



REGULAR MEETING

September 09, 2024
10:00 AM

Albany-Dougherty Government Center
222 Pine Ave, Room 100, Albany, GA 31701

AGENDA

The public will also have access to the live meeting by accessing the Dougherty County Georgia Government Facebook page at facebook.com/Dougherty.ga.us or viewing the public government access channel (Channel 16).

1. Call the meeting to order by Chairman Lorenzo Heard.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. Minutes.
 - a. Consider for action the Minutes of the August 5th Regular Meeting and August 12th Work Session. **ACTION:**
6. Delegations (*The Commission will hear comments on those items pertaining to Dougherty County for which a public hearing has not been held or scheduled. Please be brief, to the point, and considerate of time for others*).
 - a. Citizen Audrey Harris Hawthorne is present to accept the Proclamation recognizing her 101st Birthday.
 - b. Citizen Jason Browning is present to discuss safety concerns in District 6.
 - c. Scott Steiner, President & CEO, Phoebe Putney Health System, is present to provide an update to the Board.
 - d. Mental Health Development Disabilities & Addictive Disease Advisory Council - Regional 4 Board Members Gail Davenport and Debbie Richardson are present to provide an update on the DBHDD Priorities and Strategies and share information on the upcoming NAMI Walk.
 - e. Dougherty County Police Chief Kenneth Johnson is present to update the Commission on activity in the unincorporated area.

7. Additional Business.

- a. Consider for action the Resolution providing for the approval of a stipend for the Coroner to supplement his annual salary effective with the September monthly payroll distribution. **ACTION:**
- b. Consider for action the Resolution establishing a Judicial Building Master Planning Task Force, providing for the purpose, establishing membership, organization, support, goals, and funding. Funding for the efforts of the amount up to \$400,000 will be utilized by SPLOST. **ACTION:**
- c. Consider for action the recommendation to accept the needs assessment and proposal to develop a Master Plan for the Dougherty County Judicial Building from SRJ Architects, Inc. (Albany, GA). Funding for the efforts of the amount up to \$400,000 will be utilized by SPLOST. Acting County Administrator Barry Brooks and Facilities Management Director Heidi Hailey will address. **ACTION:**
- d. Consider for action the acceptance of the Resolution authorizing the Southwest Georgia Regional Commission to execute and file the renewal of the annual application on behalf of Dougherty County with the Georgia Department of Transportation and the United States Department of Transportation for a grant for public transportation assistance under Section 5311 Regional Transit Program. Acting County Administrator Barry Brooks will address. **ACTION:**
- e. Consider for action the recommendation from Disaster Recovery and Grants to accept the funding and retroactive application for the Department of Housing and Urban Development (HUD) Grant #B-24-CP-GA-0674 for the Putney Park Project in the amount of \$685,000. This is a 100% funded grants with no local match. Acting County Administrator Barry Brooks, Program Manager and Disaster Recovery and Grants Harriet Hollis will address. **ACTION:**
- f. Consider for action the recommendation from the County Attorney to enter into Executive Session for the purpose of discussing personnel. **ACTION:**
- g. Consider for action the approval of the offer letter for the appointment of the County Administrator. **ACTION:**

8. Updates from the Acting County Administrator.

9. Updates from the County Attorney.

10. Updates from the County Commission.

11. Adjourn.

Dougherty County's Vision Statement

Dougherty County will be a committed leader in sustaining a high quality of life by partnering with citizens, businesses, and other government agencies to make this a community of choice for living, working, and leisure activities.

Dougherty County's Mission Statement

To improve the quality of life for all our citizens by being accessible and good stewards of our resources while delivering cost-effective, responsive, services with integrity, fairness, and friendliness.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at 229-431-2121 promptly to allow the County to make reasonable accommodations for those persons.

DOUGHERTY COUNTY COMMISSION

REGULAR MEETING MINUTES

August 5, 2024 DRAFT

The Dougherty County Commission met in Room 100 of the Albany-Dougherty Government Center on August 5, 2024. Chairman Lorenzo Heard presided and called the meeting to order at 10:00 a.m. Present were Commissioners Victor Edwards, Gloria Gaines, Russell Gray, Clinton Johnson, Anthony Jones, and Ed Newsome. Also present were Acting County Administrator Barry Brooks, County Attorney Alex Shalishali County Clerk Jawahn Ware and other staff. The public and representatives of the media participated in person and via live streaming of the meeting on the County's Facebook page and the government public access channel.

After the invocation and Pledge of Allegiance by the Chairman, he called for approval of the minutes for the July 1st Regular Meeting, July 8th Work Session and July 8th Special Called Meeting.

Commissioner Johnson moved for approval. Upon a second by Commissioner Newsome, the minutes were unanimously approved.

The Chairman recognized City of Albany Parks and Recreation Superintendent of Community Events, Velvet Poole to update the Commission on the department's Fishing Rodeos. Deputy Director Breanna Nixon was present. Mrs. Poole shared the results of the Fishing Rodeos held earlier in the summer and announced that the last rodeo will be held on August 10th at Robert Cross Park. Commissioner Jones shared comments and stressed that these were the City of Albany and Dougherty County events together. The questions of Commissioner Gray regarding stocking fish were addressed and his suggestions pertaining to stocking and events will be considered. Questions from Commissioner Gaines regarding advertising were answered. Commissioner Edwards voiced his concerns on the stocking of the fish and previous advertising not including Dougherty County. He requested that the service delivery agreement be reviewed. Chairman Heard provided a response and said moving forward, there can be better collaboration and communication [between the entities] and recommendations from the Recreation Committee can be provided. Mr. Brooks shared historical context regarding the County's role in stocking fish and other information. He also said that the best method to address the service delivery agreement was systematically with other agreements. Attorney Shalishali said that our current agreement was not clear on the fish. Mrs. Poole mentioned that she was working to increase more activities and programs in the unincorporated area with 10 programs being held this year. She thanked the Board for allowing the City of Albany to host our recreation program and shared that she was looking forward to working with our Board more.

The Chairman recognized citizen Montravious Luke to readdress concerns regarding gangs in our community. He shared that he was not familiar with community resources and needs, but he had a passion for what was happening in the streets. He added that he desired to take corrective action in our area. The Chairman asked Clerk Ware to set up a meeting.

The Chairman called for consideration to accept the quote to replace the chiller at the Judicial Building, 225 Pine Ave, from Service Pros (Albany, GA) in the amount of \$375,708.96. Three quotes were obtained with the highest being \$459,148. Funding is available in SPLOST VII and SPLOST VIII. Facilities Management Director Heidi Hailey addressed.

Commissioner Newsome moved for approval. Commissioner Edwards seconded the motion. Under discussion, Ms. Hailey addressed the concerns of Commissioner Johnson by sharing that this was the 2nd chiller to be replaced and was critical due to high usage in the building. There being no further discussion, the motion for approval passed unanimously.

The Chairman called for consideration of the resolution providing for the acceptance of time-sensitive documentation in the National Prescription Opiate Litigation required to be executed in order to participate in the Kroger Opioid Settlement and to be bound by an anticipated Memorandum of Understanding between the State of Georgia and Georgia Subdivisions regarding the Kroger National Opioid Settlement. County Attorney Alex Shalishali addressed.

Commissioner Johnson moved for approval. Commissioner Newsome seconded the motion. Under discussion, Attorney Shalishali addressed the concerns of Commissioner Gaines regarding three settlements. Documents were required to be executed prior to August 12th if the County decided to opt in. There being no further discussion, the motion for approval passed unanimously. Resolution 24-031 is entitled:

A RESOLUTION
ENTITLED
A RESOLUTION AGREEING TO PARTICIPATE IN THE KROGER NATIONAL
OPIOID SETTLEMENT AND AGREEING TO BE BOUND BY AN ANTICIPATED
MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE OF GEORGIA AND
GEORGIA SUBDIVISIONS REGARDING THE KROGER NATIONAL OPIOID
SETTLEMENT; REPEALING RESOLUTIONS OR PARTS OF RESOLUTIONS IN
CONFLICT HEREWITH;
AND FOR OTHER PURPOSES.

