



CITY OF JONESBORO

Work Session

Jonesboro City Center | 1859 City Center Way | Courtroom Chambers

November 7, 2022 – 6:00 PM

NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Clerk's Office via telephone (770-478-3800) or email at rclark@jonesboroga.com should you need assistance.

Agenda

I. CALL TO ORDER - TRACEY MESSICK, MAYOR PRO TEM

II. ROLL CALL - RICKY L. CLARK, JR., CITY MANAGER

III. INVOCATION

IV. ADOPTION OF AGENDA

V. WORK SESSION

1. Discussion regarding becoming a Partner in Education with Jonesboro Middle School.
2. Discussion regarding Conditional Use Permit application, 22-CU-016, for a cabinetry maker by Casey Investment Group LLLP, property owner, and Timothy Ford / Atlanta Bookshelves, applicant, for property at 9192 Tara Boulevard, Building E (Parcel No. 06032A B001), Jonesboro, Georgia 30236.
3. Discussion regarding Conditional Use Permit application, 22-CU-017, for apartments by Community Ventures, LLC, property owner, and Canon Manley, applicant, for Lots 3 and 4, New Dawn Court (Parcel Nos. 05241B B007 and 05241B B007A), Jonesboro, Georgia 30236.
4. Discussion regarding renewal of FY' 23 Medical Renewal to include Major Medical, Dental, Basic Life AD&D, Voluntary Life, Vision & the Flexible Spending Account (FSA).
5. Discussion regarding Workers' Compensation renewal for FY' 23 in the amount of \$90,603 with Key Risk.
6. Discussion regarding the RFP relative to Janitorial Services for both the City Center and the Public Works Department.
7. Discussion regarding an RFP as issued for the selection of a provider for Financial Auditing Services.
8. Discussion regarding the adoption of the Probation Services agreement to include new fee schedule.

9. Discussion regarding an amendment to Chapter XI, Section C: Resignation, of the City of Jonesboro Personnel Policies and Procedures.
10. Discussion regarding The City of Jonesboro 2021 Comprehensive Plan Update and to brief the community on the process used to complete the plan update, to present the completed plan to the Mayor Pro Tem and Council, and to adopt the Transmittal Resolution, RES 2022-008, to the Georgia Department of Community Affairs.
11. Councilwoman Sartor requests discussion regarding utilizing the Community Room on November 24, 2022, from 11:00 a.m. to 3:00 p.m. at the Jonesboro City Center for a Thanksgiving Food Giveaway in partnership with Melanated Pearl and Hands that Nourish Hope.

VI. OTHER BUSINESS

- A. Executive Session for the purpose of discussing real estate related matters.

VII. ADJOURNMENT



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.1

- 1

COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding becoming a Partner in Education with Jonesboro Middle School.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Community Planning, Neighborhood and Business Revitalization

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Official Request from Jonesboro Middle:

Jonesboro Middle School is seeking to be adopted by the City Of Jonesboro Council. Jonesboro Middle School is a community of people working together to build an International Baccalaureate Middle School that strengthens the Jonesboro community by creating opportunities for students to become active, enlightened world citizens. Our mission is to be accountable to all stakeholders for providing a globally competitive education that empowers students to achieve academic and personal goals and to become college and career-ready, productive responsible citizens.

We believe in: Putting the **P. I. E. C. E. S.** together for a strong foundation.

Professionalism - be kind to others, even when they don't reciprocate

Integrity - do the right thing when no one is looking

Equity - for All

Community - building positive relationships to affect positive change

Excellence - always give 100%

Student Success - future forward; commitment to continuous learning and providing bell-to-bell instruction

Being adopted by the City Of Jonesboro will help us achieve our mission of empowering students to achieve academic and personal goals.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

- Jonesboro Middle School - Request for Partner in Education

5.1

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval



Jonesboro Middle School

IB World School Since 2022



5.1.a

Mrs. Kimberlee Barnett
Principal

Dr. Shyla Ridley
Assistant Principal

Mr. Damon Marshall
Assistant Principal

Mr. Michael Walraven
Assistant Principal

November 2, 2022

To Jonesboro City Council,

Jonesboro Middle School is seeking to be adopted by the City of Jonesboro Council. Jonesboro Middle School is a community of people working together to build an International Baccalaureate Middle School that strengthens the Jonesboro community by creating opportunities for students to become active, enlightened world citizens. Our mission is to be accountable to all stakeholders for providing a globally competitive education that empowers students to achieve academic and personal goals and to become college and career-ready, productive responsible citizens.

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Equity - for All

Community - building positive relationships to affect positive change

Excellence - always give 100%

Student Success - future forward; commitment to continuous learning and providing bell to bell instruction

Being adopted by the City of Jonesboro will help us achieve our mission of empowering students to achieve academic and personal goals.

Educationally yours,

Kimberlee Barnett
Principal, Head of Schools



1308 Arnold Street
Jonesboro, Georgia 30236



Phone: 678-610-4331
Fax: 678-610-4347



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.2

- 2

COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding Conditional Use Permit application, 22-CU-016, for a cabinetry maker by Casey Investment Group LLLP, property owner, and Timothy Ford / Atlanta Bookshelves, applicant, for property at 9192 Tara Boulevard, Building E (Parcel No. 06032A B001), Jonesboro, Georgia 30236.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Section 86-108 M-1 District Purpose and Standards; Additional Conditional Uses, Sec. 86-606

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Economic Development, Community Planning, Neighborhood and Business Revitalization

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Agency recommendation – **Approval of Conditional Use application, with condition;** About a month ago, the applicant requested a zoning verification at 9192 Tara Boulevard, the old Low Temp buildings, for cabinetry making in Building E. A similar request for a glass contractor was approved by the Mayor and Council over the summer in Building D. The property is zoned M-1 (Light Industrial).

Furniture and related product manufacturing, with or without outdoor storage, require a conditional use permit in the newly created Gateway South Overlay District in which the subject property resides.

3) Conditional uses: The following primary uses, which may otherwise be permitted in other City zoning districts, shall require a conditional use permit in the Gateway South District Overlay:

(a) Mixed-use dwelling, including lofts, meeting the requirements of Section 86-182, and as part of a major planned development only;

(b) Two-family dwelling (duplex) as part of a planned major subdivision only;

(c) Single-family attached (townhouses and condominiums), as part of a planned major subdivision only;

(d) Multifamily (apartments), as part of a major planned development only;

(e) Bed-and-Breakfast Inns;

(f) Personal & Household Goods Repair & Maintenance, including jewelry, garments, watches, musical instruments and bicycles; no outdoor storage;

(g) Other Household Goods Repair and Maintenance;

(h) Floor Covering Stores;

(i) Hardware Stores;

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

(j) Pet and Pet Supplies Stores, no outdoor storage or displays;

(k) Outdoor Farmers Market;

(l) Warehousing and Storage with no outdoor storage;

(m) Furniture and Related Product Manufacturing, with no outdoor storage;

Sec. 86-606. NAICS 311, 3121, 31211, 3122, 313, 314, 315, 316, 321, 324, 327, 331, 332, 333, 334, 335, 336, 337, and 339 – Any Manufacturing with Outdoor Storage

The following conditions are assigned in the M-1 district:

(1) Outdoor storage is permitted provided such storage is confined to the rear yard and is screened using fencing or landscaping which completely obscures the view from adjoining properties and public rights-of-way. Such screening shall have a minimum height of eight feet. **No outdoor storage planned.**

(2) A minimum 75-foot-wide buffer shall be maintained between built elements (including paved parking areas) of the proposed facility and any adjacent, residentially zoned property. **Complies**

(3) No facility shall be permitted which introduces excessive noise, odor, vibration, electrical interference, threat of fire, explosion, or involves hazardous materials or other objectionable activities. **All manufacturing and painting should be done within the building.**

Per the tenant, the days and hours of operation are Monday – Friday 9am - 6pm.

Number of employees: 3-4 on site daily

Number of trucks: (1) box truck when it is not at the install.

The Gateway South Overlay District architectural standards would not apply here, as the applicant will use an existing building. The building the applicant will use is in the middle of the complex, not readily visible from Tara Boulevard.

In short, no one driving down Tara Boulevard or on adjacent properties should be able to tell a business is in the building, unless the following approval condition is not adhered to:

- 1. All millwork and other materials and equipment shall be stored inside the building.**

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Private Owner

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

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Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval, with Condition



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.3

- 3

COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding Conditional Use Permit application, 22-CU-017, for apartments by Community Ventures, LLC, property owner, and Canon Manley, applicant, for Lots 3 and 4, New Dawn Court (Parcel Nos. 05241B B007 and 05241B B007A), Jonesboro, Georgia 30236.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Section 86-103 – H-2 Purpose and Standards; Article VI. - Conditional Uses

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Community Planning, Neighborhood and Business Revitalization, Historic Preservation

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Agency recommendation – Denial of current proposal; A couple of years ago, the applicant received approval for House of Dawn on the same private street, New Dawn Court, as the subject properties. Community Home Ventures (Dawn Murray) owns all five of the lots with sole frontage on New Dawn Court (as well as two lots on the south and north corners of New Dawn Court and South Main Street) and rents out the duplexes across the street from House of Dawn. All lots on New Dawn Court are zoned H-2 Historic District. The applicant would like to develop lots 3 and 4 at the end of the cul-de-sac into a couple of 2-story, low-density apartment buildings. Lots 3 and 4 are currently undeveloped, save for a small gazebo and playground equipment on lot 3. To the north is an undeveloped, wooded tract owned by the City of Jonesboro. To the south are single-family detached homes facing Chestnut Street (there is a law office property between the subject lots and the Chestnut Street properties. To the west are single-family detached homes facing Cloud Street. **Currently, there are no other apartments in the immediate area.**

Sec. 86-103. - H-2 historic district.

(a) Purpose of district. The purpose of the H-2 historic district is to provide for **office and commercial uses having a minimal impact on existing residential uses**. Development and redevelopment in this district is intended to enhance and preserve the historic character of the area, to encourage thoughtful reuse of historic structures for non-residential purposes, **to protect existing low-density residential uses in the district**, and to promote the goals of the Livable Centers Initiative Study.

(h) Permitted uses. The following general use classifications are permitted; refer to section 86-204, Table of uses allowed by zoning district, for actual permitted uses:

(1) Office uses

(2) **Residential uses**

However, multi-family residential uses like apartments require a conditional use permit and must comply with Sec. 86-205. The applicant has provided showing the site layout of the proposed apartments and parking areas, as well as elevations of the exterior of the proposed buildings.

Sec. 86-205. – Multi-family (Apartments)

The following conditions are assigned in the R-2, R-4, CCM, R-M, H-1, H-2 and M-X districts:

(1) The standards of the **R-M district** shall control development of apartments. **See below**

(2) Must be located off a street having a classification of collector or greater. **Although South Main Street is a collector street, New Dawn**

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

Court is a local, private road. (New Dawn Court empties onto South Main Street only). However, the intent of this requirement in the Zoning Code is to make sure that more intense uses do not cause traffic problems on local residential streets. New Dawn Court will not directly affect the traffic on any street other than the collector street South Main Street.

(3) A minimum 25-foot-wide buffer shall be maintained along all property lines adjacent to any single-family, detached residential property. The concept plans shows a 25-foot setback of the building on lot 4, but not for the parking lot. For lot 3, only a 20-foot setback is shown for the building from the southern property line. Thus, a variance for the 25-foot required buffer would be needed in certain places. The northern, western, and southern boundaries of lots 3 and 4 all have dense tree and shrub cover, making views of the existing houses along Chestnut Street and Cloud Street difficult. It is important that this tree and shrub line be preserved.

Sec. 86-101. - R-M multifamily residential district.

(Note: Lots 3 and 4 will not be combined. The RM standards supercede the normal standards of H-2 zoning.)

- (b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-M district shall conform to the following development standards:
- (1) Minimum tract area: 87,120 square feet (two acres) Lot 3 is 0.531 acres and Lot 4 is 0.400 acres, for a combined total of 0.931 acres. Thus, a variance would need to be approved.
 - (2) Minimum lot area per unit: Each lot has well over 4000 square feet.
 - a. Duplex: 4,000 square feet
 - b. Triplex: 4,000 square feet
 - c. Quadraplex: 4,000 square feet
 - (3) Minimum development tract width: 150 feet 1 Complies, for separate lots and combined lot
 - (4) Minimum front yard: 25 feet 2 Lot 4 only shows an 18-foot setback; Lot 3 only shows a 13-foot setback. Variance required.
 - (5) Minimum side yard: 25 feet Lot 4 only shows a 20-foot setback on west side. Lot 3 only shows a 20-foot setback on west side and a 5-foot setback on east side. Variance required.
 - (6) Minimum rear yard: 35 feet Both Lot 4 and lot 3 only show a 20-foot rear setback. Variance required.
 - (7) Minimum floor area for all individual dwelling units:
 - a. One-bedroom units: 900 square feet Complies
 - b. Two-bedroom units: 1,200 square feet Complies
 - c. Three-bedroom units: 1,400 square feet None proposed
 - (8) Maximum building height: Three-story and 40 feet Complies. Two-story and less than 40 feet.
 - (9) Maximum number of units per building: 12 Complies. One building with 12 units and one building with 6 units.
 - (10) Maximum density: 12 units per acre Density for Lot 4 will be 15 units per acre, and the density for Lot 3 will be 22.6 units per acre. Variance required.
 - (11) Minimum greenspace: 20 percent of gross acreage 0.38 acres of greenspace will be provided, which is 41% of the site. Complies
 - (12) Minimum building separation: Complies

Front to Front	40 feet
Front to Rear	40 feet
Front to Side	35 feet
Rear to Rear	40 feet
Rear to Side	35 feet
Side to Side	25 feet

1 Measured at the building line.

2 The required front yard on any street classified as a collector or above shall be 35 feet.

- (c) Design standards. Unless otherwise provided in this chapter, uses permitted in an R-M district shall conform to the following design standards:
- 1) Off-street parking shall be provided as specified in article XIII of this chapter. Each townhouse dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway. Single family attached and RM district uses shall provide 1.5 spaces for each dwelling unit. For lot 4 = 1.5 (6) = 9 spaces required. 6 spaces provided. Variance required. For lot 3 = 1.5 (12) = 18 spaces required. 12 spaces provided. Variance required.

- 2) Buffers shall be provided as specified in article XV of this chapter. **See above**
- 3) A homeowners association accompanied by recorded covenants shall be mandatory for all townhouse or condominium developments, subject to approval by the city manager. **n/a**
- 4) Minimum width of each townhouse unit shall be 24 feet. **n/a**
- 5) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres. **n/a**
- 6) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation. **n/a**
- 7) All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission. **n/a**
- 8) Greenspace shall be improved with walking trails and an amenity area having a minimum area of 400 square feet for every 24 units, with equipment and facilities appropriate to the needs of residents. Greenspace shall have a minimum width of 75 feet; trail connections between greenspace areas shall have a minimum width of 25 feet. **So noted.**
- (9) An appropriate landscape plan shall be reviewed and approved by the Community Development Director prior to installation of the landscaping. **So noted.**

Other factors:

1. The proposed use is in line with the soon to be ratified 2021 Comprehensive Plan.
2. The amount of new impervious surface will require stormwater management treatment per Clayton County Water Authority standards.
3. The exterior design will be subject to review by the Design Review Commission and the Historic Preservation Commission. Exterior building materials have not yet been specified, but vinyl siding will not be allowed, and usually a mix of appropriate materials (brick, stone, stucco, etc.) is required.

While some of the setback issues could be resolved with variances, the small sizes of the lots (even combined) clearly violates the intent of apartments having a minimum parent tract size of 2 acres to have adequate room for all design considerations. Also, The resultant high densities on the small lots are too large to be rectified with a variance. The high densities on the lots works against the purpose of H-2 zoning:

- (a) Purpose of district. The purpose of the H-2 historic district is to provide for *office and commercial uses having a minimal impact on existing residential uses*. Development and redevelopment in this district is intended to enhance and preserve the historic character of the area, to encourage thoughtful reuse of historic structures for non-residential purposes, *to protect existing low-density residential uses in the district*, and to promote the goals of the Livable Centers Initiative Study.

The closest Cloud Street residence is approximately 233 feet from the western property line of lot 4, and the closest Chestnut Street residence is approximately 141 feet from the southern property line of lot 3. While this an adequate separation, the 2-story apartments seem to visually “outscale” the duplexes and single-family residences on New Dawn Court and the surrounding area.

In addition, more parking is required than what is shown, and stormwater treatment has not been accounted for yet. How will the inclusion of these necessary items the amount of required greenspace and buffering on these substandard sized lots?

Infrastructure wise, there are already water lines and a fire hydrant on New Dawn Court; however, New Dawn Court is a private street, not maintained by the City, and has not been resurfaced in many years. It already accommodates two duplexes and a large single-family residence but would be asked to accommodate approximately 18 to 30 more vehicles if the apartments were approved. With triple to quadruple the existing daily traffic flow, and no maintenance by the City, would the road condition quickly become an issue?

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Private Owner

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

5.3

- Zoning Info
- Plat
- Property Info
- Property Pictures
- 2022-10-27_House of Dawn Concept Package
- Conditional Use - New Dawn Court Apartments - Legal Notice
- Zoning Sign
- Acceptance Letter

Staff Recommendation (Type Name, Title, Agency and Phone)

Denial



CITY OF JONESBORO
 124 North Avenue
 Jonesboro, Georgia 30236
 City Hall: (770) 478-3800
 Fax: (770) 478-3775
 www.jonesboroga.com

ZONING VERIFICATION REQUEST

Important Notice:

BEFORE leasing, purchasing, or otherwise committing to a property you are **STRONGLY ADVISED** to confirm that the zoning and physical layout of the building and site are appropriate for the business use intended and will comply with the City's Zoning Ordinance. This includes having a clear understanding of any code restrictions, limitations or architectural guidelines that may impact your operation and any building and site modifications that may be necessary to open your business. This document does not authorize a business to conduct business without an Occupational Tax Certificate. This could result in closure and/or ticketing.

Applicant's Information

Name of Applicant: CANON MANLEY
 Name of Business: HOUSE OF DAWN APARTMENTS
 Property's Address: Lots 4 / 5 on New Dawn Court, Land Lot 241 (Tax ID 05241B B007A / 05241B B007)
 Email Address: canon@kanonarc.com
 Phone: (Day): 678 462 3225 (Evening): _____

Property Information

Current Use of Property: VACANT LOT
 Proposed Use of Property (Please provide in great detail the intended use of the property):
TWO SEPARATE LOW DENSITY APARTMENTS, EACH BUILDING AT TWO STORIES, ONE WITH 12 UNITS, ONE WITH 8 UNITS. SURFACE PARKING.

Applicant's Signature _____

Date 2022-10-18

FOR OFFICE USE ONLY:

Current Zoning: H-2 HISTORIC DISTRICT

NAICS Code: N/A

Required Zoning: H1, H2, RM, R2, R4, MX

Conditional Use Needed? Yes or No

Comments:

☐ APPROVED

DENIED ☐

CONDITIONAL USE PERMIT REVIEWING AND MUST COMPLY WITH SEC. 86-20.5

Zoning Official Signature _____

Date 10/18/22

Attachment: Zoning Info (3263 : New Dawn Court Apartments)

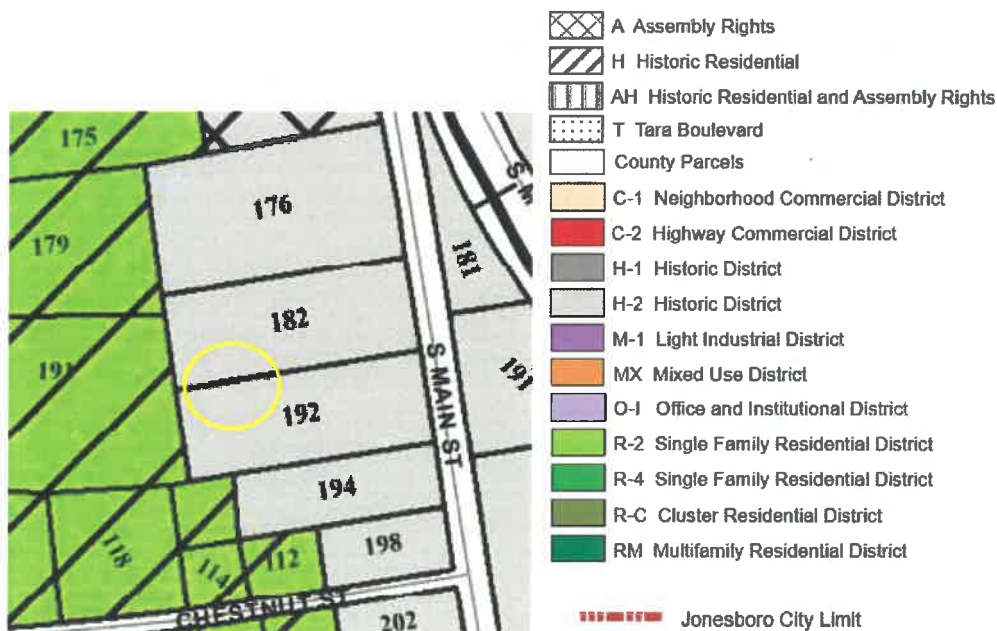
Applicant – Canon Manley
 Name of Business – n/a
 Address – New Dawn Court / Lots 4 & 5
 Zoning District – H2
 NAICS – n/a

Proposed Use: Two-story apartment buildings

Use is permitted "by right" in the district indicated = P; Use is permitted as a conditional use (section indicated) = C; Use is not permitted = N

NAICS Code	USES	R-2	R-4	R-C	CCM	RM	H-1	H-2	O&I	MX	C-1	C-2	M-1	Code Section
n/a	Multifamily (Apartments)	C	C	N	C	C	C	C	N	C	N	N	N	Sec. 86-205

Zoning Classifications



Sec. 86-205. – Multi-family (Apartments)

The following conditions are assigned in the R-2, R-4, CCM, R-M, H-1, H-2 and M-X districts:

- (1) The standards of the R-M district shall control development of apartments.
- (2) Must be located off a street having a classification of collector or greater.
- (3) A minimum 25-foot wide buffer shall be maintained along all property lines adjacent to any single-family, detached residential property.

Sec. 86-101. - R-M multifamily residential district.

- (a) Purpose. The R-M multifamily residential district is established to provide for multifamily dwellings on properties having a minimum area of two acres. The district accommodates residential development at a maximum density of eight units per acre and is intended to serve a rental market in which attached units are available in a setting with common amenities and greenspace. R-M districts are expected to develop near public transit and along transportation corridors. Such developments may be established at the margin of neighborhood commercial districts, community shopping districts and employment centers, and represent a transition from office and commercial uses to lower density neighborhoods.

