

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025
6:00PM**

- I. Review of September 22nd, 2025 Meeting Minutes PG. 3**
Wynetta Bolder, City Clerk
Mayor Tony L. Paulk

- II. Discuss the Purchase of a Ford F-550 Rescue Fire Truck for Fire Dept. PG. 9**
Anthony Folsom, Purchasing Agent
Casey Wright, Fire Chief
Mike Gowen, Commissioner

- III. Discuss and Approve the Airport Capital Improvement Plan FY27-FY2031 and FY27 PG. 12**
Applications
Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

- IV. Discuss Appointments for Two Vacancies on KDB Board PG. 33**
Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

- V. Discuss Two Appointments to Airport Commission PG. 34**
Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

- VI. Discuss Award of FY25 HP CLG Grant for WWII Flight Training Base Master Plan PG. 35**
Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

- VII. Discuss FY'25 Budget Amendment PG. 54**
Tommy Harrell, Finance Director
Commissioner Edwin Taylor

- VIII. Discuss EPA Lead & Copper Rule Improvements- Customer's Side PG. 61**
Charles Davis, City Manager
Mayor Tony L. Paulk

- IX. General Comments (3 minutes) PG. 71**
Charles Davis, City Manager
Tony L. Paulk, Mayor

- X. City Manager's Updates PG. 72**
Charles Davis, City Manager
Tony L. Paulk, Mayor

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**REGULAR MEETING
October 13, 2025
IMMEDIATELY FOLLOWING WORK SESSION**

- | | | |
|--------------|--|--------------------------------|
| I. | Call to Order | Mayor Tony L. Paulk |
| II. | Invocation | Commissioner Mike Gowen |
| III. | Pledge of Allegiance | Coffee High NJROTC |
| IV. | Approval of the Order of the Agenda | |
| V. | Consent Agenda Items | |
| VI. | Work Session Items for Discussion/Questions | |
| VII. | Staff Comments | |
| VIII. | Adjourn | |

NOTE: Immediately following Commission Meeting there will be an Executive Session and/or City Commission Utility Appeals Hearing, if necessary.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participated in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at (912) 389-3415 promptly to allow the City to make reasonable accommodations for those persons.

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Wynetta Bolder, City Clerk
Mayor Tony L. Paulk

RE: Review of September 22nd, 2025 Meeting Minutes

PURPOSE:

Review of September 22nd, 2025 Meeting Minutes

BACKGROUND:

Review of September 22nd, 2025 Meeting Minutes

FUNDING:

N/A

RECOMMENDATION:

Review of September 22nd, 2025 Meeting Minutes

APPENDIX:

1. WS MINUTES SEPTEMBER 22, 2025 WS MINUTES SEPTEMBER 22, 2025.docx
2. MINIUTES SEPTEMBER 22, 2025 MINIUTES SEPTEMBER 22, 2025.docx

**MINUTES
WORKSESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 22, 2025**

The Board of Commissioners held a work session on Monday, September 22, 2025, at 6:00 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Mayor Pro Tem Cindy McNeill, Commissioners Edwin Taylor, Brenda Moore, Mike Gowen, and Tony Paulk II in attendance. Commissioner Steve Bailey was absent.

REVIEWED SEPTEMBER 8, 2025, MEETING MINUTES

Mayor Pro Tem Cindy McNeill presented the first item, reviewing the Board of Commissioners meeting minutes on September 8, 2025. Mayor Pro Tem Cindy McNeill asked the Commissioners to propose any changes to ensure accurate historical record-keeping.

The Commission agreed to move this item forward on the **Consent Agenda**.

DISCUSSED THE APPROVAL OF THE FY26 GAS PEAK SHAVING PLANT BID

Anthony Folsom, Purchasing Agent, appeared before the Commission to seek approval for the City of Douglas Gas Department project.

Mr. Folsom stated that the bid for the sandblasting and painting of the City of Douglas Gas Peak Shaving Plant was advertised on August 14 and August 28, 2025, in the Douglas Enterprise and posted to the Georgia Procurement Registry. A total of five vendors responded. After review by Purchasing Agent Anthony Folsom and Gas Department Supervisor Andrew Jackson, it was determined that the low bid submitted by Titan Commercial Painting, located in Monroe, Georgia, best meets the project requirements. The accepted bid amount is \$22,500.

The Commission agreed to move this item forward on the **Consent Agenda**.

DISCUSSED ADVERTISING TWO VACANCIES ON THE KDB BOARD

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek permission to publicize Keep Douglas Beautiful Board vacancies.

Mrs. Henderson stated that the Keep Douglas Beautiful Affiliation is seeking to fill two vacant seats on its board. The newly appointed members will complete the terms of Juan Avalos, whose term expires on July 1, 2026, and Courtney Dorsett, whose term expires on December 31, 2027. Keeping Douglas Beautiful's mission is to promote environmental sustainability and educate the community to act daily to increase safety, reduce litter from our open spaces and waterways, improve recycling efforts, and keep Douglas beautiful.

Commissioner Moore stated that she would like to move forward with this item. The Commission agreed to move this item forward on the **Regular Agenda**.

DISCUSSED ADVERTISING TWO EXPIRING TERMS ON AIRPORT COMMISSION

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval to publicize two (2) expiring terms on the Airport Commission.

**MINUTES
WORKSESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 22, 2025**

**DISCUSSED ADVERTISING TWO EXPIRING TERMS ON THE AIRPORT
COMMISSION-CONTINUE**

Mrs. Henderson stated that the Airport Commission desires to fill two (2) expiring terms: Mr. Thomas Smith and Mr. Joey Hand, which expire on September 30, 2025. Both members have expressed an interest in continuing to serve. Staff would like to publicize for two weeks and appear again during the October 13, 2025, meeting for the Mayor and City Commission to appoint new members or reappoint members interested in serving another term.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED ADMINISTRATIVE APPROVAL OF UNIFIED LAND DEVELOPMENT
CODE TABLE OF PERMITTED USES**

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval of administrative changes to the ULDC Table of Permitted Uses.

Mrs. Henderson stated that the proposed changes are administrative, addressing minor inconsistencies and outdated language within the Table of Permitted Uses. The amendments do not alter the intent of the current zoning districts or the types of uses permitted within the city. These updates are necessary to clarify and ensure the code is easily understood and enforceable by staff and the public.

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED AND SEEK APPROVAL OF ANNUAL AMENDMENT OF ESG
CONTRACT**

Charles Davis, City Manager, appeared before the Commission to seek approval of the ESG Contract's Annual Amendment (Amendment 8), which went into effect in July 2025.

Mr. Davis stated that the annual amendment to the ESG contract. Each year, staff receive a yearly price increase and sometimes additions/deletions to the agreement. This year, there will be an annual price increase, a cybersecurity liability section (6.9), and a generic "Change in Law" section (6.10).

The changes are below:

NOW THEREFORE, Owner and ESG agree to amend the Agreement as follows:

REPLACE Article 4.1 with the following new Article:

4.1 The City shall pay ESG a base fee for the Scope of Services defined by Section 2 of this Agreement (the "Base Fee"). The Base Fee shall not include services not explicitly defined by Section 2 of this Agreement. The Base Fee for the Contract Year beginning July 1, 2025 and ending June 30, 2026, shall be Six Million One Hundred Forty-Five Thousand Five Hundred Seventy-Two Dollars (\$6,145,572.00). The Base Fee shall be payable in advance in equal monthly installments, and for the stated Contract Year, the monthly amount shall be Five

**MINUTES
WORKSESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 22, 2025**

DISCUSSED AND SEEKING APPROVAL OF ANNUAL AMENDMENT OF ESG CONTRACT-CONTINUE

Hundred Twelve Thousand One Hundred Thirty-One Dollars (\$512,131.00). Thereafter, the Base Fee will be negotiated or adjusted as described in Article 4.5.

REPLACE Article 4.3 with the following new Article:

4.3 Owner and ESG agree to establish annually an Annual Sludge Disposal Budget. For the Contract Year July 1, 2025, through June 30, 2026, said budget shall be Sixty-Five Thousand Twenty-Six Dollars (\$65,026.00). This amount is included in the Base Fee as provided by Article 4.1 of this Agreement. This amount consists of the costs associated with sludge hauling

The Commission agreed to move this item forward on the **Consent Agenda**.

DISCUSS 2025 GFL ADJUSTMENTS TO RATES

Charles Davis, City Manager, appeared before the Commission to seek approval of a 3.9% sanitation increase to recoup the 5.3% vendor increase being charged to the city.

Mr. Davis stated that per our agreement with GFL, the Service Fee will be increased annually. This will reflect the annual adjustment based on Table 1 of the Consumer Price Index for all Urban Consumers (CPI-U): U.S. City Average by expenditure category and commodity and service group, Water and Sewer and Trash Collection Services. A 5.3% CPI increase will be implemented for the billing period starting October 1, 2025, for all services. The city will have to increase customer billing rates by 3.9% to recoup the 5.3% increase in vendor costs charged to the town. The average residential increase is approximately 1.30 cents/month. **FUNDING:** Approximately \$128,000.00

The Commission agreed to move this item forward on the **Consent Agenda**.

GENERAL COMMENTS (3 MINUTES)

No comments

CITY MANAGER'S UPDATE

Charlie Davis, City Manager, gave condolences on behalf of the City of Douglas to Commissioner Edwin Taylor on the death of his wife.

ADJOURNMENT

Without further discussion, the work session meeting adjourned at 6:06 p.m.

Mayor Tony L. Paulk

Wynetta J. Bolder, CMC

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 22, 2025**

The Board of Commissioners held a regular session on Monday, September 22, 2025, at 6:06 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Mayor Pro Tem Cindy McNeill and Commissioners Edwin Taylor, Brenda Moore, Mike Gowen, and Tony Paulk II in attendance. Commissioner Steve Bailey was absent.

CALLED TO ORDER

Mayor Pro Tem Cindy McNeill called to order the Regular Meeting of the Board of Commissioners.

INVOCATION (MAYOR PRO TEM CINDY MCNEILL)

Fire Chief Casey Wright delivered the invocation.

PLEDGE OF ALLEGIANCE

Coffee High Naval JROTC led the Pledge of Allegiance.

APPROVAL OF THE ORDER OF THE AGENDA

The motion was approved unanimously **(5-0)** to approve the order of the agenda, with the motion made by Commissioner Tony Paulk II and seconded by Mayor Pro Tem Cindy McNeill.

SECOND READING AND PUBLIC HEARING - ADDITION OF ORDINANCE AND ZONING FOR THE ESTABLISHMENT AND REQUIREMENTS FOR ELECTRIC VEHICLE (EV) CHARGING FACILITIES, EQUIPMENT, AND STRUCTURES

Jerome Adams, City Attorney, appeared before the Commission to hold a second reading, followed by a public hearing of the proposed ordinance and zoning, as presented, to establish the necessary regulatory framework to support current and future electric vehicle infrastructure needs. No comments from the public.

The proposed ordinance and zoning, as presented to establish the necessary regulatory framework to support current and future electric vehicle infrastructure needs, was approved unanimously **(5-0)**, with Commissioner Tony Paulk II making the motion and Commissioner Edwin Taylor providing the second.

CONSENT AGENDA ITEMS (CHARLES DAVIS, CITY MANAGER)

- 1. APPROVAL OF SEPTEMBER 8, 2025, MEETING MINUTES**
- 2. APPROVAL OF THE FY26 GAS PEAK SHAVING PLANT BID**
- 3. APPROVAL OF THE ADMINISTRATIVE APPROVAL OF UNIFIED LAND DEVELOPMENT CODE TABLE OF PERMITTED USES**
- 4. APPROVAL OF ANNUAL AMENDMENT OF ESG CONTRACT**
- 5. APPROVAL OF THE 2025 GFL ADJUSTMENTS TO RATES**

As discussed in the Work Session, Commissioner Tony Paulk II made the motion (carried 5-0) to approve all Consent Agenda items listed above, which Commissioner Mike Gowen seconded.

**MINUTES
MEETING OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
SEPTEMBER 22, 2025**

WORK SESSION ITEMS

ADVERTISING TWO VACANCIES ON THE KDB BOARD

Georgia Henderson, Assistant City Manager, appeared before the Commission to adequately publicize the two vacancies on the Keep Douglas Beautiful Board for two weeks, or until applications are received. At that time, an agenda item will come back before the Mayor and Commission for an approved appointment.

No action currently.

ADVERTISING TWO EXPIRING TERMS ON AIRPORT COMMISSION

Georgia Henderson, Assistant City Manager, appeared before the Commission to publicize these vacancies for two weeks and to reappear before Mayor and Commission on October 13, 2025, for action to approve appointments or reappointments to the Airport Commission.

No action taken at this time

STAFF COMMENTS

No comment

MAYOR AND COMMISSIONER COMMENTS

No Comments

ADJOURNMENT

Motion to adjourn the Regular meeting at 6:12 p.m. The motion was made by Commissioner Edwin Taylor and seconded by Commissioner Tony Paulk II **(5-0)**

Mayor Tony Paulk

Wynetta J. Bolder, CMC

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Anthony Folsom, Purchasing Agent
Casey Wright, Fire Chief
Mike Gowen, Commissioner

RE: Discuss the purchase of a Ford F-550 Rescue Fire Truck for Fire Dept.

PURPOSE:

We respectfully recommend that the Mayor and Board of Commissioners approve the purchase of a Ford F-550 Rescue Truck for the City of Douglas Fire Department. The vehicle will be purchased from Fouts Fire, located in Milledgeville, Georgia, for a total cost of **\$371,386.00**.

BACKGROUND:

The City of Douglas Fire Department will acquire a new fire rescue truck to support its emergency response operations. Fire Chief Casey Wright and Purchasing Agent Anthony Folsom have reviewed the proposal and are in agreement to proceed with the purchase. The fire rescue truck will be purchased from Fouts Fire, located in Milledgeville, Georgia, at a total cost of **\$371,386.00**

FUNDING:

SPLOST VI --321-1000-54.2204

RECOMMENDATION:

We recommend that the Mayor and Board of Commissioners approve the purchase of a Ford F-550 Rescue Truck from Fouts Fire, located in Milledgeville, Georgia, at a total cost of **\$371,386.00**.