Mr. Brooks shared that the \$1.5 million request to the State Office for updates at RiverFront Park did not make the reappropriation bill for FY25. There were updates provided on the planning for the upcoming retreat agenda and on the County's restoration of services from the cyberattack. He thanked the technology team for their work and said an additional status from the City Manager will be provided later in the evening. Attorney Shalishali said that he would provide an update on the final numbers on the settlements. Commissioner Edwards provided suggestions on how to proceed on City and County projects prior to the retreat. He also asked for an update on the alley paving and ownership of a specific area. Mr. Brooks addressed ownership questions and shared cost estimates will be obtained. Commissioner Edwards also asked for an update on the vegetation clearing. Mr. Brooks recapped the conversation he had with Commissioner Edwards regarding the suggestions to have a public forum for concerns. Chairman Heard confirmed the request of Commissioner Edwards to have administrative staff attend a Neighborhood Watch meeting. Commissioner Johnson left the meeting at 10:44 a.m. Commissioner Gray asked that prayers be provided for those impacted by the storm. Attorney Shalishali provided an update to

Commissioner Gaines on the status of the code of ordinance project and the involvement of our consultants. Commissioner Jones shared the letter he received from the new NACO President James Gore appointing him to various committees. Chairman Heard said that Commissioner Gaines will be in Africa for the last two weeks in August.

There being no further business to come before the Commission, the meeting adjourned at 10:52 a.m.

CHAIRMAN

ATTEST:

COUNTY CLERK

DOUGHERTY COUNTY COMMISSION

WORK SESSION MEETING MINUTES

August 12, 2024 DRAFT

The Dougherty County Commission met in Room 100 of the Albany-Dougherty Government Center on August 12, 2024. Chairman Lorenzo Heard presided and called the meeting to order at 10:00 a.m. Present were Commissioners Victor Edwards, Gloria Gaines, Russell Gray, Anthony Jones, Clinton Johnson, and Ed Newsome. Also present were Acting County Administrator Barry Brooks, County Attorney Alex Shalishali, County Clerk Jawahn Ware, and other staff. The public participated in person and via live streaming of the meeting on the County's Facebook page and the government public access channel.

After the invocation by Chairman Heard, he asked the Commission to review the minutes of the July 15th Regular Meeting, July 29th Work Session, and July 29th Special Called Meeting.

The Chairman recognized Jana Dyke, President & CEO, Albany-Dougherty Economic Development Commission (EDC), to provide the quarterly update. Mrs. Dyke thanked the Board for their support which included financial contributions. She highlighted data that would be in the annual report with the most significant being that the EDC responded to 27 RFI's, six of which the area won. Some business expansions and new businesses were mentioned and the increase in our tax base was noted. Mrs. Dyke shared some of the strategies being used to target East Albany, especially the Roses building. The area will soon be a Regional Hub for Georgia Grows, which is under the Department of Agriculture. Expansion of current partnerships including 4H and 4C were shared. Positive feedback from the Commission was provided. Commissioner Gaines reconfirmed that since 2021, our tax base increased by over \$112 million, noting that this increase occurred during the pandemic. Other suggestions and feedback to assist the EDC were shared. Per the request of Commissioner Johnson, Mrs. Dyke announced the marketing strategy and will work with Commissioner Jones on some of his additional marketing suggestions.

The Chairman called for a recommendation to accept Addendum 2 of the Third-Party Administrative Services Agreement between Charles Taylor and the Dougherty County Board of Commissioners. Acting County Administrator Barry Brooks addressed. Mr. Brooks shared that the County has a good risk management program and said he will confirm the per-claim fee for automobiles.

The Chairman called for a recommendation to increase the Tipping Fee rates at the Landfill. It is proposed that the rates for MSW Garbage, Inert C&D, and residential self-haul increase from \$38.97 to \$40.97, the rates for asbestos increase from \$43.26 to \$45.26 and the rates for liquids increase from \$71.72 to \$73.72. The last increase was effective July 1, 2016. Finance Committee Chairman Clinton Johnson, Acting County Administrator Barry Brooks and Solid Waste Interim Director Melvin Williams addressed. Mr. Williams mentioned that Dougherty County's rates were below the natural average and those of our local peers. Mr. Brooks said that the fees would help offset some of the costs for EPD. Mr. Williams shared the impact of

the cost of inflation and said that the increase was planned to not be as high as other areas, but would help us offset some of our costs. Upon the request of Commissioner Gray, it was noted that there were plans to monitor fees for the future. Mr. Williams did not foresee an increase every year, and said we were looking to maintain costs. Commissioner Gray suggested that we look at a gradual increase plan to maintain profitability with the landfill because the Enterprise Fund assisted the General Fund in the past. Mr. Brooks shared that he was working with our consultants on how to improve the Enterprise Fund. Commissioner Gaines would like an update on the landfill's life cycle and other members were interested in looking at future fee increases. Commissioner Edwards requested that marketing be done to ensure citizens knew about the rates and other services.

The Chairman called for a discussion of the nomination for the County Voting Delegate at the ACCG Legislative Conference Business Session on October 10, 2024, in Athens-Clarke County. Chairman Heard addressed and Commissioner Johnson suggested that Commissioner Jones serve as our delegate.

Mr. Brooks reminded the Board that the Governmental Affairs Committee will meet immediately following the Work Session in Room 120. Commissioner Newsome provided kudos on the work done by Commissioner Jones for NACO. Commissioner Johnson would like an update from DCP on trending gang activity in the County. He also requested that our Governmental Affairs Committee review the costs for businesses and believed this was a factor in people relocating. He provided comments on the groundbreaking at Carroll Street Gardens. Commissioner Gray provided an update from the recent Department of Public Health (DPH) meeting and shared the receipt of the mobile health unit and new signage. He shared DPH's plan to address health disparities pertaining to maternal health and concerns were noted regarding new businesses locating here and our agriculture base diminishing. Commissioner Gray suggested that long-term policies be in place to protect farms and agriculture in the area and region to preserve our farmland. Commissioner Gaines provided kudos on the City's private-public partnership for the Carroll Street homes and would like an update from Farmer Fredo. Commissioner Jones shared his thanks for all the kind words regarding his service and said that the Commissioners on the Eastside were working. He stressed the need to continue to look at agriculture and children for the future.

Chairman Heard commended Commissioner Jones for his personal agricultural work and wished safe travels to Commissioner Gaines who will be abroad and will miss the next two meetings. Kudos were also provided to her for publishing a book.

There being no further business, the meeting adjourned at 11:21 a.m.

CHAIRMAN

ATTEST:

COUNTY CLERK

Board Of Commissioners

Dougherty County Georgia



Proclamation

Dougherty County Board of Commissioners Celebrates Audrey Harris Hawthorne's 101st Birthday and Centenarian Legacy

Whereas, Audrey Harris Hawthorne was born on August 26, 1923, in Cairo, Georgia, to Andrew Harris and Eula Williams, and received her early education in Cairo before relocating to Pelham, Georgia, with her family; and

Whereas, following the passing of her mother at the tender age of 15, Audrey and her brother moved to Goulds, Florida, to live with their uncle, where she sought to further her education and opportunities despite the challenges she faced; and

Whereas, demonstrating remarkable resilience and determination, Audrey moved to Miami, Florida, where she worked in domestic roles while attending a technical school to become a nurse's aide, ultimately earning her certificate and working at Haleigh Baptist Hospital; and

Whereas, Audrey Harris Hawthorne's professional journey included a period of domestic work, which she chose to focus on after her marriage to Clarence Shannon, with whom she shared 16 years before their divorce; and

Whereas, Audrey later met and married Thurman Hawthorne, who preceded her in death in 2004 and continued her career in domestic work until her retirement; and

Whereas, after living alone for several years, Audrey's hearing and vision challenges prompted her move to Albany, Georgia, where she now resides with her sister, Willie Mae Dillard; and

Whereas, she was a member of the St Luke Baptist Church in Miami for many years and served on the usher board until she moved to Albany Georgia where she is now a member at St. Paul Missionary Baptist Church led Rev. Calvin Rollins; and

Whereas, throughout her life, Audrey Harris Hawthorne has exemplified perseverance, adaptability, and dedication, making significant contributions to her community and serving as an inspiration to those around her.