(b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-M district shall conform to the following development standards:

- (1) Minimum tract area: 87,120 square feet (two acres)
- (2) Minimum lot area per unit:
 - a. Duplex: 4,000 square feet
 - b. Triplex: 4,000 square feet
 - c. Quadraplex: 4,000 square feet
- (3) Minimum development tract width: 150 feet ¹
- (4) Minimum front yard: 25 feet ²
- (5) Minimum side yard: 25 feet
- (6) Minimum rear yard: 35 feet
- (7) Minimum floor area for all individual dwelling units:
 - a. One-bedroom units: 900 square feet
 - b. Two-bedroom units: 1,200 square feet
 - c. Three-bedroom units: 1,400 square feet
- (8) Maximum building height: Three-story and 40 feet
- (9) Maximum number of units per building: 12
- (10) Maximum density: 12 units per acre
- (11) Minimum greenspace: 20 percent of gross acreage
- (12) Minimum building separation:

Front to Front	40 feet
Front to Rear	40 feet
Front to Side	35 feet
Rear to Rear	40 feet
Rear to Side	35 feet
Side to Side	25 feet

¹ Measured at the building line.

² The required front yard on any street classified as a collector or above shall be 35 feet.

(c) Design standards. Unless otherwise provided in this chapter, uses permitted in an R-M district shall conform to the following design standards:(

- 1) Off-street parking shall be provided as specified in article XIII of this chapter. Each townhouse dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway.
- 2) Buffers shall be provided as specified in article XV of this chapter.
- 3) A homeowners association accompanied by recorded covenants shall be mandatory for all townhouse or condominium developments, subject to approval by the city manager.
- 4) Minimum width of each townhouse unit shall be 24 feet.
- 5) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres.
- 6) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation.
- 7) All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission.

- 8) Greenspace shall be improved with walking trails and an amenity area having a minimum area of 400 square feet for every 24 units, with equipment and facilities appropriate to the needs of residents. Greenspace shall have a minimum width of 75 feet; trail connections between greenspace areas shall have a minimum width of 25 feet.
- (9) An appropriate landscape plan shall be reviewed and approved by the Community Development Director prior to installation of the landscaping.

David D. Allen, Zoning Administrator / Community Development Director
October 18, 2022





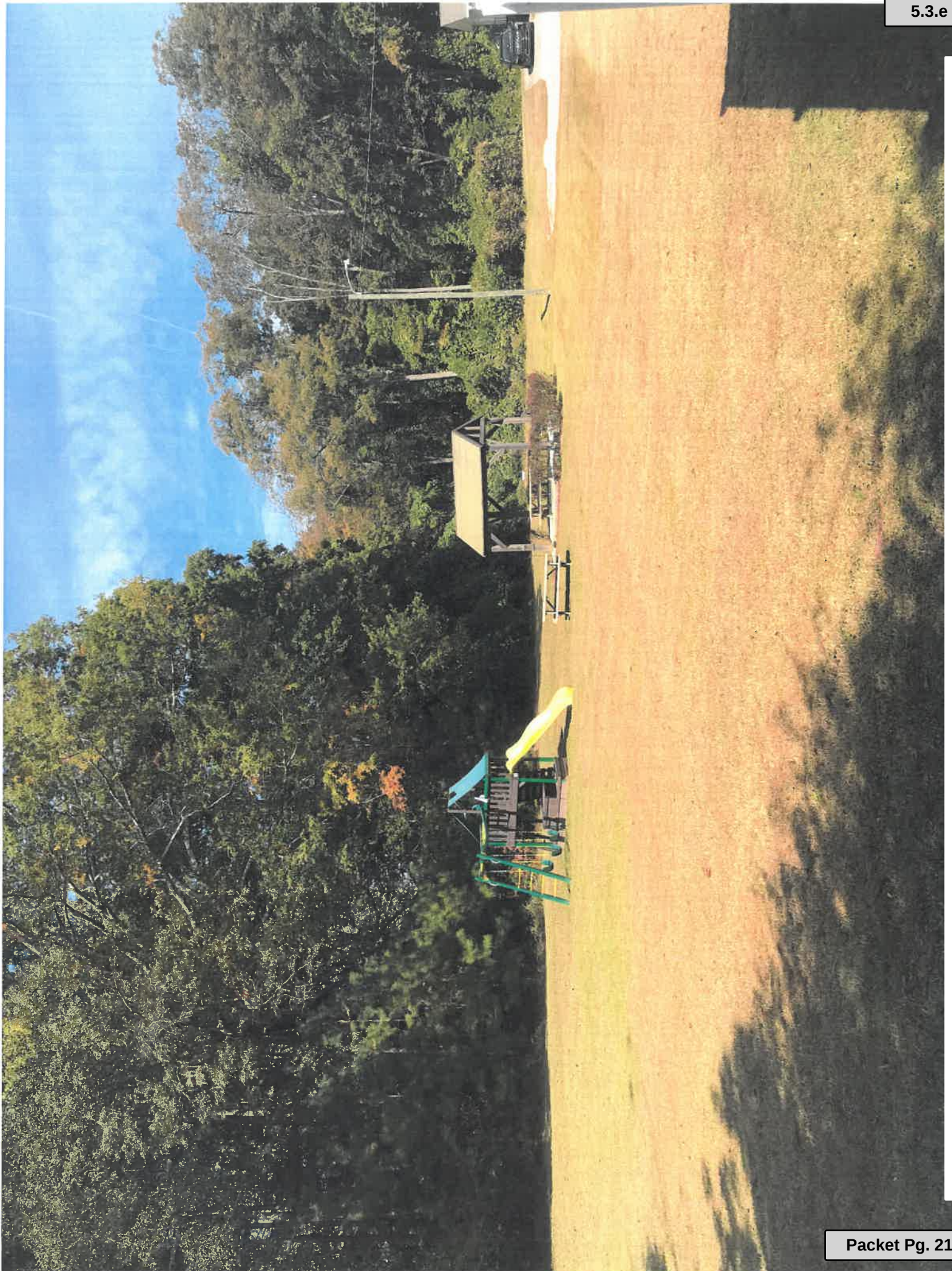


Imagery ©2022 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2022 50 ft





Attachment: Property Pictures (3263 : New Dawn Court Apartments)



Attachment: Property Pictures (3263 : New Dawn Court Apartments)





Attachment: Property Pictures (3263 : New Dawn Court Apartments)



Attachment: Property Pictures (3263 : New Dawn Court Apartments)



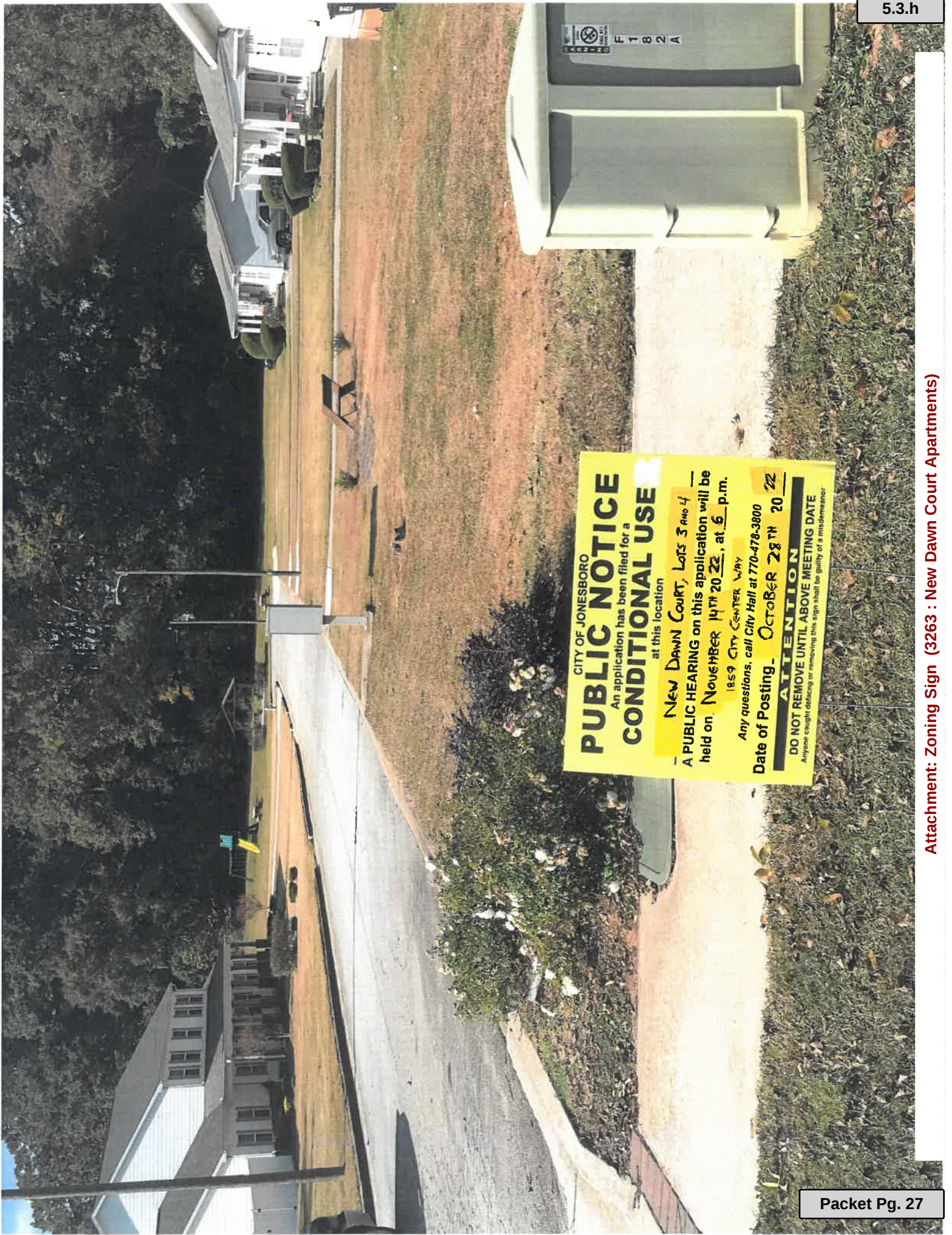
Attachment: Property Pictures (3263 : New Dawn Court Apartments)

Legal Notice

Public Hearing will be held by the Mayor Pro Tem and Council of the City of Jonesboro at 6:00 P.M. on November 14, 2022, in the chambers of the Jonesboro Municipal Court facility, 1859 City Center Way, Jonesboro, GA, to consider a Conditional Use Permit application for apartments by Community Ventures, LLC, property owner, and Canon Manley, applicant, for Lots 3 and 4, New Dawn Court (Parcel Nos. 05241B B007 and 05241B B007A), Jonesboro, Georgia 30236. Mayor Pro Tem and Council will first discuss this item during their Work Session at 6:00 P.M. on November 7, 2022, also in the chambers of the Jonesboro Municipal Court facility, 1859 City Center Way, Jonesboro, GA.

David Allen
Community Development Director

Publish 10/26/22



Attachment: Zoning Sign (3263 : New Dawn Court Apartments)

CITY OF JONESBORO PUBLIC NOTICE

An application has been filed for a

CONDITIONAL USE

at this location

New Dawn Court, Lots 3 AND 4

A PUBLIC HEARING on this application will
held on. NOVEMBER 14TH 2022, at 6 p.m

1859 CITY CENTER WAY

Any questions, call City Hall at 770-478-3800

Date of Posting - OCTOBER 28TH 2022

ATTENTION

DO NOT REMOVE UNTIL ABOVE MEETING DATE
Anyone caught defacing or removing this sign shall be guilty of a misdemeanor



MEMORANDUM

To: Canon Manley
45 W Crossville Road, Suite 511A
Roswell, GA 30075

From: David D. Allen
City of Jonesboro
124 North Avenue
Jonesboro, GA 30236

Date: November 1, 2022

Re: Notification of Request for Conditional Use – Apartments, Lots 3 and 4, New Dawn Court; Tax Map Parcel No. 05241B B007 and 05241B B007A

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro has received your request for the following requested conditional use for the above referenced properties:

- Apartments

A Public Hearing has been scheduled for Monday, November 14, 2022 at 6:00 p.m. before the Jonesboro Mayor and City Council to consider the request as described above. The Jonesboro Mayor and City Council will hold their Work Session on this item on Monday, November 7, 2022 at 6:00 p.m. The meetings will be conducted in the chambers of the Jonesboro Municipal Court facility, 1859 City Center Way, Jonesboro, Ga. If you have any questions, please do not hesitate to contact me at 770-570-2977 or at dallen@jonesboroga.com.

Sincerely,

David D. Allen
Community Development Director / Zoning Administrator



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.4

- 4

COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding renewal of FY' 23 Medical Renewal to include Major Medical, Dental, Basic Life AD&D, Voluntary Life, Vision & the Flexible Spending Account (FSA).

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Annual Approval of Benefit Offerings

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Innovative Leadership

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Upon receipt of our 2023 major medical insurance rates, we were initially advised the original renewal mockup called for a renewal increase of approximately 12%. At this time, we made a decision with our broker to go back to the carrier and to see if they would be willing to lower the renewal rate if we agreed not to go to the market to see how competitive other carriers would be. Cigna initially offered to lower this to 7% if the City would be willing to not go to market. Our Broker went back and negotiated this down to a 2.68% increase, as well as the addition of a \$2,500 wellness fund and a surplus guarantee of \$9,500 for the 2023 plan year.

Dental – Cigna

- Renewal offer is 5%. **We could ask Cigna to hold at current to lock in the as-is renewal for all benefits for 2023 if you'd like. Cannot guarantee that they will agree, but doesn't hurt to ask.**

Vision – Cigna

- Vision moved to Cigna last year with a 2-year guarantee, so no increase in 2023.

Life/Voluntary Life – Lincoln Financial

- No increase to the Employer-paid or Voluntary Life for 2023.

FSA – Admin America

- IRS limit for 2023 increased from \$2,850 to \$3,050. Just need to confirm that the City wants to continue allowing employees to elect up to the IRS limits.

TOTAL CIGNA RENEWAL

- Based on current enrollment, and including the \$9,500 surplus guarantee, the overall increase from 2022 to 2023 is \$4,796.68, or 0.93% above current. Not taking the surplus into consideration, the increase is \$14,296.68, or 2.77% above current. Many of the renewals we have seen this year have been in the double-digits, with a large number in the 20-40% range.

	Current	Renewal
Medical - Annual	\$484,705.56	\$497,713.68
Annual Difference		\$13,008.12

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

		2.68%
Dental - Annual	\$25,730.04	\$27,018.60
Annual Difference		\$1,288.56
		5.01%
Vision - Annual	\$5,689.56	\$5,689.56
Annual Difference		\$0.00
		0.00%
Total - Annual	\$516,125.16	\$530,421.84
Annual Difference		\$14,296.68
<i>Surplus Guarantee</i>		<i>-\$9,500.00</i>
Total Annual Difference from Current		\$4,796.68
		0.93%

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- City of Jonesboro - 2023 Benefits Renewal Details

Staff Recommendation (Type Name, Title, Agency and Phone)**Approval**



BALDWIN · KRYSTYN · SHERMAN
— P A R T N E R S —
INSIGHT BEYOND INSURANCE

CITY OF JONESBORO

BENEFITS RENEWAL

JANUARY 1, 2023



MEDICAL RENEWAL DETAILS

CIGNA RENEWAL

The original renewal workup called for a renewal increase of approximately 12%. Cigna initially offered to lower this to 7% if the City would be willing to not go to market. BKS Partners went back and negotiated this down to a 2.68% increase, as well as the addition of a \$2,500 wellness fund and a surplus guarantee of \$9,500 for the 2023 plan year.

		Current	Non-Market Renewal
Employee Only	28	\$687.36	\$702.15
EE & Spouse	3	\$1,594.67	\$1,628.99
EE & Children	5	\$1,160.26	\$1,185.24
Family	1	\$2,231.86	\$2,279.89
TOTAL MONTHLY		\$32,063.25	\$32,753.26
TOTAL PERCENT CHANGE FROM CURRENT			2.15%

		Current	Non-Market Renewal
Employee Only	2	\$752.25	\$787.83
EE & Spouse	1	\$1,745.22	\$1,827.78
EE & Children	4	\$1,269.79	\$1,329.86
Family	0	\$2,442.55	\$2,558.10
TOTAL MONTHLY		\$8,328.88	\$8,722.88
TOTAL PERCENT CHANGE FROM CURRENT			4.73%

COMBINED ANNUAL TOTAL		\$484,705.56	\$497,713.68
TOTAL PERCENT CHANGE FROM CURRENT			2.68%

Please note – the above numbers are based on current enrollment as of November 2, 2022.

DENTAL

Cigna is increasing the Dental rates by 5% for the upcoming year. The total monthly increase to the City, based on current enrollment, is \$107.38 (\$1,288.56 annualized). This assumes the City absorbs the entire increase and does not increase the employee Dental deductions.

BASIC LIFE & AD&D

The 1x salary to \$50,000 maximum Basic Life/AD&D policy renewed with Lincoln effective 1/1/2022 with a 2-year guarantee. This policy does not renew until 1/1/2024, so there will be no change to the current rates for this benefit.

VOLUNTARY LIFE

The Voluntary Life policy with Lincoln is being given a rate pass for the upcoming year, with a 2-year guarantee (next renewal will be 1/1/25). Lincoln has a strong Voluntary Life contract with options to increase benefits annually without evidence of insurability.

VISION

Vision moved to Lincoln from Cigna last year (effective 1/1/22) with a 2-year guarantee. This policy does not renew until 1/1/2024, so there will be no change to the current rates or benefits with Cigna if the City of Jonesboro chooses to renew as-is.

FLEXIBLE SPENDING ACCOUNT (FSA)

The current annual maximum that an employee can elect for the Medical FSA benefit is the IRS limit of \$2,850. For 2023, the IRS has increased this limit to \$3,050. The City does not have to adopt the IRS limit, however most employers that offer FSAs do use this new limit each year for their maximum. The Dependent Care FSA annual maximum is not changing, and will remain at \$5,000.

WORKSITE BENEFITS – AFLAC/COLONIAL

There are no changes to the Aflac or Colonial benefits or rates for the upcoming plan year.

TOTAL COST BREAKDOWN

Below is the current vs. renewal total cost for benefits. The City and Employee portions assume no changes to the current employee deductions for 2023.

		Current 2022 Rates & Contributions			2023 As-Is Rates & Contributions		
Medical Base: \$1000 80% HMO		Total Monthly	City Monthly	Employee Monthly	Total Monthly	City Monthly	Employee Monthly
Employee Only	28	\$687.36	\$687.36	\$0.00	\$702.15	\$702.15	\$0.00
Employee & SP	3	\$1,594.67	\$1,456.04	\$138.63	\$1,628.99	\$1,490.36	\$138.63
Employee & CH	5	\$1,160.26	\$1,046.64	\$113.62	\$1,185.24	\$1,071.62	\$113.62
Family	1	\$2,231.86	\$1,661.32	\$570.54	\$2,279.89	\$1,709.35	\$570.54
Medical Buy-Up \$1500 100% POS		Total Monthly	City Monthly	Employee Monthly	Total Monthly	City Monthly	Employee Monthly
Employee Only	2	\$752.25	\$683.80	\$68.45	\$787.83	\$719.38	\$68.45
Employee & SP	1	\$1,745.22	\$1,466.46	\$278.76	\$1,827.78	\$1,549.02	\$278.76
Employee & CH	4	\$1,269.79	\$1,053.50	\$216.29	\$1,329.86	\$1,113.57	\$216.29
Family	0	\$2,442.55	\$1,672.38	\$770.17	\$2,558.10	\$1,787.93	\$770.17
Dental Plan		Total Monthly	City Monthly	Employee Monthly	Total Monthly	City Monthly	Employee Monthly
Employee Only	29	\$30.12	\$30.12	\$0.00	\$31.63	\$31.63	\$0.00
Employee & SP	6	\$59.69	\$44.91	\$14.79	\$62.68	\$47.90	\$14.79
Employee & CH	7	\$78.97	\$54.55	\$24.43	\$82.92	\$58.50	\$24.43
Family	3	\$119.92	\$75.02	\$44.90	\$125.92	\$81.02	\$44.90
Basic Life/AD&D		Total Monthly	City Monthly	Employee Monthly	Total Monthly	City Monthly	Employee Monthly
Employee Only	48	\$425.76	\$425.76	\$0.00	\$425.76	\$425.76	\$0.00
Dependents	16	\$8.32	\$8.32	\$0.00	\$8.32	\$8.32	\$0.00
Monthly Total		\$42,970.38	\$39,740.64	\$3,229.74	\$44,161.77	\$40,932.03	\$3,229.74
Annual Total		\$515,644.56	\$476,887.63	\$38,756.93	\$529,941.24	\$491,184.31	\$38,756.93
Annual \$ Change from Current					\$14,296.68	\$14,296.68	\$0.00
Annual % Change from Current					2.77%	3.00%	0.00%
2023 Surplus Minimum Guarantee					\$9,500.00	\$9,500.00	\$0.00
2023 Wellness Fund					\$2,500.00	\$2,500.00	\$0.00
Net Annual Change from Current with minimum surplus & wellness fund addition					\$2,296.68	\$2,296.68	\$0.00

Attachment: City of Jonesboro - 2023 Benefits Renewal Details (3270 : 2023 Major Medical Renewal - Cigna Healthcare)

RECOMMENDATIONS

Below is the recommended renewal action for all of the City's benefit offerings for the 2023 plan year:

Renewal	Key Decision	In Force Carrier Rate Impact
Medical	☐ Renew as-is with no changes to the current Medical benefits and also no increase to employee deductions.	+12% (+2.68% if City of Jonesboro agrees not to go to market)
Dental	☐ Renew as-is with no changes to the current Dental benefits. Keep contributions as-is since the rates are not increasing.	+5.0%
Basic Life & AD&D	☐ Renew as-is with no changes to the current Basic Life/AD&D benefits. City will continue to pay 100% for this benefit.	0%
Voluntary Life	☐ Renew as-is with no changes to the current Voluntary Life benefits. Employees pay 100% for this benefit.	0%
Vision	☐ Renew as-is with no changes to the current Vision benefits. Keep contributions as-is since the rates are not increasing.	0%
Flexible Spending Account (FSA)	☐ Change maximum to IRS limit of \$3,050	N/A
Worksite Benefits (Colonial & Aflac)	☐ Renew as-is with no changes to the current Worksite benefits. Employees pay 100% for this benefit.	0%



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.5

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COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding Workers' Compensation renewal for FY' 23 in the amount of \$90,603 with Key Risk.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Safety, Health and Wellbeing

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The City of Jonesboro's Workers Compensation, annually, is up for renewal on November 1st, and we have received quotes from the incumbent Key Risk. Typically, we market every 3-years due to how the market fluctuates. Also, underwriters tend to get upset if they see and quote an account every year and do not write it. Rates have increased primarily based upon the increase in payroll expenses, which is due to the Police Department being up 16% more than what was reported in 2021 (due to the filling of vacancies). Attached you will find a historical abstract of this data. In addition, we have about a 7% increase in the rate modifier. I'd also point out that \$100 has been assigned to code 8742, but there is no premium associated with that code; Key Risk has a default value to maintain the class code

This quote represents the carrier's willingness to provide coverage based on your submission and may not necessarily match the coverage requested. The quote does not supersede the policy.

Currently, the premiums are paid monthly. This allocation does not account for any claims pending and unknown... these unknowns could be taken care of if the contingency allocation is sufficient.

