

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, April 1, 2022 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - County Attorney Adam Nelson
4. Pledge of Allegiance (staff)
5. Special Presentations
 - a. National Donate Life Month Proclamation
 - b. National County Government Month Proclamation
 - c. Putnam Development Authority

Code of Ordinances Public Hearing

6. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapter 6 (Alcoholic Beverages) and Chapter 22 (Businesses)

Regular Business Meeting

7. Public Comments
8. Consent Agenda
 - a. Approval of Minutes - March 15, 2022 Regular Meeting (staff-CC)
 - b. Approval of 2022 Alcohol License(s) (staff-CC)
9. Discussion and possible action regarding the Clerk of Courts request of ARPA Grant Funds for record imaging and preservation (COC)
10. Approval of Election of Standard \$10M Allowance for Determining Replacement of Lost Public Sector Revenue (ARPA funds) (staff-Fin)
11. Approval of Data Security Policy (staff-Fin)
12. Approval of Cell Phone Policy (staff-HR)

Reports/Announcements

13. County Manager Report
14. County Attorney Report
15. Commissioner Announcements

Closing

16. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. 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 Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

File Attachments for Item:

6. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapter 6 (Alcoholic Beverages) and Chapter 22 (Businesses)

EXPLANATION OF DOCUMENTS:**Red language equals added text.****Struck through language equals deleted text.****Chapter 6 ALCOHOLIC BEVERAGES¹****ARTICLE I. IN GENERAL****Sec. 6-2. Definitions.**

- (a) The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alcoholic beverage license means and shall include:

- (1) License for the retail package sale of malt beverages;
- (2) License for the retail package sale of wine;
- (3) License for the retail package sale of distilled spirits;
- (4) License for the retail consumption on premises of malt beverages and/or wine;
- (5) License for the retail consumption on premises of distilled spirits.

Brewery means a facility where malt beverages are brewed, bottled, packaged, and distributed for wholesale and/or retail distribution.

Brewpub means any eating establishment in which beer or malt beverages are manufactured or brewed, subject to the barrel production limitation prescribed in O.C.G.A. § 3-5-36 for retail consumption on the premises and solely in draft form. As used in this chapter, the term "eating establishment" means an establishment which is licensed to sell distilled spirits, malt beverages, or wines and which derives at least 50 percent of its total annual gross food and beverage sales from the sale of prepared meals or food.

Distilled spirits means any alcoholic beverage obtained by distillation or containing more than 21 percent alcohol by volume, including, but not limited to, all fortified wines.

¹Editor's note(s)—Amend. of 2-18-2003 amended ch. 6 in its entirety and enacted similar provisions as set out herein. The former ch. 6 derived from Policy of 8-15-1989, § 3; Ord. of 3-20-1990, §§ 2, 3, 5, 6, 8; Ord. of 3-5-1992; and Ord. of 9-5-1995.

Cross reference(s)—Businesses, ch. 22.

State law reference(s)—Georgia Alcoholic Beverage Code, O.C.G.A. § 3-1-1 et seq.

Distillery production and sales means any establishment for on-premises production and on-premises sale of distilled spirits.

Farm winery means any establishment meeting the definition provided by O.C.G.A. § 3-6-21.1.

Governing authority or county means the Board of Commissioners of Putnam County, Georgia.

Malt beverage means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any other similar product, or any combination of such products in water, containing not more than 14 percent alcohol by volume and including ale, porter, brown, stout, lager beer, small beer, and strong beer. The term does not include sake, known as Japanese rice wine.

Minor means any person under 21 years of age.

Wine means any alcoholic beverage containing not more than 21 percent alcohol by volume made from fruits, berries, or grapes either by natural fermentation or by natural fermentation with brandy added. The term includes, but is not limited to, all sparkling wines, champagnes, combinations of such beverages, vermouths, special natural wines, rectified wines, and like products. The term does not include cooking wine mixed with salt or other ingredients so as to render it unfit for human consumption as a beverage.

(b) All other words and phrases in this chapter shall be as defined in O.C.G.A. title 3, pertaining to alcoholic beverages.

(Amend. of 2-18-2003; Ord. of 7-19-2016(1) ; Ord. of 7-2-2021(2))

Cross reference(s)—Definitions generally, § 1-2.

Secs. 6-137—6-150 139. Reserved.

DIVISION 7. DISTILLERIES

Sec. 6-140. – Additional requirements applicable to license for distillery.

- (a) *Hours of operation.* For the serving of alcohol, Monday through Saturday, beginning at 8:00 a.m. to 1:30 a.m.; Sunday from 12:30 p.m. until 11:30 p.m.
- (b) *Distillery production and sales.* A license for on-premises production and on-premises sale of distilled spirits may be authorized by the chairman and county commission to persons otherwise entitled to a distilled spirits production and sales of distilled spirits license, provided the following conditions are met:
 - (1) The annual fee for a distillery license shall be based on a schedule developed by the Putnam County Clerk's Office. Such fee shall be payable to Putnam County.
 - (2) All distilling operations by a distillery shall be conducted within an enclosed building. Production space shall not exceed 15,000 square feet.
 - (3) *Consumption on the premises.* Distillery shall be permitted to serve distilled spirits produced at the distillery's licensed premises for consumption on the premises, subject to the following restrictions:

-
- a. Total sales of distilled spirits for consumption on the premises and for consumption off the premises at the distillery's licensed premises shall be less than 750 barrels in each calendar year in which the licensee is permitted. For purposes of this section, barrel shall be defined in accordance with state law.

(4) *Consumption off the premises.*

- a. Total sales of distilled spirits for consumption on the premises and for consumption off the premises at the distillery's licensed premises shall be less than 750 barrels in each calendar year in which the licensee is permitted. For purposes of this section, barrel shall be defined in accordance with state law.
- b. Any sales of distilled spirits shall not exceed a maximum of 4,500 milliliters per consumer per day.

(5) *Free samples.* A manufacturer of distilled spirits shall not offer or permit any free sampling of distilled spirits.

(6) All state regulations relating to the manufacture, sale, and distribution of distilled spirits, as revised from time to time, promulgated by the state revenue department, are hereby incorporated into and made a part of this chapter as if fully set out in this section.

- (c) No person or corporation who holds a distillery license shall operate a distillery in such a manner so as to create, promote, suffer or otherwise permit the disruption or disturbance of the quiet enjoyment of the owners of properties located in the same vicinity and general neighborhood of the business premises of the licensee.

