



LOWNDES COUNTY BOARD OF COMMISSIONERS
PROPOSED AGENDA
WORK SESSION, MONDAY, JANUARY 27, 2025, 8:30 A.M.
REGULAR SESSION, TUESDAY, JANUARY 28, 2025, 5:30 P.M.
327 N. Ashley Street - 2nd Floor

1. Call To Order

2. Invocation

3. Pledge Of Allegiance To The Flag

4. Minutes For Approval

- a. Work Session - January 13, 2025 & Regular Session - January 14, 2025
Recommended Action: Approve
Documents:

5. Presentations

- a. GFOA Distinguished Budget Presentation Award
Recommended Action:
Documents:

6. Appointment

- a. Appointment to the Board of Tax Assessors
Recommended Action: Option 1
Documents:
- b. Valdosta-Lowndes County Land Bank Authority
Recommended Action: Board's Pleasure
Documents:

7. Public Hearing

- a. Beer, Wine & Liquor License - Lisa Ash of Lisa's Billiards and Sports Bar, 5129 Mill Store Road, Lake Park, Georgia
Recommended Action: Approve
Documents:

8. For Consideration

- a. Special Assessment Rate for 2025
Recommended Action: Adopt
Documents:
- b. Approval of Elected Officials Using County Issued Purchase Cards and Credit Cards
Recommended Action: Board's Pleasure
Documents:

- c. Approval of the Solicitor General's FY2025 VAWA Continuance Grant Application
 - Recommended Action: Option 1
 - Documents:

9. Reports - County Manager

10. Citizens Wishing To Be Heard - Please State Your Name and Address

11. Adjournment

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: GFOA Distinguished Budget Presentation Award

DATE OF MEETING: January 28, 2025

Work
Session/Regular
Session

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON:

HISTORY, FACTS AND ISSUES: The Government Finance Officers Association (GFOA) of the United States and Canada is pleased to announce that Lowndes County has received GFOA's Distinguished Budget Presentation Award for its Fiscal Year 2025 Budget. The award represents a significant achievement and reflects a commitment to meeting the highest recognized guidelines for effective budget presentation. These guidelines assess how well an entity's budget serves as a policy document, a financial plan, an operations guide and a communications device. Budgets must be rated proficient or higher in all four categories and in fourteen mandatory criteria within those categories to receive the award. There are over 1,700 participants in the award program throughout the United States and Canada. Lowndes County has received this award for nineteen consecutive years.

OPTIONS:

RECOMMENDED ACTION:

DEPARTMENT: Finance

DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Appointment to the Board of Tax Assessors

DATE OF MEETING: January 28, 2025

Work
Session/Regular
Session

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Appointment to Board of Tax Assessors

HISTORY, FACTS AND ISSUES: The initial four-year term of Gretchen Quarterman on the Board of Tax Assessors ended December 31, 2024. Georgia statute provides a vacancy on a board of tax assessors shall be immediately filled by appointment of the county governing authority. Per Georgia statute and Resolution of the Board of Commissioners, the appointment or reappointment of a successor to Mrs. Quarterman shall be for the remainder of a three-year term ending December 31, 2027. Mrs. Quarterman has expressed an interest in being reappointed and Mr. James Michael Tanner has also expressed an interest in being appointed to the Board of Tax Assessors.

OPTIONS: 1. Make an appointment or reappointment and approve completion and execution of attached Order
2. Redirect

RECOMMENDED ACTION: Option 1

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

Order
Making Appointment to Board of Tax Assessors

WHEREAS, the Board of Commissioners of Lowndes County has voted to appoint _____ to the Board of Tax Assessors of Lowndes County, to succeed Gretchen Quarterman, for the remainder of a three-year term ending December 31, 2027; and

WHEREAS, OCGA § 48-5-290(c) provides for an order making an appointment to the county board of tax assessors to be regularly entered upon the record of the superior court of the county;

NOW THEREFORE, the Board of Commissioners of Lowndes County does hereby order that _____ is appointed to the Board of Tax Assessors of Lowndes County, to succeed Gretchen Quarterman, for the remainder of a three-year term ending December 31, 2027.

This Order shall be entered upon the record of the Superior Court of Lowndes County as required by OCGA § 48-5-290(c).

This 28th day of January 2025.