	KEY RISK		KEY RISK		KEY RISK		
	2020-21		2021-22		2022-23		
Description	Rate	Payroll	Rate	Payroll	Rate	Payroll	
Police Officers & Drivers	4.20	\$1,319,184	4.20	\$980,176	4.61	\$1,141,366	
Automobile Service or Repair Center	3.93	\$43,929	3.93	\$49,090	4.58	\$25,317	
Salespersons or Collectors	0.38	\$100	0.38	\$0	0.48	\$0	

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

Clerical Office Employees NOC	0.20	\$568,772	0.20	\$810,105	0.22	\$872,590	5.5	8
Street Cleaning & Drivers	11.01	\$193,714	11.01	\$262,552	11.42	\$281,664		7
Garbage, Ashes or Refuse Collection	13.41	\$87,691	13.41	\$85,727	14.98	\$67,083		-22
Municipal, County or State Employees NOC	5.22	\$44,481	5.22	\$54,665	5.66	\$68,915		26
Total Payroll		\$2,257,871		\$2,242,314		\$2,456,935		10

This quotation is subject but not limited to all carrier conditions listed on the attached quotation.

Additional Conditions:

- ☐ The policy is written on an Admitted basis.
- ☐ 30 days to bind coverage.
- ☐ Coverage is quoted through Key Risk which has an A.M. Best rating of A+:XV.

Through an ongoing commitment to innovation, continuous improvement and education, Key Risk's mission is to enrich each client's risk management strategies by creating and executing comprehensive solutions proven to protect people, support business and exceed expectations. Their regional presence and industry-focused expertise in workers compensation allows Key Risk to optimize opportunities for employers and provide solutions specific to the needs of their business.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Jonesboro - Worker's Comp Quote 2022-23 (002)

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval



City of Jonesboro - Worker's Compensation Premium Summary 2022-23

Class Code	Description	Rate	21-22 Payroll	Rate	22-23 Payroll	22-23 Payroll Delta	Rate Delta
7720	Police Officers & Drivers	4.59	980,176	4.61	1,141,366	16.45%	0.44%
8380	Automobile Service or Repair Center	4.43	49,090	4.58	25,317	-48.43%	3.39%
8742	Salespersons or Collectors	0.43	100	0.48	100	0.00%	11.63%
8810	Clerical Office Employees NOC	0.22	810,105	0.22	872,590	7.71%	0.00%
9402	Street Cleaning & Drivers	11.39	262,552	11.42	281,664	7.28%	0.26%
9403	Garbage, Ashes or Refuse Collection	14.66	85,727	14.98	67,083	-21.75%	2.18%
9410	Municipal, County or State Employees NOC	5.72	54,665	5.66	68,915	26.07%	-1.05%
Total Payroll			\$2,242,414		\$2,457,035	10% Increase in Payroll	
E-Mod			\$0.91		\$0.97	7% Change in Emod	
Premium			\$78,823		\$90,495	5% Rate Increase	
Installment Fee			\$108		\$108	0% Flat	
Total Cost			\$78,931		\$90,603	15% Overall Increase	

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE**Renewal Account Proposal****City of Jonesboro****EFFECTIVE DATE: Nov 1, 2022**

Renewal Account – Workers Compensation Proposal from Key Risk

Thank you for the opportunity to provide a workers compensation proposal for City of Jonesboro.

Please note that binding coverage is subject to the producer appointment for the quoted carrier and **must be completed prior to binding coverage.**

The following documents and additional information are **required within 5 days of binding coverage** to insure we issue your policy correctly and according to state guidelines:

1. A **completed Contact Form.** The policy's primary contact will be responsible for receipt of policy documents, overall policy management, billing and correspondence including portal users and department management.

***E-Delivery:** Policyholders will have the opportunity to opt-in to e-delivery of policy documents. The e-delivery consent form will be e-mailed directly to the primary contact indicated on the completed contact form before policy issuance.*

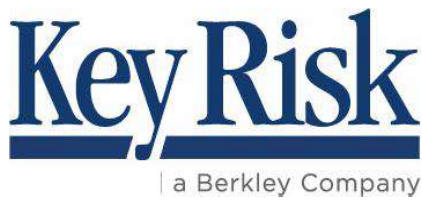
2. A **completed ACORD 130 application** signed by the producer and the policyholder. The application should include complete information for additional named insureds, schedule of locations, insured contact and officer information.
3. If using the PremiumSync payment plan, the **completed new client checklist** is required.

The following provisions apply:

- **Terrorism Insurance Coverage:** Included at the end of this email is the required Policyholder Disclosure Notice of Terrorism Insurance Coverage. Under Federal law, it is mandatory that you provide this notice to your client along with the proposal for coverage.
- **Pending Rate Change:** A rate change filing is being considered by the regulatory authority of GA. The filing may result in rates different from the rates shown on the quote. If it does, we will issue the policy or an endorsement to show the new rates and their effective date.
- **Other States Insurance:** This proposal includes 3.C. coverage in the District of Columbia and all states except ND, OH, WA and WY.
- **Late fees:** Late fees may apply if payment is not received by the due date.

Important Reminder:

If your Key Risk renewal policy is issued with a different carrier and/or with a different policy number than the expiring policy, the agent and the insured will receive a cancellation notice for the expiring policy carrier and/or policy number as required by the applicable state statutes.



Date : 2022-10-06

Insured Name: City of Jonesboro

To ensure your account is set-up in alignment with the needs of your organization, please complete the following contact form. **A primary contact is required.** Additional contacts are optional if different than the primary. Please specify only one of each contact type.

☐ Would you like to enroll in E-Delivery of Policy Documents? *

First & Last Name	Email Address	Phone Number	Primary (Required)	Financial Decision Maker	Claims	Premium Audit	Risk Management
			☐	☐	☐	☐	☐
			-	☐	☐	☐	☐
			-	-	☐	☐	☐
			-	-	-	☐	☐
			-	-	-	-	☐

Contact Type	Description
Primary (Required)	Responsible for receipt of policy documents, overall policy management, billing, premium audit and correspondence. This contact will also be the designated client portal admin user for their policy. <i>Will receive all delivery correspondence if no other contacts are identified.</i>
Additional Contacts (If Different Than Primary)	
Financial Decision Maker	The individual at the organization who is responsible for all final decisions on the policy.
Claims	Responsible for handling and receipt of claim documents and notifications. Will be contacted in regards to general claim management questions.
Premium Audit	Will be contacted in regards to any premium audit related questions.
Risk Management	Responsible for safety, training programs, safety committee, etc. Will be contacted regarding risk management programs, documents and risk assessments.

* E-Delivery of policy documents requires signed policyholder authorization form that will be sent via DocuSign to the Primary Contact. No contacts will be enrolled into E-Delivery until the authorization is signed. If E-Delivery is selected, all contacts will receive their correspondence via email with the exception of policy notices that are required to be mailed.

Optional - Additional Orientation Contacts – Agent, Other Company Representatives, Etc.

Name: _____
Phone: _____
Email: _____
Company: _____

Name: _____
Phone: _____
Email: _____
Company: _____

Focused on Service

Better Outcomes In Workers Compensation



**Service is the #1 reason
why agents recommend
Key Risk!**

*Clients have told us that it is the **responsiveness** and **expertise** of our team that has the most impact on their workers compensation program.*

We Are Here to Protect Employees

Our clients' most important asset is their people and we are here to protect your employees. By partnering with Key Risk, clients can rest assured that their employees are protected while minimizing the total cost of risk of their workers compensation program.

We focus on optimizing opportunities while providing quicker responses and jurisdictional expertise. We truly understand the challenges and opportunities employers face.

Expertise in Risk Management

Key Risk focuses on working together with employers to deliver better outcomes by reducing their workers compensation exposures, establishing integrated action plans and developing effective transitional duty programs. Results include a safer workplace, fewer injuries and the overall improvement in an organization's experience mod.

Specialization in Claims Management

At Key Risk, responsiveness matters. Jurisdictionally focused claim professionals target a lower than industry average of 90 open indemnity claims, with new claim assignments limited per month. We focus on exceeding expectations and helping injured workers return to work through efficient claim handling and expertise.

Online Claim Access & Reporting

Through our online portal, clients have 24-hour online access to up-to-date claim information, loss run reports and online claim reporting.

Outcome-Based Provider Network

We work together with providers focused on better outcomes. Key Risk delivers medical savings well above the industry average through our strategic medical bill review process, providing employers with the benefit of potential savings in the event of a workplace accident.

Key Risk is a member company of W. R. Berkley Corporation, whose insurance company subsidiaries are rated A+ (Superior), Financial Size Category XV by A.M. Best Company and A+ (Strong), by S&P. Products and services are provided by one or more insurance company subsidiaries of W. R. Berkley Corporation. Not all products and services are available in every jurisdiction and the precise coverage afforded by any insurer is subject to the actual terms and conditions of the policies as issued.

For more information on solutions available from Key Risk, please contact your independent insurance agent at 800.942.0225.

MKT.08.10.134

WORKING TOGETHER. DELIVERING BETTER OUTCOMES

Better Outcomes In Workers Compensation

1.866.687.0710
(1.866.787.2810 for Spanish)

The Support You Need, When You Need It!

At Key Risk, we are committed to providing injured employees with immediate access to the care they need. Added to your panel, and with no prequalifications required, our **VIRTUALMD+** program connects an injured employee with an emergency trained physician in just **minutes**. Supported by MedCall Healthcare Advisors, Key Risk's **VIRTUALMD+** program provides:

- Availability for emergency and non-emergency calls
- Nationwide 24/7/365 physician triage
- Immediate connection to an ER Physician the moment an accident occurs
- Physician follow-up with injured worker to assure efficient return-to-work
- Guaranteed savings on direct and indirect medical costs
- Subrogate liability with physician intervention
- Real time work status and event notification
- Available video consultation
- Cost savings of more than 20% compared to Emergency and Urgent Care treatment

* Some state limitations may apply

How Does VIRTUALMD+ Work?

Contact 911
for Emergency
Situations

Provide injured
employee access
to **VIRTUALMD+**

Automatically
reported as
a new claim

Injured Employee

Injured Employee is connected with MedCallHealthCare Advisors Call Coordinator

A case is open and transferred to an Emergency Trained Physician



VIRTUALMD+

Download the VirtualMD+ Mobile App on Andriod or iOS to get immediate access to **VIRTUALMD+** emergency trained physicians at the click of a button.

VIRTUALMD+ Comparison Chart

In the event of injury, Key Risk provides injured employees the opportunity to bypass long drives or wait times and connect with an emergency trained physician in just minutes.

	VirtualMD+	Other Workers Comp Telemedicine Programs
Immediate connection to an emergency trained physician for treatment and care.	✓	Triage Based Programs Only (Nurse/PA Administered)
Emergency trained physicians available for both emergency and non-emergency calls.	✓	—
Available 24 Hours / 7 Days a Week / 365 Days a Year .	✓	—
Audio records and uses a live scribe to chart electronic healthcare records for all calls.	✓	—
Physicians provide real time work status to supervisors.	✓	—
Workplace injuries and illnesses treated are automatically reported as a new claim.	✓	—
Referral to network medical providers .	✓	✓
Email report of work status to employer.	✓	✓

Client Services

470.539.5519

clientservices@keyrisk.com

The use of the VirtualMD+ app and services is limited to employers with an in-force workers compensation policy issued by a Key Risk administered carrier ("Covered Employer"), and a Covered Employer's employees who are covered under such policy and may have suffered an injury during the course and scope of their employment with the Covered Employer. This service is administered by MedCall Advisors, an independent tele-medicine treatment provider. Access to MedCall Advisors is provided as a service convenience to employers insured by Key Risk to support immediate access to medical care for their employees. Key Risk is not responsible nor liable for any advice, course of treatment, diagnosis or any other information, products or services obtained from MedCall Advisors. Additional information about MedCall Advisors can be found at the following link: <https://medcalladvisors.com/>

Key Risk is a member company of W. R. Berkley Corporation. Products and services are provided by one or more insurance company subsidiaries of W. R. Berkley Corporation. Not all products and services are available in every jurisdiction, and the precise coverage afforded by any insurer is subject to the actual terms and conditions of the policies as issued.

For more information on solutions available from Key Risk, please contact your independent insurance agent at 800.942.0225.

Selecting Value... Scorecard for measuring value across workers compensation programs

Employers can't manage or improve what they don't measure. Having the right information is key to identifying and taking advantage of unrealized opportunities within a workers compensation program. Below is a scorecard to help you chart how Key Risk compares to other workers compensation providers. This tool focuses on our overall program benefits as well as highlights our service areas of Risk Management Services, Claims Management, and Managed Care.

Scorecard	Key Risk a Berkley Company	Value Difference	Key Risk	Company A	Company B
		What does this mean to your organization?			
Focus	100% Workers Compensation	Industry expertise & specialization with no distractions.	✓		
Local Presence	Regional offices & territory-focused staff located throughout the core states in which we operate.	Dedicated local teams with jurisdictional expertise are focused on risk management services and efficient claims handling.	✓		
Availability	24/7 Claim Reporting: Online, Fax, Email, or 24-Hour Client Call Center	Multiple options allow you to report claims quickly and easily.	✓		
Risk Management Services	Dedicated Risk Management Services for everyone	Reduced workers compensation exposures, established action plans and effective transitional duty programs result in a safer workplace, fewer injuries and the overall improvement in your organization's experience modification factor.	✓		
Online Client Portal	24/7 Claim Information & Safety Training Resources	The online client portal allows you to file a new claim, access existing claim information and access training resources.	✓		
Claims Management	Service model based on 90 Open Indemnity Claims per Claim Professional	Dedicated Claim Professionals With lower than industry average caseloads, local claim professionals focus on exceeding expectations and helping injured workers return to work. VirtualMD+ Telemedicine Solution Three Point Contact Program	✓		
Managed Care	Nurse Case Management Proprietary Network of Medical Providers — CompCareLX Outcome-Based Medical Bill Review Pharmacy Management	By integrating expertise and technology, Key Risk maximizes the value of each and every claim dollar spent. Results — Over 52% savings on all medical bills paid in 2017.	✓		
Flexibility	 Premium Sync.	Managing your workers compensation program is easy and convenient. Pay-as-you-go with PremiumSync®, or select from traditional payment methods	✓		
Financial Strength	Key Risk is supported by the resources of W. R. Berkley Corporation, a fortune 500 Company	Rated A+ (Superior) Financial Size Category XV A.M. Best Company, Inc. Rated A+ (Strong) Standard & Poor's	✓		

Attachment: Jonesboro - Worker's Comp Quote 2022-23 (002) (3267 : Workers Compensation - FY' 23)

Better Outcomes In Workers Compensation

Introducing the Ability to Pay Online!

With the Pay Online option you can:

- Schedule ongoing monthly installment payments
- Complete single payments online

To set up your account, you will need:

- Your Customer ID as shown on your premium invoice
- Your bill-to zip code
- Banking information for your organization



Register
Now



Pay
Online

Register online at
www.KeyRisk.com

Select **Pay Online** from www.KeyRisk.com to start the process!

The ability to Pay Online provides you with more control, efficiency and simplicity in managing your workers compensation program. Schedule ongoing premium installment payments or make a one-time payment or schedule ongoing premium installment payments.

- Complete your easy enrollment through a secure online web portal
- Select and schedule automatic recurring payments or make a one-time payment
- Payments processed before 6 PM EST will be posted the same day
- Receive e-mail notifications following the processing of every payment

For assistance with Pay Online questions, please contact our Premium Billing Team at 800.942.0225, Ext. 3367598.

Key Risk is a member company of W. R. Berkley Corporation, whose insurance company subsidiaries are rated A+ (Superior), Financial Size Category XV by A.M. Best Company and A+ (Strong), by S&P. Products and services are provided by one or more insurance company subsidiaries of W. R. Berkley Corporation. Not all products and services are available in every jurisdiction and the precise coverage afforded by any insurer is subject to the actual terms and conditions of the policies as issued.

FIN.11.16.102

WORKING TOGETHER. DELIVERING BETTER OUTCOMES

Packet Pg. 47

**Client Services**

470.539.5519

clientservices@keyrisk.com

Key Risk is a member company of W. R. Berkley Corporation. Products and services are provided by one or more insurance company subsidiaries of W. R. Berkley Corporation. Not all products and services are available in every jurisdiction, and the precise coverage afforded by any insurer is subject to the actual terms and conditions of the policies as issued.

For more information on solutions available from Key Risk, please contact your independent insurance agent at 800.942.0225.



www.KeyRisk.com

Date: 10/06/2022
 Agency: Public Risk Underwriters of GA Inc DBA Apex Insurance
 Re: Workers Compensation Quote

Named Insured: City of Jonesboro
 Effective Date: 11/01/2022
 Expiration Date: 11/01/2023

Key Risk is pleased to present to you the following Workers Compensation premium quotation:

Company: Berkley Casualty Company
 Employers Liability Limit: 1,000,000 / 1,000,000 / 1,000,000
 Estimated Annual Premium: 90,495.00

Premium Detail

State	Class Code No.	Classification of Operations	Payroll	Rate	Premium
GA	7720	POLICE OFFICERS & DRIVERS	1,141,366.00	4.6100	52,617.00
	8380	AUTOMOBILE SERVICE OR REPAIR CENTER & DRIVERS	25,317.00	4.5800	\$1,160.00
	8742	SALESPERSONS OR COLLECTORS-OUTSIDE	\$100.00	0.4800	\$0.00
	8810	CLERICAL OFFICE EMPLOYEES NOC	872,590.00	0.2200	\$1,920.00
	9402	STREET CLEANING & DRIVERS	281,664.00	11.4200	32,166.00
	9403	GARBAGE, ASHES OR REFUSE COLLECTION & DRIVERS	67,083.00	14.9800	10,049.00
	9410	MUNICIPAL, TOWNSHIP, COUNTY OR STATE EMPLOYEE NOC	68,915.00	5.6600	\$3,901.00
		Policy Minimum Premium			\$1,000.00
	9812	Employers Liability Limits		0.0110	\$1,120.00
	9898	Experience Modification Premium		0.9700	\$-3,088.00
	9887	Schedule Rating Premium		0.9700	\$-2,995.00
		Total Standard Premium			96,850.00
	0063	Premium Discount		0.0816	\$-7,903.00
	0900	Expense Constant			\$320.00

Attachment: Jonesboro - Worker's Comp Quote 2022-23 (002) (3267 : Workers Compensation - FY' 23)

State	Class Code No.	Classification of Operations	Payroll	Rate	Premium
	9740	Terrorism Not Part of Standard Premium		0.0200	\$491.00
	9741	Catastrophe (other than Certified Acts of Terror)		0.0300	\$737.00
Total Amount Due:					90,495.00

Payment Plan	Down Payment	Installment Amount (Incl. fee/installment)	Fee/Installment
20% Down - 9 Installments	\$18,355.00	\$8,028.00	\$12.00

DUE DATE	DESCRIPTION	PREMIUM DUE	+ INSTALLMENT FEE	= TOTAL AMOUNT DUE
11/01/2022	Down Payment	\$18,355.00		\$18,355.00
12/01/2022	Installment	\$8,016.00	\$12.00	\$8,028.00
01/01/2023	Installment	\$8,016.00	\$12.00	\$8,028.00
02/01/2023	Installment	\$8,016.00	\$12.00	\$8,028.00
03/01/2023	Installment	\$8,016.00	\$12.00	\$8,028.00
04/01/2023	Installment	\$8,016.00	\$12.00	\$8,028.00
05/01/2023	Installment	\$8,016.00	\$12.00	\$8,028.00
06/01/2023	Installment	\$8,016.00	\$12.00	\$8,028.00
07/01/2023	Installment	\$8,016.00	\$12.00	\$8,028.00
08/01/2023	Installment	\$8,012.00	\$12.00	\$8,024.00
Total estimated amount:		\$90,495.00	\$108.00	

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

Coverage for acts of terrorism is included in the quote for your policy. You are hereby notified that the Terrorism Risk Insurance Act, as amended in 2019, defines an act of terrorism in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury—in consultation with the any act or acts that are certified by the Secretary of the Treasury Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is \$ 491.00 and does not include any charges for the portion of losses covered by the United States government under the Act.

Name of Insurer: Berkley Casualty Company
Quote Number: BCC WC17095-000
City of Jonesboro



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.6

- 6

COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding the RFP relative to Janitorial Services for both the City Center and the Public Works Department.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Beautification

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Back in September of this year, a solicitation was issued for Janitorial Services for the new City Center and Public Works. This stems from an effort for us to keep our facilities clean and tidy due to the constant use. Over the years, different personnel within our facilities have requested consistency in cleaning efforts, especially during COVID times. As per the solicitation, the City was seeking a service provider who was reputable, experienced, and capable of providing superior cleaning services for both the City Center and Public Works.

The solicitation called for cleaning within our facilities five days per week and twice at the Public Works facility. We received three proposals from the following companies:

<u>Name of Company</u>	<u>Bid Price</u>
E&K Janitorial Service	\$6800.00 month
Sapphire Janitorial & Construction	\$29,404.00 month
The Cleaners of Atlanta	\$6844.50 month

In an effort to ensure that staff within the building had the opportunity to review the work of the two lowest bids, each company was allowed a period of one-week to showcase their cleaning abilities. At the conclusion of the two week period, staff is recommending that we move forward with E&K Janitorial Service.

Over the course of the trial period, E&K went over and beyond to ensure that they clearly understood all that was needed to ensure that our facilities were clean and sanitized. In addition, they were very responsive to all of our needs and also were available when we called for special events. Upon a check of references we feel very comfortable that E&K will provide us the best service possible. Personnel employed by the contractor shall be competent, sober and drug-free, trustworthy, and properly trained for the work requirements of this contract and shall be mentally and physically capable of performing required work. Any personnel showing up for work that is unfit for duty shall be immediately dismissed from the work site and not allowed re-entry to City-owned facilities. All personnel shall be respectful to City employees and the general public visiting City facilities. No person shall be employed for this work who is found to be incompetent, disorderly, troublesome, under the influence of alcohol or drugs, and who fails or otherwise refuses to perform the required work

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

properly and acceptably. Personnel are subject to surveillance equipment and cameras both inside and outside facilities. Only those personnel employed by the contractor shall be allowed in buildings. Guests and children shall not be allowed.

The following are the minimum tasks required for this contract:

2.22.1 Daily Services

- Clean and disinfect all restroom facilities, including all sinks, basins, urinals, and commodes.
 - Replenish all paper products, soaps, and trash liners.
 - Clean and disinfect all partitions, restroom walls, door and stall handles, and fixtures.
 - Clean and polish all mirrors
 - Clean and disinfect all countertops and tables in breakrooms/kitchen areas and wipe down chairs.
 - Clean and clear all drains.
- Clean inside and outside of all microwave units.
- Clean outside of all refrigerators, coffee machines, and other appliances.
- Clean and disinfect all drinking fountains.
- Sweep and clear debris at all landings and hallways.
- Empty all garbage and trash receptacles and replace liners.
- Remove all garbage and trash from premises.
- Dust mop all hard surface floors with treated dust mop.
- Damp mop all hard surfaces to remove stains and spills as necessary.
- Damp mop or wet mop floors when necessary due to inclement weather.
- Wet mop and disinfect all restroom and kitchen floors in all buildings.
- Vacuum all carpeted areas, excluding locked areas.
- Vacuum floor mats and wipe walls behind trash containers
 - Spot clean carpet as needed.
 - Sweep and/or vacuum all stairs.
 - Wipe down the interior of elevators

2.22.2 Weekly Services

- Wet mop all hard surface thoroughly, including the removal of dirt along baseboard corners.
- Clean all door fronts and handles.
- Clean all light switches.
- Dust all blinds, windowsill, doorframes, shelves, furniture, and picture frames in all public areas using a streak-free product intended for the surface being cleaned.
- Dust file cabinets, counters, partitions, conference tables, and desk tops provided no papers are on them. Use a streak-free product intended for the surface being cleaned.
- Clean and disinfect all telephones.
- Dust railing around atrium and stairwell.
- Wash and clean all glass surfaces including partitions, doors, and interior windows.
- Clean outside stairs, entrances, and alley ways to building.