APPENDIX:

1. FY26 Fire Rescue Truck Tabulation FY26 Fire Rescue Truck Tabulation.xlsx

Bid Opening: 09-23-25
 B.O.C. Meeting: 10-13-25

Insert Name of Bid
 66812-26-0008 FY26 Fire Rescue Truck Bid

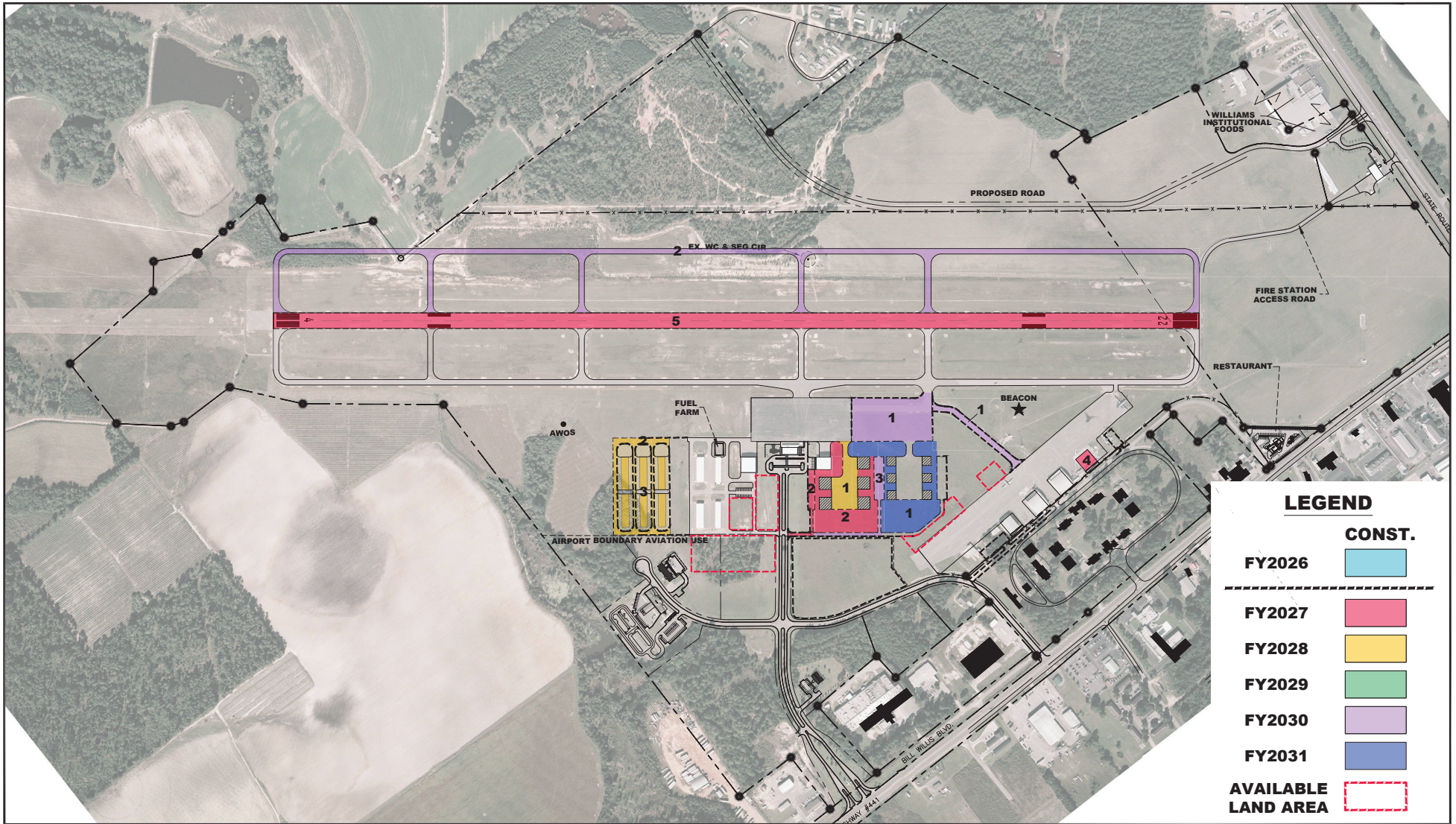
Dept.
 Fire Dept.

		Vendor	Vendor	Vendor
		Custom Truck & Body Works	Fouts Fire	Ten-8
		Woodbury, GA	Millidgeville, GA	Forsyth, GA
Item	Description	Total	Total	Total
1	Ford F-550 Fire Rescue Truck	\$402,319.00	\$371,386.00	No Bid
Grand Total		\$402,319.00	\$371,386.00	\$0.00
Est. Delivery (if applicable)				

- | | | |
|----|--|--|
| 2. | DQH_FY2027_T-Hangar Taxiway
Improvements - Phase 1 (South) (Design)
8.5x11 NTS | DQH_FY2027_T-Hangar Taxiway
Improvements - Phase 1 (South) (Design)
8.5x11 NTS.pdf |
| 3. | DQH_FY2027_Airport Drainage
Improvements 8.5x11 NTS | DQH_FY2027_Airport Drainage
Improvements 8.5x11 NTS.pdf |
| 4. | DQH_FY2027_Construct Corporate Area
Access Road and Sitework - Phase 1
(Construction) 8.5x11 NTS | DQH_FY2027_Construct Corporate Area
Access Road and Sitework - Phase 1
(Construction) 8.5x11 NTS.pdf |
| 5. | DQH_FY2027_Historical Hangar
Restoration 8.5x11 NTS | DQH_FY2027_Historical Hangar Restoration
8.5x11 NTS.pdf |

DQH DOUGLAS MUNICIPAL 'GENE CHAMBERS' AIRPORT (DQH); DOUGLAS, GEORGIA							
ACIP UPDATE							
FY 2027 - FY 2031 (STATE FY)							
PRIORITY	PROJECT	SOURCE	TOTAL PROJECT COST	FAA AIP FUNDS	FAA BIL FUNDS	STATE FUNDS	LOCAL FUNDS
FY 2026							
1	Airport Drainage Improvements (Design)	FEDERAL	\$57,462	\$51,716	\$0	\$2,873	\$2,873
2	Runway 4/22 Crack Seal and Remarking (Design)	FEDERAL	\$30,939	\$27,845	\$0	\$1,547	\$1,547
3	Corporate Area Access Road and Sitework- Phase 1 (Design)	LOCAL	\$150,000	\$0	\$0	\$0	\$150,000
TOTAL FY 2026			\$238,401	\$79,561	\$0	\$4,420	\$154,420
(FOR INFORMATION PURPOSES ONLY)							
FY 2027							
1	Airport Drainage Improvements	FEDERAL	\$2,120,000	\$1,908,000	\$0	\$106,000	\$106,000
2	Construct Corporate Area Access Road and Sitework- Phase 1 (Construction)	FEDERAL	\$1,500,000	\$1,195,000	\$155,000	\$75,000	\$75,000
3	T-Hangar Taxiway Improvements - Phase 1 (South) (Design)	STATE	\$200,000	\$0	\$0	\$150,000	\$50,000
4	Historical Hangar Restoration	STATE	\$250,000	\$0	\$0	\$187,500	\$62,500
5	Runway 4/22 Crack Seal and Remarking (Construction)	LOCAL	\$200,000	\$0	\$0	\$0	\$200,000
TOTAL FY 2027			\$4,270,000	\$3,103,000	\$155,000	\$518,500	\$493,500
FY 2028							
1	North Corporate Hangar Area Taxiway - Phase 1 (Construction)	FEDERAL	\$360,000	\$246,500	\$77,500	\$18,000	\$18,000
2	T-Hangar Taxiway Improvements - Phase 1 (South) (Construction)	FEDERAL	\$2,500,000	\$2,172,500	\$77,500	\$125,000	\$125,000
3	T-Hangar Taxiway Improvements - Phase 1 (South) (Construction) (Vertical Structures)	STATE	\$3,200,000	\$0	\$0	\$2,400,000	\$800,000
TOTAL FY 2028			\$6,060,000	\$2,419,000	\$155,000	\$2,543,000	\$943,000
FY 2029							
1	North Corporate Hangar Area Taxiway Improvements - Phase 2 (2 Large Lots) (Design)	FEDERAL	\$65,000	\$58,500	\$0	\$3,250	\$3,250
2	North Parallel Taxiway - Phase 1 (Design)	FEDERAL	\$800,000	\$565,000	\$155,000	\$40,000	\$40,000
TOTAL FY 2029			\$865,000	\$623,500	\$155,000	\$43,250	\$43,250
FY 2030							
1	Terminal Area Apron Expansion (North - Phase 1) (Construction)	FEDERAL	\$350,000	\$315,000	\$0	\$17,500	\$17,500
2	North Parallel Taxiway - Phase 1 (Construction)	FEDERAL	\$8,000,000	\$7,045,000	\$155,000	\$400,000	\$400,000
3	Construct Corporate Access Road including Utilities - Phase 2	LOCAL	\$260,000	\$0	\$0	\$0	\$260,000
TOTAL FY 2030			\$8,610,000	\$7,360,000	\$155,000	\$417,500	\$677,500
FY 2031							
1	North Corporate Hangar Area Taxiway Improvements - Phase 2 (2 Large Lots) (Construction)	FEDERAL	\$650,000	\$430,000	\$155,000	\$32,500	\$32,500
TOTAL FY 2031			\$650,000	\$430,000	\$155,000	\$32,500	\$32,500
5-YEAR (2027 - 2031) TOTAL CIP			\$20,455,000	\$13,935,500	\$775,000	\$3,554,750	\$2,189,750
NOTES:							
Projects shown with FEDERAL funding have a cost sharing of Federal (90%) / State (5% of Estimated Construction Costs) / City (Remainder)							
Project Cost Sharing Assumes \$150,000 Non-Primary Entitlement Program continues to be funded by FAA throughout Planning Period.							
Projects shown with STATE funding have a cost sharing of State (75% of Estimated Construction Cost / City (Remainder))							

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LEGEND	
	CONST.
FY2026	
FY2027	
FY2028	
FY2029	
FY2030	
FY2031	
AVAILABLE LAND AREA	

Michael Baker
INTERNATIONAL

**DOUGLAS MUNICIPAL AIRPORT
DOUGLAS, GEORGIA
CAPITAL IMPROVEMENT PROGRAM
FY2027 - FY2031**

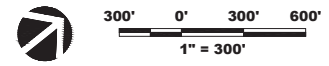


EXHIBIT 1

Application for State Assistance

Date Submitted: November 1, 2025	Date Received By State:
1. APPLICANT INFORMATION	
A. Name of Airport Douglas Municipal Airport	
B. Name and Address of Applicant: City of Douglas 302 South Madison Ave Douglas, Georgia 31533 Telephone: (912) 389-3492	C. Name and Address of Contact Person <i>If different from 1.B.</i> Ms. Georgia Henderson Community Development Director Telephone: (912) 389-3492
2. PROJECT INFORMATION	
A. Description of applicant's project: <i>Attach sketch if possible.</i> T-Hangar Taxiway Improvements - Phase 1 (South)(Design)	
B. Project justification: <i>Explain why project is needed. If safety related, explain. Attach separate sheet if more space is needed.</i> This project is needed to increase the hangar capacity at the airport, and decrease the amount of potential tenants waiting for an opportunity to make DQH their home airport.	
C. Will the project have the potential to enhance economic development in the area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, explain. Attach separate sheet if more space is needed.</i> Additional hangars will provide the opportunity for new business to have their aircraft located at DQH. This would not only increase operations and fuel sales, but also the enhance the economic development.	
D. Estimated total cost of project: \$200,000.00	E. Desired start date: July 1, 2026
3. CERTIFICATION	
The applicant by signature, hereby certifies as follows:	
A. <i>PLANNING COMPLIANCE</i> – All elements of work in the project conform to the current Airport Layout Plan except as follows: (attach separate sheet)	
B. <i>CERTIFICATE OF OWNERSHIP</i> – The applicant is the owner of fee simple title to the land whereon the actual construction of the project is performed and further that this certification is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the applicant holds such property interest except as follows: (attach separate sheet)	
C. <i>LICENSING COMPLIANCE</i> – The airport shall be maintained in compliance with applicable State licensing criteria.	
D. <i>PROJECT DESIGN</i> – The applicant will accomplish, except where provided by the State, the required plans and specifications necessary to accomplish the project.	
E. <i>PUBLIC USE</i> – All elements of the work in the project will be for public use.	
F. <i>PROJECT MAINTENANCE</i> – The applicant shall maintain the facility constructed by the project throughout its normal useful life as determined by the State.	
G. <i>FUNDS</i> – The applicant's share of the costs for the project will be available as of the start date stated in item 2.E. above and covenants to disburse funds derived from the State solely in aid of the project.	
H. <i>APPLICATION AUTHORITY</i> – The applicant agrees that these covenants and grant application shall be binding on itself, successors, and assignees and further covenants that it has the legal authority to execute this grant application.	
_____ SIGNATURE OF APPLICANT	_____ TITLE OF APPLICANT

ESTIMATED COST BREAKDOWN
 CALCULATION OF STATE GRANT
 PRE-APPLICATION

Douglas Municipal 'Gene Chambers' Airport
 Douglas, Georgia

STATE

T-Hangar Taxiway
 Improvements -
 Phase 1 (South)
 (Design)

DESIGN THROUGH BIDDING PHASE

Administration Expense \$0.00

A/E Basic Fees

Preliminary Design \$0.00
 Final Design \$200,000.00
 Bidding Phase Services \$0.00

SUBTOTAL \$200,000.00

Other A/E Services

Surveys \$0.00
 Environmental \$0.00
 Electrical \$0.00
 Predesign Geotechnical \$0.00
 Grant Services \$0.00
 Reproduction and Postage \$0.00
 DBE Plan Update / Bid Review \$0.00

