



**Bulloch County  
Board of  
Commissioners  
Regular Meeting**

**February 18, 2014  
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, Garrett Nevil (Presiding)</b>	Recorder:	<b>Clerk of the Board, Christy Strickland</b>
Parliamentarian:	<b>County Attorney, Jeff Akins</b>	Ex-Officio:	<b>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; Mike Rollins, SBPRD Director; and Whitney Richland, Chief Accountant</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	Chairman Nevil	8:32 AM	
Roll Call	Clerk of the Board	8:35 AM	
Approval of General Agenda	Chairman Nevil	8:37 AM	
Public Comments	Audience	8:39 AM	
Consent Agenda	Chairman Nevil	8:49 AM	
To approve the minutes of the regular meeting held on February 6, 2014	Clerk of the Board		Tab A
To approve a contract for the main band for the Firecracker Fest	Parks & Rec		Tab B
To adopt a Resolution authorizing the County Manager to apply for a Gateway Grant to be use to make aesthetic improvements to the I-16/US 301 interchange	Parks & Rec		Tab C
To approve a contract with Coca-Cola Bottling Company United East LLC for March 1, 2014 through February 28, 2015	Parks & Rec		Tab D
Unfinished Business			
Discussion/Action: To Authorize an amendment to Appendix 1 of the Purchasing Policies	Finance	8:52 AM	Tab E
Discussion Only: To review policy structure for speed humps	County Manager/Engineering	9:05 AM	Tab F
New Business			
Discussion/Action: To form an FY 2015 Budget Committee	Administration/County Manager/Finance	9:15 AM	Tab G
Discussion/Action: To request the Board approve a change order with Mill Creek Construction for resurfacing the roads in Mill Creek Park and the new Brooklet maintenance facility	Parks & Rec/Engineering	9:25 AM	Tab H

Discussion/Action: To request that the Board approve a cost estimate for relocation of EMC utility poles on AJ Riggs Rd.	Engineering	9:35 AM	Tab I
Discussion/Action: To Authorize an appropriation from 2013 SPLOST Go Bond proceeds	SPLOST Capital Projects/Economic Development	9: 45 AM	Tab J
Commission and Staff Comments	Chairman Nevil, et al.	9:55 AM	
Executive Session-Real Estate	Legal	10:05 AM	Red Tab
Adjourn	Chairman	10:15 AM	

<b>Additional Information</b>
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Background information in Board packets
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February 6, 2014  
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. County Manager Tom Couch 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: Vice-Chairman Simmons, Commissioner Mosley (came in at 5:50 pm), 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, Chief Financial Officer Harry Starling, Transportation Director Dink Butler, Chief Deputy Jared Akins, Public Safety Director Ted Wynn, EMS Director Doug Vickers, Statesboro-Bulloch Parks and Recreation Director Mike Rollins, and Chief Accountant Whitney Richland.

After Roll Call, Chairman Nevil asked for amendments or modifications of the General Agenda. Hearing none, Commissioner Gibson offered a motion to approve the General Agenda as presented. Commissioner Simmons 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 stated there was a presentation from the Bulloch County EMS Department and called on Public Safety Director Ted Wynn to present. Mr. Wynn stated in October 2013 a presentation of a proposal was given by EMS Consultants of LaGrange, Georgia to help improve Bulloch EMS billing practices and collections. He stated they have a presentation of the corrective actions that have been taken so that the EMS billing can stay in house. Mr. Wynn went over the procedures of how the billing works and stated that every insurance company has different rules and regulations. He called on EMS Director Doug Vickers for discussion on the improvements that have been made. Mr. Vickers gave a power point presentation (See Exhibit # 2014-009) showing the improvements and collections that have been made since October 2013. County Manager Tom Couch stated he was in agreement that there had been significant improvements and the revenue from collections had increased and would be in agreement for the EMS Billing to remain in house if the

collections stayed consistent. Mr. Wynn stated they were also going to look into increasing the fees for Special Events. Commissioners were in agreement to keep the EMS Billing in house. Chairman Nevil stated he was appreciative of Mr. Wynn, Mr. Vickers and their staff for the hard work and dedication they had given to improve the situation and thanked them for the presentation.

Chairman Nevil stated the next item on the agenda was a presentation on Mid-year Budget Review and called on County Manager Tom Couch to initiate discussion on the matter. Mr. Couch passed out a first draft of the Mid-year 2014 Fiscal Review (See Exhibit # 2014-010) and went over where a few of the departments are according to their budgets and then went over where the county is as a whole. He stated this was just a rough draft and he would like to do some more analyzing on some of the departments and present the Commissioners with a final draft.

Chairman Nevil asked for public comments from the audience at large or in writing. There was no one present for public comments and nothing had been submitted in writing. Commissioner Thompson stated he has had several people approach him about EMS training and asked EMS Director Doug Vickers if there is any that would be available. Mr. Vickers stated there are a percentage of the classes that can be done by video, and for the ones that cannot they offer free classes twice a year on the weekends and if you attend them you can be finished that weekend. Commissioner Thompson stated he would advise those that asked about the classes. Hearing nothing further, Chairman Nevil moved on to the next item on the agenda.

Chairman Nevil stated the next item on the agenda was to approve the Consent Agenda as follows: (1) To Approve the minutes of the Special Called Meeting held on January 13, 2014 and the Regular Meeting held on January 21, 2014; (2) To approve a bid with A.D. Starr in the amount of \$24,033.88 for Youth Baseball Uniforms (See Exhibit # 2014-011). Commissioner Simmons offered a motion to approve the Consent Agenda. Commissioner Gibson seconded the motion, and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, and Commissioner Simmons voting in favor of the motion.

Chairman Nevil stated the first item under New Business was for discussion only on the proposed policy changes in the purchasing card program. He called on County Manager Tom Couch to initiate discussion on the matter. Mr. Couch passed out a draft (See Exhibit #

2014-012) and stated there are still some modifications but went over some of the proposed modifications and stated he would have a more complete draft at the next meeting.

Chairman Nevil stated the second item under New Business was for Discussion/Action to adopt a resolution for the railroad agreement with Georgia Southern Railway Company on Riggs Road. Hearing no discussion, Commissioner Thompson offered a motion to approve the Resolution (See Exhibit # 2014-013). Commissioner Mosley seconded the motion and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, and Commissioner Simmons, voting in favor of the motion.

Chairman Nevil asked for any general comments or statements from the Commissioners. Commissioners Simmons, Mosley, Rushing, Thompson, and Gibson thanked Public Safety Director Ted Wynn and EMS Director Doug Vickers for the presentation and the job they do.

Chairman Nevil asked for comments from the staff. Hearing none, Chairman Nevil 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, and Commissioner Simmons voting in favor of the motion.

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J. Garrett Nevil, Chairman

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Attest: Christy Strickland, Clerk of the Board

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

<b>DEPARTMENT MAKING REQUEST (Box 1)</b> Parks and Recreation – Community Rec	<b>MEETING DATE (Box 2)</b> 2/18		
	<b>RESOLUTION ATTACHED? (Box 3)</b>	<b>YES</b>	<input type="checkbox"/>
<b>NO</b>			

**REQUESTED MOTION OR ITEM TITLE (Box 4)**  
Approval of main band for Firecracker Fest and contracts signed.

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

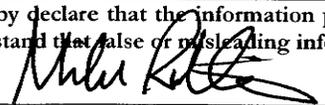
<b>AGENDA CATEGORY (CHECK ONE) (Box 6)</b>		<b>FINANCIAL IMPACT STATEMENT (Box 7)</b>					
<b>PRESENTATION (6a)</b>	<input type="checkbox"/>	<b>BUDGETED ITEM? (7a)</b>	<b>YES</b>	<input checked="" type="checkbox"/>	<b>AMENDMENT REQUIRED? (7b)</b>	<b>YES</b>	<input type="checkbox"/>
			<b>NO</b>	<input type="checkbox"/>		<b>NO</b>	<input checked="" type="checkbox"/>
<b>PUBLIC HEARING (6b)</b>	<input type="checkbox"/>	<b>ATTACH DETAILED ANALYSIS, IF NEEDED (7c)</b>  110-61910- 52.3855					
<b>CONSENT (6c)</b>	<input checked="" type="checkbox"/>						
<b>NEW BUSINESS (6d)</b>	<input type="checkbox"/>						
<b>OLD BUSINESS (6e)</b>	<input type="checkbox"/>						
<b>OTHER (6f)</b>	<input type="checkbox"/>						

**APPROVED FOR AGENDA (Box 8)**

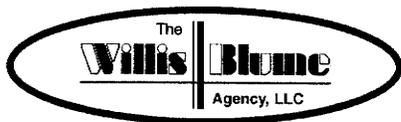
<b>DEPARTMENT DIRECTOR</b>		<b>PURCHASING OFFICER</b>		<b>OTHER</b>		<b>COUNTY CLERK</b>		<b>COUNTY STAFF ATTORNEY</b>		<b>COUNTY MANAGER</b>	
<b>YES</b>	<input checked="" type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>YES</b>	<input checked="" type="checkbox"/>	<b>YES</b>	<input checked="" type="checkbox"/>	<b>YES</b>	<input checked="" type="checkbox"/>
<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>INITIAL</b>	<i>Mc</i>	<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>	<i>CP</i>	<b>INITIAL</b>	<i>JS</i>	<b>INITIAL</b>	<i>[Signature]</i>
<b>DATE</b>	2/11/14	<b>DATE</b>		<b>DATE</b>		<b>DATE</b>	2.14.14	<b>DATE</b>	2/14/14	<b>DATE</b>	2.14.14

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

<b>APPROVED</b>	<input type="checkbox"/>	<b>DATE TO BE RETURNED TO AGENDA</b>
<b>DENIED</b>	<input type="checkbox"/>	
<b>DEFERRED</b>	<input type="checkbox"/>	
<b>OTHER</b>	<input type="checkbox"/>	
		<b>NOTES</b>

SOLE SOURCE JUSTIFICATION FORM BULLOCH COUNTY PURCHASING OFFICE			
DATE	2/10/2014	REQUISITION NO.	
DEPARTMENT INFORMATION			
Department	Parks and Recreation	Department Head	Mike Rollins
VENDOR INFORMATION			
Vendor Name	Willis Blume Agency		
Street Address	PO Box 509		
City	Orangeburg		
State and Zip Code	SC 29116		
Phone Number	1800-922-2057		
Fax Number	803-536-3844		
E-mail or Web Site Address	willisblume@msn.com		
<p><b>Please specifically justify why the items or services to be approved for sole source treatment:</b></p> <p>Over the years we have found that no one band offers the same musical product, service or choreography. That makes the bid process for a musical performance obsolete based on the inability to develop specifications on product. Based on staff review of recorded performances and reputation, as well as past performances at this event. We recommend the use of the Catalina's as the main band for entertainment for July 4th, 2014 Celebration.</p>			
CHECK	SOLE SOURCE CONSIDERATIONS		
X	<b>Exclusive Rights:</b> Item is proprietary under patent or copyright; or possesses a unique function or capability held by single vendor possessing capabilities critical for use (if item is proprietary but available from more than one source, competitive proposals are required).		
	<b>Replacement Parts, Equipment or Accessories:</b> Needed for repair of existing equipment where compatibility is essential for integrity of results and there are no other dealers or distributors.		
X	<b>Technical Service:</b> Service provided is of a highly specialized or scientific nature where proposed vendor is the only resource available or within the geographic area.		
	<b>Continuation of Prior Work:</b> Additional item, service or work required, but not known to have been needed when the original order was placed with vendor		
	<b>Other:</b> Otherwise, due to special scientific, technological, or extraordinary specifications and circumstances, the goods or services is available from only one vendor.		
<b>ATTACH THE FIRM PRICE QUOTATION AND PURCHASE REQUISITION FORM FROM THE SOLE SOURCE VENDOR. QUOTED PRICES SHALL BE FIRM FOR 30 DAYS AND SHALL BE DELIVERED FOB: BULLOCH COUNTY.</b>			
I hereby declare that the information provided herein to be true and accurate to the best of my knowledge and I understand that false or misleading information may be a violation of County Purchasing Policies. 			
Signature of Requestor			
<b>IF THE PURCHASE IS \$10,000.00 OR MORE, APPROVAL IS REQUIRED BY THE BOARD OF COMMISSIONERS</b>			





One of the South's Largest Entertainment Agencies  
Post Office Box 509  
Orangeburg, South Carolina 29116-0509  
1-800-922-2057

TO WHOM IT MAY CONCERN, THE ARTIST KNOWN AS

**The Catalinas** DO HEREBY AGREE TO PERFORM FOR THE

**July 4<sup>th</sup>. Statesboro Georgia Celebration**

THE PURPOSE, TERMS AND CONDITIONS OF THE CONTRACT ARE AS FOLLOWS:

- Place of Engagement: **Mill Creek Regional Park Statesboro Georgia**
- Date(s) of Performance: **Friday July 4, 2014**
- Time of Performance: **7:30 –9PM/9:30 (break for fireworks) show ends at 11:00 PM**
- Setup & Sound Check Completed By: **sound check must be completed by 5:00 PM**
- Electrical/Stage Requirements: **Sound and Lights Provided**
- Type of Event: **Family open to the public festival**
- Special Instructions: **Client to provide sound and lights for artists**
- **Outdoor rider is a part of this contract**
- **Dressing room with water/deli tray for 8 artist will be appreciated**

Deposit Received
Amt: _____
Date: _____
For Office Use Only

Wage (Full) Agreed Upon: **\$3500**. Deposit of **\$700**. to be forwarded to and in the name of **Willis Blume** P O Box 509 Orangeburg SC 29116. Balance of **\$2800**. shall be paid by Contractor to Artist as follows: cash/check payable to- **Gary Barker** on or before night of engagement.

Notwithstanding any other provisions in this contract, Artist's obligations are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act of any public authority or any other cause, similar or dissimilar, beyond artist's control. In such case, there shall be no claims for damages by either party to this contract and the deposit will be refunded in full to contractor or an accomplished Artist will be substituted. No substitution will be made without the authorization of contractor. The contractor agrees not to assign this contract without expressed written permission of the Artist, and such permission maybe withheld for any or no reason. Contractor, in signing this contract himself, or in causing the same to be signed by a representative, acknowledges his authority to do so, warrants that he is at least twenty-one years of age and hereby personally assures liability for the amount (full wage agreed upon) stated herein. Artist and contractor hereby agree that when any future engagements result from this engagement, either directly or indirectly, Artist and contractor will refer all offers of employment and inquiries to The Willis Blume Agency. It is specifically agreed that The Willis Blume Agency is a third party of the provision and is entitled to enforce it by suit in its own right. The Willis Blume Agency acts only as an agent of the contractor, hereunder, and is not a party to this contract. It is understood that The Willis Blume Agency is not responsible to either party for breach of this contract. The Willis Blume Agency assumes no liability hereunder. It is further understood that neither the artist nor the Contractor is an employee of The Willis Blume Agency. Any costs, attorney fees, or other expenses incurred by the artist in connection with enforcement of this contract or collection of the wage noted above, due to a breach by the contractor will be paid by the contractor. This contract contains the full, total, and complete agreement between the parties and is not subject to modification by oral agreement. Any modification to this contract must be agreed to by both the artist and contractor in writing. If a deposit is required by this contract, it is agreed

THIS CON

**CONTRACTOR:**  
**Statesboro Bulloch Co Parks & Rec. Dept.**

**ARTIST**  
**Gary Barker, The Catalina's**

X \_\_\_\_\_  
(Signature of Contractor)

X \_\_\_\_\_  
(Signature of Artist)

**Attention:**  
**Kimberly Sharpe**  
**Community Events Supervisor**  
**PO Box 408**  
**Statesboro GA 30459**  
**912-489-9087**  
**E-Mail:ksharpe@bullochrec.com**

**The Willis Blume Agency**  
**P O Box 509**  
**Orangeburg, SC 29116**  
**1-800-922-2057 Fax: 803-536-3844**  
**[www.willisblume.com](http://www.willisblume.com)**  
**Email: willisblume@msn.com**

**Thomas Couch, County Manager**  
**Bulloch County**

**\* Please sign only if your event will be held outdoors\***

**Willis Blume Agency Outdoor Engagement Rider**

**Outdoor Engagement Rider For:** July 4<sup>th</sup>, Statesboro Georgia

**Artist:** Catalinas

**Location:** Mill Creek Regional Park

**Date of Event:** July 4, 2014

The contractor understands that outdoor events, in particular those without alternate indoor facilities are risky due to inclement weather conditions and that the presenter is prepared to assume responsibility for the risks involved.

