



**SERVICE DELIVERY STRATEGY**

**FORM 1**

COUNTY: **COFFEE**

**I. GENERAL INSTRUCTIONS:**

1. FORM 1 is required for **ALL** SDS submittals. Only one set of these forms should be submitted per county. The completed forms shall clearly present the collective agreement reached by all cities and counties that were party to the service delivery strategy.
2. List each local government and/or authority that provides services included in the service delivery strategy in Section II below.
3. List all services provided or primarily funded by each general purpose local government and/or authority within the county that are continuing *without change* in Section III, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)

<p><b>OPTION A</b> <i>Revising or Adding to the SDS</i></p>	<p><b>OPTION B</b> <i>Extending the Existing SDS</i></p>
<ol style="list-style-type: none"> <li>4. List all services provided or primarily funded by each general purpose local government and authority within the county which are revised or added to the SDS in Section IV, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)</li> <li>5. For <b>each</b> service or service component listed in Section IV, complete a separate, updated <i>Summary of Service Delivery Arrangements</i> form (FORM 2).</li> <li>6. Complete one copy of the <i>Certifications</i> form (FORM 4) and have it signed by the authorized representatives of participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 4).]</li> </ol>	<ol style="list-style-type: none"> <li>4. In Section IV type, "NONE."</li> <li>5. Complete one copy of the <i>Certifications for Extension of Existing SDS</i> form (FORM 5) and have it signed by the authorized representatives of the participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 5).]</li> <li>6. Proceed to step 7, below.</li> </ol> <div data-bbox="824 1180 1528 1413" style="background-color: #000080; color: white; padding: 10px; text-align: center;"> <p><i>For answers to most frequently asked questions on Georgia's Service Delivery Act, links and helpful publications, visit DCA's website at <a href="http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp">http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp</a>, or call the Office of Planning and Quality Growth at (404) 679-5279.</i></p> </div>

7. If any of the conditions described in the existing *Summary of Land Use Agreements* form (FORM 3) have changed or if it has been ten (10) or more years since the most recent FORM 3 was filed, update and include FORM 3 with the submittal.
8. Provide the completed forms and any attachments to your regional commission. The regional commission will upload digital copies of the SDS documents to the Department's password-protected web-server.

**NOTE: ANY FUTURE CHANGES TO THE SERVICE DELIVERY ARRANGEMENTS DESCRIBED ON THESE FORMS WILL REQUIRE AN UPDATE OF THE SERVICE DELIVERY STRATEGY AND SUBMITTAL OF REVISED FORMS AND ATTACHMENTS TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS UNDER THE "OPTION A" PROCESS DESCRIBED, ABOVE.**

**II. LOCAL GOVERNMENTS INCLUDED IN THE SERVICE DELIVERY STRATEGY:**

In this section, list all local governments (including cities located partially within the county) and authorities that provide services included in the service delivery strategy.

Coffee County  
Ambrose, City of  
Broxton, City of  
Douglas, City of  
Nicholls, City of  
Coffee Regional Medical Center Authority  
Douglas-Coffee Economic Development Authority

**III. SERVICES INCLUDED IN THE EXISTING SERVICE DELIVERY STRATEGY THAT ARE BEING EXTENDED WITHOUT CHANGE:**

In this section, list each service or service component already included in the existing SDS which will continue as previously agreed with no need for modification.

911 Operations  
Airport  
Cemetery  
Code Enforcement/Inspections  
Courts  
Economic Development  
Electricity  
Emergency Management Agency  
Fire Protection  
Gas (Natural) Services  
Grants Administration  
Hospital - Services/E.M.S.  
Jail  
Law Enforcement  
Library  
Main Street  
Planning/Zoning  
Public Health  
Recreation  
Road/Street Maintenance  
Solid Waste - Collection/Disposal  
Tax Assessors  
Tax Collection  
Vehicle /Equipment Maintenance  
Waste Water Collection and Treatment (formerly known as "Waste Water Distribution" and "Waste Water Treatment")  
Water Distribution  
Yard Refuge - Collection/Mulching

**IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL:**

In this section, list each new service or new service component which is being added and each service or service component which is being revised in this submittal. For each item listed here, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

Animal Control  
Elections Services  
Public Housing - City of Nicholls (update)



**SERVICE DELIVERY STRATEGY**

**FORM 2: Summary of Service Delivery Arrangements**

**Instructions:**

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

**COUNTY: COFFEE**

**Service: Animal Control**

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.)  Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
  
- b.)  Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
  
- c.)  One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
  
- d.)  One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Coffee County, City of Douglas**
  
- e.)  Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
  
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

## SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<b>Local Government or Authority</b>	<b>Funding Method</b>
Coffee County	General Fund
Douglas, City	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The only change is the contracted entity that operates the animal shelter.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<b>Agreement Name</b>	<b>Contracting Parties</b>	<b>Effective and Ending Dates</b>
Animal Control	Coffee /City of Douglas & Alapaha Animal Control	1/01/2017-12/31/2019

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

N/a

7. Person completing form: **Charles W Davis, City Manager - Douglas**

Phone number: **912-389-3497**      Date completed: 7/13/2018

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy?  Yes  No

If not, provide designated contact person(s) and phone number(s) below:

**WESLEY VICKERS, COUNTY ADMINISTRATOR - COFFEE - (912) 384-4799**

C-2016-18

STATE OF GEORGIA  
COUNTY OF COFFEE  
CITY OF DOUGLAS

**AGREEMENT BETWEEN THE CITY OF DOUGLAS, GEORGIA  
COFFEE COUNTY, GEORGIA AND ALAPAHA ANIMAL CONTROL**

This Agreement is entered into on this 1<sup>st</sup> day of January, 2017. This agreement shall be for a three year period beginning on January 1, 2017 and ending on December 31, 2019.

WITNESSETH

WHEREAS, the City of Douglas now owns and operates the Animal Shelter located at 620 Iron Road in Douglas, Georgia 31535.

ARTICLE I

A. TERMS

Terms of the Agreement shall be for Three (3) years January 1, 2017 thru and including December 31, 2019, unless earlier termination by either party with a minimum of Ninety (90) days written notice.

B. This Agreement shall automatically extend one year at the time unless either party notifies the other party at least 30 days in advance of the expiration date.

C. NEGOTIATIONS

This contract was negotiated by the Board of Commissioners of the City of Douglas, Georgia thru its appointed City Manager, Coffee County Commission thru its County Manager and Alapaha Animal Control. The Board of Commissioners "City", County Manager "County" and Board of Directors "AAC" must agree on final contractual documents.

ARTICLE II  
LEASE PERMISES

The property to be leased is described as the Animal Shelter, located at 620 Iron Rd, Douglas, Georgia 31535.

ARTICLE III  
INTENTIONS OF AGREEMENT

The "AAC" does hereby request that the operation of said shelter and surrounding grounds continue to be operated by the "AAC".

The "City" and "County" does hereby agree they will compensate the "AAC" annually for services rendered in operating and managing of said facility in the amount of \$139,444.00. This will be funded by the "City" and "County" each year by the ratio of animals delivered to the facility by City and County animal control for the twelve month period beginning October 1 of the prior year.