Now, therefore, be it resolved that the Dougherty County Board of Commissioners extends its deepest admiration and respect to Audrey Harris Hawthorne for her unwavering spirit, accomplishments, and contributions. We honor her legacy and celebrate her life as a testament to the strength and resilience of our community.

This the 9th day of September, 2024.



BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

BY: _____

LORENZO L. HEARD, Chairman
Dougherty County Commission

**A RESOLUTION
ENTITLED
A RESOLUTION PROVIDING FOR THE APPROVAL OF STIPEND FOR CORONER
TO SUPPLEMENT HIS MINIMUM ANNUAL SALARY; REPEALING RESOLUTIONS
OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND FOR OTHER
PURPOSES.**

WHEREAS, on February 16, 2017, the Board of Commissioners of Dougherty County, Georgia approved a resolution requesting that the Local Delegation introduce legislation in the Regular 2017 Session of the General Assembly of Georgia adopting an act establishing the compensation for the Coroner of Dougherty County;

WHEREAS, pursuant to the aforesaid Resolution, the General Assembly passed during its Regular 2017 Session House Bill 476 introduced by the Local Delegation providing compensation for the Coroner;

WHEREAS, pursuant to O.C.G.A. § 46-16-11(b), the county governing authority may supplement the minimum annual salary of the coroner in such amount as it may fix from time to time; but no coroner's compensation supplement shall be decreased during any term of office;

WHEREAS, the Coroner's performance of his professional duties over the years has been and remains commendable; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Dougherty County, Georgia and it is hereby resolved by Authority of the same that at the beginning of the next payroll period, Coroner Michael Fowler shall receive a stipend in the gross amount of \$833.34 per month, less any applicable withholding and taxes, to supplement his minimum annual salary for the time period in which he has and will be performing duties as Coroner; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Commissioners of Dougherty County, Georgia and appropriate County staff are hereby authorized to execute and deliver, for and on behalf of the Board of Commissioners of Dougherty, Georgia this Resolution and any such additional documentation considered necessary or desirable to implement the intent of this Resolution; and

BE IT FURTHER RESOLVED, that all Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 19th day of August, 2024.

BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

By: _____
Lorenzo L. Heard, Chairman

ATTEST:

County Clerk

**A RESOLUTION
ENTITLED
A RESOLUTION ESTABLISHING A JUDICIAL BUILDING MASTER PLANNING
TASK FORCE AND PROVIDING FOR ITS PURPOSE, MEMBERSHIP;
ORGANIZATION, FUNDING AND OBJECTIVES; REPEALING PRIOR
RESOLUTIONS IN CONFLICT HEREWITH;
AND FOR OTHER PURPOSES.**

WHEREAS, the Board of Commissioners of Dougherty County, Georgia has determined that the Albany-Dougherty Judicial Building needs significant interior renovations and mechanical system improvements; and

WHEREAS, the Judicial Building is owned and managed by the Board of Commissioners of Dougherty County, Georgia for the primary purpose of housing the County's judicial functions; and

WHEREAS, the Board of Commissioners desires a tenant based collaborative master space planning document(s) for the Albany-Dougherty Judicial Building; and

WHEREAS, the Board of Commissioners of Dougherty County, Georgia has identified SRJ Architects, Inc., out of Albany, Georgia to assist a Judicial Building Tenant Task Force in developing recommendations for the Judicial Building's Master Plan.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Dougherty County, Georgia, it is hereby resolved through resolution by authority of the same:

SECTION I. Establishment of a Judicial Building Master Planning Task Force.

1. **Purpose and Membership.** The County Administrator is directed to produce in collaboration with tenants of the Judicial Building master space planning document(s) for consideration by the Board of Commissioners of Dougherty County, Georgia for the purpose of determining the extent and estimated costs of interior demolition, reconstruction and mechanical systems upgrades for the Albany-Dougherty Judicial Building. To assist in accomplishing this task, the Board of Commissioners establishes a Judicial Building Tenant Task Force ("Task Force") to be chaired by the Chairman of the Board's Public Works Committee. The task force will be composed of the following tenant officers:

The Chief Superior Court Judge; and

The Chief State Court Judge; and

The Probate Judge; and

The Chief Magistrate Court Judge; and

The Juvenile Court Judge; and

The District Attorney; and

The Public Defender; and

The Clerk of Court; and

The Sheriff; and

The Coroner; and

The Albany City Manager or Municipal Court Representative.

The task force members enumerated above may designate another person to represent them in their stead. As deemed appropriate, the task force may add up to two (2) additional members that have a vested interest in the Judicial Building.

2. **Organization, Support and Funding.** The initial meeting of the Task Force will be at the call of the Chairman of the Public Works Committee. Staffing for the Task Force will be provided by the County Administrator through the Facilities Management Department and the vendor selected to aid in the development of the master plan and corresponding documents. Funding for the Judicial Building Master Planning effort has been provided for in SPLOST. Incidental costs may be addressed by the Administrator in accordance with existing expenditure authority.

SECTION II. Goals and Objectives. The Task Force, at the direction of the Chairman of the Public Works Committee with assistance from SRJ Architects, will document the current and long-range space allocation needs for the Judicial Building. Task Force participation may be facilitated through interviews, meetings and site visits. The objective of the Task Force is to assist in the development of a consensus Judicial Building Master Plan for consideration, adoption, funding and execution by the Board of Commissioners.

SECTION III. Repealing Prior Resolutions and Ordinances. All resolutions and ordinances or parts of resolutions and ordinances, in conflict with this resolution are repealed.

SECTION IV. Effective Date. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 26th day of August, 2024.

BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

BY: _____
Lorenzo L. Heard, Chairman

ATTEST:

Jawahn Ware, County Clerk

SRJ Architects Inc.

Michael A. Johnson, AIA



David L. Guerra, AIA



Sonya D. Spalinger, AIA



Lee D. Martin, AIA



Rodney B. Varnadoe,
Director



p 229-436-9877

f 229-438-0370

April 24, 2024

Mr. Barry Brooks
Acting County Administrator
Dougherty County Board of Commissioners
P.O. Box 1827
Albany, Georgia 31702-5301

Dear Mr. Brooks:

REFERENCE: DOUGHERTY COUNTY JUDICIAL CENTER, MASTER
PLAN & NEEDS ASSESSMENT, ALBANY, GEORGIA - 2337

Thank you for your request for a proposal for developing a Master Plan and Needs Assessment of the Judicial Center for Dougherty County.

As we discussed previously, we anticipate multiple Phases to the development of this Plan, which I have summarized below, with the cost for each Phase:

- Field-measure and develop As-Built Floor Plans of the entire facility - \$49,200.
- Physical Needs Assessment to include an assessment of the renovation needs to also include mechanical, electrical, plumbing, low voltage, IT, fire protection, roofing, and elevator systems - \$165,960.
- Asbestos-containing building material survey of the entire facility - estimated to be \$56,063 (the final cost will be the cost of this survey to SRJ by MCS Services, Inc. + 15%).
- Conduct a series of meetings and interviews with the stakeholders to determine their current and long-range needs - \$6,500.
- Visit up to three (3) similar facilities in other counties, within Georgia, with this facility's key stakeholders - \$10,500 per trip.
- Develop a Master Plan for the overall renovations, modifications, and additions to the Judicial Center that incorporates the information gathered from the above items including determining potential Phasing of the work - \$76,000.

Mr. Barry Brooks
Dougherty County Board of Commissioners
April 24, 2024
Page Two

- An estimate, by a local Contractor - LRA Constructors Inc., of the potential costs for budgeting and SPLOST planning - \$11,500.

Total Proposed Cost - \$396,723.00

If you have any questions, please call me at 436-9877; and I will be happy to assist you.

Sincerely,

SRJ Architects Inc.



Michael A. Johnson, AIA
President & CEO

MAJ:ss

Date: August 27, 2024

To: County/City Clerks

From: Suzanne Angell, Executive Director

Re: Authorizing Resolution for 5311 Program

It is again time for the Southwest Georgia Regional Commission to apply for rural transit 5311 funds through the Georgia Department of Transportation (GDOT). The application deadline for FY2026 is September 30, 2024. As we do each year, the Southwest Georgia RC applies on behalf of the participating Counties/Cities in the Southwest GA region to provide regional rural public transportation.

