



## **AGENDA**

**Camden County Board of Commissioners  
Teleconference Regular Meeting in accordance with  
O.C.G.A. § 50-14-1(g) due to COVID19 Pandemic  
Tuesday, August 18, 2020 ~ 6:00 PM**

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*Teleconference powered by Intellor*

A participant may register for the conference at <https://ems8.intellor.com/?do=register&t=1&p=831356> after which s/he will receive an email containing dial-in numbers and a personalized access code.

Or simply call the following number and enter the access code followed by the # sign:

**US Toll Free: 1-877-369-5243  
Enter Access Code: 0877703#**

### **Opening Ceremonies**

- Invocation delivered by Commissioner Lannie Brant

### **Roll Call**

### **Agenda Amendments**

### **Adoption of Agenda**

### **Approval of Minutes**

- [August 4, 2020 Public Hearing and Regular Meeting minutes](#)

### **Public Comments – Comments regarding items featured on the Agenda**

This meeting will be conducted via teleconference (Intellor). Public Comments may be made by registering via the following link <https://ems8.intellor.com/?do=register&t=1&p=831356> after which you will receive an email containing dial-in numbers and a personalized access code. If you have not registered and simply call the number provided instructions will be given by the moderator for those wishing to address the Board.

Public Comments can also be submitted via the Speaker Request Form located at <https://www.camdencountyga.gov/FormCenter/County-Administrator-8-8/Regular-Meeting-Speaker-Request-Form-43-43> and will be included in the official minutes.

Please adhere to Chapter 2, Article 2 Board of Commissioners, Sec. 2-33 Code of Conduct, (2) Members of the Audience which can be found at the following link: <https://www.camdencountyga.gov/ArchiveCenter/ViewFile/Item/628>

## **Presentations**

- [Proclamation recognizing the month of September as Camden County Suicide Prevention Awareness Month and September 10<sup>th</sup> as Camden County Suicide Prevention Awareness Day.](#)
- [Proclamation recognizing October 17, 2020 as Camden County Domestic Violence Awareness Day](#)
- Census 2020 update presented by Community Engagement & Strategic Planning Manager Claire Feazel

## **Adjourn Regular Meeting and Convene a Public Hearing**

### **Public Hearing (1)**

- [To receive comments from the public regarding the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.](#)

## **Adjourn Public Hearing and Reconvene the Regular Meeting**

### **Regular Agenda**

#### ***Purchasing Officer Kelsey Kelley***

1. [Consideration of bid award for banking contract.](#)

#### ***Sr. Human Resources Director Mike Spiers***

2. [Consideration of Teleworking Policy.](#)

#### ***Sheriff's Office Sr. Director of Finance and Fleet Debbie Gordon***

3. [Approval of purchase of flats boat for the Camden County Sheriff's Office Marine Patrol](#)
4. [Consideration of approval of the Equitable Sharing Agreement and Certification.](#)

#### ***Three Rivers Regional Library System Director Dr. Diana J. Very***

5. [Approval of grant application for Georgia Public Library Service Major Repair and Renovation Program](#)

## County Attorney John S. Myers

6. [Second reading and Adoption of the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.](#)

## Reports

- [Calendar – August and September 2020](#)
- County Administrator Comments

## Additional Public Comments

This meeting will be conducted via teleconference (Intellor). Public Comments may be made by registering via the following link <https://ems8.intellor.com/?do=register&t=1&p=831356> after which you will receive an email containing dial-in numbers and a personalized access code. If you have not registered and simply call the number provided instructions will be given by the moderator for those wishing to address the Board.

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## Adjournment

**As set forth in the Americans with Disabilities Act of 1992, Camden County does not discriminate on the basis of disability, and will assist citizens with special needs, given proper notice. Please contact the Office of the County Clerk for assistance prior to the given meeting. We can be reached at 912.576.5651.**

The closed caption link:

<https://www.captionsdtext.com/client/event.aspx?CustomerID=2690&EventID=4544301>

**CAMDEN COUNTY, GEORGIA  
BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING  
AUGUST 4, 2020, 6:00 PM**

**Present via Teleconference: Chairman James H. Starline; Vice-Chairman Gary Blount; Commissioner Lannie Brant; Commissioner Ben L. Casey; Commissioner Chuck Clark; County Administrator Steve Howard; Deputy County Administrator Shawn Boatright; County Attorney John S. Myers and County Clerk Kathryn A. Bishop.**

Chairman Starline called the meeting to order at 6:00 p.m.

Commissioner Lannie Brant delivered the invocation.

**Agenda Amendments:**

No agenda amendments were offered.

**Motion to Adopt the Agenda:**

Vice-chairman Blount made a motion, seconded by Commissioner Brant to adopt the agenda as presented.

***The motion carried unanimously.***

**Approval of the Minutes**

- July 14, 2020 Public Hearing and Regular Meeting minutes; July 28, 2020 Special Called Meeting minutes

Vice-Chairman Blount made a motion, seconded by Commissioner Casey to approve the July 14, 2020 Public Hearing and Regular Meeting minutes, and the July 28, 2020 Special Called Meeting minutes.

***The motion carried unanimously.***

**Public Comments**

No comments from the Public were offered during this time.

Vice-chairman Blount made a motion, seconded by Commissioner Casey to adjourn the regular meeting and convene a public hearing (1) at 6:04 PM.

***The motion carried unanimously.***

Chairman Starline convened the Public Hearing (1) at 6:04 PM.

### **Public Hearing (1)**

- To receive comments from the public regarding the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.

**No comments were offered either in favor or in opposition of this item.**

Vice-chairman Blount made a motion, seconded by Commissioner Casey to adjourn the public hearing (!) and convene public hearing (2) at 6:08 PM.

***The motion carried unanimously.***

Chairman Starline convened the Public Hearing (2) at 6:09 PM.

### **Public Hearing (2)**

- Request to rezone three (3) acres from Single-Family Residential (R-1) to Agricultural Forestry (A-F). Property is located at 23680 HWY 110 in Waverly. Tax Map 061 048. Amos & Lea Anderson, owners. Amos Anderson, applicant.

**No comments were offered either in favor or in opposition of this item.**

Vice-Chairman Blount made a motion, seconded by Commissioner Casey to adjourn public hearing (2) and reconvene the BOCC Regular Meeting at 6:11PM.

***The motion carried unanimously.***

Chairman Starline reconvened the Regular Meeting at 6:11 PM.

### **Consent Agenda**

1. Approval of Fiscal Year 2020 Budget Amendments.
2. Approval of Memorandum of Agreement with The Nature Conservancy to provide contracted services for Coastal Incentive Grant project extension
3. Approval of Grant Agreement for Coronavirus Relief Fund (CRF) Terms and Conditions, as well as authorization for the Grants Manager, Chief Financial Officer and Finance Director to sign all necessary documents.
4. Continuation of grant application previously approved Resolution to partner with City of St Marys to build St Marys Tabby Ruins Trail – with the Winding Road Connector to the East Coast Greenway.

- 5 Georgia Department of Natural Resources - Coastal Incentive Grant Extension

Vice-Chairman Blount made a motion, seconded by Commissioner Casey to approve the Consent Agenda items as presented.

***The motion carried unanimously.***

## **Regular Agenda**

6. Consideration of request to rezone three (3) acres from Single-Family Residential (R-1) to Agricultural Forestry (A-F). Property is located at 23680 HWY 110 in Waverly. Tax Map 061 048. Amos & Lea Anderson, owners. Amos Anderson, applicant.

Commissioner Brant made a motion, seconded by Commissioner Casey to approve the request to rezone three (3) acres from Single-Family Residential (R-1) to Agricultural Forestry (A-F). Property is located at 23680 HWY 110 in Waverly. Tax Map 061 048. Amos & Lea Anderson, owners. Amos Anderson, applicant.

***The motion carried unanimously.***

7. Approve the request to purchase two (2) 2020 Dodge 5500 Chassis Custom AEV Type 1 Units.

Commissioner Brant made a motion, seconded by Commissioner Casey to approve the request to purchase two (2) 2020 Dodge 5500 Chassis Custom AEV Type 1 Units.

***The motion carried unanimously.***

8. Approval of Surplus Item List.

Commissioner Brant made a motion, seconded by Vice-chairman Blount to approve the surplus item list as submitted.

***The motion carried unanimously.***

9. Approval of Bid Award for Field Creek Circle Paving

Commissioner Brant made a motion, seconded by Commissioner Clark to approve the award to Ellis & Ellis Construction to improve 1800 LF of maintained Camden County dirt road to an asphalt section, including grading, drainage, base, signage and paving.

***The motion carried unanimously.***

10. Approval of Bid Award for the 2020 Local Maintenance Improvement Grant (LMIG) for Resurfacing of County Roads.

Commissioner Casey made a motion, seconded by Commissioner Clark to contract award to East Coast Asphalt to resurface +/- 4.8 collective miles of the roads listed below and complete the installation of 15", 18", and 24" RCP (provided by Camden County) to replace the Tradewinds Dr. and Deals Circle South Culverts.