If the performance is to be held outdoors, Contractor agrees that provisions must be made for the proper grounding of electrical equipment and instruments, so as not to constitute a danger to the Artist. A tent to cover the stage/dance floor is required.

For safety purposes, the Artist will not be obligated to perform on wet or damp surfaces or under conditions where precipitation poses a safety threat to the musicians, road crew, or other equipment. For health reasons, artists will require fans during setup and performance when temperature reaches 90 degrees or higher. If the temperature drops below 40, artists will require heaters.

**The Contractor Understands and Agrees To the Following:**

- Should unsafe performing conditions or inclement weather, as defined above, prevent Artist from performing, the full wage contracted is due to the Artist, upon demand.
- Upon arrival of the Artist, road crew, or equipment, the Contractor will determine where the Artist should set up their equipment. Should conditions change or become unacceptable, as defined above, after the artist has begun to set up, the Presenter is obligated to pay the artist upon demand. The Artist will not begin to set up more than once, as they are not obligated to set up a second time.
- Should the Contractor decide to utilize an alternated indoor location, in anticipation of inclement weather and the inclement weather fails to materialize, the Artist is not obligated to set up a second time. The Artist will perform at the Contractor's indoor location and will be paid in full, upon demand.

Agreed To and Accepted By:

\_\_\_\_\_  
Thomas Couch, Contractor



P O Box 509  
Orangeburg, SC 29116-0509  
1-800-922-2057 [www.willisblume.com](http://www.willisblume.com)

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

<b>DEPARTMENT MAKING REQUEST (Box 1)</b>  <b>PARKS &amp; RECREATION DEPT.</b>	<b>MEETING DATE (Box 2)</b> February 18, 2014		
	<b>RESOLUTION ATTACHED? (Box 3)</b>	<b>YES</b>	<b>X</b>
		<b>NO</b>	

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

Adopt the attached resolution authorizing the County Manager to apply for a Gateway Grant to be used to make asthetic improvements to the I-16 / US 301 interchange.

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

<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>X</b>	<b>AMENDMENT REQUIRED? (7b)</b>	<b>YES</b>	
			<b>NO</b>			<b>NO</b>	
<b>PUBLIC HEARING (6b)</b>		<b>ATTACH DETAILED ANALYSIS, IF NEEDED (7c)</b>					
<b>CONSENT (6c)</b>	<b>X</b>						
<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>	<input checked="" type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>YES</b>	<input checked="" type="checkbox"/>	<b>YES</b>	<input checked="" type="checkbox"/>	<b>YES</b>	<input checked="" type="checkbox"/>
<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<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>	<input type="checkbox"/>	<b>DATE TO BE RETURNED TO AGENDA</b>
<b>DENIED</b>	<input type="checkbox"/>	
<b>DEFERRED</b>	<input type="checkbox"/>	<b>NOTES</b>
<b>OTHER</b>	<input type="checkbox"/>	



RESOLUTION\* NO. \_\_\_\_\_

A RESOLUTION OF THE \_\_\_\_\_ OF THE \_\_\_\_\_ AUTHORIZING THE TO APPLY FOR AND ACCEPT A GATEway GRANT. UPON AWARD OF THE GRANT, THE SHALL ENTER INTO A MOWING AND MAINTENANCE AGREEMENT WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION.

WHEREAS, many roadside areas and median strips within Department of Transportation rights of way must be maintained and attractively landscaped; and

Whereas, the \_\_\_\_\_ of the \_\_\_\_\_ beautify and improve various rights of way by landscaping within the \_\_\_\_\_; and

Whereas, the \_\_\_\_\_ of the \_\_\_\_\_ wish to authorize the \_\_\_\_\_ to apply for a GATEway Grant from the Georgia Department of Transportation, and if awarded, to enter into a Mowing and Maintenance Agreement between \_\_\_\_\_ and the Georgia Department of Transportation.

NOW THEREFORE, BE IT RESOLVED by the \_\_\_\_\_ of the \_\_\_\_\_

Section 1. The \_\_\_\_\_ of the \_\_\_\_\_ hereby authorize the \_\_\_\_\_ to apply for a GATEway Grant. Upon award of the grant, the \_\_\_\_\_ shall enter into a Mowing and Maintenance Agreement between the \_\_\_\_\_ and the Georgia Department of Transportation.

Section 2. The City/County Clerk of \_\_\_\_\_ is hereby directed to send copies of this Resolution to the Department of Transportation and all other persons as directed by the \_\_\_\_\_.

APPROVED AND ADOPTED by the \_\_\_\_\_ of the \_\_\_\_\_ at the regular meeting assembled this \_\_\_\_\_ day of \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
CITY/COUNTY CLERK

(City Seal)

\_\_\_\_\_  
EXECUTIVE OFFICER

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY/COUNTY ATTORNEY

SPONSORED BY: \_\_\_\_\_ of the \_\_\_\_\_

\* This Resolution is an anticipatory document to allow the local government entity to be aware they will eventually be required to sign a Maintenance Agreement for the roadside enhancement site.



## MEMORANDUM OF UNDERSTANDING\*

BETWEEN

The \_\_\_\_\_, hereinafter called the "GRANTEE", and  
the Georgia Department of Transportation, hereinafter called the "DEPARTMENT",

RELATIVE TO

The GRANTEE assuming responsibility for tasks associated with design,  
administration, or plant installation, and maintenance for Special Encroachment permit  
application project name \_\_\_\_\_, hereinafter called the  
"PROJECT".

I. IT IS THE INTENTION OF THE PARTIES:

The GRANTEE fund 100% of cost for maintenance, design, administration, construction,  
equipment, or mitigation for the PROJECT.

II. IT IS AGREED:

- A. That plant material funding will be dependent upon the GRANTEE obtaining a special encroachment permit from the District Traffic Operations Office meeting appropriate safety, access, and design standards;
- B. That nothing contained herein shall obligate the DEPARTMENT to proceed with subsequent stages of the PROJECT.
- C. That the GRANTEE'S expenditure prior to execution of an Agreement with the DEPARTMENT for funding plant material of the PROJECT shall be at the sole cost and risk to the GRANTEE. Should the GRANTEE or the DEPARTMENT determine that for any reason the PROJECT is unable to enter subsequent stages, the DEPARTMENT is not responsible for reimbursement of local funds expended on the PROJECT.

III. The GRANTEE shall Certify that they have read and understand T.O.P.P.S. document 6755-9 – Landscaping on the Right of Way and will comply in full with said provisions.

IV. The GRANTEE shall certify that the local government entity sponsor shall sign a Mowing and Maintenance Agreement to maintain the landscaped site for 50 years.

V. The GRANTEE shall submit a record of progress from start to completion, receipts showing how the PROJECT money was spent, and photos of the final implementation of the PROJECT to the Department's State Office of Maintenance along with a concise electronic presentation file for use at a Roadside Enhancement and Beautification Council meeting. The design activities shall be accomplished in accordance with the

\* This document includes requirements for the applicant if awarded a grant.

applicable guidelines of the American Association of State Highway and Transportation Officials, hereinafter referred to as "AASHTO", and constructed in accordance with the DEPARTMENT's Standard Specifications Construction of Transportation Systems, Current Edition, PROJECT schedules; and applicable guidelines of the DEPARTMENT when portions of the project are on state routes.

VI. The PROJECT construction plans and right of way plans shall be prepared in English units.

VII. The GRANTEE shall follow the DEPARTMENT's procedures for identification of existing and proposed utility facilities on the PROJECT or parts of the PROJECT within the right of way of state routes. These procedures, in part, require all requests for existing, proposed, or relocated facilities to flow through the DEPARTMENT's District Access Management Supervisor and the District Utilities Engineer.

VIII. The GRANTEE will be responsible for performing the construction supervision and documentation for the project. At the discretion of the Department, additional erosion control measures will be performed on the project when deemed necessary by the Area Engineer.

IX. The GRANTEE shall be solely responsible for advertising and awarding the construction contract for the PROJECT.

X. The GRANTEE shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on behalf of the GRANTEE pursuant to this AGREEMENT. The GRANTEE shall correct or revise, or cause to be corrected or revised, any errors or deficiencies in the designs, drawings, specifications, and other services furnished for this PROJECT. The GRANTEE shall also be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, and other services furnished by or on behalf of the GRANTEE pursuant to this AGREEMENT.

XI. Both the GRANTEE and the DEPARTMENT hereby acknowledge that time is of the essence. The GRANTEE shall have thirty (30) months from the Date the Memorandum of Agreement is signed after the Encroachment Permit is approved to expend the awarded funds. The Department reserves the right to reduce the Award Amount if the cost for the project is lower than the estimated construction cost or the scope of the project is reduced.

XIV. This AGREEMENT is made and entered into in the State of Georgia, and shall be governed and construed under the laws of the State of Georgia. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the DEPARTMENT and the GRANTEE have caused these presents to be executed under seal by their duly authorized representatives. The parties hereto have executed this Memorandum of Understanding, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Grantee

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

**STATE OF GEORGIA  
COUNTY OF BULLOCH**

**RESOLUTION # 2014 - \_\_\_\_**

**A RESOLUTION OF THE BULLOCH COUNTY BOARD OF COMMISSIONERS AUTHORIZING THE COUNTY MANAGER TO APPLY FOR AND ACCEPT A GATEWAY GRANT; ACKNOWLEDGING THAT UPON AWARD OF THE GRANT, BULLOCH COUNTY SHALL ENTER INTO A MOWING AND MAINTENANCE AGREEMENT WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION; AND FOR OTHER PURPOSES.**

WHEREAS, the Bulloch County Board of Commissioners beautify and improve various rights of way by landscaping within Bulloch County; and

WHEREAS, the Bulloch County Board of Commissioners with to authorize the County Manager to apply for a Gateway Grant from the Georgia Department of Transportation, and if awarded, to enter into a Mowing and Maintenance Agreement between Bulloch County and the Georgia Department of Transportation;

NOW THEREFORE, BE IT RESOLVED by the Bulloch County Board of Commissioners as follows:

Section 1. The Bulloch County Board of Commissioners hereby authorizes the County Manager to apply for a Gateway Grant. Upon award of the grant, Bulloch County shall enter into a Mowing and Maintenance Agreement between Bulloch County and the Georgia Department of Transportation.

Section 2. The Clerk of the Bulloch County Board of Commissioners is hereby directed to send copies of this Resolution to the Department of Transportation and all other persons as directed by the County Manager.

RESOLUTION APPROVED AND ADOPTED by the Bulloch County Board of Commissioners at a regular meeting assembled this 18th day of February, 2014.

BOARD OF COMMISSIONERS OF  
BULLOCH COUNTY, GEORGIA

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Jeff S. Akins, County Attorney

Attest: \_\_\_\_\_  
Christy Strickland, Clerk of the Board

(SEAL)

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

<b>DEPARTMENT MAKING REQUEST (Box 1)</b> Statesboro-Bulloch County Parks and Recreation	<b>MEETING DATE (Box 2)</b> February 18, 2014		
	<b>RESOLUTION ATTACHED? (Box 3)</b>	<b>YES</b>	<b>NO</b>

**REQUESTED MOTION OR ITEM TITLE (Box 4)**  
Motion to approve the beverage contract with Coca-Cola Bottling Company United East LLC for time covering March 1, 2014 through February 28, 2015.

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

The current Beverage Rights contract expires on February 28, 2014. The service period of March 1, 2013 through February 28, 2014 was the third year renewal of the contract awarded for March 1, 2011 and ended on February 28, 2012 with Coca-Cola Bottling Company. The Beverage Request for Proposals were issued to Pepsi Bottling Company/PepsiCo and Coca-Cola Bottling Company United East LLC, as well as all other required postings. Coca-Cola Bottling Company United East LLC was the only vendor to bid on the contract. In addition to current industry standard pricing, Coca-Cola Bottling Company United East LLC bid includes added value of equipment and sponsorships totaling \$49,459.00.

<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>x</b>	<b>AMENDMENT REQUIRED? (7b)</b>	<b>YES</b>	
			<b>NO</b>			<b>NO</b>	
<b>PUBLIC HEARING (6b)</b>		<b>ATTACH DETAILED ANALYSIS, IF NEEDED (7c)</b>					
<b>CONSENT (6c)</b>	x	<ul style="list-style-type: none"> <li>- Regular Budgeted Item (Concessions Operations)</li> <li>- 110-61310-531300</li> <li>- 556-61243-531300</li> </ul>					
<b>NEW BUSINESS (6d)</b>							
<b>OLD BUSINESS (6e)</b>							
<b>OTHER (6f)</b>							

<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>	
<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>	Mc	<b>INITIAL</b>		<b>INITIAL</b>		<b>INITIAL</b>	CPS	<b>INITIAL</b>	Jsa	<b>INITIAL</b>	✓
<b>DATE</b>	2/11/14	<b>DATE</b>		<b>DATE</b>		<b>DATE</b>	2.14.14	<b>DATE</b>	2/14/14	<b>DATE</b>	2.14.14

<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>	

2014-2015 Partnership

*Coca-Cola* Bottling Company  
United East LLC

104 Raybon Anderson Blvd. – Statesboro  
P.O. Box 1865 Statesboro, Ga. 30459

AND

Statesboro/Bulloch Co.  
Parks & Recreation  
Department

Mill Creek Regional Park &  
George Roebuck Park



© 2014 Coca-Cola Bottling Company United East LLC



## 2014-2015 Partnership

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### Introduction

For almost a decade, Coca-Cola Bottling Co. United East LLC has provided the Statesboro-Bulloch County Parks & Recreation Department outstanding service, competitive pricing, and added value through our existing contract. We hope to continue the positive relationship through the bid process for the concessions and vending business at the Mill Creek Regional Park, George Roebuck Park and Splash In The Boro.

Please review the following bid proposal, and see the added value that Coca-Cola, its brands, and its service can bring to your facilities.

Coca-Cola Bottling Co. United East LLC proudly supports Statesboro Bulloch County Parks and Recreation Departments through its annual sales tax contributions to Bulloch County, and through its confidence in The Statesboro-Bulloch County Parks & Recreation Department.

