

1 **A RESOLUTION REQUIRING DEPARTMENT HEADS PERFORM AND SUBMIT AN**  
2 **ANNUAL TRAINING ASSESSMENT DURING THE BUDGET PREPARATION**  
3 **PROCESS; DIRECTING AN AMENDMENT TO FULTON COUNTY PERSONNEL**  
4 **PROCEDURE 209-16 “TRAVEL, TRAINING, PARKING AND AUTOMOBILE**  
5 **ALLOWANCE / MILEAGE REIMBURSEMENT POLICY”; AND FOR OTHER**  
6 **PURPOSES.**

7  
8 **WHEREAS**, the Fulton County Board of Commissioners (the “Board”) is the duly  
9 elected governing authority of Fulton County, Georgia (the “County”); and

10 **WHEREAS**, the Board has authority pursuant to the Constitution of the State of  
11 Georgia, Article 9, Sec. 2 ¶ 1(a), to adopt reasonable ordinances, resolutions, or  
12 regulations relating to the County’s affairs for which no provision has been made by  
13 general law and which is not inconsistent with the Constitution or any local law applicable  
14 thereto; and

15 **WHEREAS**, the Fulton County Civil Service Act, codified in pertinent part in Fulton  
16 County Code Section 34-70(a), charges the County’s Chief Human Resources Officer  
17 with implementing, devising, publishing, amending, and rescinding detailed personnel  
18 policies and regulations for the County upon approval by the Board; and

19 **WHEREAS**, on October 19, 2016 via Agenda Item 16-0956, the Board approved  
20 the adoption of Personnel Policy 209-16: Travel, Training, Parking and Automobile  
21 Allowance / Mileage Reimbursement; and

22 **WHEREAS**, according to Personnel Policy 209-16, the County Manager, in  
23 consultation with the Chief Human Resources Officer and the County Attorney, is  
24 authorized to establish and modify, as needed, a procedure for implementing Personnel  
25 Policy 209-16 approved by the Board; and

1           **WHEREAS**, the County Manager adopted Personnel Procedure 209-16 which was  
2 updated on March 26, 2018; and

3           **WHEREAS**, Fulton County Personnel Policy and Procedure 209-16 pertains in  
4 part to the approval of training activities for employees and the reimbursement from the  
5 County to the employees for reasonable expenses of the training and the travel  
6 arrangements that are sometimes necessary for training attendance; and

7           **WHEREAS**, thoughtful planning for such travel and training can ensure that  
8 employees' professional certifications are timely renewed; employees are regularly  
9 afforded opportunities to grow in their careers and are trained in new and emerging  
10 techniques, laws, and processes; departments can take advantage of early bird pricing  
11 for travel and training to make the best use of the County's resources; departments can  
12 ensure their budget requests for travel and training each year are sufficient to meet the  
13 needs of the employees; and departments can avoid unexpected costs for travel and  
14 training that may result in budget overruns; and

15           **WHEREAS**, an annual assessment of the training and related travel needs for  
16 each department or office that relies on County resources will assist the County Manager,  
17 the Finance Department, and the Board with decision-making for each annual budget.

18           **NOW, THEREFORE, BE IT RESOLVED**, that the Fulton County Board of  
19 Commissioners hereby requires each department head that seeks County resources for  
20 training and related travel expenses to perform an annual assessment outlining their  
21 department's progress toward their current year's training goals and the training and

1 related travel needs of their department for the upcoming budget year, which shall be  
2 submitted to and used by the Board when evaluating the proposed budget for the  
3 upcoming budget year.

4 **BE IT FURTHER RESOLVED**, that the Fulton County Board of Commissioners  
5 hereby directs the County Manager, in consultation with the Chief Human Resources  
6 Officer and the County Attorney, to amend Personnel Procedure 209-16 to reflect the  
7 requirement herein and to distribute a finalized procedure to the Board within sixty (60)  
8 days of the adoption of this Resolution.

9 **BE IT FINALLY RESOLVED**, that this Resolution shall become effective when  
10 adopted, and that all resolutions and ordinances and parts of resolutions and ordinances  
11 in conflict with this Resolution, are hereby repealed to the extent of the conflict.

12 **SO PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

13 **FULTON COUNTY BOARD OF COMMISSIONERS**

14 **SPONSORED BY:**

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16  
17  
18  
19 \_\_\_\_\_  
20 Moraima Ivory, Commissioner (District 4)

21 ATTEST:

22  
23 \_\_\_\_\_  
24 Tonya R. Grier, Clerk to the Commission

25  
26 APPROVED AS TO FORM:

27  
28 \_\_\_\_\_  
29 Y. Soo Jo, County Attorney  
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