SUBTOTAL \$0.00

CONSTRUCTION PHASE

A/E Basic Fees

Construction Administration \$0.00

Other A/E Services

DBE Compliance \$0.00
 Structural \$0.00

SUBTOTAL \$0.00

Project Inspection Fees

Quality Assurance Testing \$0.00
 Resident Representative \$0.00

SUBTOTAL \$0.00

Construction

Engineers Estimate \$0.00

SUBTOTAL \$0.00

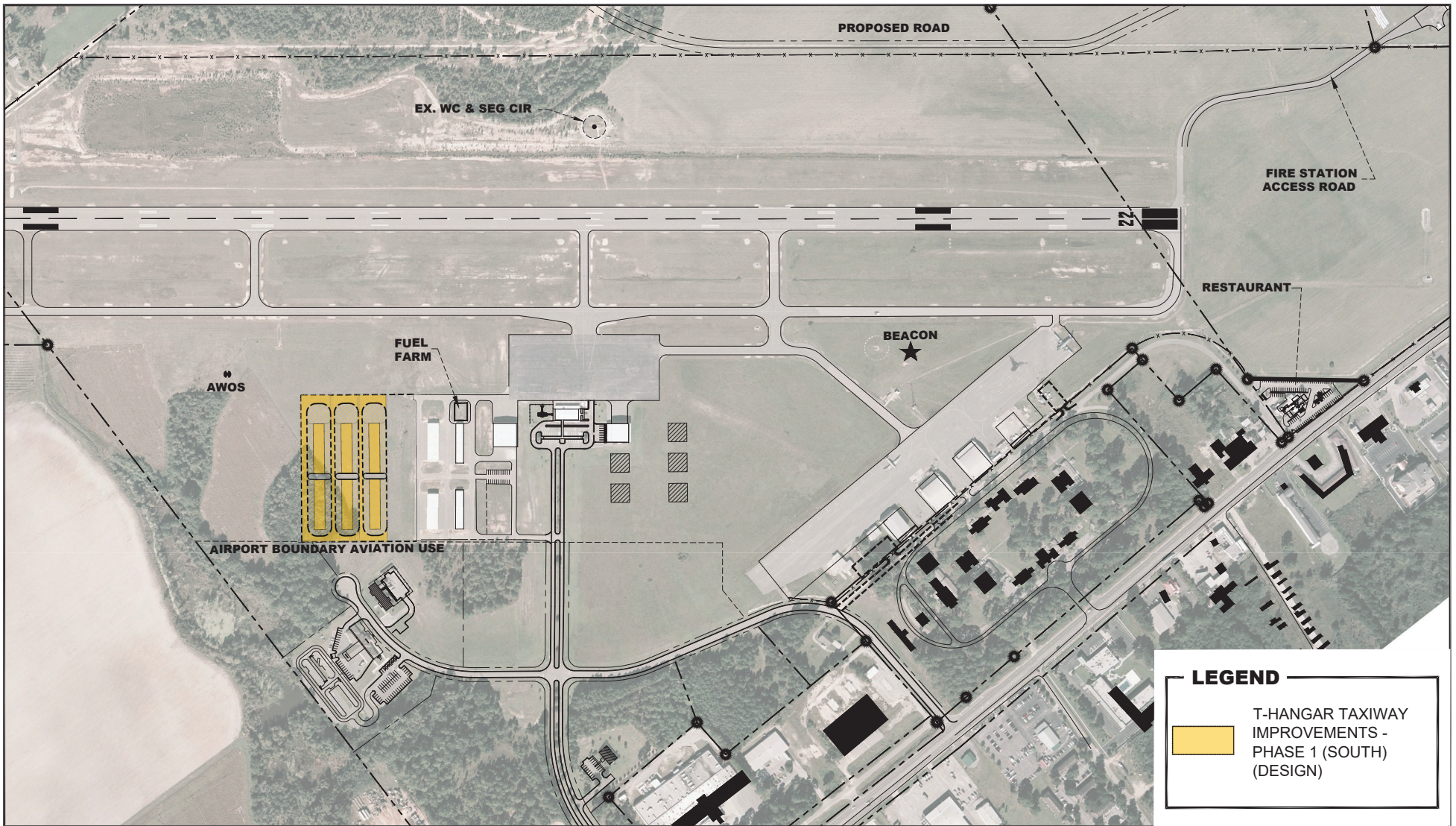
TOTAL PROJECT \$200,000.00

FAA SHARE (90%) \$0.00

STATE SHARE (5%) \$150,000.00

LOCAL SHARE (BALANCE) \$50,000.00

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Michael Baker
INTERNATIONAL

DOUGLAS MUNICIPAL AIRPORT
DOUGLAS, GEORGIA
REQUEST FOR AID
FY2027 - FY2031

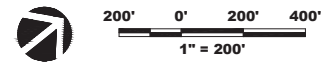


EXHIBIT 1

Application for Federal Assistance SF-424

*1. Type of Submission:		*2. Type of Application		* If Revision, select appropriate letter(s):
<input checked="" type="checkbox"/> Preapplication	<input type="checkbox"/> Application	<input type="checkbox"/> Changed/Corrected Application	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation
			<input type="checkbox"/> Revision	* Other (Specify)

*3. Date Received: 11/01/2024	4. Applicant Identifier: DQH
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5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*a. Legal Name: City of Douglas	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 58-6000564	*c. UEI: 0000070326467

d. Address:

*Street 1:	P.O. Box 470
Street 2:	
*City:	Douglas
County/Parish:	
*State:	GA
*Province:	
*Country:	USA: United States
*Zip / Postal Code	31534-0000

e. Organizational Unit:

Department Name: Douglas Municipal Airport	Division Name:
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Ms.	*First Name:	Georgia
Middle Name:			
*Last Name:	Henderson		
Suffix:			

Title: Community Development Director

Organizational Affiliation:
Owner

*Telephone Number: 912-383-0277 Fax Number:

*Email: ghenderson@cityofdouglasga.gov

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Airport Drainage Improvements

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: GA-001

*b. Program/Project: GA-001

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 07/01/2025

*b. End Date: 06/30/2026

18. Estimated Funding (\$):

*a. Federal	\$ 1,908,000
*b. Applicant	\$ 106,000
*c. State	\$ 106,000
*d. Local	\$ 0
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 2,120,000

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on 11/01/2024.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**

Yes No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. *First Name: Tony
Middle Name: L.
*Last Name: Paulk
Suffix:

*Title: Mayor

*Telephone Number: 912-389-3401

Fax Number:

* Email: tpaulk@cityofdouglas.gov

*Signature of Authorized Representative:

*Date Signed:

ESTIMATED COST BREAKDOWN
 CALCULATION OF FEDERAL GRANT
 PRE-APPLICATION

Douglas Municipal 'Gene Chambers' Airport
 Douglas, Georgia

FEDERAL

Airport Drainage
 Improvements

DESIGN THROUGH BIDDING PHASE

Administration Expense \$0.00

A/E Basic Fees

Preliminary Design \$0.00
 Final Design \$0.00
 Bidding Phase Services \$0.00

SUBTOTAL \$0.00

Other A/E Services

Surveys \$0.00
 Environmental \$0.00
 Electrical \$0.00
 Predesign Geotechnical \$0.00
 Grant Services \$0.00
 Reproduction and Postage \$0.00
 DBE Plan Update / Bid Review \$0.00

SUBTOTAL \$0.00

CONSTRUCTION PHASE

A/E Basic Fees

Construction Administration \$212,000.00

Other A/E Services

DBE Compliance \$0.00
 Structural \$0.00

SUBTOTAL \$212,000.00

Project Inspection Fees

Quality Assurance Testing \$0.00
 Resident Representative \$0.00

SUBTOTAL \$0.00

Construction

Engineers Estimate \$1,908,000.00

SUBTOTAL \$1,908,000.00

TOTAL PROJECT \$2,120,000.00

FAA SHARE (90%) \$1,908,000.00

STATE SHARE (5%) \$106,000.00

LOCAL SHARE (BALANCE) \$106,000.00

PROGRAM NARRATIVE

**DOUGLAS MUNICIPAL 'GENE CHAMBERS' AIRPORT
DOUGLAS, GEORGIA**

Airport Drainage Improvements

The City of Douglas is intending to utilize the available federal supplemental funds for the Airfield Drainage Improvements project at the Douglas Municipal 'Gene Chambers' Airport, Coffee County, Georgia.

This project will include the construction of the drainage improvements across the airport. The airport is currently experiencing failing drainage structures, and ponding areas due to the excessive rainfalls experienced these last few years. The drainage structures have been noted by the Georgia Department of Transportation and are currently in the process of design for the corrections. The City of Douglas, GA is requesting the supplemental funds to assist with this process so that the airport can be alleviated of these drainage issues.

Application for Federal Assistance SF-424	
*1. Type of Submission: <input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation * Other (Specify) <input type="checkbox"/> Revision
*3. Date Received: 11/01/2025	4. Applicant Identifier: DQH
5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
State Use Only:	
6. Date Received by State:	7. State Application Identifier:
8. APPLICANT INFORMATION:	
*a. Legal Name: City of Douglas	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 58-6000564	*c. UEI: 0000070326467
d. Address:	
*Street 1: P.O. Box 470	_____
Street 2:	_____
*City: Douglas	_____
County/Parish:	_____
*State: GA	_____
*Province:	_____
*Country: USA: United States	_____
*Zip / Postal Code 31534-0000	_____
e. Organizational Unit:	
Department Name: Douglas Municipal Airport	Division Name:
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: Ms.	*First Name: Georgia
Middle Name:	_____
*Last Name: Henderson	_____
Suffix:	_____
Title: Community Development Director	
Organizational Affiliation: Owner	
*Telephone Number: 912-383-0277	Fax Number:
*Email: ghenderson@cityofdouglasga.gov	

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Construct Corporate Area Access Road and Sitework - Phase 1 (Construction)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: GA-001

*b. Program/Project: GA-001

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 07/01/2026

*b. End Date: 06/30/2027

18. Estimated Funding (\$):

*a. Federal	\$ 1,350,000
*b. Applicant	\$ 75,000
*c. State	\$ 75,000
*d. Local	\$ 0
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 1,500,000

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on 11/01/2025.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**

Yes No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. *First Name: Tony
Middle Name: L.
*Last Name: Paulk
Suffix:

*Title: Mayor

*Telephone Number: 912-389-3401

Fax Number:

* Email: tpaulk@cityofdouglas.gov

*Signature of Authorized Representative:

*Date Signed:

ESTIMATED COST BREAKDOWN
 CALCULATION OF FEDERAL GRANT
 PRE-APPLICATION

Douglas Municipal 'Gene Chambers' Airport
 Douglas, Georgia

FEDERAL

Corporate Area
Access Road and
Sitework - Phase
1 (Construction)

DESIGN THROUGH BIDDING PHASE

Administration Expense \$0.00

A/E Basic Fees

Preliminary Design \$0.00
 Final Design \$0.00
 Bidding Phase Services \$0.00

SUBTOTAL \$0.00

Other A/E Services

Surveys \$0.00
 Environmental \$0.00
 Electrical \$0.00
 Predesign Geotechnical \$0.00
 Grant Services \$0.00
 Reproduction and Postage \$0.00
 DBE Plan Update / Bid Review \$0.00

SUBTOTAL \$0.00

CONSTRUCTION PHASE

A/E Basic Fees

Construction Administration \$150,000.00

Other A/E Services

DBE Compliance \$0.00
 Structural \$0.00

SUBTOTAL \$150,000.00

Project Inspection Fees

Quality Assurance Testing \$0.00
 Resident Representative \$0.00

SUBTOTAL \$0.00

Construction

Engineers Estimate \$1,350,000.00

SUBTOTAL \$1,350,000.00

TOTAL PROJECT \$1,500,000.00

FAA SHARE (90%) \$1,350,000.00

STATE SHARE (5%) \$75,000.00

LOCAL SHARE (BALANCE) \$75,000.00

PROGRAM NARRATIVE

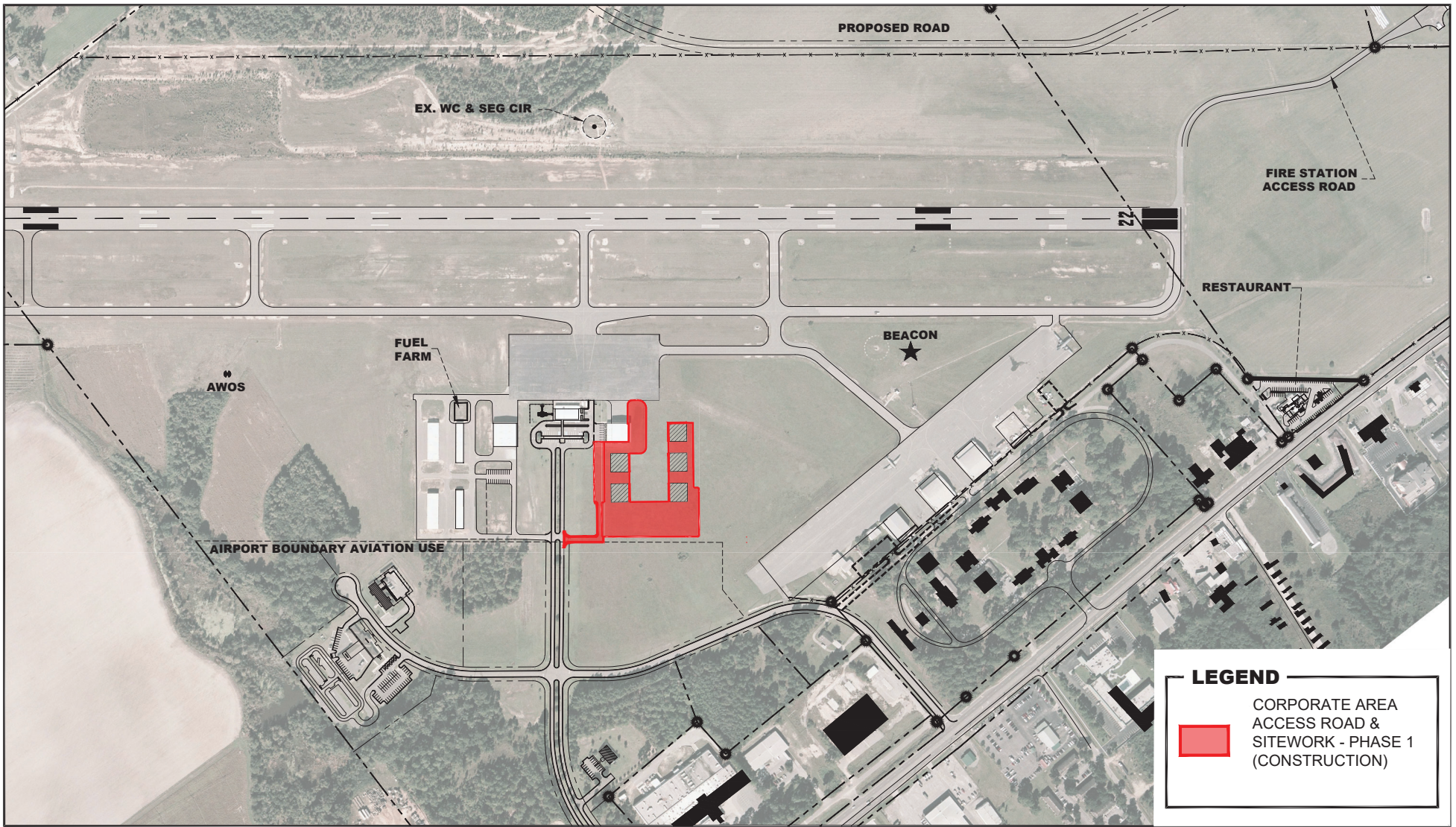
**DOUGLAS MUNICIPAL 'GENE CHAMBERS' AIRPORT
DOUGLAS, GEORGIA**

CONSTRUCT CORPORATE AREA ACCESS ROAD AND SITEWORK – PHASE 1 (CONSTRUCTION)

The City of Douglas is intending to utilize a combination of local, state, and federal funds for the Corporate Area Access Road and Sitework at the Douglas Municipal 'Gene Chambers' Airport, Coffee County, Georgia.