Secs. 6-141—6-150. Reserved.

EXPLANATION OF DOCUMENTS:

Red language equals added text.

~~Struck through language equals deleted text.~~

Chapter 22 BUSINESSES¹**ARTICLE IV. - DOOR-TO-DOOR SOLICITATION****Sec. 22-81. - Intent and purpose.**

The intent of the Board of Commissioners in enacting this article is to regulate the sale of goods and services by solicitors or canvassers at residences in the county in order to diminish criminal activity in the county and abusive techniques utilized by any such solicitor or canvasser which adversely affect the public health, safety and welfare in the county. This article is not intended as a de facto prohibition of door-to-door solicitation, nor is it an attempt to adversely affect interstate commerce. Instead, this article is intended to balance competing interests, reduce criminal activity and protect the community from abusive sales techniques versus the conduct of proper commercial sales activity. This article is not intended to allow any business activity which would otherwise be unlawful.

Sec. 22-82. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meaning ascribed to them in this section, except where context clearly indicates a different meaning:

Handbill means any printed or written material, any leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original copies of any matter or literature pertaining to any speech, whether commercial or noncommercial.

¹Cross reference(s)—Alcoholic beverages, ch. 6; amusements and entertainments, ch. 10; private collection, transportation and disposal of solid waste, § 50-36; taxation, ch. 54; telecommunications, ch. 58; O-I office and institutional district, § 66-291 et seq.; C-1 local commercial district, § 66-311 et seq.; C-2 general commercial district, § 66-331 et seq.; SC special commercial district, § 66-351 et seq.; I-L light industrial district, § 66-371 et seq.; I-H heavy industrial district, § 66-391 et seq.; sign regulations for AG, C-1 and C-2 commercial districts, § 66-526; sign regulations for SC commercial district, § 66-527; sign regulations for I-L light industrial district and I-H heavy industrial district, § 66-528; sign regulations for O-I office institutional district, § 66-529; cable television franchise, app. A.

Solicitor or canvasser means any person who solicits orders or appointments on behalf of himself/herself, a firm, corporation, company, association, partnership or individual for any goods, wares, services, or merchandise or other things of value, going from house to house or other premises. Any person who obtains orders or appointments for merchandise, services, or other things of value shall be deemed a solicitor. The term solicitor or canvasser shall not mean an individual or field sales representative working for or on behalf of a bona fide charitable or nonprofit organization, or students or parents of participating in approved school-sponsored fund raisers.

Sec. 22-83. - Solicitor/canvasser permit.

Permit required; applicability of article.

(1) *Resident/nonresident solicitors/canvassers.* All solicitors or canvassers are subject to all rules and regulations of this article.

(2) *Persons holding business license.* Any applicant who has paid a business license fee or tax to Putnam County shall receive a credit of the amount so paid toward the payment of the solicitor's registration and permit fee. However, such applicant shall in all manners and all respects be subject to all other provisions of this article.

Application; investigation of applicant; grounds for denial.

(1) No solicitor/canvasser shall be authorized to solicit orders until he files an application with the county Planning and Development department and obtains a permit and registers as a solicitor. This application shall be upon forms prescribed by the county planning and development department. Upon application, the Sheriff's Office may, within ten days, shall examine the criminal record, if any, of the applicant. No permit shall be given to any applicant who shall have either a pending charge or a conviction for a crime of moral turpitude, a violation of this ordinance, a violation of any like ordinance of any political subdivision of this state or any other state, or an offense involving the elements of assault and battery, or any civil judgment involving unethical and improper business actions, including but not limited to an action which would constitute fraud and deceit. Making a false statement, false writing, or misrepresentation in an applying for a permit shall constitute a violation of this ordinance in addition to any penalty under state law for doing such.

Fee. The applicant for a solicitor's permit shall pay a fee as specified by the county Planning and Development Department. This fee shall be used for payment of the cost of such registration, investigation, and regulation of persons subject to this article.

Term; renewal. A permit issued under this article shall be valid for the calendar year from the date the permit is issued. The permit may be renewed by filing a renewal application with the Planning and Development Department upon forms prescribed by said department and paying

a renewal fee as set out in the schedule of fees, to cover the expense of updating the investigative report.

Sec. 22-84. - Credentials for solicitors.

When conducting business, persons solicitating or canvassing shall carry on their persons credentials, the design of which shall be in the discretion of the county Planning and Development department, but which shall be uniform as to all solicitors/canvassers. Said credentials shall provide the following information: the name of the solicitor or canvasser, the name of the company, and an identification number, in large enough type to be read and seen by persons with normal or corrected vision. At all times, the solicitor or canvasser shall possess these credentials and shall produce same when requested by the owner or occupant of any premises solicited or canvassed.

Sec. 22-85. - Conduct of business by solicitors/canvassers; information to be provided to customers.

The Planning and Development Department shall provide to each solicitor/canvasser with the aforementioned credentials. It is the responsibility of the solicitor/canvasser to make sufficient copies of their credentials and furnish a copy to each premise he/she visits if requested to do so.

Residents and occupants have the right to ask the solicitor/canvasser to leave the premises, and if he/she should fail to leave the premises after said instructions, he/she shall be in violation of the laws of this state and/or this ordinance.

Failure to present credentials. It shall be unlawful for a solicitor/canvasser to fail to present their credentials to the owner or occupant of any premise where the solicitor/canvasser solicits business, or to the Sheriff or any Deputy Sheriff when requested to do so.

Announcement to occupant. At each house or premise, the solicitor/canvasser shall announce to the owner or occupant of the home or premise his/her name and that he has been issued a permit by the county as a solicitor/canvasser, and shall announce the purpose of his call and present the credentials provided for by this section and shall allow time for the occupant or owner to read the credentials.

Entry/Trespass. No solicitor/canvasser shall enter a home, edifice, or other structure without the express invitation of the occupant or owner. If a "no soliciting" sign is posted on the property of any premises, no solicitor/canvasser shall go upon said property.

Courteous conduct required; compliance with request to leave premises. A solicitor/canvasser shall at all times maintain a courteous decorum and shall not use opprobrious, vulgar or slang words to any homeowner or occupant.