Board of Commissioners of Lowndes County

By: _____
Bill Slaughter, Chairman

Attest: _____
Belinda C. Lovern, Clerk

Print

Lowndes County Board/Agency Appointee Information Sheet - Submission #176

Date Submitted: 11/14/2024

Date:

11/12/2024

Board/Agency Applying For:

Board of Assessors

Last Name

Quarterman

First Name

Gretchen

Street Address

(Mailing: PO Box 461 Hahira, GA 31632)

City/State/Zip

Hahira, GA 31632

Phone Number

Email Address

Occupation

self employed / retired

Professional Experience

Professional Experience: 20 years in technology at the University at Buffalo
10 years in technology start-ups and self employment
15 years in volunteer community service
4 years as Lowndes County Tax Assessor

Knowledge & Skills

When I was first appointed as a Tax Assessor, I had only rudimentary knowledge of the assessment/millage/tax collection process and details. I have learned much since then.

In my 4 years as Tax Assessor, I have taken and passed the following classes from the Department of Revenue

C1VT: Course I: Certification for Assessors Virtual Training Online Training Completed - Passed 10/26/2020 AM 92.0 40.0

CSAA: Compliance Standards for Assessors and Appraisers Jekyll Island Convention Center Completed - Passed 07/19/2021 AM 75.0 20.0

CUWVT: CAVEAT Update Workshop Virtual Training Online Training Completed - Passed 11/15/2021 AM 20.0

ES: Specialized Assessments Workshop Southern Regional Technical College - Tifton Completed - Passed 06/13/2022 AM 85.0 20.0

EX: Exempt Properties Workshop Southern Regional Technical College - Tifton Completed - Passed 06/15/2022 PM 96.0 20.0

GAAA: Georgia Assessor Administration Jekyll Island Convention Center Completed - Passed 07/17/2023 AM 94.0 20.0

CA: Course IA: Assessment Fundamentals for Appraisers Uga Tifton Campus Conference Center Completed - Passed 09/25/2023 AM 90.0 40.0

The last four years have been challenging for the the Assessors office, however I am confident that Lowndes County is compliant with DOR requirements and the Georgia Law.

If reappointed, I will continue to do my best to make sure the board and the office are compliant with all requirement.

What knowledge or skills do you possess that would contribute to the Board/Agency to which you are requesting to be appointed?

Please list the Board/Agency that you have been or are currently a member of:

Currently serving on Board of Assessors.

Previously served on Zoning Board of Appeals

Extra Activities & Community Organizations

I continue to be active in the WWALS Watershed Coalition a group focused on water advocacy. I am the South Georgia coordinator for Georgia EPD Adopt A Stream training program. Since 2021, I've increased my role as grandmother, watching my granddaughters most school days.

Please list any extracurricular activities and/or community organizations you are affiliated with.

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Lowndes County Board/Agency Appointee Information Sheet - Submission #181

Date Submitted: 1/23/2025

Date:

1/23/2025

Board/Agency Applying For:

Board of Tax Assessors

Last Name

Tanner

First Name

James Michael

Street Address

City/State/Zip

Hahira, Ga 31632

Phone Number

Email Address

Occupation

Currently Retired - Previous Commercial Appraiser

Professional Experience

17 years working at the Lowndes County Tax Assessors office as a Commercial Appraiser

Knowledge & Skills

Very competent in the rules and regulations issued by the Georgia Department of Revenue and the constitution that governs the Assessors office. Knowledgeable in the fundamentals used for commercial appraisal practices

What knowledge or skills do you possess that would contribute to the Board/Agency to which you are requesting to be appointed?

Please list the Board/Agency that you have been or are currently a member of:

Extra Activities & Community Organizations

Please list any extracurricular activities and/or community organizations you are affiliated with.

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Valdosta-Lowndes County Land Bank Authority

DATE OF MEETING: January 28, 2025

Work
Session/Regular
Session

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Appointing/reappointing a Member

HISTORY, FACTS AND ISSUES: The term of Commissioner Joyce Evans will expire January 31, 2025. Commissioner Evans has expressed an interest in continuing to serve.

OPTIONS: 1. Appoint or reappoint a member.
2. Board's Pleasure

RECOMMENDED ACTION: Board's Pleasure

DEPARTMENT: County Manager

DEPARTMENT HEAD: Paige Dukes

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Beer, Wine & Liquor License - Lisa Ash of Lisa's Billiards and Sports Bar, 5129 Mill Store Road, Lake Park, Georgia

DATE OF MEETING: January 28, 2025

Work
Session/Regular
Session

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Beer, Wine & Liquor License - Lisa Ash of Lisa's Billiards and Sports Bar, 5129 Mill Store Road, Lake Park, Georgia

HISTORY, FACTS AND ISSUES: Lisa Ash of Lisa's Billiards and Sports Bar, 5129 Mill Store Road, Lake Park, Georgia is requesting a license for the sale of beer, wine and liquor for consumption on premises. This is due to a change in ownership. The ordinance and guidelines for approval of the license have been met and upon approval by the Board, the license shall be granted.

