



**Bulloch County  
Board of  
Commissioners  
Regular Meeting**

**3.20.2012  
Estimated Time: 1 Hour & 45 Minutes  
North Main Annex Community Room  
Statesboro, Georgia  
8:30 AM**

Meeting Function:	<b>Board of Commissioners</b>	Type of Meeting:	<b>Regular Meeting</b>
Meeting Chair:	<b>Chairman, Garret Nevil (Presiding)</b>	Recorder:	<b>Clerk of the Board, Maggie Fitzgerald</b>
Parliamentarian:	<b>Chief Legal Counsel, Jeff Akins</b>	Ex-Officio:	<b>Tom Couch, County Manager; Harry Starling, Chief Financial Officer; Andy Welch, Development Services Director; Kirk Tatum, County Engineer; and Mike Boyett and Therman Fail, Area Road Superintendents; and Mike Rollins, Statesboro Bulloch County Parks and Recreation Director.</b>

**General Agenda**

ITEM	RESOURCE PERSON/FACILITATOR	TIME	REFER
Call to Order; Welcome Media and Visitors	Chairman Nevil	8:30 AM	
Invocation and Pledge of Allegiance	Commissioner Walter Gibson	8:32 AM	
Roll Call	Clerk of the Board	8:33 AM	
Approval of General Agenda	Chairman Nevil	8:35 AM	
Public Comments	Audience	8:37 AM	
Recognitions	Chairman Nevil	8:43 AM	
"Rodeo Days" Proclamation	Kiwanis Club		Tab A
Consent Agenda	Chairman Nevil	8:48 AM	
Approval of Minutes – Regular Meeting held on March 6, 2012	Clerk of the Board		Tab B
Approval of E-TraK Plus Software System	Parks and Recreation		Tab C
Approval of a Bid from Liberty Pyrotechnics	Parks and Recreation		Tab D
Approval of Alcoholic Beverage License for Po-Jo's Gas-N-Go	Clerk of the Board		Tab E
New Business	Chairman Nevil	8:51 AM	
Discussion/Action: Alcohol Ordinance Amendment	Legal		Tab F
Discussion/Action: Bond Underwriters Selection	County Manager	8:55 AM	Tab G
Discussion/Action: Budget Amendment for Farmers Market	County Manager	9:15 AM	Tab H
Discussion/Action: Bid for Paving – S&S Railroad Bed Rd.	Engineering & Transportation	9:25 AM	Tab I
Commission and Staff Comments	Chairman Nevil, et al.	9:35 AM	
Executive Session	Chairman Nevil	9:45 AM	
Personnel Matters	Parks and Recreation		Tab J

Pending Litigation	Legal	
Adjourn	Chairman	10:15 AM
<b>Additional Information</b>		
Background information in Board packets		

## BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

<b>DEPARTMENT MAKING REQUEST (Box 1)</b>		<b>MEETING DATE (Box 2)</b> March 20, 2012			
Legal		<b>RESOLUTION ATTACHED? (Box 3)</b>		YES	X
				NO	
<b>REQUESTED MOTION OR ITEM TITLE (Box 4)</b>					
Proclamation for "Rodeo Days"					
<b>SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)</b>					
Commissioner Gibson has had discussions with representatives of the Kiwanis Club about the Commissioners proclaiming April 22 <sup>nd</sup> through April 27 <sup>th</sup> as "Rodeo Days" in Bulloch County in support of the Kiwanis Club's upcoming second annual Rodeo on April 27 <sup>th</sup> and 28 <sup>th</sup> . The attached proclamation accomplishes this goal.					
<b>AGENDA CATEGORY (CHECK ONE) (Box 6)</b>			<b>FINANCIAL IMPACT STATEMENT (Box 7)</b>		
PRESENTATION (6a)		<input checked="" type="checkbox"/>	<b>BUDGETED ITEM? (7a)</b>	YES	
				NO	
PUBLIC HEARING (6b)			<b>ATTACH DETAILED ANALYSIS, IF NEEDED (7c)</b>		
CONSENT (6c)					
NEW BUSINESS (6d)		<input checked="" type="checkbox"/>			
OLD BUSINESS (6e)					
OTHER (6f)					
<b>APPROVED FOR AGENDA (Box 8)</b>					
<b>DEPARTMENT DIRECTOR</b>		<b>PURCHASING OFFICER</b>		<b>OTHER</b>	
<b>COUNTY CLERK</b>		<b>COUNTY STAFF ATTORNEY</b>		<b>COUNTY MANAGER</b>	
YES		YES		YES	
NO		NO		NO	
INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE	
<b>COMMISSION ACTION AND REFERRAL (Box 9)</b>					
APPROVED		<b>DATE TO BE RETURNED TO AGENDA</b>			
DENIED					
DEFERRED		<b>NOTES</b>			
OTHER					

**STATE OF GEORGIA  
COUNTY OF BULLOCH**

**PROCLAMATION**

WHEREAS, the Kiwanis Club of Statesboro held its first annual Rodeo in Bulloch County at the Kiwanis Ogeechee Fairgrounds in April of 2011; and

WHEREAS, the Kiwanis Club's first annual Rodeo was a highly successful event, providing unique entertainment and raising funds that the Kiwanis Club uses to support various community organizations and projects; and

WHEREAS, the Kiwanis Club will hold its second annual Rodeo on April 27<sup>th</sup> and April 28<sup>th</sup> of 2012, which is anticipated to be even larger and more successful than the first Rodeo in April of 2011; and

WHEREAS, the Bulloch County Board of Commissioners wishes to offer its support and congratulations to the Kiwanis Club for this unique and successful event by proclaiming the week of April 22<sup>nd</sup> through April 27<sup>th</sup> of 2012 as "Rodeo Days" in Bulloch County;

NOW THEREFORE, in recognition of the Kiwanis Club of Statesboro's second annual Rodeo, the Bulloch County Board of Commissioners hereby proclaims the week of April 22<sup>nd</sup> through April 27<sup>th</sup> of 2012 to be "Rodeo Days" in Bulloch County.

SO PROCLAIMED this 20<sup>th</sup> day of March, 2012.

By: \_\_\_\_\_  
J. Garrett Nevil, Chairman

By: \_\_\_\_\_  
Carolyn Ethridge, Commissioner

By: \_\_\_\_\_  
Walter Gibson, Commissioner

By: \_\_\_\_\_  
Ray Mosley, Commissioner

By: \_\_\_\_\_  
Robert Rushing, Commissioner

By: \_\_\_\_\_  
Anthony D. Simmons, Commissioner

By: \_\_\_\_\_  
Roy Thompson, Commissioner

Attest: \_\_\_\_\_  
Maggie Fitzgerald, Clerk

[SEAL]

March 6, 2012  
Statesboro, GA

### Regular Meeting

The Board of Commissioners met at 5:30 p.m. in the Community Room of the North Main Annex. Chairman Nevil welcomed guests and called the meeting to order. Commissioner Roy Thompson gave the invocation and the pledge of allegiance.

Ms. Maggie Fitzgerald, present as Clerk of the Board, performed the roll call of the commissioners and staff. The following commissioners were present: Chairman Nevil, Vice Chairman Ethridge, Commissioner Mosley, Commissioner Simmons, Commissioner Rushing, Commissioner Thompson, and Commissioner Gibson. The following staff were present: County Manager Thomas Couch, County Attorney Jeff Akins, Development Services Director Andy Welch, Deputy Clerk Christy Strickland, Public Safety Director Ted Wynn, County Engineer Kirk Tatum, Area Road Superintendent Therman Fail, and Zoning Administrator Randy Newman.

After Roll Call, Chairman Nevil opened the meeting for Public Hearings regarding Zoning and Land Use matters and stated that the first item of business was the approval of the Zoning and Land Use Agenda. Chairman Nevil asked for amendments or modifications of the Zoning and Land Use Agenda. Hearing none, Commissioner Mosley offered a motion to approve the Zoning and Land Use Agenda as presented. Commissioner Simmons seconded the motion, and it carried unanimously. Chairman Nevil asked Zoning Administrator Randy Newman to present the two items of business.

Zoning Administrator Randy Newman presented Item #1 which was an application submitted by Scott B. Martin requesting a modification that was placed on his rezone and conditional use request by the Board of Commissioners on February 2, 2010, that stated, "The use shall be limited to a concrete manufacturing business." Mr. Newman stated that Mr. Martin is requesting to be able to sell pre-fabricated buildings and trailers and to have U-Haul rentals on the property, and that the property consists of two parcels totaling 3.26 acres. Mr. Newman stated that the property is located on Highway 80 West, tax map #MS27 000008 000. The Staff recommended and the Planning and Zoning Commission voted to approve the request. Mr. Newman stated that no one signed up to speak for or against the request. Without discussion, Commissioner

Gibson offered a motion to approve the modification request submitted by Scott B. Martin (See Exhibit #2012-25). Commissioner Rushing seconded the motion, and it carried unanimously.

Zoning Administrator Randy Newman presented Item #2 which was an amendment to the Sign Ordinance. Mr. Newman yielded the floor to Development Services Director Andy Welch, who discussed the request by the Board of Commissioners to amend the Sign Ordinance regarding the permitting of temporary signs. After further discussion, Commissioner Gibson offered a motion to approve the amendment to the Sign Ordinance (See Exhibit #2012-26). Commissioner Ethridge seconded the motion, and it carried unanimously.

Sign-in sheets for Zoning Matters are shown in Exhibit #2012-27.

Chairman Nevil closed the Public Hearings regarding Zoning and Land Use matters, and asked for amendments or modifications of the General Agenda. County Manager Thomas Couch asked that the General Agenda be amended by (1) adding as Item #3 of New Business the discussion and/or action to adopt a resolution making the final amendment of the Fiscal Year 2011 budget to clear potential notes to the financial statements that will be represented in the forthcoming annual financial report and (2) to add as Item #4 of New Business the discussion and/or action to consider issuing a request for proposals for employee health insurance using an independent benefits consultant. Hearing no further amendments or modifications, Commissioner Mosley offered a motion to approve the General Agenda as amended. Commissioner Ethridge seconded the motion, and it carried unanimously.

The next item of business was the approval of the Minutes for the Workshop held on February 14, 2012, and the Regular Meeting held on February 21, 2012. Chairman Nevil called for corrections or modifications to the Minutes. Without hearing any corrections or modifications, Commissioner Gibson offered a motion to approve the minutes as presented. Commissioner Simmons seconded the motion, and it carried unanimously.

Chairman Nevil stated that the Board would conduct a Public Hearing to accept comments on the request made by Mr. W.M. Sheppard to abandon and close portions of Lee Williams Road, County Road #364, and Bailey Road, County Road #419, where

notice to the public has been duly given according to County requirements and O.C.G.A. 32-7-2 (See Exhibit #2012-28 for Lee Williams Road and See Exhibit #2012-29 for Bailey Road), and called for a motion to open the Public Hearing for citizen input. Commissioner Simmons offered a motion to open the Public Hearing. Commissioner Mosley seconded the motion, and it carried unanimously. Chairman Nevil called for comments and/or questions from the public. Mrs. Susan Cassidy of Lee Williams Road stated that the roads are both very active, and closing the roads would displace heavy traffic onto other roads. Mr. Don Marsh, representing Mr. Sheppard, stated that Mr. Sheppard is requesting to close the portions of the roads where he owns property on both sides in order to place center pivots in the fields for crop irrigation. Attorney Charlie Aaron, representing Mrs. Connie Collins (Wimmer), spoke in opposition of closing portions on both roads because the closures would create over a two mile trip to get to the main roadway. Attorney Michael Classens, representing the Cowart family, stated that closing portions of both roads would create problems for public safety, and requested that a compromise be made to close the portion of Lee Williams Road and leave the portion of Bailey Road open to the public. Mr. David Myrick of Bailey Road also expressed his concerns about a potential issue with public safety, extra traffic, and finding places for the County motor graders to turn around without driving in people's yards. After further discussion, Commissioner Rushing offered a motion to close the Public Hearing. Commissioner Ethridge seconded the motion, and it carried unanimously.

Next, Chairman Nevil asked for public comments from the audience at large or in writing. County Manager Thomas Couch and Clerk of the Board Maggie Fitzgerald both stated that there were no formal requests or petitions received in writing. Hearing no comments from the public, Chairman Nevil moved forward to the next item on the Agenda.

Chairman Nevil stated that the next item on the Agenda was to approve the Consent Agenda as follows: (1) to dispense with the reading and adopt a resolution to accept the Staff recommendation authorizing the execution of a technical amendment to an agreement by the Chairman of the Board or the County Manager regarding the Bulloch County Employee Retirement Plan (See Exhibit #2012-30) and (2) to accept the Staff recommendation to reappoint Dr. Angela Gerguis for a six year term to the County

Board of Health. Without discussion, Commissioner Simmons offered a motion to approve the Consent Agenda as presented. Commissioner Ethridge seconded the motion, and it carried unanimously.

Without any items of Old or Unfinished Business, Chairman Nevil stated that the first item of New Business was the discussion and/or action regarding the reading and adoption of a resolution to consider the abandonment of a portion of County Road #364, also known as Lee Williams Road. Chairman Nevil called on County Manager Thomas Couch to initiate the discussion regarding the matter, and Mr. Couch summarized previous discussions regarding the proposed road abandonment from the Public Hearings. After further discussion, Commissioner Rushing offered a motion to approve and adopt the resolution to abandon a portion of County Road #364, also known as Lee Williams Road (See Exhibit #2012-31). Commissioner Thompson seconded the motion, and it carried unanimously.

Chairman Nevil stated that the second item of New Business was for the discussion and/or action regarding the reading and adoption of a resolution to consider the abandonment of a portion of County Road #419, also known as Bailey Road. Chairman Nevil called on County Manager Thomas Couch to initiate the discussion regarding the matter, and Mr. Couch summarized previous discussions regarding the proposed road abandonment from the Public Hearings. After further discussion, Commissioner Gibson offered a motion to deny the request and resolution to abandon a portion of County Road #419, also known as Bailey Road. Commissioner Rushing seconded the motion, and it carried unanimously.

Chairman Nevil stated that the third item of New Business was for the discussion and/or action to adopt a resolution making the final amendment of the Fiscal Year 2011 budget to clear potential notes to the financial statements that will be represented in the forthcoming annual financial report. Chairman Nevil called on County Manager Thomas Couch to initiate the discussion regarding the matter, and Mr. Couch stated that the final FY 2011 Appropriations Budget amendment would close out that budget for the yearly audit. After further discussion, Commissioner Ethridge offered a motion to approve and adopt a resolution making the final amendment of the Fiscal Year 2011 Budget (See

Exhibit #2012-32). Commissioner Simmons seconded the motion, and it carried unanimously.

Chairman Nevil stated that the fourth item of New Business was for the discussion and/or action to consider issuing a request for proposals for Employee Health Insurance coverage using an independent benefits consultant. Chairman Nevil called on County Manager Thomas Couch to initiate the discussion regarding the matter, and Mr. Couch stated the County implemented the services of Wethe & Associates several years ago to bid out the Employee Health Insurance and that his services were instrumental in receiving the best price for health care coverage. After further discussion, Commissioner Mosley offered a motion to authorize the County Manager to execute an engagement letter to Wethe & Associates as the County's independent benefits consultant (See Exhibit #2012-33). Commissioner Gibson seconded the motion, and it carried unanimously.

Chairman Nevil asked each Commissioner to take thirty seconds for any general comments or statements, beginning with Commissioner Ethridge and then proceeding down the bench accordingly. Commissioner Ethridge, Commissioner Simmons, Commissioner Rushing, Commissioner Thompson, Commissioner Gibson, and Commissioner Mosley all welcomed the audience and thanked Mr. Couch for his hard work and dedication to the County.

After further discussion, Chairman Nevil asked for comments from the Staff, and County Manager Thomas Couch thanked Commissioner Thompson for reminding the Board about the appointment policy, and stated that on the next Agenda, the meeting minutes would be placed on the Consent Agenda. Clerk of the Board Maggie Fitzgerald reminded the Board members about registering for the ACCG Annual Meeting in Savannah.

Chairman Nevil asked if there were any further comments from the Commission or Staff. Hearing no further comments from the Board or Staff, Chairman Nevil asked for a motion to adjourn. Commissioner Simmons offered a motion to adjourn the meeting. Commissioner Mosley seconded the motion, and it carried unanimously.