ARTICLE IV  
RIGHTS, OBLIGATIONS AND RESPONSIBILITIES

- A. "AAC" shall be responsible for the shelter and its day to day operations. "City" has authority over shelter via the "AAC" and ordinances of the "City".
- B. "AAC" will be responsible for the hauling of dead animals from the shelter to appropriate location and disposition of such.
- C. "AAC" shall maintain the shelter and all grounds inside the fence. The "City" will maintain the roof, the HVAC system and the plumbing.
- D. "AAC" shall be responsible for state and federal training and permits (relative to euthanasia and shelter operations and management).
- E. Insurance: "AAC" shall obtain and maintain continuously at all times during the term of this agreement, the following:
  - 1. General Comprehensive primary liability insurance, protecting "AAC", "City" and "County" against any including products and completed operations liability coverage, and all liability arising by reason of "AAC"

or its employees, agents or representatives. Minimum amount of \$2,000,000 per occurrence.

“AAC” shall annually furnish the City and County with a Certificate of Insurance showing the City of Douglas as certificate holder and “additional insured” as respect to the operations of the named insured and as respect to the leased property.

2. Worker’s Compensation for any employee, agent or representative of “AAC”.
  3. “City” shall furnish all property insurance on shelter, since it remains in the City ownership (coverage for such as fire, wind and storm damage to shelter).
- F. “AAC” shall employ necessary and appropriate individuals to effectively operate the shelter and serve the general population of this community.
- G. “AAC” agrees to only accept animals from the Douglas-Coffee County area.
- H. “AAC” agrees to facilitate animal adoptions, spay and neuter programs at said shelter and agrees to make any and all efforts to adopt out all animals taken in.
- I. “AAC” agrees to encourage educational opportunities for local students, limited to Douglas-Coffee County area.
- J. “AAC” agrees to operate within all ordinances, policies and procedures of the “City” and “County”.
- K. “AAC” shall have authority to operate shelter in the most efficient manner available. The Shelter will be staffed from 8 a.m. to 5 p.m. each weekday in order to receive animals from City and County animal control and will be open to the public for a minimum of 4 hours each weekday. Thus they will set hours,



determine the best plan for the shelter, etc., and agree to keep the "City" and "County" informed thru its City and County Managers. Additionally, "AAC" will be available for emergency to intake injured animals.

- L. "City" and "County" agrees to pay "AAC" based on annual budget, as approved by Board of Commissioners, in pro rata monthly payments.
- M. A reclaim fee in the amount of \$12.00 per day will be retained by "AAC".
- N. "AAC" agrees to operate under the guidelines Department of Agriculture and local governing authority.
- O. "AAC" will be responsible for securing or procuring all food, litter, etc., for shelter operations.
- P. "AAC" shall be responsible for all utilities of shelter.
- Q. "AAC" shall be responsible to furnish and install all signs at shelter.
- R. "AAC" shall inform "City" and "County" of any significant changes or improvements to the shelter, prior to improvements being started.
- S. "AAC" shall fund any repairs under \$750.00 and "Governing Authority" shall fund repairs larger than \$750.00 improvements.
- T. "AAC" shall make monthly reports to the City of Douglas, Georgia and Coffee County, Georgia.

ARTICLE V  
NONDISCRIMINATION

Notwithstanding any other provision of this provision of this Agreement, during the performance of this Agreement, "AAC" or "City" shall not deny admittance to this facility based on the grounds of race, color, religion, sex, national origin, or disability.

ARTICLE VI  
TERMINATION

Either party may choose to terminate lease with Ninety (90) days written notification to other party.

However, appropriate grounds or conditions must be shown in this written documentation.

Abandonment of the premises by the "AAC" may be determined by the City Manager representing the "City" and evidenced by the Mayor and appropriate liaison commissioner of the city.

Recommendations shall be presented to the entire City Board of Commissioners and County Commissioners for formal action.

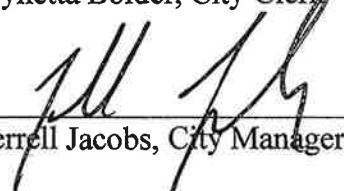
Agreed to by the "City" thru its Mayor and City Commission at a meeting of this body on November, 14, 2016, at City Hall of the City of Douglas.


Signed this 14<sup>th</sup> day of November, 2016.

Representing the "City"

  
\_\_\_\_\_  
Attest

Wynetta Bolder, City Clerk

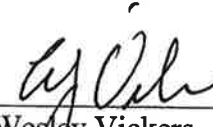
  
\_\_\_\_\_  
Terrell Jacobs, City Manager

  
\_\_\_\_\_  
Mayor  
Tony L. Paulk

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Representing the "County"


  
\_\_\_\_\_  
Johnny Wayne Powers,  
Coffee County Commissioner Chairman

  
\_\_\_\_\_  
Wesley Vickers,  
Coffee County Manager

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Representing the Alapaha Animal Control

  
\_\_\_\_\_  
Chuck R. Young  
President

Attest:  
  
\_\_\_\_\_  
Stas Jovan  
Secretary

C-2014-14

**AGREEMENT BETWEEN COFFEE COUNTY AND THE CITY OF AMBROSE  
REGARDING ANIMAL CONTROL**

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into as of the 17 day of November, 2014, by and between COFFEE COUNTY, GEORGIA, a political subdivision of the State of Georgia, (the "County"), and the CITY OF AMBROSE, a municipal corporation of the State of Georgia, (the "City");

**W I T N E S S E T H :**

**1. RECITALS:**

The County currently has an animal control officer to manage its stray or abandoned domestic animals. However, the City does not currently have a cost effective method for the management of its stray or abandoned domestic animals, that management being the picking up of such animals and delivery to the animal shelter.

The County, through its animal control officer, has the means and capacity to manage stray or abandoned domestic animals in the City. Thus the purpose of this agreement is to memorialize the terms and circumstances under which the County will pick up said animals at the request of the City for the purpose of delivery to the animal shelter.

**2. AGREEMENT:**

The County will manage, at its discretion, those stray or abandoned domestic animals in the City. The County will not patrol for animals in the City limits and will not respond to requests for management of animals directly from citizens of the City. The County will only respond to requests for management of animals from the City Council, or his/her designee.

**3. OWNERSHIP:**

Consistent with proper procedure and documentation, ownership of said animals shall transfer from the City to the animal shelter upon completion of all necessary paperwork, delivery and acceptance of any animal.

4. ENFORCEMENT:

All enforcement issues arising from within the City shall be handled by county code enforcement.

5. DISPOSAL OF ANIMALS:

Upon transfer of ownership, it shall be the animal shelter's sole discretion as to the appropriate disposal of said animal, including adoption, euthanasia, etc.

6. INDEMNITY:

The City shall indemnify and defend the County against any and all claims, suits, administrative charges, regulatory charges or causes of action of any kind which arise out of the performance of this agreement. The duty to defend shall include all attorney's fees, expenses of litigation, or any other related loss or expense.

7. TERMS OF AGREEMENT:

This agreement shall be for one year beginning upon execution, unless otherwise terminated pursuant to this agreement. There shall be no automatic renewal.

8. TERMINATION:

Either party may terminate this agreement at any time, for any reason, without prior notice whatsoever.

9. FEES:

The fee for services will be based upon the number of animals managed. The City agrees to pay the County eighty-five dollars and fifty-two cents (\$85.52) per animal during the first term of this Agreement. This fee is calculated as set out in Exhibit A. The animal control officer will draft a monthly report to provide to the County Administrator and Mayor detailing the number of animals managed for that month under this agreement, and the City agrees to promptly submit payment for such services.

The City agrees that the County, through its animal control officer, may recalculate and adjust the fee at any time with thirty days' notice to the City, and said fee adjustment may be effectuated by the County's animal control officer without the

necessity of County Commission approval. The City and County agree that it is the intent of the parties for the fee to be adjusted on an annual basis prior to renewal based upon the actual costs using the formula calculated in Exhibit A.