2.22.3 Monthly Services

- Clean all air returns and vents.
- Clean all baseboards.
- Dust all corners and ceiling fans.
- Vacuum all fabric covered furniture.
- Wipe clean plastic and leather furniture.
- Clean and dust all hall and lobby walls.
- Meet monthly with the City Manager to discuss issues or areas of concern.

2.22.4 Quarterly Services

- Defrost and clean refrigerators.
- Clean all ceiling light panels/light coverings and remove insects or any debris.

Staff is seeking to move forward with a contract for a period of one year.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

5.6

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Staff Recommendation (Type Name, Title, Agency and Phone)

Approval



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.7

- 7

COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding an RFP as issued for the selection of a provider for Financial Auditing Services.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Consideration of and Selection of Audit Services Provider

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Innovative Leadership

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Attached, hereto, is the presentation of the bid results for the RFP 22-0014 issued to solicit services for the completion of the financial audit for the next 3 fiscal years 2022-2024.

Highlights:

- On August 23, 2022 the city issued an RFP for Proposals to complete the annual financial audit for 2022, 2023 and 2024 fiscal years
- We received two responsive bids on the due date of October 14, 2022 by 5PM- Fulton & Kozak and Mauldin & Jenkins
- The RFP required a Technical Proposal and a Cost Proposal
- Both companies are highly qualified and meet all requirements to proceed with negotiating a contract.
- The lowest overall cost for the 3 - year contract is \$99,000 submitted by Mauldin and Jenkins
- Attached is a detailed comparison of both submissions

Nina Robinson, Finance Director will present.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

The Fiscal appropriation would be consistent with prior year appropriations.

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- AUDIT Services RFP 22-0014

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

City of Jonesboro, Georgia
 Proposal to Provide Annual Financial Services
 RFP - 22-0014
 Prepared October 21, 2022



Bid Results	Fulton And Kozak	Mauldin and Jenkins
Qualifications	Excellent	Excellent
Responsiveness	Excellent	Excellent
Qualifications	Excellent	Excellent
References	Excellent	Excellent
Cost Component		
Audit- Year One	\$ 40,000	\$ 30,000
Audit- Year Two	\$ 40,000	\$ 33,000
Audit- Year Three	\$ 40,000	\$ 36,000
Single Audit -Additional cost if needed	\$ 6,000	\$ 7,500
Other:		
Additional Hours No Cost Professional Services	25	30
Free Continuing Education	No	Yes

SOME FAQ's

Why must all municipalities have an audit annually? Financial audits play a vital role in helping to preserve the integrity of public finance and maintain citizens' confidence in their elected leaders. Audits provide independent assurance that financial information is reliable. Transparency and accountability in government is essential to show that public functions are being carried out efficiently, ethically, and equitably.

How Often should I change audit firms? The Government Finance Officers Association recommends multiyear agreements of at least five years in duration, after which a full competitive selection process or rotation of senior engagement staff should occur.

Do I have to go out to bid to select an audit firm? State law (Chapter 30B, the Uniform Procurement Act) exempts contracts for certified public accountant services including audit services. However, a competitive selection process may be used to select an audit firm despite the exemption. It is important to note that if federal funds are used to pay for these audit services or an if audit is a federal requirement or if an audit is required by a federal grant or is a condition for receiving federal aid, then federal procurement requirements may apply. The state procurement exemption would not apply in this case.



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.8

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COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Police

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding the adoption of the Probation Services agreement to include new fee schedule.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Consideration and approval of probation service agreement

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The City of Jonesboro Municipal Probation Office seeks to renew the service agreement between the City of Jonesboro, Georgia and the City of Jonesboro Municipal Probation Office. The City of Jonesboro Municipal Probation Office is under the supervision of the Misdemeanor Probation Oversight Unit (MPOU). Probation is a court-imposed sentence that is used as an alternative to jail time. The current service agreement was signed on December 27, 2017, for 5 consecutive years. The agreement is set to expire on December 26, 2022. Within this agreement, we will increase the monthly probation supervision fees by \$6.00, and the initial file setup fee by \$10.00.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

On July 1, 2015, House Bill 310 (OCGA 42-8-103) went into effect, creating cases that were deemed pay-only. When pay-only is imposed on a case, the maximum fee collected shall be capped so as not to exceed three months of probation supervision fees. Currently, the Probation Office has a total of 352 active cases, of which, 160 are pay-only cases. If a pay-only case goes the full 12-month term, the Probation Office can only collect the first 3 months of fees, resulting in the remaining 9 months being supervised with no fees.

Before proposing the next service agreement, the Municipal Probation Office re-evaluated the terms of the current agreement and saw the need to make the following fiscal changes:

1. Increase monthly probation supervision fees from \$35.00 per month to \$41.00 per month; an increase of \$6.00 per month.
2. Increase the initial one-time file setup fee from \$10.00 to \$20.00; an increase of \$10.00. This fee includes the intake process, data entry, photographs, copies of the intake documents, postage and copies incurred during the term of the case, and probation tracking software.

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

Probationers are the funding source for the increased fees.

5.8

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- 2017 Service Agreement and Fee Scale
- 2022 Service Agreement and Fee Scale

Staff Recommendation (Type Name, Title, Agency and Phone)

Approval

**PROBATION SERVICES AGREEMENT BY AND BETWEEN THE CITY OF
JONESBORO AND THE CITY OF JONESBORO MUNICIPAL PROBATION OFFICE**

This Probation Services Agreement, ("Agreement"), is made and entered into this 27th day of December 2017, and shall be in effect for 5 (five) consecutive years or until December 26, 2022, by and between the City of Jonesboro Georgia, a municipal corporation chartered and existing under the laws of the State of Georgia, acting by and through its Mayor and City Council of the City of Jonesboro (hereinafter referred to as "City") and the City of Jonesboro Municipal Probation Office under the specific authority of O.C.G.A. §42-8-101;

WITNESSETH

WHEREAS, the City is a municipal corporation chartered and existing under the laws of the State of Georgia;

WHEREAS, the City of Jonesboro Municipal Probation Office, with its Director, Police Chief Franklin Allen, provides the misdemeanor probation services for the City of Jonesboro.

NOW THEREFORE, in consideration of the mutual undertakings and covenants contained herein, and for other and further good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Municipal Probation Office ("MPO") hereby enter into this Agreement on the terms and conditions provided herein as follows:

1. The City of Jonesboro Municipal Probation Office shall provide services for the supervision, counseling and collection of court-ordered fines of probationers assigned to the probation entity by the City of Jonesboro Municipal Court (hereinafter "the Court").
2. Any employee, agent or volunteer who provides any service to offenders or has access to probation entity records, or who has telephone or face-to-face contact with offenders under supervision, or access to offender data shall meet the probation entity employee standards in accordance with Rule 105-2-.09 of the Department of Community Supervision Misdemeanor Probation Oversight Unit (DCS MPOU).
3. Any person employed as and using the title of probation officer and or administrative staff shall meet the probation officer and staff standards in accordance with Rule 105-2-.09 of the MPOU; provided, however, any person employed as a probation officer by the City as of March 1, 2006 shall be exempt from the college requirements of said rule.
4. All employees shall submit to a criminal records check in accordance with DCS policy and MPOU Rule 105-2-.10.
5. All probation officers and administrative staff shall complete training in accordance with DCS and MPOU requirements listed in Rule 105-2-.09 and 105-2-.12.

6. Supervision levels shall consist of Intensive Probation, Supervised Probation, Unsupervised Probation, Pay Only probation and Restitution and Consecutive Cases. Requiring face-to-face contacts, telephone contacts, mail-in reports, or payments as forms of supervision and monitoring on a regular basis as ordered or approved by the Court. The Municipal Probation Office shall maintain a caseload level of appropriate size to ensure quality services and the highest level of supervision and monitoring determined necessary for the type of supervision ordered by the Court. Pay only cases will be supervised according to OCGA 42-8-103, consecutive misdemeanor sentences per OCGA 42-8-103.1 and indigent cases will be supervised according OCGA 42-8-102, Rule 105-2-.11.

7. All Court ordered fines, fees, and restitution shall be paid by cash, money order, credit card, or debit card. The person making the payment shall be given a computer-generated receipt from the Probation Management system, which shall list the amount paid and the balance due for that particular case. All monies collected by the probation department shall be remitted to the City of Jonesboro Finance Department by the next business day following collection, in accordance with DCS MPOU Rule 105-2-.15.

8. Persons deemed indigent by the Court shall be supervised at no cost to the offender. The Municipal Probation Office will provide a community service program that will provide offenders with the opportunity to perform community service in lieu of payment of fines at rates established by the Court in accordance to MPOU Rule 105-2-.11 and OCGA 42.8.102.

9. Persons found to be in violation of probation will have said violations reported to the Court. Probation officers will appear in Court to offer testimony or evidence regarding the alleged probation violations. The Court will impose appropriate sanctions.

10. The MPO shall provide reports to the Court once per month and to the MPOU once per quarter, in accordance with MPOU Rule 105-2-.13.

11. The Probation Office will be responsible for the supervision of all cases sentenced in the Court until such time as the Probation Office is dissolved by the Presiding Judge of said Court. Either party to this Agreement, as well as the Judge, may request a review of the terms of this Agreement upon a sixty (60) day written notice to the other party.

12. All fees shall be established by the Court in writing. The Municipal Probation Office shall not assess any fee unless it appears on a Court Sentence, Court Order, or within this Agreement. Said fees are set forth in Exhibit "A" to this Agreement, and shall be incorporated by reference as if fully set forth herein.

13. Failure of the MPO to adhere to any provisions of this Service Agreement shall be a material breach of the Agreement and shall subject the MPO to termination if said breach is not corrected within ten (10) days of breach notification by the City or the Municipal Court Judge. Additionally, the MPO acknowledges that any failure to adhere to this Service Agreement shall subject the MPO and/or any of its employees and contractors responsible to sanctions as provided in the MPOU Rules.

IN WITNESS WHEREOF, the City and the City of Jonesboro Municipal Probation Office have caused this Agreement to be executed under seal by their respective duly authorized representatives as of the date first above written.

:I:Y F JON GI,a

_____, Mayor

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(Notary Public Cowd>..S,ounty, Georgia)

My Commission Expires December 27, 2021

Approved as to form:

City Attorney

DIRECTOR OF CITY OF JONESBORO MUNICIPAL PROBATION OFFICE

By:

Chief Franklin Allen

[SEAL]

AttesE4

(Notary Public CxNJ.tA... County, Georgia)

My Commission Expires December 27, 2021

AGREEMENT APPROVAL:

u:./-
CITY OF JONESBORO MUNICIPAL COURT

EXHIBIT "A" FEE SCHEDULE

Supervised Probation	\$ 35.00 Per Month
Unsupervised Probation	\$ 35.00 Per Month
Georgia Crime Victims Emergency Fund	\$9.00 Per Month
Drug Test & Alcohol Screening	\$40.00 Per Test
Case Initiation/ Set up Fee	\$10.00 Flat Fee
Warrant Fee	\$150.00 Flat Fee
Pay Only Cases	\$35.00 PSF Per Mont for 3 Months
Pay Only Cases	\$9.00 CVF Per Month for 3 Months

PROBATION SERVICES AGREEMENT BY AND BETWEEN THE CITY OF JONESBORO AND THE CITY OF JONESBORO MUNICIPAL PROBATION OFFICE

This Probation Services Agreement, ("Agreement"), is made and entered into this 27th day of December 2022. This Probation Services Agreement shall be in effect for 5 (five) consecutive years or until December 26, 2027, by and between the City of Jonesboro Georgia, a municipal corporation chartered and existing under the laws of the State of Georgia, acting by and through its Mayor and City Council of the City of Jonesboro (hereinafter referred to as "City") and the City of Jonesboro Municipal Probation Office under the specific authority of O.C.G.A. §42-8-101;

WITNESSETH

WHEREAS, the City is a municipal corporation chartered and existing under the laws of the State of Georgia;

WHEREAS, the City of Jonesboro Municipal Probation Office, with its Director, Police Chief Tommy L. Henderson III, provides misdemeanor probation services for the City of Jonesboro.

NOW, THEREFORE, in consideration of the mutual undertakings and covenants contained herein, and for other and further good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Municipal Probation Office ("MPO") hereby enter into this Agreement on the terms and conditions provided herein as follows:

1. The City of Jonesboro Municipal Probation Office shall provide services for the supervision, counseling, and collection of court-ordered fines of probationers assigned to the probation entity by the City of Jonesboro Municipal Court (hereinafter the Court').
2. Any employee, agent, or volunteer who provides any service to offenders or has access to probation entity records, or who has a telephone or face-to-face contact with offenders under supervision, or access to offender data shall meet the probation entity employee standards in accordance with Rule 105-2-.09 of the Department of Community Supervision Misdemeanor Probation Oversight Unit (DCS MPOU).
3. Any person employed as and using the title of the probation officer and or administrative staff shall meet the probation officer and staff standards in accordance with Rule 105-2-.09 of the MPOU; provided, however, any person employed as a probation officer by the City as of March 1, 2006, shall be exempt from the college requirements of said rule.

4. All employees shall submit to a criminal record check in accordance with DCS policy and MPOU Rule 105-2-.10.
5. All probation officers and administrative staff shall complete training by DCS policy and MPOU requirements listed in Rule 105-2-.09 and 105-2-12.
6. Supervision levels shall consist of Intensive Probation, Supervised Probation, Unsupervised Probation, Pay Only Probation and Restitution and Consecutive Cases, Requiring face-to-face contacts, telephone contacts, mail-in reports, or payments as forms of supervision and monitoring regularly as ordered or approved by the Court. The Municipal Probation Office shall maintain a caseload level of appropriate size to ensure quality services and the highest level of supervision and monitoring determined necessary for the type of supervision ordered by the Court. Pay-only cases will be supervised according to OCGA 42-8-103, consecutive misdemeanor sentences per OCGA 42-8-103.1, and indigent cases will be supervised according to OCGA 42-8-102, Rule 105-2-.11.
7. All Court ordered fines, fees, and restitution shall be paid by cash, money order, credit card, or debit card. The person making the payment shall be given a computer-generated receipt from the Probation Management system, which shall list the amount paid and the balance due for that particular case. All monies collected by the probation department shall be remitted to the City of Jonesboro Finance Department by the next business day following collection, in accordance with DCS policy MPOU Rule 105-2-.15.
8. Persons deemed indigent by the Court shall be supervised at no cost to the offender. The Municipal Probation Office will provide a community service program that will provide offenders an opportunity to perform community service instead of payment of fines at rates established by the Court in accordance with MPOU Rule 105-2-11 and OCGA 42.8.102.
9. Persons found to be in violation of probation will have said violations reported to the Court. Probation officers will appear in Court to offer testimony or evidence regarding the alleged probation violations. The Court will impose appropriate sanctions.
10. The MPO shall provide monthly reports to the Court and quarterly reports to the MPOU, in accordance with MPOU Rule 105-2-.13.
11. The Probation Office will be responsible for the supervision of all cases sentenced in the Court until the Probation Office is dissolved by the Presiding Judge of said Court. Either party to this Agreement and the Judge may request a review of the terms of this Agreement upon a sixty (60) day written notice to the other party.

12. All fees shall be established by the Court in writing. The Municipal Probation Office shall not assess any fee unless it appears on a Court Sentence, Court Order, or within this Agreement. Said fees are outlined in Exhibit "A" to this Agreement and shall be incorporated by reference as if fully set forth herein.
13. Failure of the MPO to adhere to any provisions of this Service Agreement shall be a material breach of the Agreement and shall subject the MPO to termination if said breach is not corrected within ten (10) days of breach notification by the City or the Municipal Court Judge. Additionally, the MPO acknowledges that any failure to adhere to this Service Agreement shall subject the MPO and/or any responsible employees and contractors responsible to sanction as a provider per the MPOU Rules.

IN WITNESS WHEREOF, the City and the City of Jonesboro Municipal Probation Office have caused this agreement to be executed under seal by their respective duly authorized representatives as of the date first above written.

CITY OF JONESBORO GEORGIA

By: _____, Mayor

[SEAL

Attest: _____

Notary Public _____ County, Georgia)

My Commission Expires _____

Approved as to form: _____ City Attorney

DIRECTOR OF CITY OF JONESBORO MUNICIPAL PROBATION OFFICE

By: _____
Chief Tommy Henderson III

[SEAL)

Attest: _____

(Notary Public _____ County, Georgia)

My Commission Expires _____

AGREEMENT APPROVAL

KEITH WOOD, CHIEF JUDGE
CITY OF JONESBORO MUNICIPAL COURT

EXHIBIT "A" FEE SCHEDULE

Service	Service Fees
Supervised Probation	\$35.00/month
Unsupervised Probation	\$35.00/month
Georgia Crime Victims Emergency Fund	\$9.00/month
Drug Test & Alcohol Screening	\$40.00/test
Case Initiation/Setup Fee	\$20.00 Flat Fee
Warrant Fee	\$150.00 Flat Fee
Pay Only Cases	\$35.00 PSF/month for 3 months
Pay Only Cases	\$9.00 CVF/month for months



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.9

- 9

COUNCIL MEETING DATE
November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding an amendment to Chapter XI, Section C: Resignation, of the City of Jonesboro Personnel Policies and Procedures.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Innovative Leadership

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

In an effort to ensure that our personnel policies are intact and that we are providing the best service possible to our constituents, staff is recommending an update based on some current trends that have been noticed.

We have had several instances in which we have received resignations, and the employee has requested sick and/or annual leave within the two-week period. This not only poses an issue for staffing, but it also doesn't allow for a smooth transition of staff, especially depending on the position. For this purpose, staff is recommending the following revision to our current personnel policy (amendments are in red):

Section C: Resignation

To resign in good standing, an employee shall give notice in writing to the employee's department Director at least ten (10) working days prior to the effective date of the employee's resignation. The Department Director should forward all resignations to the **City Manager** within twenty-four (24) hours of receipt. It shall not be permissible to utilize sick leave or personal leave during the ten (10) day period following the resignation notice; provided, however, sick leave may be utilized if the employee presents a certification from a licensed health care provider stating that the employee was under the provider's care or treatment for the days in question and that it was the provider's recommendation that the employee remain home from work for that period. In addition, the employee shall not be eligible to accrue any additional leave upon receipt of the resignation. Any full-time or part-time regular employee leaving the service in good standing will be compensated for any unused personal or compensatory leave accrued. An employee who resigns in good standing shall be eligible for rehire as a new employee. Such reinstatement eligibility shall not be considered a right, and it is subject to the normal Working Test Period. Notwithstanding anything to the contrary herein, an employee who fails to comply with the provisions of this policy shall be deemed to resign in bad standing and shall be ineligible to receive compensation for any unused personal or compensatory leave accrued.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature

City Clerk's Office

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- Jonesboro Personnel Policies and Procedures adopted 031218

Staff Recommendation (Type Name, Title, Agency and Phone)

Approval



City of Jonesboro, Georgia

Personnel Policies and Procedures

AN ORDINANCE
TO ESTABLISH PERSONNEL POLICIES AND PROCEDURES
FOR THE CITY OF JONESBORO

**CHAPTER I
TITLE AND PURPOSE**

SECTION A: TITLE

This Ordinance, establishing Personnel Policies and Procedures and governing the Administration of said policy of the City of Jonesboro and shall be known and cited as “Personnel Policies and Procedures of the City of Jonesboro”.

SECTION B: PURPOSE

The purpose of this Ordinance is to establish policies and procedures for the Administration of Personnel matters in the City of Jonesboro.

SECTION C: ENACTMENT CLAUSE

Pursuant to the authority conferred by Georgia Law, the City Council of the City of Jonesboro does hereby adopt the following Personnel Policies and Procedures:

**CHAPTER II
ADMINISTRATION OF THE PERSONNEL SYSTEM**

SECTION A: ADMINISTRATION

The responsibility for the administration and interpretation of the personnel rules and regulations are vested in the Mayor in accordance with policy guidelines established by the Mayor and City Council. The Mayor shall have responsibility for the day-to-day operations of the Personnel Management of the City.

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[0387-0094/261319/1]	

- 2-Sexual Harassment
- 3-Harassment Complaint Procedure
- 4-Liability for Harassment

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- 1-Statement of Policy
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Section 4. Testing for Employees

Section A. Requirement

Section B. Random Testing

[0387-0094/261319/1]

1. a. City of Jonesboro Administrative Department: All personnel authorized to operate city vehicles;
- b. City of Jonesboro Police Department: All sworn personnel;
- c. Enforcement personnel: All personnel charged or authorized to issue citations for violations of City ordinances.

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CHAPTER III

EMPLOYMENT POLICY AND GENERAL PERSONNEL RULES

SECTION A: EMPLOYMENT AT WILL

Employment with the City of Jonesboro is “at will,” and may be terminated for any reason, with or without cause or notice, at any time by the employee or the City of Jonesboro. Nothing in this Handbook or in any oral or written statement shall limit the right to terminate employment with the City at the pleasure of the appropriate City authority. No supervisor or employee of the City of Jonesboro shall have any authority to enter into an employment agreement-express or implied-with any employee providing for employment other than “at-will.”

This policy of “at-will” employment is the sole and entire agreement between you and the City of Jonesboro as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment “at will,” terms and conditions of employment with the City of Jonesboro may be modified at the sole discretion of the Mayor and Council of Jonesboro with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

Examples of the types of terms and conditions of employment that are within the sole discretion of the City of Jonesboro include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that the City of Jonesboro may determine to be necessary for the safe, efficient, and economic operation of City business.

SECTION B: EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Jonesboro that all employees and applicants for employment shall receive equal opportunity in all employment matters. City of Jonesboro policy prohibits unlawful discrimination based on race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability, as well as any other category protected by applicable federal, state, and local laws. The City of Jonesboro's commitment to equal employment opportunity applies to all persons employed by the City of Jonesboro and prohibits unlawful discrimination by any employee of the City of Jonesboro including supervisors and co-workers.

You should report every instance of unlawful discrimination to the Mayor and/or City Manager, regardless of whether you or someone else is the subject of discrimination. Detailed reports—including names, descriptions, and actual events or statements made—will greatly enhance the City's ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, the City of Jonesboro will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the investigation determines that prohibited discrimination or other conduct in violation of City of Jonesboro policy has occurred, the City of Jonesboro may take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. The City of Jonesboro will also evaluate whether other employment practices should be added or modified in order to deter and prevent discriminatory conduct in the future. You will be informed of whatever action(s) the City of Jonesboro takes to resolve and remedy the situation. The City of Jonesboro will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees, or your co-workers.