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J. Garrett Nevil, Chairman

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Attest: Maggie Fitzgerald, Clerk of the Board

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

<b>DEPARTMENT MAKING REQUEST (Box 1)</b>	<b>MEETING DATE (Box 2)</b> March 20, 2012		
<b>PARKS &amp; RECREATION DEPT.</b>	<b>RESOLUTION ATTACHED? (Box 3)</b>	<b>YES</b>	
		<b>NO</b>	

**REQUESTED MOTION OR ITEM TITLE (Box 4)**

Approve the proposal from E TraK Plus to provide an integrated web based software system for the Parks and Recreation Department

**SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)**

See attached

<b>AGENDA CATEGORY (CHECK ONE) (Box 6)</b>		<b>FINANCIAL IMPACT STATEMENT (Box 7)</b>					
<b>PRESENTATION (6a)</b>		<b>BUDGETED ITEM? (7a)</b>	<b>YES</b>		<b>AMENDMENT REQUIRED? (7b)</b>	<b>YES</b>	
			<b>NO</b>	<b>X</b>		<b>NO</b>	
<b>PUBLIC HEARING (6b)</b>		<b>ATTACH DETAILED ANALYSIS, IF NEEDED (7c)</b>					
<b>CONSENT (6c)</b>	<b>X</b>	Cost will be paid from Parks and Recreation SPLOST funds.					
<b>NEW BUSINESS (6d)</b>							
<b>OLD BUSINESS (6e)</b>							
<b>OTHER (6f)</b>							

**APPROVED FOR AGENDA (Box 8)**

<b>DEPARTMENT DIRECTOR</b>		<b>PURCHASING OFFICER</b>		<b>OTHER</b>		<b>COUNTY CLERK</b>		<b>COUNTY STAFF ATTORNEY</b>		<b>COUNTY MANAGER</b>	
<b>YES</b>		<b>YES</b>		<b>YES</b>		<b>YES</b>		<b>YES</b>		<b>YES</b>	
<b>NO</b>		<b>NO</b>		<b>NO</b>		<b>NO</b>		<b>NO</b>		<b>NO</b>	
<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>	
<b>DATE</b>		<b>DATE</b>		<b>DATE</b>		<b>DATE</b>		<b>DATE</b>		<b>DATE</b>	

**COMMISSION ACTION AND REFERRAL (Box 9)**

<b>APPROVED</b>	<b>DATE TO BE RETURNED TO AGENDA</b>
<b>DENIED</b>	
<b>DEFERRED</b>	<b>NOTES</b>
<b>OTHER</b>	

# Memorandum

To: Mr. Tom Couch, County Manager  
From: Mike Rollins, Director of Parks Recreation  
Date: 3/14/2012  
Re: Capital Outlay Purchases

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As I discussed in Wednesdays meeting there are several pressing Capital Purchases that we would like to move forward with. Most of these are equipment and vehicle purchases in our Capital Outlay Plan that have been deferred from previous years. One is an operational issue that has arisen in the last 9 months.

Our most pressing issue is the replacement of our existing integrated software system. This software system is the platform we use for program registration, facility reservations, point of sale transactions, and all financial transactions. We currently use a system called Safari that we purchased in 1997 and upgraded in 2004 when we opened Splash in the Boro. Several years ago a company called Active Network purchased Safari from its parent company. We received word almost a year ago that Active was transitioning its customers from the network based program to its new web-based system called Active Net System. They were not requiring customers to switch but they did advise existing customers that they were ceasing all product development efforts with Safari. This information along with the continued inability of Safari to meet our operational needs for Splash in the Boro, the Tennis Center, The Our time Program and other areas prompted us to look for a new system that could effectively meet our future needs and also interface with any changes made to the County's accounting software. During our product review process we looked closely at three software platforms; Active Net, Rec1 and E-Trak Plus. Each of these are web-based software systems designed to be accessible to many users at one time in different locations. The software and database are housed with the company and accessed through the internet. This is the new trend in this type of integrated software system and it offers endless advantages to the diverse issues encountered when managing multiple operations in different locations. After a thorough evaluation of the three products we are confident that E-Trak Plus will meet our current and future needs, provide us with excellent service and provide us the best value for our investment. Behind a cover memo from Broni Gainous I have attached a copy of information from the 3 providers that explains the financial cost for each proposal. Our upfront cost for E-Trak Plus is \$30,000 which we would propose to come from our SPLOST funds. Our annual cost for the next 9 years would be \$7000.00 per year, much less than the other options. We would like to move on this as soon as possible so it would be available for our SPLASH summer operating season.

The remaining items are some vehicle and equipment purchases and small capital improvement projects that we would also like to move forward with as soon as possible. I have attached a spreadsheet itemizing the specific information including any required budget modifications for all purchases.

cc. Board of Commissioners



# Memorandum

To: Mr. Tom Couch, County Manager  
From: Mike Rollins, Director of Parks Recreation *MR*  
Date: 3/2/2012  
Re: Capital Outlay Purchases

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As I discussed in Wednesdays meeting there are several pressing Capital Purchases that we would like to move forward with. Most of these are equipment and vehicle purchases in our Capital Outlay Plan that have been deferred from previous years. One is an operational issue that has arisen in the last 9 months.

Our most pressing issue is the replacement of our existing integrated software system. This software system is the platform we use for program registration, facility reservations, point of sale transactions, and all financial transactions. We currently use a system called Safari that we purchased in 1997 and upgraded in 2004 when we opened Splash in the Boro. Several years ago a company called Active Network purchased Safari from its parent company. We received word almost a year ago that Active was transitioning its customers from the network based program to its new web-based system called Active Net System. They were not requiring customers to switch but they did advise existing customers that they were ceasing all product development efforts with Safari. This information along with the continued inability of Safari to meet our operational needs for Splash in the Boro, the Tennis Center, The Our time Program and other areas prompted us to look for a new system that could effectively meet our future needs and also interface with any changes made to the County's accounting software. During our product review process we looked closely at three software platforms; Active Net, Rec1 and E-Trak Plus. Each of these are web-based software systems designed to be accessible to many users at one time in different locations. The software and database are housed with the company and accessed through the internet. This is the new trend in this type of integrated software system and it offers endless advantages to the diverse issues encountered when managing multiple operations in different locations. After a thorough evaluation of the three products we are confident that E-Trak Plus will meet our current and future needs, provide us with excellent service and provide us the best value for our investment. Behind a cover memo from Broni Gainous I have attached a copy of information from the 3 providers that explains the financial cost for each proposal. Our upfront cost for E-Trak Plus is \$30,000 which we would propose to come from our SPLOST funds. Our annual cost for the next 9 years would be \$7000.00 per year, much less than the other options. We would like to move on this as soon as possible so it would be available for our SPLASH summer operating season.

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cc. Board of Commissioners

## MEMORANDUM

To: Mike Rollins  
From: Broni Gainous *BG*  
Date: 2/24/12  
Re: Updated Software

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After reviewing the need for updated integrated software, we have determined that web-based software would best suit the needs of the entire department. Our current software (Safari) is antiquated and will be obsolete and unusable soon.

Following an extensive search, we narrowed the decision down to e-Trak Plus. Presentations were made to full-time staff who utilize the software on a regular basis. Each staff member was able to evaluate the software based on their specific needs. After contacting references regarding e-Trak and their software, we have come to the conclusion that e-Trak will best serve the needs of SBCPRD and Splash in the Boro.

E-Trak's pricing schedule shows the purchase of the software and the maintenance of that software for a period of 5 years as \$58,000. The initial year's cost will be \$30,000 for the purchase of the software and \$7,000 annually for four following years. There is an annual 1-year renewal option at the end of 5 years for years 6 through 10.

Other software we evaluated and their respective costs:

Rec1: Transaction based. Rec1's pricing schedule normally calls for 1% per financial transaction. After discussing financial concerns with the owner, he has proposed the following price schedule: 1% for the first \$1 million in transactions, .75% for the second \$1 million in transactions, and everything above \$2 million would be .5%. A rough estimate of \$3 million in revenues per year would cost us \$22,500 for the software and support per year. Estimated cost over the period of 5 years: \$112,500.

Active.com (Safari's successor): Transaction based. 4.5% per transaction through December 2013. (6.5% thereafter). Estimate cost per year: \$ 157,500. Estimated cost over the period of 5 years: \$787,500.

We recommend proceeding with the conversion from Safari to E-Trak as soon as possible to allow us time to train, input all of our data and account codes prior to the Splash in the Boro busy season.



Wednesday, January 18, 2012



Jerry Plybon  
Director, National Business Development  
**eTrak-plus – Complete Parks & Recreation Management Solution**  
1095 Playground Road  
Charleston, SC 29407

eTrak-plus  
1095 Playground Road  
Charleston, SC 29407

Tel: (877) 51E-TRAK (513-8725)  
Fax: (866) 338-1360  
URL: [www.eTrak-plus.com](http://www.eTrak-plus.com)

Response to Informal Request:  
"Recreation Management Software"

**ATTENTION: BRONI GAINOUS**

Thank you for the inclusion in the Statesboro-Bulloch (informal) RFP process, we appreciate the opportunity to serve your organization. eTrak-plus is a complete parks and recreation management solution, and we are proud to be free of modules and transaction fees! Our solution and pricing include the use of every available (and applicable) eTrak-plus parks and recreation management application Statesboro-Bulloch should/would ever want or need, for one low annual fee.

eTrak-plus was founded in 1980 and has been providing our complete parks and recreation management software solution for over 30 years. We pride ourselves on our ability to offer a user-friendly solution with exceptional training and 24/7 customer support via our toll-free support line. Our goal is to continue building mutual partnerships with our customers while constantly improving our products to consistently meet the changing needs of our clients and the parks and recreation industry.

**NOTE:** eTrak-plus is owned and operated by St. Andrew's Parish Parks and Playground Commission, a South Carolina Special Purpose District.

Please feel free to call me directly and at any time with questions regarding our proposal, our solution or the services we are able to provide.

Sincerely

Jerry Plybon  
Director, National Business Development  
843-224-3261 direct / 877-51ETRAK (877-513-8725) toll-free  
[jerry@eTrak-plus.com](mailto:jerry@eTrak-plus.com)  
[www.eTrak-plus.com](http://www.eTrak-plus.com)



eTrak-plus  
1095 Playground Road  
Charleston, SC 29407

Tel: (877) 51E-TRAK (513-8725)  
Fax: (866) 338-1360  
URL: [www.eTrak-plus.com](http://www.eTrak-plus.com)

Response to Informal Request:  
"Recreation Management Software"

## Table of Contents

1. EXECUTIVE SUMMARY .....	3
2. SCOPE OF SERVICES .....	4
3. PROPOSED APPLICATION SOFTWARE AND COMPUTING ENVIRONMENT .....	6
4. IMPLEMENTATION PLAN .....	10
5. MAINTENANCE AND SUPPORT PROGRAM .....	15
6. REFERENCES .....	16
7. PRICE PROPOSAL .....	17
PRICING STRUCTURE.....	17
OPTION A.....	17
OPTION B.....	19
8. QUESTIONS STATESBORO-BULLOCH MAY FIND BENEFICIAL TO ASK ALL VENDORS OF INTEREST.....	20



**ETRAK-PLUS RESPONSE TO:  
STATESBORO-BULLOCH INFORMAL RFP**

eTrak-plus  
1095 Playground Road  
Charleston, SC 29407

Tel: (877) 51E-TRAK (513-8725)  
Fax: (866) 338-1360  
URL: [www.eTrak-plus.com](http://www.eTrak-plus.com)

**Response to Informal Request:  
"Recreation Management Software"**

**1. EXECUTIVE SUMMARY**

The eTrak-plus complete parks and recreation management software solution helps agencies streamline recreation management through our state-of-the-art software technology. Agency employees can manage all aspects of recreation management, including activity registration, facility scheduling, memberships, league scheduling/management, child care, point-of-sale and much more. eTrak software is easy to use, enabling organizations to simplify parks and recreation operations, reduce costs, and increase customer service levels.

eTrak-plus is a proven off-the-shelf solution that's adaptable, providing Statesboro-Bulloch with an efficient, cost-effective and complete (web-based) parks and recreation management solution. Our service/platform is hosted, secured and maintained within our (NOC) network operation center, which is located at 1095 Playground Road, Charleston, SC 29407 (eTrak-plus Headquarters). eTrak-plus is owned and operated by St. Andrew's Parks & Playground (*officially: St. Andrew's Parish Parks and Playground Commission, a Special Purpose District founded in 1945*).

Our service, platform and solution will allow Statesboro-Bulloch staff to serve its customers with greater efficiency, while enhancing internal operations and saving valuable time. eTrak-plus will allow for unlimited expansion and uninhibited growth for many years to come. With eTrak-plus, Statesboro-Bulloch will be able to easily automate and incorporate all of the varying processes needed for current and future (long-term) use. Pricing submitted with our response is all-inclusive, helping to stabilize and secure annual expenditures for your parks and recreation management software solution for the life of your contract.

We also don't think it's fair to limit our clients to a specific number of support hours and we don't think it's fair to charge our clients' money for things that should be included; like unlimited pc's, unlimited users (simultaneous or otherwise), all-inclusive applications (or modules) etc., so we don't.

eTrak-plus will provide Statesboro-Bulloch with an assigned dedicated support professional who will work with the overall eTrak-plus team to provide city employees with unlimited 24x7 customer support. Our dedicated



support methodology allows parks and recreation staff to focus their time and energy on the management and growth of their agency and respective programs, without wasting time trying to managing a software solutions provider.

If Statesboro-Bulloch wants to sell tickets online, that can be scanned in upon arrival, that's great and the system is set up to provide this function today. If you want to customize your tickets, eTrak will provide the customization at the fees shown in pricing.



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Fax: (866) 338-1360  
URL: [www.eTrak-plus.com](http://www.eTrak-plus.com)

Response to Informal Request:  
"Recreation Management Software"

**Applications/Services included with the eTrak-plus service and annual fee:**

1. Facility scheduling and reservations (desktop and online with reservation calendars for each facility)
2. Activity registration (desktop and online)
3. League scheduling (state-of-the-art)
4. Membership management
  - ability to print membership cards
  - use pre-printed keytags
  - incorporate third party bio-metric peripherals
5. Point of Sale (with touch-screen and inventory management)
6. Financial management
7. Equipment rental and management (with inventory controls)
8. Comprehensive and customizable reporting capabilities
9. Marketing and communication tools
10. Administrative controls
11. PCI DSS Compliant (100% with detailed documentation)
12. Childcare management
13. Campsite management
14. Payment processing
15. Integration with accounting software (import/export)
16. Accounts payable, accounts receivable / sales
17. General Ledger
18. Standard reports in various formats (plus customized reports at no additional charge)
19. Integration with SkyLogix (existing SkyLogix partnership)
20. Data migration (included in our 1<sup>st</sup> year fee)
21. All inclusive service/platform & pricing
22. No transaction fees (guaranteed)

**2. SCOPE OF SERVICES**

*We understand the SOW (scope of work) and responsibilities as a prospective parks and recreation management solution provider to be as follows:*



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eTrak-plus will provide Statesboro-Bulloch with the use of the eTrak-plus hosted, web-based service and platform, for one all-inclusive annual fee. The eTrak-plus service and platform will provide Statesboro-Bulloch with an off-the-shelf complete parks and recreation management solution, but Statesboro-Bulloch will be able to request and receive specialized/personalized system tweaks and adjustments that allow its employees a more comfortable look, feel and interaction.

The eTrak-plus solution and attached pricing includes the following:

- Secured hosting
- Server maintenance
- Security of servers
- eTrak-plus updates
- eTrak-plus upgrades
- PCI DSS Compliance
- Unlimited seat license (concurrent or individual use)
- 24x7 Support
- Dedicated support team
- Real-time data and access (24x7)
- Disaster Recover and Business Continuity Planning
- Third-party peripheral management and incorporation
- Complete data migration (all data), management and security

**High Level Overview of eTrak-plus features and benefits (all included in our price):**

- Real-time customer access via the Internet
- Increase productivity and efficiency without increasing personnel costs
- Retain control over what's available via eTrak-plus (internally and externally)
- eTrak-plus charges **NO** transaction fees
- Simplified transaction processing with payment by credit card, gift card, coupon, voucher, scholarship, EFT, ACH, etc.
- Create multiple links from your existing home page to different features and areas of eTrak-plus for faster and more efficient ease-of-use
- Transactions are completed in one operation, with rosters, schedules, financials, and demographics automatically updated
- Access a central customer database by name, telephone number, account number, ID card, address, email address, and organization
- Centralized database – in real-time
- Receipt printed or emailed – GO GREEN!
- Multiple user-defined payment types
- Extensive financial reporting
- 24x7 support
- Quarterly (on-going) training included in price
- Marketing tools (email, text, etc.)