OPTIONS: 1. Approval of the Beer, Wine & Liquor License
2. Board's Pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: Finance

DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

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Alcoholic Beverage License Application
Lowndes County Board of Commissioners
Finance Department – Licensing Division

Before completing this application, you must verify that the proposed location of your establishment is located in unincorporated Lowndes County.

1. TYPE OF LICENSE(S) APPLIED FOR (check all that apply):

- Retail Dealer – Off Premises Consumption (Malt Beverages)
- Retail Dealer – Off Premises Consumption (Wine)
- Retail Dealer – Off Premises Consumption (Distilled Spirits)
- Retail Dealer – Off Premises Consumption (Sunday Sales)
- Retail Consumption Dealer – Consumption on Premises (Malt Beverages)
- Retail Consumption Dealer – Consumption on Premises (Wine)
- Retail Consumption Dealer – Consumption on Premises (Distilled Spirits)
- Retail Consumption Dealer – Consumption on Premises (Sunday Sales)
- Wholesaler – Malt Beverages with warehousing in Lowndes County
- Wholesaler – Malt Beverages without warehousing in Lowndes County
- Wholesaler – Wine with warehousing in Lowndes County
- Wholesaler – Wine without warehousing in Lowndes County
- Wholesaler – Distilled Spirits with warehousing in Lowndes County
- Wholesaler – Distilled Spirits without warehousing in Lowndes County
- Alcoholic Beverage Catering License

250.00
150.00
4550.00

No retail dealer licensee shall hold any retail consumption dealer license for the same location, and vice versa; and no wholesale dealer licensee shall hold any retail dealer license or retail consumption dealer license for the same location.



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2. Official Legal Name of Entity or Person seeking the License(s) (the "Applicant"):

Lisa Ash

3. Applicant's Business or Trade Name (if different than official legal name):

Lisa's Billiards and Sports Bar

4. List any aliases, tradenames, or other names under which the Applicant is known or conducting business, or has been known or conducted business during the past three years:

None

5. If Applicant is an Entity, Full Name of the Individual Making this Application for the Applicant:

Lisa Marie Ash

6. Street Address of establishment for which license is sought:

5129 Millstone Rd

Lake Park, GA 31636

7. Street Address of Applicant's Primary Place of Business, if different from question #6 above:

Same

8. Describe the type of establishment to be operated pursuant to the license applied for and the category(ies) of alcoholic beverage related functions and activities to be conducted at such establishment. [Attach additional pages if more space is needed]

Billiards Hall, Bar food, Beer & alcohol



9. Lowndes County's alcohol ordinance prohibits the distribution, sale or consumption of alcoholic beverages within 300 feet of any church building. The ordinance also prohibits the distribution, sale or consumption of wine or malt beverages within 100 yards, or of distilled spirits within 200 yards, of any school building, educational building, school grounds or college campus. Those distances are measured from the door of the licensed establishment to the nearest street, thence along said street to the nearest point of any church building, school building, educational building, school grounds or college campus. List below the name and street address of the nearest church and the nearest educational facilities to the proposed establishment including the address.

Church: Francis Lake African Methodist Church

School, college or other educational facility or grounds: Lake Park Elementary

10. Has the Applicant or the establishment to be licensed been denied or had revoked an alcohol license by Lowndes County within the preceding twelve (12) months? YES NO
If yes, please explain. [Attach additional pages if more space needed]

11. Has the Applicant, any person identified in question 12 below, or any employee of the establishment for which licensure is being sought ever been refused a license related to alcohol or had such license suspended or revoked (either by Lowndes County or another jurisdiction)? YES NO
If yes, state the month and year of such occurrence, the jurisdiction, and the circumstances. [Attach additional pages if more space needed]

12. Type of Legal Entity applying for license: Individual Partnership
 Joint Venture Corporation
 Firm Association
 Limited Liability Company (LLC)
 Other: _____

If the Applicant is a partnership, joint venture or firm, list the names and addresses of all owners of the partnership, joint venture or firm. [Attach additional pages if more space is needed]

Name Address

Name Address

Name Address

Name Address

If the Applicant is a corporation or association, list the names and addresses of its principal officers, directors and the three stockholders owning the largest amounts of stock. [Attach additional pages if more space is needed]

President Address

Vice President Address

Secretary Address

Treasurer Address

Director Address

Stockholder Address

Stockholder Address

Stockholder Address

If the Applicant is a limited liability company, list the names and addresses of the three (3) members owning the largest amounts of ownership interest and the names and addresses of any managers or principal officers. [Attach additional pages if more space is needed]

Lisa Allen
Member Name

5320 Casa Loma Dr.
Address Lake Park, GA 31601

Member Name

Address

Member Name

Address

Manager Name

Address

Manager Name

Address

Officer Name

Address

Officer Name

Address

If the Applicant is any other type of entity or non-natural person, list the names and addresses of all the members of its governing body, officers and others having management, control or dominion over such application.