1. Horseshoe Cove Road – Ella Park Church Road to Subdivision Entrance – 1.02 Miles
2. Frazier Road – US 17 to Terminus – 0.70 Miles
3. Tradewinds Drive – Harrietts Bluff Road Miriah Drive – 0.31 Miles
4. Northeaster Court – Tradewinds Drive to Terminus – 0.17 Miles
5. Westerly Court – Tradewinds Drive to Terminus – 0.06 Miles
6. Easterly Court – Tradewinds Drive to Terminus – 0.12 Miles
7. Mariah Court – West Terminus to East Terminus – 0.32 Miles
8. Deals Circle South – Harrietts Bluff Road (West) to Harrietts Bluff Road (East) – 0.59 Miles
9. Beverly Drive – Ridge Road to Ridge Road – 0.12 Miles
10. Martin Lane – Ridge Road to Terminus – 0.11 Miles
11. Ridge Road – Clarks Bluff Road to Terminus – 0.58 Miles
12. Wren Road – Ridge Road to Terminus – 0.15 Miles
13. Cooner Road – Clarks Bluff Road to Terminus – 0.23 Miles
14. Kerry Place – Clarks Bluff Road to Terminus – 0.33 Miles
15. Clarks Bluff Road – Striping Only – West Elizabeth Street to Oakwell Road – 4.06 Miles
16. Tradewinds Drive – Culvert Replacement
17. Deals Circle South – Culvert Replacement

***The motion carried unanimously.***

11. First reading of the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.

Commissioner Brant made a motion, seconded by Vice-Chairman Blount to waive the First reading of the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.

***The motion carried unanimously.***

12. Approval of the Emergency and Disaster Mutual Aid Agreement between the City of St. Marys, City of Kingsland, City of Woodbine, the Camden County Board of Education and Camden County Public Service Authority.

Vice-Chairman Blount made a motion, seconded by Commissioner Brant to approve the Emergency and Disaster Mutual Aid Agreement between the City of St. Marys, City of Kingsland, City of Woodbine, the Camden County Board of Education and Camden County Public Service Authority.

***The motion carried unanimously.***

## **Reports**

- **Calendar – August & September**

County Clerk Katie Bishop stated there were no changes to the calendar at this time.

- **County Administrator Comments**

Deputy County Administrator Shawn Boatright announced that the Tax Commissioner's Office will be closed Wednesday, August 5<sup>th</sup> for a deep cleaning and will reopen on Thursday, August 6<sup>th</sup> at 9:00 AM. He announced that the Board of Elections and Registration had to move the location of Early Voting from the County annex to the Camden County Public Service Authority due to the air conditioning going out in the County Annex location.

The Commissioners took this time to commend staff for the work done in preparation of the hurricane that could have impacted our area.

County Administrator Steve Howard echoed the Commissioners comments commending staff.

## **Additional Public Comments**

No additional comments were offered during this time.

**Adjournment:**

Vice-Chairman Blount made a motion, seconded by Commissioner Brant to adjourn the August 4, 2020 regular meeting. The vote was unanimous to adjourn the meeting at 6:36 PM.

***The motion carried unanimously.***



## *Proclamation*

*Of the Camden County Board of Commissioners*  
*Recognizing September as Camden County Suicide Prevention Awareness Month*  
*And*  
*September 10th as*  
*Camden County Suicide Prevention Awareness Day.*

WHEREAS, September is known around the United States as National Suicide Prevention Awareness Month and is intended to help promote Suicide Prevention resources available to us and our community. We have a unified goal of recognizing the need of those around us and how to talk about suicide without increasing the risk of harm and adequate help in how to talk about suicide without increasing the risk of harm and

WHEREAS, September 10th is recognized across the United States and internationally as World Suicide Prevention Day and provides the opportunity to educate our community about warning signs and how best to help those most in need; and

WHEREAS, suicide has been recognized as a major public health issue with over 9 deaths by suicide recorded in Camden County during 2019; and approximately 213 people were admitted to the Southeast Georgia Health System (Camden Campus) Emergency Department in 2019; and

WHEREAS, each death by suicide directly impacts numerous family members, friends, loved ones, co-workers and by extension the entire community; and

WHEREAS, Camden County is committed to ensuring that those in need have access to services by healthcare providers trained in best practices to reduce suicide risk, and to reducing the stigma associated with using behavioral health treatment and losing a loved one to suicide; and

WHEREAS, Camden County has been designated as a “high burden” community, and as such has secured a 5 year prevention pilot program through its partner Camden Connection, to reduce risk factors associated with self-harm by implementing strategic awareness campaigns, providing education and resources on suicide prevention, reducing stigma; and

WHEREAS, in 2019, 241 middle school students and 174 high school students reported they has seriously considered suicide; and

WHEREAS, suicide is preventable, by knowing how to start the conversation, listen and provide support to someone in need, we can save lives; and hope, help, and healing are possible. Mental health and crisis intervention services are available in Camden County, including the National Suicide Lifeline at 1-800-273-TALK (8255) or text GA to 741741; and

NOW, THEREFORE, BE IT PROCLAIMED, by the Camden County Board of Commissioners that Tuesday, September 10th, be declared “SUICIDE PREVENTION DAY” throughout Camden County and encourage all citizens, government agencies, schools, and health care providers to raise awareness of the mental health resources and support services available and encourage all those in need to seek the care and treatment necessary for a long and healthy lif

**PROCLAIMED** this \_\_\_ day of \_\_\_\_\_ 2020,

BY: \_\_\_\_\_ James H. Starline, Chairman

- *Connecting Camden* -

# *Proclamation*

*Of the Camden County Board of Commissioners*

## ***Recognizing October 17, 2020 as Camden County Domestic Violence Awareness Day,***

- WHEREAS,** Americans are the victims of 20 million crimes each year, affecting individuals and communities;
- WHEREAS,** There were over 1100 domestic violence calls to the Camden County 911 center last year;
- WHEREAS,** One in four women will experience domestic violence in her lifetime;
- WHEREAS,** One in nine men will experience domestic violence in his lifetime;
- WHEREAS,** Children from violent homes are more likely to be victims or perpetrators of abuse as adults at a higher rate than the national average;
- WHEREAS,** Domestic violence costs our community resources in medical care, law enforcement, court costs, foster care, absenteeism, and lost wages;
- WHEREAS,** Only a coordinated community effort will help stop the domestic violence cycle;
- WHEREAS,** Domestic Violence Awareness Month provides an excellent opportunity for Camden County citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy services and assistance to victims;
- WHEREAS,** We may echo the words of Helen Keller “I am only one, but still, I am one. I cannot do everything, but still I can do something; and because I cannot do everything I will not refuse to do something that I can do.”

Therefore Be It Resolved, The Board of County Commissioners hereby proclaim October 17, 2020, as Camden County Domestic Violence Awareness Day and exhort our families, friends, workers and classmates to EDUCATE our community about domestic violence, EMPOWER victims and survivors and ERADICATE the epidemic of domestic violence in our community

**PROCLAIMED** this 18<sup>th</sup> day of August, 2020,

BY: \_\_\_\_\_  
James H. Starline, Chairman

ATTEST: \_\_\_\_\_  
Kathryn H. Bishop, County Clerk

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 1**

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**SUBJECT:** Request approval to award the Camden County Banking Services

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

**DATE SUBMITTED:** August 14, 2020

**BUDGET INFORMATION:** See attached Bid Tabulation.

**COMMISSION ACTION REQUESTED ON:** August 18, 2020.

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**PURPOSE:**

To request that the Board of Commissioners:

1. Consider contract award for Camden County Banking Services to Southeastern Bank.

**HISTORY:**

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1. Due to Southeastern Bank closing their Woodbine location and the contract coming close to renewal, Purchasing put out an RFP.
2. In 2012 Southeastern Bank was awarded the contract.
3. A Request for Proposals was issued on RFP #P21-1510-03.

**FACTS & ISSUES:**

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1. Purchasing received three proposals, from three local Banks.
2. Southeastern Bank's proposal was determined to be the most advantageous to the County.

**OPTIONS:**

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1. Motion to approve this item.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends award of Camden County Banking Services to Southeastern Bank.

**DEPARTMENT:**

Prepared by:

*Kelsey Kelley*  
*Purchasing Officer*

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**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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**IF APPLICABLE:**

Finance Review:

*Nancy Gonzalez, CFO*

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**Camden County Board of Commissioners**  
**Score Tabulation Sheet**  
**Project: Camden County Banking Services**  
**RFP# P21-1510-03**

Selection Criteria	Ameris Bank	Southeastern Bank	Synovus
Per Account Monthly Fee	\$ 21.75	\$ 10.00	\$ 9.00
Wire Transfer Fee	\$ 11.25	\$ -	\$ 18.00
Stop Payment Fee	Wavied	\$ -	\$ 34.00
Returned Item Fee	\$ 8.25	\$ -	\$ 6.00
Safe Deposit Box (1)	Wavied	\$ -	No Chg
Coin Wrappers	Wavied	\$ -	Annual Supply credit of \$1,500 for cpin wrappers, deposit slips, deposit stamps and locking deposit bags.
Deposit Slips	Wavied	\$ -	
Deposit Stamps	Wavied	\$ -	
Locking Deposit Bags	Wavied	\$ -	
Check Copies	No Chg	\$ -	
Remote Deposit Scanner	\$ 37.50	\$ 50.00	1 Free Scanner
Positive Pay	\$ 56.25	N/A	\$ 55.00
Courier/Armed Service	TBD	N/A	Discussion b/w bank and County to uncover true need.
Other Fees:			
Checks Paid	\$ 0.15		\$ 0.12
Deposits	\$ 0.75		\$ 0.25
Depostied Items	\$ 0.11		\$ 0.10
Electronic Debit (per item)	\$ 0.15		\$ 0.11
Electronic Credit (per item)	\$ 0.30		\$ 0.11
Business Online Banking	\$ 37.50	\$ 50.00	\$ 60.00
ACH Blocks-monthly per account-No Filters	\$ 7.50		\$ 20.00
<b>Total Sum</b>	<b>\$ 181.46</b>	<b>\$ 110.00</b>	<b>\$ 202.69</b>
<b><u>RFP Requirements:</u></b>			
Section I-Executive Summary	X	X	X
Section II- Corporate Profile	X	X	X
Section III- Staffing	X	X	X
Section IV- Services	X	X	X
Section V- Oral Presentation			
Section VI- Cost Information	X	X	X
Section VII- Contract Acceptance	X	X	X
Section VIII- Additional Information	X	X	X
References	X		X
Affidavit and Agreement	X	X	X
Statement of Proposer's Qualifiactions	X	X	X
Pricing	X	X	X
Attachment B	X	X	X
<b><u>ATTACHMENT B</u></b>			
Account Structure	Y	Y	Y
Financial Instution within County	Y	Y	Y
Contract Execution within 30 days	Y	Y	Y
Three Year Contract with Two Year Extension option	Y	Y	Y
Minimum Checking Account Services	Y	Y	Y
Collateralization of Funds	Y	Y	Y
Reconciliation Services	Y	N	Y
Overdraft Protection	Y	Y	Y