Enclosed, please find an authorizing resolution allowing the Southwest Georgia RC to once again apply for 5311 funds on your County/City's behalf. We are asking for you to please place this item on your NEXT meeting agenda to seek approval of the 5311 authorizing resolution.

Once you have placed this action item on your agenda, please call or email Heather White at (229) 522-3552 (ext. 113) or hwhite@swgrc.org for confirmation and to inform her of the date of the meeting. When the resolution has been approved, signed and notarized, please return it by emailing to Heather. We only need the scanned copy.

Should you have any questions or concerns, please do not hesitate to contact me. Thank you in advance for your assistance with this matter.

Part C: Authorizing Resolution

The following two pages include an authorizing resolution that must be enacted by the governing body of the Applicant Organization and signed by the Chair of the County Commission, Mayor, or the head of the governing body as appropriate. Please complete the fillable fields on the resolution, then print and sign the designated fields. The authorizing resolution must be properly witnessed and notarized, including the date the notary's commission expires. The resolution should also be stamped with the notary seal as well as the seal of the county commission, city, or appropriate applicant jurisdiction. The certificate of the attesting officer must also be completed. A scanned copy of the completed, signed, and notarized Authorizing Resolution should be submitted as an attachment with the full application package.

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, AND GEORGIA DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER TITLE 49 U.S.C., SECTION 5311.

WHEREAS, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon Applicant, including the provision of the local share of project costs; and

WHEREAS, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW THEREFORE, BE IT RESOLVED BY Dougherty County Board of Commissioners hereinafter referred to as the "Applicant",

1. That the Designated Official SW GA Regional Commission, hereinafter referred to as the "Official", is authorized to execute and file an application on behalf of Dougherty County Board of Commissioners with the Georgia Department of Transportation, to aid in the purchase of bus transit vehicles and/or the planning, development, and construction of bus transit-related facilities pursuant to Section 5311 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances, or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances, or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation.
5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.

6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2024 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
7. That the applicant has or will have available in the General Fund the required non-federal funds to meet local share requirements for this grant application.

APPROVED AND ADOPTED this _____ day of _____, 2024.

Signature of Authorized Official

Name and Title of Authorized Official

Signed, sealed, and delivered this _____ day of _____, 2024 in the presence of

Witness

Notary Public/Notary Seal

CERTIFICATE

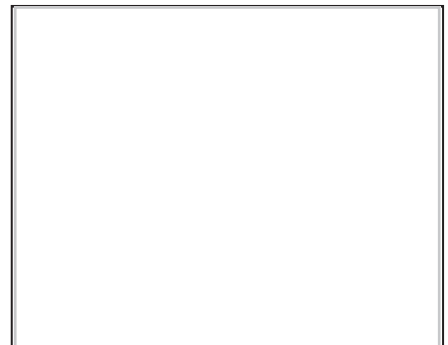
The undersigned duly qualified and acting _____ of

Dougherty Co. BOC (Title of Certifying/Attesting Official) (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on

_____, 2024.

Name of Certifying/Attesting Officer

Title of Certifying/Attesting Officer



Transit Activity Report

Dougherty County

July 1, 2023 - June 30, 2024

Report Period

Operation Parameters

Operation Hours 6:00am to 8:00pm M-F
Office Hours 8:00am to 5:00pm M-F

Vehicles in Service – 5

Total Statistics

Total Trips Performed	6,390
<i>Public Trips*</i>	902
Service Hours**	2,946
Service Miles**	87,120

Monthly Averages

Trips Per Vehicle - **1,278**

Percentage of Total Trips That Are Public - **14.12%**

Peak – 6:00am to 10:00am / 2:00pm to 6:00pm
Off Peak – 10:00am to 2:00pm / 6:00pm to 8:00pm

Trip Purpose

DCH Non-Emergency Medical	846
DHS - Division of Aging	2,741
DHS - DBHDD (Disabilities)	1,760
Public - Personal	902
Private Pay	141
Not Specified	0

GRANT REQUEST AUTHORIZATION FORM



DATE: 9--5-24				
DEPARTMENT: CDBG-DR & Grants/Finance				
GRANT PROGRAM: Economic Development Initiative -Community Project Finding (CPF)				
GRANTING AGENCY: Housing and Urban Development (HUD)				
CFDA # (IF FEDERAL GRANT) B-24-CP-GA-0674				
PROGRAM TITLE: Putney Park				
FUNDING REQUEST:				
FEDERAL	STATE	LOCAL MATCH	OTHER	TOTAL REQUEST
\$685k		\$0.00		\$685k
IF LOCAL MATCH IS REQUIRED, ARE FUNDS AVAILABLE IN CURRENT BUDGET? YES ____ NO ____				
INDIRECT COSTS? YES ____ NO X	AMOUNT:			
REIMBURSEMENT GRANT: YES ____ NO ____				
PROJECT DIRECTOR OR OFFICIAL: Chuck Mathis & Harriet Hollis		E-MAIL: hhollis@dougherty.ga.us		
APPROVING SUBMISSION (PRINT NAME & TITLE) Harriet Hollis, CDBG-DR & Grants Program Manager		SIGNATURE: <i>Harriet Hollis</i>		DATE: 9.5.24
REVIEWED BY FINANCE: Amy Westenfeld, Interim Finance Director		SIGNATURE: <i>Amy S Westenfeld</i>		DATE: 09.05.2024
REVIEWED BY COUNTY ADMINISTRATOR:		SIGNATURE:		DATE:
COUNTY COMMISSION ACTION:		APPROVED: YES ____ NO ____		DATE:



**DOUGHERTY COUNTY BOARD OF COMMISSIONERS
ADMINISTRATION**

Lorenzo L. Heard, *Chairman*
Ed Newsome, *District 1*
Victor Edwards, *District 2*
Clinton Johnson, *District 3*
Russell Gray, *District 4*
Gloria Gaines, *Vice Chair, District 5*
Anthony Jones, *District 6*

Barry G. Brooks, *Acting County Administrator*
Alex M. Shalishali, *County Attorney*

September 9, 2024

Deron King
200 West Lake Cove
McDonough, Georgia 30253

Re: Offer of Employment as County Administrator, Dougherty County, Georgia

Dear Mr. King:

On behalf of the Board of Commissioners of Dougherty County, congratulations on being considered for the position of County Administrator of Dougherty County, Georgia. This letter will outline the terms and benefits for that position. Please review this letter carefully. If the Board approves your selection, please indicate your agreement to these terms by signing at the end of this letter where indicated. This offer must be signed and returned no later than September 9, 2024.

1. Dates of Employment: Employment as the County Administrator will begin September 16, 2024, through and including January 6, 2025.
2. Position: The County Administrator ("Employee") is a full-time exempt position with Dougherty County, Georgia, reporting directly to the Board of Commissioners ("Employer"). Employee must agree to faithfully perform the duties prescribed in the job description, as set forth in the Employer's Code of Ordinances and as may be lawfully assigned by the Employer. Compliance is required with all lawful governing body directives, state and federal law, Dougherty County policies, rules and ordinances as they exist or may hereafter be amended. For the duration of this position, Employee agrees not to hold other employment without the written consent of the Chairman of the Board and maintain primary residence in Dougherty County. Employee agrees that he is be subject to annual evaluation of performance of duties as County Administrator.
3. Salary: Annual base salary rate \$185,000.00 per year, payable on a pro-rata basis in bi-weekly installments in the same manner as other employees of Dougherty County. Employee will therefore receive the pro-rated amount of the annual base salary rate from Employee's start date through and including December 31, 2024.