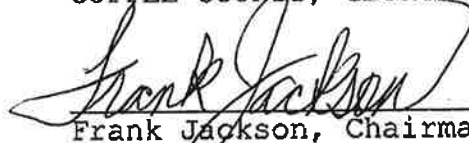
10. NOTICES:

Notices under this agreement shall be given to the following:

Wesley Vickers, County Administrator  
Coffee County Board of Commissioners  
101 S. Peterson Avenue  
Douglas, Georgia 31533

Henry Milhollin, Mayor  
City of Ambrose  
P.O. Box 147  
Ambrose, Georgia 31512-0147

COFFEE COUNTY, GEORGIA



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Frank Jackson, Chairman  
Board of Commissioners of Coffee  
County, Georgia

CITY OF AMBROSE



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Henry Milhollin  
Mayor

**AGREEMENT BETWEEN THE CITY OF BROXTON AND COFFEE COUNTY  
REGARDING ANIMAL CONTROL**

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into as of the 3rd day of November, 2014, by and between COFFEE COUNTY, GEORGIA, a political subdivision of the State of Georgia, (the "County"), and the CITY OF BROXTON, a municipal corporation of the State of Georgia, (the "City");

**W I T N E S S E T H :**

**1. RECITALS:**

The County currently has an animal control officer to manage its stray or abandoned domestic animals. However, the City does not currently have a cost effective method for the management of its stray or abandoned domestic animals, that management being the picking up of such animals and delivery to the animal shelter.

The County, through its animal control officer, has the means and capacity to manage stray or abandoned domestic animals in the City. Thus the purpose of this agreement is to memorialize the terms and circumstances under which the County will pick up said animals at the request of the City for the purpose of delivery to the animal shelter.

**2. AGREEMENT:**

The County will manage, at its discretion, those stray or abandoned domestic animals in the City. The County will not patrol for animals in the City limits and will not respond to requests for management of animals directly from citizens of the City. The County will only respond to requests for management of animals from the City Council or Chief of Police, or his/her designee.

**3. OWNERSHIP:**

Consistent with proper procedure and documentation, ownership of said animals shall transfer from the City to the animal shelter upon completion of all necessary paperwork, delivery and acceptance of any animal.



4. ENFORCEMENT:

All enforcement issues arising from within the City shall be presented by employees of the City Police Department to the Municipal Court of the City of Broxton for resolution.

5. DISPOSAL OF ANIMALS:

Upon transfer of ownership, it shall be the animal shelter's sole discretion as to the appropriate disposal of said animal, including adoption, euthanasia, etc.

6. INDEMNITY:

The City shall indemnify and defend the County against any and all claims, suits, administrative charges, regulatory charges or causes of action of any kind which arise out of the performance of this agreement. The duty to defend shall include all attorney's fees, expenses of litigation, or any other related loss or expense.

7. TERMS OF AGREEMENT:

This agreement shall be for one year beginning upon execution, unless otherwise terminated pursuant to this agreement. There shall be no automatic renewal.

8. TERMINATION:

Either party may terminate this agreement at any time, for any reason, without prior notice whatsoever.

9. FEES:

The fee for services will be based upon the number of animals managed. The City agrees to pay the County eighty-five dollars and fifty-two cents (\$85.52) per animal during the first term of this Agreement. This fee is calculated as set out in Exhibit A. The animal control officer will draft a monthly report to provide to the County Administrator and Mayor detailing the number of animals managed for that month under this agreement, and the City agrees to promptly submit payment for such services.

The City agrees that the County, through its animal control officer, may recalculate and adjust the fee at any time with thirty days' notice to the City, and said fee adjustment may be



effectuated by the County's animal control officer without the necessity of County Commission approval. The City and County agree that it is the intent of the parties for the fee to be adjusted on an annual basis prior to renewal based upon the actual costs using the formula calculated in Exhibit A.

10. NOTICES:

Notices under this agreement shall be given to the following:

Wesley Vickers, County Administrator  
Coffee County Board of Commissioners  
101 S. Peterson Avenue  
Douglas, Georgia 31533

Darquitta Riley, Mayor  
City of Broxton  
P.O. Box 755  
Broxton, Georgia 31519

COFFEE COUNTY, GEORGIA



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Frank Jackson, Chairman  
Board of Commissioners of Coffee  
County, Georgia

CITY OF BROXTON



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Darquitta Riley  
Mayor

**AGREEMENT BETWEEN COFFEE COUNTY AND THE CITY OF NICHOLLS  
REGARDING ANIMAL CONTROL**

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into as of the 3rd day of November, 2014, by and between COFFEE COUNTY, GEORGIA, a political subdivision of the State of Georgia, (the "County"), and the CITY OF NICHOLLS, a municipal corporation of the State of Georgia, (the "City");

**W I T N E S S E T H :**

**1. RECITALS:**

The County currently has an animal control officer to manage its stray or abandoned domestic animals. However, the City does not currently have a cost effective method for the management of its stray or abandoned domestic animals, that management being the picking up of such animals and delivery to the animal shelter.

The County, through its animal control officer, has the means and capacity to manage stray or abandoned domestic animals in the City. Thus the purpose of this agreement is to memorialize the terms and circumstances under which the County will pick up said animals at the request of the City for the purpose of delivery to the animal shelter.

**2. AGREEMENT:**

The County will manage, at its discretion, those stray or abandoned domestic animals in the City. The County will not patrol for animals in the City limits and will not respond to requests for management of animals directly from citizens of the City. The County will only respond to requests for management of animals from the City Council or Chief of Police, or his/her designee.

**3. OWNERSHIP:**

Consistent with proper procedure and documentation, ownership of said animals shall transfer from the City to the animal shelter upon completion of all necessary paperwork, delivery and acceptance of any animal.

**4. ENFORCEMENT:**

All enforcement issues arising from within the City shall be presented by employees of the City Police Department to the Municipal Court of the City of Nicholls for resolution.

5. **DISPOSAL OF ANIMALS:**

Upon transfer of ownership, it shall be the animal shelter's sole discretion as to the appropriate disposal of said animal, including adoption, euthanasia, etc.

6. **INDEMNITY:**

The City shall indemnify and defend the County against any and all claims, suits, administrative charges, regulatory charges or causes of action of any kind which arise out of the performance of this agreement. The duty to defend shall include all attorney's fees, expenses of litigation, or any other related loss or expense.

7. **TERMS OF AGREEMENT:**

This agreement shall be for one year beginning upon execution, unless otherwise terminated pursuant to this agreement. There shall be no automatic renewal.

8. **TERMINATION:**

Either party may terminate this agreement at any time, for any reason, without prior notice whatsoever.

9. **FEEES:**

The fee for services will be based upon the number of animals managed. The City agrees to pay the County eighty-five dollars and fifty-two cents (\$85.52) per animal during the first term of this Agreement. This fee is calculated as set out in Exhibit A. The animal control officer will draft a monthly report to provide to the County Administrator and Mayor detailing the number of animals managed for that month under this agreement, and the City agrees to promptly submit payment for such services.

The City agrees that the County, through its animal control officer, may recalculate and adjust the fee at any time with thirty days' notice to the City, and said fee adjustment may be effectuated by the County's animal control officer without the necessity of County Commission approval. The City and County

agree that it is the intent of the parties for the fee to be adjusted on an annual basis prior to renewal based upon the actual costs using the formula calculated in Exhibit A.

