LOWNDES COUNTY BOARD OF COMMISSIONERS
PROPOSED AGENDA
WORK SESSION, MONDAY, FEBRUARY 10, 2020, 8:30AM
REGULAR SESSION, TUESDAY, FEBRUARY 10, 2020, 5:30PM
327 N. Ashley Street - 2nd Floor

1.   Call To Order

2.   Invocation

3.   Pledge Of Allegiance To The Flag

4.   Minutes For Approval

   a.   Work Session, January 27, 2020 and Regular Session, January 28, 2020
          Recommended Action: Approve
          Documents:

5.   For Consideration

   a.   Beer License - Robert Stier of H & I Food Stop, Inc. DBA H & I Food Stop - 8235 Hwy. 122 W.,
          Hahira, GA
          Recommended Action: Approve
          Documents:

   b.   Abandonment of Unopened Right of Way - Hart Road
          Recommended Action: Board's pleasure
          Documents:

   c.   Tyler New World Corrections Addendum
          Recommended Action: Board's pleasure
          Documents:

   d.   Lake Park Annexation and Rezoning of Register Property
          Recommended Action: Board's pleasure
          Documents:

   e.   2020 Public Defender Contracts
          Recommended Action: Approve
          Documents:

6.   Bid

   a.   Paving - Arglass Road
          Recommended Action: Accept
          Documents:

7. **Reports - County Manager**

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

9. **Adjournment**

SUBJECT: Beer License - Robert Stier of H & I Food Stop, Inc. DBA H & I
Food Stop - 8235 Hwy. 122 W., Hahira, GA

Work Session/Regular Session

DATE OF MEETING: February 10, 2020

BUDGET IMPACT:

FUNDING SOURCE:

( ) Annual

( ) Capital

(X) N/A

( ) SPLOST

( ) TSPLOST

COUNTY ACTION REQUESTED ON: Beer License - Robert Stier of H & I Food Stop, Inc. DBA H & I Food Stop -
8235 Hwy. 122 W., Hahira, GA

HISTORY, FACTS AND ISSUES: Beer License - Robert Stier of H & I Food Stop, Inc. DBA H & I Food Stop - 8235
Hwy. 122 W., Hahira, GA, is requesting a license for the sale of beer for the consumption off premise. This is
due to a change of ownership. The business was previously operated as M & H Food Stop, but has been
closed for two months. The ordinance and guidelines for approval of the license have been met. All forms are
attached and upon approval by the Board the license will be granted.

OPTIONS: 1. Approval of Beer License
         2. Board's pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: Finance   DEPARTMENT HEAD: Stephanie Black

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

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

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

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

   [ ] Retail Dealer – Off Premises Consumption (Distilled Spirits)

   [√] Retail Dealer – Off Premises Consumption (Malt Beverages)

   [ ] Retail Dealer – Off Premises Consumption (Wine)

   [ ] Retail Consumption Dealer – Consumption on Premises (Distilled Spirits)

   [ ] Retail Consumption Dealer – Consumption on Premises (Malt Beverages)

   [ ] Retail Consumption Dealer – Consumption on Premises (Wine)

   [ ] Wholesaler – Distilled Spirits with warehousing in Lowndes County

   [ ] Wholesaler – Distilled Spirits without warehousing in Lowndes County

   [ ] Wholesaler – Malt Beverages with warehousing in Lowndes County

   [ ] Wholesaler – Malt Beverages without warehousing in Lowndes County

   [ ] Wholesaler – Wine with warehousing in Lowndes County

   [ ] Wholesaler – Wine without warehousing in Lowndes County

   [ ] Alcoholic Beverage Catering License

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

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

   H & I Food Stop Inc, Robart m St.o5

- 1 -

01348833

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

~~N/A~~ H+I Food Stop Inc

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

N/A

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

Robert M Stier

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

8235 GA Highway 122 W
Hahira GA 31632

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

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

Convinience Store with gas and beer off Premise

9. Lowndes County's alcohol ordinance prohibits the distribution, sale or consumption of alcoholic beverages within 300 feet of any church building. The ordinance also prohibits the distribution, sale or consumption of wine or malt beverages within 100 yards, or of distilled spirits within 200 yards, of any school building, educational building, school grounds or college campus. Those distances are measured

from the door of the licensed establishment to the nearest street, thence along said street to the nearest point of any church building, school building, educational building, school grounds or college campus. List below the name and street address of the nearest church and the nearest educational facilities to the proposed establishment including the address.

Church: _____

School, college or other educational facility or grounds:

_____

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

_____

_____

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

_____

_____

_____

12. Type of Legal Entity applying for license:

[ ] Individual
[ ] Joint Venture
[ ] Firm
[ ] Limited Liability Company (LLC)
[ ] Other: _____

[ ] Partnership
[✓] Corporation
[ ] Association

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

Name	Address
Name	Address
Name	Address
Name	Address

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

Robert Stier
President

8299 Highway 122 W Hahira GA 31632
Address

Vice President	Address
Secretary	Address
Treasurer	Address
Director	Address
Director	Address
Stockholder	Address
Stockholder	Address
Stockholder	Address

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

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

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

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

The business seeking the license is a new business. He will lease the property from a non-related person.

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

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

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

CERTIFICATION REGARDING APPLICATION

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

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

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

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

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

Submitted herewith is the sum of $ _900.00_ [must be a cashier's check, money order, other certified funds, or cash] which includes the license fee for the year, or partial year, plus the administration fee. I understand that, should the Application be denied, I will receive a refund for the license fee only and that the administration fee is non-refundable.

Robert M. Elias
Signature of Individual Making this Application

Sworn to and subscribed before me
this _30_ day of _Dec_, 20_19_.

Scott Coursey
Notary Public

Date: _12-30-19_

My commission expires: _09-24-21_.

ATTACHMENT B

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

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

[✓]   I am a citizen of the United States.

[ ]   I am a legal permanent resident of the United States.

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

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

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

Executed in __Valdosta_____ (city), __GA_____ (state).

_Robert M. Stier_____
Signature of Applicant

_Robert Stier_____
Printed Name of Applicant

Sworn to and subscribed before me this _30th_ day of _Dec_, 20_19_.

_Scott Coura_____
Notary Public

My commission expires: _09-24-21_.

SCOTT COURSON
MY COMMISSION EXPIRES
SEPT.
24
2021
LOWNDES CO., GEORGIA
NOTARY PUBLIC

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ATTACHMENT D

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

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

Robert m. Stier
Signature of Exempt Private Employer

Robert Stier
Printed Name of Exempt Private Employer

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

Executed on _Dec 30_, 20 _19_ in _Valdosta_ (city), _Ga_ (state).

Robert m. Stier
Signature of Authorized Officer or Agent

Robert Stier
Printed Name and Title of Authorized Officer or Agent

Sworn to and subscribed before me this _30th_ day of _Dec_, 20 _19_.

Scott Courson
Notary Public

My commission expires: _09-24-21_.

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8235 Hwy 122 Hahira

MILLER RD

FOLSOM RD

GA HWY 122 W

Distance Check

Date: _____ January 22, 2020 _____

Establishment: _____ Little River Grocery _____

Address: ___ 8235 Highway 122 West _____ Hahira, Georgia 31632 ___
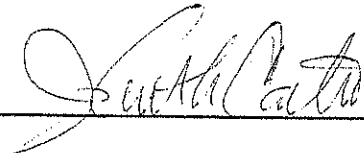
Nearest School: ___ Hahira Middle School _____

Address: ___ 101 South Nelson Hahira, Georgia ___ Distance: ___ 4.2 mi

Nearest Church: ___ Magnolia Missionary Baptist Church _____

Address: ___ 409 W Main St. ___ Hahira, Georgia ___ Distance: ___ 3.6 mi

Officer Assigned: _____ Ken Carter _____

Signature: _____

Comments: Distance checked using odometer on vehicle # 15-74

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Abandonment of Unopened Right of Way - Hart Road

Work Session/Regular Session

DATE OF MEETING: February 10, 2020

BUDGET IMPACT: N/A
FUNDING SOURCE:
( ) Annual
( ) Capital
(X) N/A
( ) SPLOST
( ) TSPLOST

COUNTY ACTION REQUESTED ON: Public use on county right of way

HISTORY, FACTS AND ISSUES: The County has received a request to abandon the unopened right of way of Hart Road. The right of way was never opened and the owners have requested that the County quitclaim it back to them. Georgia statute requires an initial determination that the "section of the county road system has for any reason ceased to be used by the public to the extent that no substantial public purpose is served by it or that its removal from the county road system is otherwise in the best public interest." If the Board makes this determination with respect to the unopened right of way, the statute provides for notice to adjoining property owners, notice to the public by newspaper publication, and a public hearing. After the public hearing, the Board "may declare that section of the county road system abandoned."
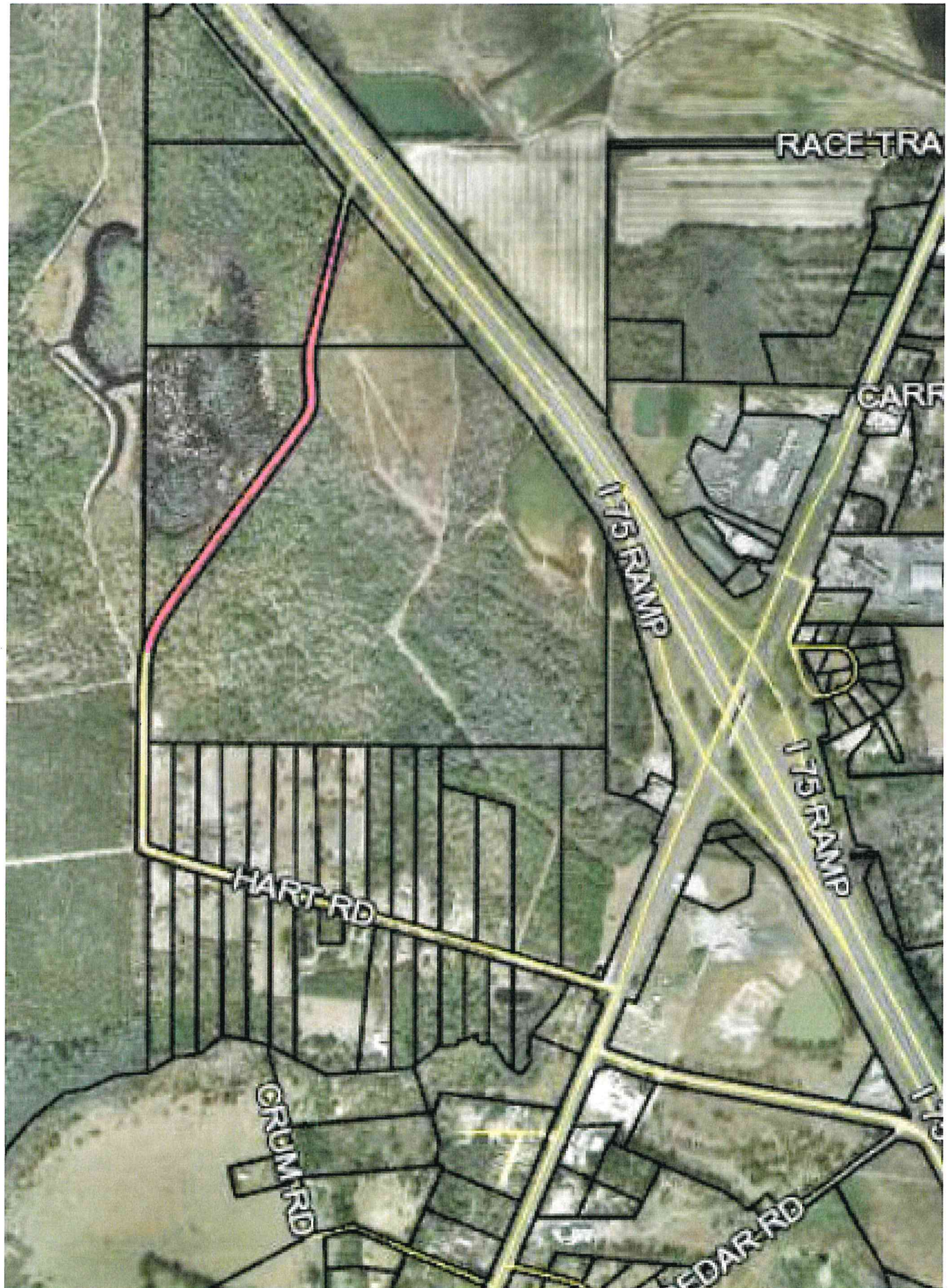
OPTIONS: 1. Make the required determination
           2. Board's Pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: Engineering   DEPARTMENT HEAD: Mike Fletcher

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Tyler New World Corrections Addendum

Work Session/Regular Session

DATE OF MEETING: February 10, 2020

BUDGET IMPACT: $99,700
FUNDING SOURCE:
( ) Annual
(X) Capital
( ) N/A
( ) SPLOST
( ) TSPLOST

COUNTY ACTION REQUESTED ON:

HISTORY, FACTS AND ISSUES:

Lowndes County originally entered into a contract with Tyler Technologies to purchase their New World public safety software package.   This originally included the New World Correction Management product. This was sold with the understanding that we would implement with integration with the Tyler Odyssey Courts product. During 18-24-month project deployment, Tyler Technologies determined that they would not implement this integration into the New World Corrections. In order to accommodate this, Tyler is switching to the New Tyler Corrections software. After looking at the differences between the two, the Sheriff's Office has requested Tyler to switch out the New World corrections software with their Tyler Corrections software. Since no implementation for the Jail software has been done on the current contract, Tyler has agreed to heavily discount the new software license and switch New World Corrections with Tyler corrections at no additional cost for licensing. However the new software package has a much larger deployment cost; therefore, additional costs for project, technical and implementation services will be required.

The original New World Corrections portion of the contract was $82,380.00 plus $25,740 for hardware. The Tyler corrections contract addendum contract is $182,080.00 plus costs for hardware (these are projected to be equal or less than in original contract.

In addition to the above contract addendum, two change orders are also included. These change orders cover the removal of the New World Jail software and hardware from the original contract. New hardware will be required but is not expected exceed the original requested amount in New World Contract. Agenda Item total includes additional projected costs to replace this jail hardware.

OPTIONS: 1. Approve
          2. Board's pleasure

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: Information Technology Services   DEPARTMENT HEAD:

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

Change Request Form

Customer:	Contract Date:
Lowndes County, GA	9/28/17

Submitted by:	Date:
Laura I. Powell	4/3/19

Customer Code:	Project Code(s):
LOW1899	LOW1899C1701B02 LOW1899C1701B22 LOW1899C1701B23 LOW1899C1701B24 LOW1899C1701B26

Problem/Concern/Reason for Scope Change:

Lowndes County will not implement New World Corrections Management Software (CMS).

Description of Change:

Delete:
Project Management Services - $20,000
Implementation and Training CMS Hours - LOW1899C1701B02 - $21,750
Web Inmate Query Services - LOW1899C1701B22 - $2320
Livescan Interface Services - LOW1899C1701B23 - $4640
Booking Export Interface Services - LOW1899C1701B24 - $2320
DSS for CMS - LOW1899C1701B26 - $4350
Data Conversion for CMS - $27,000

Total: $82,380.00

Reduce System Acceptance Milestone:

35% of Services Due Upon System Acceptance - LOW1899C1701Z01-5 - $155,107.75 - $82,380.00 = $72,727.75

Special Considerations:

None.

Acknowledged and Agreed to by: (Tyler)			
Operations			
Name/Title:	Kevin Flynn – Vice President of Professional Services – Public Safety		
Date:			
Signature:			

Acknowledged and Agreed to by: (Customer)	
Name/Title:	
Date:	
Signature:	

Change Request Form

Customer:		Contract Date:	
Lowndes County GA		9/28/17	
Submitted by:		**Date:**	
Laura I. Powell		4/2/19	
Customer Code:		**Project Code(s):**	
LOW1899		**LOW1899C1701X16** **LOW1899C1701X15** **LOW1899C1701X14** **LOW1899C1701X13**	

Problem/Concern/Reason for Scope Change:

Description of Change:

DELETE:

Iris Scan Kit w/5 Iris Scan cameras – LOW1899C1701X16 - $15,265
Inmate Tracking Kit – LOW1899C1701X15 - $4,225
ESeek Magnetic Stripe Reader/2D Bar Code Imager (4 units) – LOW1899C1701X14 -$2,200
Digital Camera for Mug Shots (3 units) - LOW1899C1701X13 - $4,050

Total: $25,740

Equipment has not been ordered, delivered or invoiced.

Special Considerations:

Acknowledged and Agreed to by: (Tyler)

Operations			
Name/Title:	Kevin Flynn – Vice President of Professional Services – Public Safety		
Date:			
Signature:			

Acknowledged and Agreed to by: (Customer)

Name/Title:

Date:

Signature:

840 W. Long Lake Road • Troy • Michigan 48098 • 248-269-1000 • www.tylertech.com

Exhibit 3
Statement of Work

Created exclusively for:
**Board of Commissioners of Lowndes County, GA Sheriff's Office
Tyler Corrections**

Odyssey Implementation
Date: December 2019

Tyler Technologies, Courts & Justice Division
5101 Tennyson Parkway
Plano, Texas 75024
(972)713-3770 phone

Lowndes, GA – Odyssey Implementation
Statement of Work (SOW)

TABLE OF CONTENTS

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Introduction, Executive Summary and Deployment Strategy

This Statement of Work (SOW) presents the phases, tasks, and activities that Tyler will execute for Client to implement the Tyler Corrections (Odyssey) software solution.

Introduction

This project encompasses the deployment of the Tyler Corrections software solution for the Lowndes County Sheriff's Office (County). Tyler brings a depth of experience to each implementation that is unmatched and will utilize this experience to successfully complete this project alongside the Client team.

When the implementation has concluded, Tyler's Support and Client Success organizations will continue to partner with Client to ensure that Continuous Improvement initiatives that Client desires can be completed, and that the software is kept current with a release upgrade management plan. Tyler's licensing approach is built upon an evergreen concept, which introduces new features and functions into the product that our customers can consume and utilize without paying for costly license upgrades. Tyler fully embraces the "customer for life" mentality, and we look forward to having Client join the Tyler family.

Scope

The Odyssey application(s) will be installed for Client, utilizing the existing Odyssey Case Manager infrastructure in use by the Lowndes County Courts. Tyler anticipates a project of this type to be completed in a single phase for a duration of approximately six months.

The following table defines the scope of each major project activity. Any areas not specifically identified as "in scope" are assumed to be "out of scope". Detailed timelines with dependencies and milestones will be provided in the project schedule

All products and services not specifically listed are considered OUT OF SCOPE

Software	Services

• Tyler Corrections – Enterprise
   o Standard Tyler Corrections Configuration & Business Process*
   o Mug shots
   o Biometrics
	• Project Management
	• Configuration and Business Process Implementation
	• Solution Testing Assistance
	• Application Training
	• Go-Live Support

Appendix A includes the list of standard features that are available and will be installed.	
Data Conversion services are out of scope	

Future Amendments to the Agreement executed for additional licensed software after this Amendment will be considered out of scope for this phase and will be managed as a subsequent phase.
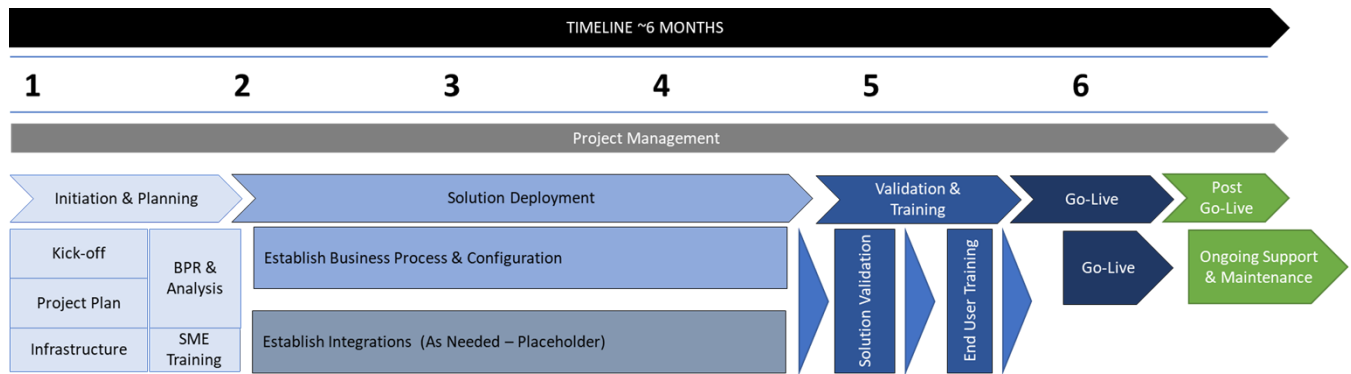
Executive Summary

This project will contain the following tasks and activities:

- Installation of the Tyler Corrections software
- Business Process review and documentation. Tyler will review the standard Odyssey business processes with the Client as a preliminary activity. This allows the Client team to see the solution from beginning to end.

- Configuration of the Odyssey baseline application tailored to adapt to Odyssey best practices and business processes
  - Appendix A to this Exhibit 3contains a list of the standard processes that are available for use. All processes will be configured, except for those processes the Client does not wish to install, configure, or utilize.
- Solution Validation (system testing); a comprehensive testing activity that validates all components of the system are working harmoniously, and as expected.
- Training of the Subject Matter Experts and End Users
- Production Go-Live

The graphic below has been provided to show the primary phase structure and project sequence.

Figure 1 - Phase structure and sample timeline

Deliverable Approvals

As the project tasks and activities are completed, Tyler will provide Deliverables as described within this Statement of Work. Tyler's Project Manager will provide the Deliverables as soon as practical after the tasks representing the Deliverable(s) have been completed. By sending the Deliverable, Tyler states that the tasks and activities for that Deliverable have been completed in accordance with the Statement of Work.

The Client will have ten (10) business days to review and approve the Deliverable, though the client may request additional time to review; in some instances, the project will not be able to continue without Deliverable approval, so strict adherence to the approval timeline is required. The Tyler Project Manager will alert the Client if approval is required before project work can continue. Deliverables that are unsigned after ten (10) business days are considered approved.

Remediation: If the Client does not approve the Deliverable, Client will provide written explanation of the tasks, activities, or issues that Tyler has not completed per the SOW or agreement for that specific Deliverable. Tyler will then ensure the tasks, activities, or issues are completed per the SOW or contract and will re-submit the Deliverable for approval. The Client will have an additional ten (10) business days to confirm the tasks have been completed and the Deliverable can be approved, otherwise the cycle of remediation will continue until the Deliverable is approved.