4. Benefits:

- a. *Annual Leave, Vacation and Sick Leave:* Employee is entitled to paid leave in accordance with Dougherty County policies attached hereto as Exhibit A. Any payout of accrued but unused leave at the end of employment will be made pursuant to the Dougherty County policies governing at the time of departure.
- b. *Vehicle Allowance:* Employee will be provided additional pay in the amount of \$650.00 per month as reimbursement for the costs of maintaining and operating a vehicle. Employee agrees that he is solely responsible for all costs and expenses, (including, but not limited to, gas, insurance and repairs) as well as for any liabilities incurred while operating his personal vehicle, including but not limited to traffic law violations or any mechanical needs of the vehicle.
- c. *Equipment:* Employee will be provided with all equipment necessary to full job functions to include but not limited to a laptop, cell phone, tablet, access cards, etc. If additional materials are requested that are not regularly provided to other Dougherty County employees, Employee must seek approval from the Chairman of the Board of Commissioners. Such approval shall not be unreasonably withheld.
- d. *Other Expenses:* Employer agrees to pay for the Employee's professional association memberships, subscriptions to professional organizations, seminars, travel and meals, accommodation, conferences and other incidental expenses up to the maximum amount of \$5,000.00 per year. Employee may seek approval for the payment of such expenses which exceed the maximum amount. Employee must identify in writing these expenses by January 9th of each year. Additionally, Employee must retain receipts in proper form in accordance with the county travel and expense reimbursement policies.
- e. *Health Care Benefits:* Employee will be provided comprehensive health care coverage (with medical, dental, and vision insurance) for him and his immediate family (spouse and children) through the health coverage plan offered to other Dougherty County employees, with all premiums to be paid by Employer. Employee will be eligible to participate in this health care within his 1st 30 days of employment by Dougherty County. This coverage becomes effective the 1st day of the month after one month's advance premium is paid.
- f. *Disability Insurance:* Employee will be provided coverage in a short-term and a long-term disability policy of Dougherty County's choice for his own benefit, with all premiums to be paid by Employer.
- g. *Life Insurance:* Employee will be provided a life insurance plan for his designated beneficiary in the amount of two (2) times the amount of his stated annual salary shown herein, with the premiums to be paid for by Employer.

- h. *Retirement*: Employee will be entitled to participate in the Dougherty County Defined Benefit Plan ("Defined Benefit Plan"). At his election, Employee may opt out of the Defined Benefit Plan to participate in a 401(a) Defined Contribution Plan ("Defined Contribution Plan") administered by the Association of County Commissioners of Georgia (ACCG). The election not to participate in the Defined Benefit Plan shall be made in writing to the Chairman of the Board before acceptance of employment. Employee understands that the election not to participate in the Defined Benefit Plan shall be irrevocable. A copy of the election form is attached hereto as Exhibit B.
 - i. *Indemnification*: Employee will be provided a defense to a tort, professional liability claim, demand or other legal obligation that arises directly out of any alleged act or omission that occurred while Employee was performing his job duties as County Administrator, with the potential exception of any intentional torts or criminal activity alleged against Employee. Employee shall be covered by the Dougherty County's insurance in all areas in which he is acting as an agent and employee of the Dougherty County, subject to the insurance carrier decision regarding coverage. In the event the insurer declines to provide coverage pursuant to the Dougherty County plan, Dougherty County will self-insure Employee's defense so long as the conduct at issue falls within the scope of Employee's employment and does not constitute to an intentional tort or criminal activity. Employer or its insurer may litigate, compromise, and/or settle any such claim and pay any amount of the settlement or judgment without Employee's consent. This status and indemnification shall continue after the Employee's term of employment for any and all actions which accrued in the scope of Employee's employment.
 - j. *Bonding*: Employer shall bear the full cost of any fidelity or other bonds required of Employee in accordance with his position pursuant to law or ordinance.
5. Relocation: The County shall provide a relocation lump sum payment of \$5,000.00 at least seven (7) days prior to the Employee's start date.
6. Notices: All notices, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be deemed to have been given: (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); or (c) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the following addresses (or at such other address for a party as shall be specified at a further date and appended hereto):

Employee: Deron King
 200 West Lake Cove

McDonough, Georgia 30253

Dougherty County: Lorenzo L. Heard, Chairman
Dougherty County Board of Commissioners
222 Pine Ave,
Albany, GA 31701

Alex M. Shalishali, County Attorney
Dougherty County Board of Commissioners
222 Pine Ave,
Albany, GA 31701

This offer is subject to approval by formal public vote of the Board of Commissioners of Dougherty County, Georgia. The employment terms set forth herein supersede any prior understandings between the parties. Any amendment to employment terms herein must be made and approved by all parties in writing.

Please note that all terms and conditions of employment are governed by the Dougherty County Code, its various resolutions, as well as the Dougherty County internal/personnel policy, rules and regulations.

Submitted this ____ day of _____, 2024.

BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

BY: _____
Lorenzo L. Heard, Chairman

Acceptance of the employment offer and position of County Administrator, as well as agreement to the terms listed herein is noted by the execution of this Agreement.

This ____ day of _____, 2024:

BY: _____
Deron King

Exhibit A

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

SECTION V

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-1
Leaves of Absence

Policy:

It is County policy to provide employees authorized time-off from work on specified occasions and under specified conditions. Time off from work considered under this section are:

- Holidays
- Annual Leave (Vacation)
- Sick Leave
- Military Leave
- Civil Leave
- Compensatory Leave
- Administrative Leave
- Leave Pursuant To The FMLA
- Leave Without Pay
- Workers' Compensation
- Long Term Disability

Application:

Classified employees are entitled to all categories of leave set forth in this manual.

Provisions:

- I. Leave must be approved by the Department Head in conformance with the established policies.
- II. All leaves shall be reported to the Human Resources Department on the appropriate forms.
- III. Former employees shall be considered as new employees for leave eligibility if their reappointment is over ninety (90) days after their termination.

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-2
Holidays

Holidays Authorized.

The County Commission authorizes nine (9) holidays annually; however, additional holidays may be designated by the Commission, as paid or unpaid, based on the financial condition of the County.

- New Year's Day
- Martin Luther King, Jr's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Provisions:

- I. **Holiday Falling on Weekends:** If the holiday falls on Sunday, the following Monday will be observed. If the holiday falls on Saturday, the preceding Friday will be observed.
- II. **Qualification for Paid Holidays:** To qualify for holiday pay, employees must work their last scheduled workday before the holiday and their first scheduled workday after the holiday, or have been out on other authorized leave.
- III. **Conflicting Work Schedules:** The County Administrator, in coordination with the Department heads, shall designate the work days to be observed as holidays by employees whose work schedules conflicts with the normally observed holidays.
- IV. **Scheduled Holidays:** Employees required to work on a scheduled holiday shall be granted compensatory leave or paid eight (8) hours per day for the time worked.
- V. **Holiday Falling During Scheduled Leave Time:** An employee scheduled for leave during a period in which a holiday occurs will be paid for observance of the holiday, and no leave will be deducted for that day.
- VI. Personal Day of Leave was discontinued in December 2010, due to the County's financial condition.

Last Revised: August 2011

Last Revised: July 1997

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-3
Annual Leave (Vacation)

Policy:

Annual leave is provided to classified employees to allow for needed, scheduled breaks from the work environment. Employees may request time off from work using accrued annual leave up to the amount of leave time accrued

Application:

Classified employees are eligible to earn and accrue Annual leave

Provisions:**I. Scheduling**

Annual leave requests will be approved by the Department Head to best meet department scheduling requirements.

II. Annual Leave Accruals and Accrual Caps

- A. Annual leave is accrued based on the employee's continuous service, and may be accrued to maximums based on length of continuous service:

Continuous Service	Accrual	Maximum Accrual
Less than 5 years	3.1 hours/ pay period	240 hours
5 but less than 10	4.6 hours/pay period	360 hours
10 but less than 15	6.2 hours/pay period	480 hours
15 or more	7.7 hours/pay period	600 hours

- B. Any accrual beyond these caps must be taken as annual leave by December 31 of the year such accrual is made or the leave time shall be lost, based on maximum accrue levels.

III. Pay for Unused Leave

- A. Employees shall be paid for unused annual upon separation from County service. Employees terminated during their initial working test period will be paid any unused accrued annual leave.
- B. In the event of the death of a classified employee, the employee's beneficiary(s), as designated in the employee pension plan, shall receive a lump sum payment, based on maximum accrue levels, for all unused annual leave of the deceased.
- C. Payment shall be made at the employee's rate of pay at the time of separation.