10. NOTICES:

Notices under this agreement shall be given to the following:

Wesley Vickers, County Administrator  
Coffee County Board of Commissioners  
101 S. Peterson Avenue  
Douglas, Georgia 31533

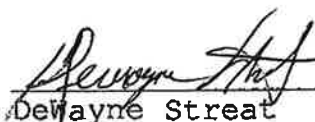
DeWayne Streat, Mayor  
City of Nicholls  
P.O. Box 218  
Nicholls, Georgia 31554-0218

COFFEE COUNTY, GEORGIA



Frank Jackson, Chairman  
Board of Commissioners of Coffee  
County, Georgia

CITY OF NICHOLLS



DeWayne Streat  
Mayor



**SERVICE DELIVERY STRATEGY**

**FORM 2: Summary of Service Delivery Arrangements**

**Instructions:**

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

<b>COUNTY:COFFEE</b>	<b>Service:Elections Services</b>
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1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.)  Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Coffee County**
- b.)  Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.)  One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.)  One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.)  Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

## SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Coffee County	General Fund
Ambrose, City of	General Fund
Broxton, City of	General Fund
Douglas, City of	General Fund
Nicholls, City of	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

No changes, just updated contracts

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>
Contract	City of Ambrose & Coffee County	8/26/2013 - no end
Contract	City of Broxton & Coffee County	5/06/2015 - no end
Contract	City of Douglas & Coffee County	5/27/2015 - no end
Contract	City of Nicholls & Coffee County	8/01/2017 - no end

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

N/a

7. Person completing form: **Charles W Davis, City Manager - Douglas**

Phone number: **912-389-3497**      Date completed: 7/13/2018

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy?  Yes  No

If not, provide designated contact person(s) and phone number(s) below:

**WESLEY VICKERS, COUNTY ADMINISTRATOR - COFFEE - (912) 384-4799**



**STATE OF GEORGIA**  
**COUNTY OF COFFEE**

**CONTRACT**

This contract is entered into by and between the **CITY OF AMBROSE, GEORGIA**, acting through the Mayor and Council (hereinafter referred to as "the City"), and the **COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION** (hereinafter referred to as "CCBOER"), relating to the conducting of the Ambrose municipal election to be held on **November 5, 2013**, which will be held in conjunction with the countywide Special "1% Sales and Use Tax for Educational Purposes" Election. The cost of the election will be shared proportionately between the City of Ambrose (and any other municipalities holding elections) and the Coffee County Board of Education.

The CCBOER is required by law to conduct the Ambrose Municipal Election. The CCBOER shall be the Superintendent of Elections as defined by applicable law in all respects for such election, and shall be available to oversee said municipal election.

**NOW, THEREFORE**, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree to the following terms and conditions:

1. The Election Supervisor will qualify candidates for such election and receive such qualifying fees in amounts set by the City, as required by applicable law. These qualifying fees will be made payable to Coffee County Commissioners, in compliance with Official Code of Georgia Annotated (O.C.G.A.) 21-2-131(c)(3)(c).
2. The Election Supervisor will conduct the election in all respects as required by the election laws set forth in the Rules of the State Election Board and the Georgia Election Code Annotated.
3. The Election Supervisor will receive and act on all matters regarding qualification and/or disqualification of any person seeking to hold public office including any challenges under O.C.G.A. §21-2-6, the Constitution of the State of Georgia, or any other applicable law or ordinance. The CCBOER will be advised on any such actions.
4. Upon the completion of the election and any subsequent run-off or re-run election, the Election Supervisor will invoice the City for the costs and expenses reasonably incurred in connection with conducting the election. The City will remit payment of such invoice within thirty (30) days of receipt of the same, and make check payable to Coffee County Commissioners.
5. The costs chargeable to City, and their methods of calculation, are set out below:
  - A) City will pay the cost of publishing announcement of candidate qualifying requirements and Public Notice, which includes all O.C.G.A. mandated election and registration information.

B) City will pay a proportionate amount of the agreed upon rate of pay for Poll Workers: \$140.00 for Manager; \$125.00 each for two Assistant Managers; \$115.00 for Express Poll Operator; and \$100.00 each for other Poll Workers. A proportionate amount will also be paid by the City for extra Poll Workers to conduct Advance Voting, which is 21 calendar days required for municipal elections, with a minimum of three people, as required by law.

C) City will pay for total cost of printing of municipal ballots;

D) City will pay \$1.00 per municipal registered voter for use of voting equipment, including Touch Screen voting machines, Express Polls, Bar Code Scanner, Optical Scan Machines and GEMS system.

E) City will pay cost of postage at the rate of \$1.25 per municipal absentee ballot issued by mail.

F) City will pay a proportionate cost of Logic and Accuracy (L & A) testing of Touch Screen voting machines, Express Polls, Bar Code Scanner, Optical Scan Machines, and GEMS system according to actual time spent.

G) City will pay a proportionate cost for any other expense which may include, but is not limited to:

- (1) Poll worker training;
- (2) Phone service to polling location; and
- (3) Any other necessary expense incurred.

6. The City agrees to release, indemnify and hold Coffee County, Georgia, harmless, its Board of Elections and Registration and their Agents and employees from and against any and all loss, damage, injury, claims, expenses, and demands arising out of or connected in any way with the conduct of the election, which are not occasioned by any gross negligence or illegal conduct on the part of the County or its Board of Elections and Registration and their Agents and employees.

(Acceptance signatures on the following page)



IN WITNESS WHEREOF, this Contract is agreed to and accepted this 26<sup>th</sup> day of August, 2013 by the City of Ambrose, Georgia, and Coffee County Board of Elections and Registration:

**CITY OF AMBROSE, GEORGIA**

**COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION**

By: Henry Millhollen  
Henry Millhollen, Mayor

By: [Signature]  
C. T. Peavy, Chairman

Attest: Mary M. Vickers  
Ambrose City Clerk

By: [Signature]  
Board Member

By: [Signature]  
Board Member

[SEAL OF CITY]

[SEAL OF BOARD]

Sworn to and subscribed before me  
This 26 day of Aug., 2013.

Sworn to and subscribed before me  
This 9<sup>th</sup> day of August, 2013.

[Signature]  
Notary Public

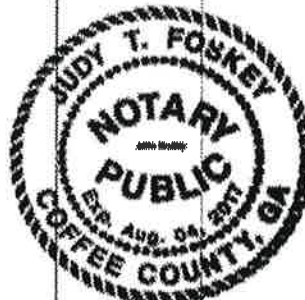
[Signature]  
Notary Public

My Commission Expires: 5/17/14

My Commission Expires: 8-4-17

[AFFIX NOTARY SEAL HERE]

[AFFIX NOTARY SEAL HERE]



**COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION**

C. T. Peavy, Chairman  
Charles Lockwood, Vice-chairman  
Ann B. Carver, Member

224 West Ashley Street  
Douglas, GA 31533  
(912) 384-7018  
FAX (912) 384-1343  
E-Mail: jfoskey@coffee-county.gov

Joe Bellford, Member  
Ed Voyles, Member  
Judy Foskey, Election Supervisor  
Misty Hayes, Voter Registration Clerk

August 8, 2013

Mayor Henry Milhollin  
City of Ambrose  
P. O. Box 147  
Ambrose, GA 31512

RE: CONTRACT -- AMBROSE MUNICIPAL ELECTION OF NOV. 5, 2013

Dear Mayor Milhollin:

Please execute and return the enclosed contract for the Ambrose Municipal Election of November 5, 2013 at your earliest opportunity.

If you have any questions, please contact our office. We look forward to working with you in this upcoming election.