This project will include the construction phase of work for the corporate area access road. This road and sitework will be the first phase for developing the corporate area at the airport and is needed to provide access to the project location. Providing this road allows further developmental opportunity for the airport and promotes economic growth for the community.

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LEGEND

 CORPORATE AREA ACCESS ROAD & SITEWORK - PHASE 1 (CONSTRUCTION)

Michael Baker
INTERNATIONAL

**DOUGLAS MUNICIPAL AIRPORT
DOUGLAS, GEORGIA**

**REQUEST FOR AID
FY2027 - FY2031**

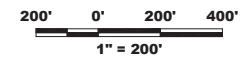


EXHIBIT 1

Application for State Assistance

Date Submitted: November 1, 2025	Date Received By State:
1. APPLICANT INFORMATION	
A. Name of Airport Douglas Municipal Airport	
B. Name and Address of Applicant: City of Douglas 302 South Madison Ave Douglas, Georgia 31533 Telephone: (912) 389-3492	C. Name and Address of Contact Person <i>If different from 1.B.</i> Ms. Georgia Henderson Community Development Director Telephone: (912) 389-3492
2. PROJECT INFORMATION	
A. Description of applicant's project: <i>Attach sketch if possible.</i> Historical Hangar Restoration	
B. Project justification: <i>Explain why project is needed. If safety related, explain. Attach separate sheet if more space is needed.</i> This project is needed in order to preserve the existing hangar at the airport, and further develop the area.	
C. Will the project have the potential to enhance economic development in the area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, explain. Attach separate sheet if more space is needed.</i> The historical hangar will provide the opportunity for additional employment and assist in educating the public about the history of the community.	
D. Estimated total cost of project: \$250,000.00	E. Desired start date: July 1, 2026
3. CERTIFICATION	
The applicant by signature, hereby certifies as follows:	
A. PLANNING COMPLIANCE – All elements of work in the project conform to the current Airport Layout Plan except as follows: (attach separate sheet) B. CERTIFICATE OF OWNERSHIP – The applicant is the owner of fee simple title to the land whereon the actual construction of the project is performed and further that this certification is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the applicant holds such property interest except as follows: (attach separate sheet) C. LICENSING COMPLIANCE – The airport shall be maintained in compliance with applicable State licensing criteria. D. PROJECT DESIGN – The applicant will accomplish, except where provided by the State, the required plans and specifications necessary to accomplish the project. E. PUBLIC USE – All elements of the work in the project will be for public use. F. PROJECT MAINTENANCE – The applicant shall maintain the facility constructed by the project throughout its normal useful life as determined by the State. G. FUNDS – The applicant's share of the costs for the project will be available as of the start date stated in item 2.E. above and covenants to disburse funds derived from the State solely in aid of the project. H. APPLICATION AUTHORITY – The applicant agrees that these covenants and grant application shall be binding on itself, successors, and assignees and further covenants that it has the legal authority to execute this grant application.	
_____ SIGNATURE OF APPLICANT	_____ TITLE OF APPLICANT

ESTIMATED COST BREAKDOWN
 CALCULATION OF STATE GRANT
 PRE-APPLICATION

Douglas Municipal 'Gene Chambers' Airport
 Douglas, Georgia

STATE

Historical Hangar
 Restoration

DESIGN THROUGH BIDDING PHASE

Administration Expense \$0.00

A/E Basic Fees

Preliminary Design \$0.00
 Final Design \$0.00
 Bidding Phase Services \$0.00

SUBTOTAL \$0.00

Other A/E Services

Surveys \$0.00
 Environmental \$0.00
 Electrical \$0.00
 Predesign Geotechnical \$0.00
 Grant Services \$0.00
 Reproduction and Postage \$0.00
 DBE Plan Update / Bid Review \$0.00

SUBTOTAL \$0.00

CONSTRUCTION PHASE

A/E Basic Fees

Construction Administration \$0.00

Other A/E Services

DBE Compliance \$0.00
 Structural \$0.00

SUBTOTAL \$0.00

Project Inspection Fees

Quality Assurance Testing \$0.00
 Resident Representative \$0.00

SUBTOTAL \$0.00

Construction

Engineers Estimate \$250,000.00

SUBTOTAL \$250,000.00

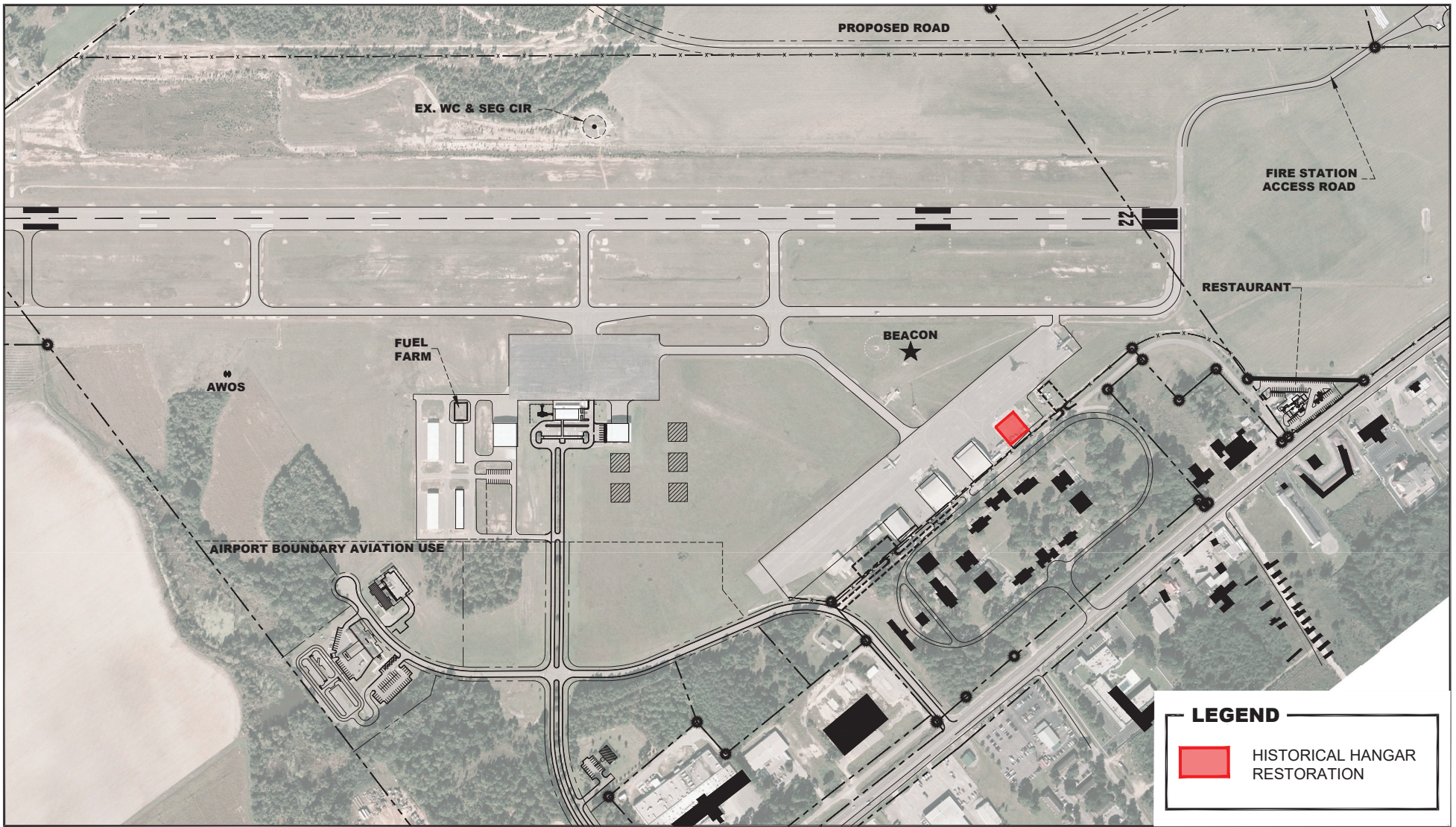
TOTAL PROJECT \$250,000.00

FAA SHARE (0%) \$0.00

STATE SHARE (75%) \$187,500.00

LOCAL SHARE (BALANCE) \$62,500.00

Y:\Projects\Douglas\GENERAL\GIP - AFPL\1a\FY2022\Pre-App\FY2022FY2026_Prelim Exhibits.dwg Plotted on: Nov. 19, 2020 - 6:11pm by Hampton.Worthing



Michael Baker
INTERNATIONAL

DOUGLAS MUNICIPAL AIRPORT
DOUGLAS, GEORGIA
REQUEST FOR AID
FY2027 - FY2031



200' 0' 200' 400'
1" = 200'

EXHIBIT 1

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

RE: Discuss Appointments for Two Vacancies on KDB Board

PURPOSE:

To continue advertising two vacant positions on the Keep Douglas Beautiful board.

BACKGROUND:

The Keep Douglas Beautiful Affiliation is seeking to fill two vacant seats on their board. The newly appointed members will complete the terms of Juan Avalos, which expires on July 1, 2026, and Courtney Dorsett, whose term expires December 31, 2027. Keep Douglas Beautiful's mission is to promote environmental sustainability and educate the community to take action every day to increase safety, reduce litter from our open spaces and waterways, improve recycling efforts, and keep Douglas beautiful. As of the submission of this agenda item, no volunteer applications had been received.

FUNDING:

N/A

RECOMMENDATION:

Staff recommends continuing advertisement of the two vacancies until applications are received, at which time applications will be brought back before Mayor & Commission for approval and appointment.

APPENDIX:

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

RE: Discuss Two Appointments to Airport Commission

PURPOSE:

To obtain approval of reappointment for Mr. Joey Hand and Mr. Thomas Smith for another 3-year term.

BACKGROUND:

The Airport Commission desires to fill two (2) expiring terms, being those of Mr. Thomas Smith and Mr. Joey Hand, which expire on September 30, 2025. Both of these members have expressed an interest in continuing to serve. Staff followed proper protocol and advertised for two weeks and received no applications in this time. As both members with expiring terms have expressed an interest in continuing to serve, we seek approval of reappointment for both Mr. Joey Hand & Mr. Thomas Smith. Their new terms will begin on October 1, 2025 and end on September 30, 2028/

FUNDING:

N/A

RECOMMENDATION:

Staff recommends the reappointment of Mr. Joey Hand and Mr. Thomas Smith for another 3-year term ending on September 30, 2028.

APPENDIX:

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

RE: Discuss Award of FY25 HP CLG Grant for WWII Flight Training Base Master Plan

PURPOSE:

The purpose of this agenda item is to inform the City Commission of the award and acceptance of the FY2025 Historic Preservation Fund (HPF) - Certified Local Government (CLG) grant agreement between the Georgia Department of Community Affairs (DCA) and the City of Douglas for the WWII Flight Training Base Master Plan project.

BACKGROUND:

The City of Douglas has been awarded a Historic Preservation Fund (HPF) - Certified Local Government (CLG) federal pass-through grant from the Georgia Department of Community Affairs, Historic Preservation Division, under the National Park Service, U.S. Department of the Interior.

This grant, in the amount of \$6,780.00, will assist in developing a Historic Site Master Plan for the Douglas WWII Flight Training Base, a property listed on the National Register of Historic Places. The total project cost is estimated at \$11,300.00, which includes an estimated local match of \$4,520.00 (40%).

FUNDING:

Georgia Dept. of Community Affairs (DCA)/NPS/HPF - \$6,780.00
City of Douglas (Match Funds - 100-7510-52.1201) - \$4,520.00

RECOMMENDATION:

It is recommended that the Mayor and City Commission approve the acceptance of the FY2025 Historic Preservation Fund - Certified Local Government (CLG) WWII Flight Training Base Master Plan Grant Agreement between the Georgia Department of Community Affairs (DCA) and the City of Douglas in the amount of \$6,780.00 and authorize the Mayor to execute all necessary documents.

APPENDIX:

- 1. FY25 HP CLG WWII Flight Training Base Master Plan - Grant Agreement FY25 HP CLG WWII Flight Training Base Master Plan - Grant Agreement.pdf

State of Georgia
Fulton County

**MEMORANDUM OF AGREEMENT
BETWEEN THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (“DCA”)
AND CITY OF DOUGLAS (“CITY”)**

Federal Award Identification Number (FAIN): P25AF00972

Award Date of Prime Award: 07/14/2025

Name of Federal Awarding Agency: National Park Service

CFDA Number: 15.904

CFDA Title: Historic Preservation Fund Grants-In-Aid

Pass-Through Entity: Georgia Department of Community Affairs, Historic Preservation Division

Subrecipient's Name: City of Douglas

Subrecipient's Unique Entity Identifier: R6S7UKN392U6

Subrecipient Award date: 09/09/2025

Subgrant Project Description: WWII Flight Training Base Master Plan

Active Federal Awards: \$695,199.54

Subaward Period of Performance Start and End Date: 09/09/2025 – 09/30/2027

Amount of Federal Funds Obligated in the Subaward: \$6,780.00

Federal Funds Added/Subtracted for Agreement: N/A

Federal Indirect Cost Rate: N/A

Contact Information for Awarding Official: Jennifer Flood, jennifer.flood@dca.ga.gov

This Memorandum of Agreement (“MOA”), is made and entered into this 7th day of October, 2025 (“Effective Date”), by and between the Georgia Department of Community Affairs (“DCA”) an agency of the State of Georgia, whose address is 60 Executive Park South, NE, Atlanta, GA 30329, and the CITY OF DOUGLAS (“City”), whose address is 320 S. Madison Avenue, Douglas, GA, 31533, collectively referred to as the “Parties.”