Selection Criteria	Ameris Bank	Southeastern Bank	Synovus
Fraud Protection	Y	N	Y
Positive Pay	Y	N	Y
Courier/Armored Service	Y	N	Y
Payroll Direct Deposit	Y	Y	Y
Employee Pay Cards	Y	N	Y
Employee Payroll Check Cashing	Y	Y	Y
Internet Banking Services	Y	Y	Y

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**REGULAR AGENDA ITEM: 2**

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**SUBJECT:** Consideration of Teleworking Policy.

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

**DATE SUBMITTED:** August 10, 2020

**BUDGET INFORMATION:** N/A

**COMMISSION ACTION REQUESTED ON:** August 18<sup>th</sup>

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the approval of the proposed Telework Policy.

**HISTORY:**

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- 1. The coronavirus pandemic has pushed to the forefront the necessity of Camden County providing a telework policy for employees.

**FACTS & ISSUES:**

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- 1. Teleworking has become a necessity so that employees can perform their required job tasks without risking exposure to or from coworkers.
- 2. As the office environment continues to evolve, Camden will need a telework policy available.

**OPTIONS:**

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- 1. Motion to approve this item.
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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- 1. To be determined by the Board.

**DEPARTMENT:**

Prepared by:

*Mike Spiers, Sr. HR Director*

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**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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**IF APPLICABLE:**

Finance Review:

*Nancy Gonzalez, CFO*

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**Camden County BOCC Employee Handbook**

**117 Telework Program**

*Effective Date: 08/18/2020*

**Purpose and/or Scope:**

The telework program is a management tool that may be utilized to increase productivity and to accommodate the special needs of the County and/or an employee.

Telework applies to all full-time, regular status employees of the Camden County Board of Commissioners who have completed their introductory period and have a documented history of at least meeting expectations (score 2 of higher) on their annual performance evaluation.

**Definitions:**

**Teleworking:** also known as telecommuting, means working remotely from home, on the road or in a satellite location for all or part of the workweek.

**Procedure:**

A telework arrangement may be considered only in those situations where it is found to have a mutual benefit for the community, the County, and the employee. The formal telework program is intended for situations of one week or longer. This does not limit a Director/Department Head's discretion to engage in other arrangements on an occasional basis when such arrangements are mutually beneficial. Telework may be appropriate for some employees and positions but not for others.

**Exempt employees:** The intent is to allow full-time exempt employees and their Department Head to design a telework arrangement through a written understanding (Telework Application Form), which will provide the specific details for allowing an employee to work away from their principal work site.

**Non-exempt employees:** In extraordinary circumstances, a telework arrangement may be deemed appropriate for a non-exempt employee. Any arrangement involving non-exempt employees requires approval from the Department Head, the Director of Human Resources, and either the Deputy County Administrator or County Administrator.

Non-exempt employees will be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance

## **Camden County BOCC Employee Handbook**

approval of the employee's supervisor. Failure to comply with this requirement will result in the immediate termination of the teleworking arrangement.

### **Work Performance and Compliance with County Policies:**

Performance evaluation requirements will not change, although the supervisor's method of monitoring and evaluating performance may focus more on results than direct observation. Deadlines, goals, and objectives must be clearly defined within the Telework Arrangement Memo.

Employees must comply with all County employee handbook policies, and department rules and regulations. Failure to do so may result in removal from the telework program and/or disciplinary action.

Employees who are approved to telework are expected to be available during their work hours. It is up to the employee and their supervisor to determine the communication strategy and outline it in the Telework Agreement Form.

### **Equipment and Resources:**

On a case-by-case basis, the County will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone, and other office equipment) for each teleworking arrangement.

Information Technology Department (IT Department) will serve as resources in this matter. Equipment supplied by the County will be maintained by the County. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee.

The County accepts no responsibility for damage or repairs to employee-owned equipment. IT reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the County is to be used for business purposes only. The teleworker must sign an inventory of all County property that is received, and agree to take appropriate action to protect the items from damage or theft. Upon termination of the telework program or in case of separation of employment, all County property will be returned to the County, prior to the employee's last day, unless other arrangements have been made.

## **Camden County BOCC Employee Handbook**

The County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The County will also reimburse the employee for business-related expenses if approved in advance, such as phone calls (if not using a County owned phone) and shipping costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The County will not be responsible for costs associated with high speed internet or the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Privacy and Security:**

Employees who have been approved for telework have no expectation of privacy with regards to any files or electronic devices that are used for work related matters. The County reserves the right to inspect all files, documents, and electronic devices at any time

Consistent with the County's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of County and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety:**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered under the workers' compensation policy. Teleworking employees are responsible for notifying their supervisor of such injuries as soon as practicable but within 24 hours. The employee is liable for any injuries sustained by visitors to his or her home worksite.

### **Not an Entitlement or Replacement for Family Responsibilities or Childcare:**

Telework is not an entitlement. Telework is a special program to be used at the supervisor's discretion with approval of the Department Head and the Director of Human Resources. While telework may facilitate an employee working around family responsibilities, it is neither intended, nor designed, to be a substitute for family or

## **Camden County BOCC Employee Handbook**

childcare. The focus of the arrangement must remain on job performance and meeting operational demands. It may be discontinued at any time, for any reason, at the sole discretion of the Director of Human Resources and/or the Deputy County Administrator or County Administrator.

### **Revocation of Telework Agreement:**

Participation in the telework program may be revoked for any reason, and at any time, but especially when an employee:

- Fails to provide satisfactory work product or there is a decrease in performance.
- Uses telework hours to conduct personal business.
- Performs work outside County business or performs work for secondary employer during County work hours.
- Take breaks that exceed authorized periods outlined under the County Employee Handbook.
- Fails to accurately report time worked.
- Fails to receive prior authorization from their supervisor to adjust work hours.

### **Exemptions:**

The teleworking program is not available for employees working in safety sensitive or emergency response jobs.

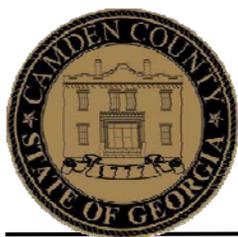
### **References:**

Camden County Board of County Commissioners Employee Handbook

**Camden County BOCC Employee Handbook****Responsibilities:**

<b>Party</b>	<b>Responsibility</b>
Department Directors and/or Supervisors	Review guideline. Complete Telework Agreement Form outlining scope and hours of telework.
Employee	Adhere to program guidelines. Follow teleworking memo directions. Accurately report hours worked. Telework only when authorized.
Human Resources/ County Administration	Policy administration. Advisory partner to Departments Directors and supervisors. Maintain and enforce program requirements. Retain Telework Agreement Form in the employee's personnel file.
Information Technology	Work with requesting department to arrange necessary hardware/software resources needed to accomplish program objectives.

**Camden County BOCC Employee Handbook**



Board of County Commissioners  
200 East 4th Street / P.O. Box 99 • Woodbine, Georgia 31569  
Phone: (912) 576-5660 • Fax: (912) 576.3214  
Human Resources Department

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**Telework Program Agreement**

The following constitutes an agreement on the terms and conditions of telework between the Camden County Board of Commissioners ("County") and \_\_\_\_\_, ("the employee")

**Term:**

The Agreement is in effect from \_\_\_\_\_ to \_\_\_\_\_. At the conclusion of this agreement, the County and the employee will evaluate the Agreement to determine its effectiveness, and to review communications, workload, operational efficiency, and/or related issues. After such review, the Department Head will determine whether it should continue under the same terms, with modifications, or end with the employee returning to their previous schedule at their worksite.

**Policies and Requirements:**

The employee agrees to abide by all County rules and policies, including but not limited to the Camden County Board of County Commissioners Employee Handbook.

Department specific policies, information technology policies and the intellectual property rights of the Camden County Board of Commissioners.

The employee agrees to participate in studies, inquiries, and evaluations related to telework program effectiveness.

The employee agrees to all provisions outlined in the Telework Program.

**Work Location & Hours:**

The employee's telework location is: \_\_\_\_\_

The employee is approved to telework:

## Camden County BOCC Employee Handbook

- Occasionally upon approval of supervisor - no regular telework schedule
- On a regular telework schedule

The employee is scheduled to telework the following days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

The employee's core hours on telework days when they are available to their supervisor, and coworkers are: \_\_\_\_\_ to \_\_\_\_\_.

In the event the main worksite is closed due to weather or other emergency, the employee is to continue working from the telework location until instructed otherwise by the County or their supervisor.

### **Compensation & Benefits:**

Employee compensation and benefits, as listed under the Camden County Board of County Commissioners Employee Handbook will not be affected by the telework arrangement.

