notices) to the Section 3 businesses. See the HUD Section 3 Business Registry at: https://hudapps.hud.gov/OpportunityPortal/.

C. Clearly stating in notices that the position is a "Section 3 covered position under the HUD Act of 1968 and that Section 3 Residents and Business Concerns are encouraged to apply."

D. Placing the Section 3 Clause provided in Appendix A in ALL solicitations.

E. When possible, other activities may be done to demonstrate effort to comply with the Safe Harbor Limits. These other efforts are listed in the appendix to part 75 of the Code of Federal Regulations—24 CFR Part 75 and include:

Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.

1) Provided training or apprenticeship opportunities.
2) Provided technical assistance to help Section 3 workers compete for jobs (e.g.,

resume assistance, coaching).

3) Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
4) Held one or more job fairs.
5) Provided or referred Section 3 workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, childcare).
6) Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
7) Assisted Section 3 workers to obtain financial literacy training and/or coaching.
8) Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.
9) Provided technical assistance to help Section 3 business concerns understand and bid on contracts.
10) Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.
11) Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
12) Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.
13) Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act

F. Linking residents or businesses to local resources that may be available to help prepare them for applying for and achieving the opportunity.

G. Working with DCA, the recipient, sub-recipient or contractor as applicable in developing a communication and follow up process to track and report all Section 3 applications and hiring activities to ensure the reporting of compliance efforts, and that contracting and sub- contracting are accurate. Provide preference in hiring and contracting to Section 3 applicants and contractors when employment or contracting opportunities are offered and all requirements are met and remain equal. <u>Contractors must:</u>

1. Provide this package to all sub-contractors when soliciting bids for all contracts or sub- contracts;
2. Meet all the same processes in A-E; and
3. Provide Preference to all sub-contractors meeting the definitions as stated in Section VI of DCA's Section 3 Policy for Covered HUD Funded Activities.

H. In order for Preference as a Section 3 Contractor to be factored into the award decision, all elements of the solicitation criteria must be equal between contracts. This means price and all other factors must be equal. Then the contractors that elect Preference on the Certification and Action Plan form that meet that Preference criterion will be provided Preference in the award of the contract as provided in Part VI., Preferences and Eligibility of DCA's Section 3 Policy for Covered HUD Funded Activities.

<u>Example:</u>

Bill's electrical and Sue's Electrical bid a job where the housing authority has a budget of $500,000. Bill bids $480,000 and elects a Preference as a Section business concern because he qualifies as a Section 3 Business concern. Sue bids $450,000 but does not elect any Preference. Both companies met all the other requirements. Sue will be awarded the contract because Bill's bid was higher.

Important items to remember about receiving Preferences in contract award:

All contractors and/or subcontractors that elect a Preference and are awarded a contract must be in compliance prior to the issuance of a Notice to Proceed by DCA, the recipient, sub- recipient, or the contractor based on the policies established for the applicable DCA funding program. The contractor and/or subcontractor must maintain the elected Preference standard during the entire contract or risk having the contract terminated for failure to comply. **See Appendix B for further details.**

When a contractor and/or subcontractor that elected a Preference is unable to identify a Section 3 resident or a Section 3 business for employment or contracting opportunities, the contractor then ***must*** offer employment related training to the Section 3 residents in the county. The training must be provided according to Part VII – Other Economic Opportunities in DCA's Section 3 Policy.

Appendix A
Section 3 Clause

Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 75)

(a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.

(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of Section 3 apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.

(e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.

(f) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Appendix B

Section 3 Contract Non-Compliance Cure /Termination Processes

This language is a component of contract compliance with the work to which you are responding in this solicitation. The full requirements are provided in the Section 3 Clause found elsewhere in this package and in DCA's Section 3 Policy for Covered HUD Funded Activities.

Any recipient, sub-recipient or contractor claiming Preference **must be in compliance prior to issuance of a notice to proceed by DCA, recipient, sub-recipient, or contractor based on the policies established for the applicable DCA funding program. This preference can be met by any of the three qualifications (meets criteria within the past 6 months):**

1. 51% or more owned and controlled by low or very-low income persons
2. 75% or more of the labor hours are performed by Section 3 workers or YouthBuild Participants
3. 51% or more owned by current residents of Public Housing

The recipient, sub-recipient or contractor must maintain compliance throughout the life of the contract. The contractor understands and agrees that a compliance management firm may be used to conduct routine and certified payroll reviews to ensure compliance. The Contractor agrees to provide the payroll data in an Excel or Word format each time the payroll is processed throughout the contract.

Failure to meet the Section 3 requirements will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with DCA's Section 3 Policy.

DCA, the recipient, sub-recipient or contractor shall execute these remedies to achieve compliance in this order:

NON-COMPLIANCE CURE PROCESS

A. Based on the first observation or report of non-compliance with Section 3, the recipient, sub-recipient or contractor will be sent an e-mail by the compliance manager notifying them of their non-compliance issue. The recipient, sub-recipient or contractor will have until the next payroll or 10 business days, whichever is less, to bring the contract into compliance and/or justify in writing why they cannot meet compliance requirements.

B. DCA, the recipient, sub-recipient or contractor must render a response to the violating party within 10 business days of receipt of the violating party's letter of reason for non- compliance. If DCA, the recipient, sub-recipient, or the contractor deems the reason to

be unacceptable, at its option, DCA, the recipient, sub-recipient, or the contractor can extend the response period one time for up to 5 business days to allow the violating party to identify and secure other compliance options.

NON-COMPLIANCE TERMINATION PROCESS

If the violating party fails to take any corrective action to bring the contract into compliance within the allotted time, or DCA, the recipient, sub-recipient, or the contractor rejects any of the corrective plans and justifications for non-compliance, DCA, the recipient, sub-recipient, or the contractor will either terminate the contract immediately or impose liquidated damages equal to $100 a day for every day out of compliance. At DCA's determination, any liquidated damages received must be paid to the recipient, sub-recipient or DCA, at DCA's determination, and be used to promote economic opportunities for Section 3 Residents and Business Concerns.

DCA, the recipient, sub-recipient, or the contractor will hold **all funds due to the violating party until such time that a financial workout is completed**.

Additionally, the violating party may be banned by DCA, the recipient, sub-recipient, and the contractor on future HUD funded projects.

Appendix C Section 3 Forms

Georgia Department of Community Affairs

Required Submittal - Section 3 Self-Certification and Action Plan

All firms and individuals intending to do business with DCA, its recipients, sub-recipients and contractors MUST complete and submit this Action Plan and submit it with the bid, offer, or proposal in order to claim a preference on any contract or prior to award of a contract when **projects** involve more than $200,000 in CDBG funds.

Business Name: Gregory STC LLC		
D.B.A. (if different from above):		
Address: 137 4th Street	City: Monroe	State/Zip: 30655
Business Phone: ( ) 7062092017	Fax: ( )	
E-Mail: Tyler@Gregorystc.com	Business Website: www.allensmithconsulting.com	
Federal Employer Identification Number: 82-4679374	Owner Social Security Number (if no EIN):	
Contact Person & Title: Tyler Gregory, Principal	Contact Phone: 7068898784	

Trade Description:

☐ Carpentry	☐ Heating (HVAC)	☐ Electrical	☐ Painting
☐ Masonry Restoration	☐ Asbestos	☐ Plumbing	☐ Roofing
☐ Lead (Abatement)	☐ General Contractor	☐ Concrete	☐ Ironwork
☐ Carpet/Flooring	☐ Rubbish Removal/Hauling	☐ Appraisal Services	☐ Landscaping
☐ Demolition	☑ Other: Grant Writing & Administrati		

Date Business was established (MM/DD/YYYY): March 7, 2018

Type of Business (Check One): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship

☑ Limited Liability Corporation (LLC) ☐ Limited Liability Partnership (LLP) ☐ Joint Venture

☐ Other (Describe):

Number of employees: Full-time: 1 Part-time: 0 Contract: 2 **Total:** 3

Section 3 workers: Full-time: 0 Part-time: 0 Contract: 0 **Total:** 0

I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):

Option 1

☐ A business claiming status as 51% or more owned and controlled by low or very-low income persons

Option 2

☐ Over 75% of the labor hours performed for the business over the prior six-month period are performed by Section 3 workers

Option 3

☐ 51% or more owned and controlled by current residents of public housing or Section 8-assisted housing

Business Concern Affirmation

I, affirm that the above statements of this form in its entirety are true complete and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to insert name of recipient/grantee may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. Thereby certify under penalty of law that the following information is correct to the best of my knowledge.

Signature: Date: _____

Print name: _____

Certification expires within six (6) months of the date of signature

Information regarding Section 3 Business Concerns can be found at 2 Part 75.5

FOR ADMINISTRATIVE USE ONLY

☐ Yes the business a Section 3 business concern based upon their certification

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

I am NOT Requesting Preference under Section 3:

☑ *I am **NOT** certifying as a qualified Section 3 Business Concern and I am not requesting a preference.* However, ***if*** *I do trigger the regulation by doing any sub-contracting or hiring, I will comply by meeting all requirements of DCA's Section 3 policy and I am committing to do the outreach as specified below.*

Check all methods you will employ to secure Section 3 Residents/Businesses
Posting the position/contract opportunity in community sources that are generally available to low income residents and Section 3 Businesses and the general public is a standard requirement. **Check at least three**
(3) methods you will employ:

- ☐ The local community newspaper
- ☐ The most widely distributed newspaper
- ☐ Company or agency website
- ☐ The management office of the local housing authority, or homeless service agency, or local low income housing community
- ☑ Local Workforce Board (i.e., Department of Labor)
- ☑ Local office of the Georgia Division of Family and Children Services
- ☑ Local office of the Georgia Department of Public Health
- ☐ Dodge Room http://www.construction.com/dodge/dodge.asp
- ☐ Other locations identified below and subject to DCA approval:

TG Initial here to confirm selection of this option

Signature: _____

Printed/Typed Name: Tyler Gregory

Title: Principal

Date: 10/21/2026

Notarial Affidavit

Sworn to and subscribed before me this 21st day of October, 2026.

_____
Signature of Notary Public

Debbie Wells
Printed Name of Notary Public

Commission Expiration Date: July 18, 2030

(Notarial Seal)

DEBBIE WELLS NOTARY PUBLIC WALTON COUNTY, GEORGIA MY COMMISSION EXPIRES JULY 18, 2030

Georgia Department of Community Affairs
Required Submittal - Previous Section 3 Compliance Certification

Name of Business: Gregory STC LLC

Address of Business: 137 4th Street Monroe GA 30655

Type of Business (Check One): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☑ Other

Business Activity: Consultants for Grant Writing and Grant Administration

All firms and individuals intending to do business with DCA, its recipients, sub-recipients, or contractors **MUST** complete and submit this certification of prior compliance prior to award of any contract for a **project** involving $200,000 or more in CDBG assistance. Please check the appropriate line box below and sign and date the form.

1. I am certifying that I have complied with the HUD Section 3 Regulations, when triggered by new hiring or contracting opportunities, in my past contracts **when required** by the recipient, sub-recipient or contractor by either:
   i. Certifying as a Section 3 Business Concern because at least 51 percent of the business is owned and controlled by low- or very low-income persons;
   ii. Certifying as a Section 3 Business Concern because over 75 percent of the labor hours performed for the business over the prior six-month period are performed by Section 3 workers;
   iii. Certifying as a Section 3 Business Concern because at least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing;
   iv. Hiring or contracting to the "greatest extent feasible" with Section 3 Residents or Section 3 Businesses.

☐ Check this box

2. I have never done any HUD funded contracting.

☐ Check this box

3. I completed HUD Section 3 covered contracts in the past three years but the regulation was not triggered because either there were no new hires on the contract(s) and/or I did not do any new contracting or subcontracting.

☑ Check this box

Signature: _____

Print Name: Tyler Gregory Title: Principal

Required Submittal - Assurance of Compliance Certification Section 3 Action Plan Housing and Urban Development Act of 1968 (12 U.S.C. 1701 U)

Contract/Solicitation Name or Number: FY2027 CDBG Project

DCA Funding Program: Community Development Block Grant

Entity Receiving DCA Funding Award: City of Griffin

Purpose: To ensure that regulations promulgated under 24 CFR Part 75 Employment Opportunities for Businesses and Lower Income Persons in Connection with Assisted Projects and the Section 3 Policy of DCA, its recipients, sub-recipients and contractors to the greatest extent feasible is adhered to, and to serve as the "assurance of compliance" certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by DCA.

Description of the project's work detail: The project work will be as listed in the final scope of work in the contract with DCA, its recipients, sub-recipients and contractors including any change orders. List all known subcontractors below:

Subcontractor(s): None

Subcontractor(s): _____

Subcontractor(s): _____

Subcontractor(s): _____

Subcontractor(s): _____

Subcontractor(s): _____

Subcontractor(s): _____

Subcontractor(s): _____

Use an additional sheet if required.

Note: If subcontractors are unknown at this time, print UNKNOWN on the line above. Also, the contractor must notify DCA or recipient or sub-recipient if subcontractors are added or changed during the contract. Any changes to this certification require a resubmission of this form to DCA or recipient or sub-recipient.

Preliminary Statement for Work Force Needs:

DCA intends to meet Section 3 compliance at the highest level and it is our intent to identify any short-term and long-term employment or contracting opportunities for qualified Section 3 persons and Business Concerns during the course of the contract funded by DCA via its recipients or sub-recipients and contractors. Please list the status of all planned employment positions and opportunities for this contract. **Preference for all opportunities must be given to low and very low-income residents if they qualify. If awarded a contract,** regardless of whether your firm has elected a preference, **you are required to provide a list of your aggregate workforce on this project. Any changes to that workforce during the project will constitute NEW hires. You must notify DCA, its recipient, sub-recipient or contractor (respectively) overseeing your contract of any new hire opportunities that arise during the life of your contract.** The a*nticipated workforce list may be provided on a separate sheet or in a different format.*

List All Employees	Date Hired	Section 3 Resident (Yes/No)	Job Title/Trade	Salary Range
Name: Tyler Gregory Address: 137 4th Street City, ZIP: Monroe, GA 30655	3-7-18	No	Principal/Client Manager	confidential
Name: Callie Smith Address: 405 Nunnally Farm Rd City, ZIP: Monroe, GA 30655	3-2-26	No	Assistant Project Manager	confidential
Name: Sara Thomas Address: 405 Nunnally Farm Rd. City, ZIP: Monroe, GA 30655	3-2-26	No	Grants Manager	confidential

Use additional pages as needed.

"To the Greatest Extent Feasible":

"To the Greatest Extent Feasible":

The Contractor has identified #0 of **OPEN** positions with respect to this contract. The positions are filled by the n/a (Position title) of the Contractor.

Should the scope of work or duties of the contractor change to a degree requiring a modification of the work force needs, the contractor shall put forth a reasonable effort to fill vacant positions with eligible Section 3 workers.

Documentation of "To the Greatest Extent Feasible":

The contractor will work with DCA, its recipients, sub-recipients, and contractors staff to notify residents of any opportunities afforded under the contract. The contractor will partner with DCA, its recipients, sub-recipients, and contractors by giving preference of any employment opportunities to the Section 3 persons or businesses.

The contractor shall recruit or attempt to recruit from the Section 3 service area the necessary number of low-income and very low-income residents and Section 3 businesses, as applicable. The contractor must also document their recruiting efforts and any impediments to compliance with DCA's Section 3 policy and the requirements of this solicitation package. This documentation must be submitted to the recipient or sub-recipient.

1. DCA, its sub-recipients and contractors shall: Maintain a list of all low-income area residents who have applied, either on their own or from referral from any source and employ such person if otherwise eligible and if a trainee vacancy exists.
2. Conduct solicitation in accordance with DCA's Section 3 policy and the requirements outlined in the solicitation package.

The contractor shall review all employment applications and determine if low-income and very low-income residents or Section 3 businesses meet minimum hiring or contracting qualifications. If these applicants meet such minimum qualifications but are not hired due to lack of employment opportunities or for other reasons, they will be placed on a priority list and offered positions/contracts upon the occurrence of the first available appropriate opening.

Utilization of Section 3 Businesses Located Within the service area or neighborhood of the project:
The recipient, sub-recipient or contractor does __ does not _x_ intend to subcontract any of the work identified in the scope of work cited in the bid specifications, scope of work or General Conditions. Should the scope of work or needs of the contractor change, the contractor shall, to the greatest extent feasible, shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

Record Keeping:
The recipient, sub-recipient, contractor or subcontractor, as applicable, shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from sub-contractors, etc., in connection with this contract. If a report is needed in the future, the recipient,

sub-recipient, contractor or subcontractor, as applicable, agrees to provide all records upon request. The contractor shall, upon request, provide such records or copies of records to HUD, DCA, their recipients, sub-recipients, contractors, staff, or agents. Records shall be maintained for at least three (3) years after the close of the contract.

Reports:
The recipient, sub-recipient or contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3. The U.S. Department of Housing and Urban Development (HUD) re uires that recipients of federal funds capture record and report the total number of labor hours the total amount of Section 3 worker hours and the total amount of Section 3 Target worker hours.

Certification:
The recipient, sub-recipient or contractor will certify that any vacant employment positions, including training positions that filled:

1) After the recipient, sub-recipient or contractor is selected but before the contract is executed, and
2) With persons other than those to who the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the subcontractor's obligations under 24 CFR Part 75.

Grievance and Compliance:

The recipient, sub-recipient, contractor or subcontractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

I attest that the information on the preceding pages is true and correct.

Signature

10/21/26
Date

Tyler Gregory
Print Name

Principal

Griffin
Growing, TOGETHER

CDBG
COMMUNITY DEVELOPMENT BLOCK GRANT

Process Timeline

APPLICATION PROCESS

1. Selection of Grant Writing Consultant
2. Selection of Engineering Consultant
3. Agreement for Grant Writing Services
4. Agreement / PER for Engineering Services
5. CDBG Application Resolution

BOARD ACTION

Steps 1 - 5 can go before the BOC together on the same agenda.

IF GRANT IS AWARDED

6. Agreement for Grant Administration
7. Agreement for Engineering Services for Construction Design and Observation
8. Agreement for Construction once selected via RFP/RFQ process

BOARD ACTION

Steps 6-7 can go before the BOC together on the same agenda.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider selection of LJA, best qualified applicant, to perform engineering services for the FY 2027 Community Development Block Grant award for the City of Griffin. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The City of Griffin conducted the procurement process for engineering services on July 30, 2026 with proposals due on September 4, 2026. Four proposals were submitted, and LJA scored the highest and was selected to perform engineering services for the FY 2027 CDBG.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

Submitted By:
Michelle Haynes

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
ENG RFQ Score Summary 2027.pdf
CDBG Process Timeline.pdf

CITY OF GRIFFIN
RFQ 2027 CDBG

BID NUMBER: **RFQ - #27-002**

CDBG 2027

Overall Tally Sheet

VENDOR	**Carter & Sloope**	**Civil Engineering Consultants**	**LJA**	**RINDT**		
	VENDOR 1	VENDOR 2	VENDOR 3	VENDOR 4		
Robert Clark	53	30	55	38		
Doug Hollberg	55	54	55	54		
Brandon Lewis	53	30	55	34		
Average / Total	**53.7**	**38.0**	**55**	**42**		
RECOMMENDED AWARD			✓			

Griffin
Growing, TOGETHER

CDBG
COMMUNITY DEVELOPMENT BLOCK GRANT

Process Timeline

APPLICATION PROCESS

1. Selection of Grant Writing Consultant
2. Selection of Engineering Consultant
3. Agreement for Grant Writing Services
4. Agreement / PER for Engineering Services
5. CDBG Application Resolution

BOARD ACTION

Steps 1 - 5 can go before the BOC together on the same agenda.

IF GRANT IS AWARDED

6. Agreement for Grant Administration
7. Agreement for Engineering Services for Construction Design and Observation
8. Agreement for Construction once selected via RFP/RFQ process

BOARD ACTION

Steps 6-7 can go before the BOC together on the same agenda.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider an agreement with LJA for the 2027 CDBG Northern Rushton Mills Village Redevelopment Area preliminary engineering report in the amount of $4,500.00. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

LJA will provide a report of the existing water and sewer infrastructure conditions and associated impact on the environment along with recommendations for improvement of infrastructure as detailed on the approved CDBG for 2027.

Scope of Work: LJA to prepare a Preliminary Engineering Report (PER) outlining the existing conditions of the water and sewer infrastructure, the environment, alternatives, and recommendations for redevelopment of the designated project area. The PER will also describe land acquisitions, permitting and approvals, anticipated construction issues and estimated project costs. The following sections will be included in the PER, but are not limited to: Executive Summary, Introduction, Background, Evaluation of Alternatives, Description of Proposed Project, Detailed Project Budget, and Project Schedule.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Budgeted FY27 funds in Professional Services (505-4405-52-1200) in the amount of $6,000.00 for CDBG pre-engineering. This agreement is for $4,500.00.

Submitted By:
Michelle Haynes

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
2027 CDBG LJA Proposal PER.pdf
2027 CDBG LJA Agreement PER.pdf
CDBG Process Timeline.pdf

770.412.7700
www.lja.com
350 Airport Road, Griffin, Georgia 30224

November 4, 2026

Mr. Brandon Lewis
City of Griffin
100 S. Hill Street
Griffin, Georgia 30223
Email: blewis@cityofgriffin.com

RE: 2027 CDBG Southern Rushton Mill Village Redevelopment Area Phase III (GAGR3152-26085)

Dear Mr. Lewis,

LJA Engineering, Inc. (LJA) is pleased to present this proposal to provide our services for the 2027 CDBG Southern Rushton Mill Village Redevelopment Area Phase III project.

If the terms of this proposal meet your approval, kindly agree by signing below and the attached Professional Services Agreement.

This proposal is made pursuant to the terms and conditions of the Professional Services Agreement ("PSA") entered into on _____, by and between LJA Engineering, Inc. and City of Griffin ("Client").

1.0 Scope of Services

LJA has compiled the Scope of Services for this project which is outlined in this proposal. LJA sincerely appreciates the opportunity to provide our services for this project. If you have any questions or comments regarding the contents of this proposal, please do not hesitate to contact the undersigned.

2.0 Scope of Work

LJA to prepare a Preliminary Engineering Report (PER) outlining the existing conditions of the water and sewer infrastructure, the environment, alternatives, and recommendations for redevelopment of the designated project area. The PER will also describe land acquisitions, permitting and approvals, anticipated construction issues and estimated project costs. The following sections will be included in the PER, but are not limited to: Executive Summary, Introduction, Background, Evaluation of Alternatives, Description of Proposed Project, Detailed Project Budget, and Project Schedule.

3.0 Schedule

Upon receipt of the signed notice to proceed, LJA will begin work and coordinate with Allen-Smith Consulting to complete the Preliminary Engineering Report for submittal with the 2027 CDBG Application. LJA anticipates completion of the PER by December 31, 2026.

4.0 Fee Summary

The project team will complete the task detailed above for the following:

Lump sum fee – $4,500.00

Any work requested outside of the above scope of work will be invoiced on a time and expenses basis in accordance with our current Rate Schedule.

Our invoices are rendered monthly for the percentage of work then complete, and are due upon presentation.

5.0 Hourly Rates

Rate Schedule*
(Effective as of July 1, 2026)

The hourly rate schedule for additional services, if required shall be as follows:

Basic Service Rates	
Senior Vice President	$315.00 per hour
Senior Project Manager	$265.00 per hour
Project Manager II	$175.00 per hour
Project Manager I	$170.00 per hour
Project Engineer	$155.00 per hour
Graduate Engineer	$115.00 per hour
Project Coordinator	$110.00 per hour
Staff Professional II	$110.00 per hour
CADD Designer IV	$135.00 per hour
CADD Designer I	$100.00 per hour
CADD Technician	$ 65.00 per hour
Staff Professional/Intern	$ 65.00 per hour
Sr. Admin/Business Manager	$150.00 per hour
Administrative Assistant/Admin II	$ 75.00 per hour
Subcontractor/Subconsultant	Cost + 15%

** Rate Schedule is subject to annual change at LJA Engineering's discretion to reflect increases in costs of operation, inflation, etc.*

Assuming you find this proposal satisfactory, please sign where indicated and return it to us.

Yours very truly,

Brian K. Upson, P.E.
Sr. Vice President
LJA Engineering, Inc.

Douglas S. Hollberg, Mayor — Date

Attested By:
Secretary, Board of Commissioners

Signature — Date

Approved as to form:
City Attorney

Andrew J. Whalen, III — 11/05/26

Signature — Date

770.412.7700
www.lja.com
350 Airport Road, Griffin, Georgia 30224

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement prepared on November 4, 2026, is by and between City of Griffin with address at 100 S. Hill Street, Griffin, GA 30223 ("Client") and LJA, Inc., a Texas corporation authorized to conduct business in Georgia as LJA Engineering, Inc. ("LJA"), who agree as follows:

Client engages LJA to perform professional services (the "Services") for the compensation and according to the scope of Services and other terms set forth in the proposal or work authorization prepared by LJA (the "Proposal") for the 2027 CDBG Southern Rushton Mill Redevelopment Area Phase III Preliminary Engineering Report (PER) for Client (the "Project"). LJA shall be authorized to commence the Services for the Project upon execution of the Proposal by the Client. Client and LJA agree that this Professional Services Agreement together with the Proposal authorized by Client, and any attachments or exhibits identified in the Proposal or herein together compose the agreement for the Project (an "Agreement"), and each such Agreement constitutes the entire agreement between the Client and LJA with respect to the Project.

I. LJA'S RESPONSIBILITIES: LJA shall perform or furnish the Services described in the Proposal, which shall be combined and attached as part of this Agreement. Where the terms or conditions of the Proposal conflict with those of Parts I-III contained herein, the Proposal shall control for the Services performed under the Proposal.

II. CLIENT'S RESPONSIBILITIES: Client, at its expense, shall do the following in a timely manner so as not to delay the Services:

1. INFORMATION/REPORTS: Furnish LJA with all information, reports, studies, site characterizations, advice, instructions, and similar information in its possession relating to the Project.

2. REPRESENTATIVE / ACCESS: Designate a representative for the Project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the Services, and provide LJA safe access to any premises necessary for LJA to provide the Services.

3. DECISIONS: Provide all criteria and full information as to requirements for the Project, obtain (with LJA's assistance, if applicable) necessary approvals and permits, attend Project-related meetings, provide interim reviews on an agreed-upon schedule, make decisions on Project alternatives, and participate in the Project to the extent necessary to allow LJA to perform the Services.

III. COMPENSATION, BILLING, & PAYMENT: Client shall pay LJA for Services as denoted in the Proposal and in accordance with the standard rate schedule – Attachment B.