Name

Address

Name

Address

Name

Address

Name

Address



13. Has the Applicant, any person listed in question 12 above, or any employee of the applicant's establishment ever been convicted of a felony? [] YES [x] NO

14. Has the Applicant, any person listed in question 12 above, or any employee of the Applicant's establishment been convicted within the previous five (5) years of a misdemeanor or of any other violation involving gambling, the Georgia Controlled Substances Act (or similar laws of another jurisdiction), prostitution, sex offenses, adult entertainment laws, rules or regulations, alcohol control laws, rules or regulations, or offenses involving moral turpitude? [] YES [x] NO

X

15. Has the Applicant, any person identified in question 12 above and each employee of Applicant's establishment attach a fully completed and executed consent statement for necessary investigation reports? (see attachment A) [x] YES [] NO

16. If the establishment for which a license is sought is or was licensed under the Lowndes County Alcohol Ordinance (or any previous ordinances or resolutions pertaining to alcoholic beverages), present details of how the Applicant has or will acquire the establishment, including on what terms and conditions. Further, describe in detail any familial, business, investment, debtor/creditor, or other relationship the Applicant may have or have had during the past three (3) years with the current or former licensee or establishment owner, and in each case with any person identified in question 12 above. [Attach additional pages if more space is needed]

Susan Clanton - Lake Park Billiards Academy

17. Has the individual making this application attached a fully completed and executed affidavit (see attachment B) verifying his or her legal presence in the U.S., and also presented as his or her identification an original of one of the following current and valid "secure and verifiable documents" under O.C.G.A. § 50-36-1: driver's license issued by one of the states or territories of the U.S. or Canada; U.S. or foreign passport; picture I.D. issued by one of the states or territories of the U.S.; U.S. Certificate of Citizenship or Naturalization; or U.S. Permanent Resident Card or Alien Registration Receipt Card? [x] YES [] NO

18. Is there attached a fully completed and executed affidavit verifying compliance by the Applicant with the federal work authorization program? (see attachment C or D) [x] YES [] NO

NOTE: The Applicant may be required to submit further information or documentation as requested by the County.

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CERTIFICATION REGARDING APPLICATION

Personally, appeared before the undersigned officer duly authorized to administer oaths, the undersigned affiant, who after first being duly sworn, hereby affirms, says and certifies that he/she is the _____ of _____ is authorized to make and execute this application on behalf of the Applicant, and further hereby affirms, says and certifies as to each of the following:

I have read and understand the Lowndes County Alcoholic Beverage Ordinance and will ensure that all employees of the establishment for which licensure is sought will be familiar with the provisions and regulations of that Ordinance.

I will ensure that the establishment for which licensure is sought complies at all times with all applicable laws, rules and regulations of the United States, the State of Georgia and Lowndes County, now in force or which may hereafter be enacted as relates to the sale, distribution, or consumption of alcoholic beverages.

I understand that any license issued is valid for a period of one year, beginning January 1st and expiring December 31st, that no license shall be assignable or transferrable either to a new licensee or for another location, and that no portion of the license fee shall be refunded should the license be revoked during the license year or should the establishment close.

The information, documents and statements made or contained in this Application, or submitted as a part thereof or supplementary thereto is in each case accurate and complete. I further understand that making false or fraudulent statements and/or representations in or with respect to this Application may subject me to criminal and/or civil penalties including a fine and/or imprisonment.

Submitted herewith is the sum of \$ _____ [must be a cashier's check, money order, other certified funds, or cash] which includes the license fee for the year, or partial year, plus the administration fee. I understand that, should the Application be denied, I will receive a refund for the license fee only and that the administration fee is non-refundable.

[Handwritten Signature]

Signature of Individual Making this Application

Date: 12/30/24

Sworn to and subscribed before me this 30th day of December 2024

[Handwritten Signature: Tanesha Moore]

Notary Public

My commission expires: June 2, 2025



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ATTACHMENT B

AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. §50-36-1

By executing this affidavit under oath, as an Applicant for an alcoholic beverage license from the Lowndes County Board of Commissioners, the undersigned Applicant verifies one of the following with respect to my application:

I am a citizen of the United States.

I am a legal permanent resident of the United States.

I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. §50-36-1, with this affidavit. Form of secure and verifiable document: Divers license.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement, or representation in an affidavit may be guilty of a violation of O.C.G.A. §16-10-20 and face criminal penalties as allowed by such criminal statute.