# 2014-2015 Partnership

## 2014 Pricing

Product / Package	2014	Details	Unit price
5 gallon BIB	\$70.35	3840 finished oz.	\$0.0183
2.5 gallon BIB	\$35.18	1920 finished oz.	\$0.0183
CO2	\$45.00	23,040 finished oz.	\$0.002
CO2 Deposit	\$40.00	Deposit per tank	\$0.05
16oz. Cups	\$49.43	1000 cups / case	\$0.07
24 oz. Cups	\$70.00	1000 cups / case	\$0.07
32oz. Cups	\$31.44	480 cups / case	\$0.43
12oz. Can Soft Drinks	\$10.35	24 per case	\$1.10
20oz. Soft Drinks	\$26.31	24 per case	\$0.76
20oz. Dasani	\$18.20	24 per case	\$0.51
12oz. Pow erade	\$12.21	24 per case	\$0.76
20oz. Pow erade	\$18.25	24 per case	\$1.00
32oz Pow erade	\$15.00	15 per case	\$1.03
15.2oz. Minute Maid 100% Juices	\$24.60	24 per case	\$0.82
Glacéau Smartwater 20oz.	\$19.75	24 per case	\$1.17
Glacéau Vitaminwater 20oz.	\$28.00	24 per case	\$1.52
16oz. Energy Drinks-NOS, Full Throttle	\$36.55	24 per case	\$1.833
16oz Monster Energy	\$44.00	25 per case	\$1.469
2 Liter Bottled Drinks	\$11.75	8 per case	

\* Pricing subject to change to offset ingredient and raw goods cost increases.

## 2014-2015 Partnership

### Added Value

6 Lighted Menuboards (\$270 ea.)	\$1,620.00	\$1,620.00
Freestanding Ftn Units (8 units \$2700ea.)	\$18,900.00	\$18,900.00
Top Load Refr. Cooler (3 units \$600ea.)	\$1,800.00	\$1,800.00
Ctr. top ftn (George Roebuck Ctr. One unit)	\$2,200.00	\$2,200.00
4 Drink / Ice Barrels (\$80 ea.)	\$320.00	\$320.00
6ft. Single Door Refr. Cooler (1unit)	\$989.00	\$989.00
Ctr. top Refr. Cooler (6 units \$674ea.)	\$2,400.00	\$2,400.00
Ice Maker Funding	\$8,630.00	\$8,630.00
Staff T-shirt fund	\$1,000.00	\$1,000.00
Free product	\$600.00	\$600.00
Plastic stadium cups	\$5,000.00	\$5,000.00
Swing Into Spring sponsor	\$1,000.00	\$1,000.00
Independence Day sponsor	\$5,000.00	\$5,000.00
<b>Total Equipment</b>	<b>\$49,459.00</b>	<b>\$21,230.00</b>
		<b>\$91,919.00</b>
		<b>\$20,630.00</b>

Coca-Cola distributed products and brands only are to be merchandised in Coca-Cola owned merchandising equipment including but not limited to coolers, ice barrels, cooling equipment, fountain equipment, ice troughs and menu boards. Additionally, all products merchandised and / or promoted in / on above stated equipment must be delivered via Coca-Cola Bottling Co. United East LLC delivery truck.

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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Coca-Cola will continue to provide and maintain at  
George Roebuck Park:

- (1) 6 valve Countertop Postmix Fountain System
- (1) Ice Barrel
- (1) 4 foot Non-Illuminated Menuboard--Coca-Cola owned brands only  
permitted on menu boards.
- (1) Countertop Refrigerated Merchandiser- *Energy Star Rated available.*

## 2014-2015 Partnership

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Coca-Cola will continue to provide and maintain at  
Mill Creek Park Concessions:

- (5) 6 valve Freestanding Postmix Fountain Units**
- (3) Countertop Refrigerated Merchandisers- *Energy Star Rated available.***
- (5) 5 foot Illuminated Menuboards-Coca-Cola owned brands only permitted on menu boards.**
- (3) Ice Barrels**

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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Coca-Cola will continue to provide and maintain at  
Splash In The Boro' Concessions:

- (3) 6 valve Freestanding Postmix Fountain Units**
- (2) Countertop Refrigerated Merchandisers**
- (2) Top Load beverage merchandisers**

# 2014-2015 Partnership

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## Full-Service Vending

<u>Locations</u>	<u>12oz. Can Vend Rate</u>	<u>20oz. Bottle Vend Rate</u>	<u>Commission Rate</u>
Honey Bowen Building	\$0.75	\$1.25	20% Commission
Mill Creek Maintenance Compound	\$0.75	\$1.25	20% Commission
Mill Creek Playground Area	\$0.75	\$1.25	20% Commission
Splash In The Boro	\$0.75	\$1.25	20% Commission
Mill Creek Five Field	\$0.75	\$1.25	20% Commission

•Commission Rates will remain the same for the 2014 – 2015 program

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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Coca-Cola Bottling Co. United East LLC will to provide:

### ADDED VALUE

\$1000 annually to go toward purchasing t-shirts with SBCPRD information, Family Aquatic Center, and Coca-Cola/Powerade logos. Shirts must be mutually agreed upon between SBCPRD and Coca-Cola.

Hospitality drinks for Opening day, 4<sup>th</sup> of July Celebration and large tournament events (up to \$100 per event or \$600 annually) (\$7.75 Dasani 12oz., \$15.00 Powerade 12oz.)

\$5000 contribution toward purchase of Stadium cups. Stadium cups must be mutually agreed upon by Statesboro Coca-Cola and SBCPRD

\$1000.00 Opening Day Cash Sponsorship

\$5000.00 July 4<sup>th</sup> Celebration Cash Sponsorship

Up to \$8630.00 Ice Maker funding

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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### Scoreboards

- Coca-Cola Bottling Company United-East LLC will have first right of refusal on all scoreboards purchased for SBCPRD.
- All scoreboard(s) and/or message board(s) are made available to SBCPRD as loaned equipment and remains property of Coca-Cola Bottling Company United-East LLC. If this signed agreement is terminated by either party all scoreboards and/or message boards will be returned to Coca-Cola Bottling Company United-East LLC by SBCPRD. SBCPRD is responsible for indemnification, installing, maintenance, and removing any and all Coca-Cola owned scoreboard(s) and/or message board(s) that are on SBCPRD properties.

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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Coca-Cola Bottling Co. United East LLC will provide:  
**SERVICE**

Free service and parts on all post mix fountain equipment & Coca-Cola owned refrigerated coolers

Coca-Cola Bottling Co. United East LLC employed technicians only are approved to conduct repair service on Coca-Cola United East LLC owned equipment.

Service Technicians are on call 24hrs/day, 7 days/week and on all Holidays. 1-800-633-0762

A Technician will be on location for the following Special Events:

Swing Into Spring  
July 4<sup>th</sup>. Celebration  
Fall Sports Kickoff  
Scare in the Boro

Salesman on call each weekend for additional support 681-2653 ext. 225

Same day response for all service calls (usually within 4 hrs.)

### **ORDERING**

In addition to delivery personnel, Sales Rep will be on location 2x per week minimum for order taking & other needs

Immediate needs can be fulfilled by calling 681-2653 M-F 8am – 5pm

### **SPECIAL EVENTS**

Special event wagons, beverage troughs, and other resources are available for special events

## 2014-2015 Partnership

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### **SBCPRD will provide to Coca-Cola:**

#### **EXCLUSIVITY**

Coca-Cola will be the only beverage company with signage/advertisement whether audio or visual at all Mill Creek Regional Park, George Roebuck Park, and Splash In The Boro events.

Coca-Cola trademark cups will be used at Mill Creek Regional Park, George Roebuck Park, and Splash In The Boro Events.

Coca-Cola will be an advertised sponsor of the Swing Into Spring Opening Day, the Annual 4th of July Celebration, Scare in The 'Boro, Fall Sports Kickoff and major State/National Tournament events on local TV, Radio, and Newspaper Ads.

This proposal is terminable by either party on thirty (30) days written notice. In the event that the proposed agreement is terminated during the calendar year, all funding (including \$1000 for t-shirts, \$5000 for Stadium Cups, \$1000 for Opening Day, \$1000 for July 4<sup>th</sup>, \$8630 ice maker funding) must be repaid to the Coca-Cola

*Bottling Company United East LLC on a prorated (per diem) basis.*

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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### **SBCPRD will provide to Coca-Cola:**

#### **EXCLUSIVITY**

Coca-Cola will be the exclusive beverage provider for Mill Creek Regional Park, George Roebuck Park, and Splash In The Boro for all categories of beverages including but not limited to: Carbonated Soft Drinks, Sports Drinks (isotonics), Bottled Water, 100% Juice Drinks, Enhanced Beverages, Energy Drinks, Bottled Teas, Bottled Coffees..., etc.

No product whether specialty, concept or otherwise will be permitted to be merchandised or promoted in Mill Creek Parks, Splash In the Boro', or George Roebuck Center other than Coca-Cola owned or distributed products. This includes National Brands as well as Local Brands.

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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### **SBCPRD will provide to Coca-Cola:**

#### **Project Manager Profile**

#### **Chad Henry**

- Based in Statesboro
- Employed by Statesboro Coca-Cola since Jan. 20, 1997.
- Has extensive knowledge about SBCPRD concessions program, Statesboro Area market as well as surrounding counties.
- Has worked in various capacities within Coca-Cola's operations including Vending, Fountain, Education Market Relations, On Premise Consumption, Special Events, etc.
- First point of contact for all Recreation Departments for Statesboro Coca-Cola.

Chad Henry

P.O. Box 1865

Statesboro, Ga. 30459

Office phone: 912-681-2653

Cell Phone: 912-667-3661

# 2014-2015 Partnership

## Coca-Cola Flavor/Package Information

8 OZ NR	1.25 oz. Pet	.5 Liter Fruit Water	6 PACK CANS 12 OZ
Classic	CLASSIC COKE	BLACK RASPBERRY	Classic
Diet Coke	COKE ZERO	ORANGE MANGO	Diet Coke
Sprite	DIET COKE	STRAWBERRY KIWI	Cherry Coke
Mexican Coke Bottles	SPRITE	LEMON-LIME	Sprite
Mexican Coke	FANTA ORANGE	W / MELON PUNCH	Diet Sprite Zero
Mexican Orange	MELLO YELLO	.5 Liter Honest Ate 12 Pack	Mello Yello
Mexican Sprite		Pomegranate Blue	Coke Zero
10 OZ NR	12 OZ PET 8 PACK	Orange Mango	Pibb Xtra
Ginger Ale	Classic	Superfruit Punch	Barq's RootBeer
Club Soda	Diet Coke	Honey Green Tea	Ginger Ale
Tonic Water	Sprite	Half & Half Tea	Fanta Orange
	Coke Zero	Not too sweet tea	Fanta Grape
.5 Liter PET 6 Pack	Sprite Zero		Fanta Str'berry
Classic	Dasani 8 Pk	.5 Liter Vit Water 6 Pk	16 oz. Cans
Coke Zero		ACAIBLUEBERRY/POM	Coke Zero
Diet Coke		POWER-C DRAGON	Coke Zero
CF Diet Coke	Sixer 12oz	REVIVE FRUIT PUNCH	Diet Coke
Sprite	Classic Coke		Sprite
Diet Sprite Zero	Diet Coke	.5 L. Vit/W Zero 6Pk	Mellow Yellow
Mello Yello	Sprite	ACAIBLU/POM ZERO	12 oz. 20 PK Cans
	Coke Zero	SQUEEZED LEMON ZERO	Classic
16 OZ NR	Fanta Orange	RISE ORANGE ORG ZERO	Diet
Classic	2 Liter Contour	.5 L. Vit/Water 8 Pk	Sprite
Diet Coke	Classic	7 BLUEBERRY/POM	Coke Zero
Sprite	CF Classic	ESSENTIAL ORANGE	Ginger Ale
Coke Zero	Diet Coke		24 PACK CANS 12 OZ
Mello Yello	Cherry Coke	20 OZ Glaceau	Classic
Cherry Coke	Fanta Orange	Pwr C Dragon	Diet Coke
Pibb Xtra	Fanta Grape	Essential Org	CFDt Coke
Fanta Orange	Fanta Strawberry	XXX Acai BB Pome	Sprite
	Diet Sprite Zero	Revive Fr Punch	Mello Yello
	Sprite	Energy Trop Citrus	Coke Zero
	Mello Yello		Fanta Orange
	Coke Zero		Gingerale
	Pibb Xtra		Sprite Zero
	MM Lemonade		
	MM Fruit Punch		
	Ginger Ale		
	C. F. Coke Zero		

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

# 2014-2015 Partnership

## Coca-Cola Flavor/Package Information

20 OZ NR	Evian	20 OZ Glaceau Zero	FRIDGE PACK 12 OZ
Classic	.5 Liter Loose	Power C Zero	Fanta Peach
Diet Coke	.5 Liter 6 Pack	XXX Acai BB Pome	Vanilla Coke
CF Diet Coke	1 Liter Loose	Rise Orange	V. Coke Zero
Cherry Coke		Squeezed Lemonade	Fuse TEA LEM
Ch Coke Zero		<b>Glaceau Smartwater</b>	Fuse Dt. Tea L.
Diet Sprite Zero	<b>Dasani</b>	.5 Liter 6 Pk	Classic
Sprite	5 Liter Dasani 6Pk.	20 OZ Loose	CF Classic
Mello Yello	.5 Liter Lemon 6 Pk	1 Liter Loose 12 Pk	Diet Coke
Mellow Yellow Zero	.5 Liter Strawberry 6 Pk.	700 ML Loose	CF Diet Coke
Pibb Xtra	.5 Liter Grape 6 Pk.	1.5 Smart Water	Cherry Coke
Pibb Zero	5 Liter 12 pack	<b>18.5 OZ Gold Peak Tea</b>	Ch Coke Zero
Barqs Rootbeer	.5 Liter 24 Pack	Diet Tea	Sprite
GingerAle	12 oz 24 Pack	Green Tea	Diet Sprite Zero
Coke Zero	12 oz 12Pk FP	Sweet Tea	Mello Yello Zero
Fanta Orange Zero	1 Liter Dasani	<b>23 oz. Peace Tea</b>	Coke Zero
Fanta Orange	20 oz Dasani	GEORGIA PEACH	DC w/ Splenda
Fanta Strawberry	20 oz Lemon	<b>C/B TEA PEACE TEA</b>	Tab
FANTA PEACH	20 oz Strawberry	PINK LEMONADE	Mello Yello
MM Lemonade	20 oz Grape	TX STYLE PEACE TEA	Pibb Xtra
MM Pink L'ade	300 ML	Raspberry Tea	Pibb Zero
MM Orangeade	<b>1 Liter</b>	Green Tea	C.F. Coke Zero
MM Fruit Punch	Classic	SW. Lemon Tea	MM Orangeade
Fuze Ice Tea Lemon	Diet Coke	Cady Shack	MM Lemonade
Fuze Straw Red Tea	Sprite	<b>COCONUT WATER</b>	MM Fruit Punch
Sprite Cranberry	Mello Yello	11.2 OZ ZICO NATURAL	Barqs Rootbeer
Vanilll Coke	GingerAle	14 OZ ZICO NATURAL	Dt Barqs R'beer
	Club Soda	14 OZ ZICO CHOCOLATE	Gingerale
	Tonic Water	14 OZ ZICO PINEAPPLE	Dt Gingerale
		1 L. ZICO Natural	Rasp. Gingerale
	<b>1 L. Fuse Tea.</b>	1 L. ZICO CHOCOLATE	Fanta Orange
	ICED TEA LEMON	<b>8 Pack 7.5 OZ Sleek CANS</b>	Fanta Org Zero
	1/2 & 1/2 LEMON	Coke	Fanta Strawberry
	STRAW. RED TEA	Diet Coke	Fanta Pineapple
	Berry Punch	Coke Zero	Fanta Grape
	STRAW. LEMON, A	Sprite	Fresca
		Ginger Ale	
		Fanta Orange	

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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**Coca-Cola Bottling Co. United East LLC's prior experience with operations similar to Statesboro/Bulloch Co. Parks and Rec. Dept.**

Georgia Southern University    \*Exclusive Beverage Vending Company for 15 plus years.  
\*Exclusive Beverage Fountain Provider for 15 plus years.