IV. STANDARD TERMS AND CONDITIONS: Attachment A.

The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing and each of the undersigned parties has caused this Agreement to be duly executed. This Agreement contains a limitation of liability clause and the Client has read and consents to all terms.

APPROVED FOR "CLIENT"
CITY OF GRIFFIN

By: _____

Printed Name: _____

Title: _____

Effective Date: _____

Attest: _____
Secretary, Board of Commissioners

Approved as to form: Andrew J. Whalen, III
Andrew J. Whalen, III, City Attorney

APPROVED FOR "LJA"

By: _____

Printed Name: Brian K. Upson, PE

Title: Sr. Vice President

Attachments:
A – Standard Terms and Conditions
B – Standard Rate Schedule

ATTACHMENT A
STANDARD TERMS AND CONDITIONS

1. STANDARD OF CARE. The Services shall be performed with the professional skill and care ordinarily provided by competent engineers practicing under the same or similar circumstances and professional license. The Services are not subject to, and LJA cannot provide, any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code, work authorization, requisition, or notice, except as provided herein.

2. CHANGE OF SCOPE. The scope of Services set forth in any Proposal is based on facts known at the time of execution of the Proposal, including, if applicable, Client Data (defined below). As the Project progresses, facts discovered, including, but not limited to, site conditions or the existence of differing subsurface or physical conditions, may indicate that the scope, pricing, or other terms must be redefined, and the parties shall reasonably cooperate to equitably adjust the scope, pricing, or terms of this Agreement accordingly.

3. SAFETY. LJA has established and maintains corporate programs and procedures for the safety of its employees. Unless included as part of the Services, LJA specifically disclaims any authority or responsibility for general job site safety and safety of persons other than LJA employees.

4. DELAYS. Where LJA is prevented from completing any part of the Services within any Project schedule due to delay beyond its reasonable control, the schedule will be extended in an amount of time equal to the time lost due to such delay so long as LJA provides written explanation of the delay to Client. Except with regard to payment of any amounts due LJA from any Services, neither party shall be liable to the other for any delays or failure to act, due to unforeseeable causes reasonably beyond the control of the party claiming such circumstances.

5. TERMINATION/SUSPENSION. Either party may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of termination, Client shall pay LJA for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. In the event either party defaults in its obligations under this Agreement (including Client's obligation to make the payments required hereunder), the non-defaulting party may suspend performance under this Agreement. In the event of a suspension of Services, LJA shall have no liability to the Client for delay or damage caused the Client because of such suspension of Services. Before resuming Services, LJA shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of LJA's Services. LJA's fees for the remaining Services and the time schedules shall be equitably adjusted. Obligations under this Agreement, which by their nature would continue beyond the suspension or termination of this Agreement (e.g., indemnification), shall survive such suspension or termination.

6. RELATIONSHIP WITH CONTRACTORS / REVIEW. LJA shall serve as Client's professional representative for the Services, and may make recommendations to Client concerning actions relating to Client's contractors, but LJA specifically disclaims any authority to direct or supervise the means, methods, techniques, security or safety activities, personnel, compliance, sequences, or procedures of construction selected by Client's contractors. For Projects involving bid preparation, LJA may supply standard contract forms, templates, or other documents that will be executed between the Client and contractor(s). It is the Client's responsibility to review those documents and to obtain legal advice thereto. For Projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the Project permits errors or omissions to be identified and corrected at comparatively low cost. Evaluations of Client's budget for construction and estimates prepared by LJA represent LJA's judgment as a design professional. It is recognized, however, that neither LJA nor Client have control over the cost of labor, materials, or equipment, the contractor's methods of determining bid prices, or competitive bidding, market, or negotiating conditions. Accordingly, LJA cannot and does not warrant or represent that bids or negotiated prices will not vary from Client's budget or from any estimate of costs prepared or agreed to by LJA. Client agrees to hold LJA harmless from any claims resulting from performance of construction-related services by persons other than LJA and LJA shall not be responsible for the contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. In fulfilling its duties pursuant to the Agreement, Client permits LJA to elect to subcontract to others certain tasks in its scope of Services.

7. INSURANCE. LJA will maintain insurance coverage for Professional Liability, Commercial Liability, Auto, and Workers' Compensation in amounts in accordance with legal and business requirements. Certificates evidencing such coverage will be provided to Client upon request. For Projects involving construction, Client agrees to require its construction contractor, if any, to include LJA as an additional insured on its policies relating to the Project. LJA's coverages referenced above shall, in such case, be excess over any contractor's primary coverage. Client shall require its construction contractor to include LJA as an indemnitee under any indemnification obligation of contractor to Client to the fullest extent allowed by law.

8. PROJECTS WITH MULTIPLE CLIENTS. When LJA undertakes a Project for multiple Clients, each Client on the Project is jointly and severally liable for payments for LJA's Services. If any Client fails to make timely payment to LJA, and the remaining Clients wish to continue the Project, the remaining Clients will promptly notify LJA in writing to continue the Project and their joint and several obligations shall remain

the same. LJA, at its option, may suspend the remaining performance under this Agreement until all past due payments are made, and authorization to proceed and pay from all non-defaulting Clients is received, or continue work on the Project and invoice and collect from the remaining Clients any payment (including damages) of amounts past due and that become due.

9. SITE ACCESS & CONDITIONS. When entry to property is required for LJA to perform Services, Client shall provide or obtain right-of-entry to the applicable site. Hazardous, archaeological, paleontological, cultural, biological, or other materials, protected resources, unknown underground facilities, or other conditions ("Conditions") may exist at a site where there is no reason to believe they could or should be present. The Parties agree that the discovery of unanticipated Conditions constitutes a changed condition that may mandate a renegotiation of the scope of Services. LJA shall notify Client should unanticipated Conditions be encountered. Client retains title to all Conditions and shall report to the appropriate public agencies, as required, any Conditions that may present a potential danger to the public health, safety, or the environment. Client shall execute any manifests in connection with avoidance, containment, transportation, storage, or disposal of Conditions resulting from the site. Client waives any claim against LJA and shall indemnify, defend, and hold LJA harmless from or by reason of claims for injury or death to persons or damage to property to the extent arising from such Conditions, substance, element, material, or any combination of the foregoing produced, emitted, or released from the site or Project.

10. INDEMNITY. LJA shall indemnify Client from and against liability for damage to the extent that the damage is actually caused by or results from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by LJA, LJA's agent, or another entity over which LJA exercises control.

11. LIMITATIONS OF LIABILITY. Client agrees that no employee or agent of LJA shall have individual liability to Client for any claim for Loss (defined below), and any claims for Loss by Client against LJA shall be made solely against the entity LJA. Client agrees that, to the fullest extent permitted by law, LJA's total liability to Client for any and all injuries, claims, losses, expenses (including, without limitation, attorneys' fees and dispute expenses and costs) or damages whatsoever arising out of or in any way related to any Project(s) or this Agreement from any causes ("Loss") including, but not limited to, LJA's negligence, errors, omissions, strict liability, breach of contract, breach of the standard of care, or breach of any other legal duty owed by LJA to Client, whether claimed directly or by way of contribution or indemnity, shall not exceed the total compensation received by LJA for the particular Project from which the Loss is alleged by Client to have arisen. If Client desires a limit of liability greater than that provided above, Client and LJA shall include in Part III of this Agreement the amount of such limit and the additional compensation to be paid to LJA for assumption of such additional risk. Client waives all claims for Loss in excess of such limitations. This Subsection shall survive termination of this Professional Services Agreement or the applicable Agreement.

12. CONSEQUENTIAL DAMAGES. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING LOST REVENUES, LOSS OF USE, LOSS OF FINANCING, LOSS OF REPUTATION, LOST PROFITS, DELAYS, OR OTHER ECONOMIC LOSS ARISING FROM ANY CAUSE INCLUDING BREACH OF WARRANTY, BREACH OF CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER CAUSE WHATSOEVER, NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY. REGARDLESS OF LEGAL THEORY, LJA SHALL BE LIABLE ONLY TO THE EXTENT THAT ANY DAMAGES SPECIFIED HEREIN ARE FOUND BY A FINAL COURT OF COMPETENT JURISDICTION TO HAVE BEEN THE SEVERAL LIABILITY OF LJA. TO THE EXTENT PERMITTED BY LAW, ANY STATUTORY REMEDIES THAT ARE INCONSISTENT WITH THIS PROVISION OF THE AGREEMENT ARE WAIVED.

13. REUSE OF PROJECT DELIVERABLES. Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by Client for any purpose other than for which they were originally prepared, or alteration of such without the written verification or adaptation by LJA for the specific purpose intended, shall be at the Client's risk. All title blocks and professional seal, if applicable, shall be removed if Client provides electronic deliverables to any third party. Any modification must be evidenced on the plans and be sealed by a licensed professional prior to re-use. Client agrees that relevant analyses, findings, and reports provided in electronic media shall also be provided in hard copy, which shall govern in the case of a discrepancy between the two versions and be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days to check any hard copy against the electronic media. In the event that any error or inconsistency is found during that time, upon notice, LJA will correct the inconsistency at no additional cost to Client. Client shall bear all responsibility for the care, custody, and control of the electronic media. Client agrees to indemnify and hold harmless LJA from all claims, damages, and expenses (including reasonable litigation costs) arising out of such reuse or alteration by Client or others acting through Client.

14. CLIENT DATA. Client or any third party designated by Client may provide information, reports, studies, site characterizations, advice, instructions, and similar information in its possession relating to the Project ("Client Data"). LJA may reasonably and in good faith rely upon the accuracy of Client Data and unless described as part of the Services, LJA is not required to audit, examine, or verify Client Data. However, LJA will not ignore the implications of information furnished to LJA and may make reasonable inquiries if Client Data as furnished appears to be incorrect or incomplete. LJA makes no representations or warranties (express or implied) as the quality, accuracy, usefulness, or completeness of any Services to the extent LJA relies on Client Data. LJA, its affiliates, its officers, directors, and employees shall have no liability whatsoever with respect to the use of unreliable, inaccurate, or incomplete Client Data.

15. ASSIGNMENT/BENEFICIARIES. Neither party may assign this Agreement without the written consent of the other party. With the exception of such assignments, nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's contractors, if any. The

Services may be performed by any affiliated company of LJA under its common insurance program.

16. AMENDMENT, NO WAIVER, & SEVERABILITY. This Agreement can be amended in writing and signed by the parties. No waiver by either party of any default by the other party in the performance of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character. The various terms, provisions, and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

17. INDEPENDENT PARTIES. Each party is an independent entity and is not a partner, agent, principal, or employee of the other party, unless otherwise agreed to by the parties in writing. Nothing in this Agreement shall restrict or otherwise prohibit either party or their respective affiliates in the conduct of their businesses.

18. STATUTE OF LIMITATION. To the fullest extent permitted by law, the parties agree that, except for Claims (defined below) for indemnification, the time period for bringing Claims under this Agreement with respect to any Project shall expire one (1) year after completion of Services for that Project.

19. STATUTORY TERMS APPLICABLE TO STATE POLITICAL SUBDIVISIONS. As required by the Official Code of Georgia Annotated (the "O.C.G.A.") Section 50-5-85, and as such terms are defined therein, LJA certifies that it does not, nor will it, engage in a boycott of Israel for the duration of this Agreement. As required by O.C.G.A. Section 50-5-84, 50-5-84.1, and 50-5-84.2, and as such terms that are defined therein, LJA certifies that it is not a "scrutinized company".

20. DISPUTE RESOLUTION. Except for claims involving the payment of unpaid amounts due to LJA from Client for Services rendered, the parties shall attempt to settle all claims, disputes, and controversies ("Claims") arising out of this Agreement, including, but not limited to, breach thereof, by discussion between the parties' management. If any dispute cannot be resolved in this manner, within five (5) business days, the parties agree to refer such Claims to a mediator mutually agreed to and equally paid for by the parties before, and as a condition precedent to, the initiation of any lawsuit, adjudicative action, or proceeding. The mediator shall convene the mediation at the request of either party, and the mediation will last at such times and as long as the mediator reasonably believes agreement is probable. Notwithstanding the foregoing, prior to or during negotiation or mediation, either party may initiate litigation that would otherwise become barred by a statute of limitation, and LJA may pursue, at any time and without invoking dispute resolution as provided herein, any property liens or other rights it may have to obtain payment for its Services. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs and reasonable attorney's fees from the other party.

21. LITIGATION SUPPORT. LJA will not be obligated to provide expert witness or other litigation support related to its Services, unless expressly agreed in writing. In the event LJA is required to respond to a subpoena, inquiry, or other legal process related to the Services in connection with a proceeding to which LJA is not a party, Client will reimburse LJA for its costs and compensate LJA at its then standard rates for the time it incurs in gathering information and documents and attending depositions, hearings, and the like.

22. GOVERNING LAW. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Georgia without giving effect to any conflict or choice of law rules or principles under which the law of any other jurisdiction would apply. Each party hereby submits to the jurisdiction of the federal and state courts located in the county of LJA's address and agrees that such courts shall be exclusive forum and venue, except in regard to State offices, agencies, departments boards, bureaus, commission, institutions, agencies, boards, commission, and other entities of the state procuring services agree that venue is to be the Superior Court of Spalding County, Georgia, for resolving any legal suit, action or proceeding arising out of or relating to this Agreement.

770.412.7700
www.lja.com
350 Airport Road, Griffin, Georgia 30224

ATTACHMENT B
GRIFFIN OFFICE
STANDARD RATE SCHEDULE*

Effective as of July 1, 2026

Basic Service Rates

Senior Vice President	$315.00 per hour
Senior Project Manager	$265.00 per hour
Project Manager II	$175.00 per hour
Project Manager I	$170.00 per hour
Project Engineer	$155.00 per hour
Graduate Engineer	$115.00 per hour
Project Coordinator	$110.00 per hour
Staff Professional II	$110.00 per hour
CADD Designer IV	$135.00 per hour
CADD Designer I	$100.00 per hour
CADD Technician	$ 65.00 per hour
Staff Professional/Intern	$ 65.00 per hour
Sr. Admin/Business Manager	$150.00 per hour
Administrative Assistant/Admin II	$ 75.00 per hour
Subcontractor/Subconsultant	Cost + 15%

Billing and Payment Procedures: LJA will submit invoices to OWNER monthly. Said invoices are due and payable upon receipt. Direct Expenses (including subconsultants hired by LJA) will be invoiced at cost plus 15% to OWNER. Invoice will be considered “Past Due” if payment has not been received within 30 days from invoice date. At that time, LJA has the right to terminate any remaining services and assess a minimum 1.75% finance charge on unpaid balances. If LJA is under contract for numerous projects for OWNER and “Past Due” invoices exist on the account(s), LJA reserves the right to stop work on all projects until all invoices for all projects under contract with OWNER are paid in full. In the event of any litigation arising from or related to non-payment of invoices for services provided under this Agreement, the OWNER will be responsible for all reasonable costs incurred include staff time, court costs, attorney’s fees, and other related expenses.

This Rate Schedule is subject to annual change at LJA’s discretion to reflect increases in costs of operation, inflation, subject to the terms and conditions of the Agreement.

Griffin
Growing, TOGETHER

CDBG
COMMUNITY DEVELOPMENT BLOCK GRANT

Process Timeline

APPLICATION PROCESS

1. Selection of Grant Writing Consultant
2. Selection of Engineering Consultant
3. Agreement for Grant Writing Services
4. Agreement / PER for Engineering Services
5. CDBG Application Resolution

BOARD ACTION

Steps 1 - 5 can go before the BOC together on the same agenda.

IF GRANT IS AWARDED

6. Agreement for Grant Administration
7. Agreement for Engineering Services for Construction Design and Observation
8. Agreement for Construction once selected via RFP/RFQ process

BOARD ACTION

Steps 6-7 can go before the BOC together on the same agenda.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a resolution and authorize the Mayor to execute the 2027 Community Development Block Grant (CDBG) application for $1,000,000.00 with the Georgia Department of Community Affairs (DCA) to make public water and sewer infrastructure improvements in the Pleasant Avenue, Labron Avenue, Melrose Avenue, Winona Avenue, Hillside Circle, Hillwood Avenue, and North 19th Street area. *Planning & Development Director, Michelle Haynes and Director of Water/Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This will be a continuation of the 2024 CDBG project. This is the third phase of a water and sewer infrastructure improvement project to Rushton Mill Village Redevelopment Area (RMVRA).

2024 CDBG Northern RMVRA Phase 1 - Water - Pleasant Ave., Melrose Ave., and N. 19th St. ($1 Million Grant Awarded. Project is complete)
2026 CDBG Southern RMVRA Phase 2 - Water - Melrose Ave, Labron Ave, N 19th St, along Hillwood Ave, Hillside Cir, and a portion of W Broad St. ($1 Million Grant Awarded - In Process)
2027 CDBG Northern RMVRA Phase 3 - Sewer Repairs - Pleasant Ave., Melrose Ave., N. 19th St., Labron Ave, along Hillwood Ave, Hillside Cir, and a portion of W Broad St. (Application - In Process)

See attached map

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The City of Griffin Water/Wastewater Department has committed $500,000 in the FY27 budget.

Submitted By:
Michelle Haynes

Meeting Date:
24/11/2026

Reviewed By:
Kelsey Carden

ATTACHMENTS:
2027 CDBG Application Resolution.pdf
2027 CDBG Proposed Target Area.pdf
CDBG Process Timeline.pdf

CITY OF GRIFFIN
FY2027 CDBG APPLICATION
RESOLUTION

WHEREAS, the Georgia Department of Community Affairs has established the Community Development Block Grant program to assist cities and counties with improvements to public facilities, economic development, and housing in Georgia, and

WHEREAS, there exists in the City a need to provide sewer improvements to the City of Griffin's FY2027 CDBG Target Area,

NOW THEREFORE, BE IT RESOLVED by the Mayor and City of Griffin Board of Commissioners that the City supports the application for FY2027 CDBG funds and that the City will apply for up to the maximum eligible amount of CDBG grant funds for sewer improvements in the City's FY2027 CDBG Target Area. The City commits to the required cash match for the project, $1,000 cash for the required audits and all additional cash and/or in-kind services needed to complete the project over the grant amount.

BE IT FURTHER RESOLVED that the Mayor is authorized and directed to act as the official representative of the City, to act in connection with the application, to be responsible for compliance with the applicable state and federal requirements of the program, and to provide such additional information as may be required;

BE IT FURTHER RESOLVED that the Mayor is authorized to enter into an agreement for engineering and grant administration services relating to the application and subsequent grant (if funded) and to execute the application and other required documents on behalf of the City including the grant award package (if funded);

BE IT FURTHER RESOLVED that the City commits to own, operate, and maintain all proposed improvements;

BE IT FURTHER RESOLVED that the City hereby adopts the Citizen Participation Plan of the Georgia Department of Community Affairs to ensure public involvement in the CDBG process;

BE IT FURTHER RESOLVED that the City hereby acknowledges that the proposed project is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) and in accordance with the Georgia Department of Community Affairs' Section 3 Compliance Plan will to the greatest extent feasible, comply with all Section 3 requirements;

BE IT FURTHER RESOLVED that the City hereby acknowledges that the proposed project is subject to the requirements of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, Section 104(b)(2) of the Housing and Community Development Act of 1974, as amended, and Section 105(b)(3) of the National Affordable Housing Act of 1990 (NAHA). The City hereby commits to Affirmatively Furthering Fair Housing to the greatest extent feasible;

BE IT FURTHER RESOLVED that the City hereby acknowledges that the proposed project is subject to the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act of 1990 (ADA), and the Architectural Barriers Act of 1968. The City hereby commits to comply with all Section 504 requirements to the greatest extent feasible;

BE IT FURTHER RESOLVED that the proposed sewer improvements are in conformance with the City of Griffin's Comprehensive Plan and are <u>not</u> inconsistent with the City's Service Delivery Strategy;

BE IT FURTHER RESOLVED that a true and dedicated commitment has been made to the project for the successful completion of the above improvements for the citizens, especially the City's low-to-moderate income citizens;

BE IT RESOLVED this 24th day of November 2026.

_____
Douglas S. Hollberg, Mayor

CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the City the date so stated in said Resolution. I further certify that I am the Interim City Manager and that said Resolution has full force and effect the 24th day of November 2026.

ATTEST:

(SEAL)

_____
Jennifer Freeman, Interim City Manager

N

W E

S

1" = 200'

PLEASANT AVE

WINONA AVE

HILLWOOD AVE

MELROSE AVE

LABRON AVE

N 19TH ST

HILLSIDE CIR

W BROAD ST

WATER WORKS RD

FLYNT ST

THOMPSON ST

LOUISE LN

WRIGHT ST

W BROAD ST

S 17TH ST

18TH ST

N 17TH

PROPOSED CDBG TARGET AREA
FY 2027 CDBG PROJECT

FIGURE 3

Griffin
Growing, TOGETHER

CDBG
COMMUNITY DEVELOPMENT BLOCK GRANT

Process Timeline

APPLICATION PROCESS

1. Selection of Grant Writing Consultant
2. Selection of Engineering Consultant
3. Agreement for Grant Writing Services
4. Agreement / PER for Engineering Services
5. CDBG Application Resolution

BOARD ACTION

Steps 1 - 5 can go before the BOC together on the same agenda.

IF GRANT IS AWARDED

6. Agreement for Grant Administration
7. Agreement for Engineering Services for Construction Design and Observation
8. Agreement for Construction once selected via RFP/RFQ process

BOARD ACTION

Steps 6-7 can go before the BOC together on the same agenda.

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a Right of Entry Agreement with the Board of Regents of the University System of Georgia in the amount of $10.00 to authorize the construction and installation of a transmission water line across the University of Georgia campus in Griffin. *Director of Water and Wastewater, Brandon Lewis, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

This Right of Entry agreement is required to allow our contractor to proceed with installation of the thirty inch transmission water line across the University of Georgia campus in Griffin. This water line will become part of our wholesale water system providing up to five million gallons per day of drinking water to Hampton, GA.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY27 budgeted funds will be used to pay the fee of $10.00 for this agreement.

Submitted By:
Brandon Lewis

Meeting Date:
24/11/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
Right of Entry - Water Line - UGA.pdf

STATE OF GEORGIA
COUNTY OF FULTON

RIGHT OF ENTRY AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this _____ (the "Date Hereof") by and between the **BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA** ("Licensor" or "Regents"), for and on behalf of the **UNIVERSITY OF GEORGIA** (the "Institution"), whose address is 270 Washington Street S.W., Seventh Floor, Atlanta, Georgia 30334, and the **CITY OF GRIFFIN** ("Licensee"), a municipal corporation of the State of Georgia, whose address for purposes of this Agreement is 100 South Hill Street, Griffin, Georgia 30223.

WHEREAS, Licensor owns (a) approximately 133 acres of real property located in Spalding County, Georgia, having a street address of 1109 Experiment Street and identified by the Spalding County Tax Assessor as Tax Parcel 063 01002; and (b) approximately 4.56 acres of real property located in Spalding County, Georgia that was conveyed to Licensor by the Georgia Department of Transportation by deed recorded in Deed Book 3601, Page 248 in the records of the Clerk of Superior Court of Spalding County, Georgia; all as more particularly described in Exhibit "A" attached hereto (hereinafter referred to as the "Property"); and

WHEREAS, Licensee intends to construct, install, operate, and maintain a water line on the Property, generally along the area depicted in blue on Exhibit "B" (hereinafter referred to as the "Project"); and

WHEREAS, in order to expedite construction and installation of the Project, Licensee has requested temporary access and construction rights over that portion of the Property outlined in red on Exhibit "B" (hereinafter referred to as the "Premises") to reasonably facilitate construction and installation of the Project; and

WHEREAS, Licensor has agreed to grant Licensee this License for said purpose.

NOW, THEREFORE, for and in consideration of TEN DOLLARS AND 00/CENTS ($10.00), and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the mutual covenants and agreements contained in this Agreement, the parties hereto do hereby agree as follows:

1.
GRANTING OF LICENSE

Licensor hereby grants to Licensee and Licensee hereby accepts from Licensor, a license to use the Premises for the purposes hereinafter set forth in Paragraph 2.

2.
USE OF LICENSED PREMISES

At its sole cost, expense, risk, and responsibility, Licensee shall use the Premises only for the purpose of constructing the Project.

3.
DURATION

It is understood and agreed between the parties hereto that this license is being granted for a temporary period for the above-stated purposes, and that said license shall commence on the Date Hereof and shall automatically terminate upon the earlier of (i) Licensor's grant of a permanent easement for the Project (the "Permanent Easement") or (ii) September 30, 2027. Any property of Licensee (other than the Project) remaining on the Property at the expiration of this Agreement shall be removed from the Property within ten (10) days of the expiration this Agreement or be deemed abandoned by Licensee or its Contractor (as hereinafter defined) and shall belong to and be the absolute and sole property of the Licensor without further notice, action taken, instrument or conveyance executed or delivered, and without liability to make compensation therefor to Licensee or to any other person whomsoever, and shall be free and discharged from any and every lien, encumbrance, claim and charge of any character created, or attempted to be created, by Licensee at any time.

4.
INTEREST

Licensee hereby acknowledges that by making, executing and delivering this Agreement, Licensor does not confer upon Licensee any right, title, interest, or estate in the Premises or the Property, nor confer upon Licensee a license coupled with an interest or an easement and Licensee is estopped from claiming any such right, title, interest, estate, license coupled with an interest, or easement in the Premises or the Property. It is expressly understood and agreed by Licensee that this Agreement confers upon Licensee, and only Licensee, a mere personal privilege, and regardless of any and all improvements and investments made, consideration paid, or expenses and harm incurred or encountered by Licensee, this Agreement and the privileges hereby conferred shall be subject to absolute revocation by Licensor, with or without cause, upon notice to Licensee as set forth in this Agreement.

5.
DAMAGE TO PREMISES AND LICENSOR PROPERTY

Licensee hereby agrees that after completion of the Project, Licensee will, within a reasonable time and at its own cost and expense, restore the Premises to a condition as good as or better than the condition that existed prior to the commencement of construction. Such restoration shall include, at a minimum, the removal of all construction debris and the installation of paving, curbing (if applicable), and landscaping materials (which may be limited to grass covering and/or other erosion controls.)