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Critical Success Factors

Though each implementation project is unique, Tyler's experience has shown there are several common factors used by our clients that are critical to the implementations that are the most successful. They are:

- Governance: Strong and clearly defined project governance for the Client and Tyler, as individual organizations and as a partnership; make key decisions swiftly
- Governance: Establish clear "guiding principles" for the project and project team. These principles should help the team create a decision-making framework, whereby they understand how to approach project decisions, know when a trade-off can be made, and know when to escalate issues that need management approval or resolution
- Resources: Dedicating a pool of knowledgeable and driven resources within the Client organization as part of the project team; empower the project team to make decisions and provide a clear escalation path for items that require management approval
- Scope management: A commitment to delivering the required scope and actively managing project change requests; making reasonable trade-offs when comparing "desired" features or functions against the project's timeline and budget
- Scope expectations: A recognition that Go-Live is one step in the Client's long-term evolution and is not the only time features and functions can be implemented; avoid chasing perfection.
- Scope expectations and Organizational Change: A commitment to utilize the Tyler applications "out of the box"; use what is available and challenge the desire to modify the software
- Organizational Change: A Client commitment to review, revise, and update current business practices to conform to the new software; having a mindset that acknowledges and embraces the pending changes
- Organizational Change: keeping the entire Client organization "in the loop" as it pertains to the software rollout; communicate the project's goals, expectations, timelines, and status at regular intervals
- Education: Ensuring users at each level are trained to use the software as it applies to their role in the organization

This is certainly a non-inclusive list but does represent many of the key categories of factors that contribute to the success of a project. Following these as guidelines and principles can greatly reduce the risk of a project's failure.

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1. Initiation Activities

The project begins with an Initiation and Analysis stage. A formal project kick-off launches the project, the Tyler and Client teams are formed, and project governance is established. Tyler works with the Client to conduct a Business Process Review (BPR), which Tyler uses to demonstrate the standard Odyssey process functionality. This activity allows the Client to see the process flow that will be utilized once the Odyssey system is live.

Project Initiation Highlights

Activities	❖ Project Kick-off ❖ Project organization and Planning ❖ Business Process Review
Objectives	❖ Formally launch the project ❖ Establish project governance ❖ Understand operating procedures for Odyssey implementation efforts ❖ Understand configuration needs for local configuration ❖ Client team education

Participants	Tyler	Client
	❖ Project Manager ❖ Implementation Consultants ❖ Business Analysts ❖ Executive Leadership	❖ Functional Project Manager ❖ Subject Matter Experts ❖ Technical Experts ❖ Executive Leadership

Milestones	Item	Description
	1.1 Project Kick-Off 1.2 Project Schedule	1.1 Completed kick-off meeting 1.2 Updated project schedule of activities

Implementation Details

2. Project Management Services

Tyler will provide project management services to guide this project. It is necessary for the Client to provide a project manager to work with Tyler's project manager for coordinating activities, providing schedule updates, reporting and tracking issues and risks, communicating status to stakeholders, and ensuring key milestones are met. The role of the project manager is to ensure the project is completed on time, on budget, and within the agreed upon scope.

The Client project manager does not need formal training as a project manager. This person should have the following characteristics:

- Organized
- Understands the business and is well respected within the organization
- Effective communicator
- Proponent of the project

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- Empowered to hold project team members, even those with a higher position or rank, accountable for completing any assigned tasks on-time

Project Management Highlights

Activities & Services	❖ Conducting, Coordinating, or Assisting with the Project Kick-off ❖ Create and update the project schedule ❖ Ensure project is within scope ❖ Create change orders for new scope as needed ❖ Track the project budget ❖ Create, update, and deliver periodic status reports, typically weekly ❖ Provide project governance status report summaries, typically monthly ❖ Assist in scheduling project activities ❖ With assistance and input from the Client project manager, track, manage, and update issues and risks ❖ Assist the Client project manager in creating the training schedule ❖ Assist the Client project manager in creating the go-live transition schedule	
Objectives	❖ Manage project scope ❖ Track issues and risks ❖ Deliver the project on time, on budget, and within scope ❖ Assist the Client project manager as needed	
Participants	**Tyler**	**Client**
	❖ Project Manager	❖ Functional Project Manager
Milestones	**Item**	**Description**
	2.1 Project Status Report (s) 2.1.1 – 2.1.10 Status Reports 1 - 10 2.2 Project Schedule	2.1 Periodic status reports to show: current issues; current schedule; upcoming activities and tasks; tasks and activities that are past due. Reports to be generated at least once per month but may be generated weekly as needed. 2.2 Updated project schedule of activities

3. Infrastructure, Business Process Review, Configuration & Forms

Odyssey Infrastructure Established – On-Premise Deployment

The Tyler Corrections implementation and software deployment will utilize the existing Odyssey infrastructure, including the existing Odyssey database instance(s) that are in use by the Lowndes County Courts.

During this task, Tyler will work with the Client IT Team to plan for and design the Client's Odyssey infrastructure. As part of this activity, Tyler will also provide the Client IT Team with Odyssey specifications and compatibility

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requirements for desktop hardware and peripheral devices. Tyler and the Client will verify the existing server infrastructure is in place and Tyler will install the Tyler Corrections software licenses. The Odyssey infrastructure and Tyler Corrections software must be deployed prior to any configuration activities.

The Client is responsible for deploying the Odyssey user interface software (Odyssey Assistant or Odyssey Navigator). Tyler will train the designated Client resources on the appropriate procedures for completing this task.

The timing of the Odyssey Infrastructure deployment activities will be coordinated by the following groups:
- Tyler Project Manager
- Tyler's Technical Services and/or Hosting team(s)
- Client Project Manager
- Client IT Team
- Lowndes County Courts
- Lowndes County Sheriff's Office

Business Process Review

The first project activity following the kick-off is a review of the primary Odyssey business processes. Tyler will review and demonstrate to the Client the standard set of functionalities that will be in use after go-live. Tyler will also document any Client desires to modify the standard processes. The scope of this implementation includes standard Odyssey functionality in accordance with the licensed software agreement. Limited amounts of process updates may be allowed, but Tyler cannot guarantee the changes can be made without additional funding.

Configuration

Tyler will send a configuration questionnaire to the Client to obtain local configuration requirements. Following the Business Process Review (BPR) activity and after the Odyssey application software and baseline configuration has been deployed, Tyler will update the configuration to accommodate local required codes; examples include local jurisdictional codes for arresting agencies, names of users. The scope of this implementation assumes a standard configuration; however, some limited configuration may be tailored to the individual preferences and needs of the Client user community. Tyler cannot guarantee the changes can be made without additional funding.

Tyler is responsible for building the configuration. Tyler may seek assistance from the client SME team in the form of process clarification or preference for code values of local configuration items. Client is encouraged to participate in the configuration activities in order to gain an understanding of the areas of configuration and for making future updates.

Forms

Tyler Corrections includes the ability to create custom forms using the Microsoft® Word™ software application. The forms generation process is embedded in the Tyler Corrections product and includes the ability to create custom forms with embedded tokens; tokens are placeholders in the form that pull data directly from the application. Examples of tokens include: Party Name, Date of Birth, Offense or Charge, Bond ID, Bond Amount, Warrant ID.

During this training, Tyler will educate the designated Client SMEs in the creation and use of the forms, including the various uses and parameters of the data tokens. This class is approximately three days in duration and is designed for a maximum of fifteen participants.

The Client will then be responsible for creating, updating, and maintaining their forms. Tyler has included a limited amount of consulting time, approximately 8 hours, to assist with the forms creation process after the training concludes.

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Minimum skills required:
Client needs to have a basic understanding of the Microsoft ® Word™ software. An understanding of forms merge (mail merge) functionality is desirable, but not required.

Enterprise Custom Reports (ECR)

In addition to a large quantity of standard reports that exist natively within Odyssey, Tyler has created a custom report builder package which utilizes SQL Server Reporting Services. This component is referred to as Enterprise Custom Reporting (ECR). ECR has an intuitive user interface that allows trained users to create reports directly from the Odyssey database.

Tyler will provide a single ECR training class to Client and its designated attendees during implementation. The following are prerequisite skill sets for attendees of the ECR training:

Standard Class: Two-day course with Report Builder.
- Basic Understanding of Odyssey and business processes
- Basic understanding of report writing – like a basic understanding of Excel and using Excel Formulas

Advanced: Two-day class with Report Builder* and, a third day to cover database schema.
- Working knowledge of SQL ability to create SQL Scripts using JOIN and Cross Apply

*Standard and Advanced classes may use the same two-day Standard course, with a third day designated to the Advanced material.

Infrastructure, Configuration Sprint & Business Process Activity Highlights

Activities	❖ Deploy Odyssey server software in the SaaS or On-Premise environment ❖ Complete the configuration questionnaire ❖ Review the configuration plan ❖ Update standard Odyssey Configuration with local codes ❖ Configure Odyssey user accounts, rights, and roles	
Objectives	❖ Complete any local configuration ❖ Establish proper levels of security and system access	
Participants	**Tyler**	**Client**
	❖ Project Manager ❖ Implementation Consultants ❖ Technical Services	❖ Functional Project Manager ❖ Subject Matter Experts ❖ Technical Experts
Milestones	**Item**	**Description**

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	3.1 Odyssey Infrastructure Established 3.2 Business Process Review Complete 3.3 Configuration Complete – Baseline 3.4 Configuration Complete – Questionnaire 3.5 Forms Training Class 3.6 ECR Training Class	3.1 Installation of the Odyssey server software in the designated server environment 3.2 Completed Business Process Review activity 3.3 Completed baseline configuration 3.4 Updated configuration to include client questionnaire response details. Requires returned and completed configuration questionnaire 3.5 Completed Tyler Corrections forms training class 3.6 Completed ECR training class. 3-day class, Basic, Advanced, or Combination.
Deliverables	1.3.1 Infrastructure Design Document 2.1.1 Certification of Infrastructure Environment	1.3.1 Document used for describing the recommended hardware and server infrastructure 2.1.1 Tyler certifies the Odyssey software has been installed per the Design Document
Out of Scope	❖ Custom Configuration ❖ Custom Business Process	

4. Data Conversion – Out of Scope

This section 4 intentionally left blank.

5. Solution Validation

Prior to the start of training, the system is thoroughly tested in an end-to-end validation period. Tyler will show the completed configuration and business process items to the Client SME team. Each aspect of the configuration and business processes are comprehensively and systematically reviewed by the Client SME teams to ensure the configured system operates as expected. This is a time that identifies issues with local configuration or business processes and allows the Tyler and Client teams to make final adjustments as they prepare for training and go-live.

Solution Validation Activity Highlights

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Activities	❖ Pinnacle testing event to validate configuration and business process completion ❖ Provides a "dress rehearsal" for go-live and creates a punch-list of activities and issues to be resolved prior to go-live ❖ Paints a realistic picture of what go-live will look like
Objectives	❖ Demonstrate and test all aspects of the configured system ❖ Validate business processes are functioning efficiently and as designed ❖ Identify necessary updates to configuration and business processes ❖ Ensure the system is ready for the production go-live

Participants	Tyler	Client
	❖ Project Manager ❖ Implementation Consultants ❖ Project Leadership	❖ Project Manager ❖ Subject Matter Experts ❖ Technical Experts ❖ Project Leadership

Milestones	Item	Description
	5.1 Solution Validation Complete 5.2 Solution Validation Report	5.1 Completed Solution Validation activity 5.2 Report to indicate any issues to be resolved. Report will indicate if the item to be resolved prior to or after go-live

6. End User Training

Training is a critical component to any successful deployment. This is the activity that gives most of the users their first experience with Odyssey and can create confidence and excitement in the product and their own abilities.

Tyler will take the lead in training and will conduct end user training for the Client end users and will train the standard software functionality. A training plan will be jointly developed between the Tyler and Client project teams in advance of the training activity so that all involved parties can adequately prepare for the training.

End User Training Activity Highlights

Activities	❖ Odyssey application training for the end user community ❖ Tyler led, focused on Odyssey functionality ❖ A mix of on-site classroom instruction, training videos, and self-paced e-learning via Tyler University may be utilized
Objectives	❖ Educate the end users in the use of Odyssey functionality ❖ Complete knowledge transfer of local business process updates ❖ Prepare the end user community for the production go-live event

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Participants	Tyler	Client
	Project Manager Implementation Consultants Trainers	Project Manager Subject Matter Experts End Users
Training Schedule	Training to occur between Monday to Friday, between 8am and 5pm*. The exact schedule to be jointly determined between Tyler and the Client project teams *For on-site training, Tyler trainers will travel to the training location on Monday morning and depart on Friday afternoon. The training schedule will be adjusted to reflect the travel schedule of the Tyler trainer.	

Milestones	Item	Description
	6.1 Training Plan Delivered 6.2 Training Complete	6.1 Delivery of the approved training plan and schedule. 6.1 Completion of the end user training activities.

7. Go-Live!

Immediately following the end user training, the system is fully launched at a go-live event. The system will have been thoroughly tested, the Client users will have been trained, and the system will be deemed ready for production use. Tyler and the Client will carefully plan the Go-Live activity in advance, ensuring that a successful transition plan is in place. Tyler will provide remote go-live issue reporting and resolution assistance to help guide the go-live activities for a period of approximately **two weeks. Note: This activity must also be coordinated with the Lowndes County Sheriff's Office and Lowndes County Courts to ensure any system down time is known and planned for.**

Go-Live Activity Highlights

Activities	❖ Go-Live planning and communication ❖ Attorney Manager enabled for Production use ❖ On-Site and Remote go-live issue reporting and resolution assistance
Objectives	❖ Ensure proper procedures have been established for go-live issue reporting and resolution ❖ Complete transition to Odyssey system usage

Participants	Tyler	Client
	❖ Project Manager ❖ Implementation	❖ Project Manager ❖ Subject Matter Experts

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	Consultants ❖ Project Leadership	❖ End Users ❖ Technical Experts ❖ Project Leadership ❖ Courts
Milestones	**Tyler**	**Client**
	7.1 Production Go-Live 7.2 Go-Live Status Report – Week 1 7.3 Go-Live Status Report – Week 2	7.1 System enabled for Production use. Users can login and can create case and party records. 7.2 Report documenting the status of any issues reported during week 1 of go-live. 7.3 Report documenting the status of remaining issues from week 1 or newly reported issues during week 2 of go-live

8. Project Closeout & Support Transition

When the software has gone live and all critical issues have been addressed, the project can be formally closed. At this stage the Tyler Support and Client Success organizations step in to assist Client with long-term care and future implementation goals. At this point all project deliverables will have been completed and the project is formally closed.

Project Closeout and Support Transition Activity Highlights

Activities	❖ Transition Odyssey issue reporting and resolution to Tyler's Client Success and Support teams ❖ Long term maintenance and continuous improvement planning	
Objectives	❖ Ensure no critical issues remain for the Tyler and Client project teams to resolve ❖ Ensure proper knowledge transfer to the Client teams for key processes and subject areas ❖ Introduce the Client teams to Tyler's issue reporting and resolution processes	
Participants	**Tyler**	**Client**
	❖ Client Success & Support ❖ Project Manager ❖ Implementation Consultants ❖ Project Leadership	❖ Project Manager ❖ Subject Matter Experts ❖ Technical Experts ❖ Project Leadership

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Milestones

Item	Description
8.1 Project Closeout Report 8.2 Transition to Support	8.1 Completed report indicating all project deliverables and milestones have been completed and no material project issues remain 8.2 Completed support transition process signaling the completion of the implementation.

Project Assumptions

This proposal includes the following set of assumptions:

- This will be a single phased project, delivered in approximately 6 months.
- Project Management and implementation services will be provided by Tyler for the duration of the project.
- Business Procedures are standardized with limited deviation for logistical considerations only
- Data Conversion services are excluded from scope.
- End User Training will be conducted through a mix of Tyler trainers (remote and in-person), training videos, self-paced e-learning through Tyler's Learning Management System (Tyler University).
- During the initiation phases when SME training is conducted, Tyler will host a maximum of 10 SMEs per training session.
  - o Time has been budgeted for one group of SMEs only. Additional SMEs can be trained by Client SME staff, or additional time can be purchased from Tyler.
- Tyler will provide on-site and remote go-live assistance
- For the configuration activities, Tyler will complete the configuration with assistance requested as needed from the Client SMEs. Configuration activities may be conducted remotely

Appendix A: Standard Functionality

The following tables indicate the standard functionality. Tyler will install and configure the following standard Tyler Corrections features and functions. Items marked with an * are out of scope with the following exception: if a licensed feature is purchased then the corresponding configuration and process are also considered in scope – please refer to the table of licenses as well as the Agreement. Client may choose to omit or decide not to use any in scope process if it does not apply. Any deviations from the standard Odyssey functionality may incur an additional charge for consulting and configuration time or custom development.

Tyler Corrections Process Features

Items marked with a * are out of scope and require additional consulting services to implement. Certain items may also require additional licenses and hardware.

Process	Description
Arrest Report/Process (1,2,3)	This is the process of capturing information from the arresting officer's arrest report using an Odyssey Arrest Template and placing the inmate in a designated holding cell.
General Booking/Booking Checklist (5)	The process of capturing booking information
Monetary Property (Manual Accounts Tab) (5.7)	The Process of tracking inmate's monetary property (cash) during booking, manually using the Odyssey 'Accounts' tab.
Classification/Reclass (Single Question/Option) (5.16 & 22)	The process of capturing an inmate's classification level (single level) coming from paper classification. This does not include an interactive questionnaire to determine the classification level.
Tracking Holds for Other Agencies (6)	The process of tracking holds and detainers from other agencies using the 'holds' section on the 'Charges' tab in Odyssey.
Magistrations (7,8,9)	The process of tracking magistration information (Magistrate judge, date and time) on charges using the 'Magistration' section of a charge in Odyssey.
Setting Bonds (General Config) (10,11,12)	The processes of tracking the amounts of bonds set on charges using the Odyssey 'Bonds' tab (General Base Config Only) on the jailing.
Posting Bonds (General Config) (10, 11, 12)	The process of tracking bonds posted on charges (cash, surety and PR) using the Odyssey 'Bonds' tab (General Base Config Only) on the jailing.
Disposing Charges (14)	The process of tracking how a jail charge was disposed (Bond, Time Served, etc.) using the disposition section on the 'Charges' tab of a jailing.
Release Checklist (15)	The process of tracking a defined set of steps that must be completed in order to release an inmate from custody, using the Odyssey 'Release Checklist'.
Inmate Roster (Interactive) (17)	The process of tracking current inmates in a jail facility along with their current cell assignment using Odyssey's Interactive Jail Roster feature.

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Jailing Flags (18)	*The process of tracking any flags on a jailing (Ex. Loss of Commissary, Dietary Restrictions, etc.) using Odyssey 'Jailing Flags' section on 'Detail' tab of a jailing.*
Inmate Notes (19)	*The process of tracking and routing notes on a jailing using Odyssey 'Notes' tab.*
Inmate Workers (20)	*The process of tracking whether an inmate is an inmate worker using the Odyssey 'Detail' tab or 'Programs' tab on a jailing.*
Telephone (Manual Tracking) (23)	*The process of manually tracking phone calls made by inmates using the Odyssey 'Phone Calls' section of the 'Detail' tab on a jailing.*
Updating Jail Charges (24)	*The process of updating/changing initial jail charges based on subsequent information using Odyssey 'Charges' tab on a jailing.*
Additional Charges (25)	*The process of adding additional charges to a jailing based on new charges being brought against an inmate using Odyssey 'Charges' tab on a jailing.*
Schedule Release Date (Manual) (26)	*The process of tracking when an inmate is scheduled to be released from custody (based on manual calculations) using the 'Scheduled Release Date' on the 'Charges' tab of a jailing.*
Approved Visitor List (29)	*The process of tracking approved visitors (name, etc.) for an inmate using the Odyssey 'Approved Visitors' section on the 'Contacts' tab of a jailing.*
Visitation Tracking (30)	*The process of tracking the details of a visit (date, time, visitor, etc.) using the Odyssey 'Contacts' tab of a jailing.*
Inmate Correspondence (Mail) (31)	*The process of tracking inmate correspondence (mail) using the Odyssey 'Contacts' tab of a jailing.*
Inmates Ready for Court (35)	*The process of tracking which inmates have court dates coming up (current day or future dates) using the 'Court Hearings' widget in the 'myOdyssey' feature in Odyssey.*
Jail Incident Tracking (Basic) (36)	*The process of tracking basic details of an incident in jail using the Odyssey 'Incidents' tab of a jailing.*
Jail Grievances & Requests (37 & 38)	*The process of tracking grievances and requests made by inmates using the Odyssey 'Issues' tab on a jailing.*
Inmate Tracking (Locations) Manual (39)	*The process of manually tracking an inmate's location using the Odyssey 'Tracking' tab on a jailing.*
Inmate Tracking (Activities) Manual (40)	*The process of manually tracking an inmate's activities using the Odyssey 'Activity Log' tab on a jailing.*
Jail Programs (41)	*The process of tracking programs an inmate may be involved in (Continuing Education, AA, Inmate Worker, etc.) using the Odyssey 'Programs' tab on a jailing.*
Transferring Inmates (45)	*The process of tracking the transferring of an inmate from one local jail facility to another using the 'Transfer Inmate' feature on the Odyssey 'Interactive Roster'.*
ReArresting Inmates on Original Charge (46)	*The process of tracking the re-arresting of an inmate on an original charge (Ex. MTR, FTA, etc.) using the importing of charges on the*