Executed in Valdosta (city), GA (state).

[Signature]
Signature of Applicant

Lisa Ash
Printed Name of Applicant

Sworn to and subscribed before me this 3rd day of DEC., 2024.

Delia Mendoza
Notary Public

My commission expires: 8/29/27



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DEC 30 2024



ATTACHMENT D

AFFIDAVIT OF PRIVATE EMPLOYER OF COMPLIANCE PURSUANT TO O.C.G.A. §36-60-6

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. §36-60-6, stating affirmatively that the individual, firm or corporation employs fewer than eleven employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-90.

[Signature]
Signature of Exempt Private Employer

Lisa Ash
Printed Name of Exempt Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 3rd Dec, 2024 in Valdosta (city), GA (state).

[Signature]
Signature of Authorized Officer or Agent

Lisa Ash
Printed Name and Title of Authorized Officer or Agent

Sworn to and subscribed before me this 3rd day of DEC., 2024.

Delia Mendoza
Notary Public

My commission expires: 8/29/27



5129 Mill Store Road
(End unit)



Request for Distance Check

From: Code Enforcement Dept: _____ Date: _____

Contact Info: _____ Deadline: _____ 5:00pm

Establishment: Lisa's Billiards Location: 5129 Mill Store Rd.

Nearest School (Name) Francis Lake First Baptist (Pre School)

School Address: 5111 Spring Water Dr Lake Park Distance: 3,006 Ft.

Nearest Church (Name) ~~ABM~~ Church
ABF

Church Address: 5261 Mill Store Rd. Lake Park Distance: Over 1,000ft

Officer Assigned: C. Barley Date: 01-06-25

Signature: X A [Signature]

Report Submitted Via: _____ Date: _____ Time: _____

Scan/ Email _____ Faxed _____ Inner Office _____ Pers. Deliver _____

Comments: _____

Public Hearing

Application for Alcohol License

Lisa Ash of Lisa's Billiards and Sports Bar, located at 5129 Mill Store Road, Lake Park, Georgia, is applying for a license for the sale of beer, wine, and liquor for consumption on premise. The Lowndes County Board of Commissioners, during their regular meeting on January 28, will hold a public hearing regarding this application. The meeting will begin at 5:30 p.m. and will be held in the Commission Chambers, Lowndes County Judicial/Administrative Complex – 2nd Floor, 327 North Ashley Street, Valdosta, Georgia.

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Special Assessment Rate for 2025

DATE OF MEETING: January 28, 2025

BUDGET IMPACT:

FUNDING SOURCE:

Work

Session/Regular

Session

COUNTY ACTION REQUESTED ON: Special Assessment Rate for 2025

HISTORY, FACTS AND ISSUES: The Board of Commissioners is required to set the interest rate for any special assessments at the beginning of each calendar year. This rate is for any paving or utility assessments that are not paid off within the initial 90-day phase. Unpaid assessments revert to installment agreements which are to be paid off over a period of up to ten years. The rate is based on the current prime rate, plus two percent. The prime rate is the interest rate charged by banks when they lend money to other banks or to their "prime" customers. Most American banks and credit unions use this index as the foundation for their loan products. The current prime rate is 7.5%; therefore, the rate for special assessments should be set at 9.5%. The prime rate was 8.5% in 2024, 9.5% in 2023 and 5.25% in 2022.

OPTIONS: 1. Adopt the Special Assessment Rate of 9.5% for 2025.
2. Board's Pleasure

RECOMMENDED ACTION: Adopt

DEPARTMENT: Finance

DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Approval of Elected Officials Using County Issued Purchase
Cards and Credit Cards

DATE OF MEETING: January 28, 2025

Work
Session/Regular
Session

BUDGET IMPACT:

FUNDING SOURCE:

- Annual
- Capital
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Approval of Elected Officials Using County Issued
Purchase Cards and Credit Cards

HISTORY, FACTS AND ISSUES: During the 2015 legislative session, the General Assembly passed HB 192 which changed the requirements for county issued purchasing cards and credit cards used by elected officials. In February 2016, the County adopted an ordinance outlining the card program as required by the statute. Additionally, each elected official using a card is required to be approved in an open meeting after signing the credit card user agreement. Staff has received requests from Clay Guess, Tax Commissioner and H. Burke Sherwood, Probate Judge for county issued purchasing cards. Both elected officials have signed the required agreement.