Licensee hereby agrees that if any property of the Licensor is damaged as a result of the exercise by Licensee or Licensee's contractor ("Contractor") of the revocable license herein granted, then, at the election of Licensor, Licensee shall, or Licensee shall cause the Contractor, as the case may be, to repair or restore the damaged property, or pay the costs thereof, as determined by Licensor. Licensee shall, or Licensee shall cause the Contractor, as the case may be, to pay the cost of such repair or restoration or commence the repair or restoration in good faith within thirty (30) days after notice by Licensor with repair or restoration to be completed by Licensee or Contractor within ninety (90) days after notice by Licensor; provided, however, that, if the restoration is of a nature that it is not reasonable to expect Licensee to complete the same within ninety (90) days, such ninety (90) day period shall be extended so long as Licensee is diligently pursuing completion of the restoration. Revocation of this Agreement shall not relieve Licensee or Contractor of its obligation to pay for the cost of repair or restoration of the damaged property. If notice to repair, restore, or pay costs is served subsequent to a notice of revocation previously served by Licensor, Licensee or Contractor shall have only until the expiration of sixty (60) days after notice of revocation in which to effect such repair or restoration or to pay the cost thereof. This general provision is cumulative of all other remedies Licensor may have, including specific provisions hereof.

6.
CONTRACTOR INDEMNIFICATION

Licensee shall cause its contractor to indemnify and hold harmless Licensor, the State of Georgia, the Institution, and its departments, agencies, and instrumentalities and all their respective officers, members, employees, and directors from and against all liability, claims, loss, damage, expenses, or costs for personal injury and or property damage arising out of contractor's operations.

7.
INSURANCE

Any contractor ("Contractor") engaged to construct the Project that uses the Premises under the terms of this Agreement shall be required by Licensee to purchase and have the authorized agent state on the insurance certificate that the following types of insurance coverages, not inconsistent with the policies and requirements of O.C.G.A. § 50-21-37, have been purchased by the Contractor. The minimum required coverages and liability limits are as follows:

(a) The Licensee shall cause its Contractor to provide Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group-insurer must submit a certificate of authority from the Insurance Commissioner of the State of Georgia approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' Compensation stating the Licensee qualifies to pay its own workers' compensation claims. The Licensee shall require all contractors using the property or performing work under this Agreement to obtain an insurance certificate showing proof of Workers' Compensation and shall submit a certificate

on the letterhead of the Licensee in the following language prior to taking possession of the Premises:

> "This is to certify that all contractors performing work on this property are covered by their own worker's compensation insurance or are covered by the Licensee's worker's compensation insurance."

(b) The Licensee shall also cause its Contractor to maintain Employers Liability Insurance Coverage with limits of at least:

(i) Bodily Injury by Accident	$1,000,000 each accident; and
(ii) Bodily Injury by Disease	$1,000,000 each employee.

The Licensee shall require all contractors performing work under this Agreement to obtain an insurance certificate showing proof of Employers Liability Insurance Coverage and shall submit a certificate on the letterhead of the Licensee in the following language prior to taking possession of the property:

> "This is to certify that all contractors performing work on this property are covered by their own employer's liability insurance or are covered by the Licensee's employers liability insurance."

(c) The Licensee shall require its Contractor to provide Commercial General Liability Insurance (current ISO Occurrence Form or equivalent) which shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, blasting and explosion, collapse of structures, underground damage, personal injury liability and contractual liability. The Commercial General Liability Insurance shall provide at minimum the following limits:

Coverage	*Limit*
1. Premises and Operations	$1,000,000 per Occurrence
2. Products and Completed Operations	$1,000,000 per Occurrence
3. Personal Injury and Advertising	$1,000,000 per Occurrence
4. Contractual	$1,000,000 per Occurrence
5. Fire Legal	$1,000,000 per Occurrence
6. Blasting and Explosion	$1,000,000 per Occurrence*
7. Collapse of Structures	$1,000,000 per Occurrence*
8. Underground Damage	$1,000,000 per Occurrence*
9. General Aggregate	$2,000,000 per Project

* Required during construction period.

Additional Requirements for the Contractor's Commercial General Liability Insurance:

(1) The policy shall name as additional insureds the officers, members and employees of the Board of Regents of the University System of Georgia, the Institution, and the State of Georgia, but only with respect to claims that arise out of the Contractor's negligence in performing the work or the additional insured's general supervision of such operations, including completed operations, under this Agreement, but only for such claims for which the Georgia Tort Claims Act, O.C.G.A. § 50-21-20 *et seq.* is not the exclusive remedy.

(2) The coverage extended to the additional insureds for any claims not covered by the Georgia Tort Claims Act, shall be no broader than the coverage extended to the Contractor and is not expanded to cover claims and losses that are not insurable under the Contractor's policy.

(3) The policy or policies must be on an "occurrence" basis.

(4) The policy must include separate aggregate limits per project.

(d) The Licensee shall require its Contractor to provide a Commercial Umbrella Liability Insurance Policy to provide excess coverage above the commercial general liability and the workers' compensation and employers' liability to satisfy the minimum limits set forth herein. The minimum amount of umbrella limits required above the coverages and minimum limits stated in Paragraph 7 (a), (b), and (c) shall be:

$2,000,000 per Occurrence
$2,000,000 Aggregate

Additional Requirements for the Contractor's Commercial Umbrella Liability Insurance:

(1) The policy shall name as additional insureds the officers, members and employees of the Board of Regents of the University System of Georgia, the Institution and the State of Georgia, but only with respect to claims that arise out of the Contractor's use of the property or its negligence in performing work, including completed operations, under this Agreement, but only for such claims for which the Georgia Tort Claims Act, O.C.G.A. § 50-21-20 *et seq.* is not the exclusive remedy.

(2) The coverage extended to the additional insureds for any claims not covered by the Georgia Tort Claims Act, shall be no broader than the coverage extended to the Licensee and is not expanded to cover claims and losses that are not insurable under the Licensee's policy.

(3) The policy must be on an "occurrence" basis.

(e) The Licensee shall maintain Commercial General Liability Insurance which shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, personal injury liability and contractual liability. The Commercial General Liability Insurance shall provide at minimum the following limits:

Coverage	*Limit*
1. Premises and Operations	$1,000,000 per Occurrence
2. Products and Completed Operations	$1,000,000 per Occurrence
3. Personal Injury and Advertising	$1,000,000 per Occurrence
4. Contractual	$1,000,000 per Occurrence
5. Fire Legal	$250,000 per Occurrence
6. General Aggregate	$2,000,000 per Project

8.
AS IS

Licensee acknowledges that it has fully inspected the Premises and accepts the same "as is."

9.
ASSIGNMENT OR TRANSFER

This Agreement, and the license granted herein, may not be assigned or transferred by the Licensee.

10.
CONTRACTOR REQUIREMENTS

Licensee or Licensee's Contractor shall:

(a) Employ erosion and sediment control best management practices which are consistent with and no less stringent than those practices contained in the most current "Manual for Erosion and Sediment Control in Georgia" published by the State Soil and Water Commission. Said erosion and sediment control shall include the implementation of measures to prevent tracking of soil and debris to public roads and other areas outside of the Premises; and

(b) Ensure that ingress to and egress from the Property remains open and available for use at all times, except as otherwise agreed to in writing by Licensee and Institution.

11.
NOTICES

All notices required herein shall be in writing and delivered to either party at the address contained herein by: (a) hand delivery at the aforementioned address; (b) United States Certified Mail - Return Receipt Requested, postage prepaid; or (c) via a nationally recognized overnight delivery service such as United Parcel Service or Federal Express. The day upon which such notice is received shall be deemed the date of service of such notice.

To the Licensor:	J. Frank Smith Vice Chancellor for Real Estate and Facilities University System of Georgia 270 Washington Street, SW, Seventh Floor Atlanta, Georgia 30334-1450
With a copy to:	Eric Orbock Office of Real Estate University of Georgia 1180 East Broad Street Athens, Georgia 30602
To the Licensee:	Brandon Lewis City of Griffin 100 S Hill St Griffin, Georgia 30224

12.
GENERAL PROVISIONS OF THIS AGREEMENT

12.1 The brief capitalized and underlined headings or titles preceding each paragraph are for purposes of identification, convenience and ease of reference, and shall be disregarded in the construction of this Agreement.

12.2 No failure of either party hereto to exercise any right or power granted under this Agreement, or to insist upon strict compliance by the other party with this Agreement, and no custom or practice of either party at variance with the terms and conditions of this Agreement, shall constitute a waiver of either party's right to demand exact and strict compliance by the other party hereto with the terms and conditions of this Agreement.

12.3 This Agreement shall be governed by, construed under, performed, and enforced in accordance with the laws of Georgia.

12.4 Should any provision of this Agreement require judicial interpretation, it is agreed and stipulated by and between the parties that the court interpreting or construing the same shall not apply a presumption that the terms, conditions and provisions hereof shall be more strictly construed against one party by reason of the rule of construction that an instrument is to be construed more strictly against the party who prepared the same.

12.5 The Agreement may be executed in two (2) counterparts each of which is deemed an original of equal dignity with the other and which is deemed one and the same instrument as the other. For purposes of executing this Agreement, any signed document transmitted by facsimile machine, or a PDF document transmitted by email transmission, or electronically via an electronic signature service such as DocuSign shall be considered as an original signature and shall be considered to have the same binding legal effect as an original document.

12.6 The termination of this Agreement shall not operate to cut off any claims or causes of action in favor of Licensor or Licensee which occurred or arose prior to the effective date of such termination.

12.7 Licensee hereby acknowledges that it has not been induced by any representations, statements, or warranties by Licensor including, but not limited to, representations or warranties with respect to title to the Premises or the condition or suitability thereof for Licensee's purpose.

12.8 Licensee shall be responsible for the perpetual maintenance of the Project following the conveyance of the Permanent Easement.

12.9 Licensee hereby agrees to bear all additional costs associated with the granting and recording of the Permanent Easement.

13.
REVOCATION

It is Licensor's intention, from which it will not unreasonably withdraw, that this license will continue for the term as set forth above. However, Licensee acknowledges that Licensor may revoke this license in the event Licensee fails to fully perform Licensee's obligations under this Agreement. Licensor shall provide Licensee with written notice of any breach of the terms of this Agreement on the part of Licensee and Licensee shall have a period of thirty (30) days within which to cure such breach; provided, however, that, in the event the breach is of a nature that it is not reasonable to expect Licensee to cure the same within thirty (30) days, the cure period shall be extended so long as Licensee is diligently pursuing such cure. In the event Licensee fails to cure any breach within the aforementioned cure period, Licensor may revoke the license granted herein by providing written notice to Licensee. Following revocation, this Agreement shall become null and void, and Licensee shall have no right whatsoever to be or remain on the Property or to a return of any monetary payment. Licensee, at its sole cost and expense, shall have sixty (60) days after notice of revocation within which to remove its improvements from the Premises, and at Licensor's written request, shall remove the same therefrom and restore the Premises and/or the Property to as good or better condition as when received hereunder. Any property of Licensee remaining on

the Property at the end of said sixty (60) days shall be deemed abandoned by Licensee or its Contractor and shall belong to and be the absolute and sole property of the Licensor without further notice, action taken, instrument or conveyance executed or delivered, and without liability to make compensation therefor to Licensee or to any other person whomsoever, and shall be free and discharged from any and every lien, encumbrance, claim and charge of any character created, or attempted to be created, by Licensee at any time.

14.
ADDITIONAL CONSIDERATION

As additional consideration for the rights granted under this Agreement, Licensee shall, at its sole cost and expense, cause its Contractor to install the improvements identified in Exhibit "C" attached hereto and incorporated herein by reference (the "Property Improvements"). Completion of the Property Improvements in accordance with Exhibit "C," to Licensor's reasonable satisfaction, shall be a condition precedent to Licensor's grant of the Permanent Easement.

15.
ENTIRE AGREEMENT

This Agreement supersedes all prior negotiations, discussions, statements and agreements between Licensor and Licensee and constitutes the full, complete and entire agreement between the parties with respect to the Premises and Licensee's use thereof; no member, officer, employee, representative or agent of Licensor or Licensee has authority to make, or has made, any statement, agreement, representation or contemporaneous agreement, oral or written, in connection herewith, amending, supplementing, modifying, adding to, deleting from, or changing the terms and conditions of this Agreement. No modification of or amendment to this Agreement shall be binding on either party hereto unless such modification or amendment shall be properly authorized, in writing, properly signed by both Licensor and Licensee and incorporated in and by reference made a part hereof.

IN WITNESS WHEREOF, Licensor and Licensee, acting pursuant to and in conformity with properly considered and adopted resolutions and acting by and through their duly authorized representatives, have caused these presents to be executed all as of the Date Hereof.

LICENSOR:

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

By: _____
J. Frank Smith
Vice Chancellor for Real Estate and Facilities

Attest: _____
Mark T. Haldane
Associate Vice Chancellor for Real Estate

LICENSEE:

CITY OF GRIFFIN

By: _____

Name: Douglas S. Hollberg

Title: Mayor

Approved as to form:

Andrew J. Whalen, III
City Attorney

Attest: _____
Jennifer Freeman, Secretary

_____
(SEAL)

EXHIBIT "A"

The Property

Page 1 of 3

Spalding County Tax Parcel 063 01002



Exhibit "A"

Page 2 of 3

Real Property Conveyed to Licensor by the Department of Transportation by Means of the Deed Recorded in Deed Book 3601, Page 248 in the Records of the Clerk of Superior Court of Spalding County, Georgia

BOOK 3601 PAGE 248

FILED & RECORDED
CLERK, SUPERIOR COURT
SPALDING COUNTY, GA

2012 FEB 8 PM 1 52

George V. Granade
University of Georgia Griffin
1109 Experiment Street
Griffin, GA 30223-1758

Real Estate Transfer Tax
Paid $
Date 2-8-12
PT-61 126-2012-303

BY
MARCIA L. NORRIS, CLERK

Marcia L. Norris
Clerk of Superior Court, Spalding Co., Ga.

GEORGIA DEPARTMENT OF TRANSPORTATION

QUITCLAIM DEED

STATE OF GEORGIA
COUNTY OF FULTON

PROJECT: FEDERAL AID PROJECT 1-A
SPALDING COUNTY
4.56 ACRES

THIS INDENTURE, made this 18th day of OCTOBER, 20 11, between the **DEPARTMENT OF TRANSPORTATION,** an agency of the State of Georgia (herein called "Grantor") and the **Board of Regents of the University System of Georgia** (herein called "Grantee").

WITNESSETH: that the Grantor for and in consideration of the sum of ONE DOLLAR ($1.00) AND OTHER GOOD AND VALUABLE CONSIDERATION, cash in hand paid, the receipt of which is hereby acknowledged, has bargained, sold, and does by these presents bargain, sell, remise, release, and forever Quit Claim to Grantee all the right, title, interest, claim or demand which Grantor has or may have had in and to all that right of way as described in the deed recorded in the Spalding County Superior Courthouse in Book 59 and Page 116 on April 29, 1929 and attached as EXHIBIT "A".

TO HAVE AND TO HOLD the said described premises, together with all and singular the rights, privileges and appurtenances thereto, or in anywise appertaining, to the only proper use, benefit and behoof of the Grantee, his heirs and assigns, forever.

IN WITNESS WHEREOF, the Grantor, acting by and through the Commissioner of the Department of Transportation, has hereunto caused the hand and seal of the Department of Transportation to be set to these presents the day and year first above written.

DEPARTMENT OF TRANSPORTATION
An agency of the State of Georgia

Signed, Sealed, and Delivered this the 18th day of October, 2011 in the Presence of

BY: _____
Keith Golden, P.E.
Commissioner

Witness

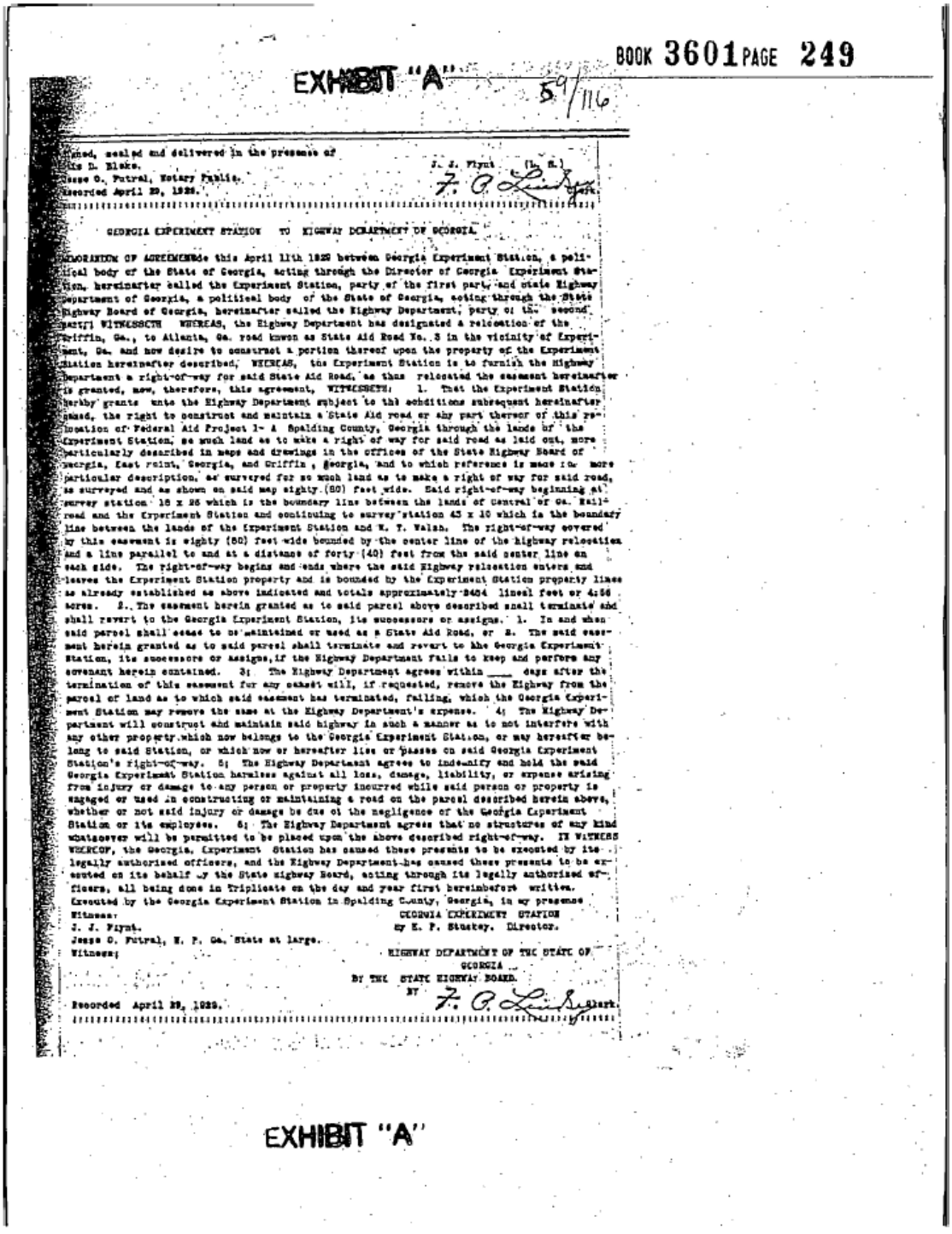
ATTEST: _____
Angela O. Whitworth
Treasurer (Seal)

Notary Public

GLORIA S. CURTIS NOTARY PUBLIC DOUGLAS COUNTY, GA

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

PM-005 Revised 5/25/2011



BOOK 3601 PAGE 249

EXHIBIT "A" 59/116

ned, sealed and delivered in the presence of
ts D. Blake.
Jesse O. Futral, Notary Public.
Recorded April 29, 1929.

J. J. Flynt (L. S.)

GEORGIA EXPERIMENT STATION TO HIGHWAY DEPARTMENT OF GEORGIA.

MEMORANDUM OF AGREEMENTMade this April 11th 1929 between Georgia Experiment Station, a political body of the State of Georgia, acting through the Director of Georgia Experiment Station, hereinafter called the Experiment Station, party of the first part, and State Highway Department of Georgia, a political body of the State of Georgia, acting through the State Highway Board of Georgia, hereinafter called the Highway Department, party of the second part;] WITNESSETH WHEREAS, the Highway Department has designated a relocation of the Griffin, Ga., to Atlanta, Ga. road known as State Aid Road No. 3 in the vicinity of Experiment, Ga. and now desire to construct a portion thereof upon the property of the Experiment Station hereinafter described, WHEREAS, the Experiment Station is to furnish the Highway Department a right-of-way for said State Aid Road, as thus relocated the easement hereinafter is granted, now, therefore, this agreement, WITNESSETH: 1. That the Experiment Station hereby grants unto the Highway Department subject to the conditions subsequent hereinafter named, the right to construct and maintain a State Aid road or any part thereof of this relocation of Federal Aid Project 1- A Spalding County, Georgia through the lands of the Experiment Station, so much land as to make a right of way for said road as laid out, more particularly described in maps and drawings in the offices of the State Highway Board of Georgia, East Point, Georgia, and Griffin , Georgia, and to which reference is made for more particular description, as surveyed for so much land as to make a right of way for said road, as surveyed and as shown on said map eighty (80) feet wide. Said right-of-way beginning at survey station 18 x 26 which is the boundary line between the lands of Central of Ga. Railroad and the Experiment Station and continuing to survey station 43 x 10 which is the boundary line between the lands of the Experiment Station and W. T. Walsh. The right-of-way covered by this easement is eighty (80) feet wide bounded by the center line of the highway relocation and a line parallel to and at a distance of forty (40) feet from the said center line on each side. The right-of-way begins and ends where the said Highway relocation enters and leaves the Experiment Station property and is bounded by the Experiment Station property lines as already established as above indicated and totals approximately 2424 lineal feet or 4.86 acres. 2. The easement herein granted as to said parcel above described shall terminate and shall revert to the Georgia Experiment Station, its successors or assigns. 1. In and when said parcel shall cease to be maintained or used as a State Aid Road, or 2. The said easement herein granted as to said parcel shall terminate and revert to the Georgia Experiment Station, its successors or assigns, if the Highway Department fails to keep and perform any covenant herein contained. 3; The Highway Department agrees within ____ days after the termination of this easement for any cause will, if requested, remove the Highway from the parcel of land as to which said easement has terminated, failing, which the Georgia Experiment Station may remove the same at the Highway Department's expense. 4; The Highway Department will construct and maintain said highway in such a manner as to not interfere with any other property which now belongs to the Georgia Experiment Station, or may hereafter belong to said Station, or which now or hereafter lies or passes on said Georgia Experiment Station's right-of-way. 5; The Highway Department agrees to indemnify and hold the said Georgia Experiment Station harmless against all loss, damage, liability, or expense arising from injury or damage to any person or property incurred while said person or property is engaged or used in constructing or maintaining a road on the parcel described herein above, whether or not said injury or damage be due ot the negligence of the Georgia Experiment Station or its employes. 6; The Highway Department agrees that no structures of any kind whatsoever will be permitted to be placed upon the above described right-of-way. IN WITNESS WHEREOF, the Georgia, Experiment Station has caused these presents to be executed by its legally authorized officers, and the Highway Department has caused these presents to be executed on its behalf by the State Highway Board, acting through its legally authorized officers, all being done in Triplicate on the day and year first hereinbefore written.
Executed by the Georgia Experiment Station in Spalding County, Georgia, in my presence

Witness:
J. J. Flynt.
Jesse O. Futral, N. P. Ga. State at large.
Witness:

GEORGIA EXPERIMENT STATION
By E. P. Stuckey. Director.

HIGHWAY DEPARTMENT OF THE STATE OF GEORGIA
BY THE STATE HIGHWAY BOARD.
BY
Asst. Sec'y.

Recorded April 29, 1929.

EXHIBIT "A"

Exhibit "B"

The Project

Premises (Right of Entry Area) - Outlined in Red
Water Line Installation – Blue Line

Property Improvements – Approximate Locations indicated by Black Dots

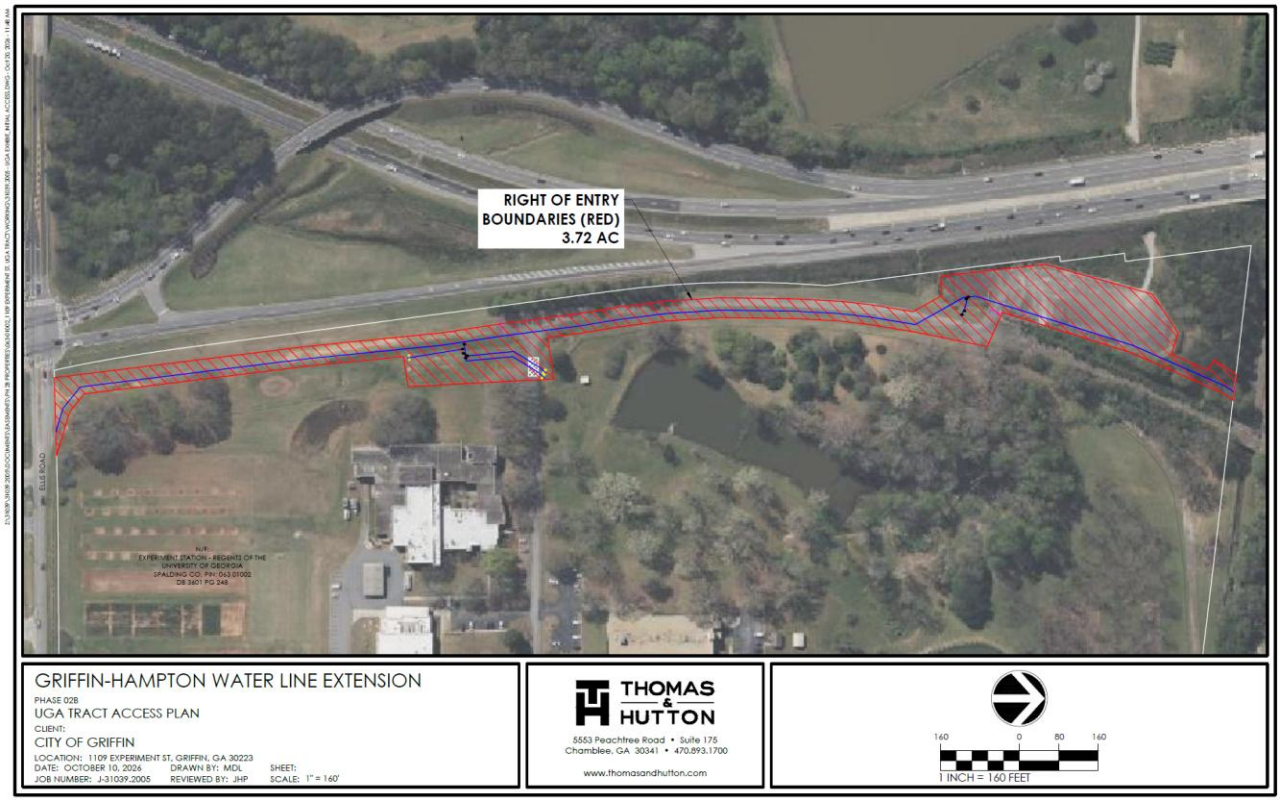


Exhibit "C"

Scope of Work - Property Improvements

Improvements to the Property to be installed by Licensee or its Contractor shall support improved domestic and irrigation water service to the western portion of the Property, including the lines, valves, taps, and other related components identified below:

Summary Table for Improvements Installed at UGA Campus

THOMAS & HUTTON

Date: 10/15/2026

	Description	Equinix Installed Improvements
1	Sawcut	42
2	8" DIP CL 350	483
3	12" DIP CL 350	25
4	8" Gate Valve ASSY	5
5	12" Gate Valve ASSY	1
6	2" Blowoff Valve	2
7	30" x 12" MJ Tee	1
8	12" x 8" MJ Tee	3
9	8" x 8" MJ Tee	1
10	8" MJ 90 deg Bend	1
11	12" x 8" MJ Reducer	1
12	8" MJ Tapped Plug	2
13	Chlorination Testing	508
14	3/4" Chlorination Tap Assembly	2
15	Waterline Pressure Testing	508
16	Standard Concrete Blocking	16
17	8" & 6" Thrust Collars	3
18	Asphalt Patch (8')	87

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Motion to lift from the table and consider the purchase of a fairway unit, broadcast spreader, and aerator from Jerry Pate Turf & Irrigation, best quote, in the amount of $150,818.02. *Public Works Director, Mariza Eller, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The golf course is requesting to purchase a fairway unit, broadcast spreader, and aerator from Jerry Pate Turf & Irrigation, best quote, in the amount of $150,818.02. The current fairway unit at the golf course is from 1997 and needs several costly repairs to continue running. The fairway unit cuts all day, two times a week, during grass growing season. The current fairway unit breaks down frequently. The average lifespan of a fairway unit is roughly 15 years.