SBCPRD    \*Exclusive Beverage Company since 2004.

Candler Co. Rec. Dept.    \*Exclusive Beverage Company since 2005.

Evans Co. Rec. Dept.    \*Exclusive Beverage Company for over a decade.

Emanuel Co. Rec. Dept.    \*Exclusive Beverage Company for over a decade.

Glennville Rec. Dept.    \*Exclusive Beverage Company since 2005.

Screven Co. Rec. Dept.    \*Exclusive Beverage Company since 2005.

Ogeechee Technical College    \*Exclusive Beverage Vending Company since 2004.

## 2014-2015 Partnership

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### Profile of Coca-Cola Bottling Co. United East LLC

- Coca-Cola Bottling Co. United East LLC is a privately owned bottler/distributor of Coca-Cola Bottling Company products based in Birmingham, Alabama.
- Coca-Cola Bottling Co. United is the third largest Coca-Cola bottler in the United States.
- Coca-Cola Bottling Co. United consists of 18 Sales Centers in 6 Southeastern states.
- Statesboro Coca-Cola celebrated 100 years in Statesboro in April 2006.
- Coca-Cola Bottling Co. United East LLC employs approximately 3000, 40 employees in the Statesboro Sales Center, many from Bulloch County.
- Coca-Cola Bottling Co. United East LLC is a major supporter of local communities and schools.
- In 2010, Coca-Cola Bottling Co. United East LLC distributed an estimated 1.2 million cases of Coca-Cola products.
- Coca-Cola Bottling Co. United East LLC services Bulloch, Candler, Evans, Screven, and Emanuel County as well as a portion of Tattnall, Jenkins and Bryan County.
- Coca-Cola Bottling Co. United East LLC is Exclusive Beverage Supplier for six Recreation Departments in this sales territory.
- Coca-Cola Bottling Co. United East LLC is Exclusive Beverage Supplier for Georgia Southern University, East Georgia State College and Southeastern Tech (Swainsboro), as well as all secondary schools in this sales territory.

## 2014-2015 Partnership

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**Coca-Cola Bottling Co. United East LLC's ability to meet scope of work for vending program.**

Coca-Cola Bottling Co. United East LLC is very able to meet the scope of work for the vending program outlined in the Contract No. 08-001-PR-BR RFP because of but not limited to the following items.

- Two full-time service technicians dedicated to Statesboro proper, Monday-Friday 8:00am through 5:00pm.
- 7 day per week, 24 hour per day "On-Call" technical service.
- Decades of combined experience servicing surrounding Recreation Departments.
- Required equipment already in place—smooth transition from current program to new program.
- Sales, Technical, and Delivery Personnel familiar with SBCPRD facilities, operations, Personnel, and equipment.

Coca-Cola Bottling Co. United East LLC / Statesboro/Bulloch Co. Rec.

## 2014-2015 Partnership

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### References:

Includes Public Operations within 75 miles of Statesboro.

#### Georgia Southern University Auxilliary Services

Jeff Yawn--912-871-1302

jbyawn@georgiasouthern.edu

P.O. Box 8135

Statesboro, Ga. 30460

#### Ogeechee Technical College Bookstore/ Campus Vending

J.J. Altman--912-871-1648

jaltman@ogeecheetech.edu

1 Joe Kennedy Blvd.

Statesboro, Ga. 30458

#### Bulloch Co. Chamber of Commerce

Dr. Benjy Thompson--912-489-9115

benjy.thompson@statesboro-chamber.org

P.O. Box 303

Statesboro, Ga. 30459

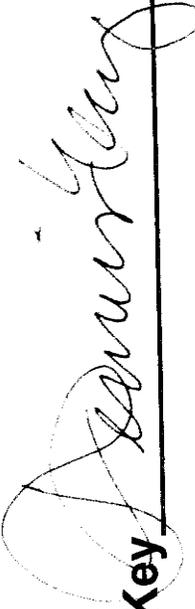
Coca-Cola Bottling Co. United East LLC /  
Statesboro-Bulloch Co. Parks & Recreation Dept.

## 2014-2015 Partnership Agreement

Mill Creek Regional Park, George Roebuck Park, Splash  
In The Boro

Name: SBCPRD \_\_\_\_\_ Date: \_\_\_\_\_

Coca-Cola Bottling Co. United East LLC

Name: Dennis Key  \_\_\_\_\_ Date: 2/17/2014 \_\_\_\_\_

Agreement Ending Date \_\_\_\_\_

ATTACHMENT A  
SUPPLEMENTAL DOCUMENTATION

FORM A: NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF: Georgia

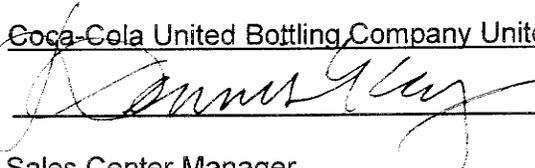
COUNTY OF: Bulloch

Owner, Partner or Officer of Firm:

Company Name, Address, County and State: Statesboro Coca-Cola  
P.O. Box 1865  
Statesboro, GA 30459

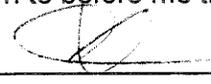
Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. Affiant further states as vendor, that they have not been a party to any collusion among vendors in restraint of competition by agreement to bid or proposal at a fixed price or to refrain from proposing; or with any office of the Bulloch County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between vendors and any official of the Bulloch County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

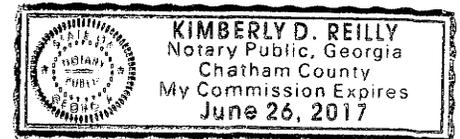
FIRM NAME Coca-Cola United Bottling Company United East LLC

SIGNATURE 

TITLE Sales Center Manager

Subscribed and sworn to before me this 7<sup>th</sup> day of February, 2014.

NOTARY PUBLIC 



CONTRACT NO. 08-001-PR-BR  
REQUEST FOR PROPOSALS:  
BEVERAGE RIGHTS PROGRAM

All proposals submitted shall be subject to acceptance or rejection and the COUNTY specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the process. The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the County Manager.

FIRM NAME Coca-Cola United Bottling Company United East LLC

SIGNATURE \_\_\_\_\_

TITLE Sales Center Manager

ADDRESS P.O. Box 1865  
Statesboro, GA 30459

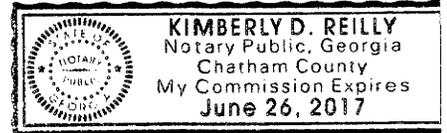
TELEPHONE 912-681-2653

FAX 912-681-3335

E-MAIL dkey@ccbcu.com

Subscribed and sworn to before me this 7<sup>th</sup> day of February, 2014.

NOTARY PUBLIC \_\_\_\_\_



Please describe your ability to meet the scope of work for the vending program on a separate sheet of paper.

FORM C: VENDOR DECLARATION

The vendor understands, agrees and warrants:

That the vendor has carefully read and fully understands the full scope of the specifications.

That the vendor has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid shall be valid for 30 days.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to 3:00 PM, February 18, 2014, but, may not be withdrawn after such date and time.

That the Bulloch County reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this proposal the vendor acknowledges that the Bulloch County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the vendor.

If a partnership, a general partner must sign.

If a corporation the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.

VENDOR:

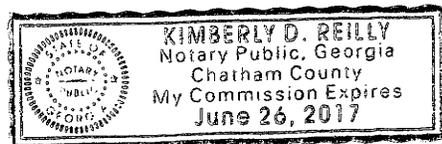
DENNIS KEY, SALES CENTER MGR  
Name Title

\_\_\_\_\_  
Name Title

AFFIX CORPORATE SEAL (if applicable)

Subscribed and sworn to before me this 17 day of February 2014.

NOTARY PUBLIC [Signature]





## BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:  Finance	MEETING DATE: 02.18.14				
	RESOLUTION ATTACHED?				
	<table border="1" style="float: right; border-collapse: collapse;"> <tr><td style="width: 50px;">YES</td><td style="width: 50px;"></td></tr> <tr><td>NO</td><td>X</td></tr> </table>	YES		NO	X
YES					
NO	X				

REQUESTED MOTION OR ITEM TITLE:  
  
Discussion and or action to authorize an amendment to Appendix I of the Purchasing Policies.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:  
Two basic amendments are proposed to Appendix i. The first is to clean up redundant language regarding the purchasing card committee; the second is to amend and add language regarding violations and actions for improper use or documentation. Approval is recommended.

AGENDA CATEGORY	FINANCIAL IMPACT STATEMENT				
(CHECK ONE)	BUDGETED ITEM?	YES	X	AMENDMENT OR TRANSFER REQUIRED?	YES
		NO			NO
PRESENTATION				ATTACH DETAILED ANALYSIS, IF NEEDED: The primary purpose is to provide progressive corrective action for employees who misuse or abuse cards, or provide poor documentation of transactions. While there has been no widespread abuse, there are user of do not provide adequate or timely documentation. While the existing policy does provides sanctions, they are not specific or progressive to properly handle. The amendments would provide a procedure to handle such cases more specifically.	
PUBLIC HEARING					
CONSENT					
NEW BUSINESS	<input checked="" type="checkbox"/>				
UNFINISHED BUSINESS	<input checked="" type="checkbox"/>				
OTHER					

AGENDA ITEM REVIEW AND APPROVAL											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL	<i>AS</i>	INITIAL	<i>JS</i>	INITIAL	<i>[Signature]</i>
DATE		DATE		DATE		DATE	2.14.14	DATE	2/14/14	DATE	02.14.14

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 **higher** or 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~~ Purchasing 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 **where a Purchasing card is not authorized, or needed in their job assignment**; or for any of the following reasons listed below, which will also subject the cardholder to possible disciplinary action up to and including termination **and criminal and civil penalties, if applicable**:

- ~~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.~~

<i>Misuse or Policy Non-Compliance</i>	<i>Sequence</i>	<i>Consequences</i>
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 Re-authorized for a Legitimate Business Purpose
Unauthorized use to purchase items for personal or non-business related use; and use for cash advances, refunds and credits held on account with a vendor.	First offense	Permanent Revocation; Employee is Subject to Termination

Unauthorized or inappropriate purchases including gift cards, alcoholic beverages or any substance, material, or service that violates policy, law or regulation pertaining to the County.	First offense	Permanent Revocation; Employee is Subject to Termination
Knowingly allowing use of the card by another individual who is not a county employee; purchasing from vendors who are friends or relatives creating a conflict of interest.	First offense	Permanent Revocation; Employee is Subject to 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; Employee is Subject to Termination
Failure to provide the Department Representative or the County Finance Department with the required receipts or other proper documentation for purchases.	First offense within one year	Violation Notice by Finance
	Second offense within one year	Violation Notice and Written reprimand.
	Third offense	Permanent Revocation; Employee is Subject to Termination
Failure to provide, when requested, information about specific purchases.	First offense	Permanent Revocation; Employee is subject to Termination

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.

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

<b>COMPLIANCE SIGNATURES</b>		<b>DATE</b>
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 \$\_\_\_\_\_.







## BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:  County Manager/Engineering	MEETING DATE: 02.18.14  RESOLUTION ATTACHED? <table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="width: 50px;">YES</td> <td style="width: 50px;"><input type="checkbox"/></td> </tr> <tr> <td>NO</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>				
NO	<input checked="" type="checkbox"/>				

REQUESTED MOTION OR ITEM TITLE:  
  
Discussion only. To review policy structure for speed humps.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:  
At the 01.21.14 regular meeting, Amanda Moore of Olney Station subdivision requested the county to install speed bumps in the neighborhood. Since the County has no policy for installation of such devices, the County Manager recommended a policy and funding structure before proceeding. If the Board wishes to proceed after discussion, an amendment will be drafted to consider for further action at a subsequent meeting.

AGENDA CATEGORY	FINANCIAL IMPACT STATEMENT					
(CHECK ONE)	BUDGETED ITEM?	YES		AMENDMENT OR TRANSFER REQUIRED?	YES	
		NO			NO	
PRESENTATION				ATTACH DETAILED ANALYSIS, IF NEEDED: Attached is a detailed policy review that includes factors and criteria from four other Georgia counties with only marginally higher populations and outside of metro Atlanta.		
PUBLIC HEARING						
CONSENT						
NEW BUSINESS						
UNFINISHED BUSINESS	X					
OTHER						

AGENDA ITEM REVIEW AND APPROVAL											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	X	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL	MS	INITIAL	Qsa	INITIAL	W
DATE		DATE		DATE		DATE	2.14.14	DATE	2/14/14	DATE	2.14.14

COMMISSION ACTION AND REFERRAL	
APPROVED	DATE TO BE RETURNED TO AGENDA:
DENIED	NOTES:
DEFERRED	

**Matrix of Speed Hump Policy Review by County Studied**

<b>Policy Factors</b>	<b>Walton</b>	<b>Columbia</b>	<b>Glynn</b>	<b>Athens Clarke</b>	<b>Recommend</b>
Local residential streets with a 25 mph speed limit	X	X	X	X	X
Accept an application/petition for a study with legal owners signing	70%	70%	70%	65%	80%
Public Hearing/Meeting	X	X	X	X	X
Special Assessment	Yes	Pay up front	No	Yes; on sliding scale	Yes
Refund for removal	No	NA	NA	NA	No
Traffic Study	X	X	X	X	X
Speed Criteria: 15% of traffic must be 10+ MPH over speed limit to be considered for installation.	X	X	X	X	X
Road Grade: No placement where there is 8% or more	X	X	X	NA	X
Average daily traffic count	NA	251+	300+	Scaled on point system	300+
Minimum street length	NA	700'	1,000'	750'	800'
Pavement width	NA	40' or less	NA	NA	NA
Spacing	350'	NA	NA	NA	ITE standards
Removal	Min. 1 year	NA	Min. 1 year	1-year review with neighborhood.	Min. 1 year
Subdivision build out ratio	60%	NA	NA	NA	NA
Material	Plastic-Rubber	Asphalt	Plastic-Rubber	Rubber	Rubber
Emergency vehicle standard	NA	NA	NA	One bump slows an EMV by 7 seconds; no humps if they cause more than 60 second delay	One bump slows an EMV by 7 seconds; no humps if they cause more than 60 second delay

**WALTON COUNTY  
SPEED HUMP PROGRAM  
MANUAL AND ORDINANCE**

**December 2006**

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## **1. INTRODUCTION AND GENERAL STANDARDS**

### **1.1 Function of the Walton County Speed Hump Program and Ordinance**

In response to numerous complaints about speeding problems in neighborhoods, the Walton County Public Works Department (the "Department") has studied other similar communities and how those communities have addressed residential speeding problems. One popular and cost effective measure is the installation of speed humps. When properly designed and installed, and with strong community support, speed humps are effective at reducing speeds in neighborhoods. After much experimentation and testing, the use of speed humps has been formally endorsed by transportation authorities worldwide. In the United States, a policy on the use of speed humps has been developed by a special committee of the Institute of Transportation Engineers. The following program and Ordinance has been established for the citizens of Walton County who want to pursue the installation of speed humps in their neighborhoods See Appendix A of this Ordinance for a Flowchart of Program Elements.