OPTIONS: 1. Board's Pleasure

RECOMMENDED ACTION: Board's Pleasure

DEPARTMENT: Finance

DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Approval of the Solicitor General's FY2025 VAWA
Continuance Grant Application

DATE OF MEETING: January 28, 2025

Work
Session/Regular
Session

BUDGET IMPACT: \$105,483.00

FUNDING SOURCE:

- Annual - \$26,371 Cash Match
- CJCC Funding - \$79,112
- N/A
- SPLOST
- TSPLOST

COUNTY ACTION REQUESTED ON: Approval of the Solicitor General's FY2025 VAWA
Continuance Grant Application

HISTORY, FACTS AND ISSUES: The Solicitor-General's Office has been a recipient of the VAWA (Violence Against Women Act) Grant since 2018. This grant funds budgeted costs associated with a specialized prosecutor to handle Family Violence and Violence Against Women Crimes. The funding request for the FY2025 year is considered continuation funding which results in the funding amounts being the same as the original amount awarded during the competitive application process. Therefore, the Solicitor-General's Office is submitting a request for federal funding in the amount of \$79,112.00. In addition to the federal funds, Lowndes County would be responsible for \$26,371.00 in matching funds. The continuation grant award period is January 1, 2025-December 31, 2025. Submission of this grant application is due by January 30, 2025. The Solicitor-General's Office requests the board's approval to submit the VAWA Continuation Grant Application for FY2025.

OPTIONS: 1. Approval of the Solicitor General's FY2025 VAWA Continuance Grant Application
2. Board's Pleasure

RECOMMENDED ACTION: Option 1

DEPARTMENT: Solicitor-General

DEPARTMENT HEAD: Justo C. Cabral, III

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

CJCC Budget Detail Worksheet

Agency Name:	Lowndes County Board of Commissioners
Subgrant Number:	
Project Name:	Lowndes County SG VAWA Prosecutor
Select grant type:	VAWA - CJSI

Purpose: This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A (1). Personnel-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
Assistant Solicitor General - VAWA Prosecutor	Jarrold Baskin	\$70,000.00	100%	Biweekly	\$70,000.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
PERSONNEL TOTAL						\$70,000	

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform. Volunteers must be valued at \$15/hour unless approved by CJCC staff for a higher rate. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

Volunteers	Hours	Rate	Total value	Match
			\$ -	In-Kind
VOLUNTEERS TOTAL			\$0.00	

A (3). Fringe-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a percentage of salary or wages	% Time to Project	Cost	Match?
VAWA Prosecutor	Jarrold Baskin	\$70,000.00	FICA	7.65%	100%	\$5,355.00	
VAWA Prosecutor	Jarrold Baskin	\$70,000.00	W/C	0.33%	100%	\$231.00	
VAWA Prosecutor	Jarrold Baskin	\$70,000.00	Insurance	15.72%	100%	\$11,000.00	
VAWA Prosecutor	Jarrold Baskin	\$70,000.00	Insurance	0.23%	100%	\$158.40	
VAWA Prosecutor	Jarrold Baskin	\$70,000.00	Retirement	15.00%	100%	\$10,500.00	
FRINGE TOTAL						\$27,244.40	

PERSONNEL GRAND TOTAL **\$97,244**

B. Travel-- Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at \$X airfare, \$X lodging, \$X meals/ incidentals). If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs. Please note that the maximum reimbursement rate is \$0.565 per mile but if your agency's reimbursement rate is lower you

Trainings and Conferences								
**All trainings and conferences must be pre-approved by submitting an agenda to your Specialist or Auditor.								
Purpose of Travel	Staff member	Item	Cost	# Individuals	# Nights/Days	# Trips	Cost	Match?
Attend GCFV Training	Jarrold Baskin	Hotel	\$172.00	1.00	3.00	1.00	\$516.00	
Attend GCFV Training	Jarrold Baskin	Hotel	\$5.00	1.00	3.00	1.00	\$15.00	
Attend GCFV Training	Jarrold Baskin	Meals	\$50.00	1.00	3.50	1.00	\$175.00	
Attend GCFV Training	Jarrold Baskin	Ground transport	\$10.00	1.00	1.00	1.00	\$10.00	
							\$0.00	

							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

Mileage						
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?
Attend GCFV Training	Jarrold Baskin	Jekyll Island, GA	\$0.700	250.00	\$175.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
TRAVEL TOTAL					\$891.00	