SECTION C: OBJECTIVE

These policies provide for the recruitment of qualified applicants, the development of employees and the establishment of orderly procedures for administering the personnel system in accordance with the following principles:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skill, including open competition of qualified applicants for initial appointment;
2. Providing equitable and adequate compensation to employees, within the budgetary means of the City;
3. Training employees, as needed, to assure high quality performance;
4. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected;
5. Assuring fair treatment of applicants and employees in matters of personnel administration without regard to race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability;

6. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using official authority for the purpose of interfering with or affecting the results of an election;

SECTION D: ANTI-RETALIATION POLICY

In accordance with applicable law, the City of Jonesboro prohibits retaliation against any employee because of the employee's opposition to a practice the employee reasonably believes to constitute employment discrimination or because of the employee's participation in an employment discrimination investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated.

Examples of Opposition: Opposition to perceived discrimination includes threatening to file a discrimination complaint with the EEOC, state agency, union or court or complaining or protesting about alleged employment discrimination to a manager, union official, co-worker or other official. Opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. A complaint about an employee practice constitutes protected opposition only if the employee communicates to the City of Jonesboro a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner which disrupts the workplace, or which constitutes an unlawful activity, or engaging in badgering or threatening of employees or supervisors, is not protected.

Examples of Participation: The City of Jonesboro prohibits retaliation against any individual because he or she has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state employment discrimination statutes. The City of Jonesboro also prohibits retaliation against someone closely related to or associated with the employee exercising such rights.

Complaint Procedure

The complaint procedure provides for an immediate, thorough and objective investigation of any claim and unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged employment discrimination. If you believe that you have been retaliated against because of your opposition to an employment practice you reasonably believe to be discriminatory or because of your participation in a hearing or proceeding regarding alleged unlawful discrimination, you should provide a written or verbal complaint to the City Manager as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited retaliation that are reported to management will be investigated. The City of Jonesboro will immediately undertake and direct an effective, thorough and objective investigation of the retaliation allegations. The investigation will be completed and a determination regarding the alleged retaliation will be made and communicated to the employee who complained and to the person(s) accused of retaliation.

If the City of Jonesboro determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or participation in a proceeding related to alleged employment discrimination, the City of Jonesboro will take effective remedial action [0387-0094/261319/1]

appropriate to the circumstances. The City of Jonesboro will also take action to deter any future retaliation. If a complaint of unlawful retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the person responsible for the retaliation will be communicated to the employee who complained.

In addition to the City of Jonesboro's internal complaint procedure, employees should be aware that the Federal Equal Employment Opportunity Commission (EEOC) investigates and prosecutes complaints of unlawful retaliation because of opposition or participation in proceedings related to alleged employment discrimination. The nearest offices of the EEOC are listed in the telephone directory.

CHAPTER IV RECRUITMENT AND SELECTION

SECTION A: VACANT POSITIONS

Recruitment may be closed to consider only qualified current employees or may be open for public competition. Department Directors shall be responsible for notifying the City Manager of vacant, or soon to be vacant, authorized positions in their department.

When a vacancy occurs, the City may utilize one or more of the following methods to generate a source of applicants for vacant positions: post at City Hall; posting on the city website; advertise in a newspaper of local circulation; notify the local Georgia Department of Labor and others. The announcement for the position may include the title, salary range, minimum qualification requirements, manner of making application, and final date on which applications will be accepted. Reasonable effort shall be made to publicize vacancies so that all potential candidates are informed and qualified persons are attracted to compete.

Notice of all vacant positions should be posted at least five (5) working days, in City Hall and all other departments, and other locations designated by the City Manager.

SECTION B: APPLICATION FORM

Application shall be made on City application forms and may be supplemented by a résumé. Such forms shall include information covering training, experience, education, and other job related information. All applications must be signed by the applicant. An informed consent form authorizing the City to conduct a background check must also be signed by the applicant and notarized. Applications shall be taken for vacant positions only.

Once a hiring decision is made, the application forms for those individuals not hired shall be maintained in an inactive file for a six (6) month period.

SECTION C: DISQUALIFICATION

The City may remove from further consideration the application of an applicant who:

1. Does not meet the minimum qualifications established for the position;
2. Has failed to submit an application within the prescribed time limit;
3. Has made false statements of material fact, or practices deception in the application;
4. Has an unsatisfactory employment record of such a nature as to demonstrate unsuitability for employment by the City;
5. Has failed to pass a criminal record check or who has been convicted of a felony or otherwise exhibited dishonesty or public conduct offensive to the sensitivity of the public at large;
6. Has any other background information which may be detrimental to employment by the City;
7. After an offer of employment has been made, has failed to pass physical examination or drug screen as prescribed by City policies;
8. Has failed to report to duty within the time prescribed in an employment offer;
9. Has been employed previously by the City of Jonesboro and has been removed for cause, or did not resign in good standing, and is not recommended for reemployment by the Department Director in which the applicant was previously employed.

SECTION D: SELECTION

The Department Directors and/or City Manager should review all applications for employment to determine whether the applicant meets the established standards for employment. Examinations may be used when appropriate which may be written or oral or a combination. Such tests should be practical in character and should relate to the duties and responsibilities of the position for which the applicant is being examined. Examination of employees may also consist of a review of education experience necessary to perform the duties of the position.

The City Clerk will refer applicants meeting the employment standards to the employing Department Director. The Department Director shall consult with the Mayor and City Manager and shall make a selection from the applicants referred. Thereafter, the applicant may be offered employment by the City of Jonesboro contingent upon the applicant passing a drug screen or physical examination, if required.

SECTION E: NEEDS OF CITY

The chief purpose of all City employment is to serve the needs of the City Government, taxpayers, and citizens. The best interests and needs of the City shall be given paramount consideration in all matters, including the administration of these policies.

The Mayor and/or City Manager may change Department Directors, Chief Deputies or Clerks and Supervisory Personnel under their respective control and authority when, in their sole discretion, the needs of the City or the Department require same.

[0387-0094/261319/1]

SECTION F: NEPOTISM-HIRING OF RELATIVES

It is policy of City of Jonesboro not to employ members of an employee's immediate family in the same department or under the supervision of a common supervisor. Neither will two members of an immediate family be employed at the same time if such employment will result in an employee supervising, directly or indirectly, a member of his or her immediate family. If a violation of this policy would occur with the marriage of two employees of the City, one spouse must be transferred so as to comply. If a transfer or promotion of an employee would violate this policy, the transfer or promotional opportunity may be denied.

Immediate family is defined as spouse, parents, son, daughter, brother, sister, grandparents, whether by blood or by law, and domestic partners-living together or apart. No family member of any City of Jonesboro Elected Official, or anyone residing in the Elected Officials household, shall be hired by the City for the duration of that Elected Official's term of office.

Employees currently working for the City of Jonesboro in the same department with immediate family, on or before 03-10-03, will be exempt for the purpose of their current position only. This policy applies to promotions, demotions, transfers, reinstatements, and new employees.

SECTION G: EXCEPTIONS FROM VACANCY ANNOUNCEMENT PROCESS

While the substantial majority of job vacancies meet the criteria for posting, there are a few circumstances that do not warrant advertisement of positions. The following is the listing of special staffing situations that, with the recommendation of the Department Director and **concurrence of the City Manager**, may be exempted from the competitive job posting process:

1. Annual appointment by City Council;
2. Reassignments or voluntary transfers at the same grade level;
3. Management directed reassignments at the same grade level;
4. Reorganizations and reductions in force that require reassignment of affected personnel to newly created or existing vacancies;
5. Position upgrades of jobs that are currently encumbered that result in reclassifications to a higher grade level. (Internal promotions in rank within the Police department are similar to position upgrades and likewise do not require external job postings).

SECTION H: TYPES OF EMPLOYMENT

1. **FULL-TIME NON-EXEMPT** – A full-time non-exempt employee shall be one who is scheduled to work and who does work a schedule of not less than (40) hours per week. Following the completion of the Working Test Period, full-time non-exempt employees are eligible for all benefits described in this Handbook.

2. **ELECTED/APPOINTED OFFICERS** – Elected or appointed officers and board members. The Mayor and City Council Members participate in the City retirement program but do not receive additional benefits.
3. **PART-TIME NON-EXEMPT** – A part-time regular employee shall be one who is scheduled to and who does work at least ten (10) but less than forty (40) hours per week. Part-time non-exempt employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time non-exempt employees are eligible for some, but not all employee benefits described in this Handbook.
4. **TEMPORARY** – Temporary employees are those who are employed for short-term assignments. Temporary appointments will normally not exceed six (6) months. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or non-exempt on the basis of job duties and compensation.
5. **SEASONAL** – An employee appointed to a position to work no more than forty (40) hours a week, who will be separated at the end of the season for which the employee has been appointed. This appointment shall receive no benefits and shall not exceed a nine (9) month period.
6. **GRANT** – An employee whose salary and benefits are paid for and specified by either an approved grant or contract. Length of appointment shall be contingent on the availability of funds.
7. **EXEMPT EMPLOYEES** – Exempt employees are those whose job assignments meet the federal and state requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Generally, executive, administrative, professional and certain sales employees are overtime exempt. Your supervisor will inform you if your status is exempt.

SECTION I: WORKING TEST PERIOD

1. **OBJECTIVES:** The Working Test Period is an important part of the selection development and for rejecting any employee whose performance does not meet the required work standards. Any new incumbent (new hire, promoted, demoted or transferred employee) in any position shall be required to complete a Working Test Period. Employees serving a Working Test Period do not have Grievance rights hereunder unless there is alleged discrimination because of race, age, color, creed, gender, national origin, veteran status, or disability. Newly hired employees serving Working Test Period are not eligible to apply for other positions within the City. New employees serving Working Test Period are not eligible to use accrued personal or sick leave. Unsatisfactory performance may result in either extension of the Working Test Period, upon recommendation of the appropriate hiring official, or dismissal. The City Council delegates to the Mayor or City Manager the power to terminate the employment of any employee of the City for unsatisfactory completion of the Working Test Period, including those positions listed in Section 3.10 of the Charter.

2. **DURATION:** The Working Test Period shall normally be six (6) months in duration. Working Test Periods may be longer if they are tied to certification or educational attainment. Supervisors may extend the Working Test Period, with approval of the Mayor and City Manager, up to ninety (90) days maximum. Completion of the Working Test Period does not guarantee continued employment.
3. **EVALUATION OF PERFORMANCE:** After an employee has completed half (three months) of the Working Test Period, the Department Director should complete a progress report/performance appraisal on the employee's work and submit the form to the City Manager, with the written opinion of the employee's supervisor as to whether the employee's services have been satisfactory. During the Working Test Period, the employee's supervisor should advise the employee when the employee is not performing satisfactorily. At least ten (10) days prior to the expiration of a employee's Working Test Period, the Department Director should notify the Mayor in writing whether or not an employee is expected to satisfactorily complete the Working Test Period.
4. **DISMISSAL:** During the Working Test Period, a Department Director may remove an employee who, in his sole judgment, is unable or unwilling to perform the duties of his or her position. The Department Director shall immediately report such removal to the City Manager and the employee. Employees serving their Working Test Period do not have the right of Grievance unless it is alleged that the decision was based on race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability.

SECTION J: NEW HIRE ORIENTATION

All new hires must meet with the City Clerk for orientation within the first three (3) days of employment. Successful completion is required for all newly hired employees. Arrangements for attendance will be coordinated through the Department Director, immediate supervisor and the City Clerk.

CHAPTER V RECORDS AND REPORTS

SECTION A: PERSONNEL TRANSACTIONS

All appointments, separations, and other personnel transactions shall be made on forms designated by the Mayor. A separate file folder shall be prepared and maintained for each employee in a central file location and shall contain original or copy of all pertinent documents.

SECTION B: PUBLIC INSPECTION

All personnel records of employees and all records and materials relating to the administration of the Personnel system will be considered as confidential to the extent allowed by law, but is otherwise subject to disclosure pursuant to the open records laws. Information obtained in the course of official duties shall not be released by any employee other than by those officially charged with this responsibility.

The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date. Please report any change of address, phone number, etc. to the City Clerk immediately.

The City of Jonesboro will restrict disclosure of your personnel file to authorized individuals. All requests for personnel information must be processed through the City Clerk. Only the City Clerk is authorized to release information about current or former employees.

SECTION C: DESTRUCTION OF RECORDS

Employee service records are kept according to the State of Georgia Archives Retention Schedule Revised April 2007. Destruction of employee files are based on retention schedules as designated by the Georgia Secretary of State - Division of Archives and History.

SECTION D: ATTENDANCE REPORTS

Each Department Director shall prepare and submit regular attendance reports on the form and schedule designated by the Mayor.

CHAPTER VI ETHICS AND CONDUCT

SECTION A: OUTSIDE EMPLOYMENT

While employed by the City of Jonesboro employees are expected to devote their energies to their jobs with the City. Certain types of outside employment are strictly prohibited:

1. Employment which conflicts with an employee's work schedule, duties and responsibilities;
2. Employment which creates a conflict of interest or is incompatible with an employee's employment with the City of Jonesboro;
3. Employment which impairs or has a detrimental effect on an employee's work performance with the City of Jonesboro;
4. Employment which requires an employee to conduct work or related activities on City of Jonesboro property, during working hours or using City of Jonesboro facilities and/or equipment;
5. Employment which directly or indirectly competes with the business or the interests of the City of Jonesboro;

For the purposes of this policy, self-employment is considered outside employment. Employees wishing to engage in outside employment must submit a written request to the Mayor explaining the details of the outside employment. If the Mayor determines that the outside employment creates a conflict of interest situation between the employee and the City, resignation from one of the positions held will be expected. If the Mayor authorizes such outside employment, the City of Jonesboro shall in no way assume any responsibility for such outside employment.

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Specifically, the City of Jonesboro shall not provide workers compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment. Authorization to engage in outside employment can be revoked at any time.

Failure to comply with this regulation will constitute grounds for dismissal.

SECTION B: CONFIDENTIAL INFORMATION

Information about the City of Jonesboro, its employees, citizens, suppliers and vendors is to be kept confidential and divulged only to individuals with a need to receive, and authorized to receive, such information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your Department Director.

All records and files maintained by the City of Jonesboro are confidential and remain the property of the City of Jonesboro. Records and files are not to be disclosed to any outside party without the express permission of the City Manager. Confidential information includes, but is in no way limited to financial records, personnel and payroll records (regarding current or past employees), information regarding transactions, account information, information regarding citizens, vendors or suppliers, or any documents or information regarding City operations, procedures or practices.

An employee may not directly or indirectly make use of confidential information acquired by virtue of employment with the City of Jonesboro in any manner except in the performance of the employee's official duties. An employee may not provide to anyone or permit others to use confidential information except in the performance of the employee's official duties. Confidential information obtained during or through employment with the City of Jonesboro may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. The City of Jonesboro reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information.

Employees may be required to enter into written confidentiality agreements confirming their understanding of these policies.

SECTION C: PERSONAL APPEARANCE DURING WORK HOURS

While the City of Jonesboro does not specify a city-wide dress code, employees are expected to be clean and neat in appearance during work hours. As representatives of the City, employees should present a professional image. Dress code policies may be established within individual departments. In certain types of jobs, employees may be required to wear uniforms.

The City of Jonesboro may designate specific days as "casual days." Dress on casual days may be less formal, but should always be clean, neat and suitable for the work place.

If lettered or illustrated clothing is worn, it should not promote a particular political, moral, religious, personal or other opinion. Clothing which is obscene, vulgar, offensive or inflammatory is prohibited. Employees may be required to change inappropriate dress or instructed not to wear the same or similar clothing in the future. Employees who do not comply

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with established dress code standards may be subject to disciplinary action, up to and including separation from their employment.

The City of Jonesboro may require employees to wear identification badges while at work or on duty. Employees are not to wear these identification badges or any uniform or article of clothing which identifies them with the City while away from the work place during off-duty hours.

SECTION D: USE OF CITY PROPERTY

City property is to be used for work-related reasons only. Employees are not to use, misuse or permit the use of City property for other than work-related reasons. City property includes, but is not limited to: desks, storage areas, lockers, file cabinets, computers, telephones, fax machines, copiers or other equipment, supplies, vehicles, work areas and furniture. All such areas and items must be kept clean. The City of Jonesboro reserves the right, at all times, and without prior notice, to inspect and search any and all City property for the purpose of determining whether this policy or any other City of Jonesboro policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee.

Employees are prohibited from charging long-distance telephone calls to the City, unless work-related. The receiving and making of local telephone calls of infrequent, short duration is permitted. These privileges may, however, be withdrawn if abused. Voice mail messages should be professional, business-like and communicate accurate information.

Employees are responsible for reporting misuse of City property to their supervisors, human resource representatives or other appropriate officials. Misuse of City property may result in disciplinary action, up to and including separation from employment.

SECTION E: GIFTS AND GRATUITIES

An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom the employee has official business of the City government. These limitations do not prohibit the acceptance of articles of negligible value which are distributed generally, nor do they prohibit employees from obtaining loans from regular lending institutions. Solicitation of gifts is never appropriate.

SECTION F: CONFLICT OF INTEREST

Business decisions and actions must be based wholly on the best interests of the City of Jonesboro and not be motivated by personal or other considerations or relationships. A conflict of interest arises when an employee puts his or her personal, social, financial, political, or other interest before the interests of the City of Jonesboro. Even the appearance of a conflict can damage your reputation and that of the City. Any situation that creates or appears to create a conflict of interest with the interests of City must be avoided.

It is particularly important that the employees of the City refrain from unfavorable relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

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Whenever an employee is faced with a situation which, in that employee's mind, is questionable or problematical with regard to posing a conflict of interest, that employee is encouraged to discuss the matter with the employee's Department Director, who may refer the matter to the City Manager.

SECTION G: POLITICAL ACTIVITY

Employees of the City of Jonesboro are encouraged to exercise their right to vote and/or participate in electoral politics where appropriate. However, such activity must occur strictly in an individual and private capacity and not on behalf of the City of Jonesboro. No employee shall make use of City time or equipment to aid a political candidate, political party, or political cause, or use a City position to persuade, coerce, or intimidate any person in the interest of a political candidate, political party, or political cause.

SECTION H: AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) prohibits discriminating against disabled individuals in regard to the terms or conditions of employment, including the application and hiring process, if the individual is qualified to perform the essential functions of the job with or without reasonable accommodation.

In order to comply with the Americans with Disabilities Act (ADA), the City of Jonesboro will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee when such reasonable accommodations will permit the applicant or employee to perform the essential functions of his or her job. The City of Jonesboro is not required by the Americans with Disabilities Act to provide an accommodation when it creates an undue hardship on the employer or when a direct threat of harm to the employee or others remains.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor or the City Manager and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The City Manager will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The City Manager will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the City of Jonesboro will make the accommodation.

SECTION I: SEXUAL AND OTHER FORMS OF HARASSMENT

1. **ALL UNLAWFUL HARASSMENT PROHIBITED:** It is the policy of the City of Jonesboro that every person employed by the City will be required to act in a manner reflecting our respect for the inherent human dignity of every person. Every person is to be treated as equally worthy of our respect, without reference to that person's race, age, color, religion, national origin, ancestry, sex, political belief or affiliation, veteran status, disability, or any other category protected by applicable federal, state, or local laws. Any such harassment, whether verbal, physical or environmental, will be considered to be a serious violation of the City of Jonesboro's employment principles and will not be tolerated.

2. **SEXUAL HARASSMENT:** The City of Jonesboro is committed to a workplace free of sexual harassment and prohibits any kind of sexual harassment. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; or
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

It is not easy to define exactly what actions or course of conduct will constitute sexual harassment under the circumstances of each case. Examples of behavior which violates this policy and may constitute sexual harassment include, but are not limited to:

- Coerced sexual acts;
- Unwanted sexual advances to which an employee objects;
- Express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment;
- Staring at, touching or assaulting an individual's body;
- Verbal commentary about an individual's body or sexuality;
- Repeated sexual jokes, language, epithets, gossip, comments, flirtations, advances, propositions or questions;
- Repeatedly asking an employee for a date after the employee has clearly indicated that he or she is not interested;
- Suggestive, insulting or obscene comments or gestures;
- The display in the workplace of graphic and sexually suggestive objects, pictures or graffiti;
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual; or
- Retaliation against an employee for complaining about the type of behavior described above.

The type of behavior described above is unacceptable not only in the workplace, but also in other work-related settings such as business trips or business-related social events.

OTHER FORMS OF HARASSMENT: Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status, or that of persons with whom the individual associates. For example, racial harassment includes, but is not limited to, harassment

based on an immutable characteristic associated with race (e.g., skin color or facial features). Religious harassment includes, but is not limited to, demands that an employee alters or renounces some religious belief in exchange for job benefits. It is the policy of the City of Jonesboro to prohibit behavior which: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

As in the case of sexual harassment, it is not easy to define exactly what will constitute harassment based on race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status. Examples of behavior which violate this policy and may constitute harassing conduct include, but are not limited to:

- Epithets, slurs, quips, or negative stereotyping that relate to race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status;
- Threatening, intimidating or hostile acts that relate to race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status;
- Written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status and that is placed on walls, bulletin boards, or circulated or displayed in the workplace; or
- "Jokes," "pranks" or other forms of "humor" that is demeaning or hostile with regard to race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status.

3. **HARASSMENT COMPLAINT PROCEDURE:** The City of Jonesboro's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

If you believe you have been harassed at work by any supervisor, co-worker, or visitor, or if you are aware of the harassment of others, you should provide a written or verbal complaint to your supervisor, the Department Director, the Mayor or City Manager. If the complaint involves someone in your direct line of command, then you should go to the Mayor with the complaint. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, et cetera). Any supervisor observing or having knowledge of any harassment must immediately report the matter to the employee's Department Director, the Mayor or City Manager.

All harassment complaints will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

If the City of Jonesboro determines that prohibited harassment has occurred, the City will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the employee who complained.

The City of Jonesboro recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complaint knowingly, or in a malicious manner, falsely accused another person of harassment, the complainant will be subject to disciplinary action up to and including discharge.

Except as provided in the preceding paragraph, the City of Jonesboro will not, in any way, retaliate against an individual who makes a report of perceived harassment; nor will we permit any employee to do so. Retaliation is a serious violation of the City's harassment policy, and anyone who feels they have been subjected to any acts of retaliation should immediately report such conduct. Any person who retaliates against another individual for reporting any perceived acts of harassment will be subject to disciplinary action up to and including discharge.