Employee will seek advanced approval from the supervisor to use Annual Leave or other leave on teleworking days. Overtime must be approved in advance.

### **Communication:**

In order to maintain close communication and standards of professionalism while working from a remote location, the telework employee shall:

- Seek approval from supervisor prior to adjusting work hours
- Notify their work group of any change in their telework schedule
- Be available to their supervisor and coworkers by telephone and email during core hours
- Return calls and emails in a timely manner
- The employee will agree with their supervisor on a plan for receiving assignments, returning assignments, and reporting to the supervisor on telework days. The

## **Camden County BOCC Employee Handbook**

employee will maintain contact with their work unit and colleagues, including attending meetings on telework days when requested to do so by their supervisor.

- The employee will report to their Camden County worksite immediately at the request of their supervisor.

### **Limitations:**

Teleworkers must observe the following limitations when working from the telework site:

- Employees shall not conduct in person meetings at the telework site
- Employees shall not operate a business or work for another employer during work hours
- Employees shall not conduct unauthorized personal business during work hours
- Employees shall not allow others to use County equipment or access the County network
- Employees must arrange for dependent care during work hours

### **Termination:**

The agreement is not a guarantee of employment, and can be terminated at any time by either the Camden County Board of Commissioners or the employee. A telework arrangement may never be allowed to continue uninterrupted if it is detrimental to work quality, customer service, the work unit, or the County. In such situations, the supervisor has the responsibility to evaluate the Telework Agreement and may terminate the agreement at any time, for any reason.

Termination of the Telework Agreement will be made for sound business reasons which the employee is entitled to know. In the event this agreement is terminated, the supervisor will make every attempt to provide sufficient notice to allow the employee to make appropriate arrangements.

Camden County Board of Commissioners will not be held responsible for costs, damages or losses to the employee resulting from termination of the agreement.

**Camden County BOCC Employee Handbook**

**Agreement:**

This Agreement may be amended at any time by the Camden County Board of Commissioners. A copy of this agreement, the application, and the checklist will be placed in the employee's personnel file.

**EMPLOYEE:** By signing, the employee states they have read, understood, and agree to the terms and conditions of this agreement:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUPERVISOR:** By signing this statement, the supervisor agrees to work with the employee to implement telework as described in the Telework Program Guideline and this agreement.

\_\_\_\_\_  
Supervisor (Name and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director (Name and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative (Name and Signature)

\_\_\_\_\_  
Date

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 3**

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**SUBJECT:** Approval of purchase of flats boat for the Camden County Sheriff's Office Marine Patrol

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

**DATE SUBMITTED:** 08/11/2020

**BUDGET INFORMATION:**

REVENUES:

EXPENSES: \$29,180.00

ANNUAL:

CAPITAL:

OTHER:

FUNDING SOURCE: SPLOST VIII

**COMMISSION ACTION REQUESTED ON:** August 18, 2020

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the approval of a flats boat for the Camden County Sheriff's Office Marine Patrol in order to enhance the response time to critical incidents on the waterways within the county as well as nearby waterways within Southeast Georgia and Northeast Florida by providing a safe and effective means of response.

**HISTORY:**

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- 1. Camden County Sheriff's Office does not have the necessary equipment needed to safely conduct rescue and/or recovery operations within our rivers.
- 2. Search & Rescue operations within the rivers of Camden County require our emergency responders to wait for other agencies to assist with those missions with efforts taking upwards of 2 hours or more to respond.

**FACTS & ISSUES:**

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- 1. The primary goal of the CCSO Marine Patrol is to provide services required in maintaining public safety in approximately 152 miles of navigable waterways located within the authority and responsibility of the Sheriff's Office.
- 2. Time is critical and every second counts when it comes to either a rescue or recovery mission.

**OPTIONS:**

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1. Motion to approve this item.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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1. To be determined by the Board.

**DEPARTMENT:**

Prepared by:

*Debbie Gordon, CCSO  
Finance Director*

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**IF APPLICABLE:**

County Attorney Review:

*N/A*

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**IF APPLICABLE:**

Finance Review:

*Nancy Gonzalez, CFO*

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## **Mission**

The primary goal of the Camden County Sheriff's Office Marine Patrol is to provide services required in maintaining public safety upon approximately 152 miles of navigable waterways located within the authority and responsibility of the Sheriff's Office. The navigable waterways encompass 20 miles of barrier beaches, 51 miles of St. Marys River, 39 miles of Satilla River, 11 miles of Crooked River, 40 to 50 miles of tributaries and creeks and some 70 to 80 miles of interior coastline. We also work collaboratively with other local and state marine law enforcement entities with marine related accidents or incidents.

## **Assessment of Existing Problems:**

The Sheriff's Office does not have the necessary equipment needed to safely and effectively conduct Search & Rescue operations within the rivers of Camden County. Sure, other agencies have equipment needed and can assist, however this will prolong the search efforts as it may take upwards of 2 hours or more for them to respond. Time is always crucial and every second counts when it comes to a rescue mission. When it turns into a recovery mission time is still very important, but not as important as having the proper equipment for that mission.

## **Equipment support**

The following information outlines the necessity for the Department to obtain a River Boat to be used for various missions or incidents. The missions are defined within this report include:

Search & Rescue mission

Recovery missions

Tactical Operations (ERT)

EMS Mission Support

K9 Operations (Human Remains Detection/ Cadaver) during the Recovery phase

Terrorism / HAZMAT Operations

Narcotics Operations

## **Project Goals and Objectives:**

The Camden County Sheriff's Office will complete its goals by addressing the following:

1. The Marine Patrol Division has developed a comprehensive plan for Search & Rescue missions, Recovery missions, and other critical support missions and will prepare for the responds with adding a river boat for responds to public safety. The plan will include:
  - Waterways Analysis

- Readiness Analysis
- Equipment Inventory
- Training Analysis
- Community Awareness

2. The river boat will work in conjunction with emergency response equipment we currently have at our disposal.

**Implementation Plan:**

Purchase related equipment (river boat).

Develop Sheriff's Office first response plan and SOP relating to the implementation of a River boat with a priority placed upon public safety.

Develop Analysis folders for all high-risk waterways in Camden County.

Receive and inventory all equipment.

Schedule training for Marine Patrol Division personnel; to include both first response/recovery utilizing a river boat.

Conduct joint training exercise with other local Law Enforcement personnel, fire department HAZMAT, and regional teams.

Begin public awareness of waterway safety.

Review and update as needed.

There are several river boats currently on the market that provide the responds on waterways we need. The amount needed to obtain one of these vehicles is approximately \$30,000.

In closing, I would state that the acquisition of this type of boat will enhance the responds time to a critical incident on the waterways within Camden County as well as the Region in Southeast Georgia and Northeast Florida by providing a safe and effective means of response to critical incidents.

**PURCHASE ORDER REQUISITION  
 CAMDEN COUNTY BOARD OF COMMISSIONERS  
 PO BOX 99 \* WOODBINE GA 31569  
 912-576-5601 PHONE \* 912-576-5647 FAX**

APPROVED BY: D. Gordon  
 DATE: 07/30/2020  
 REQ NO: \_\_\_\_\_



<b>DEPARTMENT HEAD</b> Debbie Gordon		<b>REQUISITIONER</b> Debbie Gordon		<b>PO NUMBER</b>		<b>ENTITY NUMBER</b>	
<b>DATE</b> 7/30/2020	<b>DATE NEEDED</b> 7/30/2020	<b>DEPARTMENT NUMBER</b>		<b>ACCOUNT NUMBER</b> 54.2200		<b>DELIVERY DATE</b>	

<b>ISSUE TO</b>	Satilla Marine 1807 Old Reynolds St Waycross, GA 31501
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<b>SHIP TO</b>	Camden County Sheriff's Office 209 E 4th St Woodbine, GA 31569
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QUANTITY	ITEM DESCRIPTION	EACH	TOTAL
1	War Eagle 860LDBR - Flats Boat for Search & Rescue Missions	\$13,105.00	\$13,105.00
1	Yamaha VF115 - Engine	\$8,850.00	\$8,850.00
1	Venture Alum Vask 2300 - Trailer	\$1,895.00	\$1,895.00
1	Yamaha Binnicle Controls	\$1,165.00	\$1,165.00
1	Org w/box for Batteries	\$130.00	\$130.00
1	Stainless propeller	\$20.00	\$20.00
1	Fuel Tank	\$425.00	\$425.00
1	Spare tire w/ Mount	\$150.00	\$150.00
1	Labor for additional options below:	\$740.00	\$740.00
1	Additional equipment/options	\$2,700.00	\$2,700.00
	Lights/Console Upgrade/pump/two seats/runing lights/hindged rr lid/twin power poles w/ brackets/upgrade to lean post & jump seats		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>TOTAL</b>		\$29,180.00

VENDOR QUOTES	AMOUNT
Sports Center Boats - Perry, GA	\$30,000.00
Tailwalker Marine - Georgetown, SC	\$31,916.00



JAMES K. PROCTOR, SHERIFF  
 CAMDEN COUNTY  
 P.O. BOX 699  
 209 E. 4<sup>TH</sup> STREET  
 WOODBINE, GA 31569-0699

**PURCHASE AUTHORIZATION FORM**

Date: 7/13/2020 Name: K. Cheney Department: S&R/ Marine

Vendor & Phone or Contact: Satilla Marine Cost: \$ 29,180

Vendor & Phone or Contact: Boat Center Boat Sales Cost: \$ 30,000

Vendor & Phone or Contact: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
 (Provide three quotes)