Misrepresentation of effect of permit. It shall be unlawful for any solicitor/canvasser to represent by word, action or deed that the issuance of a permit by the county Planning and Development Department in any way represents approval or condonation of either the actions of the solicitor/canvasser or his/her product.

Sec. 22-86. - County records of solicitors/canvassers; complaints against solicitors/canvassers.

(a)The county Planning and Development Department shall maintain true and accurate records of the name and identification number of each solicitor/canvasser, together with other information required by this article, and shall maintain a log of all complaints for each solicitor/canvasser or organization represented by solicitors/canvassers. Such records shall be available to the solicitor/canvasser or his company or organization and shall be deemed a public record except in cases where there is a pending case of a violation in any court of competent jurisdiction.

(b) If the Sheriff's Office/Planning and Development Department receives any complaints concerning a particular solicitor/canvasser, the Planning and Development Department may suspend the permit of the solicitor/canvasser until such time as the solicitor/canvasser or organization can show cause that he or she is in compliance with the rules and regulations of this article.

Sec. 22-87. - Appeals by solicitors/canvassers.

A solicitor/canvasser shall have the right to file an appeal from the ruling of the county Planning and Development Department under this article to the Board of Commissioners.

Sec. 22-88. - Enforcement.

Enforcement authority of this article shall be vested with the Sheriff's Office/Planning and Development Department.

Sec. 22-89. – Penalties / Courts of Jurisdiction.

Any person who violates any provision of this article shall be subject to a fine of up to \$1,000.00 and/or imprisonment in jail for a period not to exceed 6 months or both.

Prosecutions for violations of this article may be conducted in the Magistrate or State Courts of Putnam County.

File Attachments for Item:

- 8. Consent Agenda
 - a. Approval of Minutes - March 15, 2022 Regular Meeting (staff-CC)
 - b. Approval of 2022 Alcohol License(s) (staff-CC)

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, March 15, 2022 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, March 15, 2022 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Jeff Wooten

STAFF PRESENT

- County Attorney Mark Shaefer
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Chairman Webster called the meeting to order at approximately 6:30 p.m.
(Copy of agenda made a part of the minutes on minute book page _____.)

2. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Sharp, Seconded by Commissioner McElhenney.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

3. Invocation - Pastor Jonathon Dawson

Pastor Jonathon Dawson, Lakepoint Community Church, gave the invocation.

4. Pledge of Allegiance (BW)

Chairman Webster welcomed members of the 2022 Leadership Putnam class and they led the Pledge of Allegiance.

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Regular Business Meeting

5. Public Comments

None

6. Consent Agenda

- a. Approval of Minutes - March 4, 2022 Regular Meeting (staff-CC)
- b. Approval of 2022 Alcohol Licenses (staff-CC)

Motion to approve the Consent Agenda.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

(Copy of alcohol license made a part of the minutes on minute book page _____.)

Reports/Announcements

7. County Manager Report

County Manager Van Haute reported the following:

- The GDOT Highway 441 widening project requires the moving of our water line which runs from Bethel Church Road to the Rock Eagle Technology Park. This was started years ago with GDOT funding 90% of the move and the county funding the other 10%. Somehow the project was never picked up in GDOT's scope of work, however ESG is helping to get this done within the next 90-120 days.
- Power has been sent to the new traffic signal at Scott Road and the steel should be arriving any day.

8. County Attorney Report

No report.

9. Commissioner Announcements

Commissioner McElhenney: commented that it is good to see Bass signal working on the traffic light at Scott Road.

Commissioner Brown: none

Commissioner Sharp: none

Commissioner Wooten: thanked County Manager Van Haute for the new turn lane at Interfor; it looks good and should be finished in about a week.

Chairman Webster: none

Closing

10. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.

Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Sharp, Commissioner Wooten

Meeting adjourned at approximately 6:38 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman

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Office of the County Clerk
117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 (main office) ♦ 706-485-1877 (direct line) ♦ 706-923-2345 (fax)
lbutterworth@putnamcountyga.us ♦ www.putnamcountyga.us

Approval of 2022 Alcohol Licenses

The following alcohol license applications (which are available for review in the County Clerk’s office) have been approved by the Sheriff, Fire Marshal and/or Building Inspector, and Tax Commissioner and are ready for BOC approval:

Individual Name	Business Name	Address	License Type
Chris Bragg	Iron Fork Café	106 Harmony Crossing, Suite 1	Retail Consumption on Premises: Malt Beverages and/or Wine and Distilled Spirits

File Attachments for Item:

9. Discussion and possible action regarding the Clerk of Courts request of ARPA Grant Funds for record imaging and preservation (COC)



**Putnam County Board of Commissioners
Agenda Item Request Form**

DATE OF MEETING REQUESTED: April 1, 2022

REQUEST BY: Trevor J. Addison, Clerk of Courts

AGENDA ITEM: Discussion and possible action regarding the Clerk of Courts request of ARPA Grant Funds for record imaging and preservation.

AGENDA ITEM TYPE:

- Presentation Discussion Action*
- Other (Please Specify) _____

*ACTION REQUESTED: Approval

SUPPORTING DOCUMENTATION PROVIDED: Yes No

BUDGET/FUNDING INFORMATION: County ARPA Funds

FACTS AND/OR ISSUES: Supporting documentation is forthcoming.



Putnam County Clerk of Courts

IMAGING AND PRESERVATION OF DOCUMENTS

AMERICAN RESCUE PLAN GRANT | PROJECT REQUEST

TREVOR J. ADDISON, CLERK OF COURTS

Background

- ❖ As the official record keeper and custodian of court, county land and property records. It is my job to ensure the Clerk's Office is not only properly maintaining records but making them easily assessible to the public and **ensure documents are being backed up to a system where they could easily be recovered in response to a natural disaster.**
- ❖ Our office has imaged and preserved a significant number of documents over the years, but we have more to complete. This is our opportunity to complete a large portion of our project using ARPA funds, rather than Property Tax Dollars – an opportunity which may not present itself again.

DO IT ONCE – DO IT RIGHT – DO IT FOREVER

- ❖ Documents not imaged are physically located in the Clerk's Vault at the Courthouse. This requires individuals to appear in our office to obtain a physical copy.
- ❖ Citizens, businesses, searchers are consistently looking for ways to conduct business remotely. All documents imaged by Kofile will be assessible online to the user.
- ❖ All imaged documents are available to the public 24/7/365 (even during a public health emergency)
- ❖ Protecting official records by creating digital copies, reduces the wear on the originals.
- ❖ **Imaging documents improves disaster recovery and continuity of operations for our office.**

We pray it never happens, but it could...