4. **LIABILITY FOR HARASSMENT:** Any employee of the City of Jonesboro, whether a coworker or supervisor, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. The City of Jonesboro does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the City of Jonesboro reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

SECTION J: WORKPLACE VIOLENCE

1. **STATEMENT OF POLICY:** The City of Jonesboro recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response, by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of the City of Jonesboro employees is paramount. It is the intent of the City of Jonesboro to provide a workplace that is free from intimidation, threats, or violent acts. Therefore, the City of Jonesboro has adopted this policy and maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, or anyone who conducts business with the City.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the City of Jonesboro or that occur on City property or in the conduct of City business off City property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in City operations, including,

but not limited to, City of Jonesboro personnel, contract workers, temporary employees, and anyone else on City property or conducting City business off City property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

This policy is intended to bring the City of Jonesboro into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

2. **DEFINITIONS:** Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several City of Jonesboro employees. Workplace violence may involve any threats or acts of violence occurring on City premises, regardless of the relationship between the City of Jonesboro and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the City of Jonesboro or that may lead to an incident of violence on City property. Threats or acts of violence occurring off City premises that involve employees, agents, or individuals acting as a representative of the City of Jonesboro, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual;
- Threats or acts of physical harm directed toward an individual or his/her family, friends, associates or property;
- The intentional destruction or threat of destruction of City of Jonesboro property or another employee's property;
- Harassing or threatening phone calls;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and
- Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects the City of Jonesboro's interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include reference to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

3. **ENFORCEMENT:** Any person who engages in a threat or violent action on City property may be removed from the premises as quickly as safety permits and may be required, at the City of Jonesboro's discretion, to remain off City premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by employee(s), a judgment will be made by the City of Jonesboro as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action, up to and including discharge.

Once a threat has been substantiated, it is the City of Jonesboro's policy to put the threat maker on notice that he/she will be held accountable for his/her actions and then implement a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of the City of Jonesboro should be interpreted in a manner that prevents the making of these necessary decisions.

Important Note: The City of Jonesboro will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the City. In making this determination, the City of Jonesboro may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment with the City of Jonesboro.

4. **COMPLAINT PROCEDURE:** The above complaint procedure (Section I, #4) should be followed to report any workplace violence.

SECTION K: TECHNOLOGY USE/INTERNET POLICY

The City of Jonesboro's technical resources – including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, and electronic mail (e-mail) – enable employees to quickly and efficiently access and exchange information. The Internet can be a valuable source of information and research. In addition, e-mail can provide an excellent means of communicating with other employees, our customers and citizens, outside vendors, and other business. When used properly, we believe these resources greatly enhance employee productivity and knowledge. In many respects, these tools are similar to other City tools, such as stationery, file cabinets, photocopiers and telephones. Because these technologies are both new and rapidly changing, it is important to explain how they fit within the operations of the City of Jonesboro and within your responsibilities as an employee.

This policy applies to all technical resources that are owned or leased by the City of Jonesboro that are used on or accessed from City premises, or that are used on City business. This policy also applies to all activities using any City-paid accounts, subscriptions, or other technical services, such as Internet and World Wide Web access, voice mail, and e-mail, whether or not the activities are conducted from City of Jonesboro premises.

NOTE: As you use the City's technical resources, it is important to remember the nature of the information created and stored there. Because they seem informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can

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later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may even remain on the system.

Acceptable Uses

The City's technical resources are provided for the benefit of the City of Jonesboro and its employees, citizens, vendors, and suppliers. These resources are provided for use in the pursuit of City business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

Employees are otherwise permitted to use the City's technical resources for occasional, non-work purposes with permission from their direct supervisor. Further, the e-mail system may be used to send or receive personal messages so long as the use is insubstantial and does not interfere with the employee's job responsibilities. **Nevertheless, employees have no right of privacy as to any information or file maintained in or on the City's property or transmitted or stored through the City's computer, voice mail, e-mail, or telephone systems.**

Unacceptable Uses

City employees must exercise great care in using the City's technical resources so as to protect the City's reputation and not to inhibit the City's ability to conduct business. Please be aware that the City name goes with you as an electronic signature on every Internet site you visit. Activities of the City Internet users are monitored and reported to management as necessary.

The City's technical resources should not be used for personal gain or the advancement of individual views. Employees who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using City resources.

Solicitation for any non-City business or activities using City resources is strictly prohibited. Your use of the City's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of the City's technical resources. Employees may not play games on the City's computers and other technical resources. In addition to the other conduct prohibited by this policy, the following acts are considered an unacceptable use of the City's technical resources and therefore a violation of this policy: sending mass mailings or chain letters; engaging in online chat groups; creating unnecessary network traffic; and downloading audio, video and/or picture files for non-business purposes.

You should not send e-mail or other communications that either mask your identity or indicate that someone else sent them. You should never access any technical resources using another employee's password. Similarly, you should only access the libraries, files, data, programs, and directories that are related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the City, or improper use of information obtained by unauthorized means, is prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, religion, sex, age, national origin, or disability, veteran status, or any other category protected by federal, state, or local laws. Any use of the Internet/World Wide Web to harass or discriminate is unlawful and strictly prohibited by the City of Jonesboro. Violators will be subject to discipline, up to and including discharge.

The City of Jonesboro does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the City of Jonesboro reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

Access to Information

The City of Jonesboro asks you to keep in mind that when you are using the City's computers you are creating City documents using a City asset. Also, any information stored on your computer constitutes a public record under the State Open Records Act. The City of Jonesboro respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of City-provided technical resources or supplies.

The City's computer, voice mail, e-mail, or telephone systems, and the data stored on them are, and remain at all times, the property of the City of Jonesboro. As a result, computer data, voice mail messages, e-mail messages, and other data are readily available to numerous persons. If, during the course of your employment, you perform or transmit work on the City's computer system and other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy.

All information, including e-mail messages and files, that are created, sent, or retrieved over the City's technical resources is the property of the City, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through the City's computer, voice mail, e-mail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the City of Jonesboro. Employees should also be aware that, even when a file or message is erased or a visit to an Internet or Web site is closed; it is still possible to recreate the message or locate the Web site. The City of Jonesboro reserves the right to monitor your use of its technical resources at any time. All information including text and images may be disclosed to law enforcement or to other third parties without prior consent of the sender or receiver.

The City of Jonesboro does not archive e-mail messages. Employees who need to retain e-mail messages or attachments for business purposes should save the messages and/or attachments to their hard drive or another storage medium or print the material for their files.

Copyrighted Materials

You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources that the City of Jonesboro has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the City as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the City Manager.

Confidential Information

E-mail and Internet/Web access is not entirely secure. Others outside the employ of the City of Jonesboro may also be able to monitor your e-mail and Internet/Web access. For example, Internet sites maintain logs of visits from users; these logs identify which entity, and even which particular person, accessed the service. If your work, while using these resources, requires a higher level of security, please ask the Mayor for guidance on securely exchanging e-mail or gathering information from sources such as the Internet or World Wide Web.

Security problems with browser software, Netscape or Internet Explorer, are potentially more serious for an organization such as the City of Jonesboro than for an individual user on his or her home computer. To protect City assets and disclosure of confidential information, please adhere to the following guidelines:

- Never surf the Web on a computer that has been identified as a computer that contains highly sensitive information, such as medical records or critical financial information.
- Ensure that your browser is kept up-to-date with the most current security patches.
- Visit only known and trusted sites on the Internet. If you are unsure about the safety of a particular site, contact the System Administrator.
- Be aware that selecting some links on Web pages or in e-mail messages will automatically download “applets,” which are small programs that will automatically run your computer. Hostile applets can exploit security holes to gather information from the user’s screen, such as user password files and critical network information.
- Always close your browser when you have finished surfing the Web.
- Observe “Net etiquette,” which is the practice of good manners in a networked environment and using good judgment in assessing what form of communication is appropriate for a particular kind of information.

All employees should safeguard the City’s confidential information, as well as that of citizens and others, from disclosure. Do not access new voice mail or e-mail messages with others present. Messages containing confidential information should not be left visible while you are away from your work area.

E-mail messages containing confidential information should include the following statement, in all capital letters, at the top of the message: **CONFIDENTIAL: UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED.**

Security of Information

Although you may have passwords to access computer, voice mail, and e-mail systems, these technical resources belong to the City, are to be accessible at all times by the City, and are subject to inspections by the City with or without notice. The City may override any applicable

passwords or codes to inspect, investigate, or search an employee's files and messages. All passwords must be made available to the System Administrator upon request. You should not provide a password to other employees or to anyone outside the employ of the City of Jonesboro and should never access any technical resources using another employee's password.

In order to facilitate the City's access to information on its technical resources, you may not encrypt or encode any voice mail or e-mail communication or any other files or data stored or exchanged on City systems without the express prior written permission from the City Manager.

The City of Jonesboro's Software Policy

If you want to install software on City of Jonesboro computers, you must contact the Network Technician and request to have the software installed. Employees are prohibited from installing any software on any City technical resource without the express prior permission from the Network Technician and/or the City Manager.

Involving the Network Technician ensures that the City of Jonesboro can manage the software on City systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes the City of Jonesboro and the individual employee to substantial fines and exposes the individual employee to imprisonment. Therefore, employees may not load personal software onto the City's computer system and may not copy software from the City of Jonesboro for personal use.

Employee Responsibilities

Each employee is responsible for the content of all text, audio, or images that they place or send over the City's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the City of Jonesboro may advise appropriate legal officials of any illegal violations. Employees learning of any violations of this policy or any misuse of computers, voice mail, e-mail, the Internet, or other electronic and/or computer systems must promptly notify the City Manager.

SECTION L: MOTOR VEHICLE POLICY

1. General Provisions

This policy provides guidelines for the most effective and efficient utilization of motor vehicles by departments in accomplishing their legally authorized missions. Departments are advised that State law prohibits the use of City property for personal reasons.

This policy applies to all motor vehicles that are owned or leased by the City, including those vehicles provided as parts of grants to private or public nonprofit organizations.

2. **Assignments of Vehicles and Their Authorized Use**

It is City policy that employees should be provided vehicles to the extent feasible where needed to conduct City business. These vehicles must be used solely and exclusively for municipal purposes. No passengers shall be transported in City vehicles except when transportation of passengers is necessary for the conduct of the City's business. All employees authorized to use a City vehicle shall be over the age of 18 and will automatically be placed in the pool of employees to be drug tested at random, as provided in the City policy on such testing.

For the purposes of this policy, "assignment" means that an employee has exclusive control over a vehicle's use during the workday or is the only employee who routinely drives the vehicle. City departments are required to officially assign a vehicle to an employee when either of such conditions exists or it is not practical to share the use of the vehicle routinely. Where vehicles are used in a shared environment, Departments shall so designate them – such as by assigning those to organizational units – rather than assigning them to individuals for record keeping or supervisory purposes.

2.1 **Assignment of Vehicles for Work Day Use**

A City vehicle will be assigned to an employee for use during the employee's work day for municipal purposes if:

- An employee requires a vehicle to perform law enforcement or emergency services; or
- An employee requires the use of a vehicle to perform specified job duties on a daily basis. This requirement must be documented at the time of the request for an assigned vehicle and must be reviewed annually by the department. The department shall submit the annual review to the Mayor.

2.2 **Authorization for Vehicles to Be Driven Home Overnight**

An employee shall be authorized to drive City vehicles to and from their residence if:

- A vehicle is for law enforcement or enforcement or emergency use or is specially equipped and used for a related mission;
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner. This requires the approval of the employee's Department Director or the approval from the City Manager..

2.3 **Authorization for On-Call Employees to Use City Vehicles**

- A. An employee who is on call after normal work hours is authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle:

- Has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- Might be required to be driven in sites or under conditions that would endanger a privately owned vehicle.

- B. Department Directors may place employees on call only if the employee's services could be required during non-work hours to prevent or alleviate health or safety risks to the general public or to make significant repairs or renovations to City facilities which might cause more extensive damage if not handled immediately. It is the responsibility of Department Directors to assign employees to on-call duty and to maintain a log of such duty.

Further, the number of employees in a work unit who are assigned on-call responsibilities each evening or weekend and are required to drive vehicles home shall be kept to a minimum. Where employees can be used interchangeably for assigned functions for the on-call work, such assignments should be rotated among the work unit's employees so that only one or a few employees shall be designated as on-call each evening.

Only those employees actually on-call are authorized to drive City vehicles to and from their residences.

2.4 Authorization for Employees to Use Pooled Vehicles Overnight

An employee who uses a pooled vehicle may drive the vehicle home after work hours if the employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.

2.5 Documentation of Vehicle Assignments

The justification for each vehicle assignment, including those vehicles presently assigned by departments, must be documented with Motor Vehicle Authorization Form. Justification for an employee to drive a vehicle home on a routine basis must also be documented on this form. A completed Motor Vehicle Authorization Form shall be filed in each vehicle's file, and the department must maintain a copy of all of these forms in a central file. A copy of the form will also be filed in an individual's personnel file. This form is to be resubmitted annually by each employee or by the employee's supervisor or manager and reviewed by management.

3. Operation of City Vehicles

All City vehicles will be operated in a safe and courteous manner. Drivers and passengers OF City vehicles shall obey all traffic laws and shall wear seat belts at all times. Employees operating City vehicles must have a valid Georgia driver's license. The employee assumes all responsibility for any traffic and or parking citations arising from illegal or improper operation.

The interior and exterior of City vehicles are to be kept clean and neat. Employees shall not personalize vehicles in any manner whether it involves adding to or taking from the vehicle. City vehicles are public property and therefore smoking is strictly prohibited.

4. Motor Vehicle Records (MVRs)

All employees whose responsibilities or duties involve operating a vehicle or may involve operating a City vehicle shall have their driver's license and current Motor Vehicle Record (MVR) reviewed by the City Manager. Such review shall be conducted for all new employees and on a yearly basis for present employees.

4.1 Driver's License

All employees who operate City vehicles shall have a valid Georgia Driver's License. An employee without a valid Georgia Driver's License shall not be authorized to operate a City vehicle.

4.2 Motor Vehicle Records

- A. Capital Violation. No employee shall be authorized to drive a City vehicle if he or she has one or more capital violations within the previous five (5) years. A capital violation is defined to be driving while intoxicated or impaired, or driving while under the influence of drugs, criminal conviction with a motor vehicle (e.g. felony, hit and run, vehicular manslaughter), or speeding in excess of 25 mph over the speed limit.
- B. Major Violations. No employee shall be authorized to operate a City vehicle if he or she has one or more violations within the previous three (3) years. Major violations are defined to include driving with a suspension, revocation or administrative restriction on a driver's license, leaving the scene of an accident as defined by State law, reckless driving or any combination of three or more moving violations, at fault accidents or preventable accidents.
- C. Minor Violations. No employee shall be authorized to operate a City vehicle if he or she has one or more minor violations within the previous twelve (12) months. Minor violations are defined to include any combination of two or more moving violations, at fault accidents or preventable accidents; three or more violations of equipment law requirements; failure to display number plates; or failure to carry proper identifications.

4.3 Annual Driver's License and MVR Review

- A. Driver's License. If an employee currently authorized to operate a City vehicle is found to not have a valid Georgia Driver's License during the annual review, the employee shall be immediately relieved of all driving responsibilities and shall not be authorized to operate a City vehicle until the license is reinstated according to State law and a new review shall be done to determine if the employee's driving responsibilities will be reinstated.
- B. Capital Violation. If an employee currently authorized to operate a City vehicle is found to have one or more capital violations during the annual review, the employee shall be immediately relieved of all driving responsibilities and shall not be authorized to operate a City vehicle for a period of six (6) months at a minimum. At the expiration of six (6) months, a new review shall be done to determine if the employee's driving responsibilities will be reinstated. The employee may also face probation, suspension or termination. After a meeting of the employee, Department Head and City Manager, completion of a State approved defensive driving course may allow the employee to have his or her driving privileges reinstated earlier than six (6) months.
- C. Major violations. If an employee currently authorized to operate a City vehicle is found to have one or more major violations during the annual review, the employee shall be immediately relieved of all driving responsibilities and shall not be authorized to operate a City vehicle for a period of six (6) months at a minimum. At the expiration of six (6) months, a new review shall be done to determine if the employee's driving responsibilities will be reinstated. The employee may also face probation, suspension or termination. After a meeting of the employee, department head and City Manager, completion of a State approved defensive driving course may allow the employee to have his or her driving privileges reinstated earlier than six (6) months.

4.4 Reporting of Violations and Accidents

All individuals employed in any capacity that involves driving for the City are required to report any driving related incident to his/her supervisor within 24 hours of the occurrence of the incident, including but not limited to moving violations and accident. This requirement applies to any incident that occurs whether in a City vehicle or a personal vehicle, whether on City time or on personal time and irrespective of who is at fault. Failure to report an incident in a timely manner will be grounds for immediate dismissal.

5. Registration and Licensing

The City Clerk shall apply for titles, registrations and tags for all vehicles purchased in the names of City departments.

6. Physical Identification: Marking of Vehicles

City vehicles are to be marked. These markings shall identify the vehicle as a City vehicle by having the City seal and an approved departmental designation placed on each front door of the vehicle. Assigned vehicle numbers are to be placed on the front left and rear right of the vehicle.

Vehicles on out-of-city trips do not need to be fixed with identifying markings while out of the city. All City vehicles shall have affixed City Government license tags.

7. Recordkeeping and Reporting

It is City policy that each vehicle shall be assigned one unique identification number. Furthermore, the City Clerk and each department shall maintain a file in manual and/or automated form which will identify each vehicle the City owns, contain title, registration, and other legal documentation, match each vehicle assigned to an employee with the assigned employee, identify all City business miles driven, identify all incidents of commuting use, identify relevant costs, and otherwise comply with all provisions of this policy.

8. Enforcement of Policy

All employees share in the responsibility for adhering to and enforcing City policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Employees who violate this policy will be subject to disciplinary actions, including possible termination.

9. Accident Review Committee

The City of Jonesboro will maintain a continuous three-year record of all chargeable accidents involving city employees on city business. At midnight on December 31, 2014, and each November 1, thereafter, one year will be added and one year dropped from the city's three-year record of the chargeable accidents. The Personnel Office will keep the accident records that are turned in through established reporting procedures. The City of Jonesboro Accident Review Committee will determine whether an accident is chargeable or non-chargeable to the employees.

A point system will be used by the committee for all accidents that are deemed chargeable to employees. The number of points assigned for a chargeable accident will significantly determine the disciplinary action the committee will recommend to the Personnel Department, the Elected Officials, or the Department Heads.

The Accident Review Committee will have a total of five voting members and one non-voting member except to break a tie. The following departments will have one representative on the committee appointed by the department head: Police Department, Public Works Director, and Administration. In addition, the Accident Reconstructionist, as designated by the Chief of Police, & a Councilmember to be appointed by the current sitting Mayor, will also serve on the Committee. The independent Safety and Risk

Management Consultant will serve as the non-voting member of the committee. Members of the Accident Review Committee, appointed by a Department Head or Elected Official, will serve one-year terms, beginning May 1, 2015. Each year after, the appointments to the Accident Review Committee shall be made in conjunction with annual appointments of City Officials. The Chairman of the Accident Review Committee shall be appointed by the Mayor.

SECTION L: DRUG AND ALCOHOL USE POLICY

SECTION 1. RATIONALE AND EMPLOYEES COVERED

The City of Jonesboro is committed to maintaining a work environment free from the adverse impact of employee drug and alcohol abuse. Employee drug and alcohol abuse creates serious risks of physical harm to employees, persons who rely on Jonesboro's services, and to the public. It constitutes a direct threat to the lives and property of the citizens of Jonesboro and the public health, safety and welfare of all persons in Jonesboro. Drug and alcohol abuse leads to increased accident rates and absenteeism, causes job performance and efficiency to suffer, seriously compromises safety in the workplace and community, and discredits the City Government's reputation; therefore, the City of Jonesboro will not tolerate an employee's possession, sale, distribution, consumption or presence in the body of alcoholic beverages or illegal drugs while on City property or on City business at any time. In order to further the objective of protecting the persons and property of its employees, citizens and the general public, the City of Jonesboro hereby adopts and implements the following policy.

All employees shall be covered, except employees with commercial driver's licenses, who are covered by federal law.

SECTION 2. DRUG AND ALCOHOL USE PROHIBITED.

Substance and alcohol abuse by City employees during assigned working hours, in City buildings or on City grounds, or otherwise on City business is prohibited. This shall include the use of illegal substances, the abuse of prescription medications, and the use or abuse of alcohol.

SECTION A. ILLEGAL DRUGS

1. The City of Jonesboro prohibits employees from manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring any illegal drug or controlled substance while on the job, on City property, operating City equipment or vehicles or operating any other equipment or vehicles on City business. "Illegal drug or controlled substance" means any drug or substance the law prohibits individuals from manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring, including, without limitation, marijuana and cocaine, as well as all drugs listed as controlled substances under the Controlled Substances Act, 21 U.S.C. §812 or under Title 16, Chapter 130 of Official Code of Georgia Annotated.
2. The City of Jonesboro prohibits employees from being on the job, on City property, operating City equipment or vehicles, or operating any other equipment or vehicles on City business while impaired due to any illegal drug, prescription medicine or controlled substance. An employee is impaired due to the influence of an illegal drug or controlled

substance if drug test results indicate the presence of an illegal drug or controlled substance in the employee's system in an amount that constitutes a positive test result under accepted scientific standards.

3. Off the job illegal drug use or activity or arrest relating to such illegal drug use or activity is a violation of this Policy. Off the job drug use, activity, or arrest relating to such use or activity is likely to adversely affect the functioning of Jonesboro in many ways, including, without limitation, one or more of the following: adverse effects on job performance or attendance, jeopardizing the safety or welfare of the employee or fellow employees, jeopardizing the safety or welfare of persons which City services seek to protect, or risking damage to the City or other property. An employee convicted for a Violation of a criminal drug statute in the workplace or elsewhere must notify the City no later than five days after such conviction.

SECTION B: LEGALLY OBTAINED DRUG

1. Employees must not be on the job, on City property, operating City equipment or vehicles, or operating any other equipment or vehicles on City business while impaired due to any drug, legal or illegal, that renders the employee unfit for duty. An employee is "unfit for duty" if, in the City's opinion, the employee's use of legally obtained drugs jeopardizes the employee's ability to work safely or efficiently.
2. Employees using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to insure the physician approves the use of the prescription medication while the employee is performing the employee's duties.
3. The abuse or inappropriate use of legally prescribed drugs during assigned work hours is prohibited. Job performance or attendance deficiencies resulting from abuse or inappropriate use shall be cause for disciplinary action. If an employee's behavior or job performance gives rise to a reasonable suspicion, the employee may be required to submit to drug testing and to take any accrued sick or annual leave or leave without pay until such time as the employee is cleared to return to work by the employee's physician and department head.

SECTION C: ALCOHOL

1. Jonesboro prohibits employees from using, consuming, possessing, distributing, purchasing, selling or otherwise transferring alcoholic beverages on the job, on City property, while operating City equipment or vehicles or operating any other equipment or vehicles on City business.
2. Jonesboro also prohibits employees from being at work or on City property, operating City equipment or vehicles, or operating any other equipment or vehicles on City business under the influence of alcohol. An employee is under the influence of alcohol if, based on the employee's speech, statements, behavior, conduct, appearance or odor, the City believes the employee is under the influence of alcohol. An employee is also under the influence if test results indicate the employee's blood alcohol concentration level is .04 percent or higher. An employee is also under the influence of alcohol if he has been arrested for operating, under the influence of alcohol, City equipment or vehicles or any other equipment or vehicles on City business.

3. Off the job uses of alcohol that the City reasonably believes adversely affect job performance or attendance, jeopardize the safety or welfare of the employee or fellow employees, jeopardize the safety, health or welfare of persons covered by the City's insurance programs, or risk damage to City or other property are also a violation of this Policy.