Sincerely,



C. T. Peavy  
Chairman

Enclosure

STATE OF GEORGIA  
COUNTY OF COFFEE

**COPY**

### CONTRACT

This contract is entered into by and between the **CITY OF BROXTON, GEORGIA**, acting through the Mayor and Council (hereinafter referred to as "the City"), and the **COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION** (hereinafter referred to as "CCBOER"), relating to the conducting of the Broxton municipal election to be held on **November 3, 2015**.

The CCBOER is required by law to conduct the Broxton Municipal Election. The CCBOER shall be the Superintendent of Elections as defined by applicable law in all respects for such election, and shall be available to oversee said municipal election.

**NOW, THEREFORE**, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree to the following terms and conditions:

1. City agrees for their municipal election to be conducted at the Public Safety Center, 100 Church St., Broxton GA. 31519.

2. The Election Supervisor will qualify candidates for such election and receive such qualifying fees in amounts set by the City, as required by applicable law. These qualifying fees will be made payable to Coffee County Commissioners, in compliance with Official Code of Georgia Annotated (O.C.G.A.) 21-2-131(c)(3)(c).

3. The Election Supervisor will conduct the election in all respects as required by the election laws set forth in the Rules of the State Election Board and the Georgia Election Code Annotated.

4. The Election Supervisor will receive and act on all matters regarding qualification and/or disqualification of any person seeking to hold public office including any challenges under O.C.G.A. §21-2-6, the Constitution of the State of Georgia, or any other applicable law or ordinance. The CCBOER will be advised on any such actions.

5. Upon the completion of the election and any subsequent run-off or re-run election, the Election Supervisor will invoice the City for the costs and expenses reasonably incurred in connection with conducting the election. The City will remit payment of such invoice within thirty (30) days of receipt of the same, and make check payable to Coffee County Commissioners.

6. The costs chargeable to City, and their methods of calculation, are set out below:

A) City will pay the cost of publishing announcement of candidate qualifying requirements and Public Notice, which includes all O.C.G.A. mandated election and registration information.

B) City will pay the agreed upon rate of pay for Poll Workers: \$140.00 for Manager; \$125.00 each for two Assistant Managers; \$115.00 for Express Poll Operator; and \$100.00 each for other Poll Workers. A proportionate amount will also be paid by the City for extra Poll Workers to conduct Advance Voting, which is 21 calendar days required for municipal elections, with a minimum of three people, as required by law.

C) City will pay \$10.00 per hour per person for Board Members who work Election Day, not to exceed \$200.

D) City will pay for total cost of printing of municipal ballots;

E) City will pay the rate of \$1.25 per municipal absentee ballot issued by mail.

F) City will pay a proportionate cost of Logic and Accuracy (L & A) testing of Touch Screen voting machines, Express Polls, Bar Code Scanner, Optical Scan Machines, and GEMS system according to actual time spent.

G) City will pay \$1.00 per municipal registered voter for the following:

- (1) Municipal List Maintenance
- (2) Delivery, Set up and Return of Voting Equipment
- (3) Close out of Election
- (4) Use of Voting Equipment, including Touch Screen voting machines, Express Polls, EasyVote system, Bar Code Scanner, Optical Scan Machines and GEMS system.

H) City will pay the cost for any other expense which may include, but is not limited to:

- (1) Poll worker training;
- (2) Phone service to polling location; and
- (3) Any other necessary expense incurred.

7. The City agrees to release, indemnify and hold Coffee County, Georgia, harmless, its Board of Elections and Registration and their Agents and employees from and against any and all loss, damage, injury, claims, expenses, and demands arising out of or connected in any way with the conduct of the election, which are not occasioned by any gross negligence or illegal conduct on the part of the County or its Board of Elections and Registration and their Agents and employees.

8. In the event no election is necessary under O.C.G.A. 21-2-285 (no opposed candidate for each race), the City will only pay actual cost for any expenses, which may include, but not limited to, advertising, etc.

(Acceptance signatures on the following page)



IN WITNESS WHEREOF, this Contract is agreed to and accepted this 6<sup>th</sup> day of May, 2015 by the City of Broxton, Georgia, and Coffee County Board of Elections and Registration:

**CITY OF BROXTON, GEORGIA**

**COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION**

By: *Darquitta M. Riley*  
Darquitta M. Riley, Mayor

By: *C. T. Peavy*  
C. T. Peavy, Chairman

Attest: *Margaret Hampton*  
Broxton City Clerk

By: *W. J. Wolfe*  
Board Member

By: *Corey B. Carter*  
Board Member

[SEAL OF CITY]

[SEAL OF BOARD]

Sworn to and subscribed before me  
This 6<sup>th</sup> day of May, 2015.

Sworn to and subscribed before me  
This 12<sup>th</sup> day of May, 2015.

*Margaret Hampton*  
Notary Public

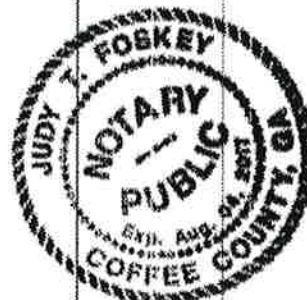
*Judy T. Foskey*  
Notary Public

My Commission Expires: July 19, 2015

My Commission Expires: 8-4-17

[AFFIX NOTARY SEAL HERE]

[AFFIX NOTARY SEAL HERE]



STATE OF GEORGIA  
COUNTY OF COFFEE

CONTRACT

This contract is entered into by and between the **CITY OF DOUGLAS, GEORGIA**, acting through the Mayor and Council (hereinafter referred to as "the City"), and the **COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION** (hereinafter referred to as "CCBOER"), relating to the conducting of the Douglas municipal election to be held on **November 3, 2015**.

The CCBOER is required by law to conduct the Douglas Municipal Election. The CCBOER shall be the Superintendent of Elections as defined by applicable law in all respects for such election, and shall be available to oversee said municipal election.

**NOW, THEREFORE**, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree to the following terms and conditions:

1. The City Clerk of Douglas will qualify candidates for such election and receive such qualifying fees in amounts to be set by the City as required by applicable law. City Clerk will contact the Elections Office to receive a faxed copy of each candidate's voter registration record to accompany their "Notice of Candidacy". The qualifying fees will be made payable to the City of Douglas, as City will retain the fees. After qualifying is completed, the City Clerk will provide to the Election Supervisor a typed list of the candidates as they wish their name to appear on the ballot.

2. The Election Supervisor will conduct the election in all respects as required by the election laws set forth in the Rules of the State Election Board and the Georgia Election Code Annotated.

3. The Election Supervisor will receive and act on all matters regarding qualification and/or disqualification of any person seeking to hold public office including any challenges under O.C.G.A. 21-2-6, the Constitution of the State of Georgia, or any other applicable law or ordinance. The CCBOER will be advised on any such actions.

4. Upon the completion of the election and any subsequent run-off or re-run election, the Election Supervisor will invoice the City for the costs and expenses reasonably incurred in connection with conducting the election. The City will remit payment of such invoice within thirty (30) days of receipt of the same, and make check payable to Coffee County Commissioners.

5. The costs chargeable to City, and their methods of calculation, are set out below:

A) City will pay the cost of publishing announcement of candidate qualifying requirements and Public Notice, which includes all O.C.G.A. mandated election and registration information.

B) City will pay the agreed upon rate of pay for Poll Workers: \$140.00 for Manager; \$125.00 each for two Assistant Managers; \$115.00 for Express Poll Operator; and \$100.00 each for other Poll Workers. A proportionate amount will also be paid by the City for extra Poll Workers to conduct Advance Voting, which is 21 calendar days required for municipal elections, with a minimum of three people, as required by law.