The current aerator at the golf course is from 2004. The aerator continues to break down and needs costly repairs. Due to the age of the current aerator and repairs needed we are only able to aerate twice a year. With the purchase of a new aerator we will be able to aerate 3-4 times a year. The new unit will also cut down on the amount of time it will take to aerate the golf course from two days, down to one day. The aerification unit could last 15-20 years.

The broadcast spreader will be replacing an existing spreader used at the golf course. The year the current one was purchased is unknown. The current spreader is in poor condition with rusting holes in it. The spreader aides staff in planting, fertilizing, applying pre and post emergent applications for weed control, and spreading sand. The spreader can last 15-20 years.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Total cost for all three pieces of golf course equipment is $150,818.02. Public works budgeted $160,300.00 for the equipment. All three pieces of golf course equipment, fairway unit, broadcast spreader, and aerifier, will be paid under the same GMA lease. The purchase of this equipment will be financed through a lease supplement through our existing Georgia Municipal Master Lease program. This lease program is available only to municipal entities and provides significantly lower financing below current market rates. The GMA lease will span over 60 months. Included in the GMA lease is also the purchase of the motorpool service truck approved on September 8, 2026. The payment amount for the lease is $6,322.09 a month at a rate of 4.7% interest. The decision to lease the equipment was made during the budget FY27 preparation in order to reduce the impact of the transfer from the general fund to the golf course fund.

Submitted By:
Mariza Eller

Meeting Date:
24/11/2026

ATTACHMENTS:

Jerry Pate Turf & Irrigation Quote.pdf
Griffin LS 101626.pdf

SP 10/26/26

FY27 Reg Purchase Order

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 8/24/26

FY27 Purchase Order No. 27-0263
Bid/Quote No.
Vendor No.

Vendor Name & Address
Jerry Pate Turf & Irrigation
Colby Spivey
5350 Tulane Drive
Atlanta, Ga 30336
cspivey@jerrypate.com
Ph: 678-776-1460 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 - Golf Course
100 S Hill Street
Griffin, GA 30223

ATTN: Mariza Eller/Bayne Mallary
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: **Y**

- VENDORS HAVE AGREED TO CITY PO TERMS AND CONDITIONS -WRITTEN CONFIRMATION ATTACHED Y/N:

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Toro Reelmaster 5510-D, 36.8hp Yanmar Diese	591 - 5130 - 54 - 2500 - 0000	1	EA	97,327.980	**97,327.98**
22 Inch 7Inch 11-Blade Forward Swept Reel	- - - -				
(FSR) EdgeSeries	- - - -				
7 Inch Powered Rear Roller Brush for Cutting	- - - -				
Units without Groomes	- - - -				
Cool Top Canopy	- - - -				
*Telematics Gateway (TG) Device Standard	- - - -				
Dealer Prep	591 - 5130 - 54 - 2500 - 0000	1	EA	6,829.100	**6,829.10**
Destination Fee	591 - 5130 - 54 - 2500 - 0000	1	EA	357.000	**357.00**
	- - - -				
CAPITAL PROJECT #: CP2027-5130-9-26	591 - 5130 - 54 - 9999 - 0000	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	591 - 0000 - 11 - 7501 - 0000	*the extended totals column*			

COMMENTS: SOURCEWELL Contract 112624-TTC

Totals: $** **$ 104,514.08

FY27 Purchase Order

COG USE ONLY

PRICING METHOD:
Verbal / Phone
Email/Mail/Fax
Bid / RFP #

⬇ COG USE ONLY ⬇

Dept / Requestor / Date
Mariza Eller

Purchasing / Date
Deborah M Gellert 10.26.26

Department Mgr / Date

Finance Director / Date

Copy emailed to Supplier
Supplier Notified

City Manager / Date

BOARD / Date

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 damage.

Griffin
Growing, TOGETHER

JUSTIFICATION – RECOMMENDATION TO PURCHASE

TYPE OF PURCHASE (BID#/QUOTE#/PO): PO

DATE (BID OPEN OR DATE SUBMITTED): 10/23/2026

TITLE OR DESCRIPTION: Fairway mower for the Golf Course

RECOMMENDED SUPPLIER

COMPANY NAME: Jerry Pate Turf & Irrigation

CITY, STATE: Atlanta, Ga

AWARD/PO AMOUNT: $104,514.08

The recommended supplier for this purchase is not the lowest bid/quote submission or the only quote submitted. The justification to consider accepting this supplier is below:

JUSTIFICATION FOR THE SELECTION OF ONLY SUBMITTED QUOTE OR OTHER THAN LOWEST RESPONSIVE BID:

Quote #1. Jerry Pate Turf & Irrigation
Toro Reelmaster 5510-D, 36.8 Yanmar Diesel
$104,514.08
Quote #2. Tri-State Pump & Control, Inc.
Jacobsen LF570 with 9 blade reels and cool top
$93,374.60
Quote #3. Abell Turf & Tractor, Inc.
Baroness LM551B
$91,358.00
Justification Statement:
We currently have a 3575-D Toro fairway unit that uses many of the same parts as the Rellmaster
5510-D. Parts for the Toro are made aftermarket by many different vendors which leads to more
readily avalable parts and more competitive pricing. The Jacobsen and Baroness are brand specific on parts

Justification Statement: Continued

SB 10/26/26

Griffin
Growing, TOGETHER

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 8/24/26

FY27 Purchase Order No. 27-0264

Bid/Quote No.

Vendor No.

Vendor Name & Address
Jerry Pate Turf & Irrigation
Colby Spivey
5350 Tulane Drive
Atlanta, Ga 30336
cspivey@jerrypate.com
Ph: 678-776-1460 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 - Golf Course
100 S Hill Street
Griffin, GA 30223

ATTN: Mariza Eller/Bayne Mallary
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** Y

- VENDORS HAVE AGREED TO CITY PO TERMS AND CONDITIONS -WRITTEN CONFIRMATION ATTACHED **Y/N**

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Toro ProCore 648s, 23 hp Kohler	591 - 5130 - 54 - 2500 - 0000	1	EA	39,253.940	**39,253.94**
Mini-tine Head Set (2 rows of 5)	- - - -				
Guard-Turf, Mini Tine, Short	- - - -				
Guard-Turf, Mini Tine, Long	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #: CP2027-5130-9-28	591 - 5130 - 54 - 9999 - 0000	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	591 - 0000 - 11 - 7501 - 0000	*the extended totals column*			

COMMENTS: SOURCEWELL Contract 112624-TTC **Totals: $** **$ 39,253.94**

FY27 Purchase Order

COG USE ONLY ⬇ COG USE ONLY ⬇

PRICING METHOD:

Verbal / Phone
Email/Mail/Fax
Bid / RFP #

Dept / Requestor / Date Maliz Eller
Department Mgr / Date

Purchasing / Date Deborah M Gullett 10.26.26
Finance Director / Date

Copy emailed to Supplier
Supplier Notified

City Manager / Date

BOARD / Date

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 damage.

Griffin
Growing, TOGETHER

JUSTIFICATION – RECOMMENDATION TO PURCHASE

TYPE OF PURCHASE (BID#/QUOTE#/PO): PO

DATE (BID OPEN OR DATE SUBMITTED): 10/23/2026

TITLE OR DESCRIPTION: Aerifier for Golf Course

RECOMMENDED SUPPLIER

COMPANY NAME: Jerry Pate Turf & Irrigation

CITY, STATE: Atlanta, Ga

AWARD/PO AMOUNT: $39,253.94

The recommended supplier for this purchase is not the lowest bid/quote submission or the only quote submitted. The justification to consider accepting this supplier is below:

JUSTIFICATION FOR THE SELECTION OF ONLY SUBMITTED QUOTE OR OTHER THAN LOWEST RESPONSIVE BID:

Quote #1. Jerry Pate Turf & Irrigation
Toro ProCore 648s, 23 hp Kohler
$39,253.94
Quote #2. Tri-State Pump & Control, Inc.
Redexim Vert-Drain with Carrier
$53,591.31
Quote #3. Baroness Equipment
Did not provide a responsive quote for an aerifier.
Justification Statement:
The Redexim aerifier is hard to get parts for and normally has long lead times. Toro equipment
has many different aftermarket dealers that make parts easier to get and pricing more competitive.

Justification Statement: Continued

SP 10/26/26

FY27 Reg Purchase Order

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 8/24/26

FY27 Purchase Order No. 27-0265

Bid/Quote No.

Vendor No.

Vendor Name & Address

Jerry Pate Turf & Irrigation
Colby Spivey
5350 Tulane Drive
Atlanta, Ga 30336
cspivey@jerrypate.com
Ph: 678-776-1460 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 - Golf Course
100 S Hill Street
Griffin, GA 30223

ATTN: Mariza Eller/Bayne Mallary

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	Y
- VENDORS HAVE AGREED TO CITY PO TERMS AND CONDITIONS -WRITTEN CONFIRMATION ATTACHED	Y/N	

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Lely L1250 Broadcast Spreader	591 - 5130 - 54 - 2500 - 0000	1	EA	7,050.000	**7,050.00**
19.4 cu. Ft. (930 lbs.) capacity,	- - - -				
3-point hitch, PTO unit	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #: CP2027-5130-9-27	591 - 5130 - 54 - 9999 - 0000	*enter debit/credit amounts in*			
(DISTRIBUTION & $$)	591 - 0000 - 11 - 7501 - 0000	*the extended totals column*			

COMMENTS: SOURCEWELL Contract 112624-TTC

Totals: $** **$ 7,050.00

FY27 Purchase Order

COG USE ONLY

PRICING METHOD:

Verbal / Phone

Email/Mail/Fax

Bid / RFP #

Copy emailed to Supplier

Supplier Notified

COG USE ONLY

Dept / Requestor / Date

Purchasing / Date Deborah M Gilbert 10.26.26

Department Mgr / Date

Finance Director / Date

City Manager / Date 10/26/26

BOARD / Date

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 damage.

Justification – Recommendation to Purchase

Type of Purchase (Bid#/Quote#/PO): PO

Date (Bid Open or Date Submitted): 10/23/2026

Title or Description: Broadcast Spreader for Golf Course

Recommended Supplier

Company Name: Jerry Pate Turf & Irrigation

City, State: Atlanta, Ga

Award/PO Amount: $7,050.00

The recommended supplier for this purchase is not the lowest bid/quote submission or the only quote submitted. The justification to consider accepting this supplier is below:

Justification for the Selection of Only Submitted Quote OR Other Than Lowest Responsive Bid:

Quote #1. Jerry Pate Turf & Irrigation
Lely L1250 Broadcast Spreader
$7,050.00
Quote #2. Tri-State Pump & Control, Inc.
Wessex FSR-800 PTO Spreader
$4,850.00
Quote #3. Abell Turf & Tractor, Inc.
Lely L1250 Broadcast Spreader
$6,800.00
Justification Statement:
The Wessex FSR-800 does not convert to a mass feed ring for sand spreading, and the ability to spread sand is needed for fairway topdressing. This purchase coinsides with two other golf equipment purchases. Both of the other purchases are being made from Jerry Pate Turf & Irrigation. Jerry Pate Turf

is closer to Griffin, which makes the access to parts and service more convenient, as well as same day delivery on all in stock parts. Abell Turf & Tractor, Inc. is located in Canton, Ga which is less convenient. They also do not offer same day delivery on instock parts.

Toro Equipment

RM 5510 Fairway unit, Procore 648 Aerifier, Lely L1250 fertilizer/sand spreader

These are the units we would like to go with for Capital Equipment. We have a 3575-D Toro fairway unit that use some of the same parts as the RM 5510. Procore 648 is a walk behind aerifier for less weight on the greens while punching holes to get air/water/nutrients into the soil and thatch/compaction out of the soil. The Lely L1250 is a fertilizer spreader we can use for fertilizer and we can change out the feeding ring to a mass feeding ring to be used as a sand top dresser to sand fairways and tees if needed. I am able to buy after market parts and also buy bed knives/reels from other venders for all these machines. We are able to purchase all 3 pieces of equipment that we want on the same Loan.

Jerry Pate Turf & Irrigation

Jerry Pate Turf & Irrigation
5350 Tulane Drive
Atlanta, GA 30336
800-700-7001
850-484-8596 (fax)
www.jerrypate.com

DATE: October 30, 2026
EXPIRATION DATE: Valid 30 Days
CPQ # 2680090

Exclusively For: **Griffin City Golf Course**
Attn: Bayne Mallary
625 Camp Northern Rd
Griffin, GA 30224

Proposed Order
The SOURCEWELL Contract 112624-TTC
Sourcewell Customer # 29765

Account Executive: Colby Spivey
678-776-1460 cell
cspivey@jerrypate.com

[Ph#]
[Email]
[Customer Acct#]

Per your request, I am pleased to submit a proposal on the following equipment:

Qty	Model #	Description	Unit Price	Extension
Jerry Pate Turf & Irrigation, Inc. reserves the right to adjust pricing at time of delivery in the event of any tariffs, surcharges, or other fees are incurred. Any such potential tariffs or surcharges at time of shipment will be added to final invoice. ***PLEASE INITIAL HERE***_____				
1	**03954**	**Toro Reelmaster 5510-D, 36.8 hp Yanmar Diesel**	$ 97,327.98	**$ 97,327.98**
5	03641	22 Inch 7 Inch 11-Blade Forward Swept Reel (FSR) EdgeSeries		
1	03408	7 Inch Powered Rear Roller Brush for Cutting Units without Groomers		
1	C4351R	Cool Top Canopy		
		Telematics Gateway (TG) Device Standard		
1	**09960**	**Toro ProCore 648s, 23 hp Kohler**	$ 39,253.94	**$ 39,253.94**
3	09736	Mini-tine Head Set (2 rows of 5)		
2	120-1047	Guard-Turf, Mini Tine, Short		
1	120-1052	Guard-Turf, Mini Tine, Long		
		Telematics Gateway (TG) Device Standard		
		No Tines Configured		
1	**L1250**	**Lely L1250 Broadcast Spreader** 19.4 cu. Ft. (930 lbs.) capacity, 3-point hitch, PTO unit	$ 7,050.00	**$ 7,050.00**

**Lely Broadcast Spreaders not Included on Sourcewell Contract*

Prices are subject to change to reflect Invited National Account discounts from MSRP in effect on the date of shipment.

Subtotal	**$**	**143,631.92**
Dealer Prep	**$**	**6,829.10**
Destination Fee	**$**	**357.00**
Total Proposal	**$**	**150,818.02**

Jerry Pate Turf & Irrigation offers service agreements for your turf equipment, utility vehicles, irrigation, and pump stations.
Ask your Account Executive for more information today!

Jerry Pate Turf & Irrigation

Qty	Model #	Description	Unit Price	Extension

Prices Do Not Include Sales Tax or Applicable Documentation Fees

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All proposals and agreements are contingent on availability of product from the manufacturer. Prices are based on cost and conditions existing on date of proposal and are subject to change without notice. Typographical errors are subject to correction.

Product Liability Disclaimer and Indemnification Clause

Product Liability Disclaimer

To the fullest extent permitted by law, Jerry Pate Turf & Irrigation, Century Equipment, a Jerry Pate Company , and all its affiliates, expressly disclaims any and all liability for any damages, losses, or injuries arising out of or related to the use, misuse, or inability to use any product sold, distributed, or manufactured by Jerry Pate Turf & Irrigation, including but not limited to direct, indirect, incidental, special, consequential, or punitive damages. Except as expressly stated in writing, Jerry Pate Turf & Irrigation makes no warranties, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose.

The purchaser, user, and/or vendor assumes all risks associated with the use of the product. In no event shall Jerry Pate Turf & Irrigation's total liability exceed the purchase price paid for the product. Nothing in this disclaimer shall be construed to waive any rights or remedies that cannot be waived under law, including those relating to personal injury or consumer protection.

Indemnification Clause

The purchaser and/or vendor agrees to indemnify, defend, and hold harmless Jerry Pate Turf & Irrigation, its officers, directors, employees, agents, and affiliates from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable attorneys' fees and costs) arising out of or related to the purchaser or vendor's use, misuse, or resale of the product, violation of applicable laws, or breach of this agreement, except to the extent caused by the gross negligence or willful misconduct of Jerry Pate Turf & Irrigation.

Dispute Venue Clause

This Agreement shall be interpreted in accordance with the laws of the State of Florida. All claims, disputes and other matters in question arising out of or relating to this Agreement or the breach thereof, will be decided by proceedings instituted and litigated in a court of competent jurisdiction sitting in Escambia County, Florida.

To accept this proposal, please sign and return_____ _____

Signature Date

_____ _____

Print Name Title

Thank you, we appreciate your business!

Mariza Eller

From: Deborah Manning-Gilbert
Sent: Thursday, October 22, 2026 8:51 AM
To: Mariza Eller
Subject: RE: [External] City of Griffin Lease Supplement - Golf Course Equipment

Yes, she will need to know both purchases are being financed.

Thanks,

Deborah Manning-Gilbert | Director
Finance
(770) 229-6401
dgilbert@cityofgriffin.com

From: Mariza Eller <meller@cityofgriffin.com>
Sent: Thursday, October 22, 2026 8:22 AM
To: Deborah Manning-Gilbert <dgilbert@cityofgriffin.com>
Subject: RE: [External] City of Griffin Lease Supplement - Golf Course Equipment

Thank you, Deborah. I will get the PO turned in. Do you want me to attach this email for Suzanne?

Mariza Eller | Director
Public Works
770-229-6603
meller@cityofgriffin.com

From: Deborah Manning-Gilbert <dgilbert@cityofgriffin.com>
Sent: Wednesday, October 21, 2026 12:13 PM
To: Mariza Eller <meller@cityofgriffin.com>
Subject: FW: [External] City of Griffin Lease Supplement - Golf Course Equipment

GMA combined the Motor Pool Truck and Golf Course Equipment into one lease. The bank has approved financing. I will get the lease supplement signed. I will need final invoices for both purchases and the MSO and MV-1 for the truck.

Thanks,

Deborah Manning-Gilbert | Director
Finance
(770) 229-6401
dgilbert@cityofgriffin.com

From: Philip Potter <ppotter@gacities.com>
Sent: Wednesday, October 21, 2026 10:19 AM
To: Deborah Manning-Gilbert <dgilbert@cityofgriffin.com>
Cc: Amanda Carmichael <ACarmichael@cityofgriffin.com>
Subject: RE: [External] City of Griffin Lease Supplement - Golf Course Equipment

Hi again—we are approved at the bank. Please see the attached documents for execution. To close, we will need:

- **PDFs of these signed documents (please don't date the documents and please note to add City seals where the Clerk signs)**
- **PDF of the final invoice for both the F550 and Irrigation Equipment**
- **For the F550, a PDF of the vehicle's MSO from the dealer**
- **For the F550, a PDF of the vehicle's MV-1 Title Application showing GMA as lienholder (attaching a blank form with GMA's lienholder info already populated). The dealer usually prepares this but please ask them to note GMA as lienholder on the form.**

We can close whenever the first purchase is made and then put the remaining funds into a Project Account to be ready for the second purchase. Per IRS statute, we do need to close within 60 days of the first purchase to get the lower tax exempt interest rate, so we are not advantaged in waiting for both purchases to occur.

Thanks again for all your help, Philip

From: Deborah Manning-Gilbert <dgilbert@cityofgriffin.com>
Sent: Friday, October 16, 2026 2:36 PM

To: Philip Potter <ppotter@gacities.com>
Cc: Amanda Carmichael <ACarmichael@cityofgriffin.com>
Subject: RE: [External] City of Griffin Lease Supplement - Golf Course Equipment

Hi Phillip,

Yes, that works for us.

Thanks,

Deborah Manning-Gilbert | Director
Finance
(770) 229-6401
dgilbert@cityofgriffin.com

From: Philip Potter <ppotter@gacities.com>
Sent: Friday, October 16, 2026 2:28 PM
To: Deborah Manning-Gilbert <dgilbert@cityofgriffin.com>
Cc: Amanda Carmichael <ACarmichael@cityofgriffin.com>
Subject: RE: City of Griffin Lease Supplement - Golf Course Equipment

Thanks, Deborah.

The easiest path forward would be to just add this to the other request for a new transaction total of $337,464.47. Our bank tiers its rates based on transaction size, the 5-year rate would drop to 4.70% with a new monthly payment total of $6,332.09. I can provide separate amortization schedules for each piece if that helps with the accounting, and we can have staggered deliveries for each.

Would this work for your side? Thanks again, Philip

From: Deborah Manning-Gilbert <dgilbert@cityofgriffin.com>
Sent: Friday, October 16, 2026 1:54 PM
To: Philip Potter <ppotter@gacities.com>
Cc: Amanda Carmichael <ACarmichael@cityofgriffin.com>
Subject: [External] City of Griffin Lease Supplement - Golf Course Equipment

Hello Phillip,

I'd like to start the process for another lease supplement and get interest rates and terms for the Golf Course to purchase equipment totaling $150,818.02.

Thanks,

Deborah Manning-Gilbert | Director
Finance
(770) 229-6401
dgilbert@cityofgriffin.com

Philip Potter
Financial Services Manager
Office: 678-686-6274
www.gacities.com

READER ADVISORY NOTICE: This information is intended only for the individual named above. If you received this in error, please call 404-688-0472 to notify the sender, and then delete the email without printing, copying or retransmitting it. In addition, be advised that Georgia has a very broad open records law and that your email communications with GMA may be subject to public disclosure.

Philip Potter
Financial Services Manager
Office: 678-686-6274
www.gacities.com



READER ADVISORY NOTICE: This information is intended only for the individual named above. If you received this in error, please call 404-688-0472 to notify the sender, and then delete the email without printing, copying or retransmitting it. In addition, be advised that Georgia has a very broad open records law and that your email communications with GMA may be subject to public disclosure.

Abell Turf & Tractor

Baroness Equipment

LM551B fairway unit

This is a company we do not want to do with. If we were to go with their fairway units we would only be able to buy parts through Baroness so we would not be able to use any other vender for aftermarket parts, bed knives, or reels. The walk behind aerifier that they just started selling came from the designs of a Toro 648 aerifer. The Patent for the designs of the Toro Procore 648 has lapsed and now venders are working on making their own aerifiers from the Toro design. The fertilizer spreader is the same Lely L1250 that we will be ordering from Toro.

ABELL Turf & Tractor

Mail To:

Invoice

Abell Turf & Tractor, Inc.

101 P. Rickman Ind Dr
Canton, GA 30115

Date	Invoice #
7/15/2026	ATT11629

Bill To	Ship To
Griffin Golf Course 625 Camp Northern Road Griffin, GA 30224	Griffin Golf Course 625 Camp Northern Road Griffin, GA 30224

PO #	
S.O. #	
Technician	

Terms	FOB

Qty	Item	Description	Serial #	Hrs	Price Each	Amount
1	Baroness ...	New Baroness LM551B LM551B531Q830 -- LM551B LH62 (9), 5.0mm Bedknife, LED Light, Rops, Roof, Ball protective net, CR brush type-B / CE, US	32136	n/a	89,908.00	89,908.00T
1	Parts NI	New Cool Top Canopy Out-of-state sale	n/a	n/a	1,450.00 0.00%	1,450.00T 0.00

Total	$91,358.00
Payments/Credits	$0.00
Balance Due	$91,358.00

Phone #	Fax #	E-mail	Web Site
678-296-0822	770-874-5838	fabell@abellturf.com	www.AbellTurf.com

Abell Turf & Tractor, Inc.

101 P. Rickman Ind Dr
Canton, GA 30115

Estimate

Date	Estimate #
8/18/2026	CH101776

Name / Address
Griffin Golf Course 625 Camp Northern Road Griffin, GA 30224

Project

Description	Qty	Cost	Total
New - Lely 1250 Spreader 19.4 cu. ft. (930 lbs.*) capacity, 3-point, PTO unit. Manual control feedring, removable hopper, and side spreading adjustment.	1	6,800.00	6,800.00T
New - FLA 1220 Aerator (648 copy) Out-of-state sale	1	44,000.00 0.00%	44,000.00T 0.00

Total $50,800.00

Customer Signature _____

Tri-State Pump & Control Inc

LF570 fairway unit, Redexim Vert-Drain 1513 aerifier, Wessex FSR 800 Fertilizer Spreader

The Jacobsen equipment we have purchased in the past have had many problems from computer, wire, and hydraulic issues. We are phasing out the last of our Jacobsen equipment which is a Jacobsen 322 greens mower which we can not get some parts for anymore. We are trying to keep different parts to a minimal to where we keep up with only John deere and Toro parts. The Wessex fertilizer spreader can not convert to a Mass feed ring to a sand spreader if needed for fairways and tees like the Lely L1250 can.

QUOTE

QUOTE #	AAAQ5561
DATE	Mar 11, 2026

Tri-State Pump & Control, Inc.