WHEREAS, the State of Georgia is obligated to provide adequate public recreation and park facilities and to preserve scenic, historic, ecological and scientific sites while safely maintaining such areas to benefit all people;

WHEREAS, in accordance with Official Code of Georgia Annotated (“O.C.G.A.”) §50-8-1 et seq., DCA is a department of the executive branch and has the power to enter into contracts for services and administer grants;

WHEREAS, O.C.G.A. §12-3-32 authorizes DCA to provide the above-mentioned services and facilities;

WHEREAS, O.C.G.A. §§12-3-5 and 12-3-32 authorizes DCA to contract and make cooperative agreements, leases, and rental agreements, with the United States Government, any county, municipality, local government, or any combination of same, any public or private corporation, firm, or any persons whatsoever, any public authority, agency, commission or institution, or between state agencies, for any of the services, purposes, duties, responsibilities or functions vested in DCA; and

WHEREAS, DCA acts as the liaison between the State of Georgia and the National Park Service (“NPS”), U.S. Department of Interior, by administering the Federal assistance program for preservation of properties listed on the National Register of Historic Places, as provided by the National Historic Preservation Act of 1966; and

WHEREAS, the City has duly applied for and been awarded a matching Historic Preservation Fund federal pass-through grant (“Grant”) in the amount of Six Thousand Seven Hundred Eighty Dollars and Zero Cents (\$6,780.00) for the City of Douglas World War II Flight Training School Master Plan as defined in Exhibit C such amount to be no greater than sixty percent (60%) of the allowable cost to the City of the project work, which is described, together with the budget for carrying it out, in Exhibit C, which is attached hereto and by reference specifically incorporated herein. Payments on a sixty percent (60%) reimbursement basis may be made at reasonable intervals and upon submission to DCA of a request for reimbursement, supported by required financial documentation and progress reports.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the Parties hereto agree as follows:

Section 1 Statement of Work and Terms

- 1.1 The City shall perform the necessary responsibilities as specified in the Scope of Work (“SOW”), stated in Exhibits “A-D,” attached hereto, during the specified term of this MOA.
- 1.2 Project work shall be carried out in conformance with the Secretary of the Interior's *Standards for the Evaluation, Identification, and Registration*, part of the Secretary of Interior's *Standards for Archaeology and Historic Preservation*. At the completion of the project, all work will be reviewed by DCA in order to assure compliance with the Secretary of the Interior's *Standards for the Evaluation, Identification, and Registration*, part of the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*. Final products that do not conform to the applicable Secretary of the Interior's Standards and approved scope of work will not be reimbursed.
- 1.3 The City shall notify and obtain approval by DCA prior to employing or otherwise securing the services of any consultant to be compensated with funds provided for in this Agreement.
- 1.4 The City shall carry out the approved City of Blank Historic Resource Survey Phase 1 Project work between the date of written notification by DCA of the approval and **September 30, 2027**.
- 1.5 The City shall submit one copy of the first draft of the project to DCA for review and comment no later than **October 15, 2026**. The City shall submit one copy of the second draft to the DCA no later than **December 31, 2026**, for review and approval.

- 1.6 The City shall submit the required number of copies of the final project, as specified in Exhibit B, to DCA no later than **March 15, 2027**. This is the period of performance. All project work should be completed by this date.
- 1.7 The City shall notify DCA in the event of any of the following conditions:
- a) Problems, delays or adverse conditions which will materially affect the progress of the project work.
 - b) The need for adjustment to the project work or cost estimates.
- 1.8 The City shall submit progress reports summarizing the status of project work. Such reports shall be submitted to DCA with each on a regular basis, until the completion of the project.
- 1.9 The City shall submit one (1) copy of the completion report along with the final reimbursement request. Final payment shall not be made until the completion report has been approved.
- 1.10 Any publications, exhibits, public announcements, news releases or presentation related to this project shall acknowledge federal assistance as follows: ***This (material or preservation project) has been financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this [project/product] are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender or disability in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street, N. W., Washington, D.C. 20240.***
- 1.11 The City will obtain approval by DCA and the National Park Service prior to publishing any product that has been produced with the assistance of this Grant or matching funds.

Section 2 Disbursements and Financial Records

- 2.1 Reimbursement under this MOA is contingent upon the local government's continuous compliance with all Qualified Local Government eligibility criteria, as established by DCA and adhere to local, state, and federal audit requirements, including the timely submission of required audit reports to the Georgia Department of Audits & Accounts.
- 2.2 DCA shall issue disbursements to the City in accordance with this MOA as follows:
- a. DCA will disburse the Grant to the City in an amount not more than sixty percent (60%) of the allowable cost to the City of the project work, as approved by DCA.
 - b. DCA will disburse an amount not to exceed **\$6,780.00** to the City not later than **November 30, 2027** (60 days after the end date).
- 2.3 Payments on a sixty (60%) percent reimbursement basis may be made at reasonable intervals during project work and upon submission to the City of a request for reimbursement supported by required financial documentation and a statement of work accomplished to date. Reimbursements can only be provided against cash expenses.
- 2.4 Both Parties and any subcontracted parties shall maintain their registration with the System for Award Management ("SAM"), accessed at <http://www.sam.gov>. Failure to maintain registration can impact obligations and payments under this MOA and/or any other financial assistance or procurements documents the City may have with the Federal government.
- 2.5 Accurate records of all costs relating to the project work – whether cash expenditures or donated services, materials or equipment - shall be maintained by the City in a separate ledger, in accordance with acceptable management and accounting practices, and submitted to DCA. All record retention shall be in accordance with the regulations outlined in 2 CFR 200.333.
- 2.6 The City shall maintain financial documentation concerning the project work until a successful audit has been completed by DCA and DCA has notified the City in writing that such records are no longer needed. Copies of such records or any portion thereof shall be supplied to DCA upon request. For a period of three (3) years or until the City has been notified in writing by DCA that such records are no longer needed, whichever is earlier. The City shall maintain records of any other sources of state or federal funding for the project work in order that duplication of work or matching capability may be prevented. The City shall complete an audit within ninety (90) days after the end of the fiscal year in which the project ends and any other required financial or programmatic documentation as specified by the Single Audit Act of 1984 (31 U.S.C. 7501 et seq.) and all applicable Federal and State laws, regulations or guidelines.

Section 3 Notice

- 3.1 Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by e-mail, registered or certified mail, return receipt requested, by receipted hand delivery, by Federal

Express, courier or other similar and reliable carrier which shall be addressed to the person who signed the MOA on behalf of the party at the address identified by DCA. Each such notice shall be deemed to have been provided:

- (i) At the time it is actually received; or,
- (ii) Within one (1) day in the case of overnight hand delivery, courier, or services such as Federal Express with guaranteed next-day delivery; or,
- (iii) Within five (5) days after it is deposited in the U.S. Mail in the case of registered U.S. Mail.
- (iv) From time to time, the Parties may change the name and address of the person designated to receive notice. Such a change of the designated person shall be in writing to the other party and as provided herein.

**Georgia Department of Community
Affairs**
60 Executive Park South, NE
Atlanta, Georgia 30329
Attn: Natasha Washington
Natasha.Washington@dca.ga.gov

City of Douglas
302 S. Madison Avenue
Douglas, Georgia 31533
Attn: Georgia Henderson
Community Development Director
ghenderson@cityofdouglasga.gov

Section 4 Termination.

4.1 Termination Due to Loss of Funding.

- a. The Parties hereto expressly recognize that DCA receives federal funding which is available to DCA for the purposes of contracting for the aforementioned services above, and therefore, the City expressly understands and agrees that all its rights, demands and claims to compensation arising under this MOA are contingent upon availability of such funds to DCA. In the event that such funds or any part thereof are not available to DCA, this MOA will terminate immediately.

4.2 Termination of Convenience

- a. DCA may terminate this MOA at any time by written notice to the City of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of such termination. The City shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The City shall promptly submit its termination claim to DCA to be paid.

4.3 Termination Upon Default

- a. If the City fails to perform in the manner called for under this MOA, or if the City fails to comply with any other provision of the MOA, DCA may declare the failure to perform an event of default and shall serve a notice on the City setting forth the manner in which City is in default. If it is determined by DCA that the City had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the City, DCA, after setting up a new delivery of performance schedule, may allow the City to continue work, or treat the termination as a termination for convenience.

Section 5 Federal Requirements.

- 5.1 The City agrees to comply with all applicable regulations, laws, policies, guidelines and requirements of the grant program, including those outlined in the Historic Preservation Fund Grant Manual, OMB regulations in 2CFR200, National Register Programs Guidelines, the *Secretary of the Interior's Standards for Archaeology and Historic Preservation*, and any special conditions or regulations relating to the application, acceptance and use of Federal funds for a federally assisted project. Final products that do not conform to the applicable Secretary of the Interior's "Standards" will not be reimbursed.
- 5.2 The City agrees that no part of the funds provided for under the terms of this Agreement shall be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designated to influence in any manner a member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation. Thus, costs associated with activities to influence legislation pending before the Congress, commonly referred to as "lobbying," are unallowable as charges to HPF-assisted grants, either on a direct or indirect basis (18 U.S.C. § 1913). If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 5.3 The City will comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and in accordance with Title V of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance. The City will immediately take any measures necessary to effectuate this provision.

- 5.4 The City will comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
- 5.5 The City will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et. seq.) which requires that no qualified handicapped individual is solely, by reason of handicap, excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.
- 5.6 The City agrees that whoever knowingly and willfully misapplies, steals, or obtains by fraud or endeavors to embezzle any funds, assets, or properties which are the subject of a subgrant, contract or other form of assistance pursuant to this award, or whoever receives, conceals or retains such funds, assets, or property with intent to convert such funds, assets, or property to his/her use or gain, knowing that such funds, assets or property have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be subject to prosecution.
- 5.7 The City and all sub-recipients or contractors must report any credible evidence that a principal, employee, agent, contractor, sub-recipient, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Report potential fraud, waste, abuse, or misconduct to:

Office of Inspector General
U.S. Department of the Interior
ATTN: Intake Management Unit
381 Elden Street, Suite 3000
Herndon, VA 20170
Telephone: (800) 424-5081
Fax: (703) 487-5402 (ATTN: HOTLINE OPERATIONS)

Section 6 Miscellaneous.

- 6.1 This MOA sets forth the entire agreement and understanding between the Parties as to the subject matter hereof and merges all prior discussions between them; and neither party shall be bound by any conditions, definitions, warranties, understandings or representations with respect to such subject matter other than as expressly provided herein.
- 6.2 This MOA may not be modified or altered except in writing by an instrument duly executed by authorized officers of DCA and City. No other terms and conditions, oral or written, be they consistent, inconsistent, or additional to those contained herein,

shall be binding upon the Parties, unless and until such terms and conditions shall have been specifically accepted in writing by the Parties.

- 6.3 Nothing in the MOA shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the Parties thereto. No party has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to this MOA.
- 6.4 The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with this MOA without regard to the choice of law provisions of the laws of the state of Georgia. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this MOA, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to DCA.
- 6.5 With the express written consent of the other party, either party may assign in whole or in part, any of its rights and obligations here under to any other party, including its affiliates or successors, as may be provided by state and federal law program requirement, provided however, that notwithstanding any such agreement assignor retains primary responsibility for ensuring the obligations in Section 1 and Section 2 of this MOA are accomplished by an appropriate governmental entity.
- 6.6 If any provision of the MOA is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the MOA. Further, if any provision of the MOA is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law. Any agreement of the Parties to amend, modify, eliminate, or otherwise change any part of this Agreement shall not affect any other part of this MOA, and the remainder of this MOA shall continue to be of full force and effect.
- 6.7 The section and paragraph headings contained in the MOA are for reference purposes only and shall not affect the meaning of interpretation of this MOA.

IN WITNESS WHEREOF, the undersigned duly authorized officers or agents for DCA and the City have hereunto affixed their signatures below.

AGREED TO BY:

BY GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (“DCA”)

By: _____
Jennifer Flood
Division Director, Georgia Department of Community Affairs

_____ Date

BY: CITY OF DOUGLAS

By: _____

_____ Date

Name:
Title:

(SEAL)

EXHIBIT A
GRANT ADMINISTRATION DELIVERABLES

The City is responsible for project and grant management. Grant management consists of action items and deliverables related to procurement, reporting, consultant management, and reimbursement. The following deliverables must be provided to DCA for review. DCA will complete the review of the deliverables within 15 days. All deliverables will be submitted to NR Tigers.

- Draft Request for Proposal (RFP)
- Bid Tabulation Forms
- Draft Consultant Contract
- Executed Consultant Contract
- Activity Reports
- Request for Reimbursement

Draft Request for Proposal (RFP)

TARGET DUE DATE: October 15, 2025

- The City must follow local procurement requirements.
- The draft documents for the RFP must be submitted to DCA prior to the RFP advertisement.
- The RFP should contain the following information on the projects:
 - Background information on the project
 - Scope of work
 - Timeline in which it needs to be completed
 - Expectations for review
 - Description of community role in project

Draft Consultant Contract

TARGET DUE DATE: November 1, 2025

- The City must provide a draft of the consultant contract prior to execution.
 - Placeholders can be used for unknown items such as project cost, consultant, initiation date, etc.
- The City should prepare this draft while the RFP is active.

Bid Tabulation Forms

TARGET DUE DATE: December 15, 2025

- The City shall submit a bid tabulation for that summarizes the RFP results.
- The form must include a summary of each bid, including the firm, firm's address, firm's phone number, and cost proposal.
- The City must also indicate which bid is preferred along with a justification.
- Form must be submitted prior to execution of a contract with the preferred vendor.