Product (description and quantity of each): \_\_\_\_\_

River Boat                      X-1  
War Eagle

Any additional information (sole source, contract, etc.): \_\_\_\_\_

[Signature]  
 Supervisor's Signature

7/13/2020  
 Date

[Signature]  
 Finance Division Signature

07/30/2020  
 Date



1807 Old Reynolds Street  
Waycross, Georgia 31501  
(912) 285-8115  
Fax (912) 284-0069

NAME: CANDEN O. SO  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_

Date: \_\_\_\_\_

ITEM	PRODUCT	LIST PRICE	SALE PRICE
Boat	WAR EAGLE 26GOLDBR		13105
Engine	YAMAHA VFI15		8850
Trailer	VENTURE Alum <sup>i</sup> VASK 2300		1895
Trolling Motor			
Controls	YAMAHA Binnacle		
Batteries	ONE w/ BOX		1165
Tie Downs	/		130
Propeller	STAINLESS		20
Fuel Tank			425
Ext. Warranty			
	SPARE TIRE w/ Mount		150
	Duck Bill Lights		
	BLACKHAWK CONSOLE UPGRADE		
	BILGE PUMP		
	TWO SEAT		
	Lights (Running) / Hinged R/L Lid		
	FULL SKIN / BUILT IN TANK		
	UPGRADE TO LEAN POST & JUMP SEATS		
	COBBLESTONE INTERIOR / OD EXTERIOR		
	TWIN POWER POLES w/ BRKT		2700

Down Payment: \_\_\_\_\_  
Financed: \_\_\_\_\_  
\_\_\_\_\_ payments at \_\_\_\_\_ per month

Less Trade-In:	
Subtotal:	28410
Service Contract:	
Tax:	
Labor:	740
<b>TOTAL:</b>	<b>29150</b>

**From:** Charles Ayer <[cayer@sportscenterboatsales.com](mailto:cayer@sportscenterboatsales.com)>

**Subject: RE: ContactUs from DealerSpike**

**Date:** July 15, 2020 at 12:45:20 PM EDT

**To:** Dale Williams <[dewcrew@tds.net](mailto:dewcrew@tds.net)>

Dale, I can get you that boat with your options for \$30,000.00. let me know. thanks.

Charles Ayer

478 987 3580  
Perry, GA  
1444 Sam Nuan Blvd  
Perry, GA 31069

ITEM	PRODUCT
Boat	WAR EAGLE 260LDBR
Engine	YAMAHA VF115
Trailer	VENTURE ALUMI VASK 2300
Trolling Motor	
Controls	YAMAHA Binnacle
Batteries	ONE w/ BOX
Tie Downs	/
Propeller	STAINLESS
Fuel Tank	
Ext. Warranty	
	SPARE TIRE w/ MOUNT
	Duck Bill Lights
	BLACKHAWK CONSOLE UPGRADE
	Bilge Pump
	TWO SEAT
	LIGHTS (Running) / Hinged B. Lid
	Full SKIN / BUILT IN Tank
	UPGRADE TO LEAN POST & JUMP SEATS
	COBBLESTONE INTERIOR / OD EXTERIOR
	Twin POWER POLES w/ Bkt

From: brent@tailwalkermarine.com  
To: "Dale Williams" <dewcrew@tds.net>  
Sent: Wednesday, July 29, 2020 8:24:51 AM  
Subject: RE: Thank You for Contacting Us

2903 Highmarket St  
Hungetown, SC  
29440

War Eagle 860LDBR 13,520.00

843-527-2495

skin out/linex liner cobblestone  
foot trolling motor bkt. 24v  
running light package  
leaning post  
set of 40's storage boxes w/predator seats  
2 war eagle seats w/pedestals  
pole extensions  
hinged rear lid/metal tank cover  
bilge pump  
built in gas tank-16 gallons  
black hawk console w/insulated livewell  
yamaha pre rig w/digital gauges  
duck bill w/led upgrade lights

Yamaha VF115 9545.00  
SS prop 350.00  
battery 95.00

Oil	30.00
fuel water separator	28.00
2 8ft. Power Pole Blades w/brackets	3830.00

Wesco ALC-1922 trailer	2800.00
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torsion axle

mag rims/radial tires

led lights

spare tire w/mount

Freight	450.00
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Dealer Prep	600.00
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31,248.00

tax 668.00

Total 31,916.00

Sorry for delay I got quote from War Eagle yesterday

Sincerely,

Brent Ballard

Cell 843-241-3989

Direct Office Line 843-527-2496

Main Line 843-527-2495

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 4**

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**SUBJECT:** Consideration of approval of the Equitable Sharing Agreement and Certification.

- Recommendation
- Policy Discussion
- Status Report
- Action Item

**DATE SUBMITTED:** 08/04/2020

**BUDGET INFORMATION:** N/A

**COMMISSION ACTION REQUESTED ON:** 08/18/2020

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**PURPOSE:**

To request that the Board of Commissioners:

- a. Approve the Federal Sharing Agreement and Certification as prepared by staff.

**HISTORY:**

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1. This Federal Equitable Sharing Agreement sets forth the requirements for participation in the Federal Equitable Sharing Program and the restrictions upon the use of federally forfeited cash, property, proceeds, and any interest earned thereon, which are equitable shared with participating law enforcement agencies.
2. By its signatures, the Agency agrees that it will be bound by the statutes and guidelines that regulate shared assets and the following requirements for participation in the Federal Equitable Sharing Program.
3. Receipt of the signed Equitable Sharing Agreement and Certification is a prerequisite to receiving any equitably shared cash, property, or proceeds.

**FACTS & ISSUES:**

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1. Under the guidelines of the program, the funds received cannot be used to replace or supplement the Sheriff's Office regularly budgeted monies.
2. The Sheriff's Office must directly benefit from the funds or property received.
3. Any violation of the guidelines or compliance would result in termination from the program.
4. Guidelines require that the head of your governing body must execute the agreement; a governing body is the person or entity that has appropriations authority over the Sheriff's Office. That is, the legislative authority to approve your agency's annual budget.
5. Previously, the Sheriff's Office has participated in the program with great success.

**OPTIONS:**

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1. Motion to approve this item.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

**AGENCY RECOMMENDED ACTION:**

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Agency recommends board to approve item.

**AGENCY:**

Prepared by:

*Debbie Gordon, CCSO  
Finance Director*

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**IF APPLICABLE:**

County Attorney Review:

*N/A*

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**IF APPLICABLE:**

Finance Review:

*Nancy Gonzalez, CFO*

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## Equitable Sharing Agreement and Certification



**NCIC/ORI/Tracking Number:** [REDACTED]  
**Agency Name:** Camden County Sheriff's Office  
**Mailing Address:** Po Box 699  
 Woodbine, GA 31569

**Type:** Sheriff's Office

**Agency Finance Contact**

**Name:** Gordon, Debbie L  
**Phone:** 912-510-5117      **Email:** dlgordon@co.camden.ga.us

**Jurisdiction Finance Contact**

**Name:** Chaney, James K  
**Phone:** 912-510-5100      **Email:** jkchaney@co.camden.ga.us

**ESAC Preparer**

**Name:** Gordon, Debbie L  
**Phone:** 912-510-5117      **Email:** dlgordon@co.camden.ga.us

**FY End Date:** 06/30/2020

**Agency FY 2021 Budget:** \$7,329,001.00

### Annual Certification Report

	Justice Funds <sup>1</sup>	Treasury Funds <sup>2</sup>
1 Beginning Equitable Sharing Fund Balance	\$56,794.24	\$9,292.66
2 Equitable Sharing Funds Received	\$0.00	\$38,964.97
3 Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4 Other Income	\$0.00	\$0.00
5 Interest Income	\$118.39	\$0.00
6 Total Equitable Sharing Funds Received (total of lines 1-5)	\$56,912.63	\$48,257.63
7 Equitable Sharing Funds Spent (total of lines a - n )	\$46,880.90	\$0.00
8 Ending Equitable Sharing Funds Balance (difference between line 7 and line 6)	\$10,031.73	\$48,257.63

<sup>1</sup>Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

<sup>2</sup>Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

	Justice Funds	Treasury Funds
a Law Enforcement Operations and Investigations	\$0.00	\$0.00
b Training and Education	\$0.00	\$0.00
c Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d Law Enforcement Equipment	\$45,880.90	\$0.00
e Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f Contracts for Services	\$1,000.00	\$0.00
g Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h Law Enforcement Awards and Memorials	\$0.00	\$0.00
i Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j Matching Grants	\$0.00	\$0.00
k Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l Support of Community-Based Programs	\$0.00	\$0.00
m Non-Categorized Expenditures	\$0.00	\$0.00
n Salaries	\$0.00	\$0.00
Total	\$46,880.90	\$0.00

**Equitable Sharing Funds Received From Other Agencies**

Transferring Agency Name	Justice Funds	Treasury Funds

**Other Income**

Other Income Type	Justice Funds	Treasury Funds

**Matching Grants**

Matching Grant Name	Justice Funds	Treasury Funds

**Transfers to Other Participating Law Enforcement Agencies**

Receiving Agency Name	Justice Funds	Treasury Funds

**Support of Community-Based Programs**

Recipient	Justice Funds	

**Non-Categorized Expenditures**

Description	Justice Funds	Treasury Funds

**Salaries**

Salary Type	Justice Funds	Treasury Funds

**Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

**Privacy Act Notice**

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

**Single Audit Information****Independent Auditor****Name:** Mark Hardison**Company:** Clifton, Lipford, Hardison & Parker LLC**Phone:** 478-742-3313**Email:** mhardison@clhp.com

**Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?**

YES  NO

**Prior year Single Audit Number Assigned by Harvester Database:**

# Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

## Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

**1. Submission.** The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

**2. Signatories.** The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

**3. Uses.** Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

**4. Transfers.** Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

**5. Internal Controls.** The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

**6. Single Audit Report and Other Reviews.** Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

**7. Freedom of Information Act (FOIA).** Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

**8. Waste, Fraud, or Abuse.** An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

### Civil Rights Cases

**During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?**

Yes     No

### Agency Head

Name: Proctor, James K.  
Title: Sheriff  
Email: sheriff@co.camden.ga.us

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

### Governing Body Head

Name: Starline, James H.  
Title: Chairman Board of Commissioner  
Email: jstarline@co.camden.ga.us

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**REGULAR AGENDA ITEM: 5**

---

**SUBJECT:** Approval of submittal of the grant application for FY 22 Georgia Public Library Service Major Repair and Renovation Program

- ( ) Recommendation
- ( ) Policy Discussion
- ( ) Status Report
- ( ) Action Item
- ( ) Other

**DATE SUBMITTED:** August 10, 2020

**BUDGET INFORMATION:**

EXPENSES: 50% Match

FUNDING SOURCE: Matching funds from SPLOST VIII

**COMMISSION ACTION REQUESTED ON:** August 18<sup>th</sup>

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the approval of submittal of the grant application for FY 22 Georgia Public Library Service Major Repair and Renovation Program

**HISTORY:**

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- 1. The Camden County Public Library building roof has exceeded its life expectancy, and is in need of replacement.