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
EQUIPMENT TOTAL				\$0.00	

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
File Folders for VAWA Cases	\$459.00	4	Staples/Amazon Business	\$1,836.00	
Copy Paper/Prorated for VAWA Cases	\$111.98	5	Lee Office	\$559.90	
General Office Supplies: (Post-its, paper clips, binder clips, staples, pens, Labels, whiteout, manilla folders, legal pads, Yellow Dots for files, binders, dividers, DVD's, DVD Sleeves, USB Drives (32gb and 16gb) for evidence, etc.)	\$ 700.00	2	Staples/Amazon Business	\$1,400.00	
Toner for VAWA Prosecutor's Printer	\$130.02	2	Staples/Amazon Business	\$260.04	
SUPPLY TOTAL				\$4,055.94	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
Victim Witness Program Letterhead	\$137.70	2.00	Colson Printing	\$275.40	
Letterhead Envelopes	\$139.95	3.00	Colson Printing	\$419.85	
Continuance Notices	\$136.30	3.00	Colson Printing	\$408.90	
Trial Notices	\$109.48	2.00	Colson Printing	\$218.96	
Nolle Prose Forms	\$118.00	3.00	Colson Printing	\$354.00	
PRINTING TOTAL				\$1,677.11	

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
GCFV Training Registration Fee	\$390.00	1.00	100.00%	GA Commission on Family Violence	\$390.00	
State Bar of Georgia Licensing Dues	\$293.00	1.00	100.00%	State Bar of GA	\$293.00	
GA Association of Solicitors General Dues	\$35.00	1.00	100.00%	GA Association of Solicitors General	\$35.00	
Stericycle/Shredit USA	\$50.00	4.00	100.00%	Stericycle/Shredit USA	\$200.00	
CLE Hours	\$215.00	1.00	100.00%	State Bar of GA	\$215.00	
Copier Lease/Prorated for VAWA Cases	\$40.15	12.00	100.00%	LEAF	\$481.80	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (1) Subtotal					\$1,614.80	

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (eg., 1 hour of therapy).

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (2)Subtotal					\$0.00	

F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Name of Consultant	Service Provided	Cost per unit	Define Unit of Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
F. (2)Subtotal					\$0.00	

F. (4) Indirect Cost: If your agency has a negotiated rate, a copy of the Indirect Cost Rate Agreement must be submitted with your contract budget. Applicants may elect to use an amount up to the ten percent (10%) de Minimis rate of their Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and fringe benefits of personnel that work directly on the project, and other operational costs such as supplies, printing, and travel that are directly related to the project. To use the de Minimis indirect cost rate complete the MTDC Calculator in the next tab. When you have completed this calculator, the total indirect cost will transfer to the space below.

Indirect Cost	\$0
F. OTHER TOTAL	\$1,615

G. Match Waiver: If your agency would like to request a match waiver, you should submit a letter, on your agency's letterhead, to the Georgia Criminal Justice Coordinating Council (CJCC). The letter should outline the reasons why your agency will have trouble meeting the full match requirement and should indicate the amount of match you are able to provide for

G. Match Waiver Amount:

Budget Summary—When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category	Amount		
A. Personnel and Fringe	\$97,244		
B. Travel	\$891		
C. Equipment	\$0		
D. Supplies	\$4,056		
E. Printing	\$1,677		
F. Other	\$1,815		
TOTAL PROJECT COSTS	\$105,483		
Award	\$79,112		
Match Amount	\$26,371		
Match Breakdown	Cash	\$26,371	100%
	In-Kind	\$0	0%

Budget Narrative
 Jarrod Baskin will be working 100% of his time on the VAWA Grant. This budget includes the Salary/Fringe Benefits for the Specialized VAWA Prosecutor as well asll training, travel and registration costs associated with the Annual GA Commission on Family Violence Conference, Office Supplies, Printing and Other Items such as Bar Dues and Subscriptions. A Cash Match of \$26,371 will be paid by Lowndes County.

NOTE: If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.

VAWA Budget Narrative
January 01-December 31, 2025

A (1) Personnel/Salary-

Total: \$70,000

VAWA Prosecutor- (Jarrod Baskin) will prosecute all VAWA cases and will spend 100% of his time providing prosecutorial services uniquely to Violence Against Women (VAWA) cases within the jurisdiction of the Solicitor-General's Office of Lowndes County. This individual's annual salary will be \$70,000 and will be covered for the 12 months of the contract.

A (3) Fringe-

Total: \$27,244.40

FICA cost is:	$\$70,000 \times 7.65\% =$	\$5,355.00
Retirement cost is:	$\$70,000 \times 15\% =$	\$10,500.00
Workers Compensation Cost is:	$\$70,000 \times .33\% =$	\$231.00
<u>Insurance Benefits:</u>		
Life Insurance for VAWA Prosecutor is a flat rate per year:		\$158.40
Health Insurance is a flat rate per year:		\$11,000.00

B Travel-

Total: \$891.00

Travel expenses are necessary for Jarrod Baskin to attend the Annual Family Violence Conference, August 24-27, 2025 at the Conference Center in Jekyll Island, Georgia. This conference is hosted by the Georgia Commission on Family Violence.