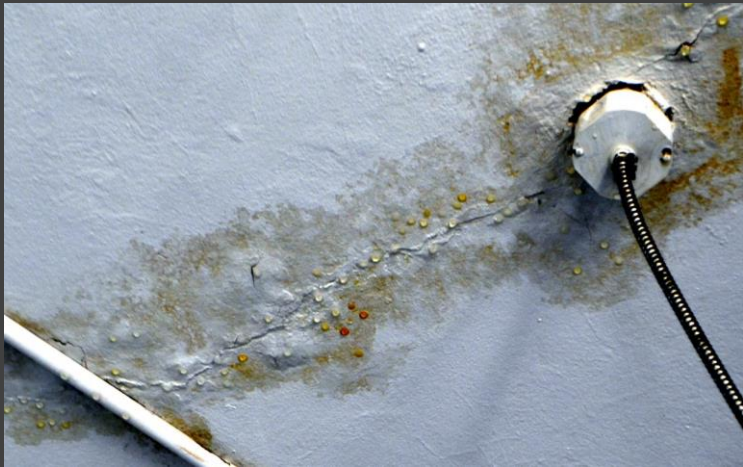
HANCOCK COUNTY GA – AUGUST 2014

HISTORIC COURTHOUSE BURNED – VIRTUALLY A TOTAL LOSS

MAJORITY OF PERMANENT RECORDS DESTROYED (REAL ESTATE, COURT, VITAL RECORDS, ETC.)

THESE RECORDS WERE NOT IMAGED/DIGITIZED

We pray it never happens, but it could...



CHATTOOGA COUNTY GA – SEPTEMBER 2019

PIPE BURST IN THE DEED ROOM OF THE CLERK OF COURT'S OFFICE

RECORDS WERE WATER DAMAGED

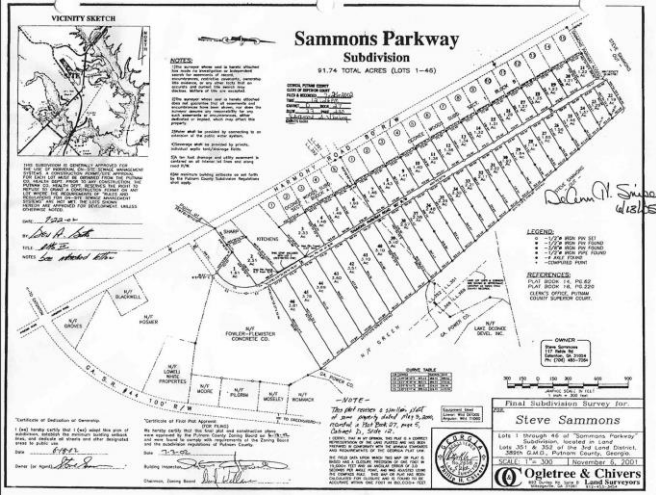
DRYING AND MOLD REMEDIATION REQUIRED FOR DAMAGED BOOKS

Part 1 | Real Estate Imaging

- 1. Imaging Plat Index Book
- 2. Imaging Grantor and Grantee Index (1834-1936)
- 3. Deed Book Imaging (A-Z, AA-PP)

Part 1 | Real Estate Imaging Cost: \$56,371.70

Result: All Putnam County Real-Estate Records will now be scanned and backed up to the cloud from the years 1810 (first recorded plat) to 2022.

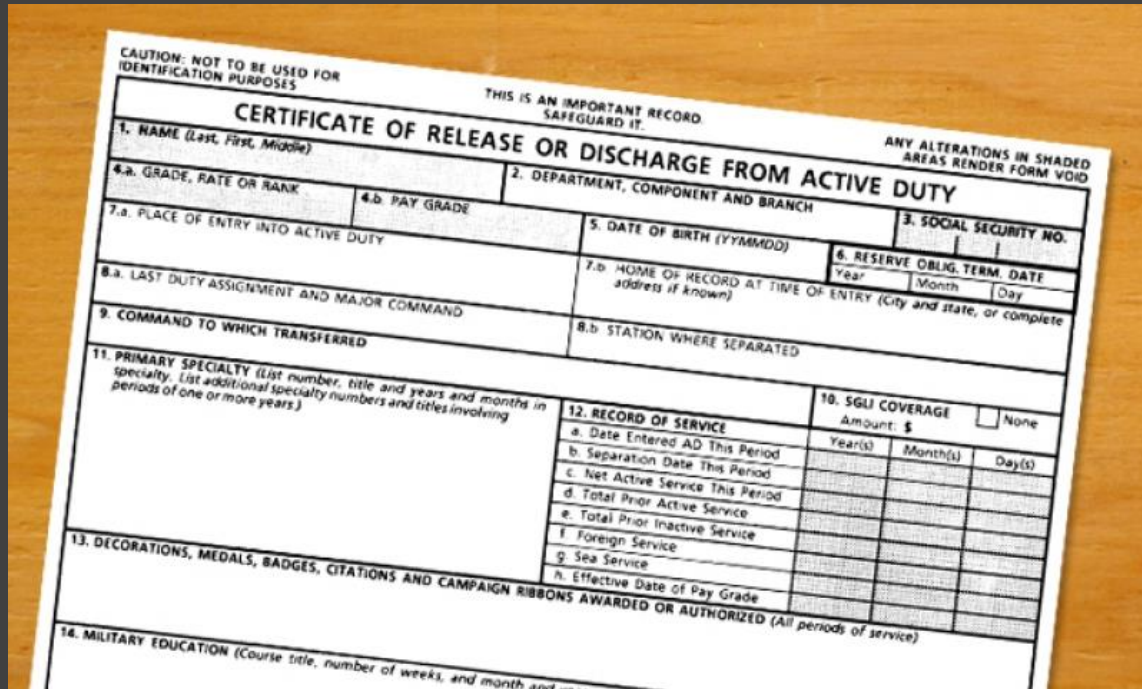


Part 2 | Military Records

1. Archival Indexing and Imaging of DD214 Books
2. Archival Imaging of Register of Confederate Soldiers
3. Archival Imaging of World War Record 1
4. Archival Book Preservation of 1-3

Part 2 | Military Imaging and Preservation Cost: \$21,075

Result: All Putnam County Military Records will now be scanned and backed up to the cloud!