SECTION 3. PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING.

SECTION A: DRUG SCREENING

To further the goal of providing a drug free workplace and protecting the health, safety and welfare of the employees, citizens, and general public of Jonesboro, all job applicants being considered for employment shall be required to pass a drug screening test prior to employment. As a part of the pre-employment physical, the test will be required after the interview process has verified the applicant has the necessary skills required to perform the job duties. All job applicants will be informed in advance that the test shall be required. A candidate for employment shall not be allowed to start working until the drug test results have been reviewed and approved by the MRO, as defined below.

SECTION B: POSITIVE TEST RESULTS

An applicant who has an initial screening positive test result for an illegal drug or controlled substance will not be hired and will not be reconsidered for any subsequent employment for a period of six months.

SECTION C: CONSENT

An applicant who refuses to consent to the test will not be hired.

SECTION 4. TESTING FOR EMPLOYEES

SECTION A: REQUIREMENT

To ensure the success of this Drug and Alcohol Policy, the City will require employees to undergo urinalysis or other medical drug and alcohol detection procedures under the circumstances described below. All required medical tests, all procedures in connection therewith, the interpretation thereof and the determination of positive results will be conducted in accordance with the procedures for drug and alcohol testing set out in 49 CFR Part 40, which is incorporated herein by reference, at the City's expense, by qualified, City designated medical personnel under the direction of the person designated as the Medical Review Officer, the "MRO". Although the procedures set out in 49 CR Part 40 are not by their terms applicable to the employees covered under this policy, the City adopts them for these purposes so as to have uniformity for all employees. All job applicants and employees who are required to undergo testing must sign a consent form authorizing the medical personnel to conduct testing.

SECTION B. RANDOM TESTING

1. Certain positions are critical to the to the public welfare and the safety and health of fellow employees. Employees in safety and health sensitive positions or employees whose job duties require maintenance or operation of a motor vehicle or motorized equipment shall be required to submit to a drug and alcohol screening test at unannounced times or on a periodic basis from time to time as determined the City. The following positions are to be considered safety sensitive:
 - a. City of Jonesboro Administration Department: All personnel authorized to operate city vehicles;
 - b. City of Jonesboro Police Department: All sworn personnel;
 - c. Road Department: All personnel operating motorized equipment and vehicles; and
 - d. Enforcement personnel: All personnel charged or authorized to issue citations for violations of City ordinances.
2. Employees in safety sensitive positions or whose job duties require operation of a motor vehicle may expect to be tested on an unannounced basis. The Mayor, subject to review by the Council, is authorized to develop an unannounced and Anonymous method of selecting employees for testing on a periodic basis. In each unannounced selection, the names of all employees subject to testing shall be included for each draw of names to be tested. The Mayor shall determine a percentage of employees to be tested each time which is deemed both cost effective and sufficient to insure that the goals of the Policy are implemented. The Mayor may direct the testing of any or all of the employees subject to testing on an occasional or period basis.
3. The City Council may designate additional positions which are deemed to be safety sensitive and subject to testing on an unannounced or periodic basis.
4. It is understood that firefighters and rescue personnel are volunteers and contribute their time unselfishly for the protection of the citizens of the City The City recognizes that volunteer firefighters and rescue personnel ordinarily hold full time employment elsewhere. In order to avoid disrupting their employment, volunteers shall be given a reasonable period of time in which to report for such testing, but no less than 24 hours.

SECTION C. REASONABLE SUSPICION TESTING

1. Testing will be required when a supervisor reasonably suspects an employee is impaired or unfit for duty due to illegal drugs, controlled substances, or alcohol. Testing based on a reasonable belief that an employee is using or has used drugs or alcohol in violation of the policy may be drawn from those facts and may be based upon, among other things:
 - (a) Observable phenomena, such as direct observation of possession, transfer or use of such drugs, controlled substances, or alcohol, or the physical symptoms of being impaired or unfit for duty due to any of same;

- (b) Abnormal conduct or erratic behavior while at work including, but not limited to: slurred speech, staggered gait, flushed face, dilated or pinpoint pupils, deterioration of work performance including absenteeism and tardiness; or
 - (c) A report of alcohol or drug use during assigned working hours provided by reliable and credible sources and independently corroborated.
2. Each employee is subject to, but not entitled to, drug or alcohol testing whenever the City reasonably suspects the employee uses illegal drugs or controlled substances, abuses legally obtained drugs, or abuses alcohol.
 3. An employee who is tested pursuant to Section 4C will be suspended pending the test outcome. If the test is negative, the employee will be allowed to return to work with full back pay, unless the suspension was imposed for additional reasons unrelated to this Policy.

SECTION D: POST ACCIDENT TESTING

All employees involved in a work related incident which requires medical attention, involves personal injury, or involves property damage shall be tested promptly for drug and alcohol use in accordance with City policies. Any employee involved in a motor vehicle accident while driving a City vehicle on a public roadway shall be tested for drugs and alcohol. This section shall also apply to any employee involved in a motor vehicle accident while driving a private vehicle on City business.

SECTION E: TEST RESULTS WILL BE KEPT CONFIDENTIAL

All information from an employee's or job applicant's drug and alcohol test shall be confidential and only available to the department head, Mayor and legal counsel, the medical review officer, those employees of Jonesboro who have a valid need to know, and those involved in any appeal process should it become necessary.

Disclosure of test results to any other person, agency, or organization shall be prohibited unless written authorization is obtained from the employee or job applicant. The results of a positive drug or alcohol test shall not be released until the results are confirmed.

SECTION F: LIST OF MEDICATIONS

If an applicant or employee tests positive for drugs or alcohol, the City of Jonesboro will ask the individual to provide a list of those prescriptions and over the counter medications recently used. The list of medications shall be kept confidential. The list of medications shall be disclosed only to the medical review officer who will determine whether the positive result was due to the lawful use of any of the listed medications.

SECTION G: DRUGS FOR WHICH EMPLOYEES WILL BE TESTED

1. The drugs to be tested for include, but are not limited to, the following:

Marijuana
Sedatives

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Methaqualone
 Opiates/Narcotics
 Stimulants
 Amphetamines
 Benzodiazepines
 Hallucinogens
 Alcohol
 Cocaine

2. Any employee who undergoes any test for alcohol and the results indicate a blood alcohol concentration of 0.04 or more shall be considered to be in violation of this Policy which shall subject the employee to all terms and conditions of the Policy.

SECTION H: CONSENT

Before a test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the employer and the medical review officials. The consent form shall provide a space for employees and job applicants to acknowledge they have been notified of the requirements of this Policy.

SECTION I: REFUSAL TO CONSENT

1. Job Applicants: Any applicant for a job with the City of Jonesboro who refuses to consent to a drug test shall be denied employment.
2. Employees: Any employee who refuses to sign the consent form or submit to a drug and alcohol test as required herein shall be subject to termination. Employees who fail to appear at the designated collection site to take the test when so directed shall also be subject to termination.

SECTION J: FAILURE TO COOPERATE

Any employee, who (1) fails to cooperate with a City investigation into possible violations of this policy or (2) refuses to sign the consent or take a drug or alcohol test, will be discharged.

SECTION 5. SEARCHES

When a supervisor reasonably suspects, as outlined in Section 4 of the Policy, that an employee is impaired or unfit for duty due to an illegal drug, controlled substance, or alcohol, or that an employee is manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring any illegal drug, controlled substance or alcohol while on the job, on City property, operating City equipment or vehicles or operating any other equipment or vehicles on City business, the City shall have the right to conduct reasonable searches of the employee's clothing, briefcase, purse, lunch box, tool box, or motor vehicle. Prior to conducting a search pursuant to this paragraph, the City will explain to the employee the reasons and grounds for the search and request the employee's consent to the search. Searches will be conducted in a manner that minimizes any intrusions into the employee's privacy. No search

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will be conducted if the employee refuses to consent to the search, but the employee's refusal to cooperate with search efforts may subject the employee to discipline up to and including discharge. If a search uncovers evidence of employee wrongdoing, illegal activity, or employee violations of City rules or policies, the evidence may be used to support disciplinary actions up to and including discharge. In cases involving suspected illegal activities, the evidence may be turned over to the proper legal authorities.

SECTION 6. DISCIPLINARY AND TERMINATION POLICY

SECTION A: NOTICE

If a specimen is confirmed positive, the employee will be informed of the results by the MRO.

SECTION B: PENALTY FOR VIOLATION OF THE POLICY

An employee who, in the opinion of the City, violates any provision of this Section of this Policy, including testing positive for any prohibited substance, is subject to discipline in accordance with the procedures outlined in the City of Jonesboro Personnel Policy, up to and including discharge.

CHAPTER VII-RESERVED

CHAPTER VIII OPERATIONS

SECTION A: TRANSFER

A transfer is a lateral move from one position to another within the same classification. When an employee is transferred, the employee's pay will normally remain at the same rate. A transfer of an employee from one department to another shall have the approval of both supervising officials and the City Manager.

1. Voluntary Transfer – An employee may request a transfer by submitting a request for transfer to another position/department to the City Clerk. All transfer applicants must meet the minimum qualifications for the desired position. The successful completion of a voluntary transfer working test period will not warrant a salary increase.
2. Involuntary Transfer – An employee may be transferred without consent upon the written recommendation of the Department Director(s) and upon approval of the Mayor and Council. The successful completion of an involuntary transfer Working Test Period does not warrant a salary increase.

SECTION B: DEMOTIONS

A demotion is the movement of an employee to a lower classification level. When an employee is demoted, the employee's pay will normally be reduced to a rate within the range of the lower position. The rate of pay shall be set by the Department Director with the approval of the City Manager. To be taken into consideration will be the circumstances surrounding the demotion, as well as the employee's length of service and performance record with the City.

1. Voluntary Demotions – An employee may request a demotion but must compete for a job vacancy along with all others who may be eligible for applying for the position.
2. Involuntary Demotions – If a Department Director decides that the demotion of an employee is necessary, appropriate, and in the best interest of the organization, the Department Director shall submit a written recommendation to the Mayor. The recommendation for demotion should state detailed reasons for the demotion and the proposed effective date.

Upon approval of the Mayor and City Manager, the Mayor and City Manager will initiate the demotion process by notifying the Department Director. It is the responsibility of the Department Director to notify the employee of the demotion, in writing, stating the reasons for the demotion, in writing, and the effective date. The employee shall have no right of appeal.

Involuntary demotions occur in instances of inadequate performance, reduction in workload or workforce, or for disciplinary purposes. The Department Director will provide documentation of any such action to the Personnel Office to be placed in the employee's personnel file.

SECTION C: SALARY INCREASES

It is the policy of the City of Jonesboro to reward its employees by establishing an equitable and uniform system of providing annual salary increases. Salary increases are not automatic and are solely within the discretion of the City of Jonesboro. Salary increases are based on formal performance evaluations by supervisors during the calendar year and are granted only when the quality of an employee's work performance meets or exceeds expectations.

Salary increases within appropriate ranges may be made annually at the time of the approval of department budgets upon the recommendation of Department Directors and the Mayor & Council based on employee evaluations and other pertinent data.

All employees may receive a cost of living increase on a yearly basis upon approval by the City Council. The amount will normally be determined by the City Council annually.

SECTION D: HOURS OF WORK

The established work week and hours of work shall be uniform with occupational groups and shall be determined in accordance with the needs of the City's service and the reasonable needs of the public.

SECTION E: OVERTIME PAYMENT

Overtime pay shall be limited to emergencies or special situations approved by the Department Director and shall be subject to budgeting by the City Council. Employees shall not work overtime without the prior express authorization of their direct supervisor. If allowed by law, overtime authorized by a Department Director may be compensated for by allowing an employee time off (compensatory time).

Overtime for all employees, except law enforcement and exempt personnel, is defined as all hours worked over forty (40) during a normal workweek. Department Directors must assure budgetary compliance when approving payment for overtime. Overtime payment or compensatory time shall be subject to conditions described in the Fair Labor Standards Act for all classes of employees. The Mayor shall have final authority on matters pertaining to this section.

Exempt employees shall not accrue compensatory time but may work flexible schedules upon approval of the Mayor.

SECTION F: INCLEMENT WEATHER/EMERGENCY CONDITIONS

Inclement weather conditions/emergency conditions from time-to-time will create a need for the City to reduce services or close City Offices. Inclement weather is defined as any weather condition that exists that will create hazardous driving conditions, loss of electricity, or will put the employee's life in jeopardy should they travel away from home. However, certain positions (Law Enforcement, Public Safety, and Public Works) that are necessary to the welfare of the citizens of the City of Jonesboro are required to work. The following procedures will be in effect for all employees in case of inclement weather/emergency conditions:

1. A designated City administrative official will release to local stations and other news media a statement regarding work schedules.
2. Pay policies for inclement weather/emergency conditions for reduced services are as follows:
 - a. Non-Emergency Employee Pay Rules: After a decision is made to reduce services, non-emergency employees must decide for themselves, with approval of the employee's Department Director, whether to work as scheduled, use accrued vacation or compensatory time, or take leave without pay.
 - b. Emergency Employee Pay Rules: Emergency employees are to remain on duty during their normal work schedule or alternate schedule as determined by their supervisor or Department Director. Employees are to be paid in accordance with FLSA regulations.
3. Pay Rules after the decision to close work stations: Employees who are unable to report to work due to the closing of their work station, or have not been assigned an alternate work station, will not lose compensation. Such time shall be entered on the time sheet as "excused other" leave.

CHAPTER IX

GRIEVANCES AND APPEALS

SECTION A: DEFINITION

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A grievance is a complaint made by an employee concerning the interpretation of these policies and procedures, departmental work rules, or non-disciplinary action affecting the employee's employment with the City. Matters which are not subject to grievance or appeal are disciplinary actions of any kind, including, but not limited to, reprimands, promotions, demotions, suspensions or dismissals.

As a reminder, employment with the City is "at will." No rights to appeal employment decisions are created hereunder, and there shall be no formal or informal recourse for disciplinary actions, promotions, demotions, suspensions or dismissals.

SECTION B: POLICY

The most effective accomplishment of the work of the City requires prompt and equitable adjustment of employee grievances. It is the desire of the City to address grievances informally, and both employees and supervisors are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances, which will be resolved only after a formal appeal and review. No employee shall be disciplined or discriminated against in any way because of the proper use of the grievance procedure.

SECTION C: GRIEVANCE PROCEDURE

An employee will file grievances in the following manner:

- 1. INFORMAL GRIEVANCES:** An employee shall first discuss a grievance with the immediate supervisor or the official who has the authority to hear the grievance and offer the type of corrective action the employee is seeking. The supervisor or official shall make inquiry into the facts and circumstances of the complaint and attempt to resolve the problem promptly and fairly.
- 2. FORMAL GRIEVANCES:** An employee who is not satisfied with the decision received informally shall have the right to file a formal written complaint with the City Manager. An employee must file a grievance within ten (10) business days of the decision on the Informal Grievance.

The City Manager should, within five (5) business days, convene a conference to discuss the grievance with the employee, the Department Director or supervisor and other appropriate individuals. A decision will normally be rendered within fifteen (15) business days and shall be final. The employee will receive same in writing.

CHAPTER X

DISCIPLINARY ACTION

SECTION A: TYPES OF DISCIPLINARY ACTION

Except as otherwise provided in the Charter, the Mayor, City Manager or a Department Director shall generally have the following alternatives for disciplinary action:

1. **VERBAL REPRIMAND.** The City Manager or a Department Director may administer a verbal reprimand to correct detrimental employee behavior or poor work performance. Department Directors will keep a written record of verbal reprimands, and they may be made a part of an employee's personal file. Such record maintained should include time, date, and a brief description of the problem and direction of the problem and direction given the employee.
2. **WRITTEN REPRIMAND.** The City Manager or a Department Director may submit a written reprimand to an employee when a verbal reprimand has not resulted in the expected improvement, or when more severe initial action is warranted. Copies shall be sent to the Mayor and City Manager. The City Clerk shall file a copy of the reprimand in the employee's personnel file, from which it may be removed after one (1) year, provided no additional reprimands are received by the employee. Such removal shall be at the direction of the Department Director. Written reprimands should contain specific time, date, offense, place of offense, the signature of the employee, and a statement of expected corrective action to be taken by the employee. Should the employee refuse to sign the reprimand, such action shall be documented by both the City Manager and City Clerk.
3. **SUSPENSION.** The Mayor, City Manager or a Department Director may suspend an employee with or without pay for disciplinary reasons. A written statement specifically setting forth reasons for suspension and duration of the suspension shall be furnished to the employee. Except as otherwise provided in the Charter, such suspension shall not exceed thirty (30) days in any one calendar year. Copies of suspension shall be sent to the City Clerk and placed in the employee's personnel file.
4. **DISMISSAL.** A Department Director, the Mayor or the City Manager may dismiss an employee, with or without cause, as required for the orderly administration of the City. The employee shall attend a private conference, and be furnished notice of dismissal in writing, stating the reasons, if any, for dismissal. Copies shall be filed with the City Clerk and placed in the employee's personnel file.

The City of Jonesboro does not provide for the appeal of disciplinary actions.

SECTION B: REASONS FOR DISCIPLINARY ACTION

While employment with the City is "at will," and no cause or reason shall be required to separate employees from employment with the City, listed below, while far from inclusive, are some of the reasons for which disciplinary action may be taken ranging from a verbal warning to discharge. The list is not intended to include all offenses for which disciplinary action may be taken, but includes many of the most commonly encountered ones:

- (1) Being convicted of (a) a felony or (b) a misdemeanor involving moral turpitude, immoral conduct, or indecency;
- (2) Being absent without leave;
- (3) Excessive tardiness;
- (4) Abuse of leave;
- (5) Inefficiency, negligence, or incompetence in the performance of duties;
- (6) Insubordination;
- (7) Careless, negligent or improper use of City time, property, or equipment;
- (8) Falsification of records or willfully giving false statements to supervisors, officials or the public;
- (9) Violation of City ordinances, administrative regulations, or departmental rules;
- (10) Instigation of, participation in, or leadership of strike, work stoppage, slowdown, artificial restriction of productive work or otherwise interfering with the work of other City employees;
- (11) Theft or misappropriation of property of employees or the City;
- (12) Provoking a fight or fighting on the job at any time;
- (13) Carrying weapons of any kind (knives, firearms, explosives), unless job-related and specifically required as a condition of employment; or illegal possession of weapons on City premises at any time;
- (14) Political activity in conflict with the Ethics and Conduct section of this policy;
- (15) Repeated rudeness or intemperate statements to the public, supervisors, officials, or fellow employees;
- (16) Disregard of safety rules or common safety practices;
- (17) Gambling on the job at any time;
- (18) Babysitting children while on duty;
- (19) Solicitation for funds or gifts while representing yourself as a city employee, excluding City sponsored fund raising activities;
- (20) Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another;

- (21) Removing or borrowing City property or equipment without prior authorization;
- (22) Unauthorized use of City equipment, time, materials, or facilities;
- (23) Participating in horseplay or practical jokes on City time or on City property;
- (24) Causing, creating or participating in a disruption of any kind during working hours;
- (25) Using profane or abusive language at any time during working hours or on City premises;
- (26) Unreported absence of two (2) consecutive scheduled workdays;
- (27) Failure to provide a physician's certificate when requested or required to do so;
- (28) Sleeping or malingering on the job;
- (29) Wearing extreme, unprofessional or inappropriate styles of dress or hair while working;
- (30) Committing a fraudulent act or a breach of trust in any circumstances.

SECTION C: PERSONNEL FILE

Except as otherwise required by Georgia law, personnel files are privileged information, and are only to be used for City of Jonesboro personnel actions. Any requests from outside agencies for such information will be forwarded to the City Clerk for action. Employees and their supervisors are permitted to review their personnel files during working hours as requested in the presence of a City Representative at a mutually convenient time.

CHAPTER XI

SEPARATIONS

SECTION A: TYPES OF SEPERATION

Separations or terminations of employees from City of Jonesboro shall be designated as one of the following: Resignation, Abandonment, Lay-Off or Reduction-In-Force, Disability, Loss of Job Requirements, Death, Retirement, or Dismissal.

SECTION B: CITY PROPERTY

At the time of separation and prior to final payment, all records, assets, and other items of City property in the employee's custody shall be transferred to the employee's Department Director. Department Directors and the separated employee will sign a certification to this effect. Any amount due because of shortage in the above shall be withheld from the employee's final compensation. In the case of a Department Director being terminated, the accounting shall be to the Mayor. All accountings must be forwarded to the City Clerk.

SECTION C: RESIGNATION

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To resign in good standing, an employee shall give notice in writing to the employee's department Director at least ten (10) working days prior to the effective date of the employee's resignation. The Department Director should forward all resignations to the City Clerk within twenty-four (24) hours of receipt. Any full-time or part-time regular employee leaving the service in good standing will be compensated for any unused personal or compensatory leave accrued. An employee who resigns in good standing shall be eligible for rehire as a new employee. Such reinstatement eligibility shall not be considered a right and it is subject to the normal Working Test Period.

SECTION D: ABANDONMENT

Failure to report to work without valid reason and without prior authorization for two (2) consecutive work days may result in separating an employee from the payroll and reporting the employee as having abandoned their position.

SECTION E: LAY-OFF (OR REDUCTION-IN-FORCE)

An involuntary separation not involving delinquency, misconduct, or inefficiency shall be considered a lay-off. To reduce a departmental workforce, employees shall be laid off on the basis of service with the City, criticalness of skill, and past performance of the employee. For a reduction-in-force, the City will endeavor to keep the effected employees in employment elsewhere with the City.

SECTION F: LOSS OF JOB REQUIREMENTS

Any employee who is unable to do a job because of a loss of the necessary license, or who fails to obtain certification as a job requirement, may be terminated.

SECTION G: DEATH

When any employee dies while in the service of City of Jonesboro, all compensation due shall be paid to the legal representative of the employee's estate or the properly designated individual.

SECTION H RETIREMENT

An employee may voluntarily retire, which shall be considered a voluntary separation.

CHAPTER XII

ATTENDANCE AND LEAVE

SECTION A: NORMAL HOURS OF OPERATION

The normal hours of operation of each department are 8 a.m. to 5 p.m. with one (1) hour for lunch, Monday through Friday. Departmental operating hours are subject to change upon approval of the Mayor. Each Department Director shall schedule their full-time personnel for a

minimum forty-hour (40) work week. (Exceptions: Law Enforcement and Public Safety Positions – See Departmental Procedures).

SECTION B: HOLIDAYS

Holidays observed by City employees, unless such employees are required to be on regular duty, shall include:

New Year's Day	Thanksgiving Day
M.L. King Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Floating Holiday (effective 1-14-08 and to be decided on by Mayor and Council at 1 st meeting of each year)

And such other days or parts of days may be designated as paid holidays by the City Council. When a holiday falls on a Sunday, the holiday will normally be observed on the following Monday. Holidays that fall during leave shall not be charged against leave. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday falls and must work your scheduled working day immediately preceding and the scheduled working day immediately following the holiday, unless an absence on either day is approved in advance by your supervisor.

SECTION C: HOLIDAYS FOR PART-TIME EMPLOYEES

Part-time employees shall not be paid for holidays. When an observed holiday falls on a day on which a part-time employee is scheduled to work, the part-time employee may request to re-schedule their work with the appropriate Department Director.