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	Odyssey Arrest Template.
Inmates Sentenced to Prison (47)	*The process of tracking inmates who are sentenced to prison (Department of Corrections) using the 'Custody Status' section on the 'Detail' tab of a jailing.*
Interactive Scanning (48)	*The process of scanning jail documents into the jailing record using a desktop scanner and Odyssey 'Interactive' scanning features.*
Cash Bond Check to Court/Recipient (53)	*The process of writing/cutting a cash bond check back to the inmate (if no court case filed) or the court (if court case filed) using the Odyssey 'Bonds' functionality on a bond record in Odyssey (Hand Check)*
Jail Forms (Arrest Sheet, Booking Sheet, Property Sheet, Release Sheet) (58)	*The process of merging forms with merge fields to create basic jail documents using the Odyssey Forms functionality. Tyler trains, client creates*
Jail Reports (Daily Reports)	*The process of running general daily reports as needed using Odyssey canned reports.*
Daily Jail Financials (Tills, Deposits, etc.)	*The process of opening/closing/balancing daily tills and preparing daily deposits using general Odyssey functionality.*
Inmate Property (With Bags/Bins Configured) (5.5, 5.6 & 32)	*The process of tracking inmate property including the associated bag/bin number using the Odyssey 'Property Tab'*
Gang/Group Tracking (5.11)	*The process of tracking an inmate's association to a gang/gangs using the Odyssey 'Gang Associations' section on the 'Separations' tab of a jailing record.*
Gang/Group Separations (5.12)	*The process of tracking which gang/gangs an inmate should be separated from using the 'Gang Separations' section on the 'Separations' tab of a jailing record.*
Party Separations (5.12)	*The process of tracking which individuals an inmate should be separated from using the 'Party Separations' section on the 'Separations' tab of a jailing record.*
Medical Questionnaire (5.13)	*The process of tracking inmate medical screening questions using Odyssey interactive 'Medical Questionnaire'*
Suicide Questionnaire (5.14)	*The process of tracking inmate suicide screening questions using Odyssey interactive 'Suicide Questionnaire'*
General Classification/Reclass Questionnaire (5.16 & 22)	*The process of capturing an inmate's classification level using an Odyssey interactive 'Classification Questionnaire'.*
Wristbands (5.22)	*Printing inmate wristbands used for identification and tracking. Requires wristband printers. Barcode readers are required for automated inmate tracking.*
Intake Status Monitor (5.26)	*The process of tracking an inmate through the booking process as well as tracking the timeliness of each process in relation to the allotted time for each process using the Odyssey widget of the 'Intake Status Monitor'.*

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Setting Bonds (Advanced Config) (10,11,13)	*The processes of tracking the amounts of bonds set on charges using the Odyssey 'Bonds' tab (Advanced Config including additional bond fees/rules) on the jailing.*
Posting Bonds (Advanced Config) (10,11, 13)	*The process of tracking bonds posted on charges (cash, surety and Property) using the Odyssey 'Bonds' tab (Advanced Config including additional bond fees/rules) on the jailing.*
Billing Other Agencies (Billing Agencies) (21)	*The process of billing other agencies for housing their inmates using the 'Billing Agency' section on the 'Detail' tab of the jailing.*
Jail Time Calculation (Jail Time Tab) (26)	*The process of determining an inmate's release date based on a daily time rate for days and costs due using Odyssey 'Jail Time' tab.*
Weekenders & Work Release Tracking (Intermittent Tab) (27 & 28)	*The process of tracking inmates who are weekenders or on work release using the Odyssey 'Intermittent' tab.*
Inmate Commissary Deposits (Manual Through Accounts tab in Odyssey) (33)	*The process of manually tracking deposits into the inmate commissary account using the Odyssey 'Accounts' tab.*
Inmate Commissary Processing (Manual through Odyssey Actions) (34)	*The process of processing an inmate's commissary order (fulfilling commissary orders and deducting from commissary account) using Odyssey's 'Process Commissary' functionality.*
Inmate Release Money (15.9)	*The process of returning an inmate's commissary money to them manually using the Odyssey 'Accounts' tab*
Jail Incident Tracking (Advanced) (36)	*The process of advanced tracking of inmate incidents in the jail (officer reports and statuses, detailed violations, disciplinary hearings results, etc.) using the Odyssey 'Incidents' tab along with the 'Incident Report' widget in myOdyssey.*
Medication Tracking (42)	*The process of tracking medications an inmate has (name, frequency, etc.) using the Odyssey 'Medical' tab of a jailing.*
Medical Complaints (43)	*The process of tracking an inmate's medical complaints (medical complaint details and treatment detail) using the Odyssey 'Medical' tab.*
Medical Services Performed/Billing (44)	*The process of tracking an inmate's medical transactions and the billing associated with each (Doctor visits, dentist visits, etc.) using the Odyssey 'Medical' tab in conjunction with the Odyssey 'Post Medical Transactions' feature.*
Assigning Tasks (Task Manager - Manual Tasks) - (50)	*The process of assigning manual tasks to individuals/groups using Odyssey 'Task Manager'.*
Paying Fines in Jail (52)	*The process of paying an inmate's outstanding fines/fees (which they are being held on) at the jail using Odyssey Registry Accounts or Miscellaneous Fees.*
Miscellaneous Fees (55)	*The process of receipting miscellaneous fees (Ex. Fingerprints, Arrests Reports, etc.) at the jail using Odyssey 'Miscellaneous Payments'.*

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*Additional Jail Forms (58)	The process of merging forms with merge fields to create additional/advanced jail documents using the Odyssey Forms functionality.
Biometric Scanner/Identification (5.9)	The process of capturing a fingerprint record (for new persons) as well as the ability to search against a person record (historical person) using a biometric scan in Odyssey.
Mugshots (5.19)/Mugshot Lineup (51)	The process of capturing mugshots directly into the jailing record using the Odyssey 'Mughsot' functionality. The ability to create an electronic mugshot lineup using the Odyssey 'Generate Mugshot Lineup' feature in Odyssey.
CJIS Livescan Interface (5.20)	The process of having an interface send arrest/booking information (offender and charge info) from the electronic arrest report/booking to the Livescan fingerprint machine using the Odyssey CJIS Livescan Interface.
Odyssey Financial Manager (OFM) (Check Writing Only) (62)	The process of printing checks on checks stock using Odyssey Financial Manager (single asset and liability accounts)
Odyssey Financial Manager (OFM) (Full Financial) (61)	The process of having a comprehensive electronic chart of accounts which matches actual bank account information (Deposits, Withdrawals, Checks, etc.) and the ability to reconcile actual bank statements with the electronic chart of account using Odyssey Financial Manager. This includes the ability to write checks as well.
Victim Notification (VINE Interface) (16)	The process of a victim/registrant receiving updates when an offender's custody status or case status changes using the Odyssey 'VINES' interface which sends offender data to VINES via data export.
Telephone (Interface with Vendor) (23) (JDE Only)	See 'Jail Data Export' section
Inmate Commissary Processing (Interface with Vendor) (34) (JDE Only)	See 'Jail Data Export' section
Inmate Tracking (Locations) Barcode Scanning (39)	The process of tracking an inmate's log of locations with barcodes using the Odyssey 'Batch Jail Scanning' functionality. Requires barcode printers and scanners
Inmate Tracking (Activities) Barcode Scanning (40)	The process of tracking an inmate's log of activities with barcodes using the Odyssey 'Batch Jail Scanning' functionality. Requires barcode printers and scanners
Electronic Signatures (Odyssey 2018) (49)	The process of signing documents (forms or scanned documents) with an electronic signature using the Odyssey 'Electronic Signatures' functionality.
Jail Data Export (56)	The process of exporting jail data to vendors (Commissary, Phone, Kiosk, etc.) using Odyssey's 'Jail Data Export' functionality. One-way export (outbound, from Odyssey)
Save Merged Forms (63)	The process of saving a merged form on a jailing as an image on the jailing record using the 'Save Merged Forms' functionality in Odyssey.

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Pending Bookings Queue (4)	*The process of having an electronic arrest record be available in a electronic booking queue prior to the arrestee being booked into jail using the Odyssey 'Pending Bookings Queue'.*
*Monetary Property Tracking (Accounts Tab with Interface) (5.7) **Out of Scope (License Required)**	*The process of having an interface from a vendor (Touchpay, Swanson, etc.) populate the Odyssey 'Accounts' tab. (See 'API Toolkit' Section)*
Classification/Reclass Questionnaire (Northpointe) (5.16 & 22)	*The process of classifying/reclassifying an inmate using the NorthPointe Decision Tree method of classifying inmates in Odyssey.*
*Commissary Money Returned to Inmate (OFM Check or Interface Debit Card Vendor) (15.9) **Out of Scope (License Required)**	*The process of returning commissary account money to an inmate using OFM (Odyssey Financial Manager - Check Stock) or an interface with an outside vendor which issues debit cards to inmates.*
Telephone (Interface with Vendor) (23)	*See 'Jail Data Export' section – One-way export only*
Inmate Commissary Deposits (Interface with Vendor) (33)	*See 'Jail Data Export' section – One-way export only*
Inmate Commissary Processing (Interface with Vendor) (34)	*See 'Jail Data Export' section – One-way export only*
Jail Portal (55)	*The process of using an online portal/website to search jail related information (Ex. Jail Roster, Charge Info, Bond Info, etc.) using the Odyssey portal.*
Custom Reports (ECR) (59)	*The process of building custom reports to pull desired data using Odyssey Enterprise Custom Reports.*
OCR (On Demand) (60)	*The process of converting documents (TIFF or PDF) to searchable PDF's on demand (as desired) using the Odyssey Level 1 OCR functionality.*
OCR (On Add) (60)	*The process of converting new documents (TIFF or PDF) to searchable PDF's upon document add, using the Odyssey Level 2 OCR functionality.*
OCR (Job) (60)	*The process of converting existing documents (TIFF or PDF) to searchable PDF's using specified criteria using the Odyssey Level 3 OCR functionality.*
Address Validation (64)	*The process of using a third-party software to verify whether a given address is valid using the Odyssey 'Address Validation' functionality.*
API/Integration Toolkit (57)	*The process of sending and receiving API messages to send and receive specified data (for integration purposes) using the Odyssey 'API Toolkit/Integration Toolkit'. (Ex. One-way or two-way integrations with vendors such as TouchPay or Commissary Vendors).*

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Forms Workshop (58)	*Hands-on workshop in which Tyler staff teaches/assists Odyssey users how to build and modify merge forms to be used for daily business in the jail.*
Security Workshop	*Hands-on workshop in which Tyler staff teaches/assists Odyssey users how to build client specific roles, user lists, user maintenance, etc. using Odyssey Security Methodology.*

Appendix B: Roles, Responsibilities, and Governance

The following section has been provided to illustrate the standard set of Roles, Responsibilities and Governance profiles used by Tyler in its implementations. Understanding how the Tyler and Client teams will interact and establishing a strong governance structure are indicators of success within our projects.

In every Odyssey implementation, governance is extremely important for ensuring that the project is on schedule, that quality is maintained, and the key drivers and guiding principles are adhered to. For the Go-Live event, there will be a designated governance structure that assists with organizing the decision-making for the group. During the project initiation, Tyler and Client will discuss and determine several project operational plans, including the governance structure, communication plans, change management, escalation, and risk management plans. These are all key elements of an effective project structure.
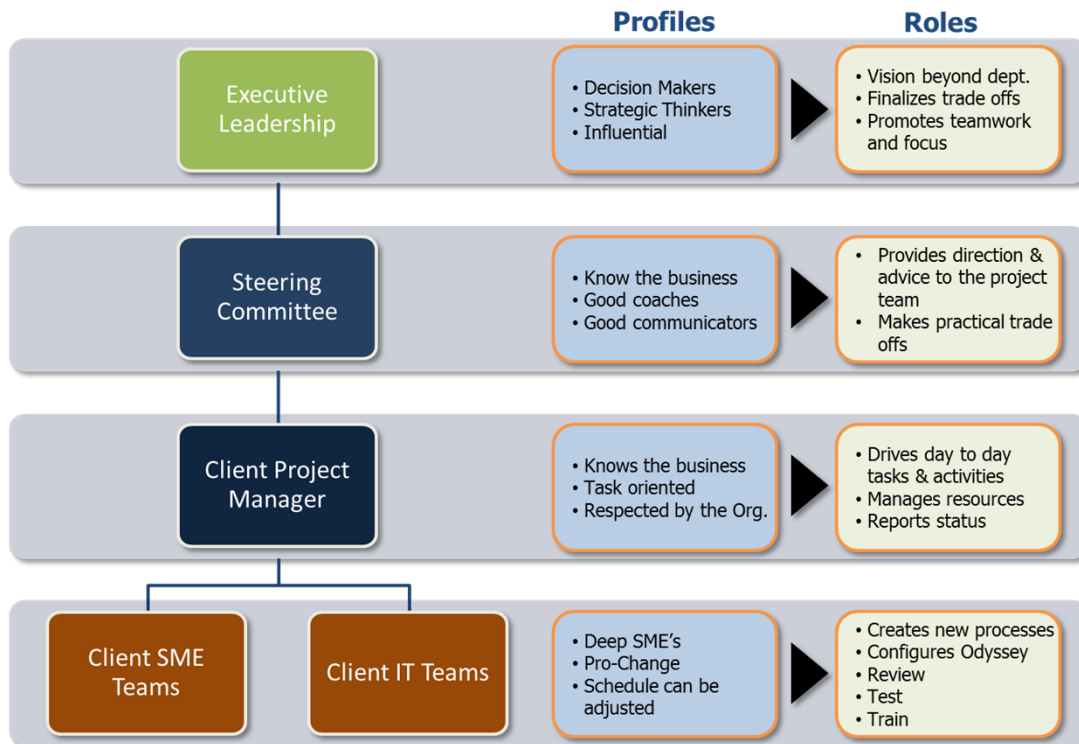
In line with Tyler's experience with similar projects, the table below indicates the general roles expected for the client team, along with a suggested composition of resources for that group or individual.

Group	Composition
Executive Team	This group is comprised of representatives from the key stakeholder offices involved with this project. These are the decision makers, strategic thinkers, and have influence across the organization. This group should have a vision beyond their department, can finalize project tradeoffs, while promoting teamwork and focus
Steering Committee	This group may consist of members of the Executive Team but could include a different set of stakeholders or leadership. This group should know the business, be effective coaches and communicators. They can provide direction and advice to the project team and makes practical tradeoffs. This group has the backing of the Executive Team and is focused on driving towards the overall goals of the project.
Client Project Manager	This individual will serve as the primary and central point of contact for Client that will work closely with the Tyler Project Manager. This individual will also represent the interests of all the Client stakeholders. Further information on the responsibilities of this individual is provided below.
Client Project and Subject Matter Expert Team	This group consists of Client operational, technical, and other resources with deep knowledge of the local processes, data, and functionality of the legacy system(s). These are key members of the Project Team and are generally assigned to the project permanently, or at least in such a way as to be called upon as needed. Note, some SMEs will have unique expertise in a single area, where others may have a broader understanding of the operations and can speak as a subject matter expert in many areas. In many instances the Project Team includes team leads, often managers or supervisors, who may or may not be primary Subject Matter Experts. The "lead" role helps guide and influence, keeping focus on the overall project goals.

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Client IT Team	This group consists of Client IT and other key technical personnel from potential integration partners, as determined by the Client and Courts.
External Stakeholders	This group includes all external parties to the project including the state- and federal- level justice partners and local law enforcement agencies' representatives.
Project Management Office (PMO)	The PMO is a joint group consisting of the project managers and project leads from both Tyler and Client

A successful governance profile illustration has been provided here to shows the structure and hierarchical nature of the relationship between each key group:

Figure 2 - Profiles for Successful Governance

It should be noted that the final project governance structures and mechanisms will be finalized during the Work Initiation Phase of the project.

Roles and Responsibilities – Client Project Team

The Client project team is an integral part of any successful Odyssey software implementation. The Governance section above outlined the general structure of the Client organization, but the detailed breakdown of the Client roles and responsibilities for the Project Team is listed in the table below. Tyler strongly encourages the following when considering the Project Manager and Project Team structure:

- **Strong Subject Matter Expert** (SME) representation from key operational areas
  – Ability to fully **understand their process areas** and the upstream or downstream impact for all decisions
- Command level **decision makers** must be present, and **empowered** to make and drive **key business decisions**
- **Escalations** to governance structure hierarchy **should be limited** to major obstacles only
  – **Escalations** and **decisions** must be **dealt with swiftly**

Note, that each project is unique, and the duration required for each participant type may change. Approximate percentages are given to help with staffing allocation.

Role Type	Role Description	Sample Activities	Project Utilization % Est.
Forms Creator +	Intermediate to advanced user of Microsoft® Word™; Understands data token concepts and the mail merge concept; Having operational subject matter expertise is also helpful	Forms creation;	30%, depends on number and complexity of required forms
SME – Operations*	Deep knowledge and understanding of current business practices and policies; understands the "why" behind a given set of processes – possesses an attitude and understanding that questions the "we've always done it that way" ideal	Business Process Review; Business Process Definition and Documentation; Configuration;	90%
*Note: In many implementations, the Operational SMEs act as the non-technical data conversion resource(s). In those instances, there is a single pool of SMEs who are engaged in all SME related activity, including the data reviews. **+ If in scope**			

Roles and Responsibilities – Tyler Team

Tyler will bring a full complement of resources to this project in order to assure its success. Tyler team members will partner directly with the Client teams, creating a cohesive unit that is dedicated to completing the scope of work required, but also will focus on creating long term solutions that offer sustainability and a platform for future improvements.

In most projects Tyler will utilize at least one Project Manager, and one Implementation Consultant. Other specialty resources are utilized through the life cycle of the project as needed, including Integration experts, Software Engineers, Trainers, and Go-Live staff. In addition, Tyler's management and executive teams are often engaged in the project's life cycle, playing a crucial part in the overall governance and execution.

Though each project is unique, and the duration required for each participant type may change, the roles and expectations for each player are consistent. Descriptions for the various resource types are listed here.

Role Type	Role Description	Sample Activities
Project Manager	Responsible for the overall management and	Project Planning, Activity

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	progress of the project. Communicates project issues, risks, and status to all stakeholders. Partners with the client Project Manager for activity and task scheduling, for project communications, and issue resolution. Tyler Project Managers are also knowledgeable in the Odyssey application and in most client business processes and are able to actively participate and guide many solution-oriented discussions.	Scheduling, Project Status Reports, Resource Coordination, Issue and Risk Management.
Implementation Consultant	Responsible configuration and business process review, assisting with data reviews (if in scope) and helping with issue resolution	Configuration, Training, Business Process Definition
Integration Consultant +	Skilled technical resource, knowledgeable in Tyler's API Toolkit and around integrations and data exchanges in general	Integrations Consulting, Integrations Development
Training Specialist	Skilled educator, understands Odyssey application functions, business practices and concepts, and is versed in teaching methods. Can help create training content and the development of a training plan	SME Training, End User Training, Train the Trainer
+ If in scope		

Travel Expectations **(if client specific modifications are requested, they must be approved by Tyler management)**

During the implementation, the various project activities and tasks will be completed on site and remotely. When onsite travel is required, Tyler staff will adhere to Tyler travel guidelines, which attempt to maintain a consistent balance of Client presence and home office locations. Those travel guidelines are as follows:
- No more than three consecutive nights away from home
  - o Four days of onsite time and one day at the Tyler office
- Travel to commence on Monday morning for outbound travel, and to complete the return on Thursday evening OR Friday morning.
  - o Travel from Sunday to Friday may be permitted, but only for targeted onsite engagements, such as for Go-Live support
- No more than three consecutive weeks at the Client location, except for targeted activities such as Go-Live support and certain end user training situations
- Tyler staff will be expected to participate in Tyler hosted meetings, trade-shows, user forums, and continuing education activities. These activities generally do not take place more frequently than once per quarter.
- Exceptions to the Tyler travel guidelines will be escalated to and considered by the Tyler management team.

Activities with specific On-Site expectations
Many activities can be completed remotely by Tyler staff working at their Tyler office location. Status meetings, certain consulting activities and follow up items, and even certain training courses can be facilitated by remote mechanisms. Other activities, however, are more suited to an onsite presence. The following table of activities will indicate whether the activity will be conducted on site or remote. If an item can be completed either on site or remote, an indicator of "both" will be used. Unless specified as "in-scope" for this agreement, all activities will be conducted Remotely.

Activity	Location
Kick-Off	On Site**

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Business Process Review (BPR)	On Site**
Infrastructure Certification	On Site
Configuration	Both**
Status Reporting	Remote
Governance Meetings	Remote
Integration Development +	Remote
Solution Validation	On Site**
End User Training	On Site**
Go-Live	Both**
+ If in scope **** On Site if in scope only, otherwise Remote.**	

AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign this Amendment as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc., a Delaware corporation with offices at 840 West Long Lake Road, Troy, MI 48098 ("Tyler") and Board of Commissioners of Lowndes County, with offices at 327 N Ashley St., Valdosta, GA 31698-0100 ("Client").

WHEREAS, Tyler and the Client are parties to a License and Services Agreement, as previously amended, with an effective date of September 28, 2017 (Document#: LOWN-17A1B) (the "Agreement");

WHEREAS, Tyler and Client now desire to further amend the Agreement;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The software and/or services set forth in Exhibit 1 and 2 to this Amendment are hereby added to the Agreement.

2. The following payment terms, as applicable, shall apply to this Amendment:

    a. Additional software fees will be invoiced 100% on the Amendment Effective Date.
    b. Associated maintenance and support fees will be invoiced on a pro rata basis beginning on the first day of the month following (i) the go-live date, or (ii) fifteen (15) months after Amendment Effective Date, whichever occurs first, and thereafter in a lump sum amount together with Client's then-current maintenance and support fees for previously licensed software under the Agreement.
    c. Additional Implementation and other professional services (including training, project management and conversions) are billed and invoiced as delivered, at the rates set forth in the Amendment Investment Summary.
    d. Travel expenses shall be invoiced as incurred, as applicable.

3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

4. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Amendment as of the date of signature of the last party to sign as indicated below.

Tyler Technologies, Inc.   Board of Commissioners of Lowndes County, GA

By: _____   By: _____

Name:_____   Name: _____

Title:_____   Title: _____

Date: _____   Date: _____

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Exhibit 1
Amendment Investment Summary

The following Amendment Investment Summary details the software, products, and services to be delivered by Tyler to Client under the Agreement. This Amendment Investment Summary is effective as of the Amendment Effective Date

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Amendment Investment Summary continues in following four (4) pages

Investment Summary

Lowndes County Sheriff Proposal

Cost Breakdown

Software (On Premise)		License Cost	Annual M&S
Software Licenses - Odyssey Product Centers		$12,500	$81,470
Software Licenses - Optional Features		$0	$0
License Fees		**$12,500**	**$81,470**

Software (SaaS)		Annual SaaS	5 year cost
Core SaaS		$0	$0
Optional Features		$0	$0
License Fees		**$0**	**$0**

Services	Hours	Cost	
Project Services	311.14	$57,560	
Technical Services	176.00	$29,040	
Implementation and Conversion Services	442.33	$70,085	
Services	**929.47**	**$156,685**	

Duration Estimates		
Project Duration - Estimate (Weeks)	21	
Project Duration - Estimate (Months)	5	

Travel Expenses

Description	Amount
Estimated Travel Expenses	$12,895

Project Total $182,080

Software Licenses

Lowndes County

Product Centers

Modules/Options Included in Proposal	Cat	Base License Fee	Disc %	Discount	License Fee	Annual M&S
Tyler Corrections (Jail Manager)	7	321,000	100%	(321,000)		
Mugshots	7	25,000	100%	(25,000)		
Jail Data Export Enterprise	7	12,000	100%	(12,000)		
Integration Toolkit (Jail Library)	7	22,500	100%	(22,500)		
Biometrics (requires hardware)	7	12,500	0%		12,500	2,625
Livescan	7	5,000	100%	(5,000)		
Vines	7	6,000	100%	(6,000)		
Product Center Licenses		**404,000**		**(391,500)**	**12,500**	**81,470**

	Total License Fee
Total Product Center & Optional Software Licenses	**12,500**

Project Management, Schedule, etc.