C) City will pay \$10.00 per hour/per person for any Board Members who work Election Day, not to exceed \$800 total;

D) City will pay for total cost of printing of ballots;

E) City will pay the rate of \$1.25 per absentee ballot issued by mail.

F) City will pay a proportionate cost of Logic and Accuracy (L & A) testing of Touch Screen voting machines, Express Polls, Optical Scan Machines, and GEMS system according to actual time spent.

G) City will pay \$1.00 for the first 1,000 municipal registered voters and \$.50 per municipal registered voter for all over 1,000 municipal registered voters for the following:

- (1) Municipal List Maintenance
- (2) Delivery, Set up and Return of Voting Equipment
- (3) Close out of Election
- (4) Use of Voting Equipment, including Touch Screen Voting Machines, Express Polls, EasyVote System, Bar Code Scanner, Optical Scan Machines and GEMS System.

H) City will pay the actual cost for any other expense which may include, but is not limited to:

- (1) Poll worker training;
- (2) Phone service to polling location; and
- (3) Any other necessary expense incurred.

6. The City agrees to release, indemnify and hold Coffee County, Georgia, harmless, its Board of Elections and Registration and their Agents and employees from and against any and all loss, damage, injury, claims, expenses, and demands arising out of or connected in any way with the conduct of the election, which are not occasioned by any gross negligence or illegal conduct on the part of the County or its Board of Elections and Registration and their Agents and employees.

7. In the event no election is necessary under O.C.G.A. 21-2-285 (no opposed candidate for each race), the City will only pay actual cost for any expenses, which may include, but not limited to, advertising, etc.

(Acceptance signatures on the following page)



IN WITNESS WHEREOF, this Contract is agreed to and accepted this 27<sup>th</sup> day of May, 2015 by the City of Douglas, Georgia, and Coffee County Board of Elections and Registration:

CITY OF DOUGLAS, GEORGIA

COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION

By: [Signature]  
James H. Dennis, Mayor

By: [Signature]  
C. T. Peavy, Chairman

Attest: [Signature]  
Wynetta Bolder, Clerk

By: [Signature]  
Board Member

By: [Signature]  
Board Member

[SEAL OF CITY]

[SEAL OF BOARD]

Sworn to and subscribed before me  
This 27<sup>th</sup> day of May, 2015.

Sworn to and subscribed before me  
This 2nd day of June, 2015.

[Signature]  
Notary Public  
My Commission Expires: 11/16/2016

[Signature]  
Notary Public  
My Commission Expires: 8-4-17

[AFFIX NOTARY SEAL HERE]

[AFFIX NOTARY SEAL HERE]





STATE OF GEORGIA  
COUNTY OF COFFEE

CONTRACT

This contract is entered into by and between the **CITY OF NICHOLLS, GEORGIA**, acting through the Mayor and Council (hereinafter referred to as "the City"), and the **COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION** (hereinafter referred to as "CCBOER"), relating to the conducting of the Nicholls Municipal Election to be held on **November 7, 2017**.

The CCBOER is required by law to conduct the Nicholls Municipal Election. The CCBOER shall be the Superintendent of Elections as defined by applicable law in all respects for such election, and shall be available to oversee said municipal election.

**NOW, THEREFORE**, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree to the following terms and conditions:

1. The City agrees for the municipal election to be conducted at the Nicholls City Hall, 707 Van Streat Hwy, Nicholls, Ga. 31554.
2. The Election Supervisor will qualify candidates for such election and receive such qualifying fees in amounts set by the City, as required by applicable law. These qualifying fees will be made payable to Coffee County Commissioners, in compliance with Official Code of Georgia Annotated (O.C.G.A.) 21-2-131(c)(3)(c).
3. The Election Supervisor will conduct the election in all respects as required by the election laws set forth in the Rules of the State Election Board and the Georgia Election Code Annotated.
4. The Election Supervisor will receive and act on all matters regarding qualification and/or disqualification of any person seeking to hold public office including any challenges under O.C.G.A. §21-2-6, the Constitution of the State of Georgia, or any other applicable law or ordinance. The CCBOER will be advised on any such actions.
5. Upon the completion of the election and any subsequent run-off or re-run election, the Election Supervisor will invoice the City for the costs and expenses reasonably incurred in connection with conducting the election. The City will remit payment of such invoice within thirty (30) days of receipt of the same, and make check payable to Coffee County Commissioners.
6. The costs chargeable to City, and their methods of calculation, are set out below:
  - A) City will pay the cost of publishing announcement of candidate qualifying requirements and Public Notice, which includes all O.C.G.A. mandated election and registration information.

B) City will pay the agreed upon rate for Poll Workers: \$140.00 for Manager; \$125.00 each for two Assistant Managers; \$115.00 for Express Poll Operator; and \$100.00 each for other Poll Workers. A proportionate amount will also be paid by the City for extra Poll Workers to conduct Advance Voting, which is 21 calendar days required for municipal elections, with a minimum of three people, as required by law.

C) City will pay \$10.00 per hour per person for Board Members who work Election Day, not to exceed \$200.00.

D) City will pay for total cost of printing of municipal ballots;

E) City will pay \$1.00 per municipal registered voter for use of voting equipment, including Touch Screen voting machines, Express Polls, Bar Code Scanner, Optical Scan Machines and GEMS system.

F) City will pay cost of postage at the rate of \$1.70 per municipal absentee ballot issued by mail.

G) City will pay a cost of Logic and Accuracy (L&A) testing of Touch Screen voting machines, Express Polls, Bar Code Scanner, Optical Scan Machines, and GEMS system according to actual time spent.

H) City will pay a proportionate cost for any other expense which may include, but is not limited to:

- (1) Poll worker training;
- (2) Phone service to polling location; and
- (3) Any other necessary expense incurred.

7. The City agrees to release, indemnify and hold Coffee County, Georgia, harmless, its Board of Elections and Registration and their Agents and employees from and against any and all loss, damage, injury, claims, expenses, and demands arising out of or connected in any way with the conduct of the election, which are not occasioned by any gross negligence of illegal conduct on the part of the County or its Board of Elections and Registration and their Agents and employees.

8. In the event no election is necessary under O.C.G.A. 21-2-285 (no opposed candidate for each race) the City will only pay actual cost for any expenses, which may include, but not limited to, advertising, etc.

(Acceptance signatures on the following page)

IN WITNESS WHEREOF, this Contract is agreed to and accepted this 1st day of August, 2017 by the City of Nicholls, Georgia, and Coffee County Board of Elections and Registration:

CITY OF NICHOLLS, GEORGIA

COFFEE COUNTY BOARD OF ELECTIONS AND REGISTRATION

By: Dewayne Street  
Dewayne Street, Mayor

By: Ed Voyles  
Ed Voyles, Chairman

Attest: Helen Dilhair  
Nicholls City Clerk

By: [Signature]  
Board Member

By: Wendell Stone  
Board Member

[SEAL OF CITY]

[SEAL OF BOARD]

Sworn to and subscribed before me  
This 1st day of August, 2017.

Sworn to and subscribed before me  
This 4 day of August, 2017.