1162 Chastain Road, Liberty, SC 29657

To Bayne Mallary
Griffin Golf Course
625 Camp Northern Rd.
Griffin, GA 30224

Salesperson	P.O. Number	Payment Terms	Vallid Until
Josh Wright			Apr 10, 2026

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Jacobsen LF570 with 9 Blade Reels and CoolTop.	$93,374.60	$93,374.60
	LF570, 2WD, Stg V (Kubota 44.9 HP)		
	(5) Reel - 17.8 cm (7") Dia, 9 Blade, FlashAttach		
	(5) 22" Grooved Steel Front Roller (3" Diameter)		
	Front Roller Scraper for 3" Grooved Steel Front Roller		
	Black Cool Top Canopy & Fan 2x3		
	Shipping and Handling		

SUBTOTAL	$93,374.60
SALES TAX	$0.00
TOTAL	**$93,374.60**

Notes

Above pricing is based on Jacobsen's OMNIA Contract # 20470.

Please contact me if I can be of further assistance.

To accept this quotation, sign here and return: _____

Thank You For Your Business!

Created on 03/13/26 14:50:45 by Josh Wright

QUOTE

QUOTE #	AAAQ5725
DATE	Aug 6, 2026

Tri-State Pump & Control, Inc.

1162 Chastain Road, Liberty, SC 29657

To Bayne Mallary
Griffin Golf Course
625 Camp Northern Rd.
Griffin, GA 30224

Salesperson	P.O. Number	Payment Terms	Vallid Until
Josh Wright			Aug 31, 2026

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Pricing Before August 31st		
1	NEW Redexim Vert-Drain with Carrier	$53,591.31	$53,591.31
	Redexim Verti-Drain 1513		
	The Carrier		
	Weight Kit for Carrier		
	Turf Hold Down Kit		
1	NEW Wessex FSR-800 PTO Spreader	$4,850.00	$4,850.00
	Pricing After August 31st (Estimated)		
1	NEW Redexim Vert-Drain with Carrier	$59,550.82	$59,550.82
	Redexim Verti-Drain 1513		
	The Carrier		
	Weight Kit for Carrier		
	Turf Hold Down Kit		

Created on 08/11/26 11:28:10 by Josh Wright

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Shipping and Handling		

SUBTOTAL	$117,992.13
SALES TAX	$0.00
TOTAL	**$117,992.13**

Notes

Please contact me if I can be of further assistance.

To accept this quotation, sign here and return: _____

Thank You For Your Business!

Created on 08/11/26 11:28:10 by Josh Wright

GEORGIA MUNICIPAL ASSOCIATION

President
Andrea Gibby
Mayor, Young Harris

First Vice President
James Burnette
Mayor, Suwanee

Second Vice President
Carlos Duffey
Mayor, Jackson

Third Vice President
Rochelle Robinson
Mayor, Douglasville

Immediate Past President
Bianca Motley Broom
Mayor, College Park

CEO & Executive Director
Larry H. Hanson

October 21, 2026

Ms. Deborah Manning-Gilbert
Finance Director
City of Griffin
PO Box T
Griffin, Georgia 30224

RE: Direct Installment Program

Dear Ms. Manning-Gilbert:

Please find enclosed the proposed lease supplement between your city and the Georgia Municipal Association. GMA will file all necessary forms including the state UCC-1 and federal 8038. **Please keep in mind the payment schedule (Schedule B) may change slightly depending on the closing date.**

Please return the documents and invoice to GMA by November 30, 2026 to guarantee the 4.7% interest rate. You may wish to send the documents by overnight courier to assure prompt delivery.

PLEASE PAY CAREFUL ATTENTION TO SIGNATURES AND SEALS. OUR LENDERS WILL NOT PROCESS INCOMPLETE PAPERWORK. IF YOU ARE UNSURE ABOUT A DATE FIELD, LEAVE IT BLANK.

If you have any questions, please contact me at (678) 686-6274.

Sincerely,

Philip Potter
Financial Services Manager

/PP
Enclosures

DOCUMENT NOTES

LEASE SUPPLEMENT

NOTE: ON ALL PROPERTIES REQUIRING TITLE, A COPY OF THE MV - 1 APPLICATION LISTING GMA AS LIENHOLDER MUST ACCOMPANY LEASE DOCUMENTS.

Exhibit E - Lease Supplement: Please complete requested information. Please also sign on the Lessee position, which is marked with the City's name. The City Clerk should attest this document.

Exhibit E - Schedule A: Please insert appropriate information as requested (i.e., add serial number, amount, or model number).

Exhibit E- Schedule B: No action is required for this schedule.

Exhibit E- Schedule C: Please date, sign, and have the City Clerk attest this document.

Exhibit E- Schedule D: IRS Form 8038: Please add the city's Tax I.D. number and sign at the bottom. GMA will complete this document at closing.

Exhibit E- Schedule F: Resolution/Ordinance for Supplemental Lease: Please add necessary information, date, and sign this document. The Resolution/Ordinance must be adopted at a regular council meeting at which the Mayor may designate the appropriate city officials to enter into subsequent leases for the appropriate amount. The City Clerk should sign and seal at the bottom of the page.

Please return the enclosed document and all attachments (i.e., clips, etc.) to:

Georgia Municipal Association
Attention: Financial Services Program Manager
P.O. Box 105377
Atlanta, Georgia 30348

IF YOU HAVE ANY QUESTIONS OR SHOULD NEED ANY ASSISTANCE, PLEASE DO NOT HESITATE TO CALL THE FINANCIAL SERVICES PROGRAM MANAGER AT (888) 488-4462. LEASE DOCUMENTS MUST BE EXECUTED COMPLETELY AND CORRECTLY BEFORE ANY CHECKS WILL BE ISSUED BY THE SERVICING BANK.

Note: GMA's Lienholder Code is 10288896

EXHIBIT "E"
LEASE SUPPLEMENT

THIS LEASE SUPPLEMENT (this "Lease Supplement") by and between GEORGIA MUNICIPAL ASSOCIATION, INC., a Georgia non-profit corporation ("Lessor") and the municipal corporation of the State of Georgia signing below ("Lessee"), is made and entered into the date of its execution by the Lessor.

RECITALS:

Lessor and Lessee have entered into a Master Lease (the "Master Lease") dated January 5, 2001, which provides for Lessor to lease to Lessee certain property (the "Property") to be specified in Lease Supplements to be executed and delivered by Lessor and Lessee from time to time; and

Lessor and Lessee are entering into this Lease Supplement pursuant to the Master Lease to specify the terms for the lease of certain Property.

LESSOR AND LESSEE HEREBY AGREE AS FOLLOWS:

1. Definitions. Unless a different meaning or intent is required by this Lease Supplement, the capitalized terms used in this Lease Supplement shall have the meanings set forth in the Master Lease.

2. Property. The Property described on the Property Schedule incorporated as Schedule A to this Lease Supplement is specified as the Property that initially is the subject hereof.

3. Lease Payments. The Rental Schedule, incorporated as Schedule B to this Lease Supplement describes the initial amounts and payment dates of the Rentals for the Lease, and the Purchase Price for the Property. The Termination Payment may become due and payable upon the circumstances described in Section 4.2 of the Master Lease.

4. Term of Lease. The Starting Term of the Lease of the Property shall begin on the date hereof (the "Starting Date") and end on December 31 of the same year. The Lease will be renewed for successive calendar year Renewal Terms (the "Renewal Terms"), and an Ending Term (the "Ending Term") commencing January 1 of the last calendar year appearing on the Rental Schedule, and ending on the date of the final payment shown on the Rental Schedule (the "Ending Date"), unless Lessee gives a Nonrenewal Notice or there occurs an Event of Nonappropriation, as provided in the Master Lease. The "Lease Term" is the period from the Starting Date to the Ending Date, subject to the earlier expiration or termination of the Lease as provided in the Master Lease.

5. Agreements, Representations and Warranties. Lessee represents, warrants and agrees as follows:

(a) Lessee's representations, warranties and agreements contained in the Master Lease are true, accurate, complete and effective as of the date hereof;

(b) *(this clause (b) applies only if this Lease is designated as a Bank-Qualified Lease below)* in order to enable Lessor to offer the interest rate contained in this Lease, Lessee represents and warrants that it has not issued, nor does it (taken together with the entities with which it must be aggregate pursuant to Section 265(b)(3)(E) of the Code) reasonably expect to issue (taking into account the Leases) more than $10 million of tax-exempt obligations (other than private activity bonds) for the calendar year during which the Lease becomes effective; as provided in Code Section 265(b)(3)(B)(II), Lessee specifically designates the Lease as a "qualified tax-exempt obligation" as provided by Code Section 265(b)(3);

(c) Lessee will take no action that will directly or indirectly affects the deductibility of that portion of Lessor's interest expense allocable to this Lease;

(d) Lessee has made an available appropriation of and included in its current operating budget all Rentals for the Starting Term and the Termination Payment applicable to this Lease;

(e) Unless Property funds are escrowed, Lessee has received, tested, and finally accepted the Property;

(f) The portion of the Rentals representing principal, when taken together with the principal portion outstanding under any other contract entered into by Lessee pursuant to the authority of O.C.G.A. § 36-60-13, together with the amount of debt outstanding incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia of 1983, as amended, does not exceed 10% of the assessed value of all taxable property within the jurisdictional limits of Lessee;

(g) The Property that is the subject hereof has not been the subject of a referendum that failed to receive the approval of the voters of Lessee within the calendar year in which this Lease is entered into for any of the four immediately preceding calendar years;

(h) If the Property subject to this Lease is real property: and unless the Property has been approved in the most recent referendum calling for the levy of a special county 1% sales and use tax pursuant to O.C.G.A. Tit. 48, Chapt. 8, Art. 3, Pt. 1, neither of the following has occurred:

(i) the average annual payments on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease, do not exceed 7.5% of the governmental fund revenues of Lessee for the last calendar year preceding the date of delivery of this Lease (provided, however, that there may be added to such governmental fund revenues any special county 1% sales and use tax proceeds collected pursuant to O.C.G.A. § 48-8-111 legally available to pay amounts on this Lease or such other contracts); and

(ii) the outstanding principal balance on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease does not exceed $25,000,000.00

(i) If the property subject to this Lease is real property, Lessee held a public hearing with respect to this Lease prior to the delivery of this Lease, notice of which hearing was published at least once in each of the two weeks preceding the week of the hearing in a newspaper of general circulation in the jurisdiction of Lessee.

(j) No Event of Default or Event of Nonappropriation has occurred with respect to any Lease entered into under the Master Lease.

6. Non-Arbitrage Certificate. The Property that is subject to the Lease has not been and is not expected to be sold or otherwise disposed of in whole or in part prior to the Ending Date. Monies appropriated for the payment of amounts under the Lease will be paid from Lessee's general fund and will not be pledged for the Lease or be otherwise separately identified or accounted for (unless the Lease is to be paid from sales tax receipts). Lessee has not been notified of any listing of it by the Internal Revenue Service as an issuer that may not certify its obligations. No proceeds or "gross proceeds" of the Lease are expected to be invested prior to an allocation for governmental use, unless an Escrow Agreement has been entered into in connection with this Lease. The proceeds of the Lease will not be used in a manner and no other action will be taken or omitted that would cause the Lease to be an "arbitrage bond" under Section 148 or a "private activity bond" under Section 141 of the Internal Revenue Code of 1986, as amended and the regulations promulgated under that Section.

7. Quitclaim. At the outset of this Lease, the Lessee does hereby assign, transfer, convey and quitclaim to Georgia Municipal Association, Inc. ("Lessor") such ownership interests as it may possess, if any, in and to the "Property," as is necessary to permit the Property to be leased by Lessor to Lessee pursuant to the terms of this Lease Supplement and the Master Lease in accordance with their terms. Pursuant to Section 2.2 of the Master Lease, Lessor further transfers title to Lessee to the extent provided therein, and Lessee accepts such transfer in accordance with such Section 2.2. This quitclaim is given in consideration of the advance by or on behalf of the Lessor of the purchase price of the Property and the undertaking of the Lessor represented by this Lease Supplement.

8. Active Municipality. The Lessee certifies that it does, and expects to continue (a) providing at least three of the following services, either directly or by contract: law enforcement; fire protection (which may be furnished by a volunteer fire force) and fire safety; road and street construction or maintenance; solid waste management; water supply or distribution or both; waste-water treatment; storm-water collection and disposal; electric or gas utility services; enforcement of building, housing, plumbing, and electrical codes and other similar codes; planning and zoning; recreational facilities; (b) holding at least six regular, monthly or bimonthly, officially recorded public meetings each year; and (c) qualifying for and holds a regular municipal election as provided by law.

9. Effect of Lease Supplement. This Lease Supplement is intended as a separate Lease of the items of Property described in this Lease Supplement pursuant to the Master Lease. The terms, conditions and provisions of the Master Lease are hereby incorporated in this Lease Supplement to the same extent as if fully set forth in this Lease Supplement in this place, except to the extent expressly amended or modified by this Lease Supplement. The owner of Lessor's interest in this Lease shall have all rights, powers and remedies of Lessor with respect to this Lease under the Master Lease. This Lease Supplement may be executed in multiple counterparts, each of which shall constitute an original. This Lease Supplement shall be effective only upon the due completion and execution of the Schedules listed below and the delivery thereof to the Servicer.

10. Bank-Qualified or Non-Bank-Qualified.

☐ The Lease under this Lease Supplement is a Non-Bank-Qualified Lease;

OR: (Check 1 box)

☒ The Lease under this Lease Supplement is a Bank-Qualified Lease and Lessee has designated the Lease under the Lease Supplement as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code. The Lessee and its subordinate entities, and the entities that issue obligations on behalf of Lessee have not issued other tax-exempt obligations (other than private activity bonds, except Qualified 501(c)(3) Bonds) in the current calendar year, and Lessee does not expect that it and such other entities will issue such tax-exempt obligations such that all of such obligations, taken together with the Lease Amount under the Lease Supplement, would exceed $10,000,000 in such calendar year. The only tax-exempt obligations issued or expected to be issued in the current calendar year by such parties are as follows (type title, date and amount):

	TITLE	**DATE**	**AMOUNT**
(1)	_____	_____	_____
(2)	_____	_____	_____

11. Payments Direction. Lessee authorizes and directs the Servicer under this Lease Supplement to pay the vendors of the Property as indicated below:

NAME AND ADDRESS OF VENDOR	INVOICE # (attach invoices)	AMOUNT
City of Griffin 100 S Hill Street Griffin, GA 30223 Attn: Angela Thompson (770) 229-6401	Enclosed	$337,464.47

(Should Lessee have previously paid vendor, or require another means of payment to the Vendor, it should attach a request for an alternate payment method with a full explanation and, if applicable, proof of payment to the vendor.)

12. Assignee and Servicer. Lessor has assigned its rights and interests in the Lease to Magnolia Bank, which shall serve as Servicer for the Lease, and Lessee shall make payments to such Servicer.

13. Schedules. Lessee hereby delivers to Lessor and its assigns the completed, executed and effective Schedules C, D, and F, described below.

This Lease Supplement is dated: _____.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Lease Supplement to be duly executed.

LESSEE: **City of Griffin**
(SEAL)

Signed By: _____
City Manager or Mayor

Print Name: _____

Attested By: _____
City Clerk

Print Name: _____

Date: _____

LESSOR: **GEORGIA MUNICIPAL ASSOCIATION, INC.**
(SEAL)

Signed By: _____
Executive Director

Attested By: _____
Financial Services Program Manager

Date of Execution: _____

Schedules Hereto:

A. Property Schedule
B. Rental Schedule
C. Appropriation Certificate Form
D. Form 8038G or 8038GC
E. Form UCC-1 (If included)
F. Ordinance/Resolution for Lease Supplement
G. Assignment and Transfer of Lease Supplement
(Schedule G will be completed by GMA)

SCHEDULE A

PROPERTY SCHEDULE

DESCRIPTION OF PROPERTY	IDENTIFICATION OR VIN NUMBER	AMOUNT FINANCED
Various Vehicles & Equipment		$337,464.47

Annual Interest Rate:	4.70%
Years:	5
Payments Per Year:	12
Amount:	$337,464.47

Payment Number	Payment	Principal	Interest	Balance
1	$6,322.09	$5,000.36	$1,321.74	$332,464.11
2	$6,322.09	$5,019.94	$1,302.15	$327,444.17
3	$6,322.09	$5,039.60	$1,282.49	$322,404.57
4	$6,322.09	$5,059.34	$1,262.75	$317,345.23
5	$6,322.09	$5,079.16	$1,242.94	$312,266.07
6	$6,322.09	$5,099.05	$1,223.04	$307,167.02
7	$6,322.09	$5,119.02	$1,203.07	$302,048.00
8	$6,322.09	$5,139.07	$1,183.02	$296,908.92
9	$6,322.09	$5,159.20	$1,162.89	$291,749.73
10	$6,322.09	$5,179.41	$1,142.69	$286,570.32
11	$6,322.09	$5,199.69	$1,122.40	$281,370.63
12	$6,322.09	$5,220.06	$1,102.03	$276,150.57
13	$6,322.09	$5,240.50	$1,081.59	$270,910.07
14	$6,322.09	$5,261.03	$1,061.06	$265,649.04
15	$6,322.09	$5,281.63	$1,040.46	$260,367.40
16	$6,322.09	$5,302.32	$1,019.77	$255,065.08
17	$6,322.09	$5,323.09	$999.00	$249,741.99
18	$6,322.09	$5,343.94	$978.16	$244,398.06
19	$6,322.09	$5,364.87	$957.23	$239,033.19
20	$6,322.09	$5,385.88	$936.21	$233,647.31
21	$6,322.09	$5,406.97	$915.12	$228,240.34
22	$6,322.09	$5,428.15	$893.94	$222,812.19
23	$6,322.09	$5,449.41	$872.68	$217,362.77
24	$6,322.09	$5,470.76	$851.34	$211,892.02
25	$6,322.09	$5,492.18	$829.91	$206,399.84
26	$6,322.09	$5,513.69	$808.40	$200,886.14
27	$6,322.09	$5,535.29	$786.80	$195,350.85
28	$6,322.09	$5,556.97	$765.12	$189,793.89
29	$6,322.09	$5,578.73	$743.36	$184,215.15
30	$6,322.09	$5,600.58	$721.51	$178,614.57
31	$6,322.09	$5,622.52	$699.57	$172,992.05
32	$6,322.09	$5,644.54	$677.55	$167,347.51
33	$6,322.09	$5,666.65	$655.44	$161,680.86
34	$6,322.09	$5,688.84	$633.25	$155,992.02
35	$6,322.09	$5,711.12	$610.97	$150,280.89
36	$6,322.09	$5,733.49	$588.60	$144,547.40
37	$6,322.09	$5,755.95	$566.14	$138,791.45
38	$6,322.09	$5,778.49	$543.60	$133,012.96
39	$6,322.09	$5,801.13	$520.97	$127,211.83
40	$6,322.09	$5,823.85	$498.25	$121,387.99
41	$6,322.09	$5,846.66	$475.44	$115,541.33
42	$6,322.09	$5,869.56	$452.54	$109,671.77
43	$6,322.09	$5,892.55	$429.55	$103,779.23
44	$6,322.09	$5,915.62	$406.47	$97,863.61
45	$6,322.09	$5,938.79	$383.30	$91,924.81
46	$6,322.09	$5,962.05	$360.04	$85,962.76
47	$6,322.09	$5,985.41	$336.69	$79,977.35
48	$6,322.09	$6,008.85	$313.24	$73,968.50
49	$6,322.09	$6,032.38	$289.71	$67,936.12
50	$6,322.09	$6,056.01	$266.08	$61,880.11
51	$6,322.09	$6,079.73	$242.36	$55,800.38
52	$6,322.09	$6,103.54	$218.55	$49,696.84
53	$6,322.09	$6,127.45	$194.65	$43,569.39
54	$6,322.09	$6,151.45	$170.65	$37,417.95
55	$6,322.09	$6,175.54	$146.55	$31,242.41
56	$6,322.09	$6,199.73	$122.37	$25,042.68
57	$6,322.09	$6,224.01	$98.08	$18,818.67
58	$6,322.09	$6,248.39	$73.71	$12,570.29
59	$6,322.09	$6,272.86	$49.23	$6,297.43
60	$6,322.09	$6,297.43	$24.66	$0.00
TOTALS	**$379,325.57**	**$337,464.47**	**$41,861.10**	

SCHEDULE C

APPROPRIATION CERTIFICATE

Re: Master Lease dated January, 5, 2001 and Lease Supplement (the "Lease Supplement") dated _____, between Lessee and Georgia Municipal Association, Inc.

The undersigned officers of the City of Griffin (the "Lessee") hereby certify that all Rentals and the Termination Payment under the referenced Lease Supplement, for the current fiscal year are within such Lessee's operating budget or budgets for such year and an appropriation of funds for such year has been made for such purpose and is available therefore.

Dated: _____

City of Griffin

Signed by: _____

Print Name: _____

Title: _____

Attested By: _____

Print Name: _____

Title: _____

(SEAL)

INSTRUCTIONS:

1. To be given at the time of signing a Lease Supplement and within 30 days of the adoption of each annual budget.

2. Complete a separate certificate for each Lease Supplement in effect.

SCHEDULE D

Form **8038-G**
(Rev. September 2011)
Department of the Treasury
Internal Revenue Service

Information Return for Tax-Exempt Governmental Obligations

▶ **Under Internal Revenue Code section 149(e)**
▶ **See separate instructions.**
Caution: *If the issue price is under $100,000, use Form 8038-GC.*

OMB No. 1545-0720

Part I Reporting Authority — If **Amended Return**, check here ▶ ☐

1 Issuer's name: City of Griffin	2 Issuer's employer identification number (EIN): 58-6000587
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)	3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address): PO Box T — Room/suite	5 Report number *(For IRS Use Only)*: 3
6 City, town, or post office, state, and ZIP code: Griffin, GA 30224	7 Date of issue
8 Name of issue: City of Griffin / GMA Essential Equipment Lease-Purchase	9 CUSIP number: None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions): Ms. Deborah Manning-Gilbert, Finance Director	10b Telephone number of officer or other employee shown on 10a: (770) 229-6401

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11	Education	11	
12	Health and hospital	12	
13	Transportation	13	
14	Public safety	14	$337,464.47
15	Environment (including sewage bonds)	15	
16	Housing	16	
17	Utilities	17	
18	Other. Describe ▶ Various Vehicles & Equipment	18	
19	If obligations are TANs or RANs, check only box 19a ▶ ☐ If obligations are BANs, check only box 19b ▶ ☐		
20	If obligations are in the form of a lease or installment sale, check box ▶ ☒		

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		$ $337,464.47	$ N/A	years	%

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22	Proceeds used for accrued interest			22	
23	Issue price of entire issue (enter amount from line 21, column (b))			23	$337,464.47
24	Proceeds used for bond issuance costs (including underwriters' discount)	24	0 00		
25	Proceeds used for credit enhancement	25			
26	Proceeds allocated to reasonably required reserve or replacement fund	26			
27	Proceeds used to currently refund prior issues	27			
28	Proceeds used to advance refund prior issues	28			
29	Total (add lines 24 through 28)			29	0 00
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)			30	$337,464.47

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31	Enter the remaining weighted average maturity of the bonds to be currently refunded ▶	years
32	Enter the remaining weighted average maturity of the bonds to be advance refunded ▶	years
33	Enter the last date on which the refunded bonds will be called (MM/DD/YYYY) ▶	
34	Enter the date(s) the refunded bonds were issued ▶ (MM/DD/YYYY)	

Part VI Miscellaneous

35	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35		
36a	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a		
b	Enter the final maturity date of the GIC ▶ _____			
c	Enter the name of the GIC provider ▶ _____			
37	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37		

38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ ☐ and enter the following information:

b Enter the date of the master pool obligation ▶ _____

c Enter the EIN of the issuer of the master pool obligation ▶ _____

d Enter the name of the issuer of the master pool obligation ▶ _____

39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . ▶ ☒

40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . . ▶ ☐

41a If the issuer has identified a hedge, check here ▶ ☐ and enter the following information:

b Name of hedge provider ▶ _____

c Type of hedge ▶ _____

d Term of hedge ▶ _____

42 If the issuer has superintegrated the hedge, check box . . . . . ▶ ☐

43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . . ▶ ☐

44 If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . . ▶ ☐

45a If some portion of the proceeds was used to reimburse expenditures, check here ▶ ☐ and enter the amount of reimbursement . . . . . ▶ _____

b Enter the date the official intent was adopted ▶ _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

▶ _____ Signature of issuer's authorized representative Date ▶ _____ Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN

Firm's name ▶	Firm's EIN ▶
Firm's address ▶	Phone no.

SCHEDULE F

ORDINANCE/RESOLUTION FOR SUPPLEMENTAL LEASES

A RESOLUTION OR ORDINANCE TO AUTHORIZE AND
DIRECT AN OFFICER OF THE CITY
TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE
OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM; TO DESIGNATE
SUCH LEASES AS QUALIFIED TAX-EXEMPT OBLIGATIONS;
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of January, 5, 2001, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW THEREFORE, BE IT RESOLVED OR ORDAINED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The _____ of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for Various Vehicles & Equipment (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.

2. ☐ An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements; or

(check box if applicable)

☐ An appropriation from unappropriated and unreserved funds in the City's current operating budget is hereby made for the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements, and the budget of the City is hereby amended to reflect such appropriation to the extent necessary.

3. The lease or leases contemplated by the said Lease Supplements are hereby designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and said officer shall be authorized to confirm such designation by execution of appropriate documents in connection therewith.

4. This authorization shall be effective immediately.

CLERK'S CERTIFICATE

The undersigned hereby certifies that he or she is the Clerk of the City of Griffin, Georgia (the "City"), and that the foregoing is a true copy of the ☐ Resolution or, ☐ Ordinance [Check One] adopted by the governing body of the City at a meeting duly held on the_____, 20___, at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now is in full force and effect. Given under the seal of the City, this _____, 20___.

(SEAL)

_____
City Clerk

689721

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider approval of a Resolution declaring the results of the Special Election, held November 3, 2026, approving by a majority of the electors of Spalding County, a new SPLOST, and approving by a majority of the electors of the City of Griffin, issuance of SPLOST general obligation bonds, in an amount not to exceed $20,000,000 to fund construction of two (2) new Fire Stations within the City and to equip said stations with required fire trucks for said stations. *City Attorney Drew Whalen will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Land acquisition – New Station 3 property has been purchased (Greenbelt Pkwy and Old Macon Rd). Station 4 property – we have a verbal agreement with the property owner and are just waiting for the purchase agreement to be signed and closing to occur. Current Construction estimates for new facilities are $5,000,000 for each, i.e. a total of $10,000,000 for new facilities. The current timeline is to put the RFP for the design/build out in early 2027 with construction starting around the 3rd quarter of 2027 with a completion date in Summer of 2028.