Part 3 | Case File Scanning

1. Scanning Superior Court Criminal Files from 1985 to 1997
2. Scanning Superior Court Civil Case Filed from 1985 to 1990
3. This equates to over 340,000 images!

Part 3 | Case File Scanning Cost: \$121,625

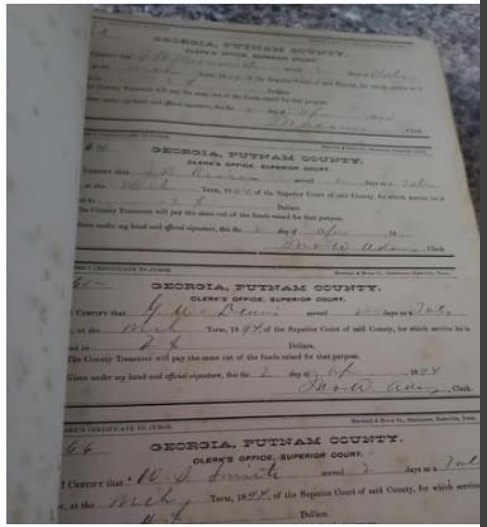
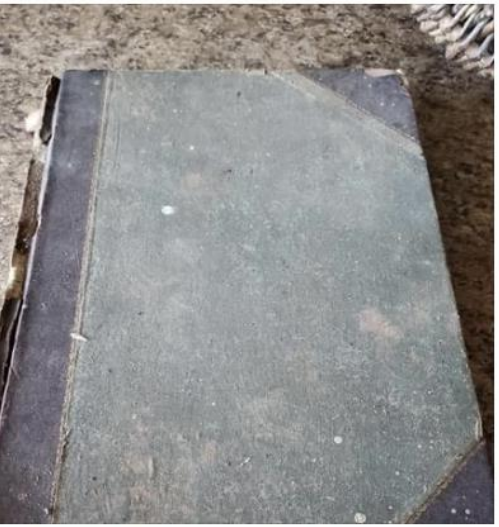
Result: All Putnam County Superior Court records will be scanned in and readily available to the public through our online portal for years 1985-2022 – 37 years!



Putnam County Historical Pictures and Discussions

Pat Turner · Dec 26, 2020 · 📷

We have these books where Putnam County Superior Court kept their records in the late 1800's.



Part 4 | "Saved from Facebook" Certificate of Juror Books

1. Imaging and Preservation of Clerks Certificate of Jurors Volume 1
2. Imaging and Preservation of Clerks Certificate of Jurors Volume 2

Part 4 | Certificate of Jurors Books Imaging and Preservation Cost: \$10,800

Result: Both Certificate of Juror Volumes will be preserved and imaged, thus available to the public forever!



Clerk of Courts ARPA Project Request Summary

Part 1 | Real Estate Imaging Cost: \$56,371.70

Part 2 | Military Imaging and Preservation Cost: \$21,075

Part 3 | Case File Scanning Cost: \$121,625

Part 4 | Certificate of Jurors Books Imaging and Preservation Cost: \$10,800

Total Project Request: \$209,871.70

THANK YOU FOR YOUR TIME AND CONSIDERATION!

File Attachments for Item:

10. Approval of Election of Standard \$10M Allowance for Determining Replacement of Lost Public Sector Revenue (ARPA funds) (staff-Fin)



Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

- 1. Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance.**

Under this option, which is newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF’s smallest recipients.

All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of \$10 million or less. Electing the standard allowance does not increase or decrease a recipient’s total allocation.

- 2. Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.**

Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

To calculate revenue loss at each of these dates, recipients must follow a four-step process:

AMERICAN RESCUE PLAN ACT

Description of Program	Date	Committed	Date	Paid	Balance
Received from Federal Government	05/20/21				2,148,178.00
Hazzard Premium Pay to Putnam County Employees	08/17/21	no set amount	09/02/21	487,815.24	1,660,362.76
Hazzard Premium Pay to Putnam General Hospital	08/17/21	no set amount	11/18/21	244,918.00	1,415,444.76
Eatonton Putnam Water & Sewer Authority - matching funds (4 years) contingent on State grant approval	10/01/21	600,000.00			815,444.76
Electric Vehicle Charging Station - matching funds contingent on State grant approval	10/19/21	40,000.00			775,444.76
Sinclair Water Authority - matching funds contingent on State grant approval	10/25/21	50,000.00			725,444.76
Sinclair Water Authority - (funds to be released in May)	12/21/21	250,000.00			475,444.76
TOTAL		940,000.00		732,733.24	475,444.76

File Attachments for Item:

11. Approval of Data Security Policy (staff-Fin)

PUTNAM COUNTY GOVERNMENT

DATA SECURITY POLICY

Version #0.9
February 25, 2022

Document Revision History

Date	Version	Revision Comments	By
02/25/2022	0.9	Putnam County Government Issued Draft for Review	Tom Glover

PREFACE

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Data Security Policy

1. Statement of Management Commitment

By the approval and adoption of this Data Security Policy (the "Plan"), the Putnam County Government management have declared their commitment to this critical policy and its importance in the protection of company Information Assets. This Plan is considered critical for the company's overall business risk management, to help mitigate risks where possible, and to quickly recover business operations after a computer security incident.

1.1. Senior Management Approval of Policy

Through the standard process for approval of company operational policies, the Company Management Team has approved this Plan, effective on _____.

Signed: _____

Name (Printed): _____

Title: _____

This data security policy covers the use of individually identifiable information protected under Privacy Laws or 'PL'.

WHEREAS, the Putnam County Government (Company) collects individually identifiable information, the confidentiality of which is protected by Privacy Laws,

2. INFORMATION SUBJECT TO THIS POLICY

All data containing individually identifiable information about a person, and/or their families collected by or on the behalf of Company during the course of conducting business, that is provided to the Putnam County Government and all information derived from those data, and all data resulting from merges, matches, or other uses of the data provided by Company with other data are referred to as protected data.