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- Supports a wide range of point-of-sale hardware peripherals
- GIS mapping to support resident/non-resident fees
- Unlimited user menu configuration
- PCI DSS Compliant
- Online acceptance of waivers, hold harmless agreements, etc. when enrolling online
- Enroll the entire family in one interaction and quickly pay for all transactions as one
- User home page to track activity, purchases, etc. with the ability to view and update eTrak-plus household and family member data online (Statesboro-Bulloch can limit what family information can be accessed and changed - EXAMPLE: you would not want parents to change child's DOB)
- Statesboro-Bulloch owns the database
- Reports output to PDF, word, excel and csv formats
- Customizable welcome screens
- Cash receipts and income distribution for any date range
- Reporting and tracking application
- Email and texting broadcast message options
- Double entry accounting system (hundreds of standard reports)

### 3. PROPOSED APPLICATION SOFTWARE AND COMPUTING ENVIRONMENT

We have detailed (below) the features and capabilities of the various applications that come standard with the eTrak-plus service, platform and solution:

#### ***Financial Reports:***

- eTrak-plus is built on approximately 850 data tables, generating a minimum of 150 standard system reports (we include report customization in our pricing for any tweaks and adjustments of reports necessary to accommodate Statesboro-Bulloch)
- Print receipts and reports in PDF and various other formats
- Print statistical reports directly to excel or csv files
- Email any receipt or report
- Graphical output capability - graphs, pie charts, bar graphs, etc.
- User-defined titles on all reports
- Preview any receipt or report on the screen prior to print or email
- Import mapping to enable export of eTrak data into your financial software

#### ***League Scheduling:***

- Manage schedules for any number of leagues with teams, players and officials
- Enter team data once, then reuse year after year (cloning)
- Round robin, elimination tournaments, and cross-over schedules between leagues



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- Schedules assigned automatically online
- Coaches or league administrator can be granted access to record scores and track standings from home or the office at their convenience
- Regular season, single and double elimination tournaments
- Tournament brackets with printout
- Automatic facility reservations
- Track league fees and payments
- Use roster draft option to create teams
- Multiple schedule generators available
- Track and assign officials
- Update existing league schedules as needed
- Print or email league schedules

**Activity Registration:**

- Activity Registration (athletics, events, classes, etc.)
- Customer Info (family and demographic information stored)
- Courses/Activities (setup all Activities listed in brochure and maintain Rosters/Wait Lists)
- Text messaging and email 'blast' capability
- Cash Register/POS (with inventory tracking and auto-ordering)
- Shopping Cart (all purchases, reservations and registrations can be combined into one shopping cart and purchased as one transaction)
- Track all program enrollments
- Manage rosters, wait lists and waivers
- Track income and expense by revenue distribution code or account
- Transfer, cancellation and refund processing
- Day Camp/Day Care Registration
- Prerequisite enrollment option
- Track class attendance and participant medical records
- Installment billing, invoices and statements
- Search for Program feature with keyword functionality
- Enrollment conflict checking - age, grade, gender, existing registrations, prerequisites, valid pass
- Multi-child/Multi-class discount options
- Customizable reports, including: rosters, attendance worksheets, financials, demographics, statistics, etc.
- Perform background checks from eTrak-plus

**POS/Inventory Management:**

- Inventory control
- Automatically order when low-thresholds are met
- Order individual items from various vendors at varying times of year contingent upon price provided



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- Vendor order automatically sent via email to assigned vendor contact when inventory reach basement number set in the system
- Touch-screen integration
- Print or email receipt option
- Track discounts, gift certificates, donations, vouchers, cash, check, etc.
- Unlimited UPC bar code/SKU tracking and use
- Integrated POS hardware options
- Multiple sales tax computations and tracking
- Multiple sales and inventory reports
- Enhanced and customized views for POS screen(s)

#### ***Court Reservations:***

- Manage unlimited number of courts
- Utilize calendars for centralized tracking and court reservations
- Generate user-defined time blocks
- Track one-time and pattern reservations
- Reserve recurring court dates/times
- Build calendars with recurring usage capability
- Add a resource in court reservations that allows you control lights and apply if a fee to the reservation if you choose (partnership with SkyLogix)
- Add ball machine or any other resource to any court reservation (with additional fees added if applicable/desired)
- Show the court facility as reserved on the associated calendar(s)

#### ***Facilities Reservations:***

- Manage all facilities and schedules
- Track one-time, pattern and random reservations
- Track overlap facilities and prevent double bookings
- Easy display of schedules and calendars with multi-facility search
- Track set-up and break-down times and assign responsibility
- Easily cross-reference facility availability with assigned calendars
- Track fees including damage deposits
- Premium billing options
- Detailed reservation rules input functionality
- Include waivers, permit's, etc. within receipt provided
- Maintenance schedules (pre and post duties can be assigned)

#### ***Campsite Rentals:***

- Designated site calendar interaction for centralized reservations and viewing
- Track added equipment check out and check in times (grills, tanks, etc.)
- Charge for utilities (or a refundable deposit) at time of reservation
- Track rental fees including deposits
- Graphic campsite reservations
- Offers guests the same functionalities as call-in/walk-in



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- Create multiple reservations using a single shopping cart
- Provide the convenience of registering online 24 hours a day
- Access and update account profiles, review reservation history, cancel reservations
- Real-time site availability searches
- Automatic confirmation and email receipt option with waiver and permit
- Allows guests to select from an interactive map (screen) or list
- Eliminate double-bookings - selected sites are shown as reserved on the calendar and removed from availability
- Accept multiple payment methods, split payments in one transaction, and up-front deposits
- Real-time access and interaction
- Customized to meet your site's specific volume and demand
- Robust, easy-to-use interface
- Individual and group check-in and check-out, reservation and registration transactions, quick customer and reservation lookups
- Track equipment inventory and usage
- Set rental fees by any increment (1/2 day, full day, etc.)
- Charge for late returns of equipment
- Real-time equipment availability searches
- Secure credit card processing
- Integrated, web-based, real-time connection to the central reservation system
- Reporting tools allows you to view check in & check out of equipment

***Trip Reservations:***

- Manage group bookings
- Establish any number of trips
- Track departure/return dates and times
- Produce trip roster and detailed reports
- Print trip agenda and receipt
- Set vehicle resources in the system to show reserved or available so maintenance can maintain gear between trips

***Membership/Pass Management:***

- Complete membership management tool
- Track attendance figures and visit demographics
- Track income and expense by membership type
- Track membership, suspension and expiration dates
- Recurring billing options
- Demographically targeted marketing
- Email marketing and text notification
- End-user (member) account management
- Capture and display member photos which display as cards are swiped
- Create and print photo ID membership cards



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- Barcode, mag-stripe and biometric scanning options (finger-vein reader, finger print reader, facial recognition, etc.)
- Use existing membership cards with eTrak-plus
- Play greeting on member entry
- Display picture on select (or all) screens upon member entry
- Track facility capacity during visit check-in
- Use pre-printed key-tags
- Incorporate third party bio-metric peripherals (we use and sell: M2SYS finger-vein readers, finger-print readers, facial recognition, etc.)

***Locker Rentals:***

- Track male and female locker rentals
- Produce locker rules and regulation form with a locker rental
- Track lock assignment and availability
- Track locker expirations and renewals
- Track locker damage deposits
- Search by locker category (full, half, combo, etc.)
- Built-in grace period and impound procedures
- Pay fees via cash, check, eCheck, installment billing, ACH, EFT, or any other method of payment desired
- Locker expiration audio warning during visit/check-in
- View availability and rent/reserve online in real-time

***Personal Trainer/Instructor Management:***

- Establish any number of trainers/instructors within eTrak-plus
- Link multiple qualifications to each trainer/instructor
- Link unique fee rates to each qualification
- Simultaneously reserve trainer/instructor and facility
- Print/email trainer schedules
- Pay trainers/instructors with built in fee rules and payment tracking
- Provide limited and specific access to trainer and instructors to manage their roster and payment schedule(s)

**4. IMPLEMENTATION PLAN**

eTrak-plus implementation is unique and in large part is due to the efficiency gained by not modulating the applications that make up our platform and service.

By providing our service in this manner, we create a user experience that flows more efficiently and allows the user (agency users and citizens/Internet users) to move through process flows with less constraints or issue. This design advantage shortens the learning-curve, allowing our trainers to more effectively train clients and allows trainees to more quickly master the eTrak-plus system and platform.



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eTrak-plus will designate a support team leader who (with support staff) will be responsible for building all programs, activities, facilities, etc. for Statesboro-Bulloch. We will deliver a fully built (with all fee rules included) account that has everything included from the previous system (with all correctly converted data) and we will use this newly built account to train the Statesboro-Bulloch employees.

In a highly condensed 30k foot overview, training will be phased and start with group introduction to the system and what has been built for Statesboro-Bulloch and in-turn being delivered. Our training team will start training Statesboro-Bulloch in groups (i.e. Operators, System Administrators, and Administrators) and then move into one-on-ones, allowing "master users" to receive detailed and in-depth hands-on-training at a very granular level.

Meeting prior to "Go Live" - eTrak-plus understands that every parks and recreation agency operates differently and we use 'best practices' and 'Information Sharing' to better manage the migration and implementation of each and every eTrak-plus client.

We have learned over the years that by scheduling a two-day site visit with new client's prior the official start of the project, we can more effectively (and efficiently) migrate clients to the eTrak-plus platform. Our site visit consists of meeting each of the supervisors responsible for managing their departments to ensure we fully understand how each team member operates in their current environment, and how each prefers to work moving forward with eTrak-plus.

This site visit allows our team to determine exactly how each Statesboro-Bulloch team member operates currently and how each wants to operate in the future (re: parks & recreation management) and use this knowledge to tweak the format of the internal interface to mold around the operational needs of each agency team member.

#### **Phase I: Informal RFP response SUBMISSION**

Phase I Timeline: COMPLETED JANUARY 18, 2012

During the eTrak-plus RFP response process we have developed tentative strategies and a time-line to migrate, data, train staff and successfully implement the complete eTrak-plus parks & recreation management solution. These strategies are detailed and shown below in Phase II to Phase VII.

#### **Phase II: on-site demo, discussion and Q&A**

Phase II Timeline: (1) DAY TOTAL

This phase consists of key eTrak-plus team members providing the Statesboro-Bulloch Strategic Team with the onsite demonstration required. During the demonstration, we will provide a detailed overview of all applications of interest to Statesboro-Bulloch.



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#### **SUB-TOTAL 1 DAYS**

#### **Phase III: KICK-OFF & JOINT STRATEGY SESSION**

Phase III Timeline: (1) DAY TOTAL

This phase consists of a (conference or web-conference) call to kick-off the project and serve as a joint strategy session to discuss the following:

- ✓ Introduction of the two respective teams dedicated to the project (start/finish)
- ✓ Discuss and assign deliverables/tasks by and for both teams
- ✓ Discuss and agree on all time-lines
- ✓ Discuss and evaluate any potential challenges that may interfere with our projected time-lines
- ✓ Tweak, finalize and confirm each phase of the process

#### **SUB-TOTAL 1 DAY**

#### **Phase IV: data collection**

Phase IV Timeline: (45) DAYS TOTAL

This phase includes the successful collection of Statesboro-Bulloch data to eTrak-plus, which is a four (4) step process consisting of:

1. Data collection - during this step, the designated Statesboro-Bulloch point of contact will compile all data to be entered into eTrak-plus. The data back-up will be received via secure ftp transfer and the development team will immediately start the data mapping process.
2. Data provided by the Statesboro-Bulloch will be sanitized / scrubbed and then mapped into the appropriate fields within eTrak-plus.
3. The dedicated eTrak-plus team will begin the testing phase of the initial data provided. This 3<sup>rd</sup> step has three layers of testing prior to completion and will require a City of Chandler team member to provide a clean set of data (up to) five times, but typically three back-ups are sufficient.
4. Re-testing and final testing of the data to ensure that all customer data has been successfully and completely migrated into the eTrak-plus account created for Jefferson County.

#### **SUB-TOTAL 45 DAYS**

#### **Phase V: SYSTEM PROGRAM/ACTIVITY BUILD**

Phase V Timeline: (15) DAYS TOTAL

This phase consists of the dedicated eTrak-plus support team designing and creating the 'tree' containing all the Statesboro-Bulloch services. During our strategy session, the Statesboro-Bulloch team will explain how they want to interact within eTrak-plus and how each team member will want to see the programs and activities shown (both internally and externally or via the Internet). Each of the existing programs will be recreated with all fee rules (resident, non-resident, etc.) included as they are charged today (or will need to be charged in the future).

#### **SUB-TOTAL 15 DAYS**

#### **Phase VI: initial eTrak-plus Training**



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#### Phase VI Timeline: (10) DAYS TOTAL

This phase of Initial Training will be provided for the Statesboro-Bulloch employees at a Statesboro-Bulloch provided facility. The provided facility will include ample seating and necessary A/V equipment for all eTrak-plus training session(s).

Training will be broken into three groups (operators, administrators and system administrators) with the operators (who require the least amount of training) trained last.

The training facility will be sufficient in size to accommodate the class/team to be trained.

**SUB-TOTAL 10 DAYS**

#### Phase VII: Launch and Postmortem

##### Phase VII Timeline: (15) DAYS TOTAL

This phase is the Official Launch and final testing phase. At this point, the eTrak-plus account has been created and all applicable data has been migrated and tested to ensure that Statesboro-Bulloch has a fully functioning account and all staff have been trained.

**SUB-TOTAL 15 DAYS**

#### TIME LINE CONCLUSION:

A joint conference call will be scheduled with (and between) the eTrak-plus training/support team (to include eTrak-plus senior management team members) and the Statesboro-Bulloch strategic project management team to discuss the seven (7) phases and agree that each have been successfully completed and signed-off by both teams.

THE TOTAL MIGRATION/TRAINING/"GO LIVE" WILL TAKE (65) DAYS. HOWEVER, SINCE ETRAK-PLUS TRAINING WILL BE IN PROGRESS CONCURRENTLY WITH THE DATA MIGRATION AND TESTING PHASE, THE ACTUAL LENGTH OF TIME (IN BUSINESS DAYS) FROM START TO FINISH MAY BE LESS THAN THE (65) DAYS SHOWN. HOWEVER, OUR IMPLEMENTATION TIME-LINE WILL NOT EXCEED (65) DAYS,

#### Major project tasks and timelines:

1. **DEMO / TIME-LINE & DATE – TBD**
  - a. eTrak-plus will provide the necessary platform demonstration on-site at a Statesboro-Bulloch provided facility
2. **DISCOVERY (NEGOTIATION) SESSION – TBD**
3. **FINAL VENDOR SELECTION – TBD**
4. **CONTRACT/AGREEMENT FINALIZED WITH SIGNATURE AND STATEMENT OF WORK APPROVED BY BOTH PARTIES – TBD**
5. **KICK-OFF STRATEGY SESSION - TBD**
  - a. identify and introduce key team members
  - b. identify and agree upon deliverables, tasks and time-lines



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- c. determine POC on each team – per deliverable/task
- 6. DATA COLLECTION – TBD (start data collection process)**
  - a. Statesboro-Bulloch will export and provide all data to be imported/migrated to eTrak-plus (if applicable)
  - b. Statesboro-Bulloch will provide eTrak-plus with a data mapping documentation and eTrak-plus will map the provided Statesboro-Bulloch data into eTrak-plus in the manner and format agreed upon.
  - c. **DATA TESTING – TBD**
    - i. data will be imported with fields mapped as agreed
    - ii. eTrak-plus uses a three-step process for data migration and testing:
      1. eTrak development team receives data from Statesboro-Bulloch
      2. eTrak development team maps data into fields for import into eTrak-plus
      3. eTrak support team tests data accuracy with Statesboro-Bulloch
      4. eTrak support team requests (and receives) a 2<sup>nd</sup> set of "clean" data from Statesboro-Bulloch and imports for additional testing
      5. eTrak support team tests data accuracy of the 2<sup>nd</sup> import iteration with Statesboro-Bulloch
      6. eTrak support team request (and receives) a 3<sup>rd</sup> set of "clean" data from Statesboro-Bulloch imports for additional testing
      7. eTrak development and support uses the 3<sup>rd</sup> iteration of data for "go-live"

**7. PROGRAM BUILD – (INCONJUNCTION WITH DATA COLLECTION) - TBD**

In conjunction with the data collection process, the dedicated eTrak-plus support team will work with each department lead (camp supervisor, league supervisor, facility supervisor, aquatics supervisor, etc.) to build every program, activity, class, etc. (with all associated fee rules, i.e., 2nd child receives discount, resident and non-resident fees, etc.)