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-4
Sick Leave

Definitions:

Sick leave is paid leave which may be granted to eligible employees who, due to sickness or injury, become incapacitated to a degree that makes it impossible for them to meet the requirements of their position, or who are quarantined by a physician because of exposure to a contagious disease, or who must take time for scheduled medical, dental, or optical examination or treatment. Sick leave may also be granted:

- when the illness of a member of the immediate family requires the employee to serve as personal caregiver. Immediate family is defined as spouse, mother, father, son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother, sister, grandparent, or grandchild.
- when the death of an immediate family member requires the employee to be part of the funeral planning, attend the funeral, or to handle other matters directly related to the death of the family member which cannot be handled during off-work time. No more than three days of sick leave may be taken for this purpose.

Application:

Only classified employees are eligible to earn and accrue sick leave.

Provisions:

I. Sick Leave Not A "Right"

Sick leave is not a right for employees to use at their discretion, but is a privilege not to be abused.

- A. A doctor's certificate will normally be required when sick leave exceeds three (3) consecutive days. Such certificates should specify the nature of the illness and an approximate date of return to work.
- B. Employees believed to be abusing the sick leave privilege may be required by their Department Head to furnish a doctor's certificate for each period of absence regardless of other relevant provisions in this manual.

II. Sick Leave Accrual

- A. Classified employees shall accrue paid sick leave at the rate of 3.7 hours per pay period.

III. Pay for Unused Accrued Sick Leave

- A. Payout for unused leave is as follows:

Years of Continuous Service

Unused Accrued Leave

15 but less than 20

Not more than 360 hours

20 but less than 25

Not more than 480 hours

25 or More

Not more than 600 hours

- B. In the event of the death of an employee, the beneficiary(s) as shown on the employee's Retirement Plan records shall receive a lump sum payment for the employee's unused accrued sick leave up to the appropriate increment, not to exceed 600 hours. Appropriate increment determined by Years of Continuous service.
- C. Payment for unused accrued sick leave will be made at the employee's following hourly rate of pay at the time of separation.

July 1, 2005	90% hourly rate of pay
July 1, 2006	80% hourly rate of pay
July 1, 2007	70% hourly rate of pay
July 1, 2008	60% hourly rate of pay
July 1, 2009	50% hourly rate of pay

Last Revised: June 2017

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

- IV. **Forfeiture of Sick Leave:** Employees whose employment is terminated with less than 15 years continuous service shall not be paid for any unused accrued sick leave.
- V. **Reinstatement of Sick Leave:** Employees reappointed within ninety (90) days after separated from County service shall be given credit for any accrued sick leave forfeited at the time of termination.
- VI. **Death of Immediate Family Member:** Upon such event an employee may use no more than three (3) days sick leave unless an extension is approved by the Department Head. Use of Sick leave because of death of a non-relative must be authorized by the County Administrator.
- VII. **Employee Reporting Requirements**
- A. The employee must keep his supervisor or Department Head informed of his condition on a regular basis as well as the anticipated date of return to work.
 - B. Where a replacement for an absent employee will be required, the employee must report his absence at least two (2) hours before his scheduled work time when possible. Failure to do so may result in the employee being charged leave without pay.
- VIII. **Sick Leave Bank**
- A. Refer to Section V-11 pertaining to eligibility and use of the Sick Leave Bank.

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-5
Military Leave

In accordance with Georgia law and the Military Selective Service and Training Act, employees who are members of the Georgia National Guard or any reserve unit of the United State Armed Forces shall be entitled to military leave without loss of pay, performance rating, or other benefits (specifically medical, life and retirement benefits) for up to eighteen (18) days in any one (1) calendar year for the purpose of training or other such duties as required by the appropriate authority. In addition, such employees ordered to serve during an emergency shall be entitled to a leave of absence without loss of pay, etc., as set forth above for a period not to exceed thirty (30) additional days. The employee will be paid their full County pay for such periods of duty without regard for any military pay they may receive for a total of 48 days per calendar year.

Any classified employee who leaves county employment to enter military service with the United States on full-time active duty status during time of war or national emergency shall be placed on military leave of absence without pay. Employees returning from such leave of absence will be re-instated in accordance with applicable laws and regulations if they apply for re-instatement within the time period provided by law.

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-6
Civil Leave

Policy:

It is County policy to grant employees necessary time off with pay when performing jury duty or when required by proper authority to be a witness in legal proceedings, provided the employee notifies his Department Head in advance.

Provisions:

- I. Employees on approved civil leave may keep all payments they receive from the courts for their services without their leave pay from the County being affected.
- II. Employees dismissed early from jury duty with reasonable hours remaining in the work day are required to return to work for the completion of the work day. Failure to do so could result in the employee not being paid by the County for those remaining hours.
- III. A request for civil leave should be submitted by the employees as soon as the employee receives the subpoena for jury duty or to be a witness.

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-7

Family and Medical Leave Act (FMLA)

Policy:

Under the provisions of the FMLA, an employee may be granted up to twelve (12) weeks of family and/or medical leave during any twelve (12) month period. This leave is not intended to replace other authorized leaves.

Provisions:

- I. An employee must be employed for at least twelve (12) months and have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the leave.
 - II. After satisfying the previous criteria, an employee may take up to twelve (12) weeks of family leave per year as long as he/she works at least 1,250 hours in a rolling twelve (12) month period. A rolling twelve month period is defined as a twelve (12) month period measured backwards from the date an employee uses any family leave.
 - III. The following are basis for FMLA leave:
 - A. the birth, adoption or foster care of a child;
 - B. care for an employee's child, spouse, parent, or spouse's parent who has a serious health condition; or
 - C. the serious health condition of an employee where the employee is unable to perform the essential functions of his/her position.
 - IV. An employee's entitlement to leave for the birth of a child, placement of a child for adoption, or foster care expires at the end of the twelve (12) month period which began on the date of the birth or placement of the child.
 - V. Family/Medical Leave may be paid or unpaid. Leave will be unpaid unless it meets with the requirements of the County's Sick Leave Policy or Annual/Vacation leave is requested. For example, an employee can use sick and/or vacation leave for the birth of a child and the time taken will be counted toward the twelve (12) weeks per year of family leave. Once an employee exhausts available paid leave, then any more leave taken for family purposes will be without pay.
 - VI. An employee is required to pay his/her contribution of insurance premiums upon return from family leave without pay.
- In a situation where both husband and wife are employed by the County and qualify for family leave, the total number of weeks they may take to care for a family member is twelve (12), during a twelve (12) month period. However, if any other family member requires assistance, each employee may use the remainder of their available time, not to exceed 12 weeks in a 12 month period.
- VII. Family/Medical Leave may be taken intermittently in increments of two (2) hours.
 - VIII. Part-time employees receive a pro-rata amount of Family/Medical Leave because this leave is based on a standard forty (40) hour work week. The amount available for a part-time employee is calculated individually based upon the amount of time worked during the year.

Procedures:

- I. The procedures to request Family/Medical Leave are as follows:
 - A. An employee must request leave at least thirty (30) days before the leave is to begin when the time for leave is foreseeable, such as, an expected birth, placement of a child for adoption or foster care, of planned medical treatment for a serious health condition of the employee or family member.
 - B. If thirty (30) days notice to request leave is not feasible due to medical emergency or change in circumstances, leave must be requested as soon as possible.