Donna Surrency  
Notary Public

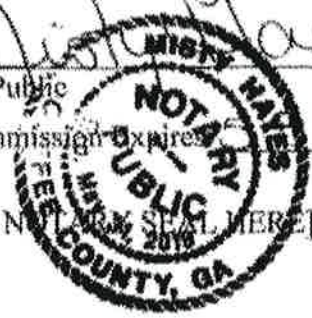
Misty Hayes  
Notary Public

My Commission Expires: 7-9-19  
Donna Surrency  
Notary Public  
Coffee County, GA

My Commission Expires: 7-9-19  
Misty Hayes  
Notary Public  
Coffee County, GA

[AFFIX NOTARY SEAL HERE]

[AFFIX NOTARY SEAL HERE]







**SERVICE DELIVERY STRATEGY**

**FORM 2: Summary of Service Delivery Arrangements**

**Instructions:**

**Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1.** Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

**COUNTY: COFFEE**

**Service: Public Housing - City of Nicholls**

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.)  Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
  
- b.)  Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
  
- c.)  One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
  
- d.)  One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **City of Nicholls**
  
- e.)  Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
  
- No**

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

**SDS FORM 2, continued**

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Nicholls, City	Federal fund, rent income

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The Housing Authority of the City of Nicholls has been absorbed by the Housing Authority of the City of Alma.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>
Agreement for Operations of...	Alma Housing Authority and Nicholls Housing Authority	7/01/2018 - "at any time"

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

N/a

7. Person completing form: **Charles W Davis, City Manager - Douglas**

Phone number: **912-389-3497**      Date completed: 7/13/2018

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy?  Yes  No

If not, provide designated contact person(s) and phone number(s) below:

**WESLEY VICKERS, COUNTY ADMINISTRATOR - COFFEE - (912) 384-4799**

AGREEMENT FOR OPERATION OF  
NICHOLLS HOUSING AUTHORITY PUBLIC HOUSING  
WITH ASSISTANCE OF ALMA HOUSING AUTHORITY

This Agreement, made the 1<sup>st</sup> day of July, 2018 by and between the Alma Housing Authority (AHA) as the first party, and the Nicholls Housing Authority (NHA) as the second party, witness that:

Both the Alma Housing Authority and the Nicholls Housing Authority are Public Housing Authorities duly created and existing under and by virtue of the Housing Authority Law of the State of Georgia, and have entered into contracts with the U. S. Department of Housing and Urban Development (HUD) for financial assistance under provision of the United States Housing Act of 1937, as amended, for construction and operation. Nicholls Housing Authority presently owns and operates housing projects in the City of Nicholls, Georgia, consisting of a total of twenty (20) dwelling units.

Under said Housing Authority Law, local Housing Authorities (including the Alma Housing Authority and Nicholls Housing Authority) are authorized to join or cooperate with one another in the exercise of any or all of their powers for the purpose of financing, planning, undertaking, constructing, operating or contracting with respect to a housing project or projects within the area of operation of any one or more of such authorities.

Nicholls Housing Authority will not have a permanent staff to handle the necessary administration of its housing projects, whereas Alma Housing Authority has such a staff through which it is willing to provide assistance to Nicholls Housing Authority in such matters.

Now, therefore, the premises considered, and for and in consideration of the mutual covenants and benefits flowing from each party to the other as hereinafter provided, the parties hereto hereby covenant and agree that:

1. Terms of Agreement: This Agreement shall be effective for twelve (12) months commencing July 1, 2018 and shall be renewed automatically from year to year thereafter for twelve (12) month periods, provided that either party may terminate at any time henceforth by giving written notice of termination according to the following schedule:

Termination: This contract may be terminated by the AHA upon non-compliance or breach of the terms and conditions of this contract by NHA upon ten (10) days written notice to NHA. This contract may be terminated by NHA upon non-compliance or breach of the terms and conditions by AHA upon ten (10) days written notice to AHA. The AHA may terminate the contract without cause upon fifteen (15) days written notification to the NHA. The NHA may terminate the contract without cause upon fifteen (15) days written notification to the AHA.

2. Scope of AHA assistance: With the AHA staff of employees, working under the direction of the Executive Director, AHA will provide NHA with administrative, operational and maintenance services desired and requested by NHA during the effective period of this Agreement. Services will be limited to work types done regularly by the AHA staff and will not include work done normally by independent contractors or others. Further particulars regarding the scope of AHA services will appear hereinafter and in the Compensation Schedule hereto attached as Exhibit A.

3. Control retained by the Nicholls Housing Authority. Notwithstanding any

assistance requested of or rendered by AHA hereunder, NHA expressly reserves unto itself all powers, duties and functions conferred upon it as a Housing Authority

by applicable law. Nicholls Housing Authority all times shall have and retain full control of its housing projects and their operation, and all policy decisions shall be made only by the NHA. Nothing herein shall be deemed to alter any existing requirement that NHA contracts be authorized by and in the name of the Nicholls Housing Authority.

4. Alma Housing Authority Staff and Personnel. The Executive Director and all other AHA staff and personnel rendering NHA services will be answerable to and paid by AHA and its employees. Those handling Nicholls Housing Authority funds will be bonded in favor of Nicholls Housing Authority and at Nicholls Housing Authority's expense, in amounts approved by Nicholls Housing Authority and Alma Housing Authority. In no event shall Alma Housing Authority be liable to Nicholls Housing Authority for consequences of any bona fide error or omission on the part of any Alma Housing Authority employee acting in good faith.

5. Executive Director and Secretary. The same person(s) who serve as Alma Housing Authority's Executive Director and Secretary shall hold office and serve also as Nicholls Housing Authority's Executive Director and Secretary, and shall be duly appointed to said office by Nicholls Housing Authority. All salary and compensation of said person(s) shall be paid by Alma Housing Authority, and shall not be deemed an employee of Nicholls Housing Authority for payroll purposes.

6. Accounting. HUD approved procedures compatible with Alma Housing Authority's own system of accounting will be followed with respect to Nicholls Housing Authority's receipts and disbursements, and suitable books and records will be kept, all



subject to audit and inspection by Nicholls Housing Authority, Alma Housing Authority, HUD and any other authorized governmental agency. Rent receipts and other Nicholls Housing Authority funds received by Alma Housing Authority shall be held in trust for Nicholls Housing Authority until expended only by way of checks prepared by Alma Housing Authority and countersigned by Nicholls Housing Authority's Chairperson, Vice Chairperson or other designated member of the Board of Commissioners. Such checks are to be delivered in person to Nicholls Housing Authority for countersignature and then mailed by Alma Housing Authority to the respective payees.

7. Alma Housing Authority Compensation and Reimbursement. Subject to HUD approval, Nicholls Housing Authority will pay Alma Housing Authority, subject to the availability of funds, the amounts indicated in the Compensation Schedule hereto attached as Exhibit "A" to cover the expense incurred by Alma Housing Authority in providing Nicholls Housing Authority with services anticipated in said Schedule. Nicholls Housing Authority will similarly pay for any services not contemplated in said Schedule, in mutually agreeable amounts. Such payments to Alma Housing Authority shall be made on a quarterly basis, subject to the availability of funds.

8. Where Work is to be Done. It is contemplated that the Executive Director will attend regular meetings of Nicholls Housing Authority's Commissioners and such Special meetings as circumstances from time to time may require. With those exceptions that will necessitate travel to Nicholls, it is expected that all services hereunder will be rendered by Alma Housing Authority's own office in Alma, Georgia. For that purpose, the Executive Director is and shall be expressly authorized to take permanent custody of and remove to Alma Housing Authority's office and all books, records, files,

vouchers, invoices, items, documents, memoranda, and personal property of Nicholls Housing Authority deemed by him necessary for the services of Alma Housing Authority, and to retain the same at said Alma Housing Authority office for such time he deems necessary; but with Nicholls Housing Authority reserving the right of access thereto at all times. For convenience, Nicholls Housing Authority shall be authorized to use the Alma Housing Authority P.O. Box 190, Alma, Georgia 31510 for purposes of any correspondence that might require Alma Housing Authority's attention hereunder, and Alma Housing Authority shall be authorized to open any Nicholls Housing Authority mail received at said address.