**8. "GO LIVE" – TBD**

**BEST PRACTICES/INFORMATION SHARING:**

Each and every process/phase of our migration/project plan is based upon the many lessons learned from each and every other previous migration. eTrak-plus has an impressive record of success with its clients and encourages Statesboro-Bulloch to discuss our migration and support methodologies with our references.



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We understand that there will always be minor glitches with every migration and there's always a learning curve, no matter who the provider. The difference is ultimately the philosophy of the company providing the service and platform. The eTrak-plus philosophy will always put the client first, period.

#### 5. MAINTENANCE AND SUPPORT PROGRAM

**MAINTENANCE** - all server updates, maintenance and support is provided by eTrak-plus specialist and handled internally without the need to burden Statesboro-Bulloch staff with any responsibility.

**SUPPORT** – eTrak-plus support is provided 24x7 via our toll-free support line. Statesboro-Bulloch will be assigned a dedicated account manager as a static point of contact. This resource will be the interface to the entire support team and will take calls directly from Statesboro-Bulloch staff. Support is unlimited and included in the annual fees paid by Statesboro-Bulloch.

The following supplies and services are included in Support and Maintenance:

- Unlimited technical support between 5:00am and 9:00pm Eastern Time, Monday through Sunday via toll free (866.513.8725), or email at [support@eTrak-plus.com](mailto:support@eTrak-plus.com)
- Unlimited phone support on a 24 hours x 7 basis.
- Access to the eTrak-plus secure customer care web portal and online training materials
- Regular documentation and communication
- **Support also includes:**
  - Assistance with report customization or creation of custom queries
  - Assistance troubleshooting Third Party products i.e. SkyLogix, M2SYS (or other agreed)
- **Support services – hours, types, availability of assistance, etc.**
  - 24/7 support
  - Tier I, II, III
- **Access to training tools**
  - online
  - phone
  - email
- **Escalation procedures**

#### TIER I

##### **Available 24/7 - 24hr estimated MTTR ("R" = repair)**

This is the initial support level responsible for basic customer issues. The first job of an eTrak-plus Tier I specialist is to gather the customer's information and to determine the customer's issue by analyzing the symptoms and figuring out the underlying problem.



When analyzing/diagnosing the symptom/problem, it is important for the support specialist to identify what the customer is trying to accomplish so that time is not wasted on "attempting to solve a symptom instead of a problem."



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Once identification of the underlying problem is established, the specialist can begin sorting through the possible solutions available. Our technical support specialists typically handle straightforward and simple problems while using internal knowledge management tools, which includes troubleshooting various methods for resolution. Specialist at this level have fairly in depth knowledge of our or service and platform but may not always retain the competency required for solving complex issues.

#### **TIER II**

##### ***Available 24/7 - 6hr Estimated MTTR ("R" = repair)***

Support Specialist at this level are responsible for assisting Tier I personnel solve basic technical problems and for investigating elevated issues by confirming the validity of the problem and seeking for known solutions related to these more complex issues. Typically the Support Specialist reviews the history to see what has already been accomplished by the Tier I team and the length of time trouble shooting the issue.

If a problem is new and/or personnel from this group cannot determine a solution, they are responsible for raising this issue to the Tier III support team.

#### **TIER III**

##### ***Available 24/7 - 4hr Estimated MTTR ("R" = repair)***

Tier III Support Specialists are experts in their fields and are responsible for not only assisting both Tier I and Tier II personnel, but with the research and development of solutions to new or unknown issues. Tier III technicians have the same responsibility as Tier II technicians in reviewing the work order and assessing the time already spent with the customer so that the work is prioritized and time management is sufficiently utilized.

If it is at all possible, the technician will work to solve the problem with the customer as it may become apparent that the Tier I and/or Tier II problem resolution process simply failed to discover the proper solution. The Tier III Support Specialist is responsible for designing and developing one or more courses of action, evaluating each of these courses in a test case environment, and implementing the best solution to the problem. Once the solution is verified, it is delivered to the customer and made available for future troubleshooting and analysis.

#### **6. REFERENCES**

***\*Livonia Parks and Recreation***  
15100 Hubbard  
Livonia, MI 48154

Lyle Trudell  
(734) 466-2298  
[ltrudell@ci.livonia.mi.us](mailto:ltrudell@ci.livonia.mi.us)



[www.ci.livonia.mi.us](http://www.ci.livonia.mi.us)

**Rock Hill Parks & Recreation**  
 P.O. Box 11706/155 Johnston Street  
 Rock Hill, SC 29731  
<http://www.ci.rock-hill.sc.us>

Dave Linder  
 (803) 329-5620  
[dlinder@cityofrockhill.com](mailto:dlinder@cityofrockhill.com)

**Goose Creek Parks & Recreation**  
 399 North US 1  
 Goose Creek, SC 29445  
[www.CityofGooseCreek.com](http://www.CityofGooseCreek.com)

Cheryl Heiselman  
 (843) 569-4242  
[cheiselman@cityofgoosecreek.com](mailto:cheiselman@cityofgoosecreek.com)

**Deerfield Beach Parks & Recreation**  
 150 NE 2nd Avenue  
 Deerfield Beach, FL 33441  
[www.deerfield-beach.com](http://www.deerfield-beach.com)

Amy Hanson  
 (954) 480-4494  
[ahanson@deerfield-beach.com](mailto:ahanson@deerfield-beach.com)



eTrak-plus  
 1095 Playground Road  
 Charleston, SC 29407

Tel: (877) 51E-TRAK (513-8725)  
 Fax: (866) 338-1360  
 URL: [www.eTrak-plus.com](http://www.eTrak-plus.com)

Response to Informal Request:  
 "Recreation Management Software"

**7. PRICE PROPOSAL  
 PRICING STRUCTURE**

Our pricing structure provides Statesboro-Bulloch with two pricing options (Option A and Option B), see below:

**Option A:** provides increased first year cost and reduced annual maintenance fees years 2 thru 5.

**Option B:** provides reduced up-front costs and increased annual maintenance fees for years 2 thru 5.

**OPTION A**

eTrak-plus Features (Unlimited Users)	Purchase Price	Annual Support	Recurring	Grand Total	Charges
Service Year 1 (New Software Purchase)	\$22,000.00	Included	No	\$22,000	All inclusive *Year 1
Support/Maintenance Year 2	\$10,000.00	Year 2	Yes	\$10,000	All inclusive *Year 2
Support/Maintenance Year 3	\$10,000.00	Year 3	Yes	\$10,000	All inclusive *Year 3
Support/Maintenance Year 4	\$10,000.00	Year 4	Yes	\$10,000	All inclusive *Year 4
Support/Maintenance Year 5	\$10,000.00	Year 5	Yes	\$10,000	All inclusive *Year 5
Facility Management	\$0.00	\$0.00	Included	\$0.00	Included
Ticket Generation/Sales	\$0.00	\$0.00	Included	\$0.00	Included
Facility Reservation	\$0.00	\$0.00	Included	\$0.00	Included
League Scheduling	\$0.00	\$0.00	Included	\$0.00	Included
Pass Management	\$0.00	\$0.00	Included	\$0.00	Included
Point of Sale (POS)	\$0.00	\$0.00	Included	\$0.00	Included



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Response to Informal Request:  
"Recreation Management Software"

Equipment Rental	\$0.00	\$0.00	Included	\$0.00	Included
Court Reservation	\$0.00	\$0.00	Included	\$0.00	Included
Locker Rental Application	\$0.00	\$0.00	Included	\$0.00	Included
Personal Trainer/Instructor Management	\$0.00	\$0.00	Included	\$0.00	Included
Financial Reports (customized)	\$0.00	\$0.00	Included	\$0.00	Included
Quarterly Training	\$0.00	\$0.00	Included	\$0.00	Included
24/7 Support	\$0.00	\$0.00	Included	\$0.00	Included
Dedicated Support	\$0.00	\$0.00	Included	\$0.00	Included
Travel for Trainers	\$0.00	\$0.00	Included	\$0.00	Included
Upgrades	\$0.00	\$0.00	Included	\$0.00	Included
Maintenance	\$0.00	\$0.00	Included	\$0.00	Included
Platform Security	\$0.00	\$0.00	Included	\$0.00	Included
License/Seats (UNLIMITED)	\$0.00	\$0.00	Included	\$0.00	Included
Platform Management	\$0.00	\$0.00	Included	\$0.00	Included
Platform Hosting	\$0.00	\$0.00	Included	\$0.00	Included
Web-site Development/Hosting/CMS	\$0.00	\$0.00	Included	\$0.00	Included
Future Development/Upgrades	\$0.00	\$0.00	Included	\$0.00	Included
<b>YEAR 1 FEES/COSTS:</b>					<b>\$22,000.00</b>
<b>YEAR 2 FEES/COSTS:</b>					<b>\$10,000.00</b>
<b>YEAR 3 FEES/COSTS:</b>					<b>\$10,000.00</b>
<b>YEAR 4 FEES/COSTS:</b>					<b>\$10,000.00</b>
<b>YEAR 5 FEES/COSTS:</b>					<b>\$10,000.00</b>
<b>TOTAL (5) YEAR COST OF OWNERSHIP</b>					<b>\$62,000.00</b>

**NOTES/ASSUMPTIONS:**

Our price proposal provides Statesboro-Bulloch with (2) options, see Option A below:

**OPTION A:**

- Increased first year fee with reduced annual maintenance fees yrs 2 - 5
- First year fee for the complete eTrak-plus solution \$22,000.00
- Five (5) year Total Cost of Ownership \$62,000.00
- Proposed pricing valid for (90) days from date of submission
- Pricing is all inclusive unless otherwise detailed above
- Recurring quarterly training at no charge
- Unlimited 24x7 support (phone, email and chat if available) included
- (5) year pricing is provided at "not to exceed" totals
- **(5) YEAR (NOT TO EXCEED) TOTAL COST OF OWNERSHIP = \$62,000.00**



eTrak-plus  
1095 Playground Road  
Charleston, SC 29407

Tel: (877) 51E-TRAK (513-8725)  
Fax: (866) 338-1360  
URL: www.eTrak-plus.com

Response to Informal Request:  
"Recreation Management Software"

**OPTION B**

eTrak-plus Features (Unlimited Users)	Purchase Price	Annual Support	Recurring	Grand Total	Charges
Service Year 1 (New Software Purchase)	\$30,000.00	Included	No	\$30,000	All inclusive *Year 1
Support/Maintenance Year 2	\$7,000.00	Year 2	Yes	\$7,000	All inclusive *Year 2
Support/Maintenance Year 3	\$7,000.00	Year 3	Yes	\$7,000	All inclusive *Year 3
Support/Maintenance Year 4	\$7,000.00	Year 4	Yes	\$7,000	All inclusive *Year 4
Support/Maintenance Year 5	\$7,000.00	Year 5	Yes	\$7,000	All inclusive *Year 5
Facility Management	\$0.00	\$0.00	Included	\$0.00	Included
Ticket Generation/Sales	\$0.00	\$0.00	Included	\$0.00	Included
Facility Reservation	\$0.00	\$0.00	Included	\$0.00	Included
League Scheduling	\$0.00	\$0.00	Included	\$0.00	Included
Pass Management	\$0.00	\$0.00	Included	\$0.00	Included
Point of Sale (POS)	\$0.00	\$0.00	Included	\$0.00	Included
Equipment Rental	\$0.00	\$0.00	Included	\$0.00	Included
Court Reservation	\$0.00	\$0.00	Included	\$0.00	Included
Locker Rental Application	\$0.00	\$0.00	Included	\$0.00	Included
Personal Trainer/Instructor Management	\$0.00	\$0.00	Included	\$0.00	Included
Financial Reports (customized)	\$0.00	\$0.00	Included	\$0.00	Included
Quarterly Training	\$0.00	\$0.00	Included	\$0.00	Included
24/7 Support	\$0.00	\$0.00	Included	\$0.00	Included
Dedicated Support	\$0.00	\$0.00	Included	\$0.00	Included
Travel for Trainers	\$0.00	\$0.00	Included	\$0.00	Included
Upgrades	\$0.00	\$0.00	Included	\$0.00	Included
Maintenance	\$0.00	\$0.00	Included	\$0.00	Included
Platform Security	\$0.00	\$0.00	Included	\$0.00	Included
License/Seats (UNLIMITED)	\$0.00	\$0.00	Included	\$0.00	Included
Platform Management	\$0.00	\$0.00	Included	\$0.00	Included
Platform Hosting	\$0.00	\$0.00	Included	\$0.00	Included
Web-site Development/Hosting/CMS	\$0.00	\$0.00	Included	\$0.00	Included



**eTrak-plus**

eTrak-plus  
1095 Playground Road  
Charleston, SC 29407

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Response to Informal Request:  
"Recreation Management Software"

Future Development/Upgrades	\$0.00	\$0.00	Included	\$0.00	Included
YEAR 1 FEES/COSTS:					\$30,000.00
YEAR 2 FEES/COSTS:					\$7,000.00
YEAR 3 FEES/COSTS:					\$7,000.00
YEAR 4 FEES/COSTS:					\$7,000.00
YEAR 5 FEES/COSTS:					\$7,000.00
<b>TOTAL (5) YEAR COST OF OWNERSHIP</b>					<b>\$58,000.00</b>

**NOTES/ASSUMPTIONS:**

Our price proposal provides Statesboro-Bulloch with (2) options, see Option B below:

**OPTION B:**

- Reduced first year fee with increased annual maintenance fees yrs 2 - 5
- First year fee for the complete eTrak-plus solution = \$30,000.00
- Five (5) year Total Cost of Ownership = \$58,000.00
- Proposed pricing valid for (90) days from date of submission
- Pricing is all inclusive unless otherwise detailed above
- Recurring quarterly training at no charge
- Unlimited 24x7 support (phone, email and chat if available) included
- (5) year pricing is provided at "not to exceed" totals
- **(5) YEAR (NOT TO EXCEED) TOTAL COST OF OWNERSHIP = \$58,000.00**

**8. QUESTIONS STATESBORO-BULLOCH MAY FIND BENEFICIAL TO ASK ALL VENDORS OF INTEREST**  
SEE ETRAK-PLUS ANSWER BELOW EACH QUESTION:

- 1.) Will you charge a transaction fee for online registrations, online reservations, or POS transactions?  
eTrak-plus – NO
- 2.) Are you a web-based (and securely hosted) software solution provider?  
eTrak-plus – YES
- 3.) Do you manage, maintain, secure and store our data outside of our network?  
eTrak-plus – YES
- 4.) Will you provide unlimited 24/7 support at no additional charge?  
eTrak-plus - YES
- 5.) Will you provide an all-inclusive parks and recreation management solution service/platform without charging additional fees for other modules or applications needed later?  
eTrak-plus - YES
- 6.) Will you provide ongoing quarterly training at no additional cost?  
eTrak-plus – YES
- 7.) Are you PCI compliant (and have independent 3<sup>rd</sup> party scans to prove compliance)?



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**Response to Informal Request:**  
"Recreation Management Software"

**eTrak-plus – YES**

8.) Will you allow unlimited system users at no charge?

**eTrak-plus – YES**

9.) Will you allow unlimited SIMULTANEOUS users at no additional charge?

**eTrak-plus – YES**

10.) Do you have an existing email marketing application (included in annual fee)?

**eTrak-plus – YES**

11.) Do you have an existing texting application (included in annual fee)?

**eTrak-plus – YES**

12.) Do you have an iPhone/iPad application and will you include iPad's with your service?

**eTrak-plus – YES**

13.) Do you have a POS (point of sale) application (included in annual fee)?

**eTrak-plus – YES**

14.) Will your point of sale application manage inventory and send customized alerts at specific inventory levels to re-order, or can the system re-order automatically?

**eTrak-plus - YES**

15.) Will you allow our parks and recreation agency to accept payments directly to the credit card processor of choice without fees?

**eTrak-plus – YES**

16.) Do you provide online facility reservation with corresponding calendar (included in annual fee)?

**eTrak-plus – YES**

17.) Will you allow unlimited workstations (included in annual fee)?

**eTrak-plus – YES**

18.) Will you convert all existing data (at no additional charge)?

**eTrak-plus – YES**

19.) Will you integrate with our current financial software? At no additional charge?

**eTrak-plus – YES and YES**

20.) Will you provide our parks & recreation agency with 100% customization at no additional cost?

**eTrak-plus – YES**

21.) Will your system interact with non-proprietary or third-party peripherals (i.e. credit card swipes, biometric interfaces, infrared scanners, membership card scanners, etc.)