New Fire Apparatus – Aerial is due for completion January 2027, Heavy Rescue September 2027, Pumper April 2028

Aerial replacement for Ladder 3 - $1,834,852.12

Heavy Rescue replacement for Squad 3 - $1,399,851.72

Fire Pumper addition - $1,274,727.04

Total for apparatus: $4,509,430.99

NOTE: Another new fire apparatus in the SPLOST is a replacement of Truck 2 in 2031. It will not be paid from Bond proceeds, but will be paid from the City's portion of SPLOST "Pay As You Go" proceeds.

STAFF RECOMMENDATION:

Approval

Note: A certified copy of the Resolution will be delivered to the Spalding County Board of Elections and Registration at which time the Chairman, in the capacity of Elections Superintendent, will execute and deliver the attached Certificate. This document will be filed with the Petition for Bond Validation filed in the Superior Court of

Spalding County, Georgia.

Timing of issuance of the bonds, once validated, will depend on finalization of the construction schedule following selection of a contractor.

FINANCIAL IMPACT:

This will be an issuance of General Obligation bonds, repaid from proceeds of the City's portion (38%) of the 2026 SPLOST. There is no impact on the current fiscal budget for the construction of these fire stations or acquisition of new fire apparatus equipment. Bond obligations will be paid first from the City's portion of the SPLOST and remainder will be collected on a "pay as you go" basis.

Submitted By:
Andrew Whalen

Meeting Date:
24/11/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
CERTIFICATION OF RESULTS FOR 11032026 GENERAL AND SPECIAL ELECTION.pdf
Official & Complete Election Summary Report.pdf
Official & Complete Statement of Votes Cast.pdf
Res-Declare__v2__11-17-26.pdf

CERTIFICATION OF RETURNS
General Election
November 3, 2026

COUNTY OF Spalding
STATE OF GEORGIA

Upon certification:

We, the undersigned Board of Elections/Registrars, Superintendent/Supervisor of Elections and designees, do jointly and severally certify that the attached Election Results Summary is a true and correct count of the votes cast in this County for the candidates in the General Election.

In TESTIMONY WHEREOF, we have hereunto set our hand, in ink, and official seal this 9th day of November, 2026.

Attest:

Superintendent/Supervisor of Elections

ELECTIONS SPALDING COUNTY REGISTRATION

ATTACH EMS ELECTION SUMMARY/STATEMENT OF VOTES CAST

Attach copies to this consolidated certification and summary report and provide as follows:
1. Original: Secretary of State
2. Copy: Posted at the Elections Office
3. Copy: File in the permanent record in the Superintendent's Office
4. Copy: Clerk of Superior Court (Sealed) Pursuant to O.C.G.A § 21-2-500

Pursuant to O.C.G.A § 21-2-497

The formatting of this document may not be altered in any way

This form Pursuant to O.C.G.A § 21-2-493.

CONSOLIDATED MUNICIPAL/COUNTY CERTIFICATION OF RETURNS FOR:

(✓) SPECIAL ELECTION
(✓) GENERAL ELECTION
( ) RUNOFF ELECTION

11/09/2026
Date

Spalding
Municipality/County

Instructions: Prepare and print (4) copies of the Election Summary (county consolidated vote totals report that is generated by GEMS). Attach copies of this consolidated certification report as follows:

1. **White sheet is attached to Election Summary and returned to Secretary of State.**
2. **Yellow sheet is attached to Election Summary and maintained by Superintendent.**
3. **Pink sheet is attached to Election Summary and sent to Clerk of Superior Court.**
4. **Goldenrod Copy is attached to Election Summary and immediately posted at the City Hall (city) or Courthouse (county)**

ELECTION SUMMARY MUST BE ATTACHED TO THIS FORM

WRITE-IN VOTES: Record total number of votes received by all qualified write-in candidates. Votes recorded here are the write-in totals from Direct Record Electronic Machines and Optical Scan Absentee/Provisional Ballots.

WRITE-IN CANDIDATES (Insert Titles of Offices and Names of Candidates)	Insert Vote Totals On Blanks Below:	
U.S. Senate Elbert Arthur Baitell	1	Votes
U.S. Senate Christina Clement	2	Votes
U.S. Senate Cassandra Easton	3	Votes
Governor David C. Byrne	0	Votes
Governor Jacqueline Angela DaCosta	1	Votes
Governor Deb Boughton Davis	0	Votes
Governor Milton J. Lofton	2	Votes
Governor David Leon Moreland	0	Votes
Governor Leland Jake Olinger, II	2	Votes
Governor Andrew Pacetti	1	Votes

We, the undersigned Superintendent of Elections and his/her Assistants, do jointly and severally certify that the attached Election Summary is a true and correct count of the votes cast in this City/County, and that the above listed Write-In Votes constitute all votes cast for qualified Write-In Candidates on Direct Record Electronic Machines and Optical Scan Absentee/Provisional Ballots. In TESTIMONY WHEREOF, We have hereunto set our hands and seals this 4th day of November, 2026. SIGNED IN QUADRUPLICATE.

_____ Assistant
_____ Assistant
_____ Assistant
_____ Assistant
_____ Assistant

_____
Superintendent Of Elections

BOARD OF ELECTIONS AND REGISTRATION
SPALDING COUNTY

FORM# CR-SCM-DRE-03-C

CONSOLIDATED MUNICIPAL/COUNTY CERTIFICATION OF RETURNS FOR:

☑ SPECIAL ELECTION
☑ GENERAL ELECTION
☐ RUNOFF ELECTION

November 9, 2026
Date

Spalding
Municipality/County

Instructions: Prepare and print (4) copies of the Election Summary (county consolidated vote totals report that is generated by EMS). Attach copies of this consolidated certification report as follows:

1. **White** sheet is attached to Election Summary and returned to Secretary of State.
2. **Yellow** sheet is attached to Election Summary and maintained by Superintendent.
3. **Pink** sheet is attached to Election Summary and sent to Clerk of Superior Court.
4. **Goldenrod** Copy is attached to Election Summary and immediately posted at the City Hall (city) or Courthouse (county).

ELECTION SUMMARY MUST BE ATTACHED TO THIS FORM

REFERENDUM QUESTIONS: Affix a copy of the complete wording of the question(s) as such appeared on the ballot.

SHORT TITLE OF QUESTION(S) AS SHOWN ON ATTACHED ELECTION SUMMARY:

COUNTY 1% SALES AND USE TAX

( ) YES
( ) NO

Shall a special one percent sales and use tax be imposed in Spalding County for a period of time not to exceed 24 calendar quarters and for the raising of an estimated amount of $134,000,000 for the purpose of funding the following capital outlay projects: (i) for Spalding County (A) transportation projects to include roads, streets, bridges, sidewalks, and trails, (B) County park deferred maintenance, (C) a new facility for E911 and acquisition of NextGen 911 software, (D) debt reduction for fire truck engines and ladder trucks for the Fire Department, (E) building maintenance renovations and update for Public Works, (F) County annex renovations, (G) elections office renovations, (H) collection centers and equipment and vehicles for Solid Waste, (I) sewer improvements and expansion for economic development, (J) maintenance shop update and new fueling station for county fleet and (K) equipment and vehicles for Storm Water Department; (ii) for the City of Griffin (A) acquisition and construction of new fire stations, including fire station equipment, (B) public safety equipment, (C) nuisance abatement for community development, and (D) transportation projects to include roads, streets, bridges, sidewalks, and parking; (iii) and for Orchard Hill, (A) improvements to City parks including a walking track, pickleball courts, and shades for playground equipment, (B) acquisition of new City property, and (C) inter-City improvements?

If imposition of the tax is approved by the voters, such vote shall also constitute approval of the issuance of general obligation debt of the City of Griffin in a principal amount not to exceed $20,000,000 for a portion of the above described capital outlay projects of the City of Griffin.

(Citation of Act calling for the Election):

Local Act No. ~~Local Act No.~~ Part 1 of Year Article 3 Ga. ~~Laws page No.~~ Chapter 8 of Title 48 of Official Code of Georgia Annotated.

(Citation of Act calling for the Election):

Local Act No. _____ Year _____

Ga. Laws page No. _____

We, the undersigned Superintendent/Supervisor of Elections and the Assistants, do jointly and severally certify that the attached Election Summary is a true and correct count of the votes cast in this City/County. In TESTIMONY WHEREOF, We have hereunto set our hands and seals this 9th day of November 2026. SIGNED IN QUADRUPLICATE.

_____ **Assistant**

_____ **Assistant**

_____ **Assistant**

_____ **Assistant**

_____ **Assistant**

_____
Superintendent/Supervisor Of Elections

ELECTIONS SPALDING COUNTY REGISTRATION

Election Summary Report

General Election

Spalding

November 03, 2026

Summary for: All Contests, All Districts, All Tabulators, All Counting Groups

November 3, 2026 General and Special Election
Official & Complete Election Summary Report
All Precincts Reporting

Elector Group	Counting Group	Ballots	Voters	Registered Voters	Turnout
Total	Election Day	8,457	8,457		16.83%
	Advance Voting	16,308	16,308		32.46%
	Absentee by Mail	1,068	1,068		2.13%
	Provisional	5	5		0.01%
	Total	25,838	25,838	50,242	51.43%

Precincts Reported: 8 of 8 (100.00%)

Registered Voters: 25,838 of 50,242 (51.43%)

Ballots Cast: 25,838

US Senate (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,068	5	25,838 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Mike Collins (Rep)		4,546	7,414	402	0	12,362	
Jon Ossoff (I)(Dem)		3,830	8,725	657	5	13,217	
Total Votes		8,379	16,142	1,059	5	25,585	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Christina Clement	WRITE-IN	0	2	0	0	2	
Cassandra Easton	WRITE-IN	2	1	0	0	3	
Elbert Arthur Bartell	WRITE-IN	1	0	0	0	1	
Unresolved Write-In		13	22	0	0	35	

Governor (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Rick Jackson (Rep)		4,983	8,046	445	0	13,474	
Keisha Lance Bottoms (Dem)		3,425	8,170	614	5	12,214	
Total Votes		8,411	16,219	1,059	5	25,694	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Milton J. Lofton	WRITE-IN	1	1	0	0	2	
David Leon Moreland	WRITE-IN	0	0	0	0	0	
Leland J. Olinger, III	WRITE-IN	1	1	0	0	2	
David C. Byrne	WRITE-IN	0	0	0	0	0	
Jacqueline Angela DaCosta	WRITE-IN	0	1	0	0	1	
Deb Broughton Davis	WRITE-IN	0	0	0	0	0	
Andrew Pacetti	WRITE-IN	1	0	0	0	1	
Unresolved Write-In		20	22	4	0	46	

Lieutenant Governor (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Greg Dolezal (Rep)		4,828	7,810	429	0	13,067	
Josh McLaurin (Dem)		3,537	8,264	629	5	12,435	
Total Votes		8,365	16,074	1,058	5	25,502	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		10	17	0	0	27	

Secretary of State (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Tim Fleming (Rep)		4,854	7,870	438	0	13,162	
Penny Brown Reynolds (Dem)		3,516	8,246	616	5	12,383	
Total Votes		8,370	16,116	1,054	5	25,545	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		8	10	2	0	20	

Attorney General (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Brian Strickland (Rep)		4,880	7,908	437	0	13,225	
Tanya Miller (Dem)		3,513	8,262	622	5	12,402	
Total Votes		8,393	16,170	1,059	5	25,627	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		4	7	0	0	11	

Commissioner of Agriculture (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Tyler Harper (I)(Rep)		4,979	8,082	450	0	13,511	
Katherine E. Juhan-Arnold (Dem)		3,380	8,036	596	5	12,017	
Total Votes		8,359	16,118	1,046	5	25,528	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		5	4	0	0	9	

Commissioner of Insurance (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
John King (I)(Rep)		4,874	8,008	444	0	13,326	
Keisha Sean Waites (Dem)		3,474	8,111	604	5	12,194	
Total Votes		8,348	16,119	1,048	5	25,520	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		3	6	0	0	9	

State School Superintendent (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Richard Woods (I)(Rep)		4,883	7,984	444	0	13,311	
Lydia Powell (Dem)		3,473	8,146	608	4	12,231	
Total Votes		8,356	16,130	1,052	4	25,542	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		6	5	0	0	11	

Commissioner of Labor (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Bárbara Rivera Holmes (I) (Rep)		4,876	7,957	434	0	13,267	
Nikki Porcher (Dem)		3,465	8,126	610	5	12,206	
Total Votes		8,341	16,083	1,044	5	25,473	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		9	8	0	0	17	

PSC - District 3 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Fitz Johnson (Rep)		4,776	7,777	418	0	12,971	
Peter Hubbard (I)(Dem)		3,543	8,231	620	5	12,399	
Total Votes		8,319	16,008	1,038	5	25,370	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		11	12	0	0	23	

PSC - District 5 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Josh Tolbert (Rep)		4,876	7,905	431	0	13,212	
Shelia Edwards (Dem)		3,474	8,200	606	5	12,285	
Total Votes		8,350	16,105	1,037	5	25,497	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		4	3	1	0	8	

US House of Representatives - District 3 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,068	5	25,838 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Brian Jack (I)(Rep)		4,824	7,854	428	0	13,106	
Maura Keller (Dem)		3,533	8,273	619	5	12,430	
Total Votes		8,357	16,127	1,047	5	25,536	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		9	8	0	0	17	

State Senate - District 16 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Marty Harbin (I)(Rep)		4,869	7,909	434	0	13,212	
Sonya Wimberly Hawkins (Dem)		3,485	8,199	608	5	12,297	
Total Votes		8,354	16,108	1,042	5	25,509	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		6	6	0	0	12	

State House of Representatives - District 82 (Vote for 1)

Precincts Reported: 7 of 7 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	4,672	9,404	662	1	14,739 / 28,202	52.26%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Karen I. Mathiak (I)(Rep)		2,616	4,325	248	0	7,189	
Anthony Dickson (Dem)		2,009	4,988	403	1	7,401	
Total Votes		4,625	9,313	651	1	14,590	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		4	4	0	0	8	

State House of Representatives - District 135 (Vote for 1)

Precincts Reported: 5 of 5 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	3,785	6,904	405	4	11,098 / 22,040	50.35%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Beth Camp (I)(Rep)		2,974	4,926	241	1	8,142	
Total Votes		2,974	4,926	241	1	8,142	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		201	376	14	0	591	

Solicitor General - State Court (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Tommy Ison (Rep)		6,533	11,127	579	3	18,242	
Total Votes		6,533	11,127	579	3	18,242	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		489	1,054	30	0	1,573	

County Commission - District 2 (Vote for 1)

Precincts Reported: 2 of 2 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	1,923	3,998	197	0	6,118 / 10,720	57.07%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
James R. Dutton (I)(Rep)		1,572	3,055	120	0	4,747	
Total Votes		1,572	3,055	120	0	4,747	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		109	205	5	0	319	

County Commission - District 5 (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	2,088	4,622	348	0	7,058 / 11,954	59.04%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Claiborne "Clay" Davis (I) (Rep)		1,315	2,341	130	0	3,786	
Randy Hamilton (Dem)		725	2,206	204	0	3,135	
Total Votes		2,040	4,547	334	0	6,921	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		8	12	1	0	21	

Soil and Water Conservation District Supervisor (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Stephen Noble (I)		6,740	12,099	675	4	19,518	
Total Votes		6,740	12,099	675	4	19,518	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		276	488	12	0	776	

Constitutional Amendment 1 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Yes		4,414	8,226	547	1	13,188	
No		3,691	7,385	436	3	11,515	
Total Votes		8,105	15,611	983	4	24,703	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		0	0	0	0	0	

Constitutional Amendment 2 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Yes		5,562	10,521	676	1	16,760	
No		2,493	5,071	328	3	7,895	
Total Votes		8,055	15,592	1,004	4	24,655	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		0	0	0	0	0	

Constitutional Amendment 3 (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Yes		6,162	11,983	831	2	18,978	
No		1,935	3,665	173	2	5,775	
Total Votes		8,097	15,648	1,004	4	24,753	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		0	0	0	0	0	

SPLOST (Vote for 1)

Precincts Reported: 8 of 8 (100.00%)

	Election Day	Advance Voti	Absentee by	Provisional	Total	
Times Cast	8,457	16,308	1,067	5	25,837 / 50,242	51.43%

Candidate	Party	Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Yes		3,859	8,236	611	1	12,707	
No		4,435	7,756	386	3	12,580	
Total Votes		8,294	15,992	997	4	25,287	

		Election Day	Advance Voting	Absentee by Mail	Provisional	Total	
Unresolved Write-In		0	0	0	0	0	

Statement of Votes Cast

General Election

Spalding

November 03, 2026

SOVC for: All Contests, All Districts, All Counting Groups

November 3, 2026 General and Special Election
Official & Complete
Statement of Votes Cast

Precinct	Registered Voters	Cards Cast	Voters Cast	% Turnout
County				
County				
P1				
Election Day	8,660	1,130	1,130	13.05%
Advance Voting	8,660	2,162	2,162	24.97%
Absentee by Mail	8,660	135	135	1.56%
Provisional	8,660	2	2	0.02%
Total	8,660	3,429	3,429	39.60%
P2				
Election Day	6,546	1,031	1,031	15.75%
Advance Voting	6,546	2,378	2,378	36.33%
Absentee by Mail	6,546	160	160	2.44%
Provisional	6,546	0	0	0.00%
Total	6,546	3,569	3,569	54.52%
P3				
Election Day	5,587	1,139	1,139	20.39%
Advance Voting	5,587	1,374	1,374	24.59%
Absentee by Mail	5,587	92	92	1.65%
Provisional	5,587	0	0	0.00%
Total	5,587	2,605	2,605	46.63%

Precinct	Registered Voters	Cards Cast	Voters Cast	% Turnout
P4				
Election Day	6,182	862	862	13.94%
Advance Voting	6,182	3,243	3,243	52.46%
Absentee by Mail	6,182	236	236	3.82%
Provisional	6,182	0	0	0.00%
Total	6,182	4,341	4,341	70.22%
P5				
Election Day	5,359	1,015	1,015	18.94%
Advance Voting	5,359	1,590	1,590	29.67%
Absentee by Mail	5,359	111	111	2.07%
Provisional	5,359	0	0	0.00%
Total	5,359	2,716	2,716	50.68%
P6				
Election Day	6,138	1,048	1,048	17.07%
Advance Voting	6,138	1,646	1,646	26.82%
Absentee by Mail	6,138	130	130	2.12%
Provisional	6,138	1	1	0.02%
Total	6,138	2,825	2,825	46.02%
P7				
Election Day	5,490	1,086	1,086	19.78%
Advance Voting	5,490	1,791	1,791	32.62%
Absentee by Mail	5,490	111	111	2.02%
Provisional	5,490	2	2	0.04%
Total	5,490	2,990	2,990	54.46%
P8				
Election Day	6,280	1,146	1,146	18.25%
Advance Voting	6,280	2,124	2,124	33.82%
Absentee by Mail	6,280	93	93	1.48%
Provisional	6,280	0	0	0.00%
Total	6,280	3,363	3,363	53.55%
County - Total	50,242	25,838	25,838	51.43%
Cumulative				

Precinct	Registered Voters	Cards Cast	Voters Cast	% Turnout
Cumulative				
Election Day	0	0	0	N/A
Advance Voting	0	0	0	N/A
Absentee by Mail	0	0	0	N/A
Provisional	0	0	0	N/A
Total	0	0	0	N/A
Cumulative - Total	0	0	0	N/A
County - Total	50,242	25,838	25,838	51.43%
Election Day	50,242	8,457	8,457	16.83%
Advance Voting	50,242	16,308	16,308	32.46%
Absentee by Mail	50,242	1,068	1,068	2.13%
Provisional	50,242	5	5	0.01%

US Senate (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Mike Collins (Rep)	Jon Ossoff (I)(Dem)	Total Votes
County			
County			
P1			
Election Day	224	901	1,125
Advance Voting	478	1,657	2,135
Absentee by Mail	32	101	133
Provisional	0	2	2
Total	734	2,661	3,395
P2			
Election Day	535	480	1,016
Advance Voting	1,134	1,219	2,353
Absentee by Mail	65	94	159
Provisional	0	0	0
Total	1,734	1,793	3,528
P3			
Election Day	755	379	1,134
Advance Voting	774	588	1,363
Absentee by Mail	48	44	92
Provisional	0	0	0
Total	1,577	1,011	2,589
P4			
Election Day	454	397	851
Advance Voting	1,453	1,762	3,215
Absentee by Mail	55	178	233
Provisional	0	0	0
Total	1,962	2,337	4,299

Precinct	Christina Clement Qualified Write In		Cassandra Easton Qualified Write In		Elbert Arthur Bartell Qualified Write In		Unresolved Write-In
County							
County							
P1							
Election Day	0		0		0		1
Advance Voting	0		0		0		5
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	0		0		0		6
P2							
Election Day	0		1		0		4
Advance Voting	0		0		0		3
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	0		1		0		7
P3							
Election Day	0		0		0		2
Advance Voting	1		0		0		1
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	1		0		0		3
P4							
Election Day	0		0		0		0
Advance Voting	0		0		0		1
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	0		0		0		1

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	93	6,280
Provisional	0	6,280
Total	3,363	6,280
County - Total	25,838	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Mike Collins (Rep)	Jon Ossoff (I)(Dem)	Total Votes
P5			
Election Day	508	500	1,008
Advance Voting	643	935	1,579
Absentee by Mail	46	65	111
Provisional	0	0	0
Total	1,197	1,500	2,698
P6			
Election Day	583	454	1,037
Advance Voting	647	980	1,627
Absentee by Mail	48	81	129
Provisional	0	1	1
Total	1,278	1,516	2,794
P7			
Election Day	731	344	1,077
Advance Voting	1,023	749	1,773
Absentee by Mail	64	46	110
Provisional	0	2	2
Total	1,818	1,141	2,962
P8			
Election Day	756	375	1,131
Advance Voting	1,262	835	2,097
Absentee by Mail	44	48	92
Provisional	0	0	0
Total	2,062	1,258	3,320
County - Total	12,362	13,217	25,585
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Christina Clement Qualified Write In		Cassandra Easton Qualified Write In		Elbert Arthur Bartell Qualified Write In		Unresolved Write-In
P5							
Election Day	0		0		0		1
Advance Voting	1		0		0		3
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	1		0		0		4
P6							
Election Day	0		0		0		0
Advance Voting	0		0		0		0
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	0		0		0		0
P7							
Election Day	0		1		1		2
Advance Voting	0		1		0		2
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	0		2		1		4
P8							
Election Day	0		0		0		3
Advance Voting	0		0		0		7
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	0		0		0		10
County - Total	2		3		1		35
Cumulative							
Cumulative							
Election Day	0		0		0		0
Advance Voting	0		0		0		0
Absentee by Mail	0		0		0		0
Provisional	0		0		0		0
Total	0		0		0		0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,838	50,242

Precinct	Mike Collins (Rep)		Jon Ossoff (I)(Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	12,362		13,217		25,585

Precinct	Christina Clement Qualified Write In		Cassandra Easton Qualified Write In		Elbert Arthur Bartell Qualified Write In		Unresolved Write-In
Cumulative - Total	0		0		0		0
County - Total	2		3		1		35

Governor (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Rick Jackson (Rep)	Keisha Lance Bottoms (Dem)	Total Votes
County			
County			
P1			
Election Day	257	870	1,127
Advance Voting	506	1,645	2,151
Absentee by Mail	34	101	135
Provisional	0	2	2
Total	797	2,618	3,415
P2			
Election Day	611	410	1,022
Advance Voting	1,264	1,097	2,362
Absentee by Mail	67	92	159
Provisional	0	0	0
Total	1,942	1,599	3,543
P3			
Election Day	824	307	1,132
Advance Voting	828	540	1,368
Absentee by Mail	54	38	92
Provisional	0	0	0
Total	1,706	885	2,592
P4			
Election Day	512	346	858
Advance Voting	1,628	1,592	3,221
Absentee by Mail	68	166	234
Provisional	0	0	0
Total	2,208	2,104	4,313

Precinct	Milton J. Lofton Qualified Write In		David Leon Moreland Qualified Write In		Leland J. Olinger, III Qualified Write In		David C. Byrne Qualified Write In		Jacqueline Angela DaCosta Qualified Write In		Deb Broughton Davis Qualified Write In		Andrew Pacetti Qualified Write In	
County														
County														
P1														
Election Day	0		0		0		0		0		0		0	
Advance Voting	0		0		0		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	0		0		0		0		0		0		0	
P2														
Election Day	0		0		1		0		0		0		0	
Advance Voting	0		0		1		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	0		0		2		0		0		0		0	
P3														
Election Day	1		0		0		0		0		0		0	
Advance Voting	0		0		0		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	1		0		0		0		0		0		0	
P4														
Election Day	0		0		0		0		0		0		0	
Advance Voting	1		0		0		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	1		0		0		0		0		0		0	

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	0
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	2
P2	
Election Day	3
Advance Voting	4
Absentee by Mail	0
Provisional	0
Total	7
P3	
Election Day	3
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	4
P4	
Election Day	2
Advance Voting	5
Absentee by Mail	1
Provisional	0
Total	8

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Rick Jackson (Rep)	Keisha Lance Bottoms (Dem)	Total Votes
P5			
Election Day	544	470	1,014
Advance Voting	679	908	1,587
Absentee by Mail	52	57	109
Provisional	0	0	0
Total	1,275	1,435	2,710
P6			
Election Day	623	417	1,040
Advance Voting	692	945	1,637
Absentee by Mail	52	77	129
Provisional	0	1	1
Total	1,367	1,440	2,807
P7			
Election Day	792	284	1,076
Advance Voting	1,082	699	1,782
Absentee by Mail	70	40	110
Provisional	0	2	2
Total	1,944	1,025	2,970
P8			
Election Day	820	321	1,142
Advance Voting	1,367	744	2,111
Absentee by Mail	48	43	91
Provisional	0	0	0
Total	2,235	1,108	3,344
County - Total	13,474	12,214	25,694
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Milton J. Lofton Qualified Write In		David Leon Moreland Qualified Write In		Leland J. Olinger, III Qualified Write In		David C. Byrne Qualified Write In		Jacqueline Angela DaCosta Qualified Write In		Deb Broughton Davis Qualified Write In		Andrew Pacetti Qualified Write In	
P5														
Election Day	0		0		0		0		0		0		0	
Advance Voting	0		0		0		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	0		0		0		0		0		0		0	
P6														
Election Day	0		0		0		0		0		0		0	
Advance Voting	0		0		0		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	0		0		0		0		0		0		0	
P7														
Election Day	0		0		0		0		0		0		0	
Advance Voting	0		0		0		0		1		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	0		0		0		0		1		0		0	
P8														
Election Day	0		0		0		0		0		0		1	
Advance Voting	0		0		0		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	0		0		0		0		0		0		1	
County - Total	2		0		2		0		1		0		1	
Cumulative														
Cumulative														
Election Day	0		0		0		0		0		0		0	
Advance Voting	0		0		0		0		0		0		0	
Absentee by Mail	0		0		0		0		0		0		0	
Provisional	0		0		0		0		0		0		0	
Total	0		0		0		0		0		0		0	