SECTION D: PERSONAL LEAVE

- 1. DEFINITION:** Personal leave is paid leave that is earned and to be used for vacations, personal business activities, and other personal activities requiring the employee to be absent from work.
- 2. ELIGIBILITY:** All full-time regular employees shall be entitled to earn and accrue personal leave. An employee must complete six (6) months of continuous service before being eligible to take accrued personal leave. Personal leave will accrue retroactive to the individual's employment date. Part-time regular employees and temporary/seasonal employees are not eligible for accrual of leave.
- 3. APPROVAL:** All leave requests shall be submitted to the City Clerk on the form and schedule designated by the City Clerk and after approval of the employee's Department Director. Personal leave will be scheduled by a Department Director so as to meet the operating requirements of the City with reasonable regard to the wishes of the employee.
- 4. ACCUMULATION RATE:** Full-time employees shall be entitled to earn personal leave with pay at the rate of four (4) hours per pay period. In addition to the regular

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accrual, each eligible employee shall receive an additional one (1) day of annual leave for each two (2) years of full-time service with the City, not to exceed twenty-two (22) days per year. This bonus leave will be credited to the employee's account as of the day following the employee's employment anniversary date with the City.

5. **MAXIMUM ACCUMULATION:** Personal leave may be accrued up to 360 hours or 45 days. Personal leave must be earned before it is used. Anticipated leave may not be taken under this plan.
6. **PAYMENT FOR UNUSED LEAVE:** Pay in lieu of accrued personal leave is authorized when an employee is separated from employment by resignation, dismissal, death, disability or retirement. The accrued personal leave of an employee who dies in the service of the City shall be paid to the estate of said employee.

Provided that funds are available, the Mayor can authorize payment for any portion of unused accrued personal leave at any time during the fiscal year.

SECTION E: SICK LEAVE

1. **DEFINITION:** Sick leave is paid leave that is earned and to be used only for (a) actual sickness or injury of the employee; (b) visiting a physician, dentist, optical examination, EAP or hospital by the employee; (c) legal quarantine; (d) care of an immediate family member, to include spouse, children, parents and siblings, required for any of the above reasons; or (e) funeral for an immediate family member.
2. **ELIGIBILITY:** All full-time regular employees shall be entitled to earn and accrue sick leave. Sick leave will become retroactive to the individual's employment date. Part-time and Temporary/seasonal employees are not eligible for accrual of leave.

It is the employee's responsibility to apply for any disability benefits for which he or she may be eligible as a result of illness or disability, including worker's compensation insurance, and/or any short-term disability benefits for which he or she qualifies.

3. **APPROVAL:** All leave requests shall be submitted to the City Clerk on the form and schedule designated by the City Clerk and after approval of the employee's Department Director.

An employee, who is absent from work because of illness, is responsible for reporting to the appropriate supervisor or Department Director by telephone or personal message in the manner prescribed in each department's regulations for sick leave reporting.

4. **ACCUMULATION RATE:** All full-time regular employees shall earn sick leave with pay at the rate of four (4) hours per pay period of the employee's service. In addition to the normal accrual, each employee shall receive one (1) additional day of sick leave for each two (2) years of service with the City not to exceed twenty-two (22) days per year. This bonus leave will be credited to the employee's account the day following the

employee's anniversary of employment with the City. Employees will not accrue sick leave during unpaid leaves of absence.

5. **MAXIMUM ACCUMULATION:** Sick leave time shall accrue from the date of employment and may be taken as accrued. There is no limit to the amount of accrual for sick leave. Sick leave must be earned before it is used. Anticipated leave may not be taken under this plan.
6. **MEDICAL CERTIFICATION:** An employee may be required to provide medical certification by a health care provider for any sick leave taken if (a) absence is frequent or habitual; or (b) absence in excess of a three (3) day period. The certification must state that you were under the provider's care or treatment for the days in question and that it was the provider's recommendation that you remain off work for that period. An employee who becomes ill while on annual leave may, upon presentation of a medical certificate by a health care provider, be granted sick leave for the period of illness.
7. **SICK LEAVE UPON TERMINATION OF EMPLOYMENT:** An employee, upon separation from service, shall not be eligible to receive payment for any accumulated sick leave. Unused sick leave at time of separation for retirement shall be added to service time at a rate of 20 days equals one month of service.
8. **ABUSE OF SICK LEAVE:** Sick leave is a form of insurance that is accumulated in order to provide a cushion for incapacitation due to illness. It is to be used only when actually required to recover from illness or injury. An employee shall not use sick time leave for vacation or "personal" absences. An employee falsely reporting himself/herself on sick leave shall be subject to disciplinary action up to and including dismissal. The City reserves the right to investigate any possible abuses of sick leave.

SECTION F: MILITARY LEAVE

The City of Jonesboro provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and for examinations to determine fitness for duty.

Total military leave time may not exceed five (5) years during employment, except under special circumstances. Advance notice of leave is required. Approved paid military leave allotted by Mayor and Council, is ten (10) days. After expiration of leave allotted, employee must make determination whether to use annual leave or leave without pay. Please inform the Department Director or the Mayor of anticipated military leave time as far in advance as possible. Accrued vacation will be paid during military leave at your request and health plan coverage continuance can be arranged for up to 18 months during military leave if required premium payments are made by you.

Temporary employees may not be eligible for reinstatement following military leave and reinstatement may not be required for other employees in some circumstances. Contact the Mayor for information pertinent to your situation.

As with other leaves of absence, failure to return to work within applicable time limits may result in termination of employment.

SECTION G: BEREAVEMENT (FUNERAL) LEAVE

Regular full time employees may be granted up to 24 hours of bereavement leave (leave of absence with pay) per occurrence, upon the death of a member of the employee's immediate family. Employees working a twenty-eight (28) day work cycle will be granted up to 36 hours of bereavement leave per occurrence, upon the death of member of a member of the employee's immediate family. The immediate family is defined for bereavement purposes as: parent, spouse, child, brother, sister, mother-in-law, father-in-law, grandparents, son-in-law, daughter-in-law, grandchild, step-parents, and step-children.

An employee must request bereavement leave by contacting his/her supervisor before going on leave. The supervisor may require an employee to submit an obituary and other evidence of relationship to the deceased along with the request for bereavement leave or upon the employee's return to work.

There is no accrual of bereavement leave days and no payment for such leave.

SECTION H: CIVIL LEAVE

An employee who is subpoenaed as a witness or is called to serve on a jury in a court of law will be granted paid leave for that period of time for actual service. Employees must notify their supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received, and must present proof of all subpoenaed court appearances to their supervisor prior to the scheduled appearance. Any mileage allowance, fee, etc., paid for jury or witness duty will be credited against any payments made by the City of Jonesboro. The employee may be requested to provide written verification from the court clerk of having served.

Should the employee have to serve in another jurisdiction and the proceedings are dismissed after 1:00PM, the employee will not be expected to return to work. If the employee has to serve in the Clayton County Courthouse or City boundaries, the employee will be expected to return to work if any work time remains after any day of jury or witness duty.

SECTION I: LEAVE WITHOUT PAY

The City Council may grant a full-time regular employee who has completed the Working Test Period a leave of absence without pay for compelling personal or other reasons for a period not to exceed six (6) months. Such leave must be recommended by the employee's Department Director and approved by the Mayor. Such leave shall be considered a privilege and not a right. Leave without pay for a period exceeding six (6) months, but not more than one (1) year, may be granted with the approval of the City Council if it is deemed to be in the best interest of the City.

SECTION J: FAMILY AND MEDICAL LEAVE (FMLA)

The City of Jonesboro will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser

leave benefits will be granted than those set forth in such federal or state laws. In certain situations, the federal law requires that provisions of the state law apply. In any case, employees will be eligible for the most liberal benefits available under either law.

Please contact your supervisor as soon as you become aware of the need for a family or medical leave. A detailed statement of leave requirements will be provided when a leave is requested.

1. **CONTINUATION OF BENEFITS:** The employee's health, life, and other City provided benefits will continue during the period of leave, not to exceed twelve (12) weeks, under the same conditions that applied before leave commenced. To continue such coverage, the employee must continue to make timely payments of the employee's share of the insurance premium. If the employee fails to return to work upon completion of the approved leave, the employee must reimburse the City for the premiums paid on the employee's behalf during this absence unless the failure to return was for reasons beyond the employee's control.

Vacation and sick leave benefits will not accrue during the leave. An employee on a leave of absence will receive holiday pay in accordance with the holiday policy applicable to them. Upon return from leave of absence, benefit accrual will immediately resume. An employee who takes family or medical leave will not lose any employment benefits that accrued before the leave date began.

2. **RETURN TO WORK:** Upon expiration of leave, the employee will be returned to the employee's original position if available, or an equivalent position with equivalent benefits, pay, and terms and conditions of employment as were enforced at the time leave commenced. A determination as to whether a position is an "equivalent position" shall be made by the City of Jonesboro. However, the employee shall have no greater right to reinstatement than if the employee on family and medical leave would have been laid off had he or she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement. If the employee is unable to return to work and does not qualify for additional leave under other provisions of this section, the employee may be terminated.

Certain key employees¹ may be denied job reinstatement if doing so would result in substantial and grievous economic injury to the City of Jonesboro if the employee were reinstated. The City will notify any key employee of his or her status as a key employee upon requesting leave, and of any intention to deny job restoration as soon as the City believes there is a possibility the employee will not be reinstated at the end of the leave, and a reasonable opportunity to return to work at the expiration of the leave will be offered.

Employees who have used FMLA for their own serious health condition are required to submit a medical certification verifying the employee's ability to return to work.

3. **RELATIONSHIP TO OTHER LEAVE:** Family and medical leave shall be without pay, except that an employee is required to apply other accrued paid leave (vacation, sick, compensatory time, holiday) toward the twelve (12) weeks of family leave. Following

¹ A key employee is an employee who is salaried and among the highest paid ten percent of employees employed within 75 miles of his or her work site.

the exhaustion of paid leave, the remainder of the leave period, up to a maximum of twelve weeks, will then consist of unpaid leave.

4. **APPLICATION FOR FMLA:** In all cases, an employee shall request FMLA leave by notifying the employee's Department Director and the Mayor in writing. An employee shall request leave in writing at least thirty (30) days before a leave is to begin. If a thirty (30) day notice is not possible, the employee shall provide a written request within five (5) days of learning of the need for leave and are encouraged to provide as much notice as possible under the circumstances. A written response to an FMLA request will be provided by the Personnel Office to the employee.
5. **INTERMITTENT LEAVE:** An employee who is eligible for family or medical leave as a result of a serious health condition may take leave intermittently or on a reduced leave schedule when medically necessary. However, an intermittent or reduced leave schedule to care for a newborn or newly adopted child may not be taken unless approved by the Department Director and the Mayor. A "reduced leave schedule" is a change in the employee's schedule over several weeks or months, normally from full-time to part-time. Employees on leave for intermittent periods or on a reduced leave schedule may be required to transfer temporarily to an alternative, equivalent position which better accommodates the recurring periods of absence or reduced schedule.

SECTION K: WORKER'S COMPENSATION

Employees are covered under the provisions of the Worker's Compensation Act of the State of Georgia. If an employee is injured while on the job, such injury must be reported to the employee's supervisor immediately. The supervisor must report the injury to the Mayor on the day of occurrence. A **1st Report of Injury form** must be completed and turned into the Mayor as soon as possible.

If an employee who is injured on the job is unable to perform any work and this is substantiated by a doctor's report, the employee may draw Worker's Compensation, up to the limit stipulated by State Law, starting on the eighth day of disability. The City will pay the employee's full salary for any loss time during the first forty (40) hours of a Worker's Compensation disability, and then Workers' Compensation benefits will begin on the eighth day of disability. An employee may use any accumulated leave to cover the period of time between the first forty (40) hours and the eighth (8) day of disability. An employee may also opt to receive only the Worker's Compensation benefits that are authorized by law, which most often will be monetarily less than an individual's normal salary. In any case, no employee may be drawing full pay (provided by the City or accumulated leave) and Worker's Compensation at the same time.

CHAPTER XIII

FULL-TIME REGULAR EMPLOYEE BENEFITS

SECTION A: POLICY

The City provides a tuition reimbursement program to provide training and educational opportunities for the professional growth and development of the City's workforce. Under certain circumstances, reimbursement of tuition and expenses (i.e. books, lab fees, etc.) is allowed to certain eligible employees.

SECTION B: PROCEDURE

1. To be eligible for tuition reimbursement, an employee must be fulltime and have completed one year of service with the City.
2. Employees wishing to enroll in a college course and/or a degree program, or in other schools, programs or short courses of instruction designed to advance specific technical or professional skills offered at an educational institution or a professional certification (CPA, paramedic, etc.) must receive approval from the Review Committee, which is appointed annually by the Mayor.
3. The course work must be related to the employee's current position or to a position for which there is a reasonable expectation of promotion. For purpose of this policy, a "related" course is:
 - a. A required course in a curriculum leading to a degree directly applicable to City services and the employee's career path.
 - b. One or more courses that will improve the abilities and knowledge of the employee in his or her current position.
 - c. Any course or training assigned by management to improve City operations.
4. To be eligible for the tuition reimbursement program, college level course work must be completed through an accredited institution.
5. To be eligible for the tuition reimbursement program, course work completed through correspondence/distance study must be affiliated with an accredited educational institution.
6. Payment of tuition and expenses shall be contingent upon successful completion of the course. For the purposes of this policy, "successful completion" shall mean the attainment of grade "C" (or its equivalent) or higher for each course.
7. Eligible employees shall be reimbursed for successful completion course work as follows: Grade of "A" or "B" or "C": 100% reimbursement
8. Tuition reimbursement for college-level courses will only be made for the actual tuition cost paid by the employee. Tuition paid through scholarships, equalization grants or other similar programs will not be reimbursed by the City. Additionally, employees must

attempt to obtain funding for tuition and expenses from all known available sources prior to being reimbursed by the City.

9. Employees who receive tuition reimbursement under the provisions of this policy shall agree to remain in the City's employ for at least 12 months following completion of said course work. Should said employee resign from the City within 12 months following completion of any course work completed under this policy, the City will require the separating employee to reimburse the City for all educational expenses paid to said employee for such course work.
10. The City will make every effort to provide assistance to all employees seeking reimbursement under the tuition reimbursement program. However, this program shall be subject to annual funding as approved each year by Mayor and Council in the City's annual budget. Changes in the City's financial condition could result in caps on reimbursement, temporary freezes on reimbursement, or suspension of the tuition reimbursement program in its entirety.

CHAPTER XIV

ADOPTION OF POLICIES

SECTION A: AMENDMENT OF PERSONNEL POLICIES & PROCEDURES

These policies may be amended by the governing authority of the City in accordance with its ordinance adoption procedure provided that a notice of the proposed changes to these Personnel Policies shall be posted at a conspicuous place in the City of Jonesboro City Hall for a period of at least fourteen (14) days prior to the effective date of the amendment.

SECTION B: SEVERABILITY

It is intended that the provisions of this ordinance be severable and should any portion be held invalid, such invalidity shall not affect any other portion of the ordinance.

SECTION C: REPEAL OF CONFLICTING RESOLUTIONS ORDINANCES

All Resolutions or Ordinances or sections of Resolutions or Ordinances in conflict with this Ordinance are hereby repealed.

SECTION D: EFFECTIVE DATE

This ordinance shall take effect on the _____ day of _____, 2017.

APPROVED AND ADOPTED, This _____ day of _____, 2017.

CITY OF JONESBORO CITY COUNCIL:

JOY B. DAY, MAYOR

JACK BRUCE, COUNCILMEMBER

LARRY BOAK, COUNCILMEMBER

BILLY POWELL, COUNCILMEMBER

PAT SEBO, COUNCILMEMBER

ALFRED DIXON, COUNCILMEMBER

ED WISE, COUNCILMEMBER

ATTEST:

Ricky L. Clark., City Manager

This employee handbook contains information about employment policies and practices of the City of Jonesboro. We expect each employee to read this handbook carefully as it is a valuable reference for understanding your job. All previously issued handbooks and any inconsistent policy statements—oral or written—are superseded.

Nothing in this Handbook or any other personnel document, including benefit plan descriptions, is intended to represent or create, in whole or in part, an implied or written contract, promise or representation of continued employment for any employee. The employment relationship between City of Jonesboro and any employee is “at-will” and may be terminated with or without cause and with or without notice at any time, at the discretion of the City Council of Jonesboro. Only the City Council has the authority to alter the “at-will” nature of the nature of this relationship and then only in writing.

This Handbook contains the Personnel Policy and Procedures, the Motor Vehicle Policy including Authorization, the Drug and Alcohol Policy, and the Computer Technology Policy and is for information purposes only. It does not contain all the information you will need during the course of your employment. You will receive additional information through various notices as well as orally through your Supervisor, Department Director, City Clerk and the Mayor.

The City of Jonesboro is committed to reviewing its policies, procedures and benefits periodically. Accordingly, the policies, procedures and benefits outlined in this Handbook are subject to review and change by the City of Jonesboro at any time. Except for the policy of “at-will” employment, which can only be changed by the City Council in writing, the City of Jonesboro reserves the right to revise, delete and add to the provisions of the Handbook. All such revisions, deletions or additions must be in writing and must be approved by the City Council. No oral statements or representations can change the provisions of this Handbook.

Please acknowledge receipt of your copy of this Handbook by signing the Acknowledgement Form at the end of this Handbook and return it to the City Clerk for inclusion in your personnel file within three (3) days of receipt of the policy.

NOTE: Nothing in the City of Jonesboro’s Policy and Procedure Handbook creates a contract of employment, express or implied, for any period of time and does not alter the City of Jonesboro’s Employment “at-will” policy.

INITIAL _____

**CITY OF JONESBORO, GEORGIA COUNCIL****Agenda Item Summary****Agenda Item #****5.10****- 10****COUNCIL MEETING DATE**

November 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Discussion regarding The City of Jonesboro 2021 Comprehensive Plan Update and to brief the community on the process used to complete the plan update, to present the completed plan to the Mayor Pro Tem and Council, and to adopt the Transmittal Resolution, RES 2022-008, to the Georgia Department of Community Affairs.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

Final Public Hearing and Plan Transmittal Resolution

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes **Economic Development, Community Planning, Neighborhood and Business Revitalization, Safety, Health and Wellbeing**

Summary & Background*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

The City of Jonesboro Mayor Pro Tem & Council is holding its final public hearing regarding the 2021 Comprehensive Plan on November 14, 2022. The purpose of this hearing is to brief the community on the process used to complete the plan update, and to present the completed plan to the Mayor Pro Tem and Council.

Working in conjunction with the Atlanta Regional Commission, the City, over the second half of 2021 and all of 2022, selected community stakeholders and held stakeholder committee meetings, held open houses for community input, conducted an online survey concerning community issues, such as housing, and diligently incorporated all of the many quality of life features (LCI study, creation of Overlay Districts, etc.) into the new Future Land Use Map. The City has changed dramatically in the past 5 years since the last Comprehensive Plan was updated, and the new plan reflects the new dynamic.

A list of past and future projects at the back of the report shows the impressive level of accomplishments over the past 5 years and points toward exciting new visions for the future.

With the approval of the enclosed transmittal resolution by the Mayor Pro Tem and Council, the plan will be sent to the Georgia Department of Community Affairs for their required review period. After DCA approval, the City can officially adopt the plan.

Fiscal Impact*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

State funding

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Public Hearing Comp. Plan Adoption Legal Notice
- Jonesboro Plan Update REVISED 221102
- TRANSMITTAL RESOLUTION

Staff Recommendation *(Type Name, Title, Agency and Phone)***FOLLOW-UP APPROVAL ACTION (City Clerk)****Typed Name and Title**

Ricky L. Clark, City Manager

Date

November, 7, 2022

Signature**City Clerk's Office**

City of Jonesboro NOTICE TO THE PUBLIC

The City of Jonesboro Mayor Pro Tem & Council will hold a public hearing regarding the 2021 Comprehensive Plan Update in the chambers of the Jonesboro Municipal Court Facility, 1859 City Center Way, on November 14, 2022 at 6:00 PM.

The purpose of this hearing is to brief the community on the process used to complete the plan update, and to present the completed plan to the Mayor Pro Tem and Council for adoption.

All interested should attend. Questions should be directed to David Allen, Director of the Community Development Department at 770-478-3800 or dallen@jonesboroga.com.

CITY OF JONESBORO, GEORGIA**RESOLUTION NO. 2022-008****2021 Comprehensive Plan Transmittal Resolution**

WHEREAS, The City of Jonesboro, Georgia (hereinafter referred to as the "City") is a Municipal Corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, Georgia Planning Act of 1989 requires local governments to develop and maintain a Comprehensive Plan to retain their Qualified Local Government status and eligibility for State permits, grants, and loans; and

WHEREAS, the City of Jonesboro, Georgia has engaged in a process to update the Comprehensive Plan for the City of Jonesboro; and

WHEREAS, the plan was prepared by the Atlanta Regional Commission, in partnership with the City of Jonesboro, using funds provided by the Georgia Department of Community Affairs; and

WHEREAS, the Georgia Department of Community Affairs has a required review period to determine that the updated plan is in compliance with the Minimum Standards and Procedures for Local Comprehensive Planning; and

WHEREAS, the City of Jonesboro, Georgia is required to adopt a resolution for transmittal of the updated plan to the Georgia Department of Community Affairs.

Now therefore, **BE IT RESOLVED** that the Transmittal Resolution for the 2021 Comprehensive Plan Update for the City of Jonesboro is hereby approved and adopted.

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ADOPTED at the City of Jonesboro this 14th day of November, 2022.

Attachment: TRANSMITTAL RESOLUTION (3262 : 2021 Comprehensive Plan Adoption)

Attest:

CITY OF JONESBORO, GEORGIA

Ricky L. Clark, Jr., City Clerk

Tracey Messick, Mayor Pro Tem

SO RESOLVED THIS 14th day of November, 2022

THE CITY OF JONESBORO, GEORGIA

(SEAL)

By:

Mayor Pro Tem Tracey Messick

Attest:

Ricky L. Clark, Jr., City Clerk

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # - 11	5.11
		COUNCIL MEETING DATE November 7, 2022	
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s)	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Councilwoman Sartor requests discussion regarding utilizing the Community Room on November 24, 2022, from 11:00 a.m. to 3:00 p.m. at the Jonesboro City Center for a Thanksgiving Food Giveaway in partnership with Melanated Pearl and Hands that Nourish Hope.			
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i>			
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Community Planning, Neighborhood and Business Revitalization			
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Councilwoman Sartor requests the use of the Community Room for a Meal Distribution. See the official request below: Good Evening Mr. Clark, I would like to use the community room on Thanksgiving from 11am-3pm. The event is a meal distribution held in collaboration with Melanated Pearl and Hands that Nourish Hope. We expect to feed 40-50 on location and distribute 250 to be delivered through out the community. I would also work with Chief Henderson to see if any seniors would want meals delivered. Please let me know if it is available and if you require any additional information. THANKS!  Donya L. Sartor, PhD Jonesboro City Councilwoman			
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •			
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Approval			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Ricky L. Clark, City Manager	Date November, 7, 2022	
Signature	City Clerk's Office	