**eTrak-plus – YES**



This agreement is with and between:

**Bulloch County, Georgia d.b.a.**

**Statesboro-Bulloch County Parks and Recreation** and

P O Box 408

Statesboro, GA 30459

**St. Andrew's Parish Parks &  
Playground Commission**

**d.b.a. eTrak-plus**

Kevin Walsh, CEO

1095 Playground Road

Charleston, SC 29412

### **Rights and Responsibilities:**

This agreement describes the rights and responsibilities of St. Andrew's Parish Parks & Playground Commission (herein known as eTrak-plus) and Statesboro-Bulloch County Parks and Recreation (herein known as "SBCPR") with regard to providing web-based transaction services using eTrak-plus facilities and capabilities for processing, recording and reporting said transactions.

1. It is acknowledged that eTrak-plus will be responsible for the storage and security of the current and future SBCPR customer data and provide the software tools necessary to process the data effectively.
2. The Internet service provided to SBCPR customers is to be offered as a supplemental means of transacting business and will not restrict SBCPR customers from doing transactions under the current process (with all data entry by SBCPR staff). Therefore, SBCPR may select the dates and the number of transactions when said transactions for each class registration or facility reservation request may be processed via the Internet; the SBCPR may provide counter service, mail-in, fax-in, and phone registrations per the dates and quantities that SBCPR selects.
3. For continuing services provided herein, SBCPR will pay annually to eTrak-plus in accordance with fee schedule included.

### **Term of Agreement:**

This agreement shall be governed by and construed in accordance with the laws of the State of ~~California~~ Georgia, without regard to its choice of law rules. eTrak-plus and the SBCPR agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of ~~Bulloch~~, State of Georgia.

This agreement will remain effective from \_\_\_\_\_, **2012 and concluding at 11:59 PM EDST on December 31, 2017.** Thereafter, this agreement will automatically renew for five (5) successive one-year terms, with the last term of automatic renewal concluding on December 31, 2017, unless either party gives the other party written notice of an intent not to renew at least thirty (30) days prior to the conclusion of the then-current term.

Thereafter, ~~the~~ SBCPR may extend renew this agreement for five (5) additional ~~five (1)~~ one-year renewals terms by providing written notice of renewal to eTrak-plus at least ninety (90) days prior to the concluding date of the ~~contract~~ term then in effect. All terms and conditions of this agreement are to remain the same ~~except that for annual support / maintenance as defined in "Costs" section below.~~ during any such renewal term.

### **Costs:**

The SBCPR is selecting payment Option B as defined on pages 19 – 20, and invoicing schedule included for first payment of \$30,000 due at conclusion of training and "go live", then \$7,000 once per year at the anniversary of contract execution for years 2 through 5. The annual support /



maintenance fee for each of the five (5) additional ~~one (1)~~ one-year renewal periods shall remain static at \$7,000 per year.

**Transaction Processing:**

eTrak-plus will pass all transactions (presented to it by authorized SBCPR operators, administrators and customers as authorized by SBCPR) to the selected vendor of choice. These transactions include, but are not limited to, registrations for programs and leagues, team registrations, refunds, transfers, credits, donations to SBCPR, facility reservation requests and subsequent payments on amounts owed for either registrations or reservations.

**Data Storage & Data Backup:**

It is acknowledged that the personal data (contact information, payment information & records, services purchased) provided by SBCPR and their customers will be secured and managed from the eTrak-plus NOC, located at 1095 Playground Road, Charleston, SC (Corporate Office), or at other locations as approved by eTrak-plus and SBCPR in a secured room with separate key access.

**Confidentiality & Security of SBCPR Data:**

eTrak-plus agrees to:

1. Comply with all applicable SBCPR policies, laws and regulations, federal laws and regulations, and industry Best Management Practices. This includes all applicable provisions of the federal 'CAN-SPAM Act of 2003' (Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003).
2. Comply with Best Management Practices regarding municipal auditing, and with any SBCPR Auditor requests and recommendations as may be relayed by SBCPR.
3. Conduct all transactions with Secure Socket Layer (SSL) protocol and with a valid "transaction security certificate" from **Verisign, Thawte, GeoTrust**, or another - SBCPR approved certifying authority.
4. Hold all SBCPR customer data completely confidential, providing it only to the owning customer, parent/ legal guardian, and authorized SBCPR staff - only for the purposes required by this agreement.
5. Not to sell or provide any SBCPR customer data to anyone except as directed in writing by the SBCPR General Manager. Necessary information provided to the entity responsible for authorizing the credit card / debit card / check payments is expressly allowed under this agreement.
6. If eTrak-plus would cease to operate, the hardware (if any) and software would remain available for SBCPR to use as long as needed.
7. The SBCPR would have no legal liability created by the hardware, data and software being stored in our facility. Should the SBCPR be named in any lawsuit or penalty in



regards to the operation of eTrak-plus, that eTrak-plus will cover the SBCPR's legal expenses or penalties. SBCPR will have no liability arising out of the storage of hardware, software or data in SBCPR facilities (if applicable). Should SBCPR be named in a lawsuit in any way arising out of its use of eTrak-plus, eTrak-plus will indemnify and hold harmless SBCPR against any and all costs, attorney fees, and damages assessed against or incurred by SBCPR.

8. eTrak-plus has not/will not infringe anyone's patents, trademarks or other protected rights.
9. Prior to commencing any work hereunder eTrak-plus shall provide to SBCPR proper certificates demonstrating that the types and amounts of insurance coverage specified in section 5.7 of SBCPR RFP dated September 22, 2011, and any endorsements required are properly issued and in effect, and provide that SBCPR, its officers, employees and agents are named additional insured's under the policy. The policy shall state in writing either on the Certificate of Insurance or attached rider thereof that this insurance will operate as primary insurance for work performed by eTrak-plus, its employees, agents and subcontractors, and that no other insurance carried by SBCPR or other named insured will be called on to cover a loss covered thereunder.
10. eTrak-plus to be PCI DSS compliance including PCI DSS certificate of compliance current at all times with a copy on file with SBCPR.

**Advertising:**

SBCPR will advertise that their customers may, in addition to the other methods and as determined by SBCPR, register for a program or request a reservation over the Internet by visiting the SBCPR webpage. These advertisements will appear in the usual media, including but not limited to other websites, brochures, catalogues, fliers, print advertisements, TV ads, PSAs and signage.

**STATEMENT OF CONFIDENTIALITY**

Information presented in this Request for Pricing as well as the information gathered in subsequent meetings or discussions related to this response, are proprietary and confidential to the respected parties represented within and cannot be reproduced or distributed except as may be required by the State of ~~California~~ Georgia Public Records Law.

**SECURITY:**

**eTrak-plus Environment**

*We have provided (below) the current and existing operational environment within which our eTrak-plus Recreation Management solution is housed and operates.*



To prevent someone from sniffing the data during transmission, all data (not just financial data) is encrypted. The firewall(s) are Linux GuardDog and GuideDog, which front-end IP Tables limiting open ports to only those we need.

The firewall forwards all web traffic to the application server (a separate server running Apache and Tomcat.) The application runs in Tomcat, both Tomcat and the application are written in Java. Only the application server and a very small number of users coming in over a secure shell login (needed for maintenance) can access the data server (a separate server.)

Internal users (within the organization) require a higher level of security because they have access to the data for many people. Therefore, security is enhanced by requiring that internal computers be authenticated against a list of known computers for that organization. External users (customers) can only access their information and that of their families.

The physical security of the South Carolina servers is provided by 24/7 monitoring of the offices either by a person physically located at the office or by an alarm system. Our servers are mirrored in Livonia, Michigan using the same operating procedures.

STATESBORO-BULLOCH COUNTY PARKS AND RECREATION

\_\_\_\_\_

\_\_\_\_\_, SBCPR DIRECTOR

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

\_\_\_\_\_  
Company/Agency

\_\_\_\_\_  
Company/Agency Contact Person

\_\_\_\_\_  
Company/Agency Contact Number

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
SAPPP / d.b.a. eTrak-plus  
Provider Name

\_\_\_\_\_  
KEVIN WALSH, CEO  
Provider Contact Person

\_\_\_\_\_  
(877) 513-8725  
Contact Phone Number

\_\_\_\_\_  
Signature of Contact Person

This agreement is with and between:

**Bulloch County, Georgia d.b.a.**

**Statesboro-Bulloch County Parks and Recreation** and

P O Box 408

Statesboro, GA 30459

**St. Andrew's Parish Parks &  
Playground Commission**

**d.b.a. eTrak-plus**

Kevin Walsh, CEO

1095 Playground Road

Charleston, SC 29412

**Rights and Responsibilities:**

This agreement describes the rights and responsibilities of St. Andrew's Parish Parks & Playground Commission (herein known as eTrak-plus) and Statesboro-Bulloch County Parks and Recreation (herein known as "SBCPR") with regard to providing web-based transaction services using eTrak-plus facilities and capabilities for processing, recording and reporting said transactions.

1. It is acknowledged that eTrak-plus will be responsible for the storage and security of the current and future SBCPR customer data and provide the software tools necessary to process the data effectively.
2. The Internet service provided to SBCPR customers is to be offered as a supplemental means of transacting business and will not restrict SBCPR customers from doing transactions under the current process (with all data entry by SBCPR staff). Therefore, SBCPR may select the dates and the number of transactions when said transactions for each class registration or facility reservation request may be processed via the Internet; the SBCPR may provide counter service, mail-in, fax-in, and phone registrations per the dates and quantities that SBCPR selects.
3. For continuing services provided herein, SBCPR will pay annually to eTrak-plus in accordance with fee schedule included.

**Term of Agreement:**

This agreement shall be governed by and construed in accordance with the laws of the State of Georgia, without regard to its choice of law rules. eTrak-plus and the SBCPR agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Bulloch, State of Georgia.

This agreement will remain effective from \_\_\_\_\_, **2012 and concluding at 11:59 PM EDST on December 31, 2012.** Thereafter, this agreement will automatically renew for five (5) successive one-year terms, with the last term of automatic renewal concluding on December 31, 2017, unless either party gives the other party written notice of an intent not to renew at least thirty (30) days prior to the conclusion of the then-current term.

Thereafter, the SBCPR may renew this agreement for five (5) additional one-year terms by providing written notice of renewal to eTrak-plus at least ninety (90) days prior to the concluding date of the term then in effect. All terms and conditions of this agreement are to remain the same during any such renewal term.

**Costs:**

The SBCPR is selecting payment Option B as defined on pages 19 – 20, and invoicing schedule included for first payment of \$30,000 due at conclusion of training and "go live", then \$7,000 once per year at the anniversary of contract execution for years 2 through 5. The annual support /



maintenance fee for each of the five (5) additional one-year renewal periods shall remain static at \$7,000 per year.

**Transaction Processing:**

eTrak-plus will pass all transactions (presented to it by authorized SBCPR operators, administrators and customers as authorized by SBCPR) to the selected vendor of choice. These transactions include, but are not limited to, registrations for programs and leagues, team registrations, refunds, transfers, credits, donations to SBCPR, facility reservation requests and subsequent payments on amounts owed for either registrations or reservations.

**Data Storage & Data Backup:**

It is acknowledged that the personal data (contact information, payment information & records, services purchased) provided by SBCPR and their customers will be secured and managed from the eTrak-plus NOC, located at 1095 Playground Road, Charleston, SC (Corporate Office), or at other locations as approved by eTrak-plus and SBCPR in a secured room with separate key access.

**Confidentiality & Security of SBCPR Data:**

eTrak-plus agrees to:

1. Comply with all applicable SBCPR policies, laws and regulations, federal laws and regulations, and industry Best Management Practices. This includes all applicable provisions of the federal 'CAN-SPAM Act of 2003' (Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003).
2. Comply with Best Management Practices regarding municipal auditing, and with any SBCPR Auditor requests and recommendations as may be relayed by SBCPR.
3. Conduct all transactions with Secure Socket Layer (SSL) protocol and with a valid "transaction security certificate" from **Verisign, Thawte, GeoTrust**, or another - SBCPR approved certifying authority.
4. Hold all SBCPR customer data completely confidential, providing it only to the owning customer, parent/ legal guardian, and authorized SBCPR staff - only for the purposes required by this agreement.
5. Not to sell or provide any SBCPR customer data to anyone except as directed in writing by the SBCPR General Manager. Necessary information provided to the entity responsible for authorizing the credit card / debit card / check payments is expressly allowed under this agreement.
6. If eTrak-plus would cease to operate, the hardware (if any) and software would remain available for SBCPR to use as long as needed.
7. The SBCPR would have no legal liability created by the hardware, data and software being stored in our facility. Should the SBCPR be named in any lawsuit or penalty in



regards to the operation of eTrak-plus, that eTrak-plus will cover the SBCPR's legal expenses or penalties. SBCPR will have no liability arising out of the storage of hardware, software or data in SBCPR facilities (if applicable). Should SBCPR be named in a lawsuit in any way arising out of its use of eTrak-plus, eTrak-plus will indemnify and hold harmless SBCPR against any and all costs, attorney fees, and damages assessed against or incurred by SBCPR.

8. eTrak-plus has not/will not infringe anyone's patents, trademarks or other protected rights.
9. Prior to commencing any work hereunder eTrak-plus shall provide to SBCPR proper certificates demonstrating that the types and amounts of insurance coverage specified in section 5.7 of SBCPR RFP dated September 22, 2011, and any endorsements required are properly issued and in effect, and provide that SBCPR, its officers, employees and agents are named additional insured's under the policy. The policy shall state in writing either on the Certificate of Insurance or attached rider thereof that this insurance will operate as primary insurance for work performed by eTrak-plus, its employees, agents and subcontractors, and that no other insurance carried by SBCPR or other named insured will be called on to cover a loss covered thereunder.
10. eTrak-plus to be PCI DSS compliance including PCI DSS certificate of compliance current at all times with a copy on file with SBCPR.

**Advertising:**

SBCPR will advertise that their customers may, in addition to the other methods and as determined by SBCPR, register for a program or request a reservation over the Internet by visiting the SBCPR webpage. These advertisements will appear in the usual media, including but not limited to other websites, brochures, catalogues, fliers, print advertisements, TV ads, PSAs and signage.

**STATEMENT OF CONFIDENTIALITY**

Information presented in this Request for Pricing as well as the information gathered in subsequent meetings or discussions related to this response, are proprietary and confidential to the respected parties represented within and cannot be reproduced or distributed except as may be required by the State of Georgia Public Records Law.

**SECURITY:**

**eTrak-plus Environment**

*We have provided (below) the current and existing operational environment within which our eTrak-plus Recreation Management solution is housed and operates.*



To prevent someone from sniffing the data during transmission, all data (not just financial data) is encrypted. The firewall(s) are Linux GuardDog and GuideDog, which front-end IP Tables limiting open ports to only those we need.

The firewall forwards all web traffic to the application server (a separate server running Apache and Tomcat.) The application runs in Tomcat, both Tomcat and the application are written in Java. Only the application server and a very small number of users coming in over a secure shell login (needed for maintenance) can access the data server (a separate server.)

Internal users (within the organization) require a higher level of security because they have access to the data for many people. Therefore, security is enhanced by requiring that internal computers be authenticated against a list of known computers for that organization. External users (customers) can only access their information and that of their families.

The physical security of the South Carolina servers is provided by 24/7 monitoring of the offices either by a person physically located at the office or by an alarm system. Our servers are mirrored in Livonia, Michigan using the same operating procedures.

STATESBORO-BULLOCH COUNTY PARKS AND RECREATION

\_\_\_\_\_

\_\_\_\_\_, SBCPR DIRECTOR

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

\_\_\_\_\_  
Company/Agency

\_\_\_\_\_  
Company/Agency Contact Person

\_\_\_\_\_  
Company/Agency Contact Number

\_\_\_\_\_  
Signature of Contact Person

SAPPP / d.b.a. eTrak-plus  
\_\_\_\_\_  
Provider Name

KEVIN WALSH, CEO  
\_\_\_\_\_  
Provider Contact Person

(877) 513-8725  
\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Signature of Contact Person

Rec 1 – Dublin, Georgia  
Web based software similar to e-Trak Plus

First \$1M in transactions = 1%  
Second \$1M in transactions = .75%  
Everything over \$2M = .5%

So, fees on \$4M in transactions goes from \$40K to \$27,500.

That allows us to reasonably stick to our standard pricing (so we don't irritate our existing customers), but would also allow you to lower your average cost as you add transactions to the system. (Even though I would maintain that having our whole system for less than the cost of 1 full-time resource is already a great deal! :)

And, I'm not a fan of complex pricing (obviously)...if you would prefer some fixed price that is roughly based on the numbers above, I would be fine with that too. You might want to project your revenue for the year and just divide it by 12 maybe. (Some groups prefer this). We would reserve the right each year to make sure that the monthly payment is remaining faithful to our agreed upon pricing, but you might like having a smoother payment structure.