The project management services included in this proposal assume the project duration and project manager dedication listed on the Professional Services cost summary. Approximately 6 months, 30% dedication.

Data Conversion - OUT OF SCOPE

Technical Services

Development and integrations (Tyler created) are out of scope for this proposal. Any integrations will need to be addressed separately.

120 hours of integration consulting are included for client led integrations. API Toolkit training is not included.

40 hours deployment time for site setup, plus 16 hours for Portal setup - total of 56 hours

Configuration, Training, and Go-Live Assistance

This proposal includes specific time for Tyler application specialists to discuss the business processes and configuration currently in the system. It is expected that the standard configuration will be used. Some local configuration (e.g. user names / IDs) will be in scope.

A single Enterprise Custom Reports (ECR) training class is included. Client may choose either the Basic, Advanced, or Combined class.
Standard Class: Two-day course with Report Builder.
• Basic Understanding of Odyssey and business processes
• Basic understanding of report writing – like a basic understanding of Excel and using Excel Formulas
Advanced: Two-day class with Report Builder* and, a third day to cover database schema.
• Working knowledge of SQL ability to create SQL Scripts using JOIN and Cross Apply
*Standard and Advanced classes may use the same two-day Standard course, with a third day designated to the Advanced material.

8 hours consulting time added for configuring the Advanced Inmate Tracking feature and Address verification. If it is determined that the client is unable to use these features, then those 8 hours should be used for an equivalent service: up to 2 forms, ECR assistance, additional training.
This proposal includes a limited amount of training time for a specific set of users just prior to go-live. Followup training is also included after go-live. Additional on-site training and assistance can be purchased at Tyler's then-current hourly rate.

Training will be performed in a classroom setting or remotely, using facilities and equipment provided by client such that each participant can have hands-on access to a computer workstation during training. Training will be conducted during business hours to a maximum of 15 participants per instructor.

The client will be responsible for the completion of forms after the forms workshop/sprint concludes. Tyler consultants will be available for assistance, but the client will be responsible for the delivery and execution of this item.

Tyler assumes **a single** Go-Live event(s) for all offices included in this proposal.

This proposal includes a specific amount of time for on-site go-live assistance and follow up training. Additional on-site training and assistance can be purchased at Tyler's then-current hourly rate.

Travel

Client will reimburse Tyler for actual and reasonable travel expenses, at least the rates specified by the US General Services Administration.

Exhibit 2
Statement of Work

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Statement of Work

Created exclusively for:
**Board of Commissioners of Lowndes County, GA Sheriff's Office
Tyler Corrections**

Odyssey Implementation
Date: February 2019

Tyler Technologies, Courts & Justice Division
5101 Tennyson Parkway
Plano, Texas 75024
(972)713-3770 phone

Lowndes, GA – Odyssey Implementation
Statement of Work (SOW)

TABLE OF CONTENTS

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Introduction, Executive Summary and Deployment Strategy

This Statement of Work (SOW) presents the phases, tasks, and activities that Tyler will execute for Client to implement the Tyler Corrections (Odyssey) software solution.

Introduction

This project encompasses the deployment of the Tyler Corrections software solution for the Lowndes County Sheriff's Office (County). Tyler brings a depth of experience to each implementation that is unmatched and will utilize this experience to successfully complete this project alongside the Client team.

When the implementation has concluded, Tyler's Support and Client Success organizations will continue to partner with Client to ensure that Continuous Improvement initiatives that Client desires can be completed, and that the software is kept current with a release upgrade management plan. Tyler's licensing approach is built upon an evergreen concept, which introduces new features and functions into the product that our customers can consume and utilize without paying for costly license upgrades. Tyler fully embraces the "customer for life" mentality, and we look forward to having Client join the Tyler family.

Scope

The Odyssey application(s) will be installed for Client, utilizing the existing Odyssey Case Manager infrastructure in use by the Lowndes County Courts. Tyler anticipates a project of this type to be completed in a single phase for a duration of approximately six months.

The following table defines the scope of each major project activity. Any areas not specifically identified as "in scope" are assumed to be "out of scope". Detailed timelines with dependencies and milestones will be provided in the project schedule

All products and services not specifically listed are considered OUT OF SCOPE

Software	Services

• Tyler Corrections – Enterprise
    o Standard Tyler Corrections Configuration & Business Process*
    o Mug shots
    o Biometrics
	• Project Management
	• Configuration and Business Process Implementation
	• Solution Testing Assistance
	• Application Training
	• Go-Live Support

Appendix A includes the list of standard features that are available and will be installed.	
Data Conversion services are out of scope	

Future Amendments to the Agreement executed for additional licensed software after this Amendment will be considered out of scope for this phase and will be managed as a subsequent phase.
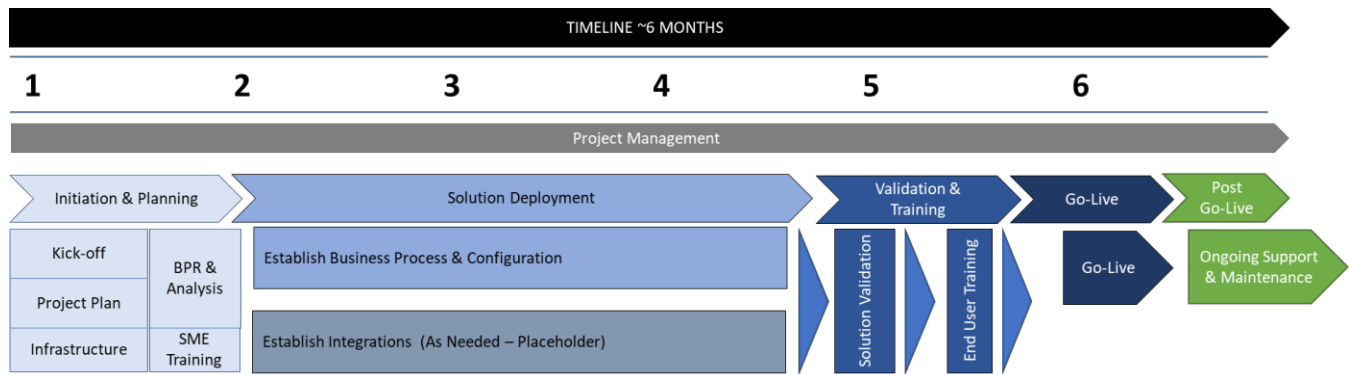
Executive Summary

This project will contain the following tasks and activities:

- Installation of the Tyler Corrections software
- Business Process review and documentation. Tyler will review the standard Odyssey business processes with the Client as a preliminary activity. This allows the Client team to see the solution from beginning to end.

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- Configuration of the Odyssey baseline application tailored to adapt to Odyssey best practices and business processes
    - o Appendix A to this Exhibit 3contains a list of the standard processes that are available for use. All processes will be configured, except for those processes the Client does not wish to install, configure, or utilize.
- Solution Validation (system testing); a comprehensive testing activity that validates all components of the system are working harmoniously, and as expected.
- Training of the Subject Matter Experts and End Users
- Production Go-Live

The graphic below has been provided to show the primary phase structure and project sequence.

Figure 1 - Phase structure and sample timeline

Deliverable Approvals

As the project tasks and activities are completed, Tyler will provide Deliverables as described within this Statement of Work. Tyler's Project Manager will provide the Deliverables as soon as practical after the tasks representing the Deliverable(s) have been completed. By sending the Deliverable, Tyler states that the tasks and activities for that Deliverable have been completed in accordance with the Statement of Work.

The Client will have ten (10) business days to review and approve the Deliverable, though the client may request additional time to review; in some instances, the project will not be able to continue without Deliverable approval, so strict adherence to the approval timeline is required. The Tyler Project Manager will alert the Client if approval is required before project work can continue. Deliverables that are unsigned after ten (10) business days are considered approved.

Remediation: If the Client does not approve the Deliverable, Client will provide written explanation of the tasks, activities, or issues that Tyler has not completed per the SOW or agreement for that specific Deliverable. Tyler will then ensure the tasks, activities, or issues are completed per the SOW or contract and will re-submit the Deliverable for approval. The Client will have an additional ten (10) business days to confirm the tasks have been completed and the Deliverable can be approved, otherwise the cycle of remediation will continue until the Deliverable is approved.

Critical Success Factors

Though each implementation project is unique, Tyler's experience has shown there are several common factors used by our clients that are critical to the implementations that are the most successful. They are:

- Governance: Strong and clearly defined project governance for the Client and Tyler, as individual organizations and as a partnership; make key decisions swiftly
- Governance: Establish clear "guiding principles" for the project and project team. These principles should help the team create a decision-making framework, whereby they understand how to approach project decisions, know when a trade-off can be made, and know when to escalate issues that need management approval or resolution
- Resources: Dedicating a pool of knowledgeable and driven resources within the Client organization as part of the project team; empower the project team to make decisions and provide a clear escalation path for items that require management approval
- Scope management: A commitment to delivering the required scope and actively managing project change requests; making reasonable trade-offs when comparing "desired" features or functions against the project's timeline and budget
- Scope expectations: A recognition that Go-Live is one step in the Client's long-term evolution and is not the only time features and functions can be implemented; avoid chasing perfection.
- Scope expectations and Organizational Change: A commitment to utilize the Tyler applications "out of the box"; use what is available and challenge the desire to modify the software
- Organizational Change: A Client commitment to review, revise, and update current business practices to conform to the new software; having a mindset that acknowledges and embraces the pending changes
- Organizational Change: keeping the entire Client organization "in the loop" as it pertains to the software rollout; communicate the project's goals, expectations, timelines, and status at regular intervals
- Education: Ensuring users at each level are trained to use the software as it applies to their role in the organization

This is certainly a non-inclusive list but does represent many of the key categories of factors that contribute to the success of a project. Following these as guidelines and principles can greatly reduce the risk of a project's failure.

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1. Initiation Activities

The project begins with an Initiation and Analysis stage. A formal project kick-off launches the project, the Tyler and Client teams are formed, and project governance is established. Tyler works with the Client to conduct a Business Process Review (BPR), which Tyler uses to demonstrate the standard Odyssey process functionality. This activity allows the Client to see the process flow that will be utilized once the Odyssey system is live.

Project Initiation Highlights

Activities	❖ Project Kick-off ❖ Project organization and Planning ❖ Business Process Review
Objectives	❖ Formally launch the project ❖ Establish project governance ❖ Understand operating procedures for Odyssey implementation efforts ❖ Understand configuration needs for local configuration ❖ Client team education

	Tyler	Client
Participants	❖ Project Manager ❖ Implementation Consultants ❖ Business Analysts ❖ Executive Leadership	❖ Functional Project Manager ❖ Subject Matter Experts ❖ Technical Experts ❖ Executive Leadership

	Item	Description
Milestones	1.1 Project Kick-Off 1.2 Project Schedule	1.1 Completed kick-off meeting 1.2 Updated project schedule of activities

Implementation Details

2. Project Management Services

Tyler will provide project management services to guide this project. It is necessary for the Client to provide a project manager to work with Tyler's project manager for coordinating activities, providing schedule updates, reporting and tracking issues and risks, communicating status to stakeholders, and ensuring key milestones are met. The role of the project manager is to ensure the project is completed on time, on budget, and within the agreed upon scope.

The Client project manager does not need formal training as a project manager. This person should have the following characteristics:
- Organized
- Understands the business and is well respected within the organization
- Effective communicator
- Proponent of the project

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- Empowered to hold project team members, even those with a higher position or rank, accountable for completing any assigned tasks on-time

Project Management Highlights

Activities & Services	❖ Conducting, Coordinating, or Assisting with the Project Kick-off ❖ Create and update the project schedule ❖ Ensure project is within scope ❖ Create change orders for new scope as needed ❖ Track the project budget ❖ Create, update, and deliver periodic status reports, typically weekly ❖ Provide project governance status report summaries, typically monthly ❖ Assist in scheduling project activities ❖ With assistance and input from the Client project manager, track, manage, and update issues and risks ❖ Assist the Client project manager in creating the training schedule ❖ Assist the Client project manager in creating the go-live transition schedule
Objectives	❖ Manage project scope ❖ Track issues and risks ❖ Deliver the project on time, on budget, and within scope ❖ Assist the Client project manager as needed

Participants	Tyler	Client
	❖ Project Manager	❖ Functional Project Manager

Milestones	Item	Description
	2.1 Project Status Report (s) 2.1.1 – 2.1.10 Status Reports 1 - 10 2.2 Project Schedule	2.1 Periodic status reports to show: current issues; current schedule; upcoming activities and tasks; tasks and activities that are past due. Reports to be generated at least once per month but may be generated weekly as needed. 2.2 Updated project schedule of activities

3. Infrastructure, Business Process Review, Configuration & Forms

Odyssey Infrastructure Established – On-Premise Deployment

The Tyler Corrections implementation and software deployment will utilize the existing Odyssey infrastructure, including the existing Odyssey database instance(s) that are in use by the Lowndes County Courts.

During this task, Tyler will work with the Client IT Team to plan for and design the Client's Odyssey infrastructure. As part of this activity, Tyler will also provide the Client IT Team with Odyssey specifications and compatibility

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requirements for desktop hardware and peripheral devices. Tyler and the Client will verify the existing server infrastructure is in place and Tyler will install the Tyler Corrections software licenses. The Odyssey infrastructure and Tyler Corrections software must be deployed prior to any configuration activities.

The Client is responsible for deploying the Odyssey user interface software (Odyssey Assistant or Odyssey Navigator). Tyler will train the designated Client resources on the appropriate procedures for completing this task.

The timing of the Odyssey Infrastructure deployment activities will be coordinated by the following groups:
- Tyler Project Manager
- Tyler's Technical Services and/or Hosting team(s)
- Client Project Manager
- Client IT Team
- Lowndes County Courts
- Lowndes County Sheriff's Office

Business Process Review

The first project activity following the kick-off is a review of the primary Odyssey business processes. Tyler will review and demonstrate to the Client the standard set of functionalities that will be in use after go-live. Tyler will also document any Client desires to modify the standard processes. The scope of this implementation includes standard Odyssey functionality in accordance with the licensed software agreement. Limited amounts of process updates may be allowed, but Tyler cannot guarantee the changes can be made without additional funding.

Configuration

Tyler will send a configuration questionnaire to the Client to obtain local configuration requirements. Following the Business Process Review (BPR) activity and after the Odyssey application software and baseline configuration has been deployed, Tyler will update the configuration to accommodate local required codes; examples include local jurisdictional codes for arresting agencies, names of users. The scope of this implementation assumes a standard configuration; however, some limited configuration may be tailored to the individual preferences and needs of the Client user community. Tyler cannot guarantee the changes can be made without additional funding.

Tyler is responsible for building the configuration. Tyler may seek assistance from the client SME team in the form of process clarification or preference for code values of local configuration items. Client is encouraged to participate in the configuration activities in order to gain an understanding of the areas of configuration and for making future updates.

Forms

Tyler Corrections includes the ability to create custom forms using the Microsoft® Word™ software application. The forms generation process is embedded in the Tyler Corrections product and includes the ability to create custom forms with embedded tokens; tokens are placeholders in the form that pull data directly from the application. Examples of tokens include: Party Name, Date of Birth, Offense or Charge, Bond ID, Bond Amount, Warrant ID.

During this training, Tyler will educate the designated Client SMEs in the creation and use of the forms, including the various uses and parameters of the data tokens. This class is approximately three days in duration and is designed for a maximum of fifteen participants.

The Client will then be responsible for creating, updating, and maintaining their forms. Tyler has included a limited amount of consulting time, approximately 8 hours, to assist with the forms creation process after the training concludes.

Minimum skills required:
Client needs to have a basic understanding of the Microsoft ® Word™ software. An understanding of forms merge (mail merge) functionality is desirable, but not required.

Enterprise Custom Reports (ECR)

In addition to a large quantity of standard reports that exist natively within Odyssey, Tyler has created a custom report builder package which utilizes SQL Server Reporting Services. This component is referred to as Enterprise Custom Reporting (ECR). ECR has an intuitive user interface that allows trained users to create reports directly from the Odyssey database.

Tyler will provide a single ECR training class to Client and its designated attendees during implementation. The following are prerequisite skill sets for attendees of the ECR training:

Standard Class: Two-day course with Report Builder.
- Basic Understanding of Odyssey and business processes
- Basic understanding of report writing – like a basic understanding of Excel and using Excel Formulas

Advanced: Two-day class with Report Builder* and, a third day to cover database schema.
- Working knowledge of SQL ability to create SQL Scripts using JOIN and Cross Apply

*Standard and Advanced classes may use the same two-day Standard course, with a third day designated to the Advanced material.

Infrastructure, Configuration Sprint & Business Process Activity Highlights

Activities	❖ Deploy Odyssey server software in the SaaS or On-Premise environment ❖ Complete the configuration questionnaire ❖ Review the configuration plan ❖ Update standard Odyssey Configuration with local codes ❖ Configure Odyssey user accounts, rights, and roles	
Objectives	❖ Complete any local configuration ❖ Establish proper levels of security and system access	
Participants	**Tyler**	**Client**
	❖ Project Manager ❖ Implementation Consultants ❖ Technical Services	❖ Functional Project Manager ❖ Subject Matter Experts ❖ Technical Experts
Milestones	**Item**	**Description**

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	3.1 Odyssey Infrastructure Established 3.2 Business Process Review Complete 3.3 Configuration Complete – Baseline 3.4 Configuration Complete – Questionnaire 3.5 Forms Training Class 3.6 ECR Training Class	3.1 Installation of the Odyssey server software in the designated server environment 3.2 Completed Business Process Review activity 3.3 Completed baseline configuration 3.4 Updated configuration to include client questionnaire response details. Requires returned and completed configuration questionnaire 3.5 Completed Tyler Corrections forms training class 3.6 Completed ECR training class. 3-day class, Basic, Advanced, or Combination.
Deliverables	1.3.1 Infrastructure Design Document 2.1.1 Certification of Infrastructure Environment	1.3.1 Document used for describing the recommended hardware and server infrastructure 2.1.1 Tyler certifies the Odyssey software has been installed per the Design Document
Out of Scope	❖ Custom Configuration ❖ Custom Business Process	

4. Data Conversion – Out of Scope

This section 4 intentionally left blank.

5. Solution Validation

Prior to the start of training, the system is thoroughly tested in an end-to-end validation period. Tyler will show the completed configuration and business process items to the Client SME team. Each aspect of the configuration and business processes are comprehensively and systematically reviewed by the Client SME teams to ensure the configured system operates as expected. This is a time that identifies issues with local configuration or business processes and allows the Tyler and Client teams to make final adjustments as they prepare for training and go-live.

Solution Validation Activity Highlights

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Activities	❖ Pinnacle testing event to validate configuration and business process completion ❖ Provides a "dress rehearsal" for go-live and creates a punch-list of activities and issues to be resolved prior to go-live ❖ Paints a realistic picture of what go-live will look like	
Objectives	❖ Demonstrate and test all aspects of the configured system ❖ Validate business processes are functioning efficiently and as designed ❖ Identify necessary updates to configuration and business processes ❖ Ensure the system is ready for the production go-live	
Participants	**Tyler**	**Client**
	❖ Project Manager ❖ Implementation Consultants ❖ Project Leadership	❖ Project Manager ❖ Subject Matter Experts ❖ Technical Experts ❖ Project Leadership
Milestones	**Item**	**Description**
	5.1 Solution Validation Complete 5.2 Solution Validation Report	5.1 Completed Solution Validation activity 5.2 Report to indicate any issues to be resolved. Report will indicate if the item to be resolved prior to or after go-live

6. End User Training

Training is a critical component to any successful deployment. This is the activity that gives most of the users their first experience with Odyssey and can create confidence and excitement in the product and their own abilities.

Tyler will take the lead in training and will conduct end user training for the Client end users and will train the standard software functionality. A training plan will be jointly developed between the Tyler and Client project teams in advance of the training activity so that all involved parties can adequately prepare for the training.

End User Training Activity Highlights

Activities	❖ Odyssey application training for the end user community ❖ Tyler led, focused on Odyssey functionality ❖ A mix of on-site classroom instruction, training videos, and self-paced e-learning via Tyler University may be utilized
Objectives	❖ Educate the end users in the use of Odyssey functionality ❖ Complete knowledge transfer of local business process updates ❖ Prepare the end user community for the production go-live event

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Participants	Tyler	Client
	Project Manager Implementation Consultants Trainers	Project Manager Subject Matter Experts End Users

Training Schedule	Training to occur between Monday to Friday, between 8am and 5pm*. The exact schedule to be jointly determined between Tyler and the Client project teams *For on-site training, Tyler trainers will travel to the training location on Monday morning and depart on Friday afternoon. The training schedule will be adjusted to reflect the travel schedule of the Tyler trainer.

Milestones	Item	Description
	6.1 Training Plan Delivered 6.2 Training Complete	6.1 Delivery of the approved training plan and schedule. 6.1 Completion of the end user training activities.

7. Go-Live!

Immediately following the end user training, the system is fully launched at a go-live event. The system will have been thoroughly tested, the Client users will have been trained, and the system will be deemed ready for production use. Tyler and the Client will carefully plan the Go-Live activity in advance, ensuring that a successful transition plan is in place. Tyler will provide remote go-live issue reporting and resolution assistance to help guide the go-live activities for a period of approximately **two weeks. Note: This activity must also be coordinated with the Lowndes County Sheriff's Office and Lowndes County Courts to ensure any system down time is known and planned for.**

Go-Live Activity Highlights

Activities	❖ Go-Live planning and communication ❖ Attorney Manager enabled for Production use ❖ On-Site and Remote go-live issue reporting and resolution assistance
Objectives	❖ Ensure proper procedures have been established for go-live issue reporting and resolution ❖ Complete transition to Odyssey system usage

Participants	Tyler	Client
	❖ Project Manager	❖ Project Manager ❖ Subject Matter Experts

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	❖ Implementation Consultants ❖ Project Leadership	❖ End Users ❖ Technical Experts ❖ Project Leadership ❖ Courts
Milestones	**Tyler**	**Client**
	7.1 Production Go-Live 7.2 Go-Live Status Report – Week 1 7.3 Go-Live Status Report – Week 2	7.1 System enabled for Production use. Users can login and can create case and party records. 7.2 Report documenting the status of any issues reported during week 1 of go-live. 7.3 Report documenting the status of remaining issues from week 1 or newly reported issues during week 2 of go-live

8. Project Closeout & Support Transition

When the software has gone live and all critical issues have been addressed, the project can be formally closed. At this stage the Tyler Support and Client Success organizations step in to assist Client with long-term care and future implementation goals. At this point all project deliverables will have been completed and the project is formally closed.