### **1.2 Street Classification**

Walton County will only consider installation of speed humps on streets classified as local, residential streets with a speed limit of 25 mph. Traffic engineering studies may indicate that speed humps would be unnecessary or unsafe at certain locations. Data obtained from traffic engineering studies of physical and traffic related factors should be used in determining where speed humps are appropriate. A preliminary field investigation performed by the Department prior to the traffic study may find that speed humps are not warranted due to existing conditions such as but not limited to horizontal and vertical alignment, site distance, length and width of roadway.

### **1.3 Legal Authority**

Speed humps shall be placed only by the authority of the Board of Commissioners in accordance with the authority vested in the Board of Commissioners by O.C.G.A. §§ 32-4-40 et seq.; 36-1-20, 40-6-371.

### **1.4 Standardization of Application**

In keeping with the general recommendation of the Manual on Uniform Traffic Control Devices (MUTCD), uniformity aids in the recognition and understanding of traffic control devices.<sup>1</sup> Strict adherence to the standards and guidelines outlined in this Ordinance will help ensure that any given speed hump installation will be equally recognizable and require the same action on the part of the motorists regardless of where it is encountered.

## **2. PROGRAM ELEMENTS**

### **2.1 Initial Request From Community**

The process for speed hump installation begins with letter from the community desiring speed humps requesting a traffic study by the Department. Such letter (the "Initial Request") should

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<sup>1</sup> MUTCD, current edition, U.S. Department of Transportation, Federal Highway Administration.

come from a community representative, homeowners' association, or individual that certifies that the request is on behalf of at least a majority of the lot owners in the subject area (such Initial Request need not contain signatures of the majority of lot owners; rather the individual submitting the Initial Request must certify that the request is on behalf of a majority of lot owners). Following receipt of the Initial Request, the Department will perform a preliminary field inspection. If the street, grade and other fixed factors do not meet the necessary requirements for speed humps, the Initial Request will fail and no further action will be taken. If the street, grade and other fixed factors qualify for the Speed Hump Program, the Department will notify the person or persons who submitted the Initial Request. Then the Department shall conduct a traffic study to determine whether the subject street meets the hereinbelow established criteria.

### **2.1.1 Speed Criteria**

Traffic studies must find that a speeding problem exists, based on the standard of an 85th percentile speed of at least 5 mph over the posted speed limit of 25 mph.<sup>2</sup> The 85th percentile speed is an excellent indicator of street character.

A. **BELOW SPEED CRITERIA** - Since research has determined that speed humps reduce 85th percentile speeds to approximately 28-30 mph, installing humps on streets with an 85th percentile below criteria speed does not meet generally accepted cost/benefit ratios, and is not recommended. Streets with 85<sup>th</sup> percentile speeds less than 30 mph will not be considered for the speed hump program.

B. **SPEED CRITERIA** - The Walton County Public Works Department recommends limiting the use of speed humps to residential streets where excessive speeding can be documented. Streets with 85<sup>th</sup> percentile speeds over 35 mph will require a 70 percent approval of the homeowners in the defined service area, via petition as described in Section 2.4. Streets with 85<sup>th</sup> percentile speeds of 30-35 mph require a 90% approval of the homeowners in the defined service area, via petition as described in Section 2.4.

C. **DESIGN SPEED OVER 25 MPH** - The application of a speed reduction device which lowers the 85th percentile speed more than 15 mph will tend to create a pronounced "sine wave-type" velocity profile. Such a velocity profile may be inappropriate in regards to traffic safety. Since research has determined that speed humps reduce 85th percentile speeds to approximately 28-30 mph, installing humps on streets with *design speed* of 45 mph or greater is not recommended.

## **2.2 Establishment of a Special Assessment District**

If a street or street section meets or exceeds the speed criteria (set forth in Section 2.1 above) and meets the street classification criteria (set forth in Section 1.2 above), the Department will create a Special Assessment District which will consist of those properties which directly abut the street on which the proposed speed humps will be located and that are located in the immediate vicinity of the proposed speed humps. Properties should be excluded from Special Assessment District if the Department determines (in its experience and discretion) that such properties would receive no, or only a remote, benefit from the proposed speed humps. Properties should not be added to or deleted

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<sup>2</sup> See O.C.G.A. §§ 40-6-181(b)(1) and 40-6-183(a)(3) for maximum vehicle speed limits within residential districts.

from Special Assessment Districts in an attempt to alter voting ratios.

### **2.3 Speed Hump Proposal**

Department personnel will create a Speed Hump Proposal by planning the placement of speed humps on streets meeting program criteria using the following guidelines<sup>3</sup>:

A. GRADE - Speed humps should not be installed on street sections with grades greater than 8%.

B. NUMBER OF HUMPS IN A SERIES - Speed humps are not to be used to slow traffic at a given "point," but rather to reinforce a safe speed along a street or street section. For this reason, a single hump is not recommended. Usually, a series of humps should not exceed three-quarters of a mile. If the street or section of street on which the proposed speed humps will be located exceeds one (1) mile, speed humps can be used in conjunction with other traffic calming devices, such as traffic circles, thus reducing the number of speed humps necessary to achieve targeted speed reduction.

C. SPACING - Research indicates that spacing humps between 350 and 500 feet apart is most effective at lowering the 85th percentile speed to the targeted speed range.

D. LOCATION- The first hump in a series should normally be placed in a position where it cannot be approached at high speed from either direction. To achieve this objective, the first hump in a series is typically installed within 100 and 200 feet of a small-radius curve or stop sign. Care should be taken so that humps are not placed in a location that impedes or impairs access to any utility, manhole cover, and/or driveway cuts.

### **2.4 Petition for Speed Humps**

Upon request, the Department will forward the Speed Hump Proposal, along with petition forms, to the homeowners' representative. Property owners, who are interested in pursuing the installation of speed humps, shall submit to the Department a Petition Cover Letter and a Petition Form. See Appendix B of this Ordinance for the Petition Cover Letter and Appendix C of this Ordinance for the Petition Form. The following rules and requirements, which will be included with the petition forms, help ensure the fairness and integrity of the petition process:

A. The objective of the Walton County Speed Hump Program is to provide a process pursuant to which speed humps are installed on County maintained neighborhood roads, where engineering studies indicate that their use would meet the desired results of reducing neighborhood speeds and their installation is favored by a majority of the property owners in the area.

B. To have speed humps installed in Walton County, a petition must be submitted to the Department. All of the property owners in the Special Assessment District should be contacted and given an opportunity to sign the petition, indicating their approval or disapproval concerning the installation of speed humps in the proposed location. Only the signature of the legal owner of the property will be proper for purposes of the petition. If

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<sup>3</sup> Based on ITE *Guidelines for the Design and Application of Speed Humps*, May 1993.

both husband and wife are joint legal owners, both signatures are required. A "Mr. and Mrs." signature is not acceptable. All property owners must sign individually, including the owners of undeveloped lots. The signature of tenants to the property shall not be acceptable. No signature will be withdrawn from the petition after it is filed with the Department. Each signature should also have the signature of a witness. The purpose of the witness' signature is to verify the signatures of the property owners, if in question. The percentages will be calculated, based on individual lots where owners sign affirmatively, divided by the total number of lots in the Special Assessment District. Each lot shall count as one (1) vote, regardless of the number of owners signing the petition for that lot. Percentages of the homeowners as shown in Section 2.1 must vote in favor.

C. The completed petition must be signed, by an authorized representative of the subdivision, notarized, and then returned to the Department, where it will be checked against tax records and land lot maps to insure that it meets all requirements. It will be returned to the sender if it does not meet the requirements. Petitions that do meet the requirements will be presented to the Commissioners at a public meeting. In the case of a Petition that fails to meet the requirements set forth herein, property owners must wait one year from the date of the Initial Request before requesting another study of that same street(s).

## **2.5 Public Hearing before Board of Commissioners**

A public hearing before the Board of Commissioners will be announced following submission of a petition meeting the requirements set forth in Section 2.4 above. At the Public Hearing, the petition will be approved or disapproved by the Board of Commissioners in their sole discretion and contingent upon availability of funds for this purpose.

## **2.6 Miscellaneous Program Provisions**

A. The time span from receiving the petition to installation of the speed humps will be approximately four (4) to six (6) months. It is recognized, however, that factors beyond the County's control, may delay the installation of the speed humps.

B. Speed hump program fee schedule is as follows: If preliminary field inspection and the traffic study warrant speed humps, and if approved by the Board of Commissioners, then the installation of the speed humps shall initially be funded and installed by the Department. Thereafter, an annual fee for the installation, maintenance, repair and removal of the speed humps shall be \$20.00 per year per each lot located in the Special Assessment District. Such assessment may be amended from time to time by the Public Works Department, upon the written approval of the Chairman of the Board of Commissioners and the Chief of Operations. In the event that the position of Public Works Director is vacant, the amount of the assessment may be amended from time to time by the Chief of Operations, upon the written approval of the Chairman of the Board of Commissioners.

C. The removal of speed humps may proceed or occur if the County is presented with a petition requesting that speed humps be removed. Percentages of the homeowners as shown in Section 2.1 must vote in favor of removing the speed humps. Such a petition

must be signed by property owners in accordance with the criteria set forth in Paragraph B above, and the approval percentage will be calculated in the manner set forth in Paragraph B above. Such a petition for speed hump removal will only be considered after speed humps have been in place for a period of at least one (1) year after final installation. Walton County reserves the authority to remove the speed humps at any time for reasons of safety, changes in: regulatory requirements, laws, guidelines and any new construction. All previously paid assessments are non-refundable upon removal of the speed humps.

D. For subdivisions not completely built out or complete, a minimum of 60% of the total units must be occupied before a petition for the installation of speed humps may be considered.

### **3. GENERAL INSTALLATION GUIDELINES**

#### **3.1 Installing Plastic / Rubber Speed Humps**

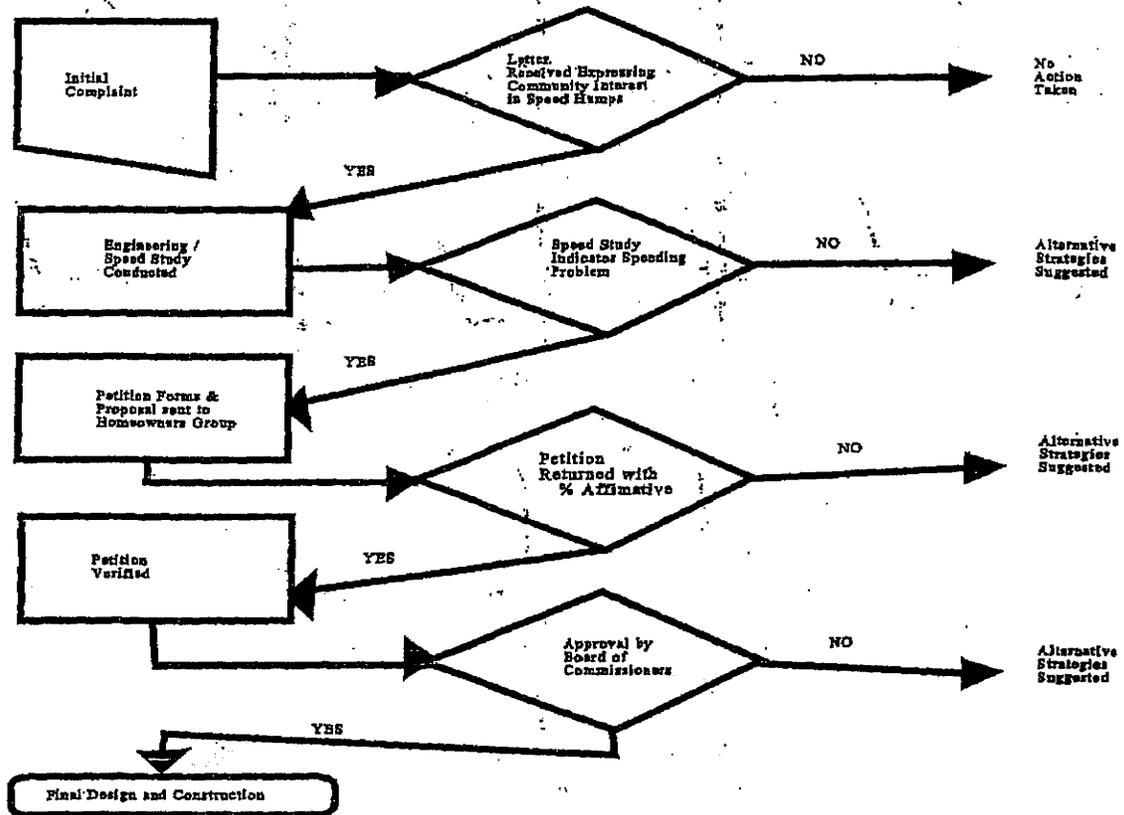
The procedure for installing the plastic / rubber speed humps shall be as follows:

- A. Immediately prior to construction, the roadway shall be thoroughly cleaned at the designated locations of all dirt, loose stone and other debris.
- B. The installation of the speed humps shall be the sole responsibility of the Department to ensure compliance with design and other County specifications.
- C. The contractor shall schedule the work such that an installation at a particular location is completed by the end of the day on which it is started.

#### **3.2 Signs and Markings**

- A. DEPARTMENT RESPONSIBILITY - The Department shall be solely and exclusively responsible for the installation of pavement markings and traffic control signs for each speed hump and speed zone district.
- B. DISTRICT SIGNS - The Department shall place two (2) "Speed Hump District" signs at the beginning and end of each established district at the locations pre-marked by the County.
- C. SPEED HUMP SIGN & ADVISORY PLATES - The Department shall install two (2) "Speed Humps", "20 MPH Signs Ahead" at each speed hump. One set shall be on either side of the hump in the location pre-marked by the County. Such signs shall be nine (9) feet tall and erected within five (5) feet of the edge of the pavement.
- D. MATERIAL SUPPLY - The County will supply all signs, posts and hardware for installation of signs required in Sections 3.2 (B) and (C) above.

Appendix A - Flowchart of Program Elements



**Appendix B - Petition Cover Letter**

Walton County Board of Commissioners  
Public Works Department  
303 South Hammond Drive  
Monroe, Georgia 30655

**PETITION FOR SPEED HUMPS**

1. WE THE UNDERSIGNED, ALL BEING PROPERTY OWNERS OF THE SUBDIVISION LEGALLY TITLED \_\_\_\_\_ UNIT(S) \_\_\_\_\_, DO HEREBY PETITION THROUGH OUR SUBDIVISION OR UNITS(S) FOR INSTALLATION OF SPEED HUMPS.

2. EACH OF US DOES HEREBY PLEDGE AND CONSENT TO THE LEVYING OF LIEN BY WALTON COUNTY AGAINST PROPERTY WE OWN FOR THE PURPOSE OF PAYMENT OF THE COST OF INSTALLING AND MAINTAINING THE SPEED HUMPS. THERE ARE LOTS CURRENTLY EXISTING IN/ON (Subdivison Name, Unit No. and Road names)

3. THIS PETITION REPRESENTS \_\_\_% OR MORE OF THE PROPERTY OWNERS OF THIS SUBDIVISION TO BE AFFECTED JOIN IN THIS REQUEST. (PLEASE DO NOT FILL IN ANY BLANK SPACES THAT APPEAR ABOVE.)