Anyway, we want to tweak this in whatever way you need to make it happen. I realize budgets are tight and asking for money is not easy.

And, for what it's worth, Carrollton has just verbally committed to a Jan 1 start date for Rec1. So, we'll be doing a lot of Class import stuff for them that you guys should benefit from.

And, for your hesitant League folks, I will make a commitment to them that, if Rec1 doesn't already do what they need, I will come down there and work until it does! (within reason of course).

Anyway, we really do appreciate you considering Rec1!

Thanks,  
Landon



10182 Telesis Court, Suite 100 | San Diego, CA | 92121  
Tel 858.964.3801 | Toll Free 888.543.7223 | Fax 858.964.6220

September 2, 2011

Chad Avret  
STATESBORO-BULLOCH PARKS AND RECREATION  
1 Max Lockwood Drive  
P.O. Box 408  
STATESBORO GA 30459

**Re: EXCLUSIVE, LIMITED TIME SAFARI UPGRADE OFFER**

Dear Chad,

I am excited to offer you a special, LIMITED TIME opportunity to upgrade from our Safari product to our cloud-based ActiveNet system.

ActiveNet has been in development for the past few years and is now Active Network's flagship product for community organizations. With ActiveNet, you can provide enhanced online services, improve program and facility management, and better execute marketing campaigns no matter how large or small your organization is. This application operates in a hosted environment which helps reduce IT management overhead and it is 100% browser based so your staff can access ActiveNet from anywhere.

As you are well aware, resources are limited in any organization. With this in mind, Active has been focused on building out ActiveNet and staying ahead of the global shift to "hosted", Software as a Service (SaaS), or cloud-based, solutions. This focus has been successful, as there are nearly one thousand organizations currently using ActiveNet. As a result, we have had nominal product development resources to dedicate to legacy products such as Safari.

Based on feedback from our loyal customers, Active has created an aggressive Safari Upgrade offer which takes into account tight budgets and your previous investment. As part of the offer, you'll receive Safari transition support to provide the necessary technical and business capacity to accommodate your upgrade.

If you upgrade to ActiveNet before July 31, 2012, you will receive the following:

- A credit equal to your previous two years' paid maintenance costs (up to \$20,000, exclusive of onsite)
- A discount in online transaction fees from 6.5% to 4.5% until December 2013
- Weekly ACH remittance (\$1,500 value – (standard is bi-weekly))
- Registration to a future Activation user conference (\$695 value)

Get more information about ActiveNet and its benefits at: <http://landing.activecommunities.com/safari-upgrade>

In the past 25 years, Active Network has grown to a team of thousands in offices worldwide, thanks to the trust of customers like you. We have clients in all types of industries—from community organizations to sport teams to government agencies—who rely on Active's technology to get through each day. Our solutions are built to make your life easier and we hope you'll give ActiveNet a chance to do just that.

If you have any questions about this offer or would like more information, please contact:  
Jessica Walsh-Krenicki @Tel: 800-661-1196 X2803 or [Jessica.Walsh-Krenicki@ActiveNetwork.com](mailto:Jessica.Walsh-Krenicki@ActiveNetwork.com)

Sincerely,

James Reyes  
General Manager - Communities



**SCHEDULE IV: FISCAL YEAR 2012 MAJOR CAPITAL OUTLAY SCHEDULE**

PROJECT CODE	PROJECT DESCRIPTION	QTY	SPLOST 02 FY		SPLOST 07 FY		LEVERAGED FUNDING	LEVERAGED FUNDING SOURCE	FY 2012 AVAILABLE APPROPRIATIONS
			2011 CARRYOVER APPROPRIATIONS	2011 CARRYOVER APPROPRIATIONS	2012 BUDGETED APPROPRIATIONS	2012 BUDGETED APPROPRIATIONS			
STATESBORO-BULLOCH COUNTY AIRPORT									
TA-10-1	Corporate Hangar Debt Service	1	-	-	76,400.00	-	-	-	76,400.00
TA 11-3	T Hangar Access Road Design	1	-	-	150,000.00	-	-	-	150,000.00
TA 11-4	Flight Training Center	1	-	-	15,000.00	-	-	-	15,000.00
	<b>SUB-TOTAL</b>				<b>241,400.00</b>				<b>241,400.00</b>
COMMUNITY FACILITIES									
CF-10-1	Building Facilities Pool	V	-	100,000.00	75,000.00	-	-	-	175,000.00
CF-10-2	Energy Efficiency	V	-	200,000.00	200,000.00	90,000.00	Federal	-	490,000.00
CF-10-3	North Main Annex Renovation	V	-	150,000.00	-	-	-	-	150,000.00
CF-12-1	Judicial Annex Renovation: Phase II	V	-	-	200,000.00	-	-	-	200,000.00
CF 12-2	South County Gas Port	1	-	-	150,000.00	-	-	-	150,000.00
CF 12-3	Technology Improvements	V	-	-	100,000.00	-	-	-	100,000.00
	<b>SUB-TOTAL</b>			<b>450,000.00</b>	<b>725,000.00</b>	<b>90,000.00</b>		<b>-</b>	<b>1,265,000.00</b>
ECONOMIC DEVELOPMENT									
ED-09-1	Gateway Ind. Park (AJ Riggs Rd.)	1	823,000.00	-	-	2,600,000.00	Federal; State	-	3,423,000.00
ED-10-1	Mixed Use Ag Arena - Design	1	300,000.00	-	-	-	-	-	300,000.00
	<b>SUB-TOTAL</b>		<b>1,123,000.00</b>			<b>2,600,000.00</b>		<b>-</b>	<b>3,723,000.00</b>
PARKS AND RECREATION									
PR-08-13	S&S Greenway	1	-	-	10,000.00	929,000.00	Federal; State	-	939,000.00
PR-09-2	Brooklet Maintenance Building	1	-	55,000.00	-	-	-	-	55,000.00
PR-09-5	Fletcher Park (Debt Service)	1	-	-	14,500.00	-	-	-	14,500.00
PR-09-10	Mill Creek Accessories	V	-	-	15,000.00	-	-	-	15,000.00
PR 12-1	Brooklet Park Improvements	V	-	-	50,000.00	-	-	-	50,000.00
PR 11-1	Nevils Walking Trail	V	-	-	45,000.00	-	-	-	45,000.00
PR 12-2	Nevils BB/SB Field	1	-	-	75,000.00	-	-	-	75,000.00
	<b>SUB-TOTAL</b>			<b>55,000.00</b>	<b>209,500.00</b>	<b>929,000.00</b>		<b>929,000.00</b>	<b>1,193,500.00</b>
PUBLIC SAFETY									
PS 11-1	Animal Control Equipment Pool	V	-	5,250.00	-	-	-	-	5,250.00
PS 11-2	Animal Control Vehicles	1	-	-	25,000.00	-	-	-	25,000.00

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST (Box 1)

Parks and Recreation

MEETING DATE (Box 2) March 20, 2012

RESOLUTION ATTACHED? (Box 3)

YES	
NO	

REQUESTED MOTION OR ITEM TITLE (Box 4)

Request to approve bid from Liberty Pyrotechnics for July 4, 2012 and Swing into Spring 2013.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)

AGENDA CATEGORY  
(CHECK ONE) (Box 6)

FINANCIAL IMPACT STATEMENT (Box 7)

PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES	X	AMENDMENT REQUIRED? (7b)	YES	
			NO			NO	X
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)					
CONSENT (6c)	X	Bid summary is attached for both events					
NEW BUSINESS (6d)							
OLD BUSINESS (6e)							
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)

DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES		YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE		DATE		DATE		DATE	

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

Totals for both events

Pyro Shows	Liberty Pyro	Zambelli's
------------	--------------	------------

GRAND TOTAL SHELLS	2182	2941	1656
TOTAL WEIGHT	3999	4030	4253
TOTAL TIME	25	34	25
MUSIC	YES	YES	YES
Total Cost	\$22,000.00	\$21,440.44	\$22,000.00

References:

Liberty - Glenn Co - liberty has been great! Never had any problems

Zambelli's - Deanne at Cherry Blossom Fest - Love Zambelli's, never had a problem, they have used for 10 + years. Very dependable, work independantly and very concerned with safety .

Swing into Spring Fireworks Bid

	Pyro Shows	Liberty Pyro	Zambelli's
	Open Sequence		
Total Shells			36
Total Weight			66
Total Minutes			20 sec
	Main Body		
Total Shells	400	480	270
Total Weight		1620	645
Total Minutes		8 min	9
	Grand Finale		
Total Shells	200	334	264
Total Weight	300		484
Low Level	0		100
Total Minutes		3 min	40-50 sec

GRAND TOTAL SHELLS	600	1020	670
TOTAL WEIGHT	1500		
TOTAL TIME	7-10 min	14 min	10 min
MUSIC	YES	YES	YES
Total Cost	\$7,000.00	Free	\$7,000.00
Outside Expense	NONE	NONE	NONE

July 4th Firework Bid

	Pyro Shows	Liberty Pyro	Zambelli's
	Open Sequence		
Total Shells		237	
Total Weight			
Total Minutes		4	20 sec
	Main Body		
Total Shells	360	1012	450
Total Weight	1770	3362	1455
Total Minutes	14-15	12	14
	Grand Finale		
Total Shells	322	672	412
Total Weight	729		822
Low Level	900		124
Total Minutes	2.5	4	40-50 sec

GRAND TOTAL SHELLS	1582	1921	986
TOTAL WEIGHT	2499		2463
TOTAL TIME	15-18 min	20	15
MUSIC	YES	YES	YES
Total Cost	\$15,000.00	\$21,440.44	\$15,000.00
Outside Expense	NONE	NONE	NONE

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

<b>DEPARTMENT MAKING REQUEST:</b>  Public Safety: Sheriff, Administration: County Clerk	<b>MEETING DATE:</b> 03.20.2012		
	<b>RESOLUTION ATTACHED?</b>		<b>YES</b>
			<b>NO</b> <input checked="" type="checkbox"/>

**REQUESTED MOTION OR ITEM TITLE:**

To grant an alcoholic beverage license for package retail beer and wine sales to Connie Sumner, Beverly Sumner, Jimmy Sumner, Jr., and Philip Sumner of Po-Jo's Gas-N-Go, which is located at 3575 US Highway 301 South, Register, Georgia.

**SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:**

There is no apparent reason to deny the application. Approval is recommended. Application is attached. Criminal history is attached.

<b>AGENDA CATEGORY (CHECK ONE)</b>		<b>FINANCIAL IMPACT STATEMENT</b>				
<b>PRESENTATION</b>		<b>BUDGETED ITEM?</b>	<b>YES</b>	<b>N</b>	<b>AMENDMENT REQUIRED?</b>	<b>YES</b>
			<b>NO</b>			<b>NO</b>
<b>PUBLIC HEARING</b>		<b>ATTACH DETAILED ANALYSIS, IF NEEDED:</b>				
<b>CONSENT</b>	<input checked="" type="checkbox"/>					
<b>NEW BUSINESS</b>						
<b>OLD BUSINESS</b>						
<b>OTHER</b>						

<b>APPROVED FOR AGENDA</b>											
<b>DEPARTMENT DIRECTOR</b>		<b>PURCHASING OFFICER</b>		<b>OTHER</b>		<b>COUNTY CLERK</b>		<b>COUNTY STAFF ATTORNEY</b>		<b>COUNTY MANAGER</b>	
<b>YES</b>		<b>YES</b>		<b>YES</b>		<b>YES</b>		<b>YES</b>		<b>YES</b>	
<b>NO</b>		<b>NO</b>		<b>NO</b>		<b>NO</b>		<b>NO</b>		<b>NO</b>	
<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>	
<b>DATE</b>		<b>DATE</b>		<b>DATE</b>		<b>DATE</b>		<b>DATE</b>		<b>DATE</b>	

<b>COMMISSION ACTION AND REFERRAL (Box 9)</b>		
<b>APPROVED</b>		<b>DATE TO BE RETURNED TO AGENDA</b>
<b>DENIED</b>		
<b>DEFERRED</b>		<b>NOTES</b>
<b>OTHER</b>		

**BULLOCH COUNTY, GEORGIA  
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

**\*YOU MUST COMPLETE APPLICATION IN ITS ENTIRETY\***

DATE OF APPLICATION 2/8/12 NEW  RENEWAL

Type of Business to be operated:

- |                                     |                                                           |            |
|-------------------------------------|-----------------------------------------------------------|------------|
| <input checked="" type="checkbox"/> | Retail beer and wine packaged only                        | \$1,500.00 |
| <input type="checkbox"/>            | Retail beer and wine by the drink (pouring license)       | \$1,500.00 |
| <input type="checkbox"/>            | Retail liquor by the drink (pouring license)              | \$3,000.00 |
| <input type="checkbox"/>            | Pouring license (beer, wine, and liquor)                  | \$4,500.00 |
| <input type="checkbox"/>            | Wholesale license                                         | \$1,200.00 |
| <input type="checkbox"/>            | Farm Winery                                               | \$2,250.00 |
| <input type="checkbox"/>            | Catering License (off premise)                            | \$ 500.00  |
| <input checked="" type="checkbox"/> | Application Fee ( <u>due upon returning application</u> ) | \$ 250.00  |
| <input type="checkbox"/>            | Event Permit                                              | \$ 50.00   |
| <input type="checkbox"/>            | License Transfers                                         | \$ 250.00  |
| <input type="checkbox"/>            | Temporary Permit (all forms)                              | \$ 250.00  |

Total license fee (include the application fee) \$ 1750.00

*Handwritten:*  
\$1750.00  
App fee  
Paid  
3/2/12

**\*Late Penalty \***

All renewal applications received after November 1 and before January 1 - 25% of license fee

All renewal applications received after January 1 - 50% of license fee

Applicant's full name Connie D. Sumner

Name of business PO-TO'S GAS-N-GO

Location of business 3575 Hwy 301 S Register Ga 30452

Type of business organization (Corporation, limited liability company, partnership, etc.)

Limited Liability Company

Business mailing address 21201 Hwy 80 E, Statesboro Ga 30461 Phone 912-842-7756

Applicant's home address 2021 Plantation Pt. Dr. Statesboro, Ga Phone 912-842-7756

Applicant's age 49 Date of birth [REDACTED] Social Security # [REDACTED]

Are you a resident U.S. Citizen?

YES  NO

Are you a resident of Bulloch County?

YES  NO

*If "No", then you must designate a resident of Bulloch County who shall be responsible for any matter relating to the license (ie., a "designee"). If you are appointing a designee, provide the following information:*

Designee's Name & Home Address \_\_\_\_\_

Designee's Home Phone \_\_\_\_\_ Designee's Age \_\_\_\_\_

Designee's Date of Birth \_\_\_\_\_ Designee's SS# \_\_\_\_\_

Are you the owner of the business?

YES  NO

*If "Yes", attach documentation demonstrating your ownership of the business, such as an Operating Agreement, Partnership Agreement, or Shareholder's Agreement.*

*If "No", what is your title or interest in the business?* \_\_\_\_\_

List all partners, shareholders, members, or managers of the business below:

Timmy Perry Sumner Jr \_\_\_\_\_  
Philip Jeffrey Sumner \_\_\_\_\_  
Connie D. Sumner \_\_\_\_\_  
Beverly Hope G. Sumner \_\_\_\_\_

*Attach a copy of your business's Certificate of Existence from the Secretary of State's office.*

**BE ADVISED THAT ANY PARTNER, SHAREHOLDER, MEMBER OR MANAGER LISTED ABOVE MUST COMPLETE A SEPARATE APPLICATION AND CONSENT FORM FOR A BACKGROUND CHECK AND IT IS YOUR RESPONSIBILITY TO ENSURE THIS IS DONE.**

Has the applicant or designee been convicted of any crime(s) in the past 5 years?

YES  NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, jurisdiction, offense, and circumstances of the arrest/conviction.*

Has the applicant or designee EVER been denied an alcoholic beverage license?