Precinct	Unresolved Write-In
P5	
Election Day	1
Advance Voting	0
Absentee by Mail	1
Provisional	0
Total	2
P6	
Election Day	3
Advance Voting	3
Absentee by Mail	1
Provisional	0
Total	7
P7	
Election Day	8
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	10
P8	
Election Day	0
Advance Voting	5
Absentee by Mail	1
Provisional	0
Total	6
County - Total	46
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Rick Jackson (Rep)		Keisha Lance Bottoms (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,474		12,214		25,694

Precinct	Milton J. Lofton Qualified Write In		David Leon Moreland Qualified Write In		Leland J. Olinger, III Qualified Write In		David C. Byrne Qualified Write In		Jacqueline Angela DaCosta Qualified Write In		Deb Broughton Davis Qualified Write In		Andrew Pacetti Qualified Write In	
Cumulative - Total	0		0		0		0		0		0		0	
County - Total	2		0		2		0		1		0		1	

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	46

Lieutenant Governor (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Greg Dolezal (Rep)	Josh McLaurin (Dem)	Total Votes
County			
County			
P1			
Election Day	243	873	1,116
Advance Voting	502	1,608	2,110
Absentee by Mail	34	101	135
Provisional	0	2	2
Total	779	2,584	3,363
P2			
Election Day	587	436	1,023
Advance Voting	1,222	1,122	2,344
Absentee by Mail	67	92	159
Provisional	0	0	0
Total	1,876	1,650	3,526
P3			
Election Day	807	324	1,131
Advance Voting	807	550	1,357
Absentee by Mail	52	39	91
Provisional	0	0	0
Total	1,666	913	2,579
P4			
Election Day	497	358	855
Advance Voting	1,563	1,655	3,218
Absentee by Mail	60	174	234
Provisional	0	0	0
Total	2,120	2,187	4,307

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	3
Advance Voting	5
Absentee by Mail	0
Provisional	0
Total	8
P2	
Election Day	2
Advance Voting	3
Absentee by Mail	0
Provisional	0
Total	5
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Greg Dolezal (Rep)		Josh McLaurin (Dem)		Total Votes
P5					
Election Day	526		476		1,002
Advance Voting	662		910		1,572
Absentee by Mail	51		58		109
Provisional	0		0		0
Total	1,239		1,444		2,683
P6					
Election Day	607		422		1,029
Advance Voting	667		941		1,608
Absentee by Mail	51		76		127
Provisional	0		1		1
Total	1,325		1,440		2,765
P7					
Election Day	760		312		1,072
Advance Voting	1,054		714		1,768
Absentee by Mail	68		43		111
Provisional	0		2		2
Total	1,882		1,071		2,953
P8					
Election Day	801		336		1,137
Advance Voting	1,333		764		2,097
Absentee by Mail	46		46		92
Provisional	0		0		0
Total	2,180		1,146		3,326
County - Total	13,067		12,435		25,502
Cumulative					
Cumulative					
Election Day	0		0		0
Advance Voting	0		0		0
Absentee by Mail	0		0		0
Provisional	0		0		0
Total	0		0		0

Precinct	Unresolved Write-In
P5	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P6	
Election Day	2
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	4
P7	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
P8	
Election Day	1
Advance Voting	3
Absentee by Mail	0
Provisional	0
Total	4
County - Total	27
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Greg Dolezal (Rep)		Josh McLaurin (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,067		12,435		25,502

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	27

Secretary of State (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Tim Fleming (Rep)	Penny Brown Reynolds (Dem)	Total Votes
County			
County			
P1			
Election Day	247	872	1,119
Advance Voting	504	1,620	2,124
Absentee by Mail	34	100	134
Provisional	0	2	2
Total	785	2,594	3,379
P2			
Election Day	593	430	1,023
Advance Voting	1,241	1,106	2,347
Absentee by Mail	67	92	159
Provisional	0	0	0
Total	1,901	1,628	3,529
P3			
Election Day	811	321	1,132
Advance Voting	816	541	1,357
Absentee by Mail	54	37	91
Provisional	0	0	0
Total	1,681	899	2,580
P4			
Election Day	497	358	855
Advance Voting	1,560	1,662	3,222
Absentee by Mail	63	171	234
Provisional	0	0	0
Total	2,120	2,191	4,311

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	3
Advance Voting	4
Absentee by Mail	1
Provisional	0
Total	8
P2	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P3	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P4	
Election Day	0
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	2

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Tim Fleming (Rep)	Penny Brown Reynolds (Dem)	Total Votes
P5			
Election Day	526	477	1,003
Advance Voting	670	905	1,575
Absentee by Mail	52	58	110
Provisional	0	0	0
Total	1,248	1,440	2,688
P6			
Election Day	607	424	1,031
Advance Voting	676	943	1,619
Absentee by Mail	51	75	126
Provisional	0	1	1
Total	1,334	1,443	2,777
P7			
Election Day	765	307	1,072
Advance Voting	1,057	717	1,774
Absentee by Mail	69	39	108
Provisional	0	2	2
Total	1,891	1,065	2,956
P8			
Election Day	808	327	1,135
Advance Voting	1,346	752	2,098
Absentee by Mail	48	44	92
Provisional	0	0	0
Total	2,202	1,123	3,325
County - Total	13,162	12,383	25,545
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P6	
Election Day	2
Advance Voting	0
Absentee by Mail	1
Provisional	0
Total	3
P7	
Election Day	2
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	2
P8	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
County - Total	20
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Tim Fleming (Rep)		Penny Brown Reynolds (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,162		12,383		25,545

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	20

Attorney General (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Brian Strickland (Rep)	Tanya Miller (Dem)	Total Votes
County			
County			
P1			
Election Day	248	874	1,122
Advance Voting	517	1,620	2,137
Absentee by Mail	35	100	135
Provisional	0	2	2
Total	800	2,596	3,396
P2			
Election Day	603	420	1,023
Advance Voting	1,246	1,113	2,359
Absentee by Mail	67	90	157
Provisional	0	0	0
Total	1,916	1,623	3,539
P3			
Election Day	814	321	1,135
Advance Voting	815	546	1,361
Absentee by Mail	53	38	91
Provisional	0	0	0
Total	1,682	905	2,587
P4			
Election Day	493	363	856
Advance Voting	1,570	1,657	3,227
Absentee by Mail	63	171	234
Provisional	0	0	0
Total	2,126	2,191	4,317

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P2	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
P3	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P4	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Brian Strickland (Rep)		Tanya Miller (Dem)		Total Votes
P5					
Election Day	528		478		1,006
Advance Voting	668		913		1,581
Absentee by Mail	52		59		111
Provisional	0		0		0
Total	1,248		1,450		2,698
P6					
Election Day	609		426		1,035
Advance Voting	679		944		1,623
Absentee by Mail	50		78		128
Provisional	0		1		1
Total	1,338		1,449		2,787
P7					
Election Day	779		299		1,078
Advance Voting	1,062		717		1,779
Absentee by Mail	70		41		111
Provisional	0		2		2
Total	1,911		1,059		2,970
P8					
Election Day	806		332		1,138
Advance Voting	1,351		752		2,103
Absentee by Mail	47		45		92
Provisional	0		0		0
Total	2,204		1,129		3,333
County - Total	13,225		12,402		25,627
Cumulative					
Cumulative					
Election Day	0		0		0
Advance Voting	0		0		0
Absentee by Mail	0		0		0
Provisional	0		0		0
Total	0		0		0

Precinct	Unresolved Write-In
P5	
Election Day	2
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	2
P6	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P8	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
County - Total	11
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Brian Strickland (Rep)		Tanya Miller (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,225		12,402		25,627

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	11

Commissioner of Agriculture (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Tyler Harper (I) (Rep)	Katherine E. Juhan-Arnold (Dem)	Total Votes
County			
County			
P1			
Election Day	269	848	1,117
Advance Voting	520	1,608	2,128
Absentee by Mail	37	97	134
Provisional	0	2	2
Total	826	2,555	3,381
P2			
Election Day	614	407	1,021
Advance Voting	1,276	1,066	2,342
Absentee by Mail	67	91	158
Provisional	0	0	0
Total	1,957	1,564	3,521
P3			
Election Day	818	309	1,127
Advance Voting	818	540	1,358
Absentee by Mail	54	37	91
Provisional	0	0	0
Total	1,690	886	2,576
P4			
Election Day	512	340	852
Advance Voting	1,621	1,592	3,213
Absentee by Mail	63	165	228
Provisional	0	0	0
Total	2,196	2,097	4,293

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	2
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	2
P2	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
P3	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Tyler Harper (I) (Rep)	Katherine E. Juhan-Arnold (Dem)	Total Votes
P5			
Election Day	535	466	1,001
Advance Voting	680	899	1,579
Absentee by Mail	55	54	109
Provisional	0	0	0
Total	1,270	1,419	2,689
P6			
Election Day	622	410	1,032
Advance Voting	691	932	1,623
Absentee by Mail	54	72	126
Provisional	0	1	1
Total	1,367	1,415	2,782
P7			
Election Day	789	283	1,072
Advance Voting	1,090	683	1,773
Absentee by Mail	74	36	110
Provisional	0	2	2
Total	1,953	1,004	2,957
P8			
Election Day	820	317	1,137
Advance Voting	1,386	716	2,102
Absentee by Mail	46	44	90
Provisional	0	0	0
Total	2,252	1,077	3,329
County - Total	13,511	12,017	25,528
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P6	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P7	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P8	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
County - Total	9
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Tyler Harper (I) (Rep)		Katherine E. Juhan-Arnold (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,511		12,017		25,528

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	9

Commissioner of Insurance (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	John King (I)(Rep)	Keisha Sean Waites (Dem)	Total Votes
County			
County			
P1			
Election Day	246	874	1,120
Advance Voting	515	1,616	2,131
Absentee by Mail	34	100	134
Provisional	0	2	2
Total	795	2,592	3,387
P2			
Election Day	607	413	1,020
Advance Voting	1,273	1,079	2,352
Absentee by Mail	70	89	159
Provisional	0	0	0
Total	1,950	1,581	3,531
P3			
Election Day	808	320	1,128
Advance Voting	820	533	1,353
Absentee by Mail	52	39	91
Provisional	0	0	0
Total	1,680	892	2,572
P4			
Election Day	498	350	848
Advance Voting	1,610	1,602	3,212
Absentee by Mail	61	166	227
Provisional	0	0	0
Total	2,169	2,118	4,287

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P2	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	2

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	John King (I)(Rep)	Keisha Sean Waites (Dem)	Total Votes
P5			
Election Day	525	475	1,000
Advance Voting	673	902	1,575
Absentee by Mail	54	55	109
Provisional	0	0	0
Total	1,252	1,432	2,684
P6			
Election Day	608	423	1,031
Advance Voting	679	946	1,625
Absentee by Mail	54	72	126
Provisional	0	1	1
Total	1,341	1,442	2,783
P7			
Election Day	771	297	1,068
Advance Voting	1,080	692	1,772
Absentee by Mail	72	38	110
Provisional	0	2	2
Total	1,923	1,029	2,952
P8			
Election Day	811	322	1,133
Advance Voting	1,358	741	2,099
Absentee by Mail	47	45	92
Provisional	0	0	0
Total	2,216	1,108	3,324
County - Total	13,326	12,194	25,520
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P6	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P8	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
County - Total	9
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	John King (I)(Rep)		Keisha Sean Waites (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,326		12,194		25,520

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	9

State School Superintendent (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Richard Woods (I) (Rep)	Lydia Powell (Dem)	Total Votes
County			
County			
P1			
Election Day	246	872	1,118
Advance Voting	516	1,616	2,132
Absentee by Mail	33	101	134
Provisional	0	2	2
Total	795	2,591	3,386
P2			
Election Day	603	421	1,024
Advance Voting	1,262	1,087	2,349
Absentee by Mail	68	91	159
Provisional	0	0	0
Total	1,933	1,599	3,532
P3			
Election Day	808	320	1,128
Advance Voting	816	543	1,359
Absentee by Mail	52	39	91
Provisional	0	0	0
Total	1,676	902	2,578
P4			
Election Day	501	351	852
Advance Voting	1,591	1,627	3,218
Absentee by Mail	66	165	231
Provisional	0	0	0
Total	2,158	2,143	4,301

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P2	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P3	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Richard Woods (I) (Rep)		Lydia Powell (Dem)		Total Votes
P5					
Election Day	523		476		999
Advance Voting	674		902		1,576
Absentee by Mail	54		55		109
Provisional	0		0		0
Total	1,251		1,433		2,684
P6					
Election Day	618		413		1,031
Advance Voting	687		933		1,620
Absentee by Mail	51		76		127
Provisional	0		1		1
Total	1,356		1,423		2,779
P7					
Election Day	771		299		1,070
Advance Voting	1,080		696		1,776
Absentee by Mail	72		38		110
Provisional	0		1		1
Total	1,923		1,034		2,957
P8					
Election Day	813		321		1,134
Advance Voting	1,358		742		2,100
Absentee by Mail	48		43		91
Provisional	0		0		0
Total	2,219		1,106		3,325
County - Total	13,311		12,231		25,542
Cumulative					
Cumulative					
Election Day	0		0		0
Advance Voting	0		0		0
Absentee by Mail	0		0		0
Provisional	0		0		0
Total	0		0		0

Precinct	Unresolved Write-In
P5	
Election Day	2
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	2
P6	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P7	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P8	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
County - Total	11
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Richard Woods (I) (Rep)		Lydia Powell (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,311		12,231		25,542

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	11

Commissioner of Labor (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Bárbara Rivera Holmes (I)(Rep)	Nikki Porcher (Dem)	Total Votes
County			
County			
P1			
Election Day	250	868	1,118
Advance Voting	518	1,607	2,125
Absentee by Mail	35	99	134
Provisional	0	2	2
Total	803	2,576	3,379
P2			
Election Day	597	418	1,015
Advance Voting	1,257	1,083	2,340
Absentee by Mail	66	92	158
Provisional	0	0	0
Total	1,920	1,593	3,513
P3			
Election Day	815	314	1,129
Advance Voting	812	540	1,352
Absentee by Mail	48	41	89
Provisional	0	0	0
Total	1,675	895	2,570
P4			
Election Day	503	347	850
Advance Voting	1,589	1,609	3,198
Absentee by Mail	63	164	227
Provisional	0	0	0
Total	2,155	2,120	4,275

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	4
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	4
P2	
Election Day	2
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	3
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Bárbara Rivera Holmes (I)(Rep)	Nikki Porcher (Dem)	Total Votes
P5			
Election Day	526	476	1,002
Advance Voting	665	912	1,577
Absentee by Mail	52	57	109
Provisional	0	0	0
Total	1,243	1,445	2,688
P6			
Election Day	604	424	1,028
Advance Voting	679	940	1,619
Absentee by Mail	53	75	128
Provisional	0	1	1
Total	1,336	1,440	2,776
P7			
Election Day	775	293	1,068
Advance Voting	1,075	699	1,774
Absentee by Mail	71	38	109
Provisional	0	2	2
Total	1,921	1,032	2,953
P8			
Election Day	806	325	1,131
Advance Voting	1,362	736	2,098
Absentee by Mail	46	44	90
Provisional	0	0	0
Total	2,214	1,105	3,319
County - Total	13,267	12,206	25,473
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P6	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P7	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P8	
Election Day	1
Advance Voting	4
Absentee by Mail	0
Provisional	0
Total	5
County - Total	17
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Bárbara Rivera Holmes (I)(Rep)		Nikki Porcher (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,267		12,206		25,473

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	17

PSC - District 3 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Fitz Johnson (Rep)	Peter Hubbard (I) (Dem)	Total Votes
County			
County			
P1			
Election Day	244	862	1,106
Advance Voting	503	1,600	2,103
Absentee by Mail	33	100	133
Provisional	0	2	2
Total	780	2,564	3,344
P2			
Election Day	569	440	1,009
Advance Voting	1,217	1,119	2,336
Absentee by Mail	65	93	158
Provisional	0	0	0
Total	1,851	1,652	3,503
P3			
Election Day	803	325	1,128
Advance Voting	796	554	1,350
Absentee by Mail	48	41	89
Provisional	0	0	0
Total	1,647	920	2,567
P4			
Election Day	479	371	850
Advance Voting	1,536	1,658	3,194
Absentee by Mail	60	167	227
Provisional	0	0	0
Total	2,075	2,196	4,271

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	5
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	6
P2	
Election Day	2
Advance Voting	3
Absentee by Mail	0
Provisional	0
Total	5
P3	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
P4	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Fitz Johnson (Rep)	Peter Hubbard (I) (Dem)	Total Votes
P5			
Election Day	519	479	998
Advance Voting	665	900	1,565
Absentee by Mail	50	57	107
Provisional	0	0	0
Total	1,234	1,436	2,670
P6			
Election Day	603	422	1,025
Advance Voting	683	920	1,603
Absentee by Mail	49	76	125
Provisional	0	1	1
Total	1,335	1,419	2,754
P7			
Election Day	756	314	1,070
Advance Voting	1,046	718	1,764
Absentee by Mail	67	41	108
Provisional	0	2	2
Total	1,869	1,075	2,944
P8			
Election Day	803	330	1,133
Advance Voting	1,331	762	2,093
Absentee by Mail	46	45	91
Provisional	0	0	0
Total	2,180	1,137	3,317
County - Total	12,971	12,399	25,370
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P6	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P7	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
P8	
Election Day	0
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	2
County - Total	23
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Fitz Johnson (Rep)		Peter Hubbard (I) (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	12,971		12,399		25,370

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	23

PSC - District 5 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Josh Tolbert (Rep)	Shelia Edwards (Dem)	Total Votes
County			
County			
P1			
Election Day	251	867	1,118
Advance Voting	510	1,617	2,127
Absentee by Mail	33	99	132
Provisional	0	2	2
Total	794	2,585	3,379
P2			
Election Day	596	422	1,018
Advance Voting	1,244	1,098	2,342
Absentee by Mail	66	87	153
Provisional	0	0	0
Total	1,906	1,607	3,513
P3			
Election Day	817	315	1,132
Advance Voting	808	546	1,354
Absentee by Mail	50	40	90
Provisional	0	0	0
Total	1,675	901	2,576
P4			
Election Day	497	356	853
Advance Voting	1,566	1,640	3,206
Absentee by Mail	61	168	229
Provisional	0	0	0
Total	2,124	2,164	4,288

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P2	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Josh Tolbert (Rep)	Shelia Edwards (Dem)	Total Votes
P5			
Election Day	523	478	1,001
Advance Voting	671	908	1,579
Absentee by Mail	52	57	109
Provisional	0	0	0
Total	1,246	1,443	2,689
P6			
Election Day	614	413	1,027
Advance Voting	685	941	1,626
Absentee by Mail	51	75	126
Provisional	0	1	1
Total	1,350	1,430	2,780
P7			
Election Day	768	301	1,069
Advance Voting	1,068	706	1,774
Absentee by Mail	71	37	108
Provisional	0	2	2
Total	1,907	1,046	2,953
P8			
Election Day	810	322	1,132
Advance Voting	1,353	744	2,097
Absentee by Mail	47	43	90
Provisional	0	0	0
Total	2,210	1,109	3,319
County - Total	13,212	12,285	25,497
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P6	
Election Day	2
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	2
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	1
Provisional	0
Total	1
P8	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
County - Total	8
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Josh Tolbert (Rep)		Shelia Edwards (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,212		12,285		25,497

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	8

US House of Representatives - District 3 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Brian Jack (I)(Rep)	Maura Keller (Dem)	Total Votes
County			
County			
P1			
Election Day	245	869	1,114
Advance Voting	514	1,610	2,124
Absentee by Mail	34	100	134
Provisional	0	2	2
Total	793	2,581	3,374
P2			
Election Day	577	442	1,019
Advance Voting	1,229	1,124	2,353
Absentee by Mail	65	91	156
Provisional	0	0	0
Total	1,871	1,657	3,528
P3			
Election Day	806	324	1,130
Advance Voting	808	550	1,358
Absentee by Mail	51	40	91
Provisional	0	0	0
Total	1,665	914	2,579
P4			
Election Day	496	358	854
Advance Voting	1,552	1,672	3,224
Absentee by Mail	62	169	231
Provisional	0	0	0
Total	2,110	2,199	4,309

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	2
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	3
P2	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	93	6,280
Provisional	0	6,280
Total	3,363	6,280
County - Total	25,838	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Brian Jack (I)(Rep)	Maura Keller (Dem)	Total Votes
P5			
Election Day	521	483	1,004
Advance Voting	671	902	1,573
Absentee by Mail	51	57	108
Provisional	0	0	0
Total	1,243	1,442	2,685
P6			
Election Day	608	423	1,031
Advance Voting	683	940	1,623
Absentee by Mail	50	76	126
Provisional	0	1	1
Total	1,341	1,440	2,781
P7			
Election Day	761	309	1,070
Advance Voting	1,065	707	1,772
Absentee by Mail	68	41	109
Provisional	0	2	2
Total	1,894	1,059	2,953
P8			
Election Day	810	325	1,135
Advance Voting	1,332	768	2,100
Absentee by Mail	47	45	92
Provisional	0	0	0
Total	2,189	1,138	3,327
County - Total	13,106	12,430	25,536
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	2
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	2
P6	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P7	
Election Day	2
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	3
P8	
Election Day	1
Advance Voting	4
Absentee by Mail	0
Provisional	0
Total	5
County - Total	17
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,838	50,242

Precinct	Brian Jack (I)(Rep)		Maura Keller (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,106		12,430		25,536

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	17

State Senate - District 16 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Marty Harbin (I) (Rep)	Sonya Wimberly Hawkins (Dem)	Total Votes
County			
County			
P1			
Election Day	247	870	1,117
Advance Voting	506	1,619	2,125
Absentee by Mail	35	99	134
Provisional	0	2	2
Total	788	2,590	3,378
P2			
Election Day	587	432	1,019
Advance Voting	1,243	1,108	2,351
Absentee by Mail	63	91	154
Provisional	0	0	0
Total	1,893	1,631	3,524
P3			
Election Day	809	323	1,132
Advance Voting	807	545	1,352
Absentee by Mail	52	36	88
Provisional	0	0	0
Total	1,668	904	2,572
P4			
Election Day	502	351	853
Advance Voting	1,572	1,631	3,203
Absentee by Mail	62	169	231
Provisional	0	0	0
Total	2,136	2,151	4,287

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P2	
Election Day	1
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	3
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	2
Absentee by Mail	0
Provisional	0
Total	2

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Marty Harbin (I) (Rep)	Sonya Wimberly Hawkins (Dem)	Total Votes
P5			
Election Day	525	476	1,001
Advance Voting	673	903	1,576
Absentee by Mail	52	56	108
Provisional	0	0	0
Total	1,250	1,435	2,685
P6			
Election Day	614	416	1,030
Advance Voting	677	944	1,621
Absentee by Mail	52	74	126
Provisional	0	1	1
Total	1,343	1,435	2,778
P7			
Election Day	775	295	1,070
Advance Voting	1,067	706	1,773
Absentee by Mail	71	40	111
Provisional	0	2	2
Total	1,913	1,043	2,956
P8			
Election Day	810	322	1,132
Advance Voting	1,364	743	2,107
Absentee by Mail	47	43	90
Provisional	0	0	0
Total	2,221	1,108	3,329
County - Total	13,212	12,297	25,509
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	2
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	2
P6	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P7	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P8	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
County - Total	12
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Marty Harbin (I) (Rep)		Sonya Wimberly Hawkins (Dem)		Total Votes
Cumulative - Total	0		0		0
County - Total	13,212		12,297		25,509

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	12

State House of Representatives - District 82 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	339	2,471
Advance Voting	762	2,471
Absentee by Mail	32	2,471
Provisional	0	2,471
Total	1,133	2,471
P2		
Election Day	240	1,958
Advance Voting	470	1,958
Absentee by Mail	50	1,958
Provisional	0	1,958
Total	760	1,958
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Karen I. Mathiak (I) (Rep)	Anthony Dickson (Dem)	Total Votes
County			
County			
P1			
Election Day	116	221	337
Advance Voting	263	491	754
Absentee by Mail	12	20	32
Provisional	0	0	0
Total	391	732	1,123
P2			
Election Day	25	212	237
Advance Voting	28	433	461
Absentee by Mail	7	43	50
Provisional	0	0	0
Total	60	688	748
P3			
Election Day	807	323	1,130
Advance Voting	825	533	1,358
Absentee by Mail	52	37	89
Provisional	0	0	0
Total	1,684	893	2,577
P4			
Election Day	504	350	854
Advance Voting	1,617	1,606	3,223
Absentee by Mail	66	168	234
Provisional	0	0	0
Total	2,187	2,124	4,311

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P2	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P3	
Election Day	1
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	1
P4	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	575	4,029
Advance Voting	1,137	4,029
Absentee by Mail	85	4,029
Provisional	1	4,029
Total	1,798	4,029
P7		
Election Day	502	2,616
Advance Voting	828	2,616
Absentee by Mail	56	2,616
Provisional	0	2,616
Total	1,386	2,616
County - Total	14,739	28,202
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0
Cumulative - Total	0	0
County - Total	14,739	28,202

Precinct	Karen I. Mathiak (I) (Rep)		Anthony Dickson (Dem)		Total Votes
P5					
Election Day	524		479		1,003
Advance Voting	677		901		1,578
Absentee by Mail	55		53		108
Provisional	0		0		0
Total	1,256		1,433		2,689
P6					
Election Day	232		334		566
Advance Voting	331		788		1,119
Absentee by Mail	18		64		82
Provisional	0		1		1
Total	581		1,187		1,768
P7					
Election Day	408		90		498
Advance Voting	584		236		820
Absentee by Mail	38		18		56
Provisional	0		0		0
Total	1,030		344		1,374
County - Total	7,189		7,401		14,590
Cumulative					
Cumulative					
Election Day	0		0		0
Advance Voting	0		0		0
Absentee by Mail	0		0		0
Provisional	0		0		0
Total	0		0		0
Cumulative - Total	0		0		0
County - Total	7,189		7,401		14,590

Precinct	Unresolved Write-In
P5	
Election Day	2
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	3
P6	
Election Day	0
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	1
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
County - Total	8
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
Cumulative - Total	0
County - Total	8