**\*SPECIAL NOTE\***

YOUR SIGNATURE ON THIS PETITION INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND ALL INFORMATION CONCERNING THE SPEED HUMP PROGRAM. Additionally, each property owner signing the accompanying Petition has signed said Petition before a witness who shall be available to verify the signature if necessary.

\_\_\_\_\_  
Signature of authorized representative of the subdivision

Witness

\_\_\_\_\_  
Signature

Appendix C - Petition

WALTON COUNTY SPEED HUMP PROGRAM

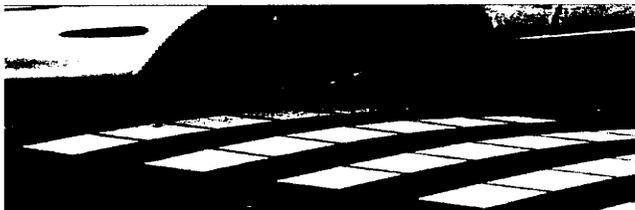
SUBDIVISION NAME:

(Signature as appears on Tax Bill)

1. \_\_\_\_\_ Yes No (circle one)  
Print Name (First, Last)  
  
\_\_\_\_\_  
Signature  
Lot # \_\_\_\_\_  
  
Witness \_\_\_\_\_  
Witness contact info \_\_\_\_\_
2. \_\_\_\_\_ Yes No (circle one)  
Print Name (First, Last)  
  
\_\_\_\_\_  
Signature  
Lot # \_\_\_\_\_  
  
Witness \_\_\_\_\_  
Witness contact info \_\_\_\_\_
3. \_\_\_\_\_ Yes No (circle one)  
Print Name (First, Last)  
  
\_\_\_\_\_  
Signature  
Lot # \_\_\_\_\_  
  
Witness \_\_\_\_\_  
Witness contact info \_\_\_\_\_
4. \_\_\_\_\_ Yes No (circle one)  
Print Name (First, Last)  
  
\_\_\_\_\_  
Signature  
Lot # \_\_\_\_\_  
  
Witness \_\_\_\_\_  
Witness contact info \_\_\_\_\_
5. \_\_\_\_\_ Yes No (circle one)  
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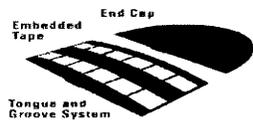
## Appendix D

### Speed Hump Diagram



## **RECYCLED RUBBER MINI SPEED HUMP**

*Modular device safely slows  
vehicle speed while maintaining  
traffic flow*



- High impact, high traction virgin and recycled rubber
- Embedded durable reflective tape
- Interlocking tongue and groove system
- Includes installation hardware
- End caps for protecting section ends from wear and tear
- Emergency vehicle friendly

\* Note: the above diagram of the speed hump is the suggested model, but the Department, in its discretion, may elect to use variations of this style of speed hump.

All policies, practices, resolutions, rules and regulations in conflict with this Resolution are hereby repealed.