YES  NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the denial.*

Has the applicant or designee EVER had an alcoholic beverage license suspended or revoked?  
YES \_\_\_\_\_ NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the suspension or revocation.*

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Bulloch County Board of Commissioners

By: \_\_\_\_\_  
J. Garrett Nevil, Chairman

Attest: \_\_\_\_\_  
Maggie R. Fitzgerald, Clerk

Monday, March 05, 2012

Page 1

Response Key: .BUSX-

0598132 GA-CCH 20120305 15:18:23 20120305 15:18:23 2015039715  
IR.GASIR0000.GA0160001.

GEORGIA CRIMINAL HISTORY NAME AND IDENTIFIER SEARCH

REQUESTED BY:

DATE: 20120305 PUR: E ATTN: NEVILS/KCM

ARN: ALR PO JOS

RESPONSE DATE: 20120305

-----  
QUERY REQUESTED ON:

NAM/SUMNER, CONNIE D

DOB/ [REDACTED]

SEX/F

RAC/W

SOC/ [REDACTED]

-----  
NO RECORD FOUND

-----  
END OF RECORD

-----  
U<sup>a</sup>

**BULLOCH COUNTY, GEORGIA  
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

**\*YOU MUST COMPLETE APPLICATION IN ITS ENTIRETY\***

DATE OF APPLICATION 2/8/12 NEW  RENEWAL

Type of Business to be operated:

- |                                     |                                                           |            |
|-------------------------------------|-----------------------------------------------------------|------------|
| <input checked="" type="checkbox"/> | Retail beer and wine packaged only                        | \$1,500.00 |
| <input type="checkbox"/>            | Retail beer and wine by the drink (pouring license)       | \$1,500.00 |
| <input type="checkbox"/>            | Retail liquor by the drink (pouring license)              | \$3,000.00 |
| <input type="checkbox"/>            | Pouring license (beer, wine, and liquor)                  | \$4,500.00 |
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| <input type="checkbox"/>            | Farm Winery                                               | \$2,250.00 |
| <input checked="" type="checkbox"/> | Catering License (off premise)                            | \$ 500.00  |
| <input checked="" type="checkbox"/> | Application Fee ( <u>due upon returning application</u> ) | \$ 250.00  |
| <input type="checkbox"/>            | Event Permit                                              | \$ 50.00   |
| <input type="checkbox"/>            | License Transfers                                         | \$ 250.00  |
| <input type="checkbox"/>            | Temporary Permit (all forms)                              | \$ 250.00  |

Total license fee (include the application fee) \$ 1750.00

**\*Late Penalty \***

All renewal applications received after November 1 and before January 1 - 25% of license fee

All renewal applications received after January 1 - 50% of license fee

Applicant's full name Beverly Hope G. Sumner

Name of business PO-TO'S GAS-N-GO

Location of business 3575 Hwy 301 S Register, Ga 30452

Type of business organization (Corporation, limited liability company, partnership, etc.)

Limited liability company

Business mailing address 21201 Hwy 80 E Statesboro, Ga 30461 Phone 912-842-7750

Applicant's home address 1900 Sweet Bay Cove Statesboro, Ga Phone 912-489-7152

Applicant's age 46 Date of birth [REDACTED] Social Security # [REDACTED]

Are you a resident U.S. Citizen?

YES  NO

Are you a resident of Bulloch County?

YES  NO

*If "No", then you must designate a resident of Bulloch County who shall be responsible for any matter relating to the license (ie., a "designee"). If you are appointing a designee, provide the following information:*

Designee's Name & Home Address \_\_\_\_\_

Designee's Home Phone \_\_\_\_\_ Designee's Age \_\_\_\_\_

Designee's Date of Birth \_\_\_\_\_ Designee's SS# \_\_\_\_\_

Are you the owner of the business?

YES  NO

*If "Yes", attach documentation demonstrating your ownership of the business, such as an Operating Agreement, Partnership Agreement, or Shareholder's Agreement.*

*If "No", what is your title or interest in the business?* \_\_\_\_\_

List all partners, shareholders, members, or managers of the business below:

Jimmy Perry Sumner IV \_\_\_\_\_  
Philip Jeffrey Sumner \_\_\_\_\_  
Connie D. Sumner \_\_\_\_\_  
Beverly Hope G. Sumner \_\_\_\_\_

*Attach a copy of your business's Certificate of Existence from the Secretary of State's office.*

**BE ADVISED THAT ANY PARTNER, SHAREHOLDER, MEMBER OR MANAGER LISTED ABOVE MUST COMPLETE A SEPARATE APPLICATION AND CONSENT FORM FOR A BACKGROUND CHECK AND IT IS YOUR RESPONSIBILITY TO ENSURE THIS IS DONE.**

Has the applicant or designee been convicted of any crime(s) in the past 5 years?

YES \_\_\_\_\_ NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, jurisdiction, offense, and circumstances of the arrest/conviction.*

Has the applicant or designee EVER been denied an alcoholic beverage license?

YES \_\_\_\_\_ NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the denial.*

Has the applicant or designee ~~EVER~~ had an alcoholic beverage license suspended or revoked?  
YES \_\_\_\_\_ NO ✓

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the suspension or revocation.*

Approved \_\_\_\_\_ Rejected \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Bulloch County Board of Commissioners

By: \_\_\_\_\_  
J. Garrett Nevil, Chairman

Attest: \_\_\_\_\_  
Maggie R. Fitzgerald, Clerk

Monday, March 05, 2012

Page 1

Response Key: .BUSX-

0598134 GA-CCH 20120305 15:19:24 20120305 15:19:24 2015039716  
IR.GASIR0000.GA0160001.

GEORGIA CRIMINAL HISTORY NAME AND IDENTIFIER SEARCH

REQUESTED BY:  
DATE: 20120305 PUR: E ATTN: NEVILS/KCM  
ARN: ALR PO JOS  
RESPONSE DATE: 20120305

---

QUERY REQUESTED ON:  
NAM/SUMNER, BEVERLY  
DOB/[REDACTED]  
SEX/F  
RAC/W  
SOC/[REDACTED]

---

NO RECORD FOUND

---

END OF RECORD

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U<sup>a</sup>

**BULLOCH COUNTY, GEORGIA  
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

**\*YOU MUST COMPLETE APPLICATION IN ITS ENTIRETY\***

DATE OF APPLICATION 2/8/12 NEW  RENEWAL

Type of Business to be operated:

- |                                     |                                                           |            |
|-------------------------------------|-----------------------------------------------------------|------------|
| <input checked="" type="checkbox"/> | Retail beer and wine packaged only                        | \$1,500.00 |
| <input type="checkbox"/>            | Retail beer and wine by the drink (pouring license)       | \$1,500.00 |
| <input type="checkbox"/>            | Retail liquor by the drink (pouring license)              | \$3,000.00 |
| <input type="checkbox"/>            | Pouring license (beer, wine, and liquor)                  | \$4,500.00 |
| <input type="checkbox"/>            | Wholesale license                                         | \$1,200.00 |
| <input type="checkbox"/>            | Farm Winery                                               | \$2,250.00 |
| <input type="checkbox"/>            | Catering License (off premise)                            | \$ 500.00  |
| <input checked="" type="checkbox"/> | Application Fee ( <u>due upon returning application</u> ) | \$ 250.00  |
| <input type="checkbox"/>            | Event Permit                                              | \$ 50.00   |
| <input type="checkbox"/>            | License Transfers                                         | \$ 250.00  |
| <input type="checkbox"/>            | Temporary Permit (all forms)                              | \$ 250.00  |

Total license fee (include the application fee) \$ 1750.00

**\*Late Penalty \***

All renewal applications received after November 1 and before January 1 - 25% of license fee

All renewal applications received after January 1 - 50% of license fee

Applicant's full name Jimmy Perry Sumner Jr.  
Name of business POJO'S GAS-N-GO  
Location of business 3575 Hwy 301 S Register Ga 30462  
Type of business organization (Corporation, limited liability company, partnership, etc.)  
Limited Liability Company  
Business mailing address 21201 Hwy 80 E Statesboro, GA 30461 Phone 912-842-1750  
Applicant's home address 2021 Plantation Pt. Dr. Statesboro, GA Phone \_\_\_\_\_  
Applicant's age 50 Date of birth [REDACTED] Social Security # [REDACTED]

Are you a resident U.S. Citizen?

YES  NO

Are you a resident of Bulloch County?

YES  NO

*If "No", then you must designate a resident of Bulloch County who shall be responsible for any matter relating to the license (ie., a "designee"). If you are appointing a designee, provide the following information:*

Designee's Name & Home Address \_\_\_\_\_

Designee's Home Phone \_\_\_\_\_ Designee's Age \_\_\_\_\_

Designee's Date of Birth \_\_\_\_\_ Designee's SS# \_\_\_\_\_

Are you the owner of the business?

YES  NO

*If "Yes", attach documentation demonstrating your ownership of the business, such as an Operating Agreement, Partnership Agreement, or Shareholder's Agreement.*

*If "No", what is your title or interest in the business? \_\_\_\_\_*

List all partners, shareholders, members, or managers of the business below:

Jimmy Perry Sumner Jr \_\_\_\_\_  
Philip Jeffrey Sumner \_\_\_\_\_  
Condie D. Sumner \_\_\_\_\_  
Beverly Hope Sumner \_\_\_\_\_

*Attach a copy of your business's Certificate of Existence from the Secretary of State's office.*

**BE ADVISED THAT ANY PARTNER, SHAREHOLDER, MEMBER OR MANAGER LISTED ABOVE MUST COMPLETE A SEPARATE APPLICATION AND CONSENT FORM FOR A BACKGROUND CHECK AND IT IS YOUR RESPONSIBILITY TO ENSURE THIS IS DONE.**

Has the applicant or designee been convicted of any crime(s) in the past 5 years?

YES  NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, jurisdiction, offense, and circumstances of the arrest/conviction.*

Has the applicant or designee ~~EVER~~ been denied an alcoholic beverage license?

YES  NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the denial.*

Has the applicant or designee EVER had an alcoholic beverage license suspended or revoked?  
YES \_\_\_\_\_ NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the suspension or revocation.*

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Bulloch County Board of Commissioners

By: \_\_\_\_\_  
J. Garrett Nevil, Chairman

Attest: \_\_\_\_\_  
Maggie R. Fitzgerald, Clerk

Monday, March 05, 2012

Page 1

Response Key: .BUSX-

0598136 GA-CCH 20120305 15:20:04 20120305 15:20:04 2015039717  
IR.GASIR0000.GA0160001.

GEORGIA CRIMINAL HISTORY NAME AND IDENTIFIER SEARCH

REQUESTED BY:

DATE: 20120305 PUR: E ATTN: NEVILS/KCM

ARN: ALR PO JOS

RESPONSE DATE: 20120305

-----  
QUERY REQUESTED ON:

NAM/SUMNER, JIMMY PERRY JR

DOB/ [REDACTED]

SEX/M

RAC/W

SOC/ [REDACTED]

-----  
NO RECORD FOUND  
-----

END OF RECORD  
-----

U<sup>a</sup>

**BULLOCH COUNTY, GEORGIA  
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

**\*YOU MUST COMPLETE APPLICATION IN ITS ENTIRETY\***

DATE OF APPLICATION 2/8/12 NEW  RENEWAL

Type of Business to be operated:

- |                                     |                                                           |            |
|-------------------------------------|-----------------------------------------------------------|------------|
| <input checked="" type="checkbox"/> | Retail beer and wine packaged only                        | \$1,500.00 |
| <input type="checkbox"/>            | Retail beer and wine by the drink (pouring license)       | \$1,500.00 |
| <input type="checkbox"/>            | Retail liquor by the drink (pouring license)              | \$3,000.00 |
| <input type="checkbox"/>            | Pouring license (beer, wine, and liquor)                  | \$4,500.00 |
| <input type="checkbox"/>            | Wholesale license                                         | \$1,200.00 |
| <input type="checkbox"/>            | Farm Winery                                               | \$2,250.00 |
| <input type="checkbox"/>            | Catering License (off premise)                            | \$ 500.00  |
| <input checked="" type="checkbox"/> | Application Fee ( <u>due upon returning application</u> ) | \$ 250.00  |
| <input type="checkbox"/>            | Event Permit                                              | \$ 50.00   |
| <input type="checkbox"/>            | License Transfers                                         | \$ 250.00  |
| <input type="checkbox"/>            | Temporary Permit (all forms)                              | \$ 250.00  |

Total license fee (include the application fee) \$ 1750.00

**\*Late Penalty \***

All renewal applications received after November 1 and before January 1 - 25% of license fee

All renewal applications received after January 1 - 50% of license fee

Applicant's full name Philip Jeffrey Sumner  
Name of business PO-JO'S GAS-N-GO  
Location of business 3575 Hwy 301 S Register, Ga 30458  
Type of business organization (Corporation, limited liability company, partnership, etc.)  
Limited Liability Company  
Business mailing address 21201 Hwy 80 E Statesboro, GA 30461 Phone 912-842-1750  
Applicant's home address 1900 Sweet Bay Cove Statesboro, GA Phone 912-489-7152  
Applicant's age 47 Date of birth [REDACTED] Social Security # [REDACTED]

Are you a resident U.S. Citizen?

YES  NO

Are you a resident of Bulloch County?

YES  NO

*If "No", then you must designate a resident of Bulloch County who shall be responsible for any matter relating to the license (ie., a "designee"). If you are appointing a designee, provide the following information:*

Designee's Name & Home Address \_\_\_\_\_

Designee's Home Phone \_\_\_\_\_ Designee's Age \_\_\_\_\_

Designee's Date of Birth \_\_\_\_\_ Designee's SS# \_\_\_\_\_

Are you the owner of the business?

YES  NO

*If "Yes", attach documentation demonstrating your ownership of the business, such as an Operating Agreement, Partnership Agreement, or Shareholder's Agreement.*

*If "No", what is your title or interest in the business?* \_\_\_\_\_

List all partners, shareholders, members, or managers of the business below:

Jimmy Perry Sumner Jr. \_\_\_\_\_  
Philip Jeffrey Sumner \_\_\_\_\_  
Connie D. Sumner \_\_\_\_\_  
Beverly Hope Sumner \_\_\_\_\_

*Attach a copy of your business's Certificate of Existence from the Secretary of State's office.*

**BE ADVISED THAT ANY PARTNER, SHAREHOLDER, MEMBER OR MANAGER LISTED ABOVE MUST COMPLETE A SEPARATE APPLICATION AND CONSENT FORM FOR A BACKGROUND CHECK AND IT IS YOUR RESPONSIBILITY TO ENSURE THIS IS DONE.**

Has the applicant or designee been convicted of any crime(s) in the past 5 years?

YES \_\_\_\_\_ NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, jurisdiction, offense, and circumstances of the arrest/conviction.*

Has the applicant or designee EVER been denied an alcoholic beverage license?

YES \_\_\_\_\_ NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the denial.*

Has the applicant or designee EVER had an alcoholic beverage license suspended or revoked?  
YES \_\_\_\_\_ NO

*If "Yes", attach a detailed explanation to this application, and be sure to provide the date, County or City, and circumstances of the suspension or revocation.*

Approved \_\_\_\_\_ Rejected \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Bulloch County Board of Commissioners

By: \_\_\_\_\_  
J. Garrett Nevil, Chairman

Attest: \_\_\_\_\_  
Maggie R. Fitzgerald, Clerk

Monday, March 05, 2012

Page 1

Response Key: .BUSX-

0598138 GA-CCH 20120305 15:20:43 20120305 15:20:43 2015039718  
IR.GASIR0000.GA0160001.

GEORGIA CRIMINAL HISTORY NAME AND IDENTIFIER SEARCH

REQUESTED BY:  
DATE: 20120305 PUR: E ATTN: NEVILS/KCM  
ARN: ALR PO JOS  
RESPONSE DATE: 20120305

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QUERY REQUESTED ON:  
NAM/SUMNER, PHILIP JEFFREY  
DOB/ [REDACTED]  
SEX/M  
RAC/W  
SOC/ [REDACTED]

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NO RECORD FOUND

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END OF RECORD

U<sup>a</sup>

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST (Box 1)  Legal	MEETING DATE (Box 2) March 20, 2012		
	RESOLUTION ATTACHED? (Box 3)	YES	
		NO	X

REQUESTED MOTION OR ITEM TITLE (Box 4)  
  
Amendment to Article III of the Code of Ordinances of Bulloch County, Georgia

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)  
  
The referendum question on Sunday alcohol sales by the drink passed with an affirmative vote of 55.93% in the election on March 6. Thus, it is now necessary to approve the attached amendment to the alcohol ordinance to allow Sunday alcohol sales for consumption on the premises. Approval is recommended.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)					
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES		AMENDMENT REQUIRED? (7b)	YES	
			NO			NO	
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)					
CONSENT (6c)							
NEW BUSINESS (6d)	X						
OLD BUSINESS (6e)							
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES		YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE		DATE		DATE		DATE	

COMMISSION ACTION AND REFERRAL (Box 9)		
APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

STATE OF GEORGIA  
COUNTY OF BULLOCH

AMENDMENT TO THE CODE OF ORDINANCES OF  
BULLOCH COUNTY, GEORGIA

BE IT ORDAINED by the Bulloch County Board of Commissioners that Section 3-87 of Article IV of Chapter 3 of the Code of Ordinances of Bulloch County, Georgia is hereby amended to read as follows:

**“Sec. 3-87. Days of sale-prohibited.**

(a) No licensee shall permit the sale of alcoholic beverages on any day or any time when such sales are prohibited by state law.

(b) The wholesale or retail sale of alcoholic beverages shall be lawful during the polling hours of any election; however, the sale of alcoholic beverages within 250 feet of a polling place is unlawful during such hours that the polls are open.

(c) Sales of alcoholic beverages for consumption on the premises shall be permitted on Sunday between the hours of 12:30 P.M. and 11:30 P.M. Package sales of beer and wine for off-premises consumption shall be permitted on Sunday between the hours of 12:30 P.M. and 11:30 P.M.

(d) No licensee shall permit the sale of alcoholic beverages on Christmas Day.”

BE IT FURTHER ORDAINED by the Bulloch County Board of Commissioners that Section 3-162 of Article VII of Chapter 3 of the Code of Ordinances of Bulloch County, Georgia is hereby amended to read as follows:

**“Sec. 3-162. Hours of sale.**

Consumption on the premises licensees shall only engage in the sale and service of alcoholic beverages between the hours of 6:00 A.M. and 12:00 midnight Monday through Saturday, and between the hours of 12:30 P.M. and 11:30 P.M. on Sunday, with the premises being vacated no later than 1:00 A.M. on Monday through Friday and no later than 12:00 midnight on Saturday and Sunday. Package sales of beer and wine for off-premises consumption shall be between the hours of 6:00 A.M. and 12:00 midnight on Monday through Saturday, and between the hours of 12:30 P.M. and 11:30 P.M. on Sunday.”

This amendment shall become effective on the date of its adoption by the Bulloch County Board of Commissioners.

Adopted at a meeting of the Bulloch County Board of Commissioners held in compliance with Georgia's Open Meetings Act on the 20th day of March 2012, at which meeting a quorum was present.

BOARD OF COMMISSIONERS OF  
BULLOCH COUNTY, GEORGIA

By: \_\_\_\_\_  
J. Garrett Nevil, Chairman

Attest: \_\_\_\_\_  
Maggie Fitzgerald, Clerk

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

**DEPARTMENT MAKING REQUEST:**

**MEETING DATE: 03.20.2012**

County Manager

**RESOLUTION ATTACHED?**

YES	
NO	<b>x</b>

**REQUESTED MOTION OR ITEM TITLE:**

Discussion/Action: Regarding the selection of Bond Underwriters.

**SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:**

AGENDA CATEGORY (CHECK ONE)		FINANCIAL IMPACT STATEMENT									
PRESENTATION		BUDGETED ITEM?	YES		AMENDMENT REQUIRED?	YES					
			NO			NO					
PUBLIC HEARING		ATTACH DETAILED ANALYSIS, IF NEEDED:									
CONSENT											
NEW BUSINESS	<b>x</b>										
OLD BUSINESS											
OTHER											
APPROVED FOR AGENDA											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES		YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE		DATE		DATE		DATE	
COMMISSION ACTION AND REFERRAL (Box 9)											
APPROVED		DATE TO BE RETURNED TO AGENDA									
DENIED											
DEFERRED		NOTES									
OTHER											

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

**DEPARTMENT MAKING REQUEST:**

**MEETING DATE:** 03.20.2012

County Manager

**RESOLUTION ATTACHED?**

YES	
NO	x

**REQUESTED MOTION OR ITEM TITLE:**

To approve a budget amendment for a onetime grant of \$10,000 for the Farmers Market

**SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:**

Approval is recommended. FY 2012 Budget Amendment from the General Fund.

AGENDA CATEGORY (CHECK ONE)		FINANCIAL IMPACT STATEMENT									
PRESENTATION		BUDGETED ITEM?	YES		AMENDMENT REQUIRED?	YES	X				
			NO	x		NO					
PUBLIC HEARING		ATTACH DETAILED ANALYSIS, IF NEEDED:									
CONSENT											
NEW BUSINESS	x										
OLD BUSINESS											
OTHER											
APPROVED FOR AGENDA											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES		YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE		DATE		DATE		DATE		DATE		DATE	
COMMISSION ACTION AND REFERRAL (Box 9)											
APPROVED		DATE TO BE RETURNED TO AGENDA									
DENIED											
DEFERRED		NOTES									
OTHER											

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM SUMMARY**

DEPARTMENT MAKING REQUEST (Box 1)  <i>Engineering/Roads and Bridges</i>	MEETING DATE (Box 2) <i>March 20, 2012</i>		
	RESOLUTION ATTACHED? (Box 3)	YES	
		NO	<i>x</i>

REQUESTED MOTION OR ITEM TITLE (Box 4)  
  
*Request that the Board award the lowest responsible bid for paving S&S Railroad Bed Road to Ellis Wood Contracting.*

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)  
  
*This project is being done in conjunction with the S&S Greenway Trail. This is the road paving portion from Cawana Road to Pretoria-Rushing Road.*

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)					
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES		AMENDMENT REQUIRED? (7b)	YES	
			NO	<i>x</i>		NO	<i>x</i>
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED ( 7c)					
CONSENT (6c)		<i>The bid report from Purchasing Agent, Kenny Trapnell is attached.</i>					
NEW BUSINESS (6d)							
OLD BUSINESS (6e)	<i>x</i>						
OTHER (6f)							

APPROVED FOR AGENDA (Box 8)											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES	<i>x</i>	YES		YES		YES		YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE <i>03/09/12</i>		DATE		DATE		DATE		DATE		DATE	

COMMISSION ACTION AND REFERRAL (Box 9)		
APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

# MEMORANDUM

**Date:** March 5, 2012  
**To:** \_\_\_\_\_ Mr. Tom Couch \_\_\_\_\_  
**From:** Kenneth Trapnell \_\_\_\_\_ Kenneth Trapnell \_\_\_\_\_  
**Subject:** S & S Railroad Bed Road Bid Report

---

Sealed bids were opened at the Bulloch County North Main Annex on March 5, 2012 at 3:00 P.M. for S & S Railroad Road Paving.

The newspaper advertisement (Statesboro Herald) was on February 25, 2012.

Invitation-to-Bid (IFB'S) were e-mailed to nine (9) vendors on February 24, 2012.

Two (2) bids were received.

**Bids received are as follows:**

<b>VENDOR</b>	<b>TOTAL BID PRICE</b>	<b>BID BOND</b>
<b>Ellis Wood Contracting</b>	<b>\$257,262.00</b>	<b>Yes</b>
<b>Mill Creek Construction</b>	<b>\$271,349.40</b>	<b>Yes</b>

Both bids received had a bid bond attached to their bid.

Attending the bid opening were the following: Kenneth Trapnell, Andy Welch & Matt Woodrum of Mill Creek Construction. Andy Welch served as my witness in Harry's absence.

If you need more, please let me know.



## MEMORANDUM

**TO:** Tom Couch, County Manager  
**FROM:** Mike Rollins, Director of Parks and Recreation  
**SUBJECT:** Recreation Advisory Committee Vacancies  
**DATE:** March 13, 2012

The Parks and Recreation Advisory Committee currently has two vacancies and three additional vacancies will occur July 1 of this year. The Advisory Committee would like to recommend a proposed list of candidates for the five open slots on the committee. They are requesting that two of the vacancies be filled immediately and the remaining three vacancies be appointed in April or May. Below is a list of the proposed candidates, along with an additional list of interested candidates.

Proposed Candidates: Todd Hall, Bubba Hunt, Steven Sanders,  
Craig Tremble, Matthew Wise

Additional Interested Candidates: Stewart Moody, Cliff Wildes, Milton Williams, Donna Jones, Shannon Middleton, Chad Prosser, Walter "Jud" Street, Todd Williford

I am also attaching a spreadsheet of their bio-information, as well as an "Application for Community Service" on each candidate.

Let me know if you have any questions or would like to discuss.

Replace Immediately: Seat H and I

Replace effective June 2012: Seat A, B, C

Reappoint OR Replace effective June 2012: Seat D, E

SEAT A	Hadley Campbell	June 30, 2012 (appointed 6/04) final term
B	Earl Donaldson	June 30, 2012 (appointed 6/04) final term
C	Mark Hynko	June 30, 2012 (appointed 6/04) final term
D	Tony Natson	June 30, 2012 (appointed 6/08) eligible for reappointment
E	Beth Sands	June 30, 2012 (appointed 9/08) eligible for reappointment
F	Teresa Phillips	June 30, 2013 (appointed 6/09) eligible for reappointment
G	Kesha Ward	June 30, 2013 (appointed 6/09) eligible for reappointment
H	Warren Ward	June 30, 2010 (appointed 7/02) EXPIRED
I	Tim Robbins	June 30, 2010 (appointed 7/02) EXPIRED

#### Recommended Replacements

##### Effective Immediately

Seat H : Bubba Hunt

Seat I : Steven Sanders

##### Effective July 1, 2012

Seat A : Todd Hall

Seat B : Craig Tremble

Seat C : Matthew Wise

Seat D : Tony Natson (2<sup>nd</sup> Term)

Seat E : Beth Sands (2<sup>nd</sup> Term )

<b><u>NAME</u></b>	<b><u>OCCUPATION</u></b>	<b><u>Can attend day / night meetings?</u></b>	<b><u>Reason for applying</u></b>
Todd Hall	Professor - GSU (sport mgmt)	usually / usually	My kids are active in many Bulloch County sport programs and I am in my third year of coaching here. So, I have a vested interest in the success of our recreation programs. I feel serving on this committee provides another positive way to contribute to and be involved in our wonderful community.
<b>COMMUNITY ACTIVITIES:</b> Coached youth sports (soccer, basketball, and baseball) in Brazos and Bulloch counties for 6+ years. Previously served as Asst. Scout Master in Brazos County, TX.			
<b>REMARKS:</b> submitted by Hadley Campbell			
Bubba Hunt	Pawnbroker/Car Dealer	yes / yes	I am actively involved with youth sports with my daughter (Madelyn) and son (Matthew) and would love to be a part of Bulloch County athletics. I also enjoy teaching children about sportsmanship.
<b>COMMUNITY ACTIVITIES:</b> Exchange Club of Statesboro Bd of Dir 2009-current; Chamber of Commerce Bd 2010-2012; Co-Chair of Small Bus. Comm. 2010-2011; Co-Chair Special Events Comm. 2012; GSU Athletic Foundation Bd. of Dir. 2011-present; 2008 Graduate of Leadership Bulloch; Leadership Bulloch Alumni Bd. of Dir - President 2012; Involved with American Diabetes Assn.			
<b>REMARKS:</b> Bubba has been a coach with SBCPRD for a few years and is involved with sponsorships and other events with us. I feel that he is a strong, creative businessman and could bring great leadership and ideas to the table. (Broni Gainous)			
Donna Jones	Cosmetologist	yes / yes	I have children and we are involved in the rec sports.
<b>COMMUNITY ACTIVITIES:</b> Help with homeless; church.			
<b>REMARKS:</b>			
Shannon Middleton	Banking - Citizens Bank	yes / yes	I have a son that benefits from the services of our area recreational facilities and its programs, and has since he was 4 years old. I would love the opportunity to serve my community, and give back by building upon our existing programs.
<b>COMMUNITY ACTIVITIES:</b> Statesboro Home Builders Assn-Director; Statesboro Board of Realtors; Mortgage Bankers Assn. of Georgia, Boy Scouts of America			
<b>REMARKS:</b> submitted by Hadley Campbell			

<b>NAME</b>	<b>OCCUPATION</b>	<b>Can attend day / night meetings?</b>	<b>Reason for applying</b>
Stewart Moody	Pastor - Southbridge Community Church	yes / yes	I was asked to apply...thank you!
<p><b>COMMUNITY ACTIVITIES:</b> GSU Football Champlain; Red Cross Board Member; FCA Board; Shenkle Golf Tournament Committee</p> <p><b>REMARKS:</b> I was the one who spoke with Stewart about being considered as a candidate! In his personal life, he is into health, fitness and recreation. I feel like his experience in working with high school/college age kids would offer a whole new perspective to that demographic. We currently do not offer any programming for that age group and feel he could help expand that part of recreation programming. (Molly Durden)</p>			
Chad Prosser	BOE - Educator (AP & AD)	yes / yes	With three children entering the age participating in activities at SBCPRD, I hope to contribute in a positive way to the possible recreation activities being offered in our county.
<p><b>COMMUNITY ACTIVITIES:</b> Volunteer coach for SBCPRD; Leadership Bulloch Alumnae 2011</p> <p><b>REMARKS:</b> Asst. Principal at LCMS. (Teresa Phillips)</p>			
Steven Sanders	Banker - Asst. Vice President - Sea Island Bank	yes / yes	As a native of Bulloch County, I have a strong desire to see our community leaders continue the history of providing its citizens the best in park and recreational services that it has to offer. I feel that my educational background combined with my dedication to serving our community will make me a suitable candidate to serve on the Recreation Advisory Committee.
<p><b>COMMUNITY ACTIVITIES:</b> Kiwanis Club of Statesboro - Member; Boys and Girls Club of Bulloch Co - Bd. Member; Graduate of Leadership Bulloch 2011; Annual Volunteer for Keep Bulloch Beautiful, American Cancer Society-Relay for Life, A Day for Southern and Ogeechee Tech College's IGOT Campaign; Statesboro-Bulloch County Parks and Recreation Dept. T-Ball and Flag Football Coach</p> <p><b>REMARKS:</b> Steven is from the South Bulloch area and has a sincere interest in promoting parks and recreation. With a son participating in our programs, he would be able to offer good feedback on ideas/ways to improve our programs and facilities. (Molly Durden)</p>			
Walter "Jud" Street	EHS IV - Bulloch Co Health Dept.	yes / yes	Think I can offer beneficial advice for recreation department pertaining to needs in our community associated with sports and outdoor activities.
<p><b>COMMUNITY ACTIVITIES:</b></p> <p><b>REMARKS:</b> submitted by Dadrrian Cosby</p>			

<b>NAME</b>	<b>OCCUPATION</b>	<b>Can attend day / night meetings?</b>	<b>Reason for applying</b>
Craig R. Tremble	Owner/Funeral Director, Pastor	yes / yes	I would like to help give input and direction for the positive development of the youth in our community. I would also like to support and give my time and talent to the recreation department.
<b>COMMUNITY ACTIVITIES:</b> Currently serve on the Advisory Board for Ogeechee Technical College of Funeral Services. Serve as Chaplain for the Statesboro Police Department. Bulloch County Deputy Coroner.			
<b>REMARKS:</b> I would like to submit Craig Tremble as a potential candidate to serve on the Recreation Advisory Committee. I think he will be an awesome addition to our team. (Kesha Ward)			
Cliff Wildes	Banker - Heritage Bank of the South	yes / yes	Interested in serving the community and sports/recreation department is a good method to do so.
<b>Community Activities:</b> United Way Bd. of Dir.; American Red Cross Bd. of Dir.; Sigma Chi Housing Corp. President; Community Bankers Assn - Bd. Member (Leadership Div.)			
<b>REMARKS:</b> Submitted by Mark Hynko			
Milton Williams	BOE - Asst Principal - SEBMS	yes / yes	Invitation from a member that felt I could be contributing voice to the committee.
<b>COMMUNITY ACTIVITIES:</b> Deacon at The Body of Christ Assembly; Chairman of Men's Ministry; Chairman of Pastor Support Committee; Member of SEB Hall of Fame Committee			
<b>REMARKS:</b> He lives in Brooklet district. (Tony Natson)			
Todd Williford	BOE - Principal - SZ	yes / yes	I have been a residence of Bulloch County all of my life. I currently have two children who participate in sports through the recreation department. Because of my occupation I believe that I could bring valuable insight and perspectives to the opportunities for recreation in Bulloch County.
<b>COMMUNITY ACTIVITIES:</b> Rotary Club of Statesboro; Fletcher Memorial Baptist Church; GSU College of Education Alumni Advisory Board			
<b>REMARKS:</b> He has worked with our afterschool programs to insure accreditation by NAA 2007 and COA 2012. He is also involved with our tennis program and has children that participate in many of our program activities. (Joy Deal)			

<b><u>NAME</u></b>	<b><u>OCCUPATION</u></b>	Can attend day / night meetings?	<b><u>Reason for applying</u></b>
Matthew Wise	Owner - Wise Nurseries	yes / yes	To improve our community and our future for our children.
<b>COMMUNITY ACTIVITIES:</b> Georgia Green Industry Assn.; Southern Nurserymen Assn.; Statesboro Chamber of Commerce			
<b>REMARKS:</b> submitted by Tony Morgan			