9. Nicholls Housing Authority Directions and Information. In rendering its services hereunder, Alma Housing Authority shall be fully authorized at all times to act and rely upon any verbal or written request, direction or other communication made or given for Nicholls Housing Authority by its Chairperson or Vice Chairperson in the Chairperson's absence and to accept as accurate and authentic any Nicholls Housing Authority records and information prepared by others that might be made available to Nicholls Housing Authority for purposes of said services.

10. Amendment and Termination. This Agreement and/or the attached Compensation Schedule may be amended or revised in writing at any time with the mutual agreement of both parties hereto approved by HUD, and may be terminated only as provided in Paragraph One (1) above.

11. Interest of Commissioners and Employees. No Commissioner or employee of either Alma Housing Authority or Nicholls Housing Authority shall have or acquire any interest, direct or indirect, in this Agreement or in any contract or proposed contract for

materials or services to be furnished hereunder or to be used in connection with Nicholls  
Housing Authority housing projects.

EXHIBIT "A"

Reimbursement of Expenses:

Subject to HUD approval, and the availability of funds, Alma Housing Authority shall be reimbursed by Nicholls Housing Authority for cost of services to be provided hereunder that benefit the Nicholls Housing Authority such as salaries, employee benefits, worker's compensation and other operation costs including office expense.

Compensation will be based on the following scale:

- A. A management fee of \$15,000.00 per year or \$3750.00 quarterly will cover the function of two of the departments for the Nicholls Housing Authority, i.e., the Administrative and the Occupancy Department.
- B. Maintenance functions for the Nicholls Housing Authority will be billed quarterly at the following rates: Maintenance Mechanic \$24.00 per hour or \$36.00 for overtime hours, Maintenance Mechanic Assistant \$17.00 per hour or \$25.50 per hour for overtime hours.
- C. Part-time labor is billed directly through Labor Finders at the rate charged to the Alma Housing Authority under the current agreement (copy enclosed). The worker is paid at least the amount established by HUD DOL (Department of Labor) Wage Determination for the current fiscal year.
- D. Transportation will be reimbursed at \$7.50 per round trip. This is based upon 20 miles per round trip at 8 miles per gallon of fuel at \$3.00 per gallon.


As in all previous Agreements, expenses unique to Nicholls Housing Authority and beyond the scope of this Agreement will be paid by Nicholls Housing Authority from its operating funds. Any expenses incurred solely for the benefit of Nicholls Housing Authority

shall be charged to them alone and any expense incurred on behalf of both parties of this Agreement shall be divided pro rata between the parties benefited to the extent of such benefit. All such payments shall be made to Alma Housing Authority on a quarterly basis for the preceding three (3) month expenses. Alma Housing Authority shall reflect on its records kept for each party, its pro rata share on a per unit basis for the preceding month's operating expenses.

NICHOLLS HOUSING AUTHORITY  
NICHOLLS, GEORGIA  
RESOLUTION NUMBER 17-6

Whereas, the Board of Commissioners hereby adopt a Resolution dated 6/21/2017 for the approval of the Nicholls Housing Board of Commissioners to enter a contractual agreement with the Alma Housing Authority to assume management and maintenance responsibilities of the Nicholls Housing Authority.

  
Chairman Nicholls Housing Authority Board of Commissioners

  
Executive Director Alma Housing Authority



NICHOLLS HOUSING AUTHORITY  
NICHOLLS, GEORGIA  
RESOLUTION NUMBER 17-8

Whereas, the Board of Commissioners hereby adopt a Resolution dated 6/26/2018 for the approval of the Nicholls Housing Authority Board of Commissioners to enter a contractual agreement with the Alma Housing Authority to assume management responsibilities of the Nicholls Housing Authority.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Attest-Secretary



**SERVICE DELIVERY STRATEGY**

**FORM 3: Summary of Land Use Agreements**

**Instructions:**

Answer each question below, attaching additional pages as necessary. Please note that any changes to the answers provided will require an update of the service delivery strategy. If the contact person for this service (listed at the bottom of this page) changes, this should be reported to the Department of Community Affairs.

**COUNTY: Coffee**

1. What incompatibilities or conflicts between the land use plans of local governments were identified in the process of developing the service delivery strategy?  
None - N/A

2. Check the boxes indicating how these incompatibilities or conflicts were addressed:

- Amendments to existing comprehensive plans
- Adoption of a joint comprehensive plan
- Other measures (amend zoning ordinances, add environmental regulations, etc.)

If "other measures" was checked, describe these measures:  
Describe "Other" Measures Here

<b>NOTE:</b>
If the necessary plan amendments, regulations, ordinances, etc. have not yet been formally adopted, indicate when each of the affected local governments will adopt them.

3. What policies, procedures and/or processes have been established by local governments (and water and sewer authorities) to ensure that new extraterritorial water and sewer service will be consistent with all applicable land use plans and ordinances? Coffee County and the City of Douglas coordinate when new extraterritorial water/sewer service is proposed, and review the plans for consistency with all applicable land use plans and local ordinances.

4. Person completing form: **Charles W Davis, City Manager - Douglas**

Phone number: **912-389-3497**      Date completed: 7/13/2018

5. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy?  Yes  No

If not, provide designated contact person(s) and phone number(s) below:

**WESLEY VICKERS, COUNTY ADMINISTRATOR - COFFEE COUNTY - (912) 384-4799**



**SERVICE DELIVERY STRATEGY**  
**FORM 4: Certifications**

**Instructions:**

This form must, at a minimum, be signed by an authorized representative of the following governments: 1) the county; 2) the city serving as the county seat; 3) all cities having a 2010 population of over 9,000 residing within the county; and 4) no less than 50% of all other cities with a 2010 population of between 500 and 9,000 residing within the county. Cities with a 2010 population below 500 and local authorities providing services under the strategy are not required to sign this form, but are encouraged to do so.

**COUNTY: COFFEE**

We, the undersigned authorized representatives of the jurisdictions listed below, certify that:

1. We have executed agreements for implementation of our service delivery strategy and the attached forms provide an accurate depiction of our agreed upon strategy (O.C.G.A 36-70-21);
2. Our service delivery strategy promotes the delivery of local government services in the most efficient, effective, and responsive manner (O.C.G.A. 36-70-24 (1));
3. Our service delivery strategy provides that water or sewer fees charged to customers located outside the geographic boundaries of a service provider are reasonable and are not arbitrarily higher than the fees charged to customers located within the geographic boundaries of the service provider (O.C.G.A. 36-70-24 (2)); and
4. Our service delivery strategy ensures that the cost of any services the county government provides (including those jointly funded by the county and one or more municipalities) primarily for the benefit of the unincorporated area of the county are borne by the unincorporated area residents, individuals, and property owners who receive such service (O.C.G.A. 36-70-24 (3)).

JURISDICTION	TITLE	NAME	SIGNATURE	DATE
<u>COFFEE COUNTY</u>	Chairman	AJ Dovers		7-27-18
<u>AMBROSE, CITY OF</u>	Mayor	Bradley Vickers		7-31-18
<u>BROXTON, CITY OF</u>	Mayor	Darquitta Riley		8-1-18
<u>DOUGLAS, CITY OF</u>	Mayor	Tony L. Paulk		7-24-18
<u>NICHOLLS, CITY OF</u>	Mayor	Dewayne Streat		8-1-18