**FACTS & ISSUES:**

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- 1. This application will be submitted to the Fiscal Year 2022 Georgia Public Library Service Major Repair and Renovation Program to assist in roof repairs.
- 2. The completed the application requires the signature of the funding agency head that secures the other 50%.
- 3. The application period is rolling. Grants will be prioritized based on the funding priorities and the date received for the respective fiscal year.
- 4. See attached application for estimated costs of roof repairs.

**OPTIONS:**

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- 1. Motion to approve the grant application for Georgia Public Library Service Major Repair and Renovation Program
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends approval of this item.

**DEPARTMENT:**

Prepared by:

*Katie Bishop, County Clerk*

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**IF APPLICABLE:**

County Attorney Review:

*N/A*

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**IF APPLICABLE:**

Finance Review:

*Nancy Gonzalez, CFO*

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**Georgia Public Library Service  
Major Repair and Renovation Grant Program**

***FY22 Application***

Date 8/7/20  
 Library System Three Rivers Regional Library System  
 Library Facility Camden County Public Library  
 Facility Address 1410 Highway 40 East  
 City Kingsland County Camden

**Facility Status (check one)**

Main Library  Branch Library

**Facility Ownership Status (list the owner of the library facility)**

Camden County

**Project Priority (check one)**

- Structural repairs
- Roof replacements and/or repairs
- HVAC replacements and/or repairs
- Life Safety/Facility Integrity/Hazardous Conditions  
Describe \_\_\_\_\_
- Accessibility and Code Compliance Conditions  
Describe \_\_\_\_\_

**Local Matching Funds will be provided by**

Library funds  
 Local Taxing Agency: SPLOST

**Cost of Project**

Contract Cost	\$	<u>89,314.00</u>
Design Fees	\$	_____
Other Costs <u>Advertising/Bids</u>	\$	<u>100.00</u>
Other Costs _____	\$	_____
Other Costs _____	\$	_____
Subtotal	\$	<u>89,414.00</u>
10% Contingency	\$	<u>8,941.00</u>
<b>Total Cost of Project</b>	\$	<u>98,355.00</u>

**Describe how these costs were determined?**

We have attached two estimates from last fall.

Are the actual costs from a bid process? Yes  No   
 Are the estimates from a design professional? Yes  No

**Description of Project** - what will be accomplished with the funds?

The funds will be used to build a new roof on the library building.

**Need for the Project** - why are funds needed for this project and how will it benefit your library?

The roof of the library has been leaking for a number of years. Much time and money have been put into patching the leaks. We are now at the point that ceiling tiles and can lights are falling from the ceiling. Tubs and buckets are used to capture the water. The water damage and mold is starting to build up in the library. The staff drain water from the dehumidifiers twice daily.

**Project Schedule** - provide a proposed project implementation schedule.

The project will be scheduled to begin as soon as we are approved for the grant and the paperwork is signed.

**Contact Information for Project Manager:**

Name Dr. Diana J. Very  
Phone Number 912-559-2391 (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
E-Mail Address dvery@trrl.org or cmoxley@trrl.org

**Certification of Matching Funds Availability:**

Library Director: Dr. Diana J. Very

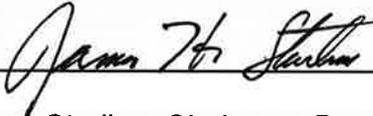
signature

Library System Board Chair: \_\_\_\_\_

signature

**Official(s) of Local Taxing Agency Providing the Funds:**

1



signature

Jimmy Starline, Chairman, Board of County Commissioners, Camden County, Georgia

typed name, position, agency

2

signature

typed name, position, agency

3

signature

typed name, position, agency

**Required Attachments**

- Supporting documentation for project costs
- Professional estimate of repair
- Copies of reports documenting code violations, if applicable

**Optional Attachments**

- Plans and specifications
- Photographs
- Other

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 6**

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**SUBJECT:** Second reading and adoption of the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

**DATE SUBMITTED:** August 12, 2020

**BUDGET INFORMATION:** N/A

**COMMISSION ACTION REQUESTED ON:** August 18<sup>th</sup>

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the waiving of the second reading and adopt the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.

**HISTORY:**

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1. The updated Emergency Management Ordinance has been developed jointly through the years by the Association County Commissioners of Georgia (ACCG), the Georgia Municipal Association (GMA), the Georgia Attorney General's Office, and the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) specifically for use by local governments.

**FACTS & ISSUES:**

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1. This item is the repeal of Chapter 22 - Civil Emergencies and replacement with Chapter 22 - Emergency Management Ordinance.

**OPTIONS:**

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1. Motion to waive the second reading and adopt the the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.
  2. Motion to deny this item.
  3. Motion to table this item.
  4. Other action by the Board.
-

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends to waive the second reading and adopt the intent to repeal Chapter 22 Civil Emergencies and adopt, pass and enforce an ordinance to amend Chapter 22 to be known as Emergency Management of the Official Code of Camden County, Georgia.

**DEPARTMENT:**

Prepared by:

*Chuck White, EMA Director*

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**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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**IF APPLICABLE:**

Finance Review:

*N/A*

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**AN ORDINANCE TO AMEND CHAPTER 22 OF THE CODE OF  
ORDINANCES BY RENAMING CHAPTER 22 AND TO BE KNOWN AS  
“EMERGENCY MANAGEMENT ORDINANCE”**

**WHEREAS**, O.C.G.A. §§ 38-3-27 through 38-3-28 and 38-3-54 through 38-3-56 authorizes the Camden County Board of Commissioners to provide Emergency Management within Camden County;

**WHEREAS**, the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) is the State Agency assigned responsibility for coordination of all organization for Emergency Management activities within the State;

**WHEREAS**, Camden County Emergency Management Agency is an established Emergency Management Agency recognized by the State of Georgia, operating with an approved Emergency Management Agency Director in accordance with O.C.G.A § 38-3-27; and

**WHEREAS**, to ensure an effective and coordinated response to disasters, the County wishes to coordinate Emergency Management Agency (EMA) activities and responses with the City of St. Marys, City of Kingsland, City of Woodbine, Camden County Board of Education, and the Camden County Public Service Authority located within the County; and

**WHEREAS**, the Camden County Board of Commissioners believes that an ordinance should be adopted to protect the health and safety of persons and property during an emergency or disaster resulting from manmade or natural causes.

**NOW, THEREFORE, BE IT RESOLVED** that the Code of Ordinances of Camden County is amended by creating a new Chapter 22, Emergency Management Ordinance to read as follows:

**SECTION 1. DEFINITIONS. As used in this ordinance, the following terms**

- (a) “**LOCALLY DECLARED EMERGENCIES.**” As used in this ordinance, a “locally declared emergency” or a “declaration of local emergency” shall mean a declaration by the chair of the board of commissioners enacting some or all of the local emergency powers addressed in this ordinance.
- (b) “**STATE DECLARED EMERGENCIES.**” As used in this ordinance, a “state declared emergency” or a “state of emergency” shall mean a declaration by the Governor of an actual or impending emergency or disaster of natural or human origin, or pandemic influenza emergency, or impending or actual enemy attack, or a public health emergency, within or affecting Georgia or against the United States. A declaration of emergency by the Governor may enact some or all of the emergency powers, local or otherwise, addressed in this ordinance.