**THIS RESOLUTION** is hereby adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

**WALTON COUNTY BOARD OF  
COMMISSIONERS**

\_\_\_\_\_  
Kevin W. Little, Chairman

\_\_\_\_\_  
Clinton Ayers, District 1

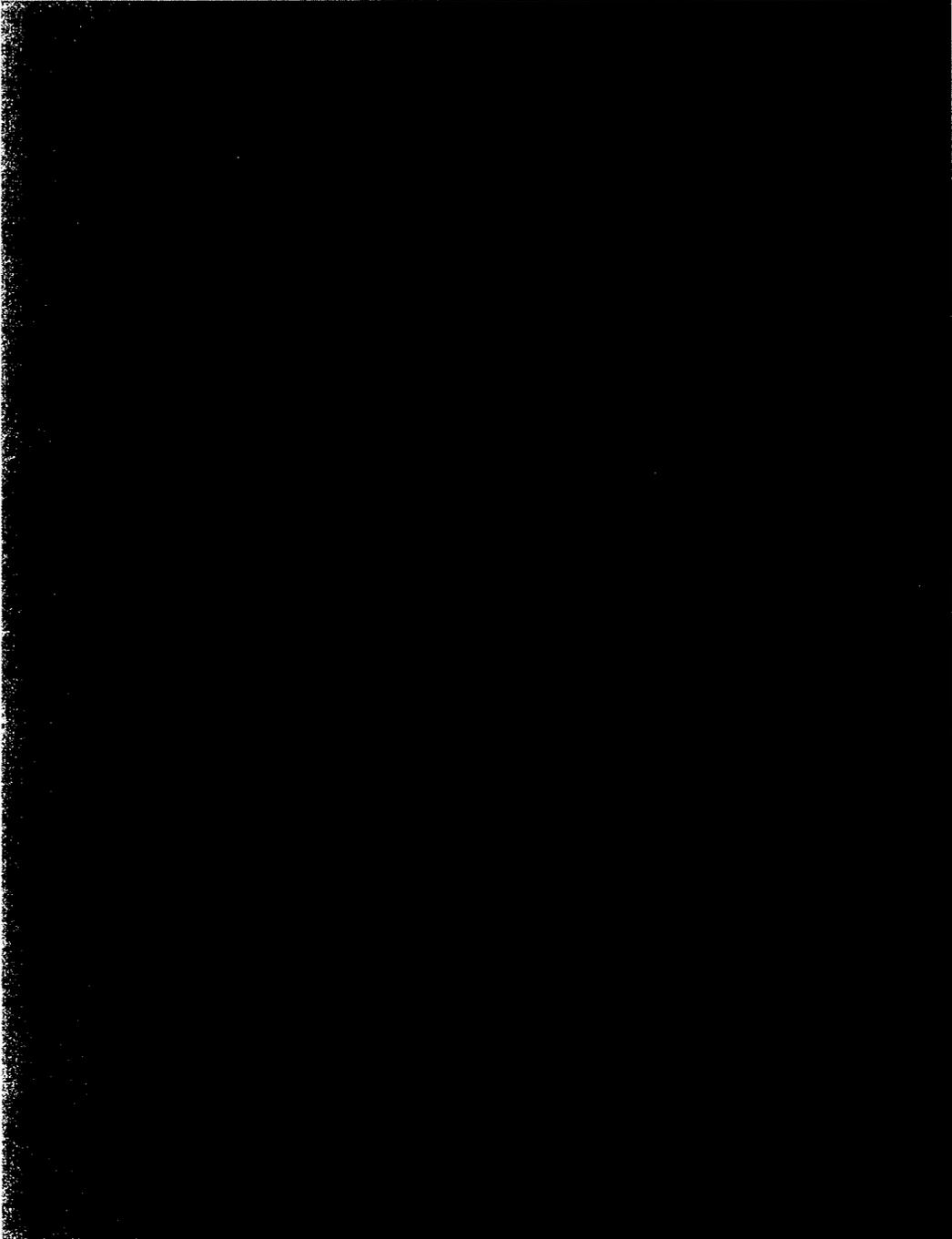
\_\_\_\_\_  
Michael Turner, District 2

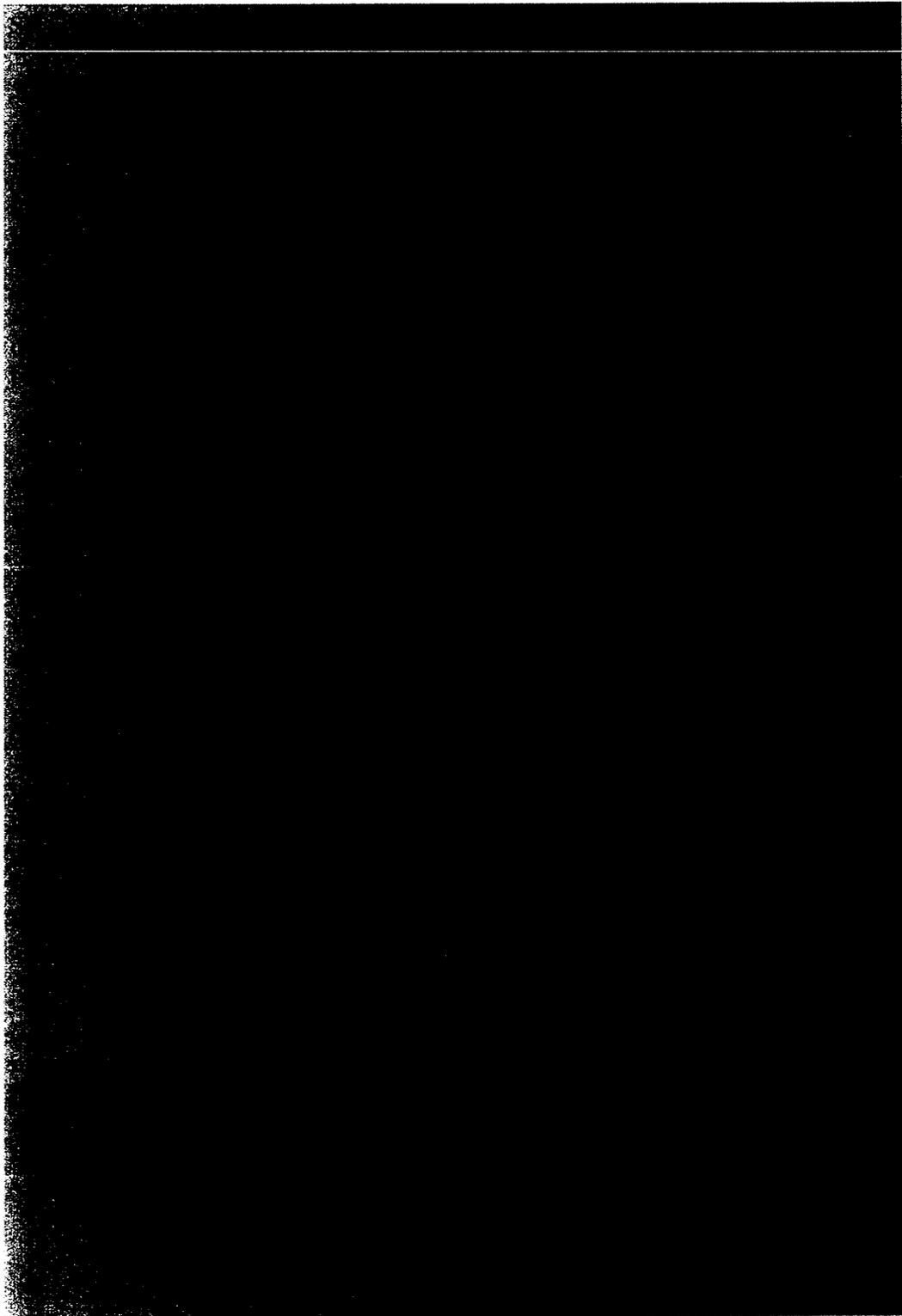
\_\_\_\_\_  
Vickie Gasaway, District 3

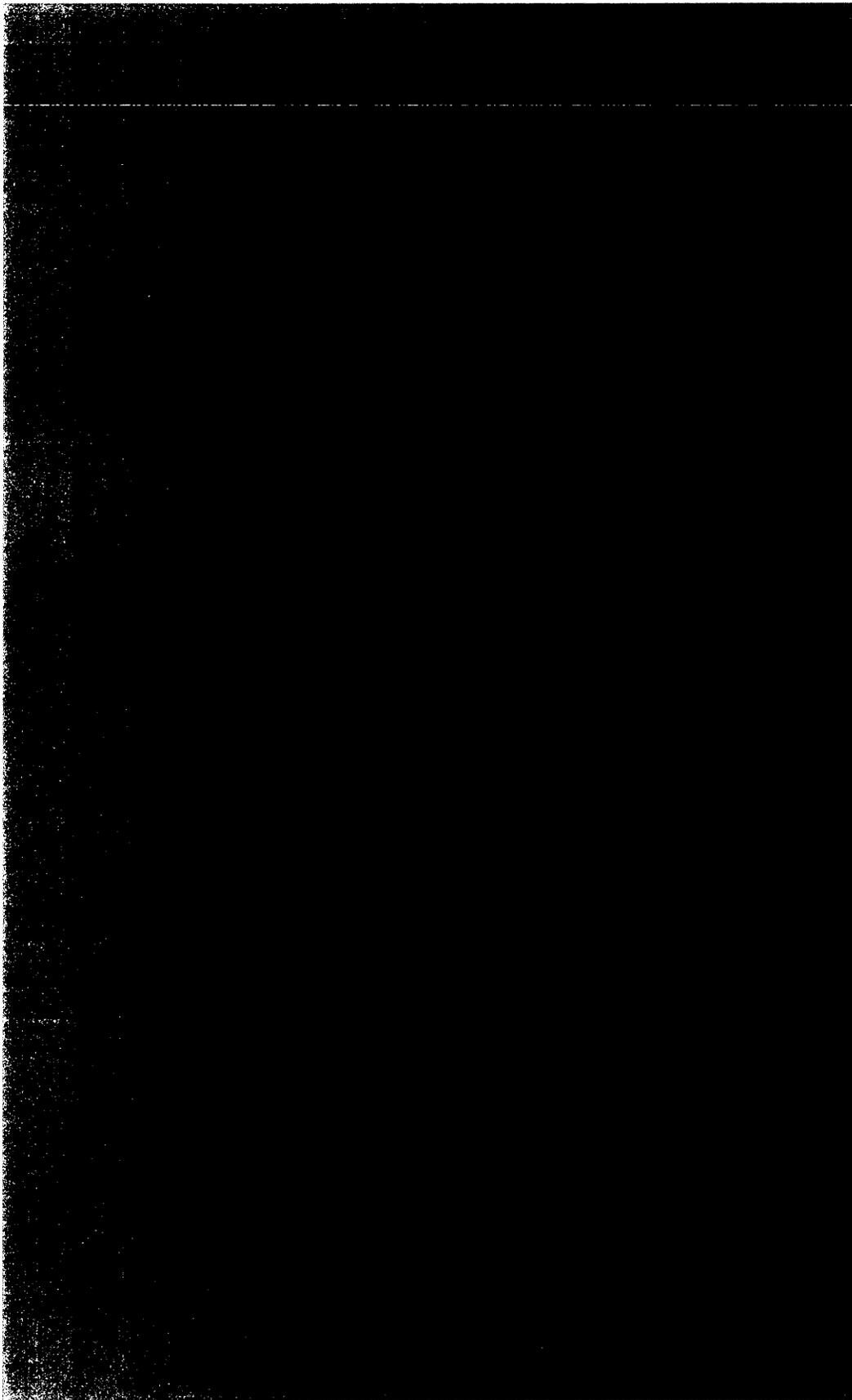
\_\_\_\_\_  
Lamar Palmer, District 4

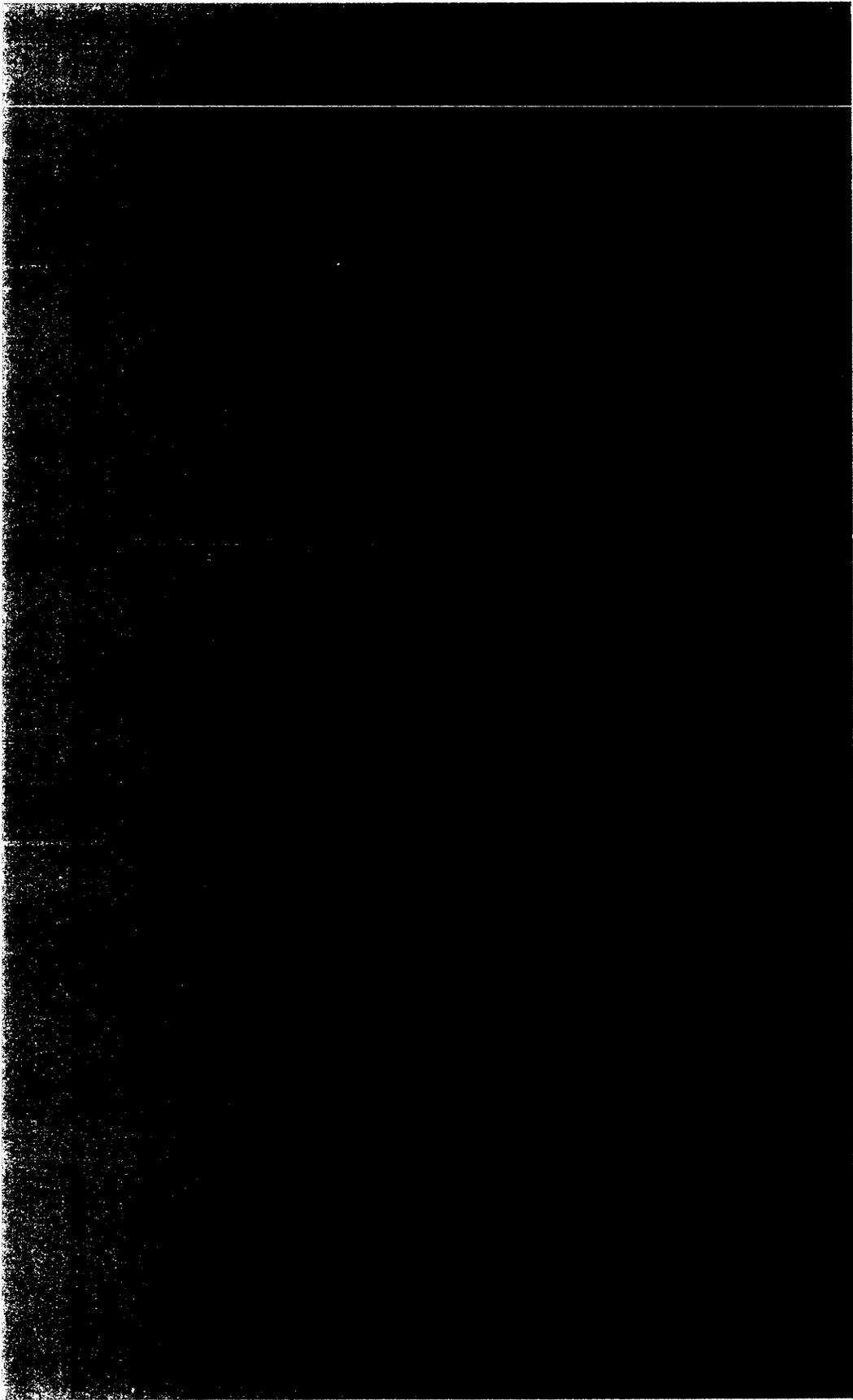
\_\_\_\_\_  
Gerald Atha, District 5

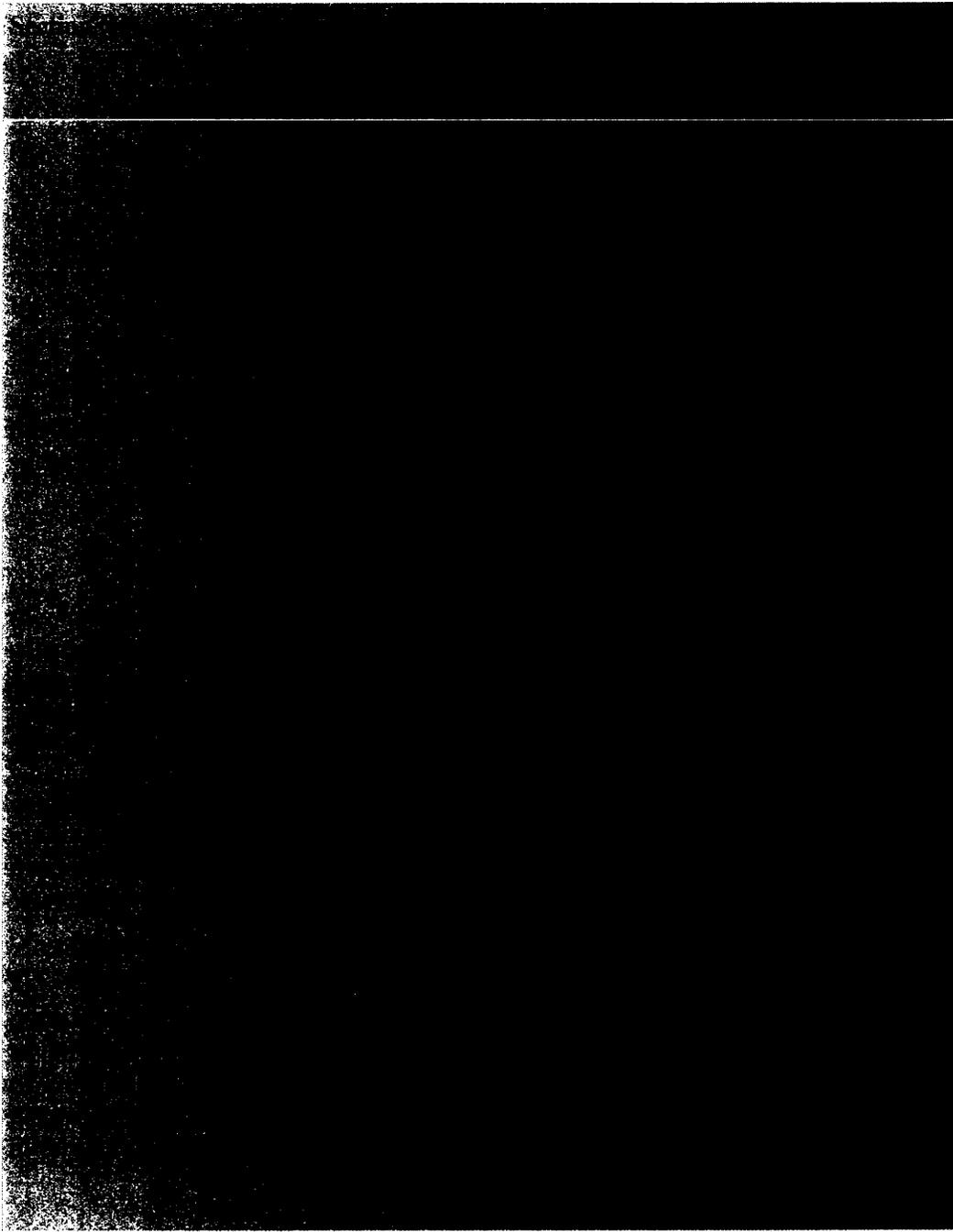
\_\_\_\_\_  
John Robinson, District 6











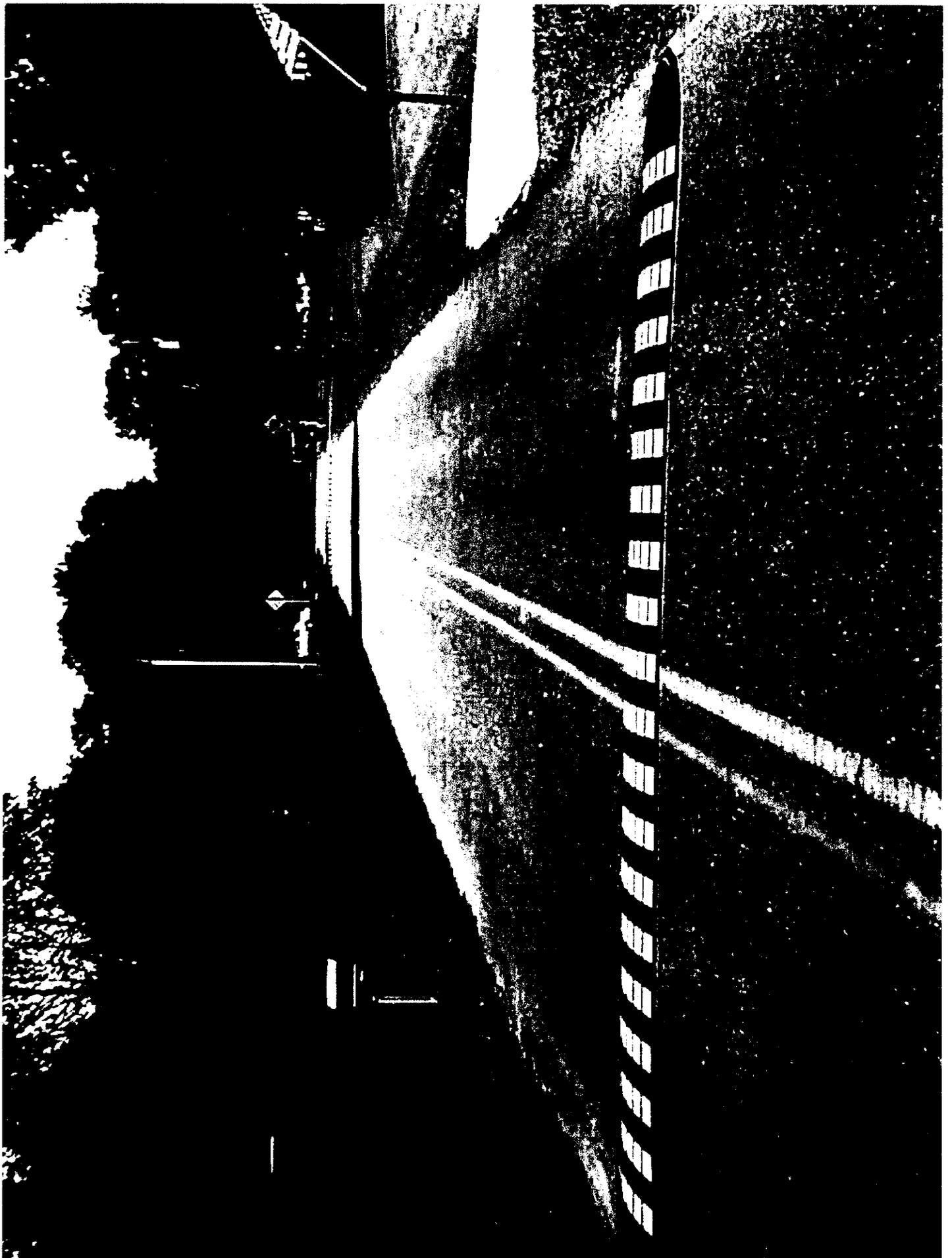
# Glynn County Speed Hump Policy

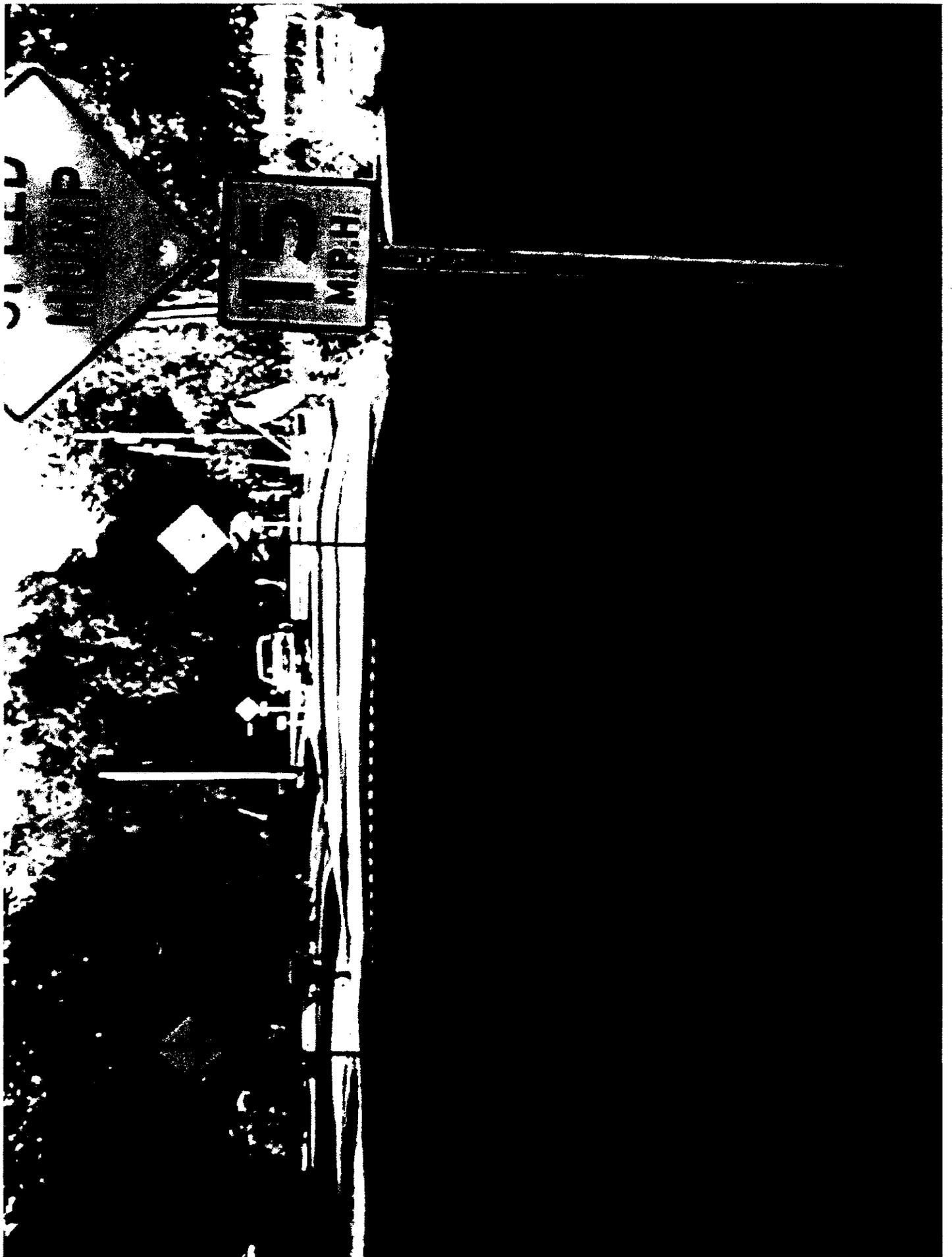
# Glynn County Speed Hump Policy

What are speed humps and  
how do they work?