Project Closeout and Support Transition Activity Highlights

Activities	❖ Transition Odyssey issue reporting and resolution to Tyler's Client Success and Support teams ❖ Long term maintenance and continuous improvement planning	
Objectives	❖ Ensure no critical issues remain for the Tyler and Client project teams to resolve ❖ Ensure proper knowledge transfer to the Client teams for key processes and subject areas ❖ Introduce the Client teams to Tyler's issue reporting and resolution processes	
Participants	**Tyler**	**Client**
	❖ Client Success & Support ❖ Project Manager ❖ Implementation Consultants ❖ Project Leadership	❖ Project Manager ❖ Subject Matter Experts ❖ Technical Experts ❖ Project Leadership

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Milestones

Item	Description
8.1 Project Closeout Report 8.2 Transition to Support	8.1 Completed report indicating all project deliverables and milestones have been completed and no material project issues remain 8.2 Completed support transition process signaling the completion of the implementation.

Project Assumptions

This proposal includes the following set of assumptions:

- This will be a single phased project, delivered in approximately 6 months.
- Project Management and implementation services will be provided by Tyler for the duration of the project.
- Business Procedures are standardized with limited deviation for logistical considerations only
- Data Conversion services are excluded from scope.
- End User Training will be conducted through a mix of Tyler trainers (remote and in-person), training videos, self-paced e-learning through Tyler's Learning Management System (Tyler University).
- During the initiation phases when SME training is conducted, Tyler will host a maximum of 10 SMEs per training session.
    - Time has been budgeted for one group of SMEs only. Additional SMEs can be trained by Client SME staff, or additional time can be purchased from Tyler.
- Tyler will provide on-site and remote go-live assistance
- For the configuration activities, Tyler will complete the configuration with assistance requested as needed from the Client SMEs. Configuration activities may be conducted remotely

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Appendix A: Standard Functionality

The following tables indicate the standard functionality. Tyler will install and configure the following standard Tyler Corrections features and functions. Items marked with an * are out of scope with the following exception: if a licensed feature is purchased then the corresponding configuration and process are also considered in scope – please refer to the table of licenses as well as the Agreement. Client may choose to omit or decide not to use any in scope process if it does not apply. Any deviations from the standard Odyssey functionality may incur an additional charge for consulting and configuration time or custom development.

Tyler Corrections Process Features

Items marked with a * are out of scope and require additional consulting services to implement. Certain items may also require additional licenses and hardware.

Process	Description
Arrest Report/Process (1,2,3)	*This is the process of capturing information from the arresting officer's arrest report using an Odyssey Arrest Template and placing the inmate in a designated holding cell.*
General Booking/Booking Checklist (5)	*The process of capturing booking information*
Monetary Property (Manual Accounts Tab) (5.7)	*The Process of tracking inmate's monetary property (cash) during booking, manually using the Odyssey 'Accounts' tab.*
Classification/Reclass (Single Question/Option) (5.16 & 22)	*The process of capturing an inmate's classification level (single level) coming from paper classification. This does not include an interactive questionnaire to determine the classification level.*
Tracking Holds for Other Agencies (6)	*The process of tracking holds and detainers from other agencies using the 'holds' section on the 'Charges' tab in Odyssey.*
Magistrations (7,8,9)	*The process of tracking magistration information (Magistrate judge, date and time) on charges using the 'Magistration' section of a charge in Odyssey.*
Setting Bonds (General Config) (10,11,12)	*The processes of tracking the amounts of bonds set on charges using the Odyssey 'Bonds' tab (General Base Config Only) on the jailing.*
Posting Bonds (General Config) (10, 11, 12)	*The process of tracking bonds posted on charges (cash, surety and PR) using the Odyssey 'Bonds' tab (General Base Config Only) on the jailing.*
Disposing Charges (14)	*The process of tracking how a jail charge was disposed (Bond, Time Served, etc.) using the disposition section on the 'Charges' tab of a jailing.*
Release Checklist (15)	*The process of tracking a defined set of steps that must be completed in order to release an inmate from custody, using the Odyssey 'Release Checklist'.*
Inmate Roster (Interactive) (17)	*The process of tracking current inmates in a jail facility along with their current cell assignment using Odyssey's Interactive Jail Roster feature.*

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Jailing Flags (18)	*The process of tracking any flags on a jailing (Ex. Loss of Commissary, Dietary Restrictions, etc.) using Odyssey 'Jailing Flags' section on 'Detail' tab of a jailing.*
Inmate Notes (19)	*The process of tracking and routing notes on a jailing using Odyssey 'Notes' tab.*
Inmate Workers (20)	*The process of tracking whether an inmate is an inmate worker using the Odyssey 'Detail' tab or 'Programs' tab on a jailing.*
Telephone (Manual Tracking) (23)	*The process of manually tracking phone calls made by inmates using the Odyssey 'Phone Calls' section of the 'Detail' tab on a jailing.*
Updating Jail Charges (24)	*The process of updating/changing initial jail charges based on subsequent information using Odyssey 'Charges' tab on a jailing.*
Additional Charges (25)	*The process of adding additional charges to a jailing based on new charges being brought against an inmate using Odyssey 'Charges' tab on a jailing.*
Schedule Release Date (Manual) (26)	*The process of tracking when an inmate is scheduled to be released from custody (based on manual calculations) using the 'Scheduled Release Date' on the 'Charges' tab of a jailing.*
Approved Visitor List (29)	*The process of tracking approved visitors (name, etc.) for an inmate using the Odyssey 'Approved Visitors' section on the 'Contacts' tab of a jailing.*
Visitation Tracking (30)	*The process of tracking the details of a visit (date, time, visitor, etc.) using the Odyssey 'Contacts' tab of a jailing.*
Inmate Correspondence (Mail) (31)	*The process of tracking inmate correspondence (mail) using the Odyssey 'Contacts' tab of a jailing.*
Inmates Ready for Court (35)	*The process of tracking which inmates have court dates coming up (current day or future dates) using the 'Court Hearings' widget in the 'myOdyssey' feature in Odyssey.*
Jail Incident Tracking (Basic) (36)	*The process of tracking basic details of an incident in jail using the Odyssey 'Incidents' tab of a jailing.*
Jail Grievances & Requests (37 & 38)	*The process of tracking grievances and requests made by inmates using the Odyssey 'Issues' tab on a jailing.*
Inmate Tracking (Locations) Manual (39)	*The process of manually tracking an inmate's location using the Odyssey 'Tracking' tab on a jailing.*
Inmate Tracking (Activities) Manual (40)	*The process of manually tracking an inmate's activities using the Odyssey 'Activity Log' tab on a jailing.*
Jail Programs (41)	*The process of tracking programs an inmate may be involved in (Continuing Education, AA, Inmate Worker, etc.) using the Odyssey 'Programs' tab on a jailing.*
Transferring Inmates (45)	*The process of tracking the transferring of an inmate from one local jail facility to another using the 'Transfer Inmate' feature on the Odyssey 'Interactive Roster'.*

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ReArresting Inmates on Original Charge (46)	*The process of tracking the re-arresting of an inmate on an original charge (Ex. MTR, FTA, etc.) using the importing of charges on the Odyssey Arrest Template.*
Inmates Sentenced to Prison (47)	*The process of tracking inmates who are sentenced to prison (Department of Corrections) using the 'Custody Status' section on the 'Detail' tab of a jailing.*
Interactive Scanning (48)	*The process of scanning jail documents into the jailing record using a desktop scanner and Odyssey 'Interactive' scanning features.*
Cash Bond Check to Court/Recipient (53)	*The process of writing/cutting a cash bond check back to the inmate (if no court case filed) or the court (if court case filed) using the Odyssey 'Bonds' functionality on a bond record in Odyssey (Hand Check)*
Jail Forms (Arrest Sheet, Booking Sheet, Property Sheet, Release Sheet) (58)	*The process of merging forms with merge fields to create basic jail documents using the Odyssey Forms functionality. Tyler trains, client creates*
Jail Reports (Daily Reports)	*The process of running general daily reports as needed using Odyssey canned reports.*
Daily Jail Financials (Tills, Deposits, etc.)	*The process of opening/closing/balancing daily tills and preparing daily deposits using general Odyssey functionality.*
Inmate Property (With Bags/Bins Configured) (5.5, 5.6 & 32)	*The process of tracking inmate property including the associated bag/bin number using the Odyssey 'Property Tab'*
Gang/Group Tracking (5.11)	*The process of tracking an inmate's association to a gang/gangs using the Odyssey 'Gang Associations' section on the 'Separations' tab of a jailing record.*
Gang/Group Separations (5.12)	*The process of tracking which gang/gangs an inmate should be separated from using the 'Gang Separations' section on the 'Separations' tab of a jailing record.*
Party Separations (5.12)	*The process of tracking which individuals an inmate should be separated from using the 'Party Separations' section on the 'Separations' tab of a jailing record.*
Medical Questionnaire (5.13)	*The process of tracking inmate medical screening questions using Odyssey interactive 'Medical Questionnaire'*
Suicide Questionnaire (5.14)	*The process of tracking inmate suicide screening questions using Odyssey interactive 'Suicide Questionnaire'*
General Classification/Reclass Questionnaire (5.16 & 22)	*The process of capturing an inmate's classification level using an Odyssey interactive 'Classification Questionnaire'.*
Wristbands (5.22)	*Printing inmate wristbands used for identification and tracking. Requires wristband printers. Barcode readers are required for automated inmate tracking.*
Intake Status Monitor (5.26)	*The process of tracking an inmate through the booking process as well as tracking the timeliness of each process in relation to the allotted time for each process using the Odyssey widget of the 'Intake Status Monitor'.*

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Setting Bonds (Advanced Config) (10,11,13)	*The processes of tracking the amounts of bonds set on charges using the Odyssey 'Bonds' tab (Advanced Config including additional bond fees/rules) on the jailing.*
Posting Bonds (Advanced Config) (10,11, 13)	*The process of tracking bonds posted on charges (cash, surety and Property) using the Odyssey 'Bonds' tab (Advanced Config including additional bond fees/rules) on the jailing.*
Billing Other Agencies (Billing Agencies) (21)	*The process of billing other agencies for housing their inmates using the 'Billing Agency' section on the 'Detail' tab of the jailing.*
Jail Time Calculation (Jail Time Tab) (26)	*The process of determining an inmate's release date based on a daily time rate for days and costs due using Odyssey 'Jail Time' tab.*
Weekenders & Work Release Tracking (Intermittent Tab) (27 & 28)	*The process of tracking inmates who are weekenders or on work release using the Odyssey 'Intermittent' tab.*
Inmate Commissary Deposits (Manual Through Accounts tab in Odyssey) (33)	*The process of manually tracking deposits into the inmate commissary account using the Odyssey 'Accounts' tab.*
Inmate Commissary Processing (Manual through Odyssey Actions) (34)	*The process of processing an inmate's commissary order (fulfilling commissary orders and deducting from commissary account) using Odyssey's 'Process Commissary' functionality.*
Inmate Release Money (15.9)	*The process of returning an inmate's commissary money to them manually using the Odyssey 'Accounts' tab*
Jail Incident Tracking (Advanced) (36)	*The process of advanced tracking of inmate incidents in the jail (officer reports and statuses, detailed violations, disciplinary hearings results, etc.) using the Odyssey 'Incidents' tab along with the 'Incident Report' widget in myOdyssey.*
Medication Tracking (42)	*The process of tracking medications an inmate has (name, frequency, etc.) using the Odyssey 'Medical' tab of a jailing.*
Medical Complaints (43)	*The process of tracking an inmate's medical complaints (medical complaint details and treatment detail) using the Odyssey 'Medical' tab.*
Medical Services Performed/Billing (44)	*The process of tracking an inmate's medical transactions and the billing associated with each (Doctor visits, dentist visits, etc.) using the Odyssey 'Medical' tab in conjunction with the Odyssey 'Post Medical Transactions' feature.*
Assigning Tasks (Task Manager - Manual Tasks) - (50)	*The process of assigning manual tasks to individuals/groups using Odyssey 'Task Manager'.*
Paying Fines in Jail (52)	*The process of paying an inmate's outstanding fines/fees (which they are being held on) at the jail using Odyssey Registry Accounts or Miscellaneous Fees.*
Miscellaneous Fees (55)	*The process of receipting miscellaneous fees (Ex. Fingerprints, Arrests Reports, etc.) at the jail using Odyssey 'Miscellaneous Payments'.*

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*Additional Jail Forms (58)	*The process of merging forms with merge fields to create additional/advanced jail documents using the Odyssey Forms functionality.*
Biometric Scanner/Identification (5.9)	*The process of capturing a fingerprint record (for new persons) as well as the ability to search against a person record (historical person) using a biometric scan in Odyssey.*
Mugshots (5.19)/Mugshot Lineup (51)	*The process of capturing mugshots directly into the jailing record using the Odyssey 'Mughsot' functionality. The ability to create an electronic mugshot lineup using the Odyssey 'Generate Mugshot Lineup' feature in Odyssey.*
CJIS Livescan Interface (5.20)	*The process of having an interface send arrest/booking information (offender and charge info) from the electronic arrest report/booking to the Livescan fingerprint machine using the Odyssey CJIS Livescan Interface.*
Odyssey Financial Manager (OFM) (Check Writing Only) (62)	*The process of printing checks on checks stock using Odyssey Financial Manager (single asset and liability accounts)*
Odyssey Financial Manager (OFM) (Full Financial) (61)	*The process of having a comprehensive electronic chart of accounts which matches actual bank account information (Deposits, Withdrawals, Checks, etc.) and the ability to reconcile actual bank statements with the electronic chart of account using Odyssey Financial Manager. This includes the ability to write checks as well.*
Victim Notification (VINE Interface) (16)	*The process of a victim/registrant receiving updates when an offender's custody status or case status changes using the Odyssey 'VINES' interface which sends offender data to VINES via data export.*
Telephone (Interface with Vendor) (23) (JDE Only)	*See 'Jail Data Export' section*
Inmate Commissary Processing (Interface with Vendor) (34) (JDE Only)	*See 'Jail Data Export' section*
Inmate Tracking (Locations) Barcode Scanning (39)	*The process of tracking an inmate's log of locations with barcodes using the Odyssey 'Batch Jail Scanning' functionality. Requires barcode printers and scanners*
Inmate Tracking (Activities) Barcode Scanning (40)	*The process of tracking an inmate's log of activities with barcodes using the Odyssey 'Batch Jail Scanning' functionality. Requires barcode printers and scanners*
Electronic Signatures (Odyssey 2018) (49)	*The process of signing documents (forms or scanned documents) with an electronic signature using the Odyssey 'Electronic Signatures' functionality.*
Jail Data Export (56)	*The process of exporting jail data to vendors (Commissary, Phone, Kiosk, etc.) using Odyssey's 'Jail Data Export' functionality. One-way export (outbound, from Odyssey)*
Save Merged Forms (63)	*The process of saving a merged form on a jailing as an image on the jailing record using the 'Save Merged Forms' functionality in Odyssey.*

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Pending Bookings Queue (4)	*The process of having an electronic arrest record be available in a electronic booking queue prior to the arrestee being booked into jail using the Odyssey 'Pending Bookings Queue'.*
*Monetary Property Tracking (Accounts Tab with Interface) (5.7) **Out of Scope (License Required)**	*The process of having an interface from a vendor (Touchpay, Swanson, etc.) populate the Odyssey 'Accounts' tab. (See 'API Toolkit' Section)*
Classification/Reclass Questionnaire (Northpointe) (5.16 & 22)	*The process of classifying/reclassifying an inmate using the NorthPointe Decision Tree method of classifying inmates in Odyssey.*
*Commissary Money Returned to Inmate (OFM Check or Interface Debit Card Vendor) (15.9) **Out of Scope (License Required)**	*The process of returning commissary account money to an inmate using OFM (Odyssey Financial Manager - Check Stock) or an interface with an outside vendor which issues debit cards to inmates.*
Telephone (Interface with Vendor) (23)	*See 'Jail Data Export' section – One-way export only*
Inmate Commissary Deposits (Interface with Vendor) (33)	*See 'Jail Data Export' section – One-way export only*
Inmate Commissary Processing (Interface with Vendor) (34)	*See 'Jail Data Export' section – One-way export only*
Jail Portal (55)	*The process of using an online portal/website to search jail related information (Ex. Jail Roster, Charge Info, Bond Info, etc.) using the Odyssey portal.*
Custom Reports (ECR) (59)	*The process of building custom reports to pull desired data using Odyssey Enterprise Custom Reports.*
OCR (On Demand) (60)	*The process of converting documents (TIFF or PDF) to searchable PDF's on demand (as desired) using the Odyssey Level 1 OCR functionality.*
OCR (On Add) (60)	*The process of converting new documents (TIFF or PDF) to searchable PDF's upon document add, using the Odyssey Level 2 OCR functionality.*
OCR (Job) (60)	*The process of converting existing documents (TIFF or PDF) to searchable PDF's using specified criteria using the Odyssey Level 3 OCR functionality.*
Address Validation (64)	*The process of using a third-party software to verify whether a given address is valid using the Odyssey 'Address Validation' functionality.*
API/Integration Toolkit (57)	*The process of sending and receiving API messages to send and receive specified data (for integration purposes) using the Odyssey 'API Toolkit/Integration Toolkit'. (Ex. One-way or two-way integrations with vendors such as TouchPay or Commissary Vendors).*

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Forms Workshop (58)	*Hands-on workshop in which Tyler staff teaches/assists Odyssey users how to build and modify merge forms to be used for daily business in the jail.*
Security Workshop	*Hands-on workshop in which Tyler staff teaches/assists Odyssey users how to build client specific roles, user lists, user maintenance, etc. using Odyssey Security Methodology.*

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Appendix B: Roles, Responsibilities, and Governance

The following section has been provided to illustrate the standard set of Roles, Responsibilities and Governance profiles used by Tyler in its implementations. Understanding how the Tyler and Client teams will interact and establishing a strong governance structure are indicators of success within our projects.

In every Odyssey implementation, governance is extremely important for ensuring that the project is on schedule, that quality is maintained, and the key drivers and guiding principles are adhered to. For the Go-Live event, there will be a designated governance structure that assists with organizing the decision-making for the group. During the project initiation, Tyler and Client will discuss and determine several project operational plans, including the governance structure, communication plans, change management, escalation, and risk management plans. These are all key elements of an effective project structure.
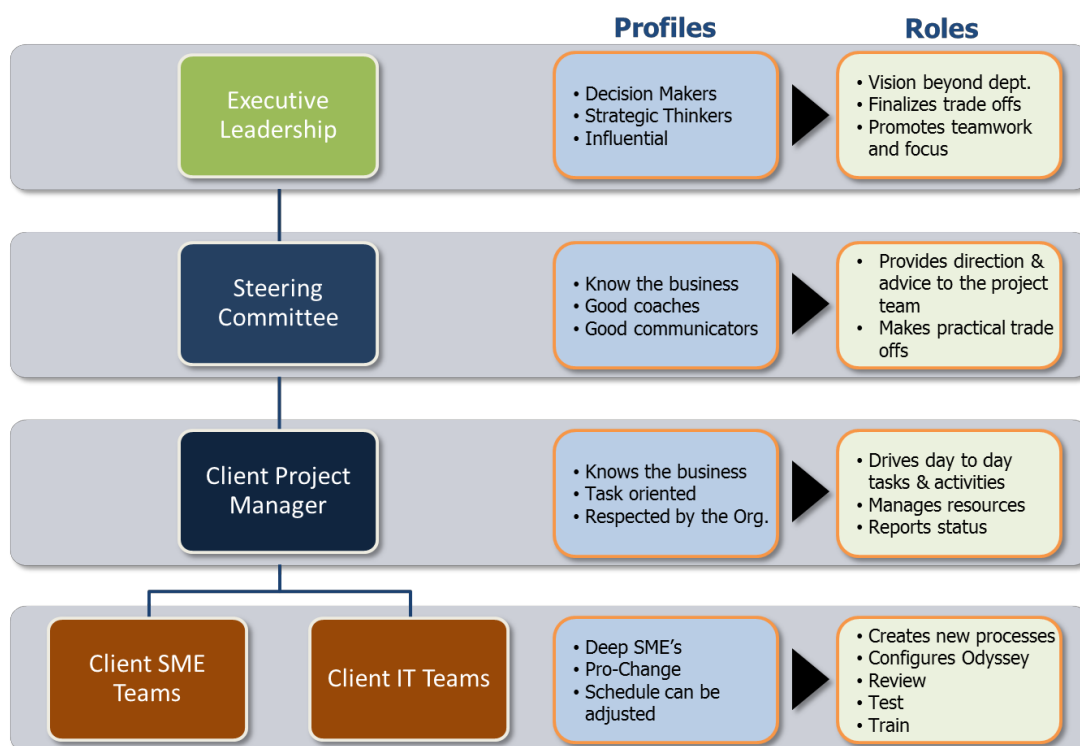
In line with Tyler's experience with similar projects, the table below indicates the general roles expected for the client team, along with a suggested composition of resources for that group or individual.

Group	Composition
Executive Team	This group is comprised of representatives from the key stakeholder offices involved with this project. These are the decision makers, strategic thinkers, and have influence across the organization. This group should have a vision beyond their department, can finalize project tradeoffs, while promoting teamwork and focus
Steering Committee	This group may consist of members of the Executive Team but could include a different set of stakeholders or leadership. This group should know the business, be effective coaches and communicators. They can provide direction and advice to the project team and makes practical tradeoffs. This group has the backing of the Executive Team and is focused on driving towards the overall goals of the project.
Client Project Manager	This individual will serve as the primary and central point of contact for Client that will work closely with the Tyler Project Manager. This individual will also represent the interests of all the Client stakeholders. Further information on the responsibilities of this individual is provided below.
Client Project and Subject Matter Expert Team	This group consists of Client operational, technical, and other resources with deep knowledge of the local processes, data, and functionality of the legacy system(s). These are key members of the Project Team and are generally assigned to the project permanently, or at least in such a way as to be called upon as needed. Note, some SMEs will have unique expertise in a single area, where others may have a broader understanding of the operations and can speak as a subject matter expert in many areas. In many instances the Project Team includes team leads, often managers or supervisors, who may or may not be primary Subject Matter Experts. The "lead" role helps guide and influence, keeping focus on the overall project goals.