Consultant Contract

TARGET DUE DATE: January 15, 2026

- The City shall submit a copy of the fully executed contract between the City and the consultant.

Activity Reports

DUE DATES: December 15, 2025; March 15, 2026; June 15, 2026; September 15, 2026; December 15, 2026; March 15, 2027

- The City shall submit a report on regular intervals.
- The report should include at a minimum, the work accomplished during the performance period, estimated expenses to date, anticipated completion date, and issues for DCA to address.

Request for Reimbursement:

DUE DATE: October 30, 2027

- The City may request a reimbursement at intervals coinciding with Activity Report due dates.
- The City must provide the following documentation with the request for reimbursement:
 - Invoices or receipts for services
 - Proof of payment of services via a cancelled check.
 - Proof of check creation is not sufficient for documentation.
 - Timesheets for donated labor for each individual
 - Rate of pay verification form for each individual donating labor

EXHIBIT B

HISTORIC SITE MASTER PLAN

FOR THE WORLD WAR II FLIGHT TRAINING SCHOOL

The RECIPIENT will produce a historic site master plan for the Historic World War II Flight Training School in close accordance with the guidelines provided in the Historic Preservation Division's 2008 Historic Master Plan Guidelines (attached as Exhibit D) and that, in summary, includes: the ideas, goals, and visions of all the actively interested parties involved in the preservation process, preliminary/due diligence feasibility and marketing studies, the formation of the administering organization as a legal entity, acquisition of the historic property, formulating preliminary preservation-sensitive ideas regarding the use of the property, and establishing procedures for making decisions.

The RECIPIENT shall engage a professional consultant to complete the historic master plan guidelines. The professional consultant or its subconsultant shall meet the *Secretary of the Interior's Professional Qualification Standards*. The RECIPIENT will provide three (3) final copies and two (2) electronic copies (CD/DVD/USB) of the historic master plan to the DEPARTMENT within the contract period.

The Historic Site Master Plan for the World War II Flight Training School should include, even if elements are combined:

1. Vision Statement
2. Executive Summary
3. Historical Overview (listed in National Register of Historic Places)
4. Organization Overview and Goals & Objectives for Use of the Historic Site
5. Development Plan
6. Preservation Plan

Incorporated within the preservation plan should be acknowledgement of the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and a Maintenance Plan.

7. Use Plan
8. Disaster Plan
9. Interpretation Plan
10. Business Plan
11. Financial Plan
12. Other Information

All project materials shall be reviewed by the DEPARTMENT. The review process includes reviewing and approving the consultant contract and contract scope-of-work, the preliminary drafts, final draft, and other materials determined necessary during project development.

All project deliverables should be uploaded to NR-TIGERS.

BUDGET

FEDERAL SHARE	\$ 6,780.00
MINIMUM REQUIRED MATCHING SHARE	<u>\$ 4,520.00</u>
MINIMUM TOTAL PROJECT COST	\$11,300.00

EXHIBIT C
MASTER PLANNING GUIDELINES
FOR HISTORIC SITES

What is a Historic Site Master Plan?

Preserving a historic site or property is an admirable goal. However, to actually achieve that purpose entails more than creating an organization to be —friendsl of the property for advocacy meetings, fund-raising events, scheduling voluntary tour guides, and seasonal maintenance activities.

While effective preservation of a historic site does include these activities, it also requires a tool specifically dedicated to making all of those things happen: the Historic Site Master Plan. It is the culmination of all the activities and documentation associated with the overall management of a historic site.

Considerations in developing a Historic Site Master Plan

A Historic Site Master Plan should be developed as early as possible in the process of determining the future preservation of a property. It should include the ideas, goals, and visions of all the actively interested parties involved in the preservation process while also looking to the future so other appropriate ideas may be incorporated at a later date. Primarily, though, the Historic Site Master Plan should provide the guidance, year-after-year, to use, manage, and protect the property in its historic context. It should be a much-used reference tool that is regularly revised and updated as circumstances warrant, but which ultimately keeps the organization administering the historic property continually on the right course. Generally, before or concurrent with developing a Historic Site Master Plan certain tasks should be completed. These would include preliminary/due diligence feasibility and marketing studies, the formation of the administering organization as a legal entity, acquisition of the historic property, formulating preliminary preservation-sensitive ideas regarding the use of the property, and establishing procedures for making decisions. The first of these helps the group understand some of the underlying challenges of owning a historic site, the next two provide the mechanism for control of the property, and the last two help get the rest of the planning process started. In these early stages, the group should also recognize that many decisions are yet to be made and many opinions may need to be equitably heard and considered in order to guard against pre-conceived notions overly influencing the outcome of the plan. Furthermore, development of a Historic Site Master Plan may require consultation with lawyers, architects, accountants, business consultants, preservation professionals, and other historic sites' management; this is encouraged when appropriate, such as when in-organization expertise is not available or when an impartial opinion is needed. Consultation may also save time and effort, as often, prior experience will provide answers to the unknown and unfamiliar, without the need to reinvent the wheel.

A Historic Site Master Plan should include:

1. Vision Statement: this should be a short and concise statement of the purpose and goals of the organization regarding the preservation and use of the historic site (which is not necessarily the overall mission of the organization). An important part of creating the vision statement is recognizing and incorporating within it aspects of why the property is historically important—its historic context—and avoiding objectives that conflict with preservation principles.

2. Executive Summary: this should summarize the property's history and importance, why the Historic Site Master plan is being created, goals for the use of the property, information about the administering organization, and other important information as applicable. While the executive summary is at the beginning of the plan document, it should be one of the last things written so that all aspects of the plan

contents can be considered before deciding what should be included. The Executive Summary should be engaging, informative, easy to read by the general public, and relatively short—no more than two pages. Excerpts from the Executive Summary and the Vision Statement might also provide text for public relations or educational tools as pamphlets or flyers about the property.

3. Historical Overview: this should be a highly detailed history of the site, its historical development, its historic features, buildings and structures, and a chronicle of important people or events associated with the property. If copious amounts of information about the history of the site are available, then a summary history may be more appropriate, with reference to a separate historic overview document. An appropriate way to organize and develop a historic overview is to complete a Historic Property Information Form (HPIF) as part of nominating the property for listing in the National Register of Historic Places. Applying for listing in the National Register should be an objective within the master plan and when achieved, the nomination and announcement should be incorporated in the master plan document as well.

4. Organization Overview and Goals & Objectives for Use of the Historic Site: this section should include a detailed history of the administering organization and also explain thoroughly how goals and objectives for the use, care, and management of the historic site were determined and how decisions were made. These goals and objectives should be the logical result of a decision-making process that collected and considered such relevant information as: preliminary ideas regarding potential site usage, identification of historic resources on the site and their preservation needs, the historic context of the site, including association with important events or people, identification of issues beyond the immediate control of the organization and options for addressing these issues, costs of implementing a goal or objective, and priorities. Again, while this section of the Historic Site Master Plan is toward the beginning of the document, its final form may be dependent on information that follows.

5. Development Plan: this section should be the primary guidance tool for implementing the goals and objectives for the physical development of the historic site. Initially, the development plan should provide a general and broad perspective of what will be occurring to the property over time. As related individual projects are planned and implemented, they should be incorporated or referenced in the development plan section of the master plan. The development plan should include a site plan identifying historic resources, planned new construction, and other site alterations. It should also include, as they are developed, rehabilitation plans for the historic resources.

6. Preservation Plan: this section should be the primary tool for determining the appropriate treatment of the historic resources on the property. A preservation plan characterizes and evaluates historic resources, provides the necessary information to responsibly deal with existing issues and concerns about the resources and plan for their future, guides implementation of recommendations resulting from the plan, and acts as a reference source. Incorporated within the preservation plan should be acknowledgement of the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and a Maintenance Plan. Associated documents include inventories of historic collections, photo-documentation of the site, Conditions Assessment Reports, Historic Structures Reports, other applicable reports, and archaeological studies. These may be included within the preservation plan or developed separately and incorporated.

For related information see: *Preservation Plan Guidelines for Historic Properties*, *Historic Structure Report Guidelines*, *Conditions Assessment Report Guidelines for Historic Structures*, and *Structural Assessment Report Guidelines for Historic Buildings or Structures*

7. Use Plan: this section should be the primary guidance tool for managing the various types of uses that are planned for the historic site. Within the use plan should be information on hours of operation, staffing needs, a general maintenance plan, and other day-to-day operational requirements. It should also outline work plans and task lists for operating the site, assign management responsibilities, and set schedules.

8. Disaster Plan: this section should be the primary guidance tool for reacting to an emergency situation involving the historic site, such as fire or natural disaster. Within the disaster plan should be information about emergency response measures, including notification responsibilities, emergency decision-making policies, recovery activity team assignments, and safety procedures. Notification responsibilities, team leader assignments, and other duties should include back-ups and be designated by position within the organization rather than to an individual to ensure continuity as terms and personal involvement fluctuate.

9. Interpretation Plan: this section should be the primary guidance tool for determining and managing how the historic aspects of the site will be presented to the public. Within the interpretation plan should be information about how historic collections are displayed and curated, how physical and visual historic resources are explained, and how historical associations, such as events, important people, and the site's historic land uses are presented. Also included should be information about display designs, signage, markers, plaques, and monuments, etc.

10. Business Plan: this section should establish how the administering organization professionally manages the site. Within the business plan should be information about the management team and board of directors and their duties and responsibilities in operating the site, including marketing, developing and managing the budget, hiring practices, purchasing procedures, and contracting for services.

11. Financial Plan: this section should establish how funding the historic site's operational and developmental needs will be achieved. Within the financial plan should be information about budgets, income, expenses, taxes, accounting and auditing practices, user fees, fund-raising activities, projects costs, etc. The financial plan should be updated on an annual basis.

12. Other Information: this would include, as applicable, appendices and reference documents. Appendices should include the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, copies of Preservation Briefs and other helpful technical information, maintenance plans, project estimates, inventories, and other reference materials, which may be mentioned in other sections of the master plan. Other information could also include items that don't sensibly belong in the major sections of the plan. These might include membership lists, contact lists, organization officers and board of directors lists, and such things as information on strategic partnership development.

Other Considerations

The guidance provided above is intended to be broad but not inclusive. However, all Historic Site Master Plans should have an introduction, a table-of-contents, and be well organized into logically arranged sections. While the specifics of the contents in each section are flexible, all the information mentioned should be considered for inclusion in some form or another, and if not initially, eventually. Recognize that individual plans may require more or less as circumstances warrant and some information may need to be repeated in more than one section, or frequently referenced as in an appendix. Sometimes it may make sense to combine sections and use subsections. Also, a Historic Site Master Plan does not have to be contained in one volume; in a real sense, each of the sub-plans and reports can be stand alone documents, which when combined and cross-referenced become the master plan.

A Historic Site Master Plan is not a static document; it should be regularly updated to stay current with the activities of managing and operating the property and of the administering organization. It is appropriate to revise a master plan—information can and should be added when it becomes available or

necessary. Finally, as a Historic Site Master Plan is revised and expanded, archiving earlier versions can be a way of recording the long-term stewardship of the site and add to its history.

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB I

FROM: Tommy Harrell, Finance Director
Commissioner Edwin Taylor

RE: Discuss FY'25 Budget Amendment

PURPOSE:

To seek approval of the amending of the FY'18 City of Douglas Budget to reflect changes that have occurred since the adoption of the FY'18 Budget on June 19, 2017.

BACKGROUND:

As we do each fiscal year, we submit to the Mayor and Council changes to reflect changes that occurred throughout the fiscal year.

Changes in revenue and expenditures have occurred since the adoption of the FY'25 budget on 6/10/2024, making it necessary to amend said budget.

The proposed FY'25 amended budget:

The General Fund is adjusted by \$0.00 to reflect a total increase in revenue and expenditures, changing the total General Fund Budget from \$21,713,793 to \$21,713,793.

Utility Funds are adjusted to reflect a total increase in revenue and expenditures of \$964,894 changing the Total Utility Funds Budget from \$72,165,315 to \$73,130,209.

Special Revenue Funds are adjusted to reflect a total decrease in revenue and expenditures of \$(3,353,781), changing the Total Special Revenue Funds Budget from \$52,005,996 to \$48,652,215.

The Employee Benefit Fund (Health) is adjusted to reflect a total decrease by \$(52,606) to reflect the anticipated revenue and expenditures, changing the budget from \$2,691,000 to \$2,638,394.

The Worker's Comp Insurance Trust is adjusted to reflect a total decrease by \$(467,198) to

reflect the anticipated revenue and expenditures, changing the budget from \$467,198 to \$467,198.

The total annual budget will be reduced from \$149,043,302 to \$146,134,611.

FUNDING:

As noted in the item description

RECOMMENDATION:

For Mayor and Commission to adopt the Resolution to amend the FY'25 Budget to reflect changes in revenues and expenditures that have occurred since the adoption of the FY'25 budget on 6/10/24, changing the Total Annual budget to \$146,134,611.

APPENDIX:

1. FY'25 Budget Amendment with Dept Totals (10-13-25) FY'25 Budget Amendment with Dept Totals (10-13-25).pdf

RESOLUTION

WHEREAS, the **FY'25** budget of the City of Douglas, Georgia, was adopted on June 10, 2024, and

WHEREAS, the **FY'25** budget of the City of Douglas, Georgia, was adopted before all encumbrances where known,

WHEREAS, changes in revenue and expenditures make it necessary to amend said budget.