Hotel rate is a daily rate of \$172 for 3 nights for Jarrod Baskin:	\$516.00
Hotel- \$5.00 per night is the daily rate for the GA Hotel/Motel Fee for 3 nights:	\$15.00
Meals calculated at a daily rate of \$50 for 3.5 days for Jarrod Baskin:	\$175.00
Ground transport is to cover parking to get onto the island	\$10.00
Mileage calculated at .70 per mile for a roundtrip of 250 miles:	\$175.00

D Supplies **Total: \$4,055.94**

The following office supplies will need to be purchased to support this position.

File Folders for VAWA cases purchased 4 times a year at \$459 each	\$1,836.00
Copy Paper for VAWA cases purchased 5 times a year at \$111.98 each	\$559.90
General Office Supplies purchased twice a year at \$700 each: (Post-it notes, paper clips, binder clips, staples, pens, labels, whiteout, Manilla folders, legal pads, yellow dots for vawa files, binders, dividers, DVD's (for evidence), dvd sleeves, usb drives (32gb and 16gb) for evidence, etc.) All supplies are only for VAWA prosecutor and VAWA Cases)	\$1,400.00
Toner for VAWA Prosecutor's printer purchased twice a year at \$130.02 each	\$260.04

E Printing **Total \$1677.11**

The following printing items will need to be purchased to support this position.

Victim Witness Program Letterhead purchased twice a year at \$137.70 each	\$275.40
Printed Envelopes with Letterhead purchased three times a year at \$139.95 each	\$419.85
Continuance notices purchased three times a year at \$136.30 each	\$408.90
Trial Notices purchased four twice a year at \$109.48 each	\$218.96
Nolle Prose Forms purchased three times a year at \$118.00 each	\$354.00

F (1) Other Costs - **Total: \$1,614.80**

To maintain memberships to the Georgia Bar and Georgia Association of Solicitors Association; the VAWA Prosecutor will need the following dues paid.

Georgia Bar Dues-	\$293.00
Georgia Association of Solicitors Dues-	\$35.00

The VAWA Prosecutor will attend the annual Georgia Commission on Family Violence Conference offered in Jekyll Island, GA August 24-27, 2025. Therefore, the following registration fees will need to be paid.

Registration Fees for GCFV Conference -	\$390.00
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The VAWA Prosecutor will need to maintain his CLE Hours for his Ga Bar License. CLE Hours -	\$215.00
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Criminal Histories on VAWA Cases are required to be shredded. Stericycle/Shredit USA at \$50 per service for 4 services -	\$200.00
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Copier lease prorated for VAWA cases at \$40.15 per month 12 times a year-	\$481.80
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Total: \$105,483.25
Rounded \$105,483

Total Personnel and Fringe	\$97,244
Total Travel	\$891
Total Supplies	\$4,056
Total Printing	\$1,677
Total Other	\$1,615

Total Project Costs	\$105,483
Federal Award	\$79,112
Cash Match Amount	\$26,371

FY2024 VAWA Continuation Award Recommendation (Prosecution)		
Berrien Co Board of Commissioners - Alapaha Circuit DA's Office	Prosecution	\$95,157
Bibb County Board of Commissioners	Prosecution	\$75,874
Bibb County Commissioners	Prosecution	\$84,563
Butts County Board of Commissioners (Towaliga Judicial Circuit District Attorney)	Prosecution	\$60,000
Cherokee County BOC	Prosecution	\$93,333
Crisp County Board of Commissioners	Prosecution	\$100,000
DeKalb County	Prosecution	\$79,165
Dougherty County BOC	Prosecution	\$36,750
Douglas County Board of Commissioners - Solicitor General's Office	Prosecution	\$86,792
Fulton County Board of Commissioners, Office of the District Attorney	Prosecution	\$100,000
Houston County Board of Commissioners	Prosecution	\$64,842
Lowndes County Board of Commissioners	Prosecution	\$79,112
Paulding Judicial Circuit, District Attorney's Office	Prosecution	\$50,000
Prosecuting Attorneys' Council of Georgia	Prosecution	\$190,601
Unified Government of Athens-Clarke County	Prosecution	\$66,097
Upson County Board of Commissioners	Prosecution	\$40,000
		\$1,352,286

FY2024 VAWA Continuation Award Recommendation (Victim Services)		
Agency	Service Type	Recommendation
Ahimsa House	Victim Service (DV)	\$19,805
Alma Domestic Violence Foundation	Victim Service (DV)	\$19,805
Amani Women Center	Victim Service (CS)	\$31,688