Protected data under this policy may be in the form of USB sticks, CD-ROMs, hard copy, etc. Putnam County Government may only use the protected data in a manner and to a purpose consistent with:

- the statistical or transactional purpose for which the data were supplied.
- the limitations imposed under the provisions of this policy and any agreement under which the data is collected and
- uses necessary to conduct the business for which Putnam County Government was contracted and which demand the protected data's acquisition.

3. INDIVIDUALS AND/OR COMPANIES WHO MAY HAVE ACCESS TO PROTECTED DATA

There are four categories of individuals that Putnam County Government may authorize to have access to protected data. The four categories of individuals are as follows:

- The Principal Privacy Officer (PPO) is the most senior officer in charge of the day-to-day operations involving the use of protected data.
- Professional/Technical Staff (P/TS) conduct the research and operations for which the data was acquired.
- Support staff includes secretaries, typists, computer technicians, messengers, etc. Putnam County Government may disclose protected data to support staff who come in contact with the protected data in course of their duties only to the extent necessary to support the operations under this policy.
- An independent contractor is an individual or company who has satisfied the requirements specified in the paragraph below:

Putnam County Government may disclose protected data to individuals or a company who desire to do independent contracting with Putnam County Government, under the following conditions:

- The Independent Contractor or Vendor submits a Non-Disclosure Agreement and/or a Third Party Service Agreement (separately or together with an NDA) for access to protected data to Company directly.
- The Independent Contractor or Vendor undergoes and successfully passes appropriate due diligence as outlined in the Vendor Management Policy.
- Putnam County Government provides written approval to disclose protected data to the independent researcher, the form of which may be a countersigned NDA.

Putnam County Government may disclose protected data to only necessary P/TS personnel.

4. LIMITATIONS ON DISCLOSURE

Putnam County Government shall not use or disclose protected data for any administrative purposes other than those expressly outlined in the agreements under which the data was collected and for the business purposes under which the data was acquired. (Note: Federal Law pre-empts any State law that might require the reporting or dissemination of these data for any purpose other than the purposes for which they were collected.)

Except as outlined in agreements under which the data was acquired, Putnam County Government shall not disclose protected data or other information containing, or derived from, protected data at fine levels of geography to anyone other than Company employees working in the course of their employment or individuals for whom access is authorized under this policy or agreements subjected thereto. Putnam County Government may make disclosures of protected data to individuals other than those specified in this paragraph only if those individuals have executed an affidavit of nondisclosure (NDA) and Putnam County Government has agreed to such disclosure, acknowledgment of which may be through execution of the same NDA.

Except as outlined in agreements under which the data was acquired, Putnam County Government shall not make any publication or other release of protected data listing information.

Except as outlined in agreements under which the data was acquired, Putnam County Government may publish the results, analysis, or other information developed as a result of any research and/or operations based on protected data made available under this policy only in summary or form so that the identity and private information (PI) of individual respondents contained in the protected data is not revealed.

5. ADMINISTRATIVE REQUIREMENTS

The operations and research conducted by Putnam County Government and the disclosure of protected data needed for that work must be consistent with the purpose for which the data were supplied and/or collected. Except as outlined in **those** agreements under which the data was acquired, the protected data may not be used to identify individual respondents for re-contacting.

5.1. Execution of affidavits of nondisclosure.

- Putnam County Government shall provide a copy of this policy, together with any security and privacies in effect at the time to each PT/S of Putnam County Government who will have access to protected data and shall require each of those PT/Ss to execute an affidavit of nondisclosure. Putnam County Government shall also provide a copy of this policy, together with any security and privacies in effect at the time, to each independent contractor approved by Putnam County Government and who they intend to have access to protected data and shall require each of them to execute an affidavit of nondisclosure.
- Putnam County Government shall ensure that each individual who executes an affidavit of nondisclosure reads and understands the materials provided to her or him before executing the affidavit.
- Putnam County Government shall ensure that each affidavit of nondisclosure is witnessed by the executive or direct report personnel upon execution.
- Putnam County Government may not permit any individual to have access to protected data until the procedures above of this policy are fulfilled for that individual and/or company.
- Putnam County Government shall promptly, after the execution of each affidavit, shall maintain a copy of each affidavit in a secure manner.

5.2. Notification regarding breach to clients and/or interested parties

- In the event a breach has been identified, those individuals, areas and/or clients affected by the same will be notified as to the risk and any recommended remediation action required of them and the remediation action was taken by Putnam County Government.
- Such notification will be made to the primary contact of the affected individuals, areas and/or client.

6. SECURITY REQUIREMENTS

Maintenance of, and access to, protected data.

- Putnam County Government shall retain the original versions, along with derivative work and backups of the protected data in a secure manner and may make no copy or extract of the protected data available to anyone except a P/TS or independent contractor as necessary for the purpose of the operations and research for which the protected data were made available to or acquired by Putnam County Government.
- Putnam County Government shall maintain protected data (whether maintained on a server, personal computer or on printed or other material) in space and/or manner that is limited to access by authorized PT/S.
- Putnam County Government shall ensure that access to protected data maintained in computer memory is controlled by password protection of sufficient complexity. Putnam County Government shall maintain all print-outs, USB and other portable media,

personal computers with protected data on hard disks, or other physical products containing individually identifiable information derived from protected data in locked cabinets, file drawers, or other secure locations when not in use, and obscured from unauthorized view when in use.

- Putnam County Government shall ensure that all printouts, tabulations, and reports are edited for any possible disclosures of protected data as needed.
- Putnam County Government shall establish security procedures to ensure that protected data cannot be used or taken by unauthorized individuals.
- Putnam County Government shall not permit removal of any protected data from the limited access space protected under the provisions of this policy as required by agreements under which the data was acquired, without first notifying, and obtaining written approval from the appropriate persons.

6.1. Retention of protected data.

Putnam County Government shall retain, minimally, all protected data as required by law and/or governing bodies of authority where such data falls under their jurisdiction.

6.2. Compliance with established security procedures.

Putnam County Government shall comply with the security procedures in place.

7. PENALTIES

Any violation of the terms and conditions of this policy may subject the user to immediate disciplinary action, including termination.