## SECTION 2. EMERGENCY MANAGEMENT AND RESPONSE POWERS

### (a) DECLARATION OF LOCAL EMERGENCY.

- (i) **Grant of authority.** In the event of an actual or threatened occurrence of a disaster or emergency, which may result in the large-scale loss of life, injury, property damage or destruction or in the major disruption of routine community affairs, business, or governmental operations in the county and which is of sufficient severity and magnitude to warrant extraordinary assistance by federal, state, and local departments and agencies to supplement the efforts of available public and private resources, the Chair of the Board of Commissioners may declare a local emergency for Camden County. The form of the declaration shall be similar to that provided in subsection (b) of this Code section.
  - (ii) **Request for state assistance.** Consistent with a declaration of local emergency, the chair may request the Governor to provide assistance, provided that the disaster or emergency is beyond the capacity of the county to meet adequately and state assistance is necessary to supplement local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.
  - (iii) **Continuance.** The declaration of local emergency shall continue until the chair finds that emergency conditions no longer exist, at which time, the chair shall execute and file with the clerk of the board of commissioners a document marking the end of the emergency. No state of local emergency shall continue for longer than 30 days, unless renewed by the chair. The board of commissioners may, by resolution, end a state of emergency at any time.
  - (iv) **Effect of declaration of emergency.**
- (A) **Activation of emergency operations plan.** A declaration of emergency by the Governor or a declaration of local emergency by the chair shall automatically activate the county emergency operations plan and shall be the authority for deployment of personnel and use of any forces to which the plan applies and for use or distribution of any supplies, equipment, materials, and facilities assembled, stockpiled or arranged to be made available pursuant to the Georgia Emergency Management Act or any other laws applicable to emergencies or disasters.
- (1) The Camden County Emergency Management Agency (“EMA”) Director shall have the legal authority to exercise the powers and discharge the duties conferred upon the emergency management agency, including the implementation of the emergency operations plan, coordination of the emergency responses of public and private agencies and organizations, coordination of recovery efforts with state and federal officials, and inspection of emergency or disaster sites.
  - (2) In responding to the emergency and conducting necessary and appropriate survey of the damages caused by the emergency, the director or his/her designee is authorized to enter at a reasonable time upon any property, public or private, for

the purpose of evaluating sites involved with emergency management functions to protect the public's health, safety, or welfare.

- (3) The director is authorized to execute a right of entry and/or agreement to use property for these purposes on behalf of the county; however, any such document shall be later presented for ratification at a meeting of the board of commissioners.
  - (4) No person shall refuse entry or access to any authorized representative or agent of the county who requests entry for purposes of evaluating sites involved with emergency management functions to protect the public's health, safety, or welfare, and who presents appropriate credentials. Nor shall any person obstruct, hamper, or interfere with any such representative while that individual is in the process of carrying out his or her official duties.
- (B) **Emergency Powers.** Following a declaration of emergency and during the continuance of such state of emergency, the chair is authorized to implement local emergency measures to protect life and property or to bring the emergency situation under control.
- (1) **State Declared State of Emergency.** If the Governor declares a state of emergency for the county, the chair may cause the following provisions of this ordinance to become effective:
    - (a) Section 4. Authority to Waive Procedures and Fee Structures;
    - (b) Section 5. Registration of Building and Repair Services; and/or
    - (c) Section 6. Closed or Restricted Areas and Curfews.
  - (2) **Locally Declared State of Emergency.** If the chair declares a local emergency for the county, the chair may cause the following provisions of this ordinance to become effective:
    - (a) Section 4. Authority to Waive Procedures and Fee Structures; and/or
    - (b) Section 6. Closed or Restricted Areas and Curfews.

If any of these sections are included in a declaration of local emergency, the same shall be filed in the office of the clerk of the board of commissioners and shall be in effect until the declaration of local emergency has terminated.

- (C) **Authority to waive procedures and fees.** Pursuant to a declaration of emergency, the board of commissioners is authorized to cause to be effective any of the subsections of Section 4 of this chapter as appropriate. The implementation of such subsections shall be filed in the office of the clerk of the board of commissioners.
- (D) **Additional emergency powers.** The chair of the board of commissioners shall have, and may exercise for such period as the declared emergency exists or continues, the following additional emergency powers:

- (1) To direct and compel the evacuation of all or part of the population from any stricken or threatened area, for the preservation of life or other disaster mitigation, response, or recovery;
- (2) To prescribe routes, modes of transportation, and destinations in connection with evacuation;
- (3) To make provision for the availability and use of temporary emergency housing, emergency shelters, and/or emergency medical shelters;
- (4) To transfer the direction, personnel, or functions of any county departments for the purpose of performing or facilitating emergency services;
- (5) To utilize all available resources of the county and subordinate agencies over which the county has budgetary control as reasonably necessary to cope with the emergency or disaster;
- (6) To utilize public property when necessary to cope with the emergency or disaster or when there is compelling necessity for the protection of lives, health, and welfare, and/or the property of citizens;
- (7) To suspend any ordinance, resolution, order, rules, or regulation prescribing the procedures for conduct of county business, or the orders, rules, or regulations of any county department, if strict compliance with any ordinance, resolution, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency or disaster, provided that such suspension shall provide for the minimum deviation from the requirements under the circumstances and further provided that, when practicable, specialists shall be assigned to avoid adverse effects resulting from such suspension;
- (8) To provide benefits to citizens upon execution of an intergovernmental agreement for grants to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by an emergency or disaster in cases where the individuals or families are unable to meet the expenses or needs from other means, provided that such grants are authorized only when matching state or federal funds are available for such purpose;
- (9) To perform and exercise such other functions, powers, and duties as may be deemed necessary to promote and secure the safety and protection of the civilian population, including individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

**(b) FORM OF DECLARATION OF LOCAL EMERGENCY.**

Upon the declaration of local emergency, an official “Declaration of Local Emergency,” in substantially the same form set forth below, shall be signed and filed in the office of the county clerk and shall be communicated to the citizens of the affected area using the most effective and efficient means available. The declaration shall state the nature of the emergency or disaster, the conditions that require the declaration, and any sections of this chapter that shall be in effect.

**“Declaration of Local Emergency**

**WHEREAS**, Camden County, Georgia has experienced an event of critical significance as a result of *[description of event]* on *[date]*;

**WHEREAS**, the Governor has/has not declared a state of emergency for Camden County;

**WHEREAS**, in the judgment of the Chair of the Camden County Board of Commissioners, with advice from the Camden County Emergency Management Agency, there exists emergency circumstances located in *[describe geographic location]* requiring extraordinary and immediate corrective actions for the protection of the health, safety, and welfare of the citizens of Camden County, including individuals with household pets and service animals; and

**WHEREAS**, to prevent or minimize injury to people and damage to property resulting from this event, certain actions are required.

**NOW, THEREFORE BE IT RESOLVED**, pursuant to the authority vested in me by local and state law; **IT IS HEREBY DECLARED** that a local state of emergency exists and shall continue until the conditions requiring this declaration are abated.

**NOW, THEREFORE, BE IT FURTHER RESOLVED, IT IS ORDERED:**

- (1) That the Camden County Emergency Management Agency activates the Emergency Operations Plan, and all supporting emergency plans as deemed necessary by the Director of EMA.
- (2) That the following sections of the Camden County Code be implemented. *[If deemed appropriate, choose from the following]:*

- \_\_\_\_\_ Section 4. Authority to Waive Procedures and Fee Structures
- \_\_\_\_\_ Section 5. Registration of Building and Repair Services *(to be effective only if the Governor declares a state of emergency)*
- \_\_\_\_\_ Section 6. Closed or Restricted Areas and Curfews
- \_\_\_\_\_ Section \_\_\_\_\_. *[Any other emergency management ordinances, such as an emergency purchasing ordinance, etc.]*

- (3) That the following measures also be implemented:

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*[If deemed appropriate, select items from Section 2(a)(iv)(C) or (D) or such other measures as appropriate.]*

ENTERED at *[time]* on *[date]*.

*[Signed]*

Chair, Camden County’s Board of Commissioners”

**(c) CONTRACTS WITH MUNICIPALITIES.**

In addition to the normal agreements embodied in the county' emergency operations plan for mutual emergency assistance, the board of commissioners may contract with any municipality for the administration of an emergency response program.

**SECTION 3. ENFORCEMENT AND REMEDIES**

**(a) LAW ENFORCEMENT.**

In accordance with O.C.G.A. § 38-3-4, the Camden County Sheriff's Office shall be authorized to enforce the orders, rules, and regulations contained in this ordinance and/or implemented by the chair or board of commissioners during a declared emergency.

**(b) PENALTIES.**

Failure to comply with any of the requirements or provisions of the regulations contained in this ordinance, or with any code section, order, rule, or regulation made effective by the chair or board of commissioners upon or after the declaration of an emergency shall constitute a violation of the provisions of this ordinance. Any person who violates any provision in this ordinance shall, upon conviction thereof, be guilty of a misdemeanor punishable by a fine not exceeding \$1,000, imprisonment for a term not exceeding 60 days, or both such fine and imprisonment, for each violation. Each person assisting in the commission of a violation shall be guilty of separate offenses. Each day during which a violation or failure to comply continues shall constitute a separate violation.

**(c) INJUNCTIVE RELIEF.**

In accordance with O.C.G.A. § 38-3-5, in addition to the remedies prescribed in this section, the EMA director is authorized to obtain an injunction to restrain violation of laws, code sections, orders, rules, and regulations that are contained in the Georgia Emergency Management Act and/or this ordinance, and/or are implemented by the board of commissioners during a declared emergency.

**(d) ENFORCEMENT.**

Except as otherwise provided in this chapter, this ordinance may be enforced by the Sheriff's Office, the EMA director and \_\_\_\_\_.

**SECTION 4. AUTHORITY TO WAIVE PROCEDURES AND FEE STRUCTURES**

**(a) COUNTY BUSINESS.**

Upon declaration of an emergency or disaster by the Governor or Chair of the Board of Commissioners, the affairs and business of the county may be conducted at places other than the regular or usual location, within or outside of the county, when it is not prudent, expedient, or

possible to conduct business at the regular location. When such meetings occur outside of the county, all actions taken by the Board of Commissioners shall be as valid and binding as if performed within the county. Such meetings may be called by the presiding officer or any two members of the board of commissioners without regard to or compliance with time-consuming procedures and formalities otherwise required by law.