Last Revised: July 1997

DOUGHERTY COUNTY, GEORGIA
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- C. An employee must request leave by completing the appropriate "Family/Medical Leave Request Form." In emergency situations where written notification is not possible, verbal notice will be accepted until written notice can be accomplished.
- D. The "Family/Medical Leave Request Form" must be signed by the employee's immediate Supervisor, the Department Head, Human Resources Director, and then approved by the Appointing Authority.
- E. An employee must obtain a medical certification from a physician if taking leave to care for a family member or due to the employee's own serious health condition. This certification must be turned in with the "Family/Medical Leave Form" to the Human Resources Director with the leave request.
- F. The medical certification must contain the following information.
 - 1. Name of health care physician;
 - 2. Physician's type of medical practice;
 - 3. Medical facts that support the certification;
 - 4. Explanation of how the condition qualifies as a serious health condition under the Family Medical Leave provision;
 - 5. Date the serious condition began; and
 - 6. Duration of serious health condition and estimate of length of incapacitation.
- G. The Human Resources Director may call the physician to clarify any information given in the medical certification, but may not request additional information.
- H. The Human Resources Director will notify the employee within two (2) business days as to the approval of the leave or requirement for more information.
- I. The Human Resources Director may, at the County's expense, require the employee to submit to another certification by another physician if there is doubt of the validity of the original certification. The County may designate the physician, but it cannot be a physician regularly employed by the County.
- J. In the event the opinion of the employee's physician and the County's physician differ, the County, again at its expense, may require medical certification from a third physician jointly approved by both the employee and County.
- K. The County may request recertification every thirty (30) days for pregnancy, chronic illness, or permanent/long term supervision of a health care provider.
- L. The County may require an employee on leave to report periodically on his/her status and intent to return to work.
- M. Failure of an employee to return to work on the agreed upon date may result in the employee being terminated.
- II. Return from work by an employee under the FMLA is as follows:
 - A. The employee may be required to obtain and present certification from the health care provider that the employee is able to resume working.
 - B. The employee shall be returned to the former position or to a position of equal status, pay and other terms and conditions of employment.
 - C. Exceptions to restoration of an equivalent position when an employee returns are:
 - 1. the employee is no longer able to perform essential functions of the job;
 - 2. The employee is considered a "key employee" where denial of job restoration is necessary to prevent substantial and grievous economic injury to the operation of the County.

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-8
Long Term Disability

POLICY

Long Term Disability is supplemental income that is provided to eligible employees who, due to sickness or injury, become incapacitated to a degree that it makes it impossible to meet position requirements.

APPLICATION

Only Classified Employees

PROVISIONS

- I. **Application for Long Term Disability Benefit**
 - A. Written request by the employee, including medical documentation, stating his desire to apply for Long Term Disability, submitted to the Department Head and/or Appointing Authority for approval.
 - B. Must apply for benefit through the Human Resources Department
 - C. Must meet minimum requirements as provisioned by the County's Long Term Disability administrators at the time of application
 - D. Must have been employed by the County for a minimum of 5 years.
- II. **Approval**
 - A. The County's Long Term Disability administrators determine employee's eligibility to receive monthly compensation.
- III. **Leave Status During Application Process**
 - A. Employees who have leave accruals or who are eligible for the Sick Leave Bank will be placed on paid medical leave of absence during the 90 day elimination period.
 - B. If accrued sick/annual leave is exhausted or if not eligible for the Sick Leave Bank, the employee will be placed on approved Medical Leave Without Pay, and if eligible FMLA.
- IV. **Return to Work**
 - A. If able to return to work within two (2) years of the effective date of approval for Long Term Disability, the County will assist in placing the employee through the application process; however, there is no guaranteed job placement.
- V. **Payout for Annual/Sick Leave Accruals**
 - A. Upon approval for long term disability after the 90 day elimination period has expired, employees will be paid out any due or eligible accrued annual and/or sick leave. This annual leave payout is subject to the provisions of Policy V-3, II (A) and V-4, III (A).
- VI. **Continuance of Health Insurance**
 - A. Employees who are approved for Long Term Disability and who are covered under the health insurance plan will be required to submit their portion of the premium to the Finance Department on a monthly basis for a 24 month period. Once application is made for LTD, no additional coverage is allowed and eligibility terminates if employee, spouse or dependents become or are eligible for health insurance coverage under another plan or Medicare. Annual certification for continuance of coverage for all participants is required by January first of each year. If not provided coverage will be terminated and COBRA will be offered.
- VII. **Continuance of Life Insurance**
 - A. Continuance of life insurance is contingent upon the plan that is effective the date the employee is approved for Long Term Disability. The employee is responsible for applying for waiver of premium through the life insurance carrier.

DOUGHERTY COUNTY, GEORGIA
Personnel Policies & Procedures

V-9
Other Leave Benefits

Compensatory Leave Policy:

Compensatory leave is earned at a rate of one and one-half hours for each hour worked. Compensatory leave may be used in the same manner as annual leave. Any unused portion of compensatory leave is payable at the time of separation from the County service at the employee's current rate of pay. All non-exempt employees are granted compensatory time in lieu of overtime for all hours worked excess of the maximum for the work period, normally 40 hours, except employees with public safety duties as described in the Fair Labor Standards Act.

All non-exempt employees, i.e. those eligible for overtime under the provisions of the Fair Labor Standards Act, are granted compensatory time in lieu of overtime pay for all hours worked in excess of the maximum for the work period; unless otherwise agreed upon.

Administrative Leave Policy:

Administrative leave is paid time off during exceptional situations such as a period of emergency, holidays, or special events, which is granted by the County Administrator. Administrative leave does not require the use of an employee's accrued sick or annual leave.

Exhibit B

ELECTION TO OPT OUT OF THE DOUGHERTY COUNTY DEFINED BENEFIT PLAN

As a future member of Dougherty County's senior management team, you are eligible to make a one-time, irrevocable election *not* to participate in the Dougherty County Defined Benefit Plan (the "Pension Plan"). In accordance with the terms of your offer of employment from Dougherty County, you may, however, be eligible for contributions under the Association County Commissioners of Georgia 401(a) Defined Contribution Plan for Employees of Dougherty County (the "401(a) Plan"). Please carefully review the information below and the terms of the Pension Plan and the 401(a) Plan before making your decision. Full copies of the plan documents are available upon request, and you may wish to consult with a financial advisor before making your decision. Human Resources staff at Dougherty County can answer questions you have about the plans, but no one at Dougherty County is qualified to provide you with legal, financial or tax advice. Although the following briefly summarizes several important features of the Pension Plan and the 401(a) Plan, it is not a complete description of either plan's terms and may not address plan features that significantly affect whether one plan or the other will be better for you. In the event of a conflict between the official plan documents and this summary or any other information provided to help you make an election, the plan documents will control.

The Pension Plan

The Pension Plan is a defined benefit pension plan. If you retire at or after your Normal Retirement Date (the later of age 65 or the fifth anniversary of your entry into the Pension Plan), the Pension Plan will provide a monthly benefit equal to 1.5% of your High-Five Average Monthly Compensation for each Year of Service with Dougherty County. If you terminate employment before your Normal Retirement Date, you are eligible for the Vested portion of that benefit. You become 50% Vested when you have 5 Years of Service, and your Vesting percentage then increases 10% per year until you have 10 Years of Service, at which time you are 100% Vested.

Your Pension Plan Contribution

As a Participant in the Pension Plan, you are required to make mandatory pre-tax contributions to the Plan equal to 3% of your Considered Compensation, which excludes overtime pay. These contributions may not earn interest and are generally refunded to you only if you terminate employment before you are Vested or if you and your Beneficiary both

die before you and your Beneficiary have received payments that total at least as much as your contributions.

High-Five Average Annual Compensation

Your High-Five Average Annual Compensation is your Considered Compensation during the 60 consecutive calendar months of service prior to the July 1 that precedes your termination of employment. "Considered Compensation" generally means base pay.

Year of Service

You receive a Year of Service for each period of 12 consecutive months, beginning on your date of employment, during which you work 2,000 or more non-overtime hours. For purposes of calculating the amount of your benefit (but not for Vesting), you may earn a partial Year of Service for a period during which you work fewer than 2,000 hours. Consult the Pension Plan document for more information on how partial Years of Service are calculated if this may apply to you.

Pre-Retirement Death Benefits

If you die while you are an Employee of Dougherty County but before your Normal Retirement Age, your Beneficiary will receive a death benefit equal to the present value of your retirement benefit. Your Beneficiary can elect to have that amount paid in one of the optional forms of benefit described below.

If you die before your Normal Retirement Age and when you are not an Employee of Dougherty County, your Beneficiary will receive a death benefit equal to the present value of your vested retirement benefit. Your Beneficiary can elect to have that amount paid in one of the optional forms of benefit described below.