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Client IT Team	This group consists of Client IT and other key technical personnel from potential integration partners, as determined by the Client and Courts.
External Stakeholders	This group includes all external parties to the project including the state- and federal- level justice partners and local law enforcement agencies' representatives.
Project Management Office (PMO)	The PMO is a joint group consisting of the project managers and project leads from both Tyler and Client

A successful governance profile illustration has been provided here to shows the structure and hierarchical nature of the relationship between each key group:

Figure 2 - Profiles for Successful Governance

It should be noted that the final project governance structures and mechanisms will be finalized during the Work Initiation Phase of the project.

Roles and Responsibilities – Client Project Team

The Client project team is an integral part of any successful Odyssey software implementation. The Governance section above outlined the general structure of the Client organization, but the detailed breakdown of the Client roles and responsibilities for the Project Team is listed in the table below. Tyler strongly encourages the following when considering the Project Manager and Project Team structure:

- **Strong Subject Matter Expert** (SME) representation from key operational areas
    – Ability to fully **understand their process areas** and the upstream or downstream impact for all decisions
- Command level **decision makers** must be present, and **empowered** to make and drive **key business decisions**
- **Escalations** to governance structure hierarchy **should be limited** to major obstacles only
    – **Escalations** and **decisions** must be **dealt with swiftly**

Note, that each project is unique, and the duration required for each participant type may change. Approximate percentages are given to help with staffing allocation.

Role Type	Role Description	Sample Activities	Project Utilization % Est.
Forms Creator +	Intermediate to advanced user of Microsoft® Word™; Understands data token concepts and the mail merge concept; Having operational subject matter expertise is also helpful	Forms creation;	30%, depends on number and complexity of required forms
SME – Operations*	Deep knowledge and understanding of current business practices and policies; understands the "why" behind a given set of processes – possesses an attitude and understanding that questions the "we've always done it that way" ideal	Business Process Review; Business Process Definition and Documentation; Configuration;	90%
*Note: In many implementations, the Operational SMEs act as the non-technical data conversion resource(s). In those instances, there is a single pool of SMEs who are engaged in all SME related activity, including the data reviews. **+ If in scope**			

Roles and Responsibilities – Tyler Team

Tyler will bring a full complement of resources to this project in order to assure its success. Tyler team members will partner directly with the Client teams, creating a cohesive unit that is dedicated to completing the scope of work required, but also will focus on creating long term solutions that offer sustainability and a platform for future improvements.

In most projects Tyler will utilize at least one Project Manager, and one Implementation Consultant. Other specialty resources are utilized through the life cycle of the project as needed, including Integration experts, Software Engineers, Trainers, and Go-Live staff. In addition, Tyler's management and executive teams are often engaged in the project's life cycle, playing a crucial part in the overall governance and execution.

Though each project is unique, and the duration required for each participant type may change, the roles and expectations for each player are consistent. Descriptions for the various resource types are listed here.

Role Type	Role Description	Sample Activities

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Project Manager	Responsible for the overall management and progress of the project. Communicates project issues, risks, and status to all stakeholders. Partners with the client Project Manager for activity and task scheduling, for project communications, and issue resolution. Tyler Project Managers are also knowledgeable in the Odyssey application and in most client business processes and are able to actively participate and guide many solution-oriented discussions.	Project Planning, Activity Scheduling, Project Status Reports, Resource Coordination, Issue and Risk Management.
Implementation Consultant	Responsible configuration and business process review, assisting with data reviews (if in scope) and helping with issue resolution	Configuration, Training, Business Process Definition
Integration Consultant +	Skilled technical resource, knowledgeable in Tyler's API Toolkit and around integrations and data exchanges in general	Integrations Consulting, Integrations Development
Training Specialist	Skilled educator, understands Odyssey application functions, business practices and concepts, and is versed in teaching methods. Can help create training content and the development of a training plan	SME Training, End User Training, Train the Trainer
+ If in scope		

Travel Expectations **(if client specific modifications are requested, they must be approved by Tyler management)**

During the implementation, the various project activities and tasks will be completed on site and remotely. When onsite travel is required, Tyler staff will adhere to Tyler travel guidelines, which attempt to maintain a consistent balance of Client presence and home office locations. Those travel guidelines are as follows:
- No more than three consecutive nights away from home
  - o Four days of onsite time and one day at the Tyler office
- Travel to commence on Monday morning for outbound travel, and to complete the return on Thursday evening OR Friday morning.
  - o Travel from Sunday to Friday may be permitted, but only for targeted onsite engagements, such as for Go-Live support
- No more than three consecutive weeks at the Client location, except for targeted activities such as Go-Live support and certain end user training situations
- Tyler staff will be expected to participate in Tyler hosted meetings, trade-shows, user forums, and continuing education activities. These activities generally do not take place more frequently than once per quarter.
- Exceptions to the Tyler travel guidelines will be escalated to and considered by the Tyler management team.

Activities with specific On-Site expectations
Many activities can be completed remotely by Tyler staff working at their Tyler office location. Status meetings, certain consulting activities and follow up items, and even certain training courses can be facilitated by remote mechanisms. Other activities, however, are more suited to an onsite presence. The following table of activities will indicate whether the activity will be conducted on site or remote. If an item can be completed either on site or remote, an indicator of "both" will be used. Unless specified as "in-scope" for this agreement, all activities will be conducted Remotely.

Activity	Location

Kick-Off	On Site**
Business Process Review (BPR)	On Site**
Infrastructure Certification	On Site
Configuration	Both**
Status Reporting	Remote
Governance Meetings	Remote
Integration Development +	Remote
Solution Validation	On Site**
End User Training	On Site**
Go-Live	Both**
+ If in scope **** On Site if in scope only, otherwise Remote.**	

Empowering people who serve the public®   **tyler** technologies

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Lake Park Annexation and Rezoning of Register Property

Work Session/Regular Session

DATE OF MEETING: February 10, 2020

BUDGET IMPACT:
FUNDING SOURCE:
( ) Annual
( ) Capital
(X) N/A
( ) SPLOST
( ) TSPLOST

COUNTY ACTION REQUESTED ON: Lake Park Annexation and Rezoning of Register Property

HISTORY, FACTS AND ISSUES: The Board of Commissioners has received the attached notice of petition to Lake Park to annex and rezone property referred to as the Register property. The property is bounded on the south by Highway 41 (a state highway), on the east by Lake Park Road (a city street), on the west by 4-H Club Road (a city street), and on the north by 4-H Club Road (a county road).

The Board of Commissioners rezoned the property in 2017 to R-10 subject to conditions including minimum lot size of 14,250 square feet and that all lots face interior roads.

The petitioner's proposed zoning would remove the condition that all lots face interior roads. It requests lots fronting 4-H Club Road and Long Pond Road be allowed to front these streets. This would result in driveways on the portion of 4-H Club Road that is a county road.

The last page of the documents delivered to the County is a conceptual site plan. On this site plan, six lots face the county road portion of 4-H Club Road. Six other lots adjoining the county road portion of 4-H Club Road face interior cul-de-sacs. The application itself, however, requests lots fronting 4-H Club Road be allowed to front the street.

Georgia statute permits the Board of Commissioners to object to the annexation because of a material increase in burden upon the county directly related to the proposed change in zoning or infrastructure demands related to the proposed change in zoning. For an objection to be valid, the proposed change in zoning must result in a change to a significantly different allowable use and differ substantially from the existing uses permitted pursuant to the county's zoning ordinance.

An objection must be delivered to Lake Park by certified mail or statutory overnight delivery (which includes FedEx) to be received by Monday, February 24 (30 days from receipt of the notice to the Board of Commissioners).

If the County objects, the objection will be referred to a five-person arbitration panel which shall receive evidence and argument and render a binding decision. The panel may establish conditions or mitigating measures. The decision of the panel is subject to limited appeal to superior court.

Georgia statute also provides the county, city, and property owner shall negotiate in good faith throughout the proceedings and may at any time enter into a written agreement governing the annexation.

OPTIONS: 1. Decline to object
2. Object
3. Object subject to conditions which would satisfy the County's objection

RECOMMENDED ACTION: Board's pleasure

DEPARTMENT: County Manager   DEPARTMENT HEAD: Joseph Pritchard

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

120 North Essa Street, Lake Park, Georgia 31636
City Hall 229-559-7470
Fax 229-559-7499

January 21, 2020

According to the City of Lake Park Ordinance for zoning and annexation, we will need to satisfy the notice requirements by sending the attached packet to the Lowndes County Board of Commissioners by certified mail. The County then has 30 days from receipt of the packet to object to the proposed annexation and rezoning. The City cannot take any action on the application during this 30-day period. Thus, the forms state TBA for meeting dates for the GLPC and the City of Lake Park Council to discuss. Once the signature card is returned to the city, we will send to GLPC to be put on the first available meeting and then in turn the city will hear the case at the following Regular City Council Meeting.

*Property owner notices and signage will be posted once the final dates have been set.

If you have any questions regarding these notes, please feel free to contact me at 229-559-7470 ext. 2.

Thank you,

Tabatha Fowler
City Clerk

Dear Members of Council:

My name is Steve Miller with NAI Commercial Realty Advisors. I represent the Register Estate and their 135.01 acres between Marion Avenue, Long Pond Road, and 4-H Club Road. We petition for the annexation of the Register estate into the City of Lake Park. We also petition zoning changes to the property. Our requests are detailed below:

I.   We petition that Lowndes County parcel number 0221C 001, 126.198 acres (as surveyed) be annexed into the City of Lake Park. Metes and Bounds are included with survey, see Exhibit "A". Exhibit "B" shows the boundaries of the City of Lake Park.

II.   Concerning the 2030 Comprehensive Plan Character Area Map, the subject property is within the Suburban Character Area and is also within the Urban Service Area. Per Comprehensive Plan guidance, R-15 and C-G zoning are listed as permitted zonings within a Suburban Area (see Exhibit "E" and Exhibit "F").

III. We petition that zoning changes to above parcel (see Exhibit "C").

A.   We petition that Tract 1 be rezoned from R-10 to R-15. This Change would require larger lot sizes than the current zoning.

R-10 Single Family Residential: The purpose of this district is to provide for residential areas restricted to single family uses with a minimum lot size of 10,000 square feet.

R-15 Single Family Residential: The purpose of this district is to provide for residential areas restricted to single family uses with a minimum lot size of 15,000 square feet, said areas being protected from the effects of higher density and the encroachment of those areas which are incompatible to a low density residential environment.

B.   We Petition that the following conditions be put into place regarding Tract 1:

a.   Lots fronting 4-H Club Road and Long Pond Road will allow homes to front the street with 120' lot widths.

b.   The minimum lot size will be 14,520 sqft (this lot size equates to 3 lots per acre or 1/3 acre lots).

c.   Manufactured homes or mobile homes are not allowed.

d.   Two-family dwellings or duplexes are not allowed.

C.   We petition that Tract 2 be re-zoned from R-10 to C-G. See Exhibit "C" for Survey and Exhibit "D" for Metes and Bounds. This zoning is the highest and best use and well within the Suburban Character Area designation (Exhibit "E" and Exhibit "F").

D.   We petition that Tract 3 be re-zoned from R-10 to C-G. See Exhibit "C" for Survey and Exhibit "D" for Metes and Bounds. This zoning is the highest and best use and well within the Suburban Character Area designation (Exhibit "E" and Exhibit "F"). A portion of Tract 3 is already in the City of Lake Park and was zoned C-C.

This concludes our requests.

Sincerely,

Steve Miller

Agent for owner

Annexation Application

Lake Park, Georgia

Instructions for Filing an Annexation Application

Dear Citizen:

Attached is an annexation application for requesting annexation into The City of Lake Park. The application must be completed and filed with the City of Lake Park/Lowndes County no later than the 25th of each month in order to be on the Agenda for the meeting date listed below. If the applicant seeks a zoning classification different than the existing county zoning for the property, the applicant must submit a completed rezoning application with the annexation application. If no zoning classification is specified on the application, properties accepted for annexation will receive the same zoning as the existing county zoning or the closets equivalent under the city zoning ordinance.

Annexation cases are considered by the Mayor/Council at the first scheduled meeting each month.

A completed application is as follows:

1. Petition the City of Lake Park to adopt a Resolution agreeing to the proposed annexation

2. A completed "Annexation Petition" and Letter to City of Lake Park Annexation Application. (three (3) copies)

3. All application fees paid at time of submittal of application

4. Legal survey plat of subject property prepared and signed by a registered engineer or land surveyor registered in the State of Georgia. . Three (3) copies of survey plat and typed legal description of subject property (no larger than 11"x17"). Written legal description must be in full metes and bounds rather than a plat of reference.

5. Submitted survey must show existing city limits boundaries.

6. Names and addresses of adjacent property owners plus current rate to cover certified mailing costs for each property owner.

Your application will be reviewed as follows, and your presence or authorized representative is requested at each meeting as listed:

Planning Commission Meeting	Date: Location: 325 W Savannah Ave. Time: 5:30 PM
Lake Park City Council	Date: Location: City Hall- 120 N Essa St Time: 6:00 PM

The undersigned are property owners of certain tract (s) of land contiguous to the existing corporate limits of the City of Lake Park, a description and plat of which are hereto attached and by reference made a part thereby.

Said tract (s) of land constitutes one body of land abutting or adjacent to the present corporate limits of the City of Lake Park and the undersigned hereby makes application for the annexation of said tract (s) of land into the corporate limits of the City of Lake Park pursuant to the provisions of Code Section 69-902 of the Code of Georgia, as amended.

The application includes three (3) copies of the typed legal description and survey plat plus three (3) copies of the Annexation Petition.

PROPERTY ADDRESS (OR GENERAL LOCATION DESCRIPTION IF NO ADDRESS ASSIGNED):

Property Owner __Robert A and Irene Register Trustees__

MAP/PARCEL ID#: 0221C 001.   ACREAGE: 135.01

Why is annexation requested?

We are requesting annexation into City of Lake Park due to it being an island within the city. We also

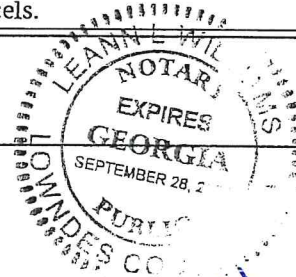believe that it would be a boon to the city in terms of tax revenue. We are requesting zoning changes

based on the comprehensive master plan and the highest and best uses for the parcels.

Property Owner Signature __Irene Register__

Date __Dec 20, 2019__

Date of City of Lake Park meeting __TBA (see notes attached)__
(to approve the Annexation Consent Resolution)

*If multiple persons petitioning, each must complete these forms.

2

For Annexation of Residential Properties: In order for the City of Lake Park to comply with the United States Department of Justice's procedures for the administration of Section 5 of the Voting Rights Act of 1965 as amended, Subpart B, Section 51.28; the following information is required for the annexation of any **residential** properties.

1. Total number of existing residential structures located on the subject parcel: __0__

2. Total number of person(s) residing within each structure: __0__

3. Age, Sex, and Race of each of those individuals:

Age	Sex	Race
N/A		

CERTIFICATION AND AUTHORIZATION

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require public hearings by the Greater Lowndes Planning Commission and the Lake Park City Council. I have been made aware and hereby acknowledge these
scheduled hearing dates/times and locations where this Application will be considered, and I promise that either myself or my authorized representative will be in attendance at these hearings. I also understand that review of this Application may require site visits, and I hereby authorize City staff and members of the Greater Lowndes Planning Commission and Lake Park City Council to enter and inspect the premises, which are the subject of this application.

Signature of Applicant __Leona Register__   Dec 29 2019

12-20-19

[Notary seal: LEANN L WILLIAMS NOTARY PUBLIC, LOWNDES COUNTY, GA — EXPIRES GEORGIA SEPTEMBER 28, 2022]

3

The undersigned are property owners of certain tract (s) of land contiguous to the existing corporate limits of the City of Lake Park, a description and plat of which are hereto attached and by reference made a part thereby.

Said tract (s) of land constitutes one body of land abutting or adjacent to the present corporate limits of the City of Lake Park and the undersigned hereby makes application for the annexation of said tract (s) of land into the corporate limits of the City of Lake Park pursuant to the provisions of Code Section 69-902 of the Code of Georgia, as amended.

The application includes three (3) copies of the typed legal description and survey plat plus three (3) copies of the Annexation Petition.

PROPERTY ADDRESS (OR GENERAL LOCATION DESCRIPTION IF NO ADDRESS ASSIGNED):

Property Owner ___Robert A and Irene Register Trustees___

MAP/PARCEL ID#: _0221C 001_____ ,ACREAGE: ___135.01_____

Why is annexation requested?
We are requesting annexation into City of Lake Park due to it being an island within the city. We also

believe that it would be a boon to the city in terms of tax revenue. We are requesting zoning changes

based on the comprehensive master plan and the highest and best uses for the parcels.

Property Owner Signature ___*Mattie Willis*___ dotloop verified 12/20/19 5:48 PM EST EJ2G-X4WY-VYEE-K3NC

Date _____

Date of City of Lake Park meeting ___TBA. (see notes attached)___
(to approve the Annexation Consent Resolution)

*If multiple persons petitioning, each must complete these forms.

2

For Annexation of Residential Properties: In order for the City of Lake Park to comply with the United States Department of Justice's procedures for the administration of Section 5 of the Voting Rights Act of 1965 as amended, Subpart B, Section 51.28; the following information is required for the annexation of any **residential** properties.

1. Total number of existing residential structures located on the subject parcel: __0__

2. Total number of person(s) residing within each structure: __0__

3. Age, Sex, and Race of each of those individuals:

Age	Sex	Race
N/A		

CERTIFICATION AND AUTHORIZATION

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require public hearings by the Greater Lowndes Planning Commission and the Lake Park City Council. I have been made aware and hereby acknowledge these
scheduled hearing dates/times and locations where this Application will be considered, and I promise that either myself or my authorized representative will be in attendance at these hearings. I also understand that review of this Application may require site visits, and I hereby authorize City staff and members of the Greater Lowndes Planning Commission and Lake Park City Council to enter and inspect the premises, which are the subject of this application.

Signature of Applicant _Mattie Willis_   dotloop verified
12/20/19 5:48 PM EST
GV29-ZMHY-QRND-HIYH

FOR STAFF USE ONLY

Date Received: _12-23-19_ Received By: _Tabatha Fauler_

FEES: Application Charge: $ No fee for Annexation

Certified Mail ($6.91 X Each Adjacent Property Owner): $_414.60_

$20.00 per sign (per street frontage): $_60.00_

TOTAL FEE: $_474.60 pd CK 188_

PUBLIC HEARING DATES:

GLPC _TBA. (see notes attached)_ City Council _TBA (see notes attached)_

PUBLIC NOTICE DATES:

Property Posted _____   Legal Ad Run_____

Letters Mailed: _____

DECISION: (Circle One)   <u>Approved</u>   <u>Denied</u>

Comments: _____

Gloria P. Luke 201 4-H Club Rd. Lake Park GA 31636	Rhonda Sharon Galloway 203 4-H Club Rd. Lake Park GA 31636	Everett D & Marlene E Vickery 204 4-H Club Rd. Lake Park GA 31636
Mary Ann Smiley 215 4-H Club Rd. Lake Park GA 31636	Cynthia A Carter 307 4-H Club Rd. Lake Park GA 31636	Yolanda C Holley 324 4-H Club Rd. Lake Park GA 31636
Peter Ivan & Diana C Lane 550 Sevilla Springs Circle Lake Park GA 31636	Eugene Rowe 408 4-H Club Rd. Lake Park GA 31636	Chantel M Linville 414 4-H Club Rd. Lake Park GA 31636
Robert & Maryann Wetherington 420 4-H Club Rd. Lake Park GA 31636	Robert James Griner III 503 Teresa Dr. Lake Park GA 31636	Jerry and Wilhemina Burroughs 506 Teresa Dr. Lake Park GA 31636
Michel & Janice Reyes 503 4-H Club Rd. Lake Park GA 31636	William & Sharon Bradford 601 4-H Club Rd. Lake Park GA 31636	Bobby & Linda Ray 603 4-H Club Rd. Lake Park GA 31636
Linville Properties LLC 414 4-H Club Rd. Lake Park GA 31636	James Allen Trouille 701 Corbett Rd. Lake Park GA 31636	Ivey L Mcneal III 703 Corbett Rd. Lake Park GA 31636
Leslie Manahan & Natalie Griner 803 Corbett Rd. Lake Park GA 31636	Don & Judith Holler 805 Corbett Rd. Lake Park GA 31636	David Smith 809 Corbett Rd. Lake Park GA 31636
Victor & Kimberle Strawder 903 Corbett Rd Lake Park GA 31636	David & Renee Crib 907 Corbett Rd. Lake Park GA 31636	Gary Prine 3758 Hickory Grove Rd. Valdosta GA 31606
Frances Branch Family Trust 2021 Emory Dr. Tifton GA 31794	James Cunningham 5631 Clydetta Dr. Lake Park GA 31636	Nancy G Hobby 707 Smithbriar Rd. Valdosta GA 31602
Lowndes County P.O. Box 1349 Valdosta GA 31603	Charles Cowart 2317 Old Clyattville Rd. Valdosta GA 31601	Joseph and Bianca Bordelon 5922 Seville Dr. Lake Park GA 31636
Evelyn Taylor Parker 5775 Long Pond Dr. Lake Park GA 31636	Lake Park Church Of Christ P.O. Box 593 Lake Park GA 31636	Richard Sell & Adam Castleberry 671 Sheavette Rd Lake Park GA 31636
Benchmark Custom Homes LLC 6 Highsmith Lane Lakeland GA 31635	Dustin Lee and Jessicca Rowe 775 Sandy Bottom Dr. Lake Park GA 31636	Jennifer J Wilson 769 Sandy Bottom Dr. Lake Park GA 31636
Jesse & Ana Mitchell 763 Sandy Bottom Dr. Lake Park GA 31636	Saketha Little 757 Sandy Bottom Dr. Lake Park GA 31636	Berta Bennett 751 Sandy Bottom Dr. Lake Park GA 31636
Benjamin & Amber Nelson 745 Sandy Bottom Dr. Lake Park GA 31636	Calvary Baptist Church 550 Long Pond Dr. Lake Park GA 31636	Donna C Eason 404 Long Pond Dr. Lake Park GA 31636

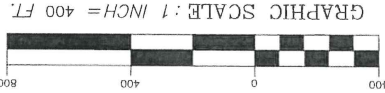|		
Walter & Jeana Sandlin 402 Long Pond Dr. Lake Park GA 31636	Hulon Howard Lane 304 Long Pond Dr. Lake Park GA 31636	Lowndes County Board Education 1592 Norman Drive Valdosta GA 31601
Jason W Eason 611 W Marion Ave Lake Park GA 31636	Thomas A Parkerson P.O. Box 340 Lake Park GA 31636	Lake Park Church of God P.O Box 121 Lake Park GA 31636
Kathleen Nash P.O. Box 52 Lake Park GA 31636	Janice H Duff 205 Harris Trail Lake Park GA 31636	Cristobal & Cristobal Nava 1128 Oak St Jennings FL 32053
Christopher Stephens 2900 Fawnwood Circle Valdosta GA 31602	JD Holdings LLC P.O. Box 4551 Valdosta GA 31604	Pridefam Business Ventures LLC 1007 Riverpointe Dr. Albany GA 31701
Jerry L Corbett 173 Austin Rd. Lake Park GA 31636	Roscoe J Thornhill 3673 Maggie Lane Valdosta GA 31601	Don Brotherton Properties LLC 1422 W Hill Ave Valdosta GA 31601
Kenneth R Sauls 1100 W Marion Ave Lake Park GA 31636	Sharon L Cave 16175 County Rd Ada OK 74820	William Ronald Landis P.O. Box 5209 Valdosta GA 31603

Southeastern Surveying, Inc.