**(b) PUBLIC WORKS CONTRACTS.**

Upon declaration of an emergency or disaster by the Governor or Chair of the Board of Commissioners, the board of commissioners may contract for public works without letting such contract out to the lowest, responsible bidder and without advertising and posting notification of such contract for four weeks; provided, however, that the emergency must be of such nature that immediate action is required and that the action is necessary for the protection of the public health, safety, and welfare. Any public works contract entered into pursuant to this subsection shall be entered on the minutes of the county as soon as practical and the nature of the emergency described therein in accordance with O.C.G.A. § 36-91-22(e). Contracts entered into pursuant to this subsection for the physical performance of services as defined in O.C.G.A. § 13-10-90 may also require the submission of an E-Verify Contractor Affidavit.

**(c) PURCHASING.**

Upon declaration of an emergency or disaster by the Governor or Chair of the Board of Commissioners, the purchasing ordinances, regulations, or policies may be suspended. County officials shall continue to seek to obtain the best prices during the state of local emergency.

**(d) CODE ENFORCEMENT.**

Upon declaration of a state of emergency or disaster by the Governor or the Chair of the Board of Commissioners, the board of commissioners may temporarily suspend the enforcement of the ordinances of the county, or any portion thereof, where the emergency is of such nature that immediate action outside the code is required, such suspension is consistent with the protection of the public health, safety, and welfare, and such suspension is not inconsistent with any federal or state statutes or regulations.

**(e) FEES.**

Upon declaration of a state of emergency or disaster by the Governor or the Chair of the Board of Commissioners, the Board of Commissioners may temporarily reduce or suspend any permit fees, application fees, or other rate structures as necessary to encourage the rebuilding of the areas impacted by the disaster or emergency. The term “fees” includes fees or rates charged by the county for building permits, land disturbance permits, zoning applications, special land use permits, temporary land use permits, and other fees relating to the reconstruction, repair, and clean-up of areas impacted by the disaster or emergency. The term “fees” does not include fees collected by the county on behalf of the state or federal government or fees charged by the County pursuant to a state or federal statute or regulation.

**(f) TEMPORARY DWELLINGS.**

Upon the declaration of a state of emergency or disaster by the Governor or Chair of the Board of Commissioners, the Board of Commissioners or its designees may issue temporary permits for mobile homes, trailers, recreational vehicles, or other temporary dwelling structures or parks in any zoning district, even though not otherwise permitted by development code, while the primary dwelling is being repaired, provided that such temporary dwellings or parks are designed by an engineer and the plans are approved by the County Health Department and the Office of Planning and Development. The temporary permit shall not exceed six months in duration. In the case of a continuing hardship, and in the discretion of the board of commissioners or its designee, the permit may be extended for a period of up to an additional six months. Upon expiration of the temporary permit and/or extension, the temporary dwelling must be removed.

## **SECTION 5. REGISTRATION OF BUILDING AND REPAIR SERVICES**

- (a) In accordance with O.C.G.A. § 38-3-56, before building, constructing, repairing, renovating, or making improvements to any real property, including dwellings, homes, buildings, structures, or fixtures within an area in the unincorporated area of the County designated in a declared emergency or disaster, any person, firm, partnership, corporation, or other entity, except for out-of-state utility businesses and employees which are exempted as provided for in O.C.G.A. § 48-2-100(d)(1) and (2), must register with the Office of Planning and Development and secure a building permit that is posted at the work site. Each day any such entity does business in the unincorporated areas of the County without complying with this ordinance constitutes a separate offense.
- (b) The cost of registration fees in a declared emergency or disaster is fixed at \$\_\_\_\_\_ per annum. Registration is nontransferable. The cost of the emergency building permit shall be equal to the cost for a building permit under existing regulations. The permit shall only be authorized for repairs.
- (c) When registering, any person, partnership, corporation, or other entity making application must, under oath, complete an application providing the following information:
  - (i) Name of applicant;
  - (ii) Permanent address and phone number of applicant;
  - (iii) Applicant's Social Security number or federal employer identification number;
  - (iv) If applicant is a corporation, the state and date of incorporation;
  - (v) Tag registration information for each vehicle to be used in the business;
  - (vi) List of cities and/or counties where the applicant has conducted business within the past 12 months;
  - (vii) Georgia sales tax number or authorization;
  - (viii) Georgia business license number, if required;
  - (ix) Copy of license from the Secretary of State, if required;

- (x) A signed and sworn affidavit verifying the applicant's legal presence in the United States if required by O.C.G.A. § 50-36-1;
- (xi) At least one secure and verifiable document as defined in O.C.G.A. § 50-36-2, if required by O.C.G.A. § 50-36-1;
- (xii) A signed and sworn affidavit, or statement or number as applicable, verifying the business's utilization of or exemption from the federal work authorization program as provided for in O.C.G.A. § 36-60-6.

**(d) EFFECTIVE DATE.**

This section shall become effective only upon a declaration of emergency by the Governor and a local declaration stating this section is in effect. Unless otherwise specified in the declaration of emergency or otherwise extended by the Board of Commissioners, the provisions of this Code section shall remain in effect during the state of emergency and for a subsequent recovery period of three months.

**SECTION 6. CLOSED OR RESTRICTED AREAS AND CURFEWS DURING EMERGENCY**

- (a) To preserve, protect, or sustain the life, health, welfare, or safety of persons or their property within a designated area under a declaration of emergency, it shall be unlawful for any person to travel, loiter, wander, or stroll in or upon the public streets, highways, roads, lanes, parks, or other public grounds, public places, public buildings, places of amusement, eating places, vacant lots, or any other place during a declared emergency between hours specified by the chair until the curfew is lifted.
- (b) To promote order, protect lives, minimize the potential for looting and other crimes, and facilitate recovery operations during an emergency, the chair shall have discretion to impose re-entry restrictions on certain areas. The Chair shall exercise such discretion in accordance with the county emergency operations plan, which shall be followed during emergencies.
- (c) The provisions of this section shall not apply to persons acting in the following capacities:
  - (i) Authorized and Essential Law Enforcement Personnel;
  - (ii) Authorized and Essential Health Care Providers;
  - (iii) Authorized and Essential Personnel of the County;
  - (iv) Authorized National Guard or Federal Military Personnel;
  - (v) Authorized and Essential Firefighters;
  - (vi) Authorized and Essential Emergency Response Personnel;
  - (vii) Authorized and Essential Personnel or Volunteers working with or through the County Emergency Management Agency (EMA);

- (viii) Authorized and Essential Utility Repair Crews;
- (ix) Citizens seeking to restore order to their homes or businesses while on their own property or place of business;
- (x) Other Authorized and Essential Persons as designated on a list compiled by EMA, the Director of Public Safety, and/or the Sheriff of the County.

**(d) ENFORCEABILITY.**

This section shall be enforced by officers of the Law Enforcement Personnel approved to provide aid and assistance during the emergency. Nothing contained in this section shall prohibit a Law Enforcement Officer from bringing other charges under state law.

**(e) EFFECTIVE DATE.**

This section shall become effective only upon the signing of a declaration of emergency, stating this section is in effect.

**SECTION 7. REGULATIONS CONTINUED IN EFFECT**

All ordinances, resolutions, motions, and orders pertaining to civil defense, emergency management, and disaster relief that are not in conflict with this chapter are continued in full force and effect. Such ordinances, etc., are on file in the Office of the County Clerk.

**BE IT FURTHER RESOLVED**, that this ordinance shall become effective upon its approval. So resolved this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
James H. Starline, Chairman

Board of Commissioners of Camden County, Georgia

Attest:

\_\_\_\_\_  
Kathryn A. Bishop, County Clerk

**Board of County Commissioner's Calendar  
August 2020**

<b>August 17</b>	<b>August 18</b> Board of County Commissioners Regular Meeting 6:00 PM, <b>Teleconference</b>	<b>August 19</b>	<b>August 20</b>	<b>August 21</b>
<b>August 24</b>	<b>August 25</b> BoER Regular Meeting 3:00 PM, <b>Teleconference</b>	<b>August 26</b> Planning Commission Meeting 6:00 PM, <b>Teleconference</b>	<b>August 27</b> Board of County Commissioners Special Called Meeting 4:00 PM, <b>Teleconference</b>	<b>August 28</b>
<b>August 31</b>				

**Board of County Commissioner's Calendar  
September 2020**

	<p><b>September 1</b></p> <p>BoER Regular Meeting 3:00 PM, <b>TBA</b></p> <p>Board of County Commissioners Regular Meeting 6:00 PM, <b>TBA</b></p>	<p><b>September 2</b></p>	<p><b>September 3</b></p> <p>Board of Assessor Regular Meeting 6:00 PM, TBA</p>	<p><b>September 4</b></p>
<p><b>September 7</b></p> <p>County offices will be closed in observance of Labor Day.</p>	<p><b>September 8</b></p> <p>BoER Regular Meeting 3:00 PM, <b>TBA</b></p>	<p><b>September 9</b></p> <p>Planning Commission Meeting 6:00 PM, <b>TBA</b></p>	<p><b>September 10</b></p>	<p><b>September 11</b></p>
<p><b>September 14</b></p>	<p><b>September 15</b></p> <p>Board of County Commissioners Regular Meeting 6:00 PM, <b>TBA</b></p>	<p><b>September 16</b></p>	<p><b>September 17</b></p>	<p><b>September 18</b></p>
<p><b>September 21</b></p>	<p><b>September 22</b></p>	<p><b>September 23</b></p>	<p><b>September 24</b></p>	<p><b>September 25</b></p>
<p><b>September 28</b></p>	<p><b>September 29</b></p>	<p><b>September 30</b></p> <p>Planning Commission Meeting 6:00 PM, <b>TBA</b></p>		