If you die after your retirement benefits commence, whether a survivor's benefit is payable to your Beneficiary and, if so, the amount of that benefit, is determined by the form in which you elected to have your benefit paid.

Optional Forms of Benefit

The normal form of benefit, i.e., the form in which your benefit will be paid if you do not elect otherwise, is a single life annuity with a 10-year certain payment. This means that, if you die before you have received 10 years' worth of payments, your Beneficiary will receive payments for the remainder of the 10-year period.

You or, if you die before you commence benefits, your Beneficiary, may also elect to receive benefits in the form of a single life annuity (without a 10-year certain feature) or as a joint and 50%, 75% or 100% survivor annuity. Other options may be available through the

purchase of a single-premium annuity contract. A lump sum may be available if the present value of your benefit is \$5,000 or less.

The amount of any optional form of benefit will vary depending upon the date benefits begin and on both the retiree's and Beneficiary's age at commencement. This summary does not include all of the information necessary to calculate a death benefit or any of the optional forms of benefit.

Early Retirement

If you complete at least 15 Years of Service and are at least 55, you can take a reduced Early Retirement from the Pension Plan. Your Early Retirement benefit will be reduced for each month by which your Early Retirement Date precedes your Normal Retirement Age. If you have 25 Years of Service, however, you can take an unreduced Early Retirement benefit regardless of your age.

If You Have Prior Service With Dougherty County

If you have previously worked for Dougherty County, you may not be eligible to elect to participate in the 401(a) Plan in lieu of the Pension Plan. Please confirm your status with Human Resources.

The 401(a) Plan Benefit

The 401(a) Plan is a defined contribution plan, which means that contributions are invested and can be withdrawn after your termination of employment to supplement your retirement benefit. The eventual amount of your 401(a) Plan benefit will depend on the amount of Dougherty County's contribution, your investment choices and how well those investments perform. Dougherty County's contribution on your behalf will equal a percentage of your compensation as set forth in your offer letter. Your offer letter may also require a mandatory employee contribution. Your vesting schedule will be set forth in your offer letter as well. It is up to you to determine how the value of the 401(a) Plan benefit will compare to the Pension Plan benefit. Dougherty County cannot make that choice for you.

The 457(b) Plan

Regardless of whether you participate in the 401(a) Plan or the Pension Plan, you can contribute to the Dougherty County 457(b) Plan on a pre-tax or Roth basis. The dollar limit on contributions to the 457(b) Plan is set annually by the IRS. For 2024, it is \$23,000. You may be eligible to contribute more if you are eligible to make a standard catch-up

contribution, which is currently \$7,500/year if you are age 50 or older by the end of the year, or a special 457(b) catch-up contribution. The special 457(b) catch-up contribution may be available in the 3 full years before the year in which you attain Normal Retirement Age under the 457(b) Plan. Dougherty County does not match contributions to the 457(b) Plan.

Your Election

If you do not submit the election below before your first day of employment with Dougherty County, you will become a participant in the Pension Plan as long as you are otherwise eligible for participation in the Plan. By making the election below, you acknowledge the following:

- This summary and any supporting information included with it, such as sample benefit calculations, do not include or take into account every factor that can affect your benefit under either plan.
- Dougherty County has offered to provide complete copies of the Pension and 401(a) Plan documents upon request and, if you have requested them, such copies have been provided.
- You have been encouraged and given ample time to consult a legal or financial advisor regarding this election.
- There is no guarantee that the terms of the Pension Plan or the 401(a) Plan will not be amended in the future. Any such amendment may make the amended plan either more or less generous.
- Neither Dougherty County nor ACCG guarantees any particular level of return under the 401(a) Plan.
- Your election, once made, is irrevocable, even if you terminate employment and are subsequently rehired by Dougherty County.

By my signature below, I hereby elect *not* to participate in the Dougherty County Defined Benefit Plan.

Signature

Date

Printed Name

**DOUGHERTY COUNTY, GEORGIA
401(a) DEFINED CONTRIBUTION PLAN
FOR SENIOR MANAGEMENT**

Because of your position with the Dougherty County you are eligible to participate in the Dougherty County 401(a) Defined Contribution Plan for Senior Management.

If you elect to participate in this Plan, Dougherty County will contribute 12% of your compensation into a 401(a) account in your name.

You are not required to make a contribution to this Plan. You must however, make a one-time irrevocable election reflecting your decision as to whether or not you wish to contribute to this Plan.

* * * * *

I, _____, Social Security Number _____, hereby elect to participate in the Dougherty County 401(a) Defined Contribution Plan for Senior Management.

I understand that Dougherty County will contribute 12% of my compensation to the Plan on my behalf.

I also understand that I have the option to contribute to this plan and must make a **one-time irrevocable election** regarding my decision to contribute. I understand that once I have made my election, I cannot change my contribution decision for Dougherty County Defined Contribution Plan for Senior Management. Any contribution I make will be a pre-tax contribution of a whole percentage of my compensation.

I elect:

_____ to make a pre-tax salary deferral contribution to the Plan of _____% of my compensation from each paycheck.

_____ not to contribute to the Plan through a pre-tax salary deferral.

DATE: _____

PRINT NAME: _____

SIGNATURE: _____

ADDRESS: _____

DATE OF HIRE: _____

Dougherty County 401(a) Senior Management Plan Enrollment and Investment Authorization Form



You must complete and sign this form and return it to your ACCG Retirement Services Representative before you can participate in the 401(a) Plan.

General Information

Last Name _____	First Name _____	M.I. _____	Male / Female Gender _____
Social Security Number _____	Date of Birth _____	Date of Hire _____	Jurisdiction/ Employer _____
Home Address (Number and Street) _____	City _____	State _____	Zip Code _____
E-mail Address _____	Home Phone Number _____	Work Phone Number _____	

Investment Elections

FUND SELECTION	ALLOCATION	FUND SELECTION	ALLOCATION
American Funds Target Date Retirement Series ®		Core Index Funds / Stable Value	
<i>Target Date</i>		Schwab Int'l Idx (Sel)	_____ %
American Funds 2010 TDF	_____ %	Schwab S&P 500 Idx (Sel)	_____ %
American Funds 2015 TDF	_____ %	Federated Mid Cap Idx	_____ %
American Funds 2020 TDF	_____ %	Columbia Small Cap Idx (A)	_____ %
American Funds 2025 TDF	_____ %	Reliance Trust Stable Value	_____ %
American Funds 2030 TDF	_____ %	Vanguard Total Bond Market Idx	_____ %
American Funds 2035 TDF	_____ %	Single Asset Funds	
American Funds 2040 TDF	_____ %	American Funds New World (R3)	_____ %
American Funds 2045 TDF	_____ %	Amer Funds EuroPac (R3)	_____ %
American Funds 2050 TDF	_____ %	Laudus Int'l MM (Sel)	_____ %
American Funds 2055 TDF	_____ %	BlackRock High Yield Bond (S)	_____ %
American Funds 2060 TDF	_____ %	Voya GNMA Income Fund (A)	_____ %
BlackRock Target Risk Retirement Series ®		Cohen & Steers Real Estate Sec (A)	
<i>Target Risk</i>		MainStay Large Cap (R2)	
BlackRock 20/80 Target Alloc. Fund	_____ %	American Beacon Large Cap (Inv)	
BlackRock 40/60 Target Alloc. Fund	_____ %	MetWest Total Return Bond (M)	
BlackRock 60/40 Target Alloc. Fund	_____ %		
BlackRock 80/20 Target Alloc. Fund	_____ %		

NOTE: Whole percentages only; no fractions or decimals

(must equal 100%)

Disclosure and Required Signatures

My signature acknowledges that I wish to participate in the ACCG 401(a) Senior Management Defined Contribution Plan. I acknowledge that if my enrollment form is incomplete, or it is not received prior to the receipt of any contributions, such contributions will be allocated to the default investment option of the Plan. I fully understand that my funds will remain in the default investment option until I make the changes to my future elections and current investments.

Participant Signature: _____

Date: ____/____/____

ACCG Representative Signature: _____

Date: ____/____/____

For ACCG use only: Date received: _____ Date entered: _____

Dec-19