601 N. St. Augustine Rd.   Telephone: 229-259-9455
Valdosta, GA 31601   Fax: 229-259-9926
E-mail: bherring@sesurveying.com
GA Certificate of Authorization No. 685.

TO THE BEST OF MY KNOWLEDGE, THERE ARE NO
DWELLINGS, ACCESSORY BUILDINGS, SEPTIC
SYSTEMS, WELLS, SIGNS, OR SWIMMING POOLS
LOCATED WITHIN THIRTY (30) FEET OR THE
APPLICABLE ZONING SETBACK LINE WHICHEVER IS
GREATER FROM ANY PROPERTY LINE ON THE SITE
(10.02.01(A)(4)).

SUBJECT PROPERTY IS LOCATED WITHIN 1,000
FEET OF PUBLIC WATER AND SEWER. ANY
FURTHER DEVELOPMENT WILL REQUIRE
CONNECTION TO PUBLIC WATER AND SEWER

THIS PROPERTY IS IN A
GROUNDWATER RECHARGE
AREA.

CURVE TABLE

CURVE	LENGTH	RADIUS	BEARING	CHORD
C1	94.83	2809.88	S 77°25'14" W	94.82
C2	632.02	2640.29	S 31°31'11" W	630.51
C3	89.32	612.01	S 01°48'47" W	89.24
C4	152.37	337.97	N 79°30'50" E	151.08
C5	49.12	205.86	N 51°22'53" E	49.01
C6	168.47	458.92	N 85°13'01" E	167.52
C7	241.91	591.70	N 08°14'29" E	240.23
C8	343.83	527.73	N 38°52'32" E	337.78
C9	566.97	372.71	N 77°18'59" E	379.77

LINE TABLE

LINE	LENGTH	BEARING
L1	211.63	N 77°46'30" W
L2	120.50	N 77°46'30" W
L3	76.72	N 77°46'30" W
L4	394.96	N 02°09'33" E
L5	401.95	S 01°41'30" E
L6	199.02	N 77°22'00" W
L7	46.00	N 00°47'00" E
L8	246.87	N 77°22'00" W
L9	130.99	S 76°28'04" W
L10	155.17	S 76°28'04" W
L11	300.00	N 01°15'25" W
L12	250.00	S 76°49'46" W
L13	300.00	N 01°15'18" W
L14	230.86	N 89°26'26" E
L15	239.17	N 02°13'36" W
L16	613.07	S 00°41'27" E
L17	345.38	N 77°22'00" W
L18	119.60	S 00°31'45" E
L19	174.65	N 88°09'08" E

LEGEND

I.P.S. – IRON PIN SET – 5/8" REBAR
I.P.F. – IRON PIN FOUND
C.M.F. – CONCRETE MONUMENT FOUND
R/W – RIGHT OF WAY
C/L – CENTERLINE
—X—X—X— – FENCE

EQUIPMENT USED: TOPCON AP-L1A "TOTAL STATION"
FIELD CLOSURE: 1'/15,000+
ANGLE ERROR: 3"/PT
METHOD OF ADJUSTMENT: JUDGEMENT
PLAT CLOSURE: 1'/922,913
BEARINGS SHOWN WERE CALCULATED FROM
FIELD ANGLES TURNED REFERENCED TO
PB 16, PG 199

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE
TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN
GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES
OF THE GEORGIA BOARD OF REGISTRATION
OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS
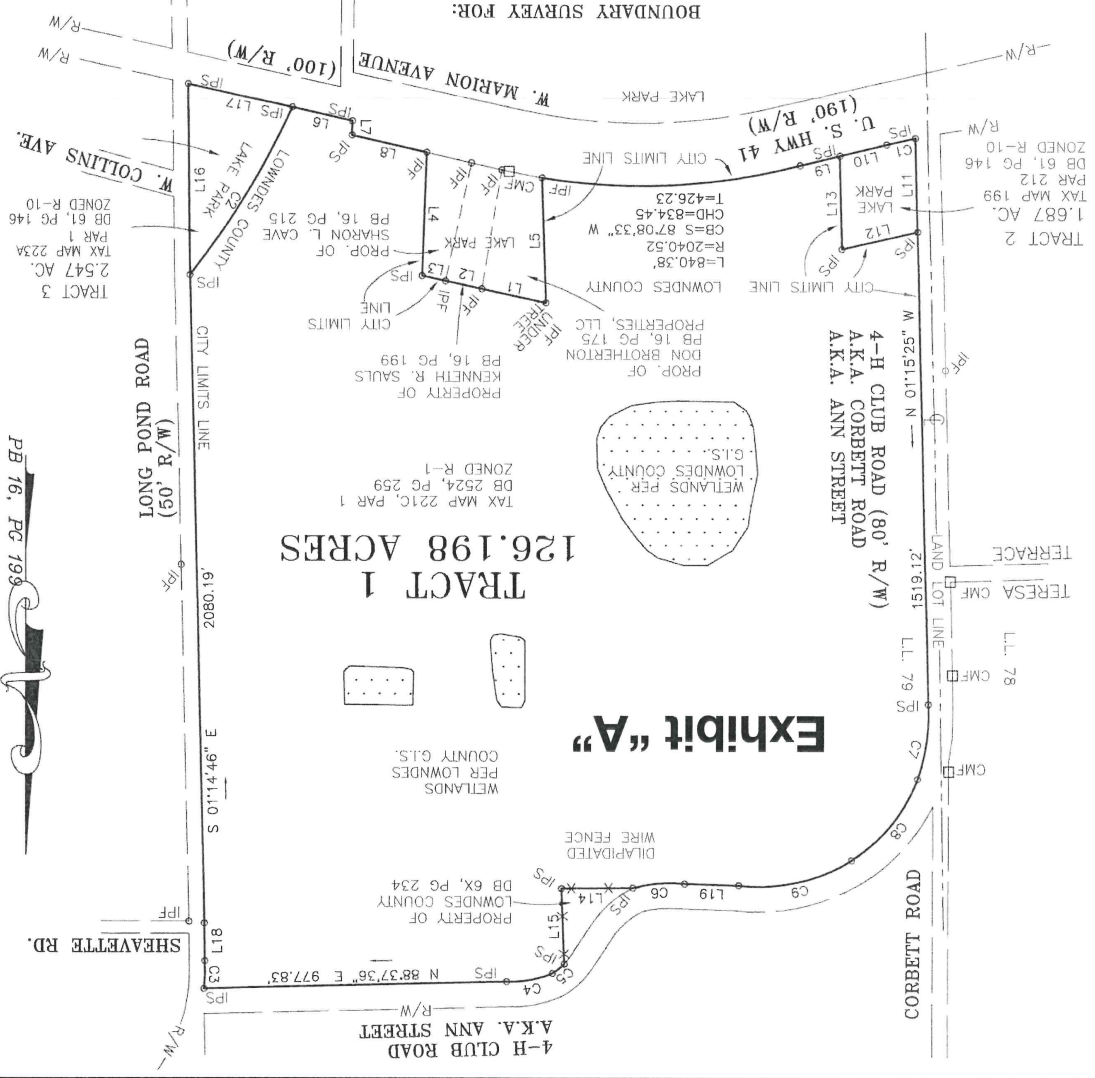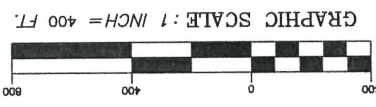SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE
TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN
GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES
OF THE GEORGIA BOARD OF REGISTRATION
3.05.04 (A, 1, 2, 3).

NO REGULATED ACTIVITY OR DEVELOPMENT OF THE
SUBJECT PROPERTY WILL BE PERMITTED OR GRANTED
BY THE COUNTY ENGINEER WITHIN 25 FEET OF A
WETLAND PROTECTION DISTRICT. ALL ACTIVITY SHALL
REQUIRE A UNITED STATES ARMY CORPS OF ENGINEERS
(USACE) DETERMINATION TO INCLUDE A SECTION 404
PERMIT OR LETTER OF PERMISSION. (ULDC – CHAPTER
3.05.04 (A, 1, 2, 3).

BARBARA L HERRING
LAND SURVEYOR INC
GEORGIA
REGISTERED
PROFESSIONAL
No. 2785

BOUNDARY SURVEY FOR:

ROBERT A. REGISTER, ESTATE

BEING IN LAND LOT 79 OF THE 16TH LAND
DISTRICT, LAKE PARK, LOWNDES COUNTY
GEORGIA

SURVEY DATE: MARCH 3, 2015
PLAT DATE: MARCH 3, 2015

GRAPHIC SCALE: 1 INCH = 400 FT.

GRAPHIC SCALE: 1 INCH = 400 FT.

Exhibit "A"

TRACT 1
126.198 ACRES

TRACT 2
1.687 AC.
TAX MAP 199
PAR 212
DB 61, PG 146
ZONED R-10

TRACT 3
2.547 AC.
TAX MAP 223A
PAR 1
DB 61, PG 146
ZONED R-10

PROP. OF
SHARON L. CAVE
PB 16, PG 215

PROP. OF
DON BROTHERTON
PB 16, PG 175

PROPERTY OF
KENNETH R. SAULS
PB 16, PG 199

LANDER PROPERTIES, LLC

TAX MAP 221C, PAR 1
DB 2524, PG 259
ZONED R-1

PROPERTY OF
LOWNDES COUNTY
DB 6X, PG 234

WETLANDS
PER LOWNDES
COUNTY G.I.S.

WETLANDS PER
LOWNDES COUNTY
G.I.S.

DILAPIDATED
WIRE FENCE

4-H CLUB ROAD (80' R/W)
A.K.A. CORBETT ROAD
A.K.A. ANN STREET

CORBETT ROAD

W. MARION AVENUE (100' R/W)
LAKE PARK

U.S. HWY 41 (190' R/W)

W. COLLINS AVE.

LONG POND ROAD (50' R/W)

SHEAVETTE RD.

4-H CLUB ROAD
A.K.A. ANN STREET

CITY LIMITS LINE

LAND LOT LINE

L.L. 79

L.L. 78

TERESA CMF

PB 16, PG 199

N 88°37'36" E 977.83'

S 01°14'46" E 2080.19'

1519.12'

L = 840.58'
R = 2040.52
CB = S 87°08'33" W
CHD = S 834.45
T = 426.23

N 01°15'25" W

Exhibit "B"

Subject Property

US HWY 41 S

LAKES BLVD

W MARION AVE

Lake Park

S MAIN ST

N EAST ST

E MARION AVE

135

GA HWY

Exhibit "C"

ROBERT A. REGISTER, ESTATE

BOUNDARY SURVEY FOR:

BEING IN LAND LOT 79 OF THE 16TH LAND DISTRICT, LAKE PARK, LOWNDES COUNTY GEORGIA

SURVEY DATE: MARCH 3, 2015
PLAT DATE: MARCH 3, 2015

GRAPHIC SCALE: 1 INCH = 400 FT.

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LEGEND

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I.P.F. – IRON PIN FOUND
C.M.F. – CONCRETE MONUMENT FOUND
C/L – CENTERLINE
R/W – RIGHT OF WAY
–X—X—X– – FENCE

EQUIPMENT USED: TOPCON AP-L1A "TOTAL STATION"
FIELD CLOSURE: 1'/15,000+
ANGLE ERROR: 3"/PT
METHOD OF ADJUSTMENT: JUDGEMENT
PLAT CLOSURE: 1'/922,913
BEARINGS SHOWN WERE CALCULATED FROM FIELD ANGLES TURNED REFERENCED TO PB 16, PG 199

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.

NO REGULATED ACTIVITY OR DEVELOPMENT OF THE SUBJECT PROPERTY WILL BE PERMITTED OR GRANTED BY THE COUNTY ENGINEER WITHIN 25 FEET OF A WETLAND PROTECTION DISTRICT. ALL ACTIVITY SHALL REQUIRE A UNITED STATES ARMY CORPS OF ENGINEERS (USACE) DETERMINATION TO INCLUDE A SECTION 404 PERMIT OR LETTER OF PERMISSION (ULDC - CHAPTER 3.05.04 (A), 1, 2, 3).

SUBJECT PROPERTY IS LOCATED WITHIN 1,000 FEET OF PUBLIC WATER AND SEWER. ANY FURTHER DEVELOPMENT WILL REQUIRE CONNECTION TO PUBLIC WATER AND SEWER.

TO THE BEST OF MY KNOWLEDGE, THERE ARE NO DWELLINGS, ACCESSORY BUILDINGS, SEPTIC SYSTEMS, WELLS, SIGNS, OR SWIMMING POOLS LOCATED WITHIN THIRTY (30) FEET OR THE APPLICABLE ZONING SETBACK LINE WHICHEVER IS GREATER FROM ANY PROPERTY LINE ON THE SITE (10.02.01(A)(4)).

THIS PROPERTY IS IN A GROUNDWATER RECHARGE AREA.

Southeastern Surveying, Inc.

601 N. St. Augustine Rd.   Valdosta, GA 31601
Telephone: 229-259-9455   Fax: 229-259-9926
E-mail: bherring@sesurveying.com
GA Certificate of Authorization No. 685

BARBARA L. HERRING
LAND SURVEYOR
REGISTERED PROFESSIONAL No. 2785
GEORGIA

Tract labels

TRACT 1
126.198 ACRES
(TOTAL AREA)

TRACT 2
1.687 AC.

TRACT 3
2.547 AC.

Tract 3 — 7.516 AC. TO BE REZONED
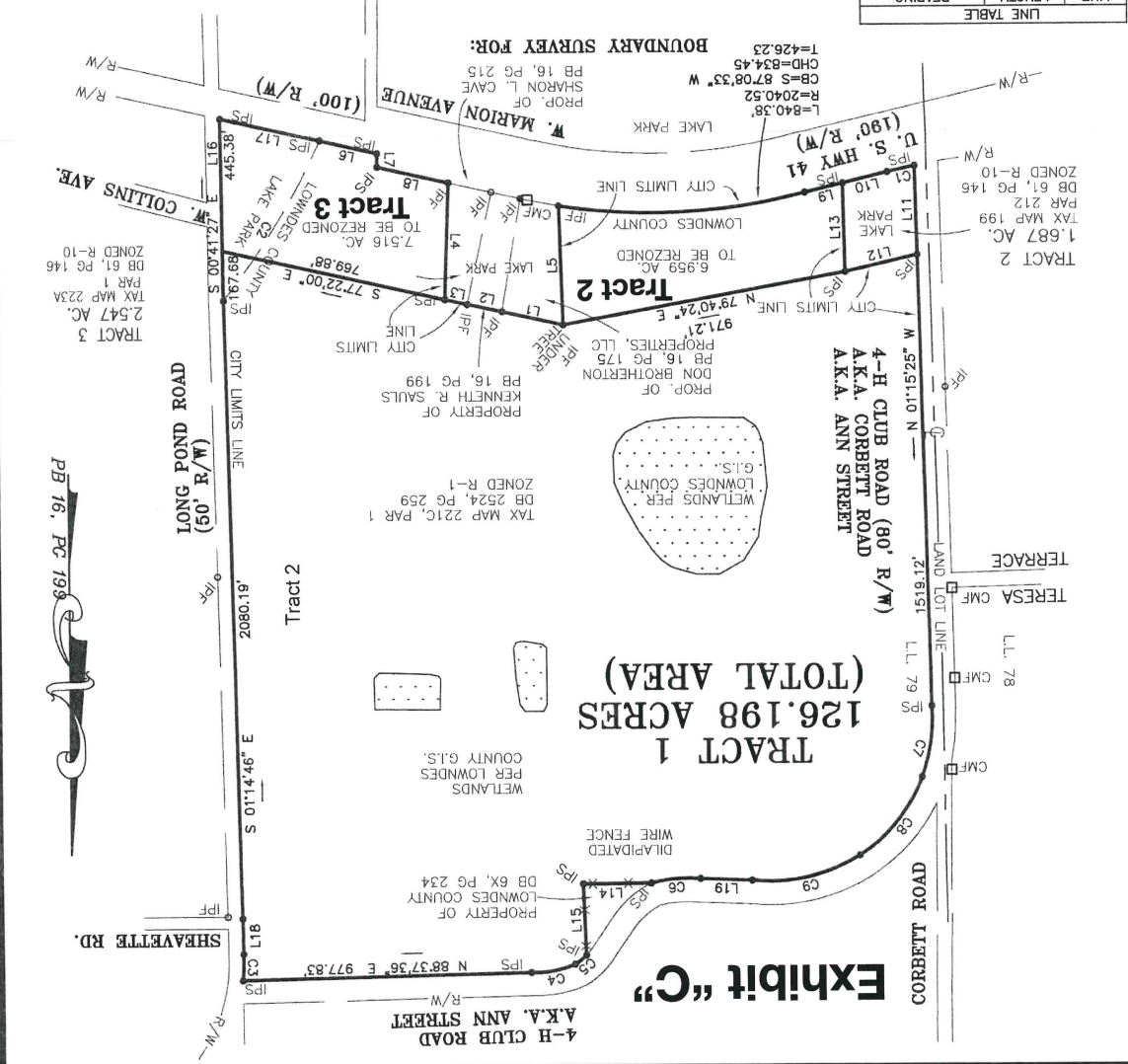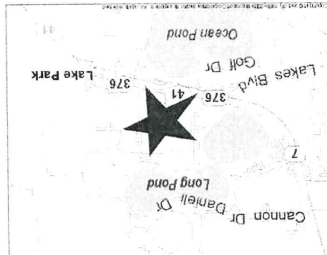Tract 2 — 6.959 AC. TO BE REZONED

PB 16, PG 199

Exhibit "D"

Robert A. Register
Rezoning

Tract 2:

All that tract or parcel of land situate, lying and being located in Land Lot 79 of the 16th Land District, Lowndes County, Georgia containing 6.959 acres and being more particularly described as follows: For a point of reference begin at an iron pin located at the intersection of the east right-of-way margin of 4-H Club Road (80' r/w) and the north right-of-way margin of U. S. Hwy 41 (190' r/w) and proceed along the arc of a curve to the left in U. S. Hwy 41 having a length of 94.83 feet a chord bearing of north 77 degrees 25 minutes 14 seconds east for a distance of 94.82 feet to a point; thence north 76 degrees 28 minutes 04 seconds east for a distance of 155.17 feet to an iron pin being the POINT OF BEGINNING; thence leaving said right-of-way margin north 01 degrees 15 minutes 18 seconds west for a distance of 300.00 feet to an iron pin; thence north 79 degrees 40 minutes 24 seconds east for a distance of 971.21 feet to an iron pin under a tree; thence south 01 degrees 41 minutes 30 seconds east for a distance of 401.95 feet to an iron pin located on the north right-of-way margin of U. S. Hwy 41; thence along a curve to the left in said right-of-way for a length of 840.38 feet with a radius of 2809.88 feet, a chord bearing of south 87 degrees 08 minutes 33 seconds west for a distance of 834.45 feet to a point; thence south 76 degrees 28 minutes 04 seconds west for a distance of 130.99 feet to the POINT OF BEGINNING.

Tract 3:

All that tract or parcel of land situate, lying and being located in Land Lot 79 of the 16th Land District, Lowndes County, Georgia containing 7.516 acres and being more particularly described as follows: For a POINT OF BEGINNING begin at an iron pin located at the intersection of the north right-of-way margin of U. S. Hwy 41 (100' r/w) and the west right-of-way margin of Long Pond Road (50' r/w); thence north 77 degrees 22 minutes 00 seconds west along the right-of-way margin of U. S. Hwy 41 for a distance of 345.38 feet to a point; thence north 77 degrees 22 minutes 00 seconds west for a distance of 199.02 feet to an iron pin; thence north 00 degrees 47 minutes 00 east for a distance of 46.00 feet to an iron pin; thence north 77 degrees 22 minutes 00 seconds west for a distance of 246.87 feet to an iron pin; thence leaving said right-of-way north 02 degrees 09 minutes 33 seconds east for a distance of 394.96 feet to an iron pin; thence south 77 degrees 22 minutes 00 seconds east for a distance of 769.88 feet to a point located on the west right-of-way margin of Long Pond Road (50' r/w); thence south 00 degrees 41 minutes 27 seconds east for a distance of 445.38 feet to the POINT OF BEGINNING.