State House of Representatives - District 135 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	791	6,189
Advance Voting	1,400	6,189
Absentee by Mail	103	6,189
Provisional	2	6,189
Total	2,296	6,189
P2		
Election Day	791	4,588
Advance Voting	1,908	4,588
Absentee by Mail	110	4,588
Provisional	0	4,588
Total	2,809	4,588
P6		
Election Day	473	2,109
Advance Voting	509	2,109
Absentee by Mail	45	2,109
Provisional	0	2,109
Total	1,027	2,109
P7		
Election Day	584	2,874
Advance Voting	963	2,874
Absentee by Mail	55	2,874
Provisional	2	2,874
Total	1,604	2,874

Precinct	Beth Camp (I)(Rep)		Total Votes	Unresolved Write-In
County				
County				
P1				
Election Day	440		440	74
Advance Voting	685		685	126
Absentee by Mail	43		43	3
Provisional	0		0	0
Total	1,168		1,168	203
P2				
Election Day	681		681	31
Advance Voting	1,518		1,518	78
Absentee by Mail	72		72	3
Provisional	0		0	0
Total	2,271		2,271	112
P6				
Election Day	427		427	15
Advance Voting	414		414	20
Absentee by Mail	36		36	3
Provisional	0		0	0
Total	877		877	38
P7				
Election Day	475		475	26
Advance Voting	649		649	67
Absentee by Mail	37		37	0
Provisional	1		1	0
Total	1,162		1,162	93

Precinct	Times Cast	Registered Voters
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	11,098	22,040
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0
Cumulative - Total	0	0
County - Total	11,098	22,040

Precinct	Beth Camp (I)(Rep)		Total Votes	Unresolved Write-In
P8				
Election Day	951		951	55
Advance Voting	1,660		1,660	85
Absentee by Mail	53		53	5
Provisional	0		0	0
Total	2,664		2,664	145
County - Total	8,142		8,142	591
Cumulative				
Cumulative				
Election Day	0		0	0
Advance Voting	0		0	0
Absentee by Mail	0		0	0
Provisional	0		0	0
Total	0		0	0
Cumulative - Total	0		0	0
County - Total	8,142		8,142	591

Solicitor General - State Court (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Tommy Ison (Rep)		Total Votes	Unresolved Write-In
County				
County				
P1				
Election Day	658		658	110
Advance Voting	1,152		1,152	190
Absentee by Mail	59		59	2
Provisional	2		2	0
Total	1,871		1,871	302
P2				
Election Day	795		795	55
Advance Voting	1,734		1,734	125
Absentee by Mail	94		94	6
Provisional	0		0	0
Total	2,623		2,623	186
P3				
Election Day	983		983	49
Advance Voting	1,043		1,043	81
Absentee by Mail	67		67	4
Provisional	0		0	0
Total	2,093		2,093	134
P4				
Election Day	647		647	46
Advance Voting	2,131		2,131	200
Absentee by Mail	90		90	7
Provisional	0		0	0
Total	2,868		2,868	253

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Tommy Ison (Rep)		Total Votes	Unresolved Write-In
P5				
Election Day	755		755	77
Advance Voting	1,038		1,038	128
Absentee by Mail	65		65	2
Provisional	0		0	0
Total	1,858		1,858	207
P6				
Election Day	823		823	61
Advance Voting	1,036		1,036	136
Absentee by Mail	72		72	4
Provisional	0		0	0
Total	1,931		1,931	201
P7				
Election Day	923		923	36
Advance Voting	1,341		1,341	99
Absentee by Mail	81		81	1
Provisional	1		1	0
Total	2,346		2,346	136
P8				
Election Day	949		949	55
Advance Voting	1,652		1,652	95
Absentee by Mail	51		51	4
Provisional	0		0	0
Total	2,652		2,652	154
County - Total	18,242		18,242	1,573
Cumulative				
Cumulative				
Election Day	0		0	0
Advance Voting	0		0	0
Absentee by Mail	0		0	0
Provisional	0		0	0
Total	0		0	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Tommy Ison (Rep)		Total Votes	Unresolved Write-In
Cumulative - Total	0		0	0
County - Total	18,242		18,242	1,573

County Commission - District 2 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P2		
Election Day	777	4,440
Advance Voting	1,874	4,440
Absentee by Mail	105	4,440
Provisional	0	4,440
Total	2,756	4,440
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	6,118	10,720
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0
Cumulative - Total	0	0
County - Total	6,118	10,720

Precinct	James R. Dutton (I) (Rep)		Total Votes	Unresolved Write-In
County				
County				
P2				
Election Day	647		647	49
Advance Voting	1,455		1,455	92
Absentee by Mail	71		71	1
Provisional	0		0	0
Total	2,173		2,173	142
P8				
Election Day	925		925	60
Advance Voting	1,600		1,600	113
Absentee by Mail	49		49	4
Provisional	0		0	0
Total	2,574		2,574	177
County - Total	4,747		4,747	319
Cumulative				
Cumulative				
Election Day	0		0	0
Advance Voting	0		0	0
Absentee by Mail	0		0	0
Provisional	0		0	0
Total	0		0	0
Cumulative - Total	0		0	0
County - Total	4,747		4,747	319

County Commission - District 5 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P3		
Election Day	595	2,830
Advance Voting	644	2,830
Absentee by Mail	54	2,830
Provisional	0	2,830
Total	1,293	2,830
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182
P6		
Election Day	631	2,942
Advance Voting	735	2,942
Absentee by Mail	58	2,942
Provisional	0	2,942
Total	1,424	2,942
County - Total	7,058	11,954
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0
Cumulative - Total	0	0
County - Total	7,058	11,954

Precinct	Claiborne "Clay" Davis (I)(Rep)	Randy Hamilton (Dem)	Total Votes
County			
County			
P3			
Election Day	358	227	585
Advance Voting	293	340	633
Absentee by Mail	22	29	51
Provisional	0	0	0
Total	673	596	1,269
P4			
Election Day	490	357	847
Advance Voting	1,601	1,597	3,198
Absentee by Mail	71	156	227
Provisional	0	0	0
Total	2,162	2,110	4,272
P6			
Election Day	467	141	608
Advance Voting	447	269	716
Absentee by Mail	37	19	56
Provisional	0	0	0
Total	951	429	1,380
County - Total	3,786	3,135	6,921
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0
Cumulative - Total	0	0	0
County - Total	3,786	3,135	6,921

Precinct	Unresolved Write-In
County	
County	
P3	
Election Day	1
Advance Voting	1
Absentee by Mail	0
Provisional	0
Total	2
P4	
Election Day	1
Advance Voting	7
Absentee by Mail	1
Provisional	0
Total	9
P6	
Election Day	6
Advance Voting	4
Absentee by Mail	0
Provisional	0
Total	10
County - Total	21
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
Cumulative - Total	0
County - Total	21

Soil and Water Conservation District Supervisor (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Stephen Noble (I)		Total Votes	Unresolved Write-In
County				
County				
P1				
Election Day	746		746	61
Advance Voting	1,332		1,332	99
Absentee by Mail	66		66	0
Provisional	2		2	0
Total	2,146		2,146	160
P2				
Election Day	819		819	32
Advance Voting	1,835		1,835	64
Absentee by Mail	108		108	2
Provisional	0		0	0
Total	2,762		2,762	98
P3				
Election Day	983		983	33
Advance Voting	1,102		1,102	30
Absentee by Mail	72		72	0
Provisional	0		0	0
Total	2,157		2,157	63
P4				
Election Day	693		693	19
Advance Voting	2,461		2,461	58
Absentee by Mail	133		133	3
Provisional	0		0	0
Total	3,287		3,287	80

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Stephen Noble (I)		Total Votes	Unresolved Write-In
P5				
Election Day	782		782	44
Advance Voting	1,143		1,143	61
Absentee by Mail	71		71	0
Provisional	0		0	0
Total	1,996		1,996	105
P6				
Election Day	872		872	27
Advance Voting	1,148		1,148	64
Absentee by Mail	79		79	3
Provisional	1		1	0
Total	2,100		2,100	94
P7				
Election Day	901		901	28
Advance Voting	1,383		1,383	62
Absentee by Mail	83		83	1
Provisional	1		1	0
Total	2,368		2,368	91
P8				
Election Day	944		944	32
Advance Voting	1,695		1,695	50
Absentee by Mail	63		63	3
Provisional	0		0	0
Total	2,702		2,702	85
County - Total	19,518		19,518	776
Cumulative				
Cumulative				
Election Day	0		0	0
Advance Voting	0		0	0
Absentee by Mail	0		0	0
Provisional	0		0	0
Total	0		0	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Stephen Noble (I)		Total Votes	Unresolved Write-In
Cumulative - Total	0		0	0
County - Total	19,518		19,518	776

Constitutional Amendment 1 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Yes		No		Total Votes
County					
County					
P1					
Election Day	505		586		1,091
Advance Voting	964		1,087		2,051
Absentee by Mail	67		58		125
Provisional	0		2		2
Total	1,536		1,733		3,269
P2					
Election Day	587		387		974
Advance Voting	1,282		997		2,279
Absentee by Mail	86		64		150
Provisional	0		0		0
Total	1,955		1,448		3,403
P3					
Election Day	636		466		1,102
Advance Voting	715		604		1,319
Absentee by Mail	48		38		86
Provisional	0		0		0
Total	1,399		1,108		2,507
P4					
Election Day	508		312		820
Advance Voting	1,833		1,289		3,122
Absentee by Mail	116		103		219
Provisional	0		0		0
Total	2,457		1,704		4,161

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P2	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Yes	No	Total Votes
P5			
Election Day	443	519	962
Advance Voting	709	801	1,510
Absentee by Mail	50	51	101
Provisional	0	0	0
Total	1,202	1,371	2,573
P6			
Election Day	527	478	1,005
Advance Voting	757	814	1,571
Absentee by Mail	71	45	116
Provisional	0	1	1
Total	1,355	1,338	2,693
P7			
Election Day	591	456	1,047
Advance Voting	872	845	1,717
Absentee by Mail	59	45	104
Provisional	1	0	1
Total	1,523	1,346	2,869
P8			
Election Day	617	487	1,104
Advance Voting	1,094	948	2,042
Absentee by Mail	50	32	82
Provisional	0	0	0
Total	1,761	1,467	3,228
County - Total	13,188	11,515	24,703
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P6	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P8	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
County - Total	0
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Yes		No		Total Votes
Cumulative - Total	0		0		0
County - Total	13,188		11,515		24,703

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	0

Constitutional Amendment 2 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Yes	No	Total Votes
County			
County			
P1			
Election Day	671	415	1,086
Advance Voting	1,259	770	2,029
Absentee by Mail	66	60	126
Provisional	0	2	2
Total	1,996	1,247	3,243
P2			
Election Day	688	288	976
Advance Voting	1,611	681	2,292
Absentee by Mail	103	47	150
Provisional	0	0	0
Total	2,402	1,016	3,418
P3			
Election Day	781	304	1,085
Advance Voting	907	402	1,309
Absentee by Mail	54	35	89
Provisional	0	0	0
Total	1,742	741	2,483
P4			
Election Day	600	209	809
Advance Voting	2,311	808	3,119
Absentee by Mail	173	54	227
Provisional	0	0	0
Total	3,084	1,071	4,155

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P2	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Yes	No	Total Votes
P5			
Election Day	619	342	961
Advance Voting	944	577	1,521
Absentee by Mail	58	43	101
Provisional	0	0	0
Total	1,621	962	2,583
P6			
Election Day	683	316	999
Advance Voting	984	579	1,563
Absentee by Mail	94	26	120
Provisional	0	1	1
Total	1,761	922	2,683
P7			
Election Day	715	330	1,045
Advance Voting	1,108	607	1,715
Absentee by Mail	77	30	107
Provisional	1	0	1
Total	1,901	967	2,868
P8			
Election Day	805	289	1,094
Advance Voting	1,397	647	2,044
Absentee by Mail	51	33	84
Provisional	0	0	0
Total	2,253	969	3,222
County - Total	16,760	7,895	24,655
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P6	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P8	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
County - Total	0
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Yes		No		Total Votes
Cumulative - Total	0		0		0
County - Total	16,760		7,895		24,655

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	0

Constitutional Amendment 3 (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Yes	No	Total Votes
County			
County			
P1			
Election Day	835	257	1,092
Advance Voting	1,566	486	2,052
Absentee by Mail	112	16	128
Provisional	0	2	2
Total	2,513	761	3,274
P2			
Election Day	786	200	986
Advance Voting	1,811	475	2,286
Absentee by Mail	124	26	150
Provisional	0	0	0
Total	2,721	701	3,422
P3			
Election Day	829	270	1,099
Advance Voting	992	326	1,318
Absentee by Mail	74	14	88
Provisional	0	0	0
Total	1,895	610	2,505
P4			
Election Day	650	170	820
Advance Voting	2,500	646	3,146
Absentee by Mail	189	37	226
Provisional	0	0	0
Total	3,339	853	4,192

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P2	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Yes	No	Total Votes
P5			
Election Day	671	286	957
Advance Voting	1,120	396	1,516
Absentee by Mail	80	22	102
Provisional	0	0	0
Total	1,871	704	2,575
P6			
Election Day	755	247	1,002
Advance Voting	1,156	412	1,568
Absentee by Mail	98	22	120
Provisional	1	0	1
Total	2,010	681	2,691
P7			
Election Day	792	254	1,046
Advance Voting	1,277	439	1,716
Absentee by Mail	84	23	107
Provisional	1	0	1
Total	2,154	716	2,870
P8			
Election Day	844	251	1,095
Advance Voting	1,561	485	2,046
Absentee by Mail	70	13	83
Provisional	0	0	0
Total	2,475	749	3,224
County - Total	18,978	5,775	24,753
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P6	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P8	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
County - Total	0
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Yes		No		Total Votes
Cumulative - Total	0		0		0
County - Total	18,978		5,775		24,753

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	0

SPLOST (Vote for 1)

Precinct	Times Cast	Registered Voters
County		
County		
P1		
Election Day	1,130	8,660
Advance Voting	2,162	8,660
Absentee by Mail	135	8,660
Provisional	2	8,660
Total	3,429	8,660
P2		
Election Day	1,031	6,546
Advance Voting	2,378	6,546
Absentee by Mail	160	6,546
Provisional	0	6,546
Total	3,569	6,546
P3		
Election Day	1,139	5,587
Advance Voting	1,374	5,587
Absentee by Mail	92	5,587
Provisional	0	5,587
Total	2,605	5,587
P4		
Election Day	862	6,182
Advance Voting	3,243	6,182
Absentee by Mail	236	6,182
Provisional	0	6,182
Total	4,341	6,182

Precinct	Yes		No		Total Votes
County					
County					
P1					
Election Day	543		559		1,102
Advance Voting	1,037		1,067		2,104
Absentee by Mail	79		45		124
Provisional	0		2		2
Total	1,659		1,673		3,332
P2					
Election Day	562		453		1,015
Advance Voting	1,395		936		2,331
Absentee by Mail	101		48		149
Provisional	0		0		0
Total	2,058		1,437		3,495
P3					
Election Day	471		651		1,122
Advance Voting	637		704		1,341
Absentee by Mail	55		34		89
Provisional	0		0		0
Total	1,163		1,389		2,552
P4					
Election Day	430		418		848
Advance Voting	1,927		1,272		3,199
Absentee by Mail	137		88		225
Provisional	0		0		0
Total	2,494		1,778		4,272

Precinct	Unresolved Write-In
County	
County	
P1	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P2	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P3	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P4	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
P5		
Election Day	1,015	5,359
Advance Voting	1,590	5,359
Absentee by Mail	111	5,359
Provisional	0	5,359
Total	2,716	5,359
P6		
Election Day	1,048	6,138
Advance Voting	1,646	6,138
Absentee by Mail	130	6,138
Provisional	1	6,138
Total	2,825	6,138
P7		
Election Day	1,086	5,490
Advance Voting	1,791	5,490
Absentee by Mail	111	5,490
Provisional	2	5,490
Total	2,990	5,490
P8		
Election Day	1,146	6,280
Advance Voting	2,124	6,280
Absentee by Mail	92	6,280
Provisional	0	6,280
Total	3,362	6,280
County - Total	25,837	50,242
Cumulative		
Cumulative		
Election Day	0	0
Advance Voting	0	0
Absentee by Mail	0	0
Provisional	0	0
Total	0	0

Precinct	Yes	No	Total Votes
P5			
Election Day	452	537	989
Advance Voting	700	858	1,558
Absentee by Mail	51	51	102
Provisional	0	0	0
Total	1,203	1,446	2,649
P6			
Election Day	442	589	1,031
Advance Voting	727	874	1,601
Absentee by Mail	76	41	117
Provisional	0	1	1
Total	1,245	1,505	2,750
P7			
Election Day	455	610	1,065
Advance Voting	770	994	1,764
Absentee by Mail	54	52	106
Provisional	1	0	1
Total	1,280	1,656	2,936
P8			
Election Day	504	618	1,122
Advance Voting	1,043	1,051	2,094
Absentee by Mail	58	27	85
Provisional	0	0	0
Total	1,605	1,696	3,301
County - Total	12,707	12,580	25,287
Cumulative			
Cumulative			
Election Day	0	0	0
Advance Voting	0	0	0
Absentee by Mail	0	0	0
Provisional	0	0	0
Total	0	0	0

Precinct	Unresolved Write-In
P5	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P6	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P7	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
P8	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0
County - Total	0
Cumulative	
Cumulative	
Election Day	0
Advance Voting	0
Absentee by Mail	0
Provisional	0
Total	0

Precinct	Times Cast	Registered Voters
Cumulative - Total	0	0
County - Total	25,837	50,242

Precinct	Yes		No		Total Votes
Cumulative - Total	0		0		0
County - Total	12,707		12,580		25,287

Precinct	Unresolved Write-In
Cumulative - Total	0
County - Total	0

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE CITY OF GRIFFIN, GEORGIA DECLARING RESULTS
OF AN ELECTION HELD ON NOVEMBER 3, 2026
and
CERTIFICATE OF THE SPALDING COUNTY BOARD OF ELECTIONS
AND REGISTRATION

WHEREAS, the Board of Commissioners of Spalding County and the Spalding County Board of Elections and Registration (the "Election Superintendent") called an election for November 3, 2026 (the "Election"), for the purpose of submitting to the voters of Spalding County the question of whether a one percent sales and use tax should be reimposed in Spalding County (the "Special Sales and Use Tax") and submitting to the voters of the City of Griffin the question of the issuance of certain general obligation debt by the City of Griffin (the "Griffin Bonds"); and

WHEREAS, the returns of the Election were duly brought up by the managers of the Election as required by law and presented to the Election Superintendent for consolidation and declaration, the result of the Election being as follows:

SPALDING COUNTY

(Includes voters in the City of Griffin)

Number of Votes Cast FOR imposition of the Special Sales and Use Tax in Spalding County AND the issuance of the Griffin Bonds:	12,707
Number of Votes Cast AGAINST imposition of the Special Sales and Use Tax in Spalding County AND the issuance of the Griffin Bonds:	12,580

CITY OF GRIFFIN

(Excludes voters in Spalding County that do not reside in the City of Griffin)

Number of Votes Cast FOR imposition of the Special Sales and Use Tax in Spalding County AND the issuance of the Griffin Bonds:	3,717
Number of Votes Cast AGAINST imposition of the Special Sales and Use Tax in Spalding County AND the issuance of the Griffin Bonds:	3,110

NOW, THEREFORE, BE IT RESOLVED by the authority aforesaid, and IT IS HEREBY RESOLVED by the authority of the same, that the Election resulted in favor of the imposition of the Special Sales and Use Tax in Spalding County.

BE IT FURTHER RESOLVED by the authority of the same, that the issuance of the Griffin Bonds was approved by an affirmative vote of a majority of the qualified voters of the City of Griffin voting in the Election held for the above purpose, and the Griffin Bonds have been authorized as required by law.

BE IT FURTHER RESOLVED that a copy of the Election Summary Report and Consolidated Returns filed by the Election Superintendent with the office of the Secretary of State and the Commissioner of the Georgia Department of Revenue is attached hereto and made a part hereof as Exhibit A.

BE IT FURTHER RESOLVED by the authority aforesaid, and IT IS HEREBY RESOLVED by authority of the same, that a duly executed copy of this resolution, with attachments, as aforesaid, be furnished to the Election Superintendent.

BE IT FURTHER RESOLVED by the authority aforesaid, and IT IS HEREBY RESOLVED by authority of the same, that notice be given to the District Attorney of the Griffin Judicial Circuit of the results of the Election, and that such notice request the District Attorney to proceed to validate the Griffin Bonds as required by law.

BE IT FURTHER RESOLVED by the authority aforesaid, and it is hereby resolved by authority of the same, that any and all resolutions or parts of resolutions, in conflict with this resolution this day adopted, be and the same are hereby repealed.

RESOLUTION APPROVED AND ADOPTED, this _____, 2026.

CITY OF GRIFFIN, GEORGIA

By: _____
Mayor

(S E A L)

Attest: _____
Secretary

SECRETARY'S CERTIFICATE

Now comes the undersigned Secretary of the Board of Commissioners for the City of Griffin, Georgia, keeper of the records and seal thereof, and certifies that the foregoing is a true and correct copy of a resolution approved and adopted by the Board of Commissioners of the City of Griffin in public meeting property and lawfully held and assembled on November 24, 2026, the original of which resolution has been entered in the official records of the City under my supervision and is in my official possession, custody and control.

I further certify that the meeting was held in conformity with the open meeting requirements of Title 50, Chapter 14 of the Official Code of Georgia.

_____

Jennifer Freeman, Secretary

(S E A L)

CERTIFICATE OF THE ELECTION SUPERINTENDENT

The undersigned Chairman of the Spalding County Board of Elections and Registration, as Election Superintendent for Spalding County, hereby certifies that a duplicate of the foregoing resolution has been entered in the official records of my office and that the returns described therein and the result of the Election as described therein are true and correct.

This _____, 2026.

_____
Election Superintendent
Spalding County Board of Elections and Registration

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Discussion of the City Manager hiring process with the Mercer Group Associates on 3 issues needed to complete preparation of a hiring brochure: (a) range of compensation/benefits; (b) adoption of a calendar and importance of Commissioners being available on key dates; and (c) Town Hall meeting. *Human Resources Director Stephanie Woods and City Attorney Drew Whalen will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Direction from Commissioners is required for our consultants with the Mercer Group Associates to timely follow the proposed executive hiring process. The issues to be discussed are key to preparation of the hiring brochure and advertisement for candidates in a timely manner.

STAFF RECOMMENDATION:

Based on suggestions from our consultants, initial compensation in the range of $220,000 to $240,000, with benefits (retirement, health insurance, car/gas allowance, and relocation expenses) negotiable; the calendar is being finalized and will be distributed to Commissioners by email no later than Monday, November 23, 2026; Mercer Group Associates recommends one (1) Town Hall meeting early in the process at which citizen comments can be taken; additional fees may be charged, in the range of $1,000 per meeting, for adding these to process. Keep in mind that this is a "confidential" process in which candidates' identities are protected until such time as Finalist(s) are selected and consent to be publicly identified. At that time, the Finalists applications and resumes will become public and the public will have 15 days in which to make comments before a hiring offer is made.

Staff makes no recommendation other than to follow the consultant's recommendations.

FINANCIAL IMPACT:

None other than the possibility of additional fees for holding Town Hall meetings.

Submitted By:
Andrew Whalen

Meeting Date:
24/11/2026

Reviewed By:
Jennifer Freeman

ATTACHMENTS:
Email from Alan Reddish-Mercer Group.pdf
Griffin City Manager Search - DRAFT Project Calendar 11.20.26.pdf

Jennifer Freeman

From: Drew Whalen <ajwhalen3@whalenlaw.net>
Sent: Friday, November 20, 2026 6:58 AM
To: Jennifer Freeman
Subject: FW: Article in today's Griffin Daily News

Good morning, Jennifer:

If it's not too late, I'd like a copy of this email attached to the Agenda item I submitted yesterday. If it's already finalized, ask Ragan to make copies for distribution to Commissioners prior to the meeting.

Have a good weekend!!!

From: Alan Reddish <alanreddish51@gmail.com>
Date: Friday, November 20, 2026 at 6:26 AM
To: Drew Whalen <ajwhalen3@whalenlaw.net>
Cc: Jeff Hale <jeffhale@localgovhrs.com>; Stephanie Woods <swoods@cityofgriffin.com>
Subject: Re: Article in today's Griffin Daily News

Thanks for the information. This further confirms the importance of the M&C clarifying what their expectations are concerning town hall meetings. Our recommendation is a single meeting at the early stages of the process in which the citizens are invited to share their expectations of the new City Manager. We would gather their input through written and/or public comments at the meeting focused on such questions as:

- What qualifications/qualities should the new City Manager have to be successful in Griffin?
- What two issues should the Mayor & Commission work with the new Manager to begin addressing shortly after his/her appointment?
- What is one change in city operations the new City Manager should make to enhance customer service for the citizens of Griffin?

As we discussed yesterday, Mercer will facilitate one town meeting under the current professional services agreement approved by the M&C even though town hall meetings were not listed as a service we were to provide. If additional town hall meetings are required there would be an additional cost of $950 per meeting. If the M&C directs that a short list of candidates (2-3) be presented in a town hall meeting prior to the M&C naming a single finalist, we will advise all candidates we interact with of that requirement. Under that scenario, I am confident that several of the more qualified candidates will withdraw in order to protect their current work situation. After the M&C clarifies their expectations of town hall meetings, Mercer Group may want to reassess our role in the search to determine if we think we can deliver a successful outcome. I hope this information is helpful as you meet with the M&C next week. Let me know if you have any questions.

W. Alan Reddish
Senior Associate
706-614-4961
MERCER GROUP ASSOCIATES

MERCER GROUP ASSOCIATES
WORK PLAN SCHEDULE

Mercer Position Analysis, Mayor & Commission interviews:	**Nov 30 – Dec 8**
City Approval of Position Profile/Recruitment Brochure NLT:	**Dec 18**
Mercer Conducts Recruitment Process:	**Jan 8 – Feb 8**
Mercer Preliminary Review & Screening of Candidates:	**Feb 9 – Feb 18**
Mayor & Commission Approval of Semi-finalists:	**Feb 23, 9:00 – 11:00 AM**
Mercer Semi-finalists Background Checks:	**Feb 24 – Mar 17**
M&C On-site Interviews of Candidates:	**Mar 19, 8:30 AM – 4:30 PM**

Commission Post Search Actions/Georgia Open Meetings & Open Records Compliance:

- City Announces Finalist NLT: **Mar 30**
- City Appoints New City Manager: **Apr 13 Regular Meeting**

Estimated Start Date of New City Manager NLT the week of: **May 17, 2027**

City of Griffin officials' participation and activity

Jeff Hale, Project Manager · (706) 371-6126 · jeffhale@localgovhrs.com

Alan Reddish, Senior Project Advisor

DRAFT