- Putnam County Government shall initiate disciplinary action, including termination by written notice to the offending party indicating the factual basis and grounds for such action.
- Upon receipt of the notice, the noticed party has thirty (30) days to submit written argument and evidence to the PPO indicating why the disciplinary action should be reconsidered.
- The PPO shall decide whether to invoke or modify the action based solely on the information contained in the notice to the party and the party's response, along with any other records contained in a history of cause and shall provide written notice of the decision to the party within five (5) days after receipt of party's response. The PPO may extend this time period for good cause.
- The noticed party has five (5) days to appeal the decision of the PPO to the President, where such appeal is made in writing indicating why the decision by the PPO should be reconsidered.

Any violation of this policy may also be a violation of Federal criminal law, State criminal law and any municipal law or statute in effect at that time.

File Attachments for Item:

12. Approval of Cell Phone Policy (staff-HR)



117 Putnam Drive, Suite 100 ♦ Eatonton, GA 31024
Tel: 706-485-5826 ♦ Fax: 706-485-6711 ♦ www.putnamcountyga.us

PUTNAM COUNTY CELL PHONE POLICY

PURPOSE

The purpose of this policy is to describe the regulations for cell phone administration, business and personal use, department accountability/responsibility, individual responsibilities, safety measures, and service providers.

Cell phones includes, but is not limited to, any wireless telecommunications devices, traditional cellular phones, smartphones, push-to-talk phones, etc.

SCOPE

This policy shall apply to all cell phones used by or issued to County employees. Cell phones are those pieces of equipment issued directly by the County or by a third-party provider or contractor to one or more County employees. Such devices shall be those issued to or used by employees or elected officials for business purposes.

ELIGIBILITY FOR COUNTY-ISSUED CELL PHONE OR STIPEND

To qualify for a County-issued cell phone or stipend, a determination must first be made that having a cell phone is an essential part of the employee's job function and/or official duties. Using the following criteria, department heads shall determine which employees within their departments qualify for a stipend or County-issued cell phone:

- A. Senior management staff in an exempt position who must be available to receive and place time sensitive calls and/or are considered on a permanent on-call status.
- B. Full-time employees whose duties and responsibilities require them to maintain voice contact with the County while away from the office or to be accessible outside of normal working hours may be eligible for a County cell phone or cell phone stipend.
- C. Full-time employees whose duties require continual data access in addition to cell phone service while away from the office or outside normal working hours may be eligible for a hotspot or hotspot reimbursement.

STIPENDS

For certain County employees, it may be necessary or more cost effective to utilize a monthly cell phone stipend in an amount determined by the County. The monthly stipend amount will be reviewed and/or adjusted annually to ensure cost effectiveness. All requests for stipends must be made by submitting the "Employee Cellular Service Stipend and Open Records Act Acknowledgement" form to the Human Resources Department.

- A. The employee shall be responsible for the purchase of the device/phone, accessory equipment, activation fees, and plan to be utilized. Employees shall ensure that the cellular service is reliable in all work-related areas and at the employee's residence.
- B. Employees who receive a monthly stipend shall provide the cellular phone number to the County for work-related communication, shall agree to accept and make County business calls on their phone when required by their supervisor, shall not represent the cell phone he/she uses as the property of the County, and shall carry/answer the cellular phone while on duty, as requested by their supervisor, or as required based on the essential duties of the employee's job function. Employees are responsible for ensuring that their phone is on and in good working order.
- C. The maximum monthly stipend amount will be equal to the rate the County pays each month for a County-issued cellular phone. In no case will any stipend exceed the employee's actual cost of maintaining the line.
- D. If an employee-owned phone is damaged, broken, lost, or stolen, it shall be the sole responsibility of the employee to repair or replace the phone at their cost and the County shall accept no responsibility.
- E. Any cell phone authorized to be used for County business must support software required to access County emails.
- F. Employees receiving a monthly stipend shall immediately notify their supervisor in the event their cellular number changes or is cancelled or if their phone is lost/stolen.
- G. After the Human Resources Department receives the approved request to pay a stipend allowance, the approved amount will be added to the individual's payroll check and properly reflected on the employee's paystub.
- H. Department heads are responsible for reviewing approved stipends on an annual basis to confirm that the employee's monthly service plan is equal to or higher than the stipend provided by the County and for the purpose of identifying employees who may no longer qualify for a monthly stipend.

CELL PHONES (GENERAL)

- A. The need for a County-purchased cell phone and securing all necessary funds will be the responsibility of each department head. Costs include any cost for the stipend or device, protective case/folio, monthly service fees, licensing fees, client access licenses, business applications, and Mobile Device Management (MDM) licensing.
- B. Any County-issued cell phone shall be managed by MDM software and licensing, chosen, and managed by the Information Services Department.
- C. Conditions which must be met for any cell phone to be enabled to access County email:
 - a. All cell phone users must sign a waiver (Mobile Device Security Request Form) acknowledging the employee has read the Cell Phone Policy and agrees to abide by all policy statements within and as may be amended by the County.
 - b. All department heads and/or equivalent shall be aware of the FLSA provisions regarding compensation of employees for all time worked and must ensure that non-exempt employees understand and are complying with the appropriate use of email during non-scheduled work hours.

- c. Non-Exempt Employees granted access to email on cell phones shall strictly follow work schedules when replying to any email request. Replying when not at work or otherwise “on the clock” is not authorized for Non-Exempt Employees without explicit written directions from the Department Director or equivalent and/or the County Manager or designee.
 - d. All email-enabled devices shall be required to automatically “lock” after a reasonable period of inactivity (no longer than 5 minutes) and must be password protected to “unlock” the device. This is to secure a device left unattended from parties not governed by this policy. These policies shall be enforced by the Mobile Device Management Client.
- D. For any device approved for connection to the County network, it shall be considered a violation of this policy for any changes to be made to the operating system provided by the manufacturer (i.e., “jail broken” or “rooted”). Any unauthorized changes to the operating system of any device compromises security and will result in termination of service to the device.
- E. Upon resignation/termination of employment, or at any time upon request, the employee shall produce the cell phone for return or inspection. Employees unable to present the cell phone in good working condition within one business day from the requested time shall be solely responsible for the full cost of a replacement.

SAFEKEEPING AND CUSTODY

- A. The Information Technology or Finance Department is responsible for establishing agreements with cell phone providers.
- B. The Information Technology or Finance Department shall maintain a list of County employees who have County-issued cell phones which list shall include the following:
 - a. Date the service was initiated;
 - b. Date the service was terminated;
 - c. Serial number for the equipment;
 - d. Company providing the service;
 - e. Equipment purchase price;
 - f. Data setup fees; and
 - g. Monthly service fees.