THEREFORE, BE IT RESOLVED by the Mayor and City Commission of the City of Douglas, Georgia, that the following amendment to the **FY'25** City of Douglas Budget be made:

**CITY OF DOUGLAS
AMENDED BUDGET
FY'25 Budget
REVENUE SOURCES**

<u>GENERAL FUND ANTICIPATED REVENUE</u>	<u>FROM</u>	<u>TO</u>
Taxes - All taxes	\$ 7,714,189	7,714,189
Business Licenses/Permits	\$ 377,302	377,302
Intergovernment Revenues	\$ 77,600	77,600
Charges For Service	\$ 1,389,250	1,389,250
Fines and Foreitures	\$ 625,200	625,200
Investment Income	\$ 22,686	22,686
Misc Revenues	\$ 4,794,180	4,794,180
Other Financing Sources	\$ 6,713,386	6,713,386
	\$ -	-
	\$ -	-
	\$ -	-
	\$ -	-
<u>TOTAL GENERAL FUND ANTICIPATED REVENUES</u>	\$ 21,713,793	\$ 21,713,793

<u>GENERAL FUND APPROPRIATIONS</u>	<u>FROM</u>	<u>TO</u>
General Government	\$ 2,825,923	3,089,341
Judicial	\$ 200,888	205,888
Public Safety	\$ 8,150,242	8,054,242
Public Works	\$ 3,781,635	2,776,930
Culture/Recreation	\$ 2,427,281	2,231,796
Housing and Development	\$ 2,268,024	2,255,596
Other Finances Uses	\$ 2,059,800	3,100,000
<u>TOTAL GENERAL FUND APPROPRIATIONS</u>	\$ 21,713,793	\$ 21,713,793

<u>UTILITY FUND ANTICIPATED REVENUE</u>	<u>FROM</u>	<u>TO</u>
Gas Utility Fund	\$ 10,457,380	14,800,000
Electric Utility Fund	\$ 42,344,562	47,381,003
Sanitation/Stormwater Fund	\$ 4,373,303	6,840,631
Water/Sewer Utility Fund	\$ 14,990,070	4,108,575
<u>TOTAL UTILITY FUND ANTICIPATED REVENUES</u>	\$ 72,165,315	\$ 73,130,209

<u>UTILTY FUND APPROPRIATIONS</u>	<u>FROM</u>	<u>TO</u>
Gas Utility Fund	\$ 10,457,380	6,840,631
Electric Utility Fund	\$ 42,344,562	47,381,003
Sanitation/Stormwater Fund	\$ 4,373,303	4,108,575
Water/Sewer Utility Fund	\$ 14,990,070	14,800,000
<u>TOTAL UTILITY FUND APPROPRIATIONS</u>	\$ 72,165,315	\$ 73,130,209

<u>SPECIAL REVENUE FUND ANTICIPATED REVENUE</u>	<u>FROM</u>	<u>TO</u>
DCA PROGRAM INCOME	\$ -	-
DCA ESCROW	\$ -	-
ESCROW 2	\$ 156,500	610,000
EASTER SEALS GRANT	\$ -	-
PAVE -THE-WAY	\$ 4,800	4,800
Douglas Facility Fund	\$ 10,000	10,000
DCCPRD	\$ 272,500	222,500
POLICE FOREFEITURE FUND	\$ 41,575	41,575
OPIOID SETTLEMENT	\$ 0	-
CENTRAL MULIT-PUR COMPLEX	\$ -	-
DCA CDBE #1088/ #5067	\$ 1,708,372	290,000
DNR GENERAL	\$ 815,368	815,368
DCA-GHFA	\$ -	-
DCA CHIP PROGRAM	\$ 745,740	745,740
ARPA	\$ 8,809,337	8,809,337
MAINSTREET PROGRAM	\$ 115,000	115,000
HOTEL/MOTEL TAX	\$ 443,720	443,720
AIRPORT RENTAL	\$ 262,118	262,118
AIRPORT IMPROVEMENT	\$ 2,795,283	2,795,283
HUD GENERAL	\$ -	9,000
HUD PROGRAM INCOME	\$ -	-
ONE GA AUTHORITY	\$ -	-
SPLOST V	\$ -	-
SPLOST VI	\$ 6,003,305	3,003,305
SPLOST VII	\$ 2,040,000	2,040,000
GENERAL GRANT/CAPITAL	\$ 3,647,909	4,300,000
CAPITAL	\$ 24,134,469	24,134,469

TOTAL SPECIAL REVENUE FUND ANTICIPATED REVENUES \$ 52,005,996 \$ 48,652,215

<u>SPECIAL REVENUE FUND APPROPRIATIONS</u>	<u>FROM</u>	<u>TO</u>
DCA PROGRAM INCOME	\$ -	-
DCA ESCROW	\$ -	-
ESCROW 2	\$ 156,500	610,000
EASTER SEALS GRANT	\$ -	-
PAVE -THE-WAY	\$ 4,800	4,800
Douglas Facility Fund	\$ 10,000	10,000
DCCPRD	\$ 272,500	222,500
POLICE FOREFEITURE FUND	\$ 41,575	41,575
OPIOID SETTLEMENT	\$ -	-
CENTRAL MULIT-PUR COMPLEX	\$ -	-
DCA CDBE #1088/ #5067	\$ 1,708,372	290,000
DNR GENERAL	\$ 815,368	815,368
DCA-GHFA	\$ -	-
DCA CHIP PROGRAM	\$ 745,740	745,740
ARPA	\$ 8,809,337	8,809,337
MAINSTREET PROGRAM	\$ 115,000	115,000
HOTEL/MOTEL TAX	\$ 443,720	443,720
AIRPORT RENTAL	\$ 262,118	262,118
AIRPORT IMPROVEMENT	\$ 2,795,283	2,795,283
HUD GENERAL	\$ -	9,000
HUD PROGRAM INCOME	\$ -	-
ONE GA AUTHORITY	\$ -	-
SPLOST V	\$ -	-
SPLOST VI	\$ 6,003,305	3,003,305
SPLOST VII	\$ 2,040,000	2,040,000
GENERAL GRANT/CAPITAL	\$ 3,647,909	4,300,000
CAPITAL	\$ 24,134,469	24,134,469

TOTAL SPECIAL REVENUE FUND APPROPRIATIONS \$ 52,005,996 \$ 48,652,215

<u>EMPLOYEE BENEFIT FUND ANTICIPATED REVENUES</u>	<u>FROM</u>	<u>TO</u>
General & Enterprise Fund Transfers	\$ 2,366,000	2,233,394
Premiums Collected	\$ 325,000	405,000
TOTAL EMPLOYEE BENEFIT FUND ANTICIPATED REVENUES	\$ 2,691,000	\$ 2,638,394

<u>EMPLOYEE BENEFIT FUND APPROPRIATIONS</u>	<u>FROM</u>	<u>TO</u>
CLAIMS	\$ 2,691,000	2,638,394

<u>WORKER'S COMP INSURANCE TRUST ANTICIPATED REVENUES</u>	<u>FROM</u>	<u>TO</u>
General & Enterprise Fund Transfers	\$ 467,198	-

<u>WORKER'S COMP INSURANCE TRUST APPROPRIATIONS</u>	<u>FROM</u>	<u>TO</u>
CLAIMS	\$ 467,198	-

	<u>FROM</u>	<u>TO</u>
FY'25 Budget - TOTAL ANNUAL BUDGET ANTICIPATED REVENUES	\$ 149,043,302	\$ 146,134,611
FY'25 Budget - TOTAL ANNUAL BUDGET APPROPRIATIONS	\$ 149,043,302	\$ 146,134,611

OFFERED, READ, AND ADOPTED this **13th day of Oct, 2025**
CITY OF DOUGLAS, GEORGIA

ATTEST:

Wynetta J Bolder, City Clerk

Tony L. Paulk, Mayor

Cynthia McNeill, Mayor Pro Tem

Edwin Taylor, Commissioner

Brenda Moore, Commissioner

Tony Paulk II, Commissioner

Michael Gowen, Commissioner

Steve Bailey, Commissioner

1310	MAYOR/COMMISSION	165,119.00	
1320	CITY MANAGER	375,418.00	
1330	CITY CLERK	177,596.00	
1510	FINANCIAL ADMINISTRATION	440,527.00	
1530	LAW	110,503.00	
1535	INFORMATION TECHNOLOGY	560,250.00	
1536	IT/GIS	96,225.00	
1540	HUMAN RESOURCES	258,524.00	
1590	CUSTOMER SERVICE	680,000.00	
1596	PURCHASING	225,179.00	3,089,341.00
2650	Municipal Court	205,888.00	205,888.00
3210	POLICE ADMINISTRATION	306,848.00	
3221	CRIMINAL INVESTIGATION	574,049.00	
3223	PATROL/FIELD OPERATIONS	3,360,668.00	
3224	STAFF SER/RECORDS MGMT	339,003.00	
3240	PROF STANDARDS & TRAINING	258,254.00	
3291	DRUG ENFORCEMENT	290,824.00	
3501	FIRE	2,762,683.00	
3503	FIRE - REG 8 HAZAMAT UNI	27,850.00	
3910	ANIMAL CONTROL	134,063.00	8,054,242.00
4200	HIGHWAYS AND STREETS	1,360,134.00	
4226	GENERAL MAINTENANCE	536,796.00	
4900	VEHICLE MAINTENANCE	770,000.00	
4950	CEMETERY	110,000.00	2,776,930.00
6110	PARK & REC - ADMIN	412,000.00	
6121	PARK & REC - GOLF COURSE	25,500.00	
6122	PARK & REC - POOL	142,174.00	
6123	PARK & REC ROUNDTREE CTR		
6124	PARK & REC - CERAMICS	0.00	
6125	PARK & REC-SPEC ACTIVITY	45,000.00	
6126	PARK & REC - ATHLETICS	445,766.00	
6127	PARK & REC - TEEN CENTER	10,500.00	
6130	DCCPRD CAPITAL OUTLAY	40,000.00	
6191	PARK & REC - WELLNESS CTR	66,174.00	
6192	PARK & REC - ARTS CTR	70,000.00	
6193	PARK & REC-CEN SQ COMPLX	166,500.00	
6194	PUBLIC INFO - MUSEUM	22,150.00	
6195	PUBLIC INFO - MARTIN CTR	-	
6196	PARK & REC - PARK MAINTEN	738,032.00	
6199	PARK & REC - WEIR CENTER	48,000.00	2,231,796.00
7200	INSPECTIONS AND PERMITS	148,045.00	
7401	PLANNING COMMISSION		
7402	CITY PLANNING	166,874.00	
7450	CODE ENFORCEMENT	497,869.00	
9002	GRANTS ADMINISTRATION	374,796.00	
7540	PUBLIC INFO-ASHLEY SLATE	39,800.00	
7541	PUBLIC INFO - MARKETING	148,705.00	
7550	PUBLIC INFO - MAINSTREET	60,000.00	
7563	AIRPORT	819,507.00	2,255,596.00
9001	GENERAL OPERATIONS	3,100,000.00	3,100,000.00
	Total	21,713,793.00	21,713,793.00

Fund	Name	\$
201	DCA PROGRAM INCOME	\$ -
202	DCA ESCROW	\$ -
203	ESCROW 2	\$ 610,000
204	EASTER SEALS GRANT	\$ -
205	PAVE -THE-WAY	\$ 4,800
206	Douglas Facility Fund	\$ 10,000
209	DCCPRD	\$ 222,500
210	POLICE FOREFEITURE FUND	\$ 41,575
213	OPIOID SETTLEMENT	\$ -
221	CENTRAL MULIT-PUR COMPLEX	\$ -
222	DCA CDBE #1088/ #5067	\$ 290,000
223	DNR GENERAL	\$ 815,368
224	DCA-GHFA	\$ -
225	DCA CHIP PROGRAM	\$ 745,740
230	ARPA	\$ 8,809,337
274	MAINSTREET PROGRAM	\$ 115,000
275	HOTEL/MOTEL TAX	\$ 443,720
276	AIRPORT RENTAL	\$ 262,118
277	AIRPORT IMPROVEMENT	\$ 2,795,283
278	HUD GENERAL	\$ 9,000
279	HUD PROGRAM INCOME	\$ -
290	ONE GA AUTHORITY	\$ -
320	SPLOST V	\$ -
321	SPLOST VI	\$ 3,003,305
322	SPLOST VII	\$ 2,040,000
340	GENERAL GRANT/CAPITAL	\$ 4,300,000
351	CAPITAL	\$ 24,134,469
TOTAL		48,652,215.00

505-Water/Waste Water	Water	5,050,000.00
505-Water/Waste Water	Waste Water	6,490,000.00
505-Water/Waste Water	Other Income	3,260,000.00
Total		\$ 14,800,000

510-Electric	Charges For Service	35,333,187.00
510-Electric	Other Income	12,047,816.00
Total		\$ 47,381,003

515-Gas	Charges For Service	6,565,631.00
515-Gas	Other Income	275,000.00
Total		\$ 6,840,631

540-Sanitation	Sanitation	3,625,566.00
	StormWater	260,000.00
	Other Income	223,009.00
Total		\$ 4,108,575

Total Utility \$ 73,130,209

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Charles Davis, City Manager
Mayor Tony L. Paulk

RE: Discuss EPA Lead & Copper Rule Improvements- Customer's Side

PURPOSE:

To Discuss and Seek Approval of the ESG Task Order for phase 1 inventorying of 1/3 of identified water services for the customer side lead service inventory not to exceed \$120,000.00

BACKGROUND:

The Lead and Copper Rule required that an inventory of water service line materials be submitted to the EPD by October of 2024. From 2022 through 2024, ESG helped the City of Douglas obtain grant funding for the inventory and provided inventory management services including the following:

- Provided ESRI software to build a user interface showing the locations of meters throughout the city and the service line material type on both the customer and utility sides.
- Populated the software interfaces with utility-side data collected by ESG Operations through meter box inspections.
- Reduced the number of customer-side physical inspections required using GIS Query of building age - services/buildings built after 1990 are considered non-lead according to EPD/EPA Guidance.
- Further reduced the number of potential customer-side inspections required by review of as-built plans and historical records held by the city water department and others
- Provided social media graphics and mailers with a web-based survey QR code to get citizen's help in providing customer side service type. Built a digital interface for obtaining survey returns to integrate seamlessly into the city's GIS database

Inventory.

- Submitted the city’s Lead Service Line Inventory (LSLI) to EPD through the portal prior to the October 16, 2024, deadline.
- Provided letters and mailing services to all customers with a service material type marked “unknown” within 1 month of the LSL Inventory submittal per EPA requirements
- Assisted the city with a letter to EPD making a case for all galvanized services within the city to be classified as “Galvanized Not Requiring Replacement”.
- Filed GEFA draw requests for reimbursement of city dollars spent on the Lead Service Line Inventory (LSLI).

While the inventory was submitted by the 2024 deadline, over 4,300 customer-side services were marked unknown as they have not yet been inspected. The revised Lead and Copper Rule has provided utility systems three(3) years after the initial LSLI submittal to improve their inventory and eliminate unknowns. ESG Engineering proposes to inspect the remaining unknown services to determine the material over this three-year period, with all services inspected by October 2027. Per information provided by ESG Operations staff, backflow preventers have been installed on the downstream side of the meter box at meters throughout the city. Therefore, inspections should not take place inside the meter box. Inspections will require pot-holing the service line downstream of the backflow preventer where the original water service material should still be present and can be identified.