Exhibit "E"

| 0 | 2,500 | 5,000 Feet |

LAKE PARK
CHARACTER AREA MAP

Legend

Character Areas
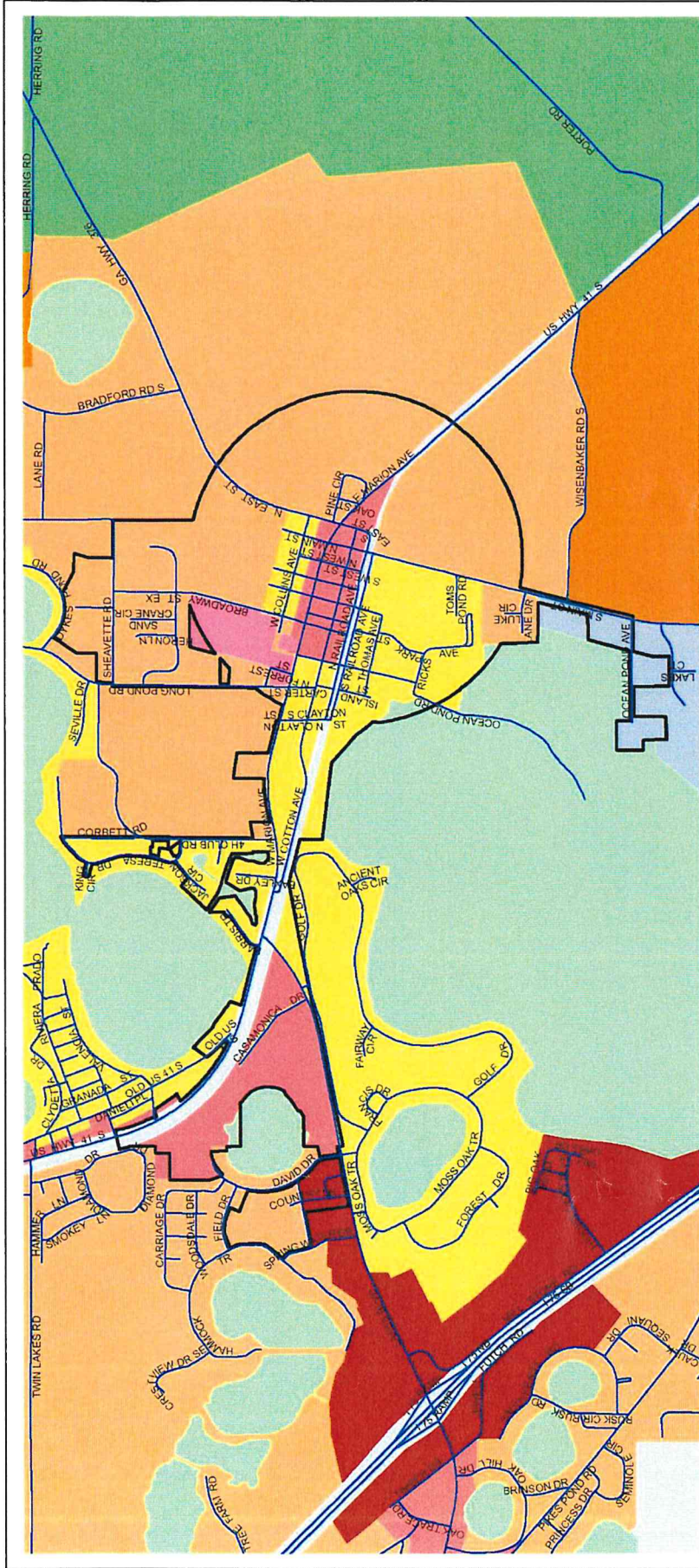
- Agriculture/Forestry/Conservation
- Community Activity Center
- Established Residential
- Industrial Activity Center
- Institutional Activity Center
- Park/Recreation/Conservation
- Regional Activity Center
- Rural Residential
- Suburban Area
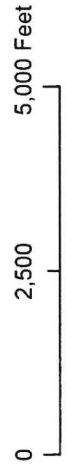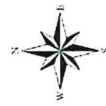- Transportation/Communication/Utilities

Exhibit "F"

2.4.8 Suburban Area

DESCRIPTION: Area where typical types of suburban residential subdivision development have occurred or pressures for such type of development are greatest due to availability of water and/or sewer service. These areas are characterized by low pedestrian orientation, high to moderate building separation, predominately residential uses with scattered commercial or civic uses, and varied, often curvilinear, street patterns.

DEVELOPMENT STRATEGY: Moderate density should be promoted in these areas with a greater focus on Traditional Neighborhood Development (TND) style residential subdivisions; where possible, existing development should be retrofitted to better conform to traditional neighborhood development principles. These principles include creating neighborhood focal points by locating schools, community centers, or well-designed small commercial activity centers at suitable locations within walking distance of residences.

New development should be master-planned with mixed-uses; blending residential development with schools, parks, recreation, retail businesses and services. Strong connectivity and continuity between each master planned development should exist along with internal street connectivity, multiple site access points, and good vehicular and pedestrian/bicycle connections to retail/commercial services. Street design should foster traffic calming such as narrower residential streets, on-street parking, and bicycle/pedestrian facilities. Compatible architecture styles are encouraged to maintain the regional character; these should not include "franchise" or "corporate" architecture. Where possible, there should be connections to regional networks of greenspace and trails, available to pedestrians, bicyclists, and equestrians for both tourism and recreational purposes. The permit of accessory housing units or well-designed, small-scale infill multifamily residences will increase neighborhood and income diversity.

PERMITTED ZONINGS:	Community-Commercial (C-C)-when property located along a collector or arterial roadway.
	General Commercial (C-G)　　　Low Density Residential (R-1)
	Medium Density Residential (R-21) and (R-15)
	Multi-Family Residential (R-6M)　Multi-Family Residential (R-M)
	Neighborhood-Commercial (C-N) Office Institutional (O-I)
	Office-Professional (O-P)　　　Planned Development (P-D)
	Residential-Professional (R-P)　Single-Family Residential (R-6)

QUALITY COMMUNITY OBJECTIVES:
1) **Growth Preparedness Objective**: Each community should identify and put in place the prerequisites for the type of growth it seeks to achieve. These may include housing and infrastructure (roads, water, sewer and telecommunications) to support new growth, appropriate training of the workforce, ordinances to direct growth as desired, or leadership capable of responding to growth opportunities.
2) **Infill Development Objective**: Communities should maximize the use of existing infrastructure and minimize the conversion of undeveloped land at the urban periphery by encouraging development or redevelopment of sites closer to the downtown or traditional urban core of the community.
3) **Open Space Preservation Objective**: New development should be designed to minimize the amount of land consumed, and open space should be set aside from development for use as public parks or as greenbelts/wildlife corridors.

4) **Transportation Alternatives Objective**: Alternatives to transportation by automobile, including accessible mass transit, bicycle routes and pedestrian facilities, should be made available in each community. Greater use of alternate transportation should be encouraged.

5) **Housing Opportunities Objective**: Quality housing and a range of housing size, cost, and density should be provided in each community, to make it possible for all who work in the community to also live in the community.

6) **Sense of Place Objective**: Traditional downtown areas should be maintained as the focal point of the community or, for newer areas where this is not possible, the development of activity centers that serve as community focal points should be encouraged. These community focal points should be attractive, mixed-use, pedestrian-friendly places where people choose to gather for shopping, dining, socializing, and entertainment.

IMPLEMENTATION MEASURES:
1) **Appropriate Zoning Districts:**
    a. **Low Density Residential (R-1) Zoning District:** See description above in 2.4.4
    b. **Medium Density Residential (R-21) and (R-15) Zoning District:** See description above in 2.4.6
    c. **Suburban Density Residential (R-10) Zoning District:** See description above in 2.4.6
    d. **Single-Family (R-6) Residential Zoning Districts:** See description above in 2.4.6
    e. **Multi-Family (R-6M) and (RM) Residential Zoning Districts:** See description above in 2.4.7
    f. **Residential-Professional (R-P) Zoning District:** See description above in 2.4.7
    g. **Office-Professional (O-P) and Office Institutional (O-I) Zoning Districts:** See description above in 2.4.7
    h. **Neighborhood-Commercial (C-N) Zoning District:** See description above in Section 2.4.7.
    i. **Community-Commercial (C-C) and General Commercial (C-G) Zoning Districts:** See description above in Section 2.4.5.
    j. **Planned Developments (P-D):** See description above in 2.4.6
    k. **Rural Planned Development (PD-R) Zoning District:** See description above in 2.4.1

2) **Access Control Measures:** To ensure neighborhoods and commercial properties are interconnected to allow for greater traffic circulation and increased public safety.

3) **Alternatives to or Reuse of Big Boxes:** As Big Boxes become vacant, developers are encouraged to investigate innovative methods of reuse and possible redesign. Developers are also encouraged to design big box retail stores so as to minimize impact on surrounding properties and provide greater aesthetic appeal. This can include the use of alternative construction materials, creative building design, and innovative site layout.

4) **Appropriate School Siting:** To ensure schools are located within existing or planned activity centers to promote pedestrian and bicycle accessibility.

5) **Density Bonuses:** Certain income groups are in need of additional housing options but may find it very hard to obtain. Increased density in appropriate areas may help decrease the cost of development thus making housing more affordable.

6) **Design for Pedestrian-Friendly Communities:** In an effort to promote active living, developers and planners should work together to ensure new development is designed in such a way as to encourage walking and biking. This includes such methods as interconnecting neighborhoods

and commercial developments, providing sidewalks and bike lanes, and situating buildings to promote pedestrian friendliness.

7) **Flexible Parking Standards:** Revising land development regulations to remove rigid parking requirements that typically result in an oversupply of unnecessary parking spaces. Revisions may include reducing the number of required parking spaces, allowing shared parking between adjacent facilities, or promoting the use of alternative materials.

8) **Flexible Subdivision Regulations:** Revising subdivision regulations to enable development of more innovative types of subdivisions that better match the character of the community and physical constraints of the development site. Revisions may include adjusting specific physical development standards to allow for condominium-style development or encouraging greater use of discretionary site plan review for new subdivisions.

9) **Inclusionary Zoning:** Refers to various zoning or subdivision regulations which require that there be some affordable units in new residential developments. This can refer to new apartments, condos, or houses. Most commonly the requirement is that a certain percentage of the units be affordable, which must be defined for a specific period of time, but other techniques are also used. An advantage of inclusionary zoning, over traditional low-income housing projects, is that it mixes incomes and classes together.

10) **Infill Development Program:** A comprehensive strategy for encouraging infill development in particular areas of the community, while also regulating this development to ensure protection of quality of life in affected neighborhoods. An effective program will include both: a) development incentives, improvements to public facilities and services, and streamlined regulations to encourage infill development; b) guidelines for appropriate design, density and location of new infill projects.

11) **Mixed Use Zoning:** In contrast to traditional zoning techniques, mixed-use zoning, which is often accomplished through zoning overlays, allows different types of uses such as: residential, commercial and office/professional to locate within the same area provided the uses are reasonably compatible. This type of development, in appropriate areas, creates a more diverse and dynamic urban setting and often makes it easier for people to carry out daily activities by alternative modes of transportation.

12) **Right of Way Improvements:** Any type of public improvement made in a roadway's "right-of-way," which is the strip of land that includes the road itself and the narrow band of publicly owned property on either side of the road where sidewalks, curbing, and utility lines are typically located. Such improvements may address issues such as: not enough or non-accessible sidewalks and bike trails, traffic problems, unattractive commercial or shopping areas, or unattractive sprawl development/visual clutter along roadways

13) **Reuse of Greyfields:** Redevelopment of Greyfields can occur through programs such as the State's Redevelopment Fund. This fund gives local governments access to flexible financial assistance to help them implement projects that cannot be undertaken with the usual public sector grant and loan programs. The Redevelopment Fund finances locally initiated public/private partnerships to leverage investments in commercial, downtown and industrial redevelopment and revitalization projects that wouldn't proceed otherwise.

14) **Traffic Calming:** Physical improvements designed to decrease traffic speed and increase the pedestrian-friendliness of roadways. Typical traffic-calming improvements include raised

crosswalks, narrower traffic lanes, fewer lanes, on-street parking, bump-outs, pedestrian refuges, and landscaped medians.
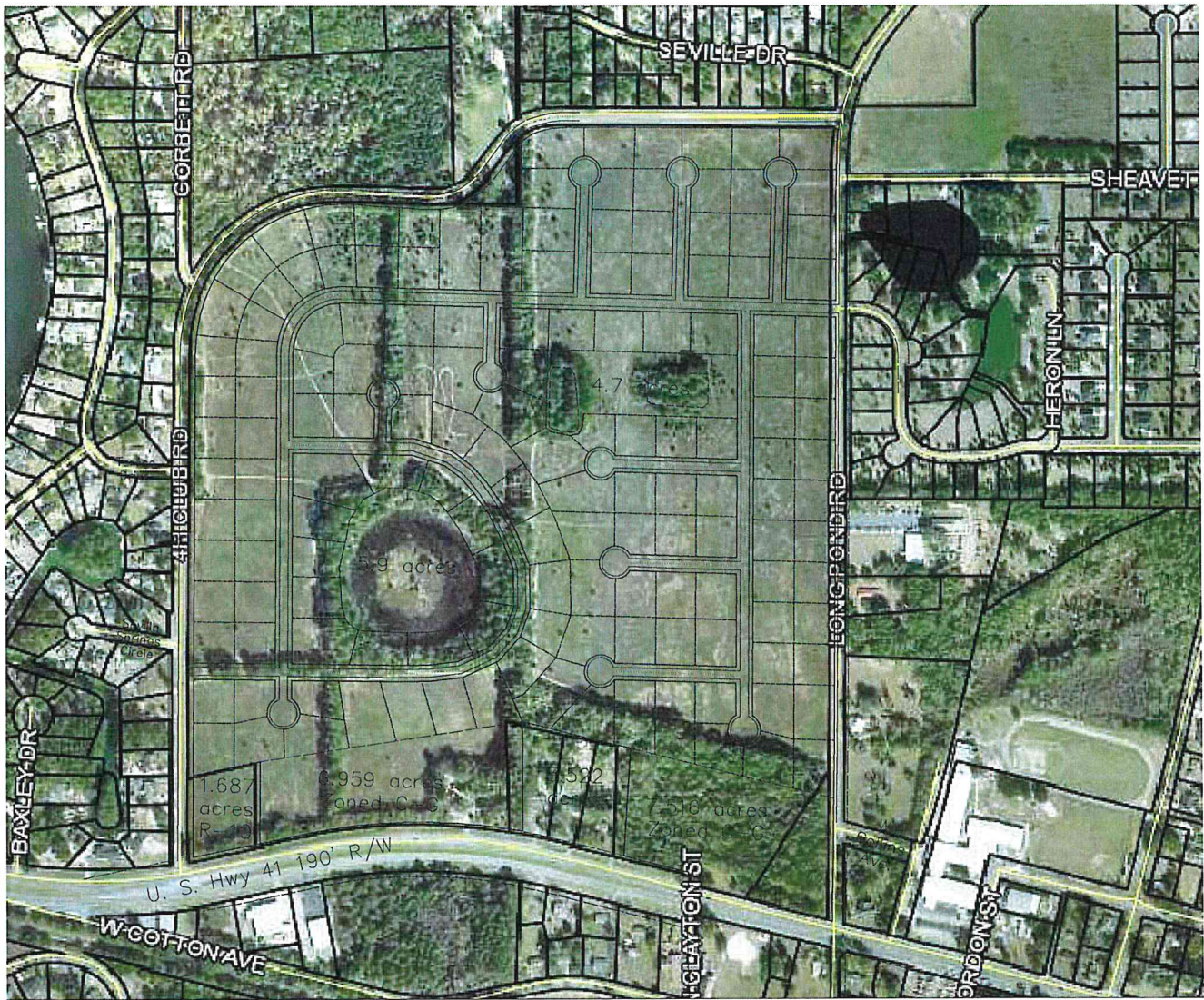
GRAPHIC SCALE: 1 INCH = 400 FT.

Conceptual Site Design
for
Robert A. Register Estate

150 Lots, .5 acre or larger
Home prices $220,000–$260,000
Restrictive Covenants
Architectural Controls Committee
Annual Tax Revenue $1,206,000

REFERENCE

NAI Commercial Realty Advisors

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: 2020 Public Defender Contracts

Work Session/Regular Session

DATE OF MEETING: February 10, 2020

BUDGET IMPACT:
FUNDING SOURCE:
( ) Annual
( ) Capital
( ) N/A
( ) SPLOST
( ) TSPLOST

COUNTY ACTION REQUESTED ON: 2020 Public Defender Contracts

HISTORY, FACTS AND ISSUES: The attached contract for 2020 ongoing Public Defender services and 2020 administration of operating expenses contract for the Valdosta office are the same as have been presented annually for several years with no changes.

OPTIONS: 1. Approve and sign both contracts
            2. Board's pleasure

RECOMMENDED ACTION: Approve

DEPARTMENT: Public Defender   DEPARTMENT HEAD: Wade Krueger

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

AMENDMENT TO THE INDIGENT DEFENSE SERVICES AGREEMENT AMONG THE CIRCUIT PUBLIC DEFENDER OFFICE OF THE SOUTHERN JUDICIAL CIRCUIT AND THE GOVERNING AUTHORITIES OF BROOKS, COLQUITT, ECHOLS, LOWNDES, AND THOMAS COUNTIES

THE AGREEMENT entered on January 31, 2007, among the Circuit Public Defender Office of the Southern Judicial Circuit (herein referred to as "the Public Defender Office"), the governing authority of Brooks County, a body politic and a subdivision of the State of Georgia (herein referred to as "Brooks County"), the governing authority of Colquitt County, a body politic and a subdivision of the State of Georgia (herein referred to as "Colquitt County"), the governing authority of Echols County, a body politic and a subdivision of the State of Georgia (herein referred to as "Echols County"), the governing authority of Lowndes County, a body politic and a subdivision of the State of Georgia (herein referred to as "Lowndes County"), and the governing authority of Thomas County, a body politic and a subdivision of the State of Georgia (herein referred to as "Thomas County"), is hereby amended pursuant to Section 6.06 of the agreement by striking in its entirety Section 6.01 relating to Term of the agreement and inserting in lieu thereof the following:

Section 6.01 Term. The term of this agreement is 1 year beginning January 1, 2020 and ending December 31, 2020. This agreement may be renewed by the Public Defender Office by providing written notice to each of the county representatives designated in Section 6.05 within 30 days prior to the expiration of the agreement in accordance with Section 6.06. This agreement may also be renewed when the annual budget has been agreed to by all parties. Notice of the renewal will be sent by the Public Defender to the representatives of the parties identified in Section 6.05.

In addition, the parties to this agreement acknowledge and consent to the continued rollover of the county's surplus funds, if any, from the previous calendar year budgets to be retained on behalf of the Public Defender Program for FY 2020-2021.

IN WITNESS WHEREOF, the parties have each here unto affixed their signatures.

ATTEST:

LOWNDES COUNTY

_____

BY: _____

K. Paige Dukes
County Clerk

Bill Slaughter, Chairman
Board of Commissioners

_____

Date

AMENDMENT TO THE GEORGIA INDIGENT DEFENSE SERVICES AGREEMENT FOR THE ADMINISTRATION OF OPERATING EXPENSES

THE AGREEMENT entered on the 31st day of January, 2011, among the Georgia Public Defender Standards Council, now revised to the Georgia Public Defender Council (herein referred to as "**GPDC**"), the Circuit Public Defender Office of the Southern Judicial Circuit (herein referred to as "the **Public Defender Office**"), the governing authority of Brooks County, a body politic and a subdivision of the State of Georgia (herein referred to as "**Brooks County**"), the governing authority of Echols County, a body politic and a subdivision of the State of Georgia (herein referred to as "**Echols County**"), and the governing authority of Lowndes County, a body politic and a subdivision of the State of Georgia (herein referred to as "**Lowndes County**"), Brooks, Echols and Lowndes Counties are herein referred to collectively as "the **Counties**," is hereby amended pursuant to Section 2.01 of the agreement by striking in its entirety Section 2.01 relating to Term of the agreement and inserting in lieu thereof the following:

Section 2:01 Term. The term of this agreement is 1 year beginning January 1, 2020 and ending December 31, 2020. This agreement may be renewed when the annual budget has been agreed to by all parties.

IN WITNESS WHEREOF, the parties have each here unto affixed their signatures.

ATTEST: Circuit Public Defender
                                                         Southern Judicial Circuit

_____   BY: _____
                                                 Wade Krueger
                                                 Circuit Public Defender
_____
Date

ATTEST: Georgia Public Defender Council

_____   BY: _____
                                                 Jimmonique R.S. Rodgers
                                                 Interim Executive Director

_____
Date

ATTEST: LOWNDES COUNTY

_____   BY: _____
K. Paige Dukes   Bill Slaughter, Chairman
County Clerk   Board of Commissioners

_____
Date

LOWNDES COUNTY BOARD OF COMMISSIONERS
COMMISSION AGENDA ITEM

SUBJECT: Paving - Arglass Road

Work Session/Regular Session

DATE OF MEETING: February 10, 2020

BUDGET IMPACT: $ 789,567.21
FUNDING SOURCE:
( ) Annual
( ) Capital
( ) N/A
( ) SPLOST
( ) TSPLOST

COUNTY ACTION REQUESTED ON: Paving - Arglass Road

HISTORY, FACTS AND ISSUES: Lowndes County solicited bids for paving Arglass Road. Arglass Road is located off Rocky Ford Road and is approximately .75 miles. The project is part of a CDBG EIP Grant and will consist of grading, drainage, base, and paving. Vendors present for the January 15, 2020 pre-bid meeting were H & H Paving, James Warren & Associates, Reames and Son Construction, Rountree Construction, Southland Contractors, and The Scruggs Company. Lowndes County received three bids on January 29, 2020.

Bids that meet specifications are as follows:

James Warren & Associates	Valdosta, Georgia	$1,013,023.45
Reames and Son Construction	Valdosta, Georgia	$ 796,811.95
The Scruggs Company	Valdosta, Georgia	$ 789,567.21

OPTIONS: 1. Accept bid proposal and authorize execution of contract to The Scruggs Company or direct otherwise
2. Board's Pleasure

RECOMMENDED ACTION: Accept

DEPARTMENT: Engineering   DEPARTMENT HEAD: Mike Fletcher

ADMINISTRATIVE COMMENTS AND RECOMMENDATIONS:

Arglass Road

Bid Tabulation Sheet

January 29, 2020

Bidder	Bid Bond	E-Verify	Section 3 If Applicable	Addendum #1	Bid Amount
H & H Paving	-	-	-	-	Did not bid
James Warren & Associates	x	x	x	x	$1,013,023.45
Reames and Son Construction	x	x	x	x	$796,811.95
Roundtree Construction	-	-	-	-	Did not bid
Southland Contractors	-	-	-	-	Did not bid
The Scruggs Company	x	x	x	x	$789,567.21

Mike Fletcher, County Engineer

Joe Pritchard, County Manager

Bill Slaughter, Chairman