PERSONAL USE OF COUNTY-ISSUED CELL PHONES

Limited personal use of a County-issued cell phone may be acceptable, so long as:

- A. Personal use of devices does not interfere with regular work activity and performance.
- B. Personal use of devices does not prohibit any business application from being installed and fully functioning on any device (i.e., downloading excessive music/video may run a device low on space, thus rendering it incapable of running County business applications effectively).
- C. Devices must maintain enough memory/storage space to run all business-related applications and functionalities.
- D. Personal use does not compromise the security of County information retained on or accessible from the device.

- E. Other “for a fee” downloads such as music, videos, movies, etc.: it will be the sole responsibility of the end-user/employee to pay for any downloaded media of any type for which a fee is charged. It shall not be the responsibility of the County or the Information Technology Department or Finance Department to backup, maintain, or otherwise protect any personally downloaded application, content, music, video, movie, etc., unless expressly approved and paid for by the County.

WHILE OPERATING A VEHICLE

- A. Employees whose job responsibilities include regular or occasional driving and who have a cellular phone for business use shall not use their phone while operating a motor vehicle on any public roadway, except in accordance with state law.
- B. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.
- C. If a County vehicle is involved in an accident, the employee’s supervisor or County Manager may request to see the driver’s cell phone to determine if the driver was using the phone at the time of the accident.

NOTIFICATION OF DAMAGE OR STOLEN COUNTY-ISSUED CELLULAR PHONES

Employees are responsible for maintaining adequate physical protection for all equipment issued to them by the County. Employees shall promptly notify their direct supervisor and the Information Technology or Finance Department if any County-issued cellular phone is damaged or stolen. If a County-issued cell phone is stolen, the employee will be required to file a police report.

ACCESS TO CELL PHONE STATEMENTS AND RECORDS

- A. The County reserves the right to monitor the billing and usage of all County-issued cell phones and has the authority to withhold any improper/unauthorized charges from the employee’s wages for reimbursement purposes.
- B. By accepting the use of a County cell phone, the employee agrees to promptly reimburse the County for all personal charges made which are deemed by the County to be excessive in frequency and duration. If reimbursement for unlimited plans or when actual charges cannot be determined, other disciplinary actions may be issued.
- C. Employees who receive a cell phone stipend shall understand that all cell phone records pertaining to the performance of the employee’s official duties and employment are subject to Georgia Open Records Act requests.
- D. Employees who have a County-issued cell phone acknowledge that there is no expectation of privacy when using County-provided cellular phones. The County has the right to review all records related to cellular and/or wireless devices including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that all records are subject to disclosure under the Georgia Open Records Act.



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Putnam County Mobile Device Security Request Form

This agreement between Putnam County, collectively referred to as the "County" and the employee identified below serves to authorize the use of a Cell Phone on and within the County network and facilities, whether personally owned by the employee, or issued to the employee by the County. Any change in the particulars of this agreement, including change of Cell Phone, departure or change of employee, restructuring of agency organization, or significant change of authorized applications and/or data, require that this agreement be renewed and re-executed.

Employee Name: _____
Department: _____

Employee Responsibilities:

- Read the Cell Phone Policy and abide by all policy statements within and as may be amended by the County.
- Protect the Cell Phone and Data from loss, destruction, unauthorized modification or disclosure of information.
- Immediately report loss or theft of the Cell Phone, or suspected IT security breach to the direct supervisor and the Information Technology or Finance Department. If the device is stolen, a police report must be filed.
- Understand the device may be remotely reset to factory defaults or wiped of information in the event of a suspected security incident or risk of data loss.
- Consistently adhere to established security controls and protocols as defined in any County policies concerning use of technology.
- Do not use the Cell Phone when operating a vehicle on any public roadway, except in accordance with state law.
- Understand there is no expectation of privacy and that all records are subject to disclosure under the Georgia Open Records Act.

I certify that I have read, understand, and agree to the terms written in the Putnam County device policy & request authorization form, and agree to adhere to them.

Employee Signature

Date: _____

Department Head Signature

Date: _____



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**EMPLOYEE CELLULAR SERVICE REIMBURSEMENT
AND OPEN RECORDS ACT ACKNOWLEDGEMENT**

Putnam County recognizes that certain employees may require the use of cellular telephones (“cell phones”) in the performance of their official duties or employment, including, but not limited to, communicating, and coordinating with County residents, employees, officials, and supervisors while out of the office, on official business, or in the event of an emergency. To help offset the business-related costs of cell phone use, the County will provide a monthly cell phone reimbursement to authorized employees in the amount of \$20.00 dollars, regardless of the cell phone plan or provider chosen by the employee, and regardless of whether such plan is new or preexisting, so long as the plan and provider provide sufficient coverage to fulfill the duties for which the cell phone is required.

By signing below, I hereby acknowledge that, throughout the period of time in which I receive a cell phone reimbursement, I must provide my cell phone number to my supervisor, immediately notify my supervisor if that number is changed, maintain continuous cell phone service, and respond when called for County-related business.

I further acknowledge that, as an employee of Putnam County, a political subdivision of the State of Georgia, records produced by me, or on my behalf, relating to my employment or service to Putnam County, constitute “public records” within the meaning of the Georgia Open Records Act (O.C.G.A. § 50-18-70, *et seq.*), which are subject to Open Records Act requests and may be disclosed to the public in response to the same. **I further acknowledge that all cell phone records pertaining to the performance of my official duties and employment are subject to Open Records Act requests, regardless of whether I receive cell phone reimbursements from the County, and that it is my duty, as a County employee, to expeditiously produce such records upon request by the Open Records Officer for the County.**

Furthermore, I acknowledge that I am an employee at-will and have entered into my employment with Putnam County voluntarily, for no specified length of employment. I also acknowledge that my duty to produce public records, including business-related cell phone records, is not contingent upon my receipt of compensation or my participation in a cell phone reimbursement plan, and that neither my acknowledgement or participation in the monthly cell phone reimbursement plan, nor my obligation to produce public records in my possession or control, constitutes a contract of employment or otherwise modifies my status as an employee at-will.

SIGNED BY: _____ DATE: _____
(Employee signature) *(Date signed)*

EMPLOYEE NAME: _____
(Print employee’s name)

POSITION: _____
(Employee’s position)