The 2025 work includes, but is not limited to, the following tasks:

Task 1- Perform Physical Inspections

- Pot-hole 1/3 of the 4,355 remaining unknown addresses yearly, for identification of all unknowns by October 2027. Our understanding at this time is that all pot-holing shall be completed behind the backflow preventer.
- Provide information mailers and/or social media graphics to let citizens know when and why inspections will be taking place.

Task 2- Professional Management Services

- Prepare the previously built ESRI-based inventory software to interface with field crew cell devices, showing them where inspections are needed and recording the results.
- Upload the updated inventory to the state portal prior to the October 2025 deadline per the requirements of the Lead and Copper rule.
- Provided letters and mailing services to all customers with a service material type still marked “unknown” within 30 days of the 2025 LSLI submission.
- Keep abreast of changes and updates to the Lead and Copper Rule and modify the program/work accordingly.
- Identify funding sources to assist the city with implementation of the Lead and Copper Program, including loans/grants for future service line replacement work

Additional work to inspect the remaining service lines in 2026 and 2027 will require a separate task order to be completed at a later date.

FUNDING:

Not to exceed \$120,000 - 505 Fund

RECOMMENDATION:

For the Mayor and Council to approve the ESG Task Order for phase 1 inventorying of 1/3 of identified water services for the customer side lead service inventory not to exceed \$120,000.00

APPENDIX:

- 1. ESG Task Order- 2025 Lead Service Customer Side Line Inventory ESG Task Order- 2025 Lead Service Customer Side Line Inventory.pdf

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

ESG ENGINEERING'S OFFICE ADDRESS:	6400 Peake Road, Macon, GA 31210
PROJECT NO.:	D2000.XXX
PROJECT NAME:	Lead Service Line Inventory
CLIENT:	City of Douglas, Georgia
CLIENT'S ADDRESS:	302 South Madison Ave., Douglas, GA 31534

CLIENT requests and authorizes ESG Engineering, LLC (hereinafter "ESGE" or "ENGINEER") to perform the following Services:

Scope of Services

Provide service line material inspections and professional management services to aid the City of Douglas in compliance with EPA's "Lead and Copper Rule Improvements" issued December 6th, 2021.

Background

The Lead and Copper Rule required that an inventory of water service line materials be submitted to the EPD by October of 2024. From 2022 through 2024, ESG helped the City of Douglas obtain grant funding for the inventory and provided inventory management services including the following:

- Provided ESRI software to build a user interface showing the locations of meters throughout the city and the service line material type on both the customer and utility sides.
- Populated the software interfaces with utility-side data collected by ESG Operations through meter box inspections.
- Reduced the number of customer-side physical inspections required using GIS Query of building age - services/buildings built after 1990 are considered non-lead according to EPD/EPA Guidance
- Further reduced the number of potential customer-side inspections required by review of as-built plans and historical records held by the city water department and others
- Provided social media graphics and mailers with a web-based survey QR code to get citizen's help in providing customer-side service type. Built a digital interface for obtaining survey returns to integrate seamlessly into city's GIS database inventory.
- Submitted the city's Lead Service Line Inventory (LSLI) to EPD through the portal prior to the October 16, 2024 deadline
- Provided letters and mailing services to all customers with a service material type marked "unknown" within 1 month of the LSL Inventory submittal per EPA requirements
- Assisted the city with a letter to EPD making a case for all galvanized services within the city to be classified as "Galvanized Not Requiring Replacement".
- Filed GEFA draw requests for reimbursement of city dollars spent on the Lead Service Line Inventory (LSLI).

While the inventory was submitted by the 2024 deadline, over 4,300 customer-side services were marked unknown as they have not yet been inspected. The revised Lead and Copper Rule has provided utility systems three(3) years after the initial LSLI submittal to improve their inventory and eliminate unknowns. ESG Engineering proposes to inspect the remaining unknown services to determine the material over this three-year period, with all services inspected by October of 2027. Per information provided by ESG Operations staff, backflow preventers have been installed on the downstream side of the meter box at meters throughout the city. Therefore, inspections should not take place inside the meter box. Inspections will require pot-holing the service line downstream of the backflow preventer where the original water service material should still be present and can be identified.

The 2025 work includes, but is not limited to, the following tasks:

Task 1- Perform Physical Inspections

- Pot-hole 1/3 of the 4,355 remaining unknown addresses yearly, for identification of all unknowns by October 2027. Our understanding at this time is that all pot-holing shall be completed behind the backflow preventer.
- Provide information mailers and/or social media graphics to let citizens know when and why inspections will be taking place

Task 2- Professional Management Services

- Prepare the previously built ESRI-based inventory software to interface with field crew cell devices showing them where inspections are needed and recording the results
- Upload the updated inventory to the state portal prior to the October 2025 deadline per the requirements of the Lead and Copper rule
- Provided letters and mailing services to all customers with a service material type still marked “unknown” within 30 days of the 2025 LSLI submission.
- Keep abreast of changes and updates to the Lead and Copper Rule and modify the program/work accordingly
- Identify funding sources to assist the city with implementation of Lead and Copper Program including loans/grants for future service line replacement work

Additional work to inspect the remaining service lines in 2026 and 2027 will require a separate task order to be completed at a later date.

Compensation

The parties acknowledge and agree that the City will compensate Inframark as set forth below for the tasks described and for the Scope of Services performed by Inframark pursuant to the terms provided below and the terms and conditions of the Agreement.

All work will be performed on a Time and Material Basis with a maximum Not To Exceed (NTE) amount provided. Not to Exceed budget will not be exceeded without written authorization from the City.

<i>Description</i>	<i>Compensation</i>
Task 1- Physical Inspections at Customer Service Line – Pot-holing @ \$75/dig (Price assumed 1/3 of 4,355 service lines completed in 2025)	NTE \$110,000
Task 2- Professional Management Services	Hourly NTE \$10,000

Obligations of the City

In addition to those obligations provided by the terms and conditions of the Agreement, the City shall:

1. City-Furnished Data

The City will provide to ESG all data in the City’s possession relating to ESG’s performance of the Scope of Services regarding the PROJECT. ESG will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the City.

2. Access to Facilities and Property

The City will make its facilities accessible to ESG as required for ESG’s performance of the Scope of Services and will provide labor and safety equipment as required by ESG for such access. The City will perform, at no cost to ESG, such tests of equipment, machinery, pipelines, and other components of the City’s facilities as may be required in connection with ESG’s services.

3. Operations Assistance and Services

The City authorizes ESG to operate, modify, inspect and otherwise physically manipulate equipment, furnishings, property and other elements associated with the performance of the Scope of Services. The City authorizes ESG to take such actions in these respects as ESG considers necessary to meet the objectives of the Scope of Services.

4. Advertisements, Permits, and Access

The City will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for ESG's services.

5. Timely Review

The City will examine ESG's studies, reports, sketches, drawings, specifications, proposals, and other documents; obtain advice of an attorney, insurance counselor, accountant, auditor, bond and financial advisors, and other consultants as the City deems appropriate; and render in writing decisions required by the City in a timely manner.

6. Prompt Notice

The City will give prompt written notice to ESG whenever the City observes or becomes aware of any development that affects the scope or timing of ESG's performance, or of any defect in the work of ESG.

7. Changes

The City may request changes within the general Scope of Services in this Task Order. If such changes affect ESG's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Task Order. All requested changes will be made in writing and are subject to acceptance by ESG.

Services covered by this AGREEMENT will be performed in accordance with the Provisions and any attachments or schedules. This AGREEMENT supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

CLIENT:

Signature _____

Name (printed) _____

Title _____

Date _____

INFRAMARK, LLC:

Signature  _____

Name (printed) Arthur (Trey) Gavin, III _____

Title Principal _____

Date 3/17/2025 _____

1. Authorization to Proceed

Execution of this AGREEMENT by CLIENT will be authorization for ENGINEER to proceed with the Services, unless otherwise provided for in this AGREEMENT.

2. Payment of Invoices

ENGINEER will submit monthly invoices for services rendered and CLIENT will make payments to ENGINEER within thirty (30) days of CLIENT's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by CLIENT's auditors upon request.

If CLIENT disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, CLIENT may temporarily delete the disputed item and pay the remaining amount of the invoice. CLIENT will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

CLIENT recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess CLIENT interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date CLIENT receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

3. Cost Opinions

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares or that CLIENT's actual project costs, financial aspects, economic feasibility, or schedules will not vary from ENGINEER's opinions, analyses, projections or estimates. If CLIENT wishes greater assurance as to any element of the Project cost, feasibility, or schedule, CLIENT will employ an independent cost estimator, contractor or other appropriate advisor.

4. Standard of Care

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or

similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

5. Construction Procedures

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. CLIENT agrees to include ENGINEER as an indemnified party in CLIENT's construction contracts for the work, which shall protect ENGINEER to the same degree as CLIENT. Further, CLIENT agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

6. Services and Information

CLIENT will provide all criteria and information pertaining to CLIENT's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. CLIENT will also provide copies of any CLIENT-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

CLIENT will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The CLIENT agrees to bear full responsibility for the technical accuracy and content of CLIENT-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by CLIENT that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the CLIENT's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the CLIENT's legal and financial interests. To that end, the CLIENT agrees that CLIENT or the CLIENT's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the CLIENT deems necessary to protect the CLIENT's interests before CLIENT takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

7. Re-use of Documents

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents.

CLIENT may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by CLIENT or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to ENGINEER, and CLIENT will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by CLIENT and ENGINEER.

8. Termination

This AGREEMENT may be terminated for convenience on 30 days written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, ENGINEER will be paid for all authorized work performed up to the termination date plus termination expenses, such as, but not limited to, reassignment of personnel, subcontract termination costs, and related closeout costs.

9. Changes

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform CLIENT of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

10. Insurance

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. CLIENT shall be made an additional insured on

Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the CLIENT.

11. Limitation of Liability

ENGINEER's liability for CLIENT's damages will, in the aggregate, not exceed the lesser of \$100,000 or its fee, for any and all injuries, damages, claims, losses or expenses (including attorney and expert fees) arising out of the ENGINEER's services or this AGREEMENT regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery, shall include ENGINEER's officers, affiliated corporations, employees, and subcontractors. This Provision takes precedence over any conflicting Provision of this AGREEMENT, or any document incorporated into it or referenced by it.

Both parties agree to indemnify the other party for third party personal injury and property damage claims to the extent caused by the indemnifying party's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

12. Severability and Survival

If any of the provisions contained in this AGREEMENT are held illegal, invalid or unenforceable, the other provisions shall remain in full effect. Limitations of liability shall survive termination of this AGREEMENT for any cause.

13. No Third-Party Beneficiaries

CLIENT and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither CLIENT nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third-party beneficiaries are intended under this Agreement.

14. Hazardous Materials

CLIENT represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, CLIENT represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PFAS, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services does not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify CLIENT and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay,

consequential or any other damages to CLIENT, suspend performance of services on that portion of the project affected by hazardous materials until CLIENT: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations.

CLIENT acknowledges that ENGINEER is performing professional services for CLIENT and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate CLIENT to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

15. Utility Locations

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, CLIENT shall notify ENGINEER of the presence and location of any underground utilities located on the CLIENT's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The CLIENT agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

16. Assignments

Neither party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this AGREEMENT, whether arising in tort, contract or otherwise, without the written consent of the other party, except that ENGINEER may assign this AGREEMENT to a parent, affiliate or subsidiary company or to a surviving entity in the event of a merger or acquisition. Any unauthorized assignment is void and unenforceable.

17. Integration

18. This AGREEMENT incorporates all previous communications and negotiations and constitutes the entire agreement of the parties. If CLIENT issues a Purchase Order in conjunction with performance of the Services, general or standard terms and conditions on the Purchase Order do not apply to this AGREEMENT.

19. Force Majeure

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the CLIENT to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the CLIENT's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the CLIENT agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.

20. Litigation Support

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, CLIENT shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

21. Operational Technology Systems

CLIENT agrees that the effectiveness of operational technology systems ("OT Systems") and features designed, recommended or assessed by ENGINEER are dependent upon CLIENT's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. CLIENT shall be solely responsible for operating and maintaining the OT System in accordance with applicable industry standards (i.e. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, CLIENT recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not

guarantee that CLIENT's OT Systems are impenetrable, and CLIENT agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect CLIENT's OT Systems.

22. Access to Facilities and Property

CLIENT will make its facilities accessible to ENGINEER as required for the performance of its services and will provide labor and safety equipment as required by ENGINEER for such access.

CLIENT will perform, at no cost to ENGINEER, such tests of equipment, machinery, pipelines, and other components of CLIENT's facilities as may be required in connection with ENGINEER's services.

23. Dispute Resolution

The parties will use their best efforts to resolve amicably any dispute, including use of alternative dispute resolution options. The parties shall initially attempt to resolve the dispute by direct negotiation at the project level, should a resolution not be agreed to then an attempt to resolve the dispute shall be made by Senior Executives within the first thirty (30) days of project dispute. If the parties cannot resolve the dispute by direct negotiation within sixty (60) days from the commencement of direct negotiation, the parties may choose an alternative dispute resolution process or either party may decide to litigate.

24. Changes

CLIENT may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect ENGINEER's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this AGREEMENT.

25. Controlling Law and Agreement

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

These Terms and Conditions shall take precedence over and any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed or like document.

26. Execution

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and CLIENT, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Charles Davis, City Manager
Tony L. Paulk, Mayor

RE: General Comments (3 minutes)

PURPOSE:

General Comments

BACKGROUND:

General Comments

FUNDING:

N/A

RECOMMENDATION:

General Comments

APPENDIX:

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
October 13, 2025**

DATE: 10/13/2025

WORK SESSION AGENDA ITEM TAB

FROM: Charles Davis, City Manager
Tony L. Paulk, Mayor

RE: City Manager's Updates

PURPOSE:

City Manager to provide updates.

BACKGROUND:

City Manager to provide updates.

FUNDING:

N/A

RECOMMENDATION:

City Manager to provide updates.

APPENDIX: