



Bulloch County Board of Commissioners Regular Meeting

February 6, 2014
Estimated Time: 1 Hour & 30 Minutes
North Main Annex Community Room
Statesboro, Georgia
5:30 PM

Meeting Function:	Board of Commissioners	Type of Meeting:	Regular Meeting
Meeting Chair:	Chairman, Garrett Nevil (Presiding)	Recorder:	Clerk of the Board, Christy Strickland
Parliamentarian:	County Attorney, Jeff Akins	Ex-Officio:	Tom Couch, County Manager; Harry Starling, Chief Financial Officer; Andy Welch, Development Services Director; Ted Wynn, Public Safety Director; Dink Butler, Transportation Director; Kirk Tatum, County Engineer; and Whitney Richland, Chief Accountant

General Agenda

ITEM	RESOURCE PERSON/FACILITATOR	TIME	REFER
Call to Order; Welcome Media and Visitors	Chairman Nevil	5:30 PM	
Invocation and Pledge of Allegiance	County Manager Tom Couch	5:32 PM	
Roll Call	Clerk of the Board	5:35 PM	
Approval of General Agenda	Chairman Nevil	5:37 PM	
Presentations			
EMS Billing	Public Safety/EMS	5:39 PM	Tab A
Mid Year Budget Review	County Manager	6:00 PM	Tab B
Public Comments	Audience	6:20 PM	
Consent Agenda	Chairman Nevil	6:30 PM	
To approve the minutes of the Special Called Meeting held on January 13, 2014 and the Regular Meeting held on January 21, 2014	Clerk of the Board		Tab C
To Approve Spring 2014 Youth/Baseball Uniform Bid to A.D. Starr	Parks & Recreation		Tab D
New Business			
Discussion Only: Proposed Policy Changes in the Purchasing Card program	County Manager	6:33 PM	Tab E
Commission and Staff Comments	Chairman Nevil, et al.	6:53 PM	
Adjourn	Chairman	7:00 PM	

Additional Information

Background information in Board packets



BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:	MEETING DATE: 02.06.2014		
Public Safety/EMS	RESOLUTION ATTACHED?	YES	
		NO	X

REQUESTED MOTION OR ITEM TITLE:

Presentation by the Public Safety Director and EMS regarding EMS billing.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:
 In October, 2013, the Board heard a presentation by EMS Consultants of LaGrange, GA, regarding their proposal to improve Bulloch EMS billing practices and collections. Upon a request to the County Manager, the Public Safety Division and County EMS has prepared a counter proposal for the Board to consider. They will discuss corrective practices they have employed and how they wish to maintain them in the future.

AGENDA CATEGORY		FINANCIAL IMPACT STATEMENT					
(CHECK ONE)		BUDGETED ITEM?	YES	N	AMENDMENT OR TRANSFER REQUIRED?	YES	N
			NO				NO
PRESENTATION	<input checked="" type="checkbox"/>	ATTACH DETAILED ANALYSIS, IF NEEDED: County in-house EMS collections have recovered to the extent that they are relatively close to the targeted amount budgeted for FY 2014, though 1.4% below target.					
PUBLIC HEARING	<input type="checkbox"/>						
CONSENT	<input type="checkbox"/>						
NEW BUSINESS	<input type="checkbox"/>						
UNFINISHED BUSINESS	<input type="checkbox"/>						
OTHER	<input type="checkbox"/>						

AGENDA ITEM REVIEW AND APPROVAL											
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	
APPROVED	DATE TO BE RETURNED TO AGENDA:
DENIED	NOTES:
DEFERRED	



BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:

County Manager

MEETING DATE: 02.06.2013

RESOLUTION ATTACHED?

YES	
NO	X

REQUESTED MOTION OR ITEM TITLE:

Presentation - Mid-Year Budget Review

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:

The County Manager will give a mid-year budget review for FY 2014.

AGENDA CATEGORY		FINANCIAL IMPACT STATEMENT					
(CHECK ONE)		BUDGETED ITEM?	YES	N	AMENDMENT OR TRANSFER REQUIRED?	YES	N
			NO			NO	
PRESENTATION	<input checked="" type="checkbox"/>	ATTACH DETAILED ANALYSIS, IF NEEDED: Financial reports will be forwarded by e-mail to each Commissioner. Power Point Presentation will be given.					
PUBLIC HEARING	<input type="checkbox"/>						
CONSENT	<input type="checkbox"/>						
NEW BUSINESS	<input type="checkbox"/>						
UNFINISHED BUSINESS	<input type="checkbox"/>						
OTHER	<input type="checkbox"/>						

AGENDA ITEM REVIEW AND APPROVAL

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

APPROVED		DATE TO BE RETURNED TO AGENDA:
DENIED		NOTES:
DEFERRED		

January 13, 2014
Statesboro, GA

Special Called Meeting

The Board of Commissioners met for a Special Called Meeting at 5:30 p.m. in the Community Room of the North Main Annex. Chairman Nevil welcomed guests and called the meeting to order. Vice-Chairman Simmons gave the invocation, and the pledge of allegiance.

Ms. Christy Strickland, Clerk of the Board, performed the roll call of the commissioners and staff. The following commissioners were present: Commissioner Ethridge (came in at 5:45), Vice-Chairman Simmons, Chairman Nevil, Commissioner Rushing, Commissioner Thompson and Commissioner Gibson. The following staff were present: County Manager Tom Couch, County Attorney Jeff Akins, Developmental Services Director Andy Welch, Transportation Director Dink Butler, Chief Accountant Whitney Richland, Elections Supervisor Patricia Lanier Jones.

After Roll Call, Chairman Nevil asked for amendments or modifications of the General Agenda. Hearing none, Commissioner Simmons offered a motion to approve the General Agenda. Commissioner Rushing seconded the motion, and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, and Commissioner Simmons voting in favor of the motion.

Chairman Nevil asked for public comments from the audience at large or in writing. Hearing none, he moved on to the next item on the agenda.

Chairman Nevil stated there were no items under the Consent Agenda and moved on the first item under New Business for Discussion/Action: Cost Estimates for the New Annex Building. He called on County Manager Tom Couch to initiate discussion on the matter. Mr. Couch stated he had sent out to the Commissioners cost estimates from Lavender and Associates on original cost and value engineering cost. He stated he had met with Lavender and Associates and feels that the original cost and the value engineering cost estimates are accurate. Mr. Couch stated that John Lavender of Lavender and Associates is present to explain and answer any questions. Mr. Lavender passed out the Schematic Design Budget (See Exhibit # 2014-002) and went over the procedure of how the costs are given. He stated that the numbers on the costs are accurate and if the costs needed to be decreased the square footage will need to be reduced. Mr. Lavender introduced Mr. Warren Holland who will be the Construction Site Manager (CSM) for the site. Mr. Kevin Palmer of Palmer & Associates went over the design and stated he concurred with what Mr. Lavender had stated and to decrease the cost it would mean reducing the square footage. Commissioner Thompson asked what the budget was for the annex building. County

Manager Tom Couch stated it was approved for approximately 2.2 million dollars. He stated that the building is a very efficient use of space, but the Board would need to decide where the funds would come from to pay the additional cost. Commissioner Rushing asked if there were some bond proceeds that could be used. Mr. Couch stated there are some bond proceeds but that would be a last resource to use. Commissioner Ethridge stated the budget was originally was 2.2 million and asked where the difference is coming from. Mr. Lavender stated that the cost of the project increased due to costs going up since the original budget was established. He stated that once the design is completed he could get the hard bids which would give a more definite estimate of the cost. Chairman Nevil asked when the design was expected to be finished. Mr. Palmer stated it should not take more than four (4) more weeks. Mr. Lavender stated once that is done then he would solicit bids. After additional discussion, Chairman Nevil stated they would wait to receive the final estimate after the bids are received. No action was taken on the matter.

Chairman Nevil asked for any general comments or statements from the Commissioners. Commissioners Ethridge, Simmons, Rushing, Thompson and Gibson thanked Lavender and Associates and Kevin Palmer for attending the meeting for the discussion.

Chairman Nevil asked for comments from the staff. Mr. Couch stated he had handed out preliminary drawings of the logo for the water tank (See Exhibit # 2014-003). He stated the water tank is being constructed and a decision needs to be made soon. After some discussion, the Commissioners agreed for Mr. Couch to proceed with getting a design for it and bringing it back to the Board for review. Hearing nothing further, he asked for a motion to adjourn. Commissioner Rushing offered a motion to adjourn the meeting. Commissioner Simmons seconded the motion, and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Simmons, and Commissioner Ethridge voting in favor of the motion.

J. Garrett Nevil, Chairman

Attest: Christy Strickland, Clerk of the Board

January 21, 2014
Statesboro, GA

Regular Meeting

The Board of Commissioners met at 8:30 a.m. in the Community Room of the North Main Annex. Chairman Nevil welcomed guests and called the meeting to order. Commissioner Mosley gave the invocation, and the pledge of allegiance.

Ms. Christy Strickland, Clerk of the Board, performed the roll call of the commissioners and staff. The following commissioners were present: Commissioner Ethridge, Vice-Chairman Simmons, Commissioner Mosley, Chairman Nevil, Commissioner Rushing, Commissioner Thompson and Commissioner Gibson. The following staff were present: County Manager Tom Couch, County Attorney Jeff Akins, Developmental Services Director Andy Welch, Transportation Director Dink Butler, Public Safety Director Ted Wynn, and Chief Accountant Whitney Richland.

After Roll Call, Chairman Nevil asked for amendments or modifications of the General Agenda. County Manager Tom Couch asked to modify the general agenda by adding a Presentation from the Mental Health Court. Hearing no further modifications, Commissioner Mosley offered a motion to approve the General Agenda with the proposed modification. Commissioner Simmons seconded the motion, and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge voting in favor of the motion.

Chairman Nevil stated there was a presentation from the Bulloch County Mental Health Court and called on Judge Woodrum to present. Judge Woodrum went over the program and its benefits. He introduced Mental Health Services Coordinator Karen McClain. Mrs. McClain passed out information about the program (See Exhibit # 2014-004). She stated the program started in September 2013 and currently has seven (7) participants, none of whom has had any further offenses since joining the program. Chairman Nevil thanked Judge Woodrum and Mrs. McClain for the presentation and the job they do.

Chairman Nevil asked for public comments from the audience at large or in writing. Ms. Amanda Moore of 317 Live Oak Loop stated she is having problems with vehicles speeding in her neighborhood and would like to request speed bumps for the roads out there. She distributed a petition from supporting adjacent homeowners. (See Exhibit # 2014-005). County Manager Tom Couch stated there are some liabilities with using speed bumps and the County would need time to look into the matter and figure out what the best solution would be. Commissioner Thompson asked if the roads were paved or dirt. Mrs. Moore stated Live Oak Loop is a paved

Road. Chairman Nevil thanked her for the presentation and stated they would look into the issue further.

Chairman Nevil stated that the next item on the agenda was to approve the Consent Agenda as follows: (1) To Approve the minutes of the Regular Meeting held on January 7, 2014; (2) To adopt a resolution commending the Association County Commissioners of Georgia (ACCG) on the occasion of their Centennial (See Exhibit # 2014-006); (3) To Approve a Resolution to fix and publish qualifying fees for County Elected Officials (See Exhibit # 2014-007). Commissioner Simmons offered a motion to approve the Consent Agenda as presented. Commissioner Mosley seconded the motion, and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge voting in favor of the motion.

With no items under New/Old Business, Chairman Nevil asked for any general comments or statements from the Commissioners. Commissioners Ethridge, Simmons, Mosley, Rushing, Thompson and Gibson thanked the staff for their hard work and dedication.

Chairman Nevil asked for comments from the staff. Clerk of the Board Christy Strickland stated the 2014 Bulloch County Community Leadership Conference will be held on February 21st and 22nd and if anyone would like to attend to let her know so she can get them registered and hotel reservations made.

Chairman Nevil presented NAACP State President Francys Johnson with a proclamation welcoming the Georgia State Conference of the NAACP to Statesboro.

Chairman Nevil stated the next item on the agenda is an Ethics Workshop and called on County Manager Tom Couch to present. Mr. Couch gave a slide show on Ethics and Transparency (See Exhibit # 2014-008).

Chairman Nevil asked if there were any further comments from the Commissioners or Staff. Hearing none from the Board or Staff, he asked for a motion to adjourn. Commissioner Gibson offered a motion to adjourn the meeting. Commissioner Rushing seconded the motion, and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge voting in favor of the motion.

J. Garrett Nevil, Chairman

Attest: Christy Strickland, Clerk of the Board

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

DEPARTMENT MAKING REQUEST (Box 1) Parks, Recreation and Community Services	MEETING DATE (Box 2) February 6, 2014		
	RESOLUTION ATTACHED? (Box 3)	YES	NO

REQUESTED MOTION OR ITEM TITLE (Box 4)

Approve Spring 2014 Youth Baseball/Softball Uniform Bid

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

See attached.

AGENDA CATEGORY (CHECK ONE) (Box 6)		FINANCIAL IMPACT STATEMENT (Box 7)				
PRESENTATION (6a)		BUDGETED ITEM? (7a)	YES	X	AMENDMENT REQUIRED? (7b)	YES
			NO			NO
PUBLIC HEARING (6b)		ATTACH DETAILED ANALYSIS, IF NEEDED (7c)				
CONSENT (6c)	X	110-61210-53.1102				
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	NA	YES		YES		YES		YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL	NA	INITIAL		INITIAL		INITIAL		INITIAL		INITIAL	
DATE 1/30/2014		DATE		DATE		DATE		DATE		DATE	

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

Statesboro-Bulloch County Parks and Recreation Department

TO: Tom Couch, County Manager

FROM: Mike Rollins, Director Parks and Recreation

DATE: January 30, 2014

CHECKLIST FOR "BASEBALL/SOFTBALL UNIFORM BID"

ITEM	REMARK
Bid opening date and time	January 21, 2014 2:00 p.m.
Location of bid opening	County Annex
Staff present for bid opening	Harry Starling, Ruby Hunter, Faye Bragg, Darryl Hopkins, Mitch Stafford, Dadrian Cosby
Total number of bids sent out by request from advertisement or public notice	none
Total number of bids sent out by invitation from vendor lists	seven
Date bid was advertised in the Statesboro Herald	was advertised on county website
Bid tabulation table attached	yes
Statement indicating: were all bids submitted by responsible vendors; did content meet standards for completeness and specifications; associated statements pointing out any discrepancies, substitutions or alternatives	Yes
Recommendation as to which bid is most advantageous to the county	A.D. Starr
Copy of bid package submitted to the vendor attached, including addenda attached	Yes
Copy of bid form and any pertinent supplemental information received from each vendor attached	Yes
Properly completed "Agenda Item Summary" attached	Yes

MEMORANDUM

Date: January 22, 2014
To: Tom Couch
From: Faye Bragg
Subject: Rec. Dept. Baseball/Softball Uniform Bid Report

Sealed bids were opened in the Library/Conference Room at 115 North Main Street on Tuesday, January 21, at 2:00 pm. for the baseball/softball uniform bids.

Seven (7) bids were e-mailed on January 15, 2014, as well as the bid being put on Bulloch County's website.

The four (4) bids below were received.

Vendor	Total Bid Price
Hobbs Sporting Goods	\$24, 585.10
Anaconda Sports	\$26,274.45
BSN Sports	\$24,331.90
AD Starr	\$24,033.88

Bid opening attendance: Mitch Stafford, Darryl Hopkins, Dadrian Cosby, Harry Starling, Ruby Hunter, and Faye Bragg.

Mitch, Darryl, and Dadrian were given copies of the bids to process for presentation to the Board of Commissioners.

ITEM	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
UNIFORMS				
Adult Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	234	19.88	4,651.92
Youth Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	662	18.88	12,309.76
Youth Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	147	19.88	2,922.36
Adult Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	56	21.88	1,225.28
Coaches Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with NO number, Major League Replica Baseball Cap by Outdoor Cap, Must be packaged with teams.	134	17.88	2,395.92
Coaches Package	College Replica, Crew Neck, Dry excel Fresh Micro-Interlock polyester by Holloway with NO number, College replica visors by Outdoor cap. Must be packaged with teams.	28	18.88	528.64
	These numbers are from spring 2012, actual numbers will depend on amount that will register this spring. Order numbers could increase or decrease.			
Name of Organization:		GRAND TOTAL (all items)		24,033.88

24,033.88

Date: 1/15/14

Signature: Paul Kalla

Name of Company Rep: AD STARR

PAUL KALLA

2014

A.D. STARR
61 SOUTH 4TH ST.
PITTSBURGH, PA 15219

ITEM	DESCRIPTION	QUANTITY	PRICE	PRICE
UNIFORMS				
Adult Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	234	20.11	4705.74
Youth Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	652	19.11	12459.72
Youth Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap ; Coordinating one color all sport sock . Uniforms are to come packaged as teams.	147	19.54	2872.38
Adult Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap , Coordinating one color all sport sock . Uniforms are to come packaged as teams.	56	22.54	1262.24
Coaches Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with NO number, Major League Replica Baseball Cap by Outdoor Cap, Must be packaged with teams.	134	17.97	2407.98
Coaches Package	College Replica, Crew Neck, Dry excel Fresh Micro-Interlock polyester by Holloway with NO number, College replica visors by Outdoor cap. Must be packaged with teams.	28	22.28	623.84
	These numbers are from spring 2012, actual numbers will depend on amount that will register this spring. Order numbers could increase or decrease.			
		GRAND TOTAL (all items)		24331.90

Name of Organization: BSN Sports, Passon's Sports, & US Games
P.O. Box 49
Jenkintown, PA 19046

Name of Company Rep: *Adrian Rhein*

Date: 1-14-14

Signature: *Adrian Rhein B.S.N.*

800-445-9446 Fax: 800-523-5112

PLEASE REFERENCE THIS NUMBER WHEN ORDERING FROM THIS BID/QUOTE.

3071634 - 2014

ITEM	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
UNIFORMS				
Adult Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	234	21.35	4995.90
Youth Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	652	20.25	13203.00
Youth Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	147	24.85	3653.95
Adult Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	56	26.15	1464.40
Coaches Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with NO number, Major League Replica Baseball Cap by Outdoor Cap, Must be packaged with teams.	134	17.50	2345.00
Coaches Package	College Replica, Crew Neck, Dry excel Fresh Micro-Interlock polyester by Holloway with NO number, College replica visors by Outdoor cap. Must be packaged with teams.	28	21.90	613.20
	These numbers are from spring 2014 actual numbers will depend on amount that will register this spring. Order numbers could increase or decrease.			
Name of Organization:		GRAND TOTAL (all items)		27744.50

Name of Organization:

HA HOLDING AMERICAN SPORTS

Date:

Name of Company Rep:

Greg Citeaux

Signature:

Greg Citeaux

Net World Inc.
 dba: Varsity Sports
 95 Kadane Lane
 Lake Zurich, IL 60059
 * 1-800-333-7119 Ext 106
 Fax: 630-295-5519

ITEM	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
UNIFORMS				
Adult Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	234	20.30	4750.20
Youth Baseball Uniform Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with 6" number, Major League Replica Baseball Cap by Outdoor Cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	662	19.50	12714.00
Youth Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	147	20.30	2984.10
Adult Softball Uniform Package	College Replica, Sleeveless, Dry excel Fresh Micro-Interlock polyester by Holloway with 6" number, College replica visors by Outdoor cap, Coordinating one color all sport sock. Uniforms are to come packaged as teams.	56	21.30	1192.80
Coaches Package	Major League Replica Two Button Placket in 50/50 Poly cotton Blend by Majestic with NO number, Major League Replica Baseball Cap by Outdoor Cap, Must be packaged with teams.	134	18.00	2412.00
Coaches Package	College Replica, Crew Neck, Dry excel Fresh Micro-Interlock polyester by Holloway with NO number, College replica visors by Outdoor cap. Must be packaged with teams.	28	19.00	532.00
	These numbers are from spring 2012, actual numbers will depend on amount that will register this spring. Order numbers could increase or decrease.			
Name of Organization:		GRAND TOTAL (all items)		24585.10

Hobbs Sporting Goods

Name of Company Rep:

Wm. Frank Hobbs

Date:

1/20/14

Signature:

Wm Frank Hobbs

478 272 3938

hobbsgc@bellsouth.net



BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:

County Manager

MEETING DATE: 02.06.2013

RESOLUTION ATTACHED?

YES

NO

X

REQUESTED MOTION OR ITEM TITLE:

Discussion only – proposed policy changes in the Purchasing Card program. The proposed changes may need to be re-fined, but staff wanted the Board to understand the issue before presenting a final proposal.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:

The purchasing card program with BB&T has been in place for several years. While there has been no apparent abuse, there is a need to improve some of the policies to restore discipline in reporting. Some departments turn in late documentation, or a lack of documentation that disables the reporting of purchases to appropriate line items, though the P-card obligations are paid timely by finances.

AGENDA CATEGORY	FINANCIAL IMPACT STATEMENT				
(CHECK ONE)	BUDGETED ITEM?	YES	X	AMENDMENT OR TRANSFER REQUIRED?	YES
		NO			NO
PRESENTATION				ATTACH DETAILED ANALYSIS, IF NEEDED: Financial reports will be forwarded by e-mail to each Commissioner. Power Point Presentation will be given.	
PUBLIC HEARING					
CONSENT					
NEW BUSINESS			X		
UNFINISHED BUSINESS					
OTHER					

AGENDA ITEM REVIEW AND APPROVAL

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

APPROVED		DATE TO BE RETURNED TO AGENDA:
DENIED		NOTES:
DEFERRED		

APPENDIX I: PROCUREMENT CARD USAGE

The Bulloch County's Financial Administration Department recognizes the need to identify methods of savings through research and the application of improved technology. Therefore the County Manager has recommended, and the Board of Commissioners and Board of Commissioners established a procurement card program through which small dollar purchases are managed in an efficient and effective manner. This program is provided through a partnership with the County's appointed banking services and card provider. Each department head has selected employees that routinely make small-dollar purchases, to be issued a procurement card. These cards shall provide the expected cost savings value in terms of field and support staff time and processing costs compared to the traditional Purchase Order method.

PURPOSE

The purpose of these policies and procedures is to describe and control the use of procurement cards by County employees while conducting business on behalf of the Bulloch County. This document describes the minimum standards for departments who may establish additional controls as deemed necessary. The Procurement Card is to be used in lieu of the Departmental Purchase Order (small dollar purchases) that does not exceed a maximum of \$500.00. An individual employee may be assigned a maximum limit that is less than the full \$500.00, but in no case can the procurement card be used for a purchase in ~~excess of the \$500.00 per transaction~~ limit unless expressly approved by the Chief Financial Officer and County Manager. The Financial Administration Department hereby delegates procurement responsibility to each participating department and enables designated employees to purchase goods and services within these guidelines.

PARTICIPANT IDENTIFICATION

- 1) Card Issuer: The banking institution and represented related services.
- 2) Cardholder: The individual employee authorized to make purchases up to \$500.00 (or a lower assigned limit) on behalf of the Bulloch County.
- 3) Department Representative: Person within each department that has the responsibility and authority to assign account numbers for each purchase, and to reconcile departmental cardholders' procurement card statements.
- 4) Department Head: The person or his designee having approval authority for all charges incurred by individual cardholders within that department.
- 5) Procurement Card Committee: A committee consisting of the Chairman of the Board, the County Manager, the Chief Financial Officer, the Purchasing Manager and up to two Department Heads selected by the Committee as ex-officio.
- 6) Procurement Card Program Administrator: The County Manager or their designee.
- 7) Accounting: Financial Administration Department employees responsible for payment of, and internal accounting for, the procurement card invoices (Chief Financial Officer and staff).
- 8) Procurement Card Committee: A committee composed of one employee representative appointed by each Department Head, the County Manager, the Chief Financial Officer, and the Purchasing Director, formed to develop and implement the procurement card program, and to conduct periodic reviews of its operation.

EMPLOYEE RESPONSIBILITY

The following describes the responsibilities of the various employees associated with the procurement card program:

- 1) Cardholder
 - a) Maintain card security.
 - b) Purchase materials and services for County business purposes only.
 - c) Obtain sales receipt for every purchase and forward within 24 hours to the Department Representative.
 - d) Identify the County's sales tax exemption status to every vendor.
 - e) Respond to all disputed charges.

- 2) Department Representative
 - a) Receive all departmental cardholder monthly statements
 - b) Maintain all invoices and receipts filed and categorized by the departmental cardholders.
 - c) Reconcile monthly statements within three (3) working days of receipt.
 - d) Assign appropriate account numbers as purchases are made and reported.
 - e) Review and reconcile disputed charges or discrepancies with each departmental cardholder.
 - f) Complete the **Reconciliation Statement** and forward it with all invoices, receipts, and corresponding documents to Department Head for approval.
 - g) Maintain statement copies and supporting documents for all transactions for auditing purposes.

- 3) Department Head
 - a) Establish which employees will be issued a card, and the maximum dollar limit per transaction and the types of purchases, authorized for each eligible employee, with the approval of the County Manager.
 - b) Establish any monthly limits on purchases for each individual employee.
 - c) Request card issuance to the designated eligible employees.
 - d) Collect cards from employees upon their termination, transfer or employment separation. No final payroll check shall be issued to an employee until his procurement card has been received by the Department Head.
 - e) Notify within 24 hours of discovery the Procurement Card Program Administrator of lost or stolen cards, and/or cards to be taken out of service.
 - f) Review monthly statements for unauthorized purchases & monitor expenditures relative to each departmental budget.
 - g) Authorize payment if satisfied that all purchases were appropriate, and fully documented.

- h) Forward approved **Procurement Payment Authorization Memorandum** to the Chief Financial Officer within two (2) working days of receipt from the Department Representative.
- 4) Procurement Card Program Administrator
 - a) Receive and review the monthly consolidated procurement card statement from the Chief Financial Officer.
 - b) Coordinate procurement card program policy issues.
 - c) Participate in ongoing program reviews.
 - d) Participate in resolving billing disputes.
 - e) Resolve supplier/vendor issues.
 - f) Update this policy and procedures manual, with the approval of the County Manager.
 - g) Report program activity quarterly to management.
 - h) Order/distribute/collect new or replacement cards.
 - i) Collect terminated cards and report to card issuer.
 - j) Maintain master cardholder/number record.
 - 5) Accounting
 - a) Pay monthly charges from the consolidated statement before the late penalty date.
 - b) Process the account data into the financial accounting system.
 - c) Notify the Procurement Card Program Administrator of any suspected problems or misuse of any procurement card.
 - 6) Procurement Card Committee
 - a) Review and make recommendations relative to the procurement card program.
 - b) Facilitate or provide training to all procurement card users.
 - c) Implement system enhancements to the program.

OVERSIGHT POLICIES AND PROCEDURES

1) The Procurement Card

The Procurement Card will be easily identified by the "Bulloch County", the name of the employee, and his department. The card issuer will not have access to credit records or social security numbers of the individual cardholders. The Procurement Card is a corporate card of the Bulloch County, a county corporation; and will not affect the individual cardholder's personal credit. All correspondence with the cardholders will be through their work address.

The Procurement Card is valid only to conduct business on behalf of the Bulloch County. Business shall mean the purchase of such materials or services as are necessary to maintain continuous operation of the County. **Any unauthorized use including personal use will require immediate reimbursement and may result in disciplinary action up to and including termination, and possible criminal charges.**

The Procurement Card is not transferable and may be used only by the assigned employee whose name is embossed on the card. It should never be used by someone else, even another County employee who has been issued a procurement card. **The cardholder is responsible and accountable for all transactions that occur on his/her procurement card.**

2) Delegation of Authority

Each card will have a maximum dollar amount established for a single purchase and a total for all purchases made within a given thirty (30) day billing cycle. **The maximum amount for a single purchase may be up to Five Hundred Dollars (\$500.00), or a lower maximum assigned to that individual employee, whichever is the lower amount.** The Department Head will determine the maximum amount for a single purchase for each employee, with the approval of the County Manager.

A purchase may consist of multiple items but the invoice cannot exceed Four Hundred Ninety-nine Dollars and Ninety-nine Cents (\$499.99). Purchases may not be split to stay within that limit. If items to be purchased from a single vendor on any given date exceed the maximum dollar amount established, the employee must use the purchase order process. **Attempts to purchase more than the maximum dollar amount is considered an abuse of the Procurement Card program and will result in cancellation of the card and possible disciplinary action.**

3) Use of the Procurement Card

At the time a purchase is made, the cardholder must get a detailed invoice or receipt to turn in at the end of the day to the designated employee in each department appointed to monitor the card use. All items purchased over the counter must be immediately available. No backorders are allowed. Items purchased by telephone must be recorded on the **Telephone Log Order Form** (see Appendix A) and delivery guaranteed within ten (10) days of the order date to allow inclusion in the current billing cycle. If ordering multiple items, the vendor must ship all items at the same time to prevent back-orders.

The following types of purchases may not be made using the Procurement Card, regardless of the dollar amount:

- a) Gasoline, fuel or oil (inside Bulloch County). The current gasoline vendor should be used instead.
- b) Alcoholic beverages;
- c) Cash Advances;
- d) Vehicle Repairs;
- e) Personal items and services;
- f) Prescription drugs and controlled substances;
- g) Items included in fixed price agreements or contracts;
- h) Cellular phones and pagers;
- i) Telephone charges; or,
- j) Any additional goods or services restricted by the Department Head.

NOTE: The card issuer's authorization system will check each individual card at the point of sale to verify the dollar limits set for that card, whether it be a single use limit or a monthly

limit. Should the purchase exceed either of these set amounts the transaction will be rejected and the cardholder will be refused the right to make the purchase.

4) Vendor Participation

If a vendor frequently used by County employees does not accept the Visa card, the County will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card. Cardholders should contact the Department Representative or the Procurement Card Program Administrator when encountering vendors that do not accept the card.

5) Documentation

Each time a purchase is made using the Procurement Card, a document such as an invoice or itemized receipt **must** be retained as proof of purchase. These documents will then be used to verify the purchases charged on the cardholders' monthly procurement card statement.

Over-the-Counter Purchases require the cardholder to obtain both a customer copy of the charge slip **and** an itemized receipt. Both must be submitted as the accounting document.

Telephone Purchases require the cardholder to document the transaction on the Telephone Log Order Form (see Appendix I-A) and attach a completed supplier order form or flyer, or email confirmation. **The cardholder should request an itemized receipt from the vendor.**

If for some reason the cardholder does not have documentation of the transaction to send with the statement, the cardholder must complete the **Missing Receipt Form** (see Appendix I-B) and present it to the Department Representative. Continued incidents of missing documentation may result in the cancellation of that employee's card and possible disciplinary action.

6) Payment and Invoice Procedures

The Card Issuer will mail an individual billing statement to the County's Accounts Payable Section for distribution to the departments and a duplicate statement will be provided to the Chief Financial Officer. The individual billing statements will list all transactions processed during the billing cycle.

The Department Representative merges all invoices, receipts and supplemental forms with the statement, and completes the **Reconciliation Statement** (see Appendix I-C). This information is then forwarded within three (3) working days to the Department Head for approval.

The Department Head reviews the statements and documentation. After approval, the **Payment Authorization Memorandum** shall be completed, signed and forwarded within two (2) working days to the Chief Financial Officer. By signing this statement, the Department Head certifies that all charges are appropriate, authorized, that receipts verify or validate all charges, and that the goods have been received in good condition, or services rendered satisfactorily.

7) Disputes

If items purchased with the Procurement Card are found to be defective, the cardholder must return the item to the vendor for replacement or credit only. Under no circumstances should a cardholder accept cash in lieu of a credit to the card account. If the vendor refuses to replace the item or issue credit, the purchase is considered to be in dispute. Additionally, if the quantity received is less than the invoice amount, the transaction must be disputed. A disputed item must be explained on the **Charge Dispute Form** that will be attached to the paperwork turned in to the Department Head. The Department Head should make an effort to have the vendor correct the problem.

If the Department Head is unsuccessful in resolving the dispute, the paperwork is forwarded by the Department Head to the Procurement Card Program Administrator, who will resolve the dispute. Disputed claims may be refused payment by the card issuer at the request of the Administrator. The Administrator will notify the Department Head of the action taken following resolution.

8) Card Revocation

A Procurement Card will be suspended or revoked if ~~the individual cardholder transfers to a different department within the County; is terminated or changes employment status; or for any of the following reasons listed below, which will also subject the cardholder to possible disciplinary action up to and including termination:~~

- ~~a. Personal and/or unauthorized use of card;~~
- ~~b. Purchase of alcoholic beverages or any substance, material, or service that violates policy, law or regulation pertaining to the County;~~
- ~~c. Use of the card by another individual;~~
- ~~d. Splitting a purchase to circumvent the limitations of the Bulloch County's Procurement Card Policy;~~
- ~~e. Use of another employee's procurement card to circumvent the assigned purchase limit;~~
- ~~f. Failure to provide the Department Representative with the required receipts or other documentation of purchase;~~
- ~~g. Failure to provide, when requested, information about specific purchases;~~
- ~~h. Failure to adhere to all Procurement Card policies and procedures.~~

Transfer to another department in a position that does not require use of a purchasing card.	Non-offense	Revocation of Existing Card; No Renewal Unless Authorized for a Legitimate Business Purpose
Use of card to purchase items for personal or non-business related use.	First offense	Permanent Revocation; Possible Termination
Unauthorized or inappropriate purchases alcoholic beverages or any substance, material, or service that violates policy, law or regulation pertaining to the County.	First offense	Permanent Revocation; Possible Termination

Knowingly allowing use of the card by another individual who is not a county employee.	First offense	Permanent Revocation; Possible Termination
Splitting a purchase to circumvent the limitations of the Bulloch County's Purchasing Policies; using of another employee's procurement card to circumvent the assigned purchase limit; failure to apply tax exemptions for purchases except in cases where it is infeasible or impractical.	First offense	Written Reprimand; Revocation for One Year.
	Second offense	Permanent Revocation; Possible Termination
Failure to provide the Department Representative or the County Finance Department with the required receipts or other documentation of purchase.	First offense within one year	Violation Notice by Finance
	Second offense within one year	Violation Notice and Written reprimand.
	Third offense	Permanent Revocation and Possible Termination
Failure to provide, when requested, information about specific purchases.	First offense	Permanent Revocation and Written Reprimand

9) Purchase Reviews

It shall be the responsibility of the Department Head to review procurement card expenditures to ensure the goods or services were justified, necessary, and for the specific use by the Bulloch County. Questions regarding a specific purchase shall be discussed and resolved with the cardholder. If the Department Head is not satisfied that the purchase was appropriate, the cardholder must provide a credit voucher proving the item(s) were returned for credit, or a personal check made payable to the Bulloch County for the full amount of the purchase. This documentation shall accompany the **Procurement Card Statement Verification form** forwarded to the Chief Financial Officer. Resolution for improper use of the card will be the responsibility of the Department Head.

10) Card Security

Cardholders shall treat their Procurement Cards with at least the same level of care as one would his own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

11) Lost or Stolen Cards

Any lost or stolen card should be reported to the card issuer immediately, so that the card can be de-activated. The telephone number of the card issuer may be obtained from the Department Representative. To further document the loss, the cardholder must then complete a **Lost/Stolen Card Report** and forward it to the Procurement Card Program

Administrator, with a copy to the employee's Department Head. The same procedure shall be followed for cards damaged beyond their useful purpose.

The Cardholder shall be responsible for reporting all information necessary to reduce the liability to the County for a lost or stolen card.

PROCUREMENT CARD CARDHOLDER AGREEMENT

By accepting this Procurement Card, the undersigned employee acknowledges that he understands the policies and procedures for its use, and agrees to follow them at all times.

This Procurement Card is to be used only to make purchases at the request of, and for the legitimate business benefit of the Bulloch County.

This Procurement Card must be used in accordance with the provisions of the Bulloch County's Procurement Card Policies and Procedures Manual, and the Purchasing Policies of the County.

Violations of these requirements may result in revocation of use privileges and possible disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Procurement Card will be required to reimburse the Bulloch County all costs associated with such improper use.

ASSIGNMENT INFORMATION	
Employee Name	
Department	
Job Title	
Purchasing Card Account Number	
Single Purchase Credit Limit	
30-day Purchase Limit	
Date of Issue	

COMPLIANCE SIGNATURES		DATE
Employee		
Department Head		
Procurement Card Administrator		

PAYMENT AUTHORIZATION MEMORANDUM

This form, along with the Monthly Reconciliation Statement is to be completed and turned into the Chief Financial Officer.

DATE:

TO: Chief Financial Officer

FROM: _____ (initial/signature)

SUBJECT: Statement Verification for Period of: _____, 200__

_____ I have reviewed the statements for the procurement cardholders in the department and agree that all charges are appropriate and correct and authorize payment of \$_____.

_____ I have reviewed the Visa statements for the procurement cardholders in the department and find all charges are appropriate and correct with the exception of those listed on the attached Charge Dispute Form. I authorize payment of \$_____.

LOST/STOLEN CARD REPORT

The cardholder must report the loss of his card to the Card Issuer immediately, so that it can be de-activated. This will protect the County from its unauthorized use. This form is to be completed by the cardholder and **forwarded to his Department Head immediately**. The Department Head shall notify the Procurement Card Program Administrator immediately so that she can assure that the card has been reported, and de-activated by the Card Issuer.

EMPLOYEE CARDHOLDER	
CARD NUMBER	
DATE-TIME CARD DISCOVERED MISSING	
DATE-TIME REPORTED TO CARD ISSUER	
DATE-TIME REPORTED TO DEPT. HEAD	
DATE-TIME REPORTED TO PCA	
DATE-TIME DE-ACTIVATED	
EXPLANATION (CHECK BOX):	
Lost Card	
Stolen Card	
Other	
EXPLAIN OTHER:	
CARDHOLDER INITIALS AND DATE	
DEPARTMENT HEAD INITIALS AND DATE	
CARD ADMINISTRATOR NOTES:	