# Glynn County Speed Hump Policy

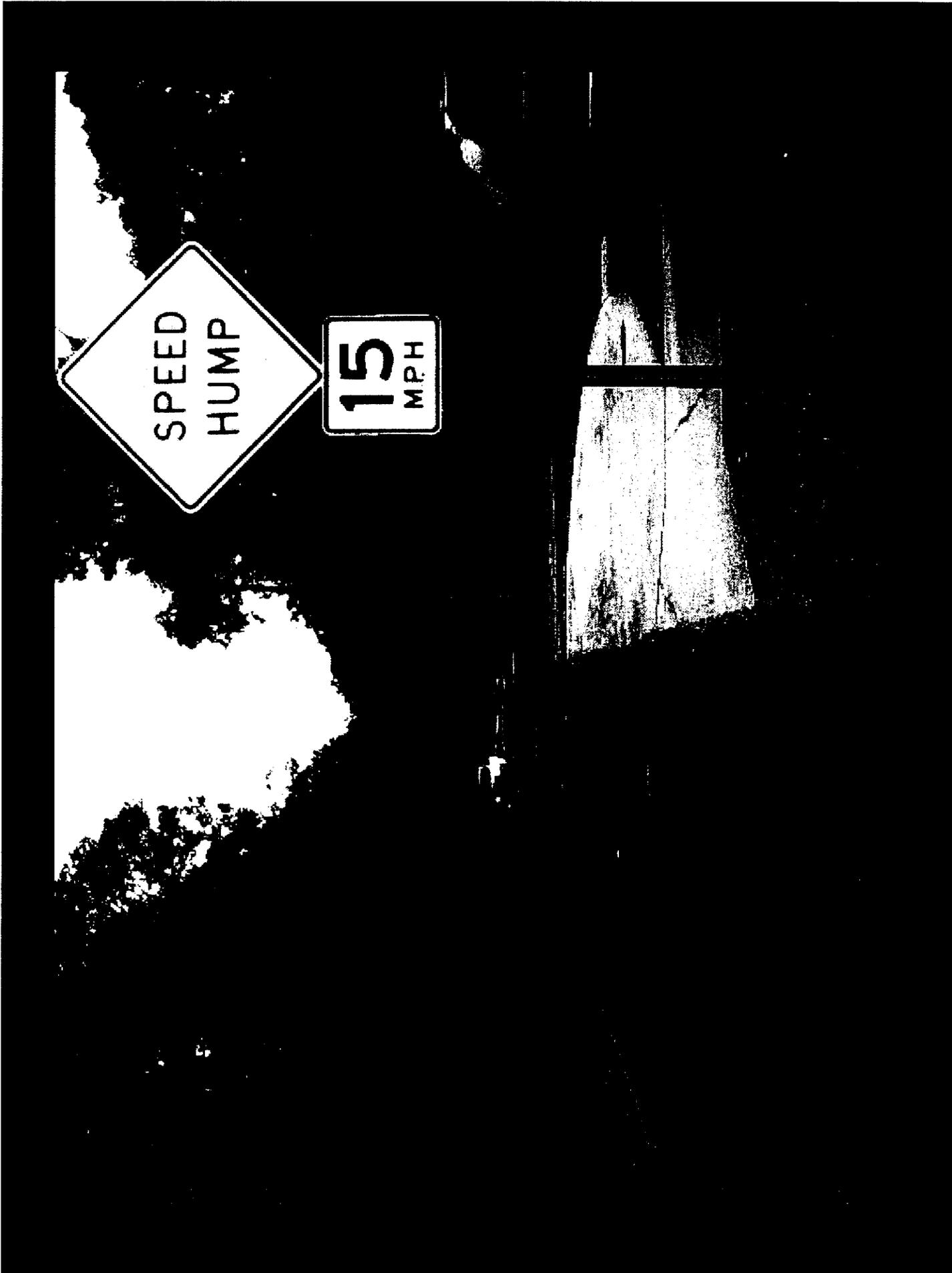
- Speed humps are made of asphalt or rubber material and they come in different sizes, anywhere from four feet (4') across to "speed tables" which can be sixteen feet (16') or more across
- They offer a vertical rise in vehicles as they traverse them and are designed for a specific speed
- At the speed they are designed for, they cause very little disruption
- When a vehicle is exceeding the specified speed, the more pronounced the disruption will be

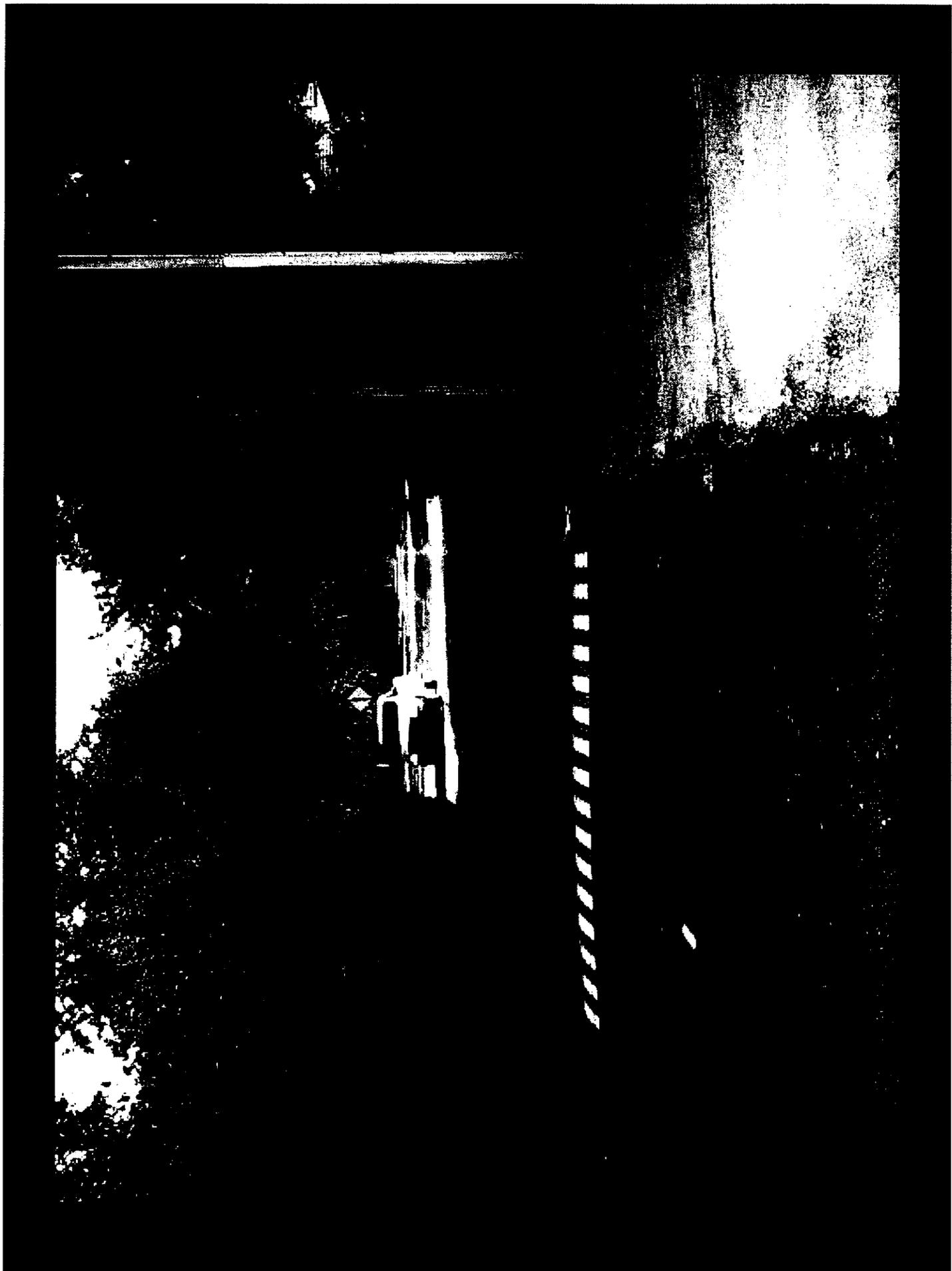




SPEED  
HUMP

15  
M.P.H





# Glynn County Speed Hump Policy

## Positive Aspects of Speed Humps

- Reduced speed at or near hump locations, overall speed reduction is achieved
- Deters traffic from utilizing certain streets for primary routes
- Restores “neighborhood” appeal to a street or area
- Increases driver awareness and consideration of surroundings

# Glynn County Speed Hump Policy

## Negative Aspects of Speed Humps

- Create noise when traversed by vehicles
- Noise factor increases with speed and number of vehicles
- Reduces speed of emergency vehicles such as ambulances, fire trucks and police cruisers
- Some vehicles speed increases between humps as motorist try to “make up” for lost time
- Motorist start taking a different route to avoid humps, thus the problem shifts to another street

# Glynn County Speed Hump Policy

How does the Policy work?

# Glynn County Speed Hump Policy

- Letter of request sent to District Commissioner of the roadway to be considered by resident (s)
- Request is forwarded to Public Works Department
- Traffic study is performed and data analyzed
- Public meeting is held concerning results of study and notifying residents of requirements

# Glynn County Speed Hump Policy

- If roadway does not meet the 85% percentile threshold of thirty-six (36) MPH, ninety percent (90%) of residents must sign a petition requesting speed humps
- If roadway meets the 85% percentile threshold of thirty-six (36) MPH, seventy percent (70%) of residents must sign a petition requesting speed humps

# Glynn County Speed Hump Policy

## Other Considerations

- At least three hundred (300) vehicles per day (average)
- The street in question must be at least one thousand feet (1,000') in length
- Petition signers must be property owners of adjacent property to roadway being considered

# Glynn County Speed Hump Policy

- Petitions should be submitted to Public Works Department for determination of percentage of qualified residents in support
- If the petition meets the requirements, a request will be made to the Board of Commissioners to place the request on the agenda
- Staff will make a recommendation to the Board after taking all factors into consideration
- As the Board of Commissioners votes, staff will follow said direction

# Glynn County Speed Hump Petition

We, the following legal property owners of the address/property fronting on the roadway named \_\_\_\_\_ in Glynn County, Georgia do hereby state our desire for the placement of speed humps.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address/Lot: \_\_\_\_\_ Phone# \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address/Lot: \_\_\_\_\_ Phone# \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address/Lot: \_\_\_\_\_ Phone# \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address/Lot: \_\_\_\_\_ Phone# \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address/Lot: \_\_\_\_\_ Phone# \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address/Lot: \_\_\_\_\_ Phone# \_\_\_\_\_

Signature: \_\_\_\_\_

# COLUMBIA COUNTY BOARD OF COMMISSIONERS

## SPEED HUMP PROGRAM POLICY MANUAL



Columbia County  
Construction and Maintenance Services Division  
Traffic Engineering Department  
(706) 868-4223

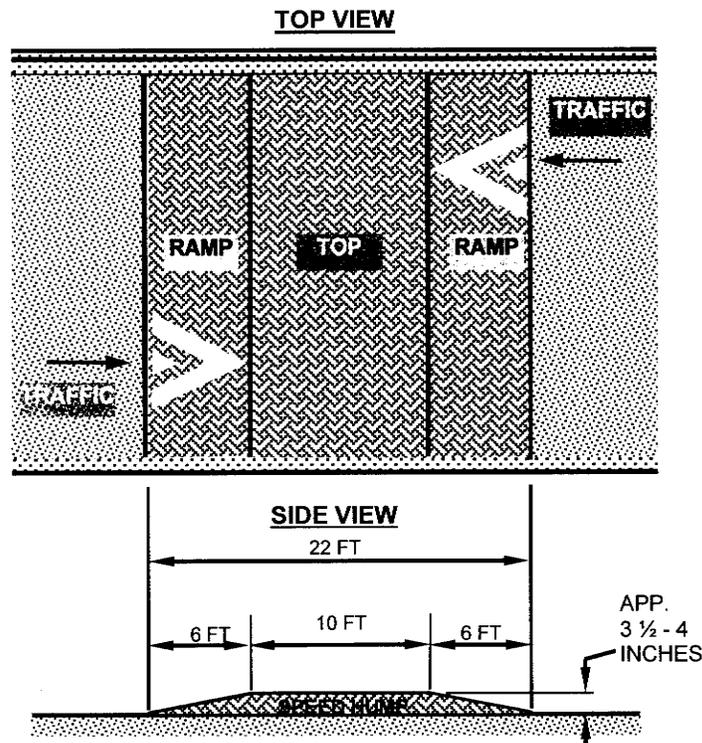
October 2009

**COLUMBIA COUNTY BOARD OF COMMISSIONERS SPEED HUMP PROGRAM POLICY MANUAL**

**INTRODUCTION**

In response to concerns of excessive vehicle speeds in residential neighborhoods Columbia County initiated a study to determine which plans and programs appear to have favorable results regarding a reduction of documented excessive speeding and cut-through traffic on local residential streets. The most popular and cost effective speed reduction tool that resulted from this study was speed humps.

Speed humps provide the opportunity to reduce speeds along an entire local residential street, as opposed to only reducing speeds at spot locations. Speed humps should not be confused with speed “bumps” which are tools typically used in parking lots or areas where pedestrian traffic is prevalent and traffic speeds should not exceed five to ten miles per hour. Speed humps, however, are intended to be negotiated at a comfortable rate of speed, typically at the posted speed limit or at the posted advisory speeds. Their purpose is not to drastically reduce vehicle speeds or impede traffic flow. A sample speed hump layout is provided below.



**LEGAL AUTHORITY**

Speed humps shall only be installed and removed on County maintained residential streets by the authority of the Columbia County Board of Commissioners. This policy shall not apply to private roads.

**INITIAL REQUEST AND SCREENING CRITERIA**

Only owners of property which abut the street may request speed humps for that street. Property ownership will be verified through available county records. All properties, developed or undeveloped which abut the street requested for speed humps must be of residential use except those lots that abut an arterial or collector street where commercial use is permitted.

## **COLUMBIA COUNTY BOARD OF COMMISSIONERS SPEED HUMP PROGRAM POLICY MANUAL**

An initial screening of the requesting street will be performed to confirm the characteristics of the street support consideration of speed humps. If the requesting street does not satisfy all of the following initial screening criteria, the street will be removed from any further consideration in the speed hump program.

- The street must be a county maintained, two-lane paved local residential street that provides access to developed or undeveloped residential lots.
- The street must be classified as a local residential street with a posted speed limit of 25 mph.
- Streets will not be segmented. The entire length of the street where the street name remains unchanged will be considered.
- The pavement width shall not exceed 40 feet.
- The street length shall be at least 700 feet or greater.
- Speed humps shall not be installed on any portion of a street with a grade of 8 percent or more.
- Sufficient separation must be available between driveways to allow for proper placement of speed humps. Speed humps will not be placed directly in front of driveways or parking areas.
- Geometric characteristics of the street must allow for placement of speed humps in general conformance with ITE (Institute of Transportation Engineers).

### **DATA COLLECTION AND BOARD OF COMMISSIONERS CONSIDERATION**

If the initial screening criteria is met, speed and volume data will be collected over a 24 hour period by a counter placed at a location in the roadway that will be representative of the 85<sup>th</sup> percentile speed and volume data for the street. The 85<sup>th</sup> percentile speed is defined as the speed at which eighty-five percent of drivers are traveling at or below, while fifteen percent of drivers are exceeding that speed.

The minimum Annual Daily Traffic (ADT) volume must be at least 251 vehicles per day (VPD) and the 85th percentile speed must be at least 10 miles per hour (MPH) over the posted speed limit for the request to receive further consideration in the speed hump program.

If the minimum speed and volume requirements are met, a proposed speed hump placement map will be created and the Traffic Engineering Department will mail notices including the map, to all affected property owners on the street. The notice will also inform the property owners of the Public Works Services Committee (PWSC) meeting at which the street requesting speed humps will be considered.

If the minimum speed and volume requirements are not met, the property owner who made the request for speed humps will be notified and the street will not be reconsidered for speed humps for a period of one year.

If the request receives favorable recommendation from the PWSC, it will be scheduled for action by the Board of Commissioners. Property owners will be notified of the BOC meeting at which the request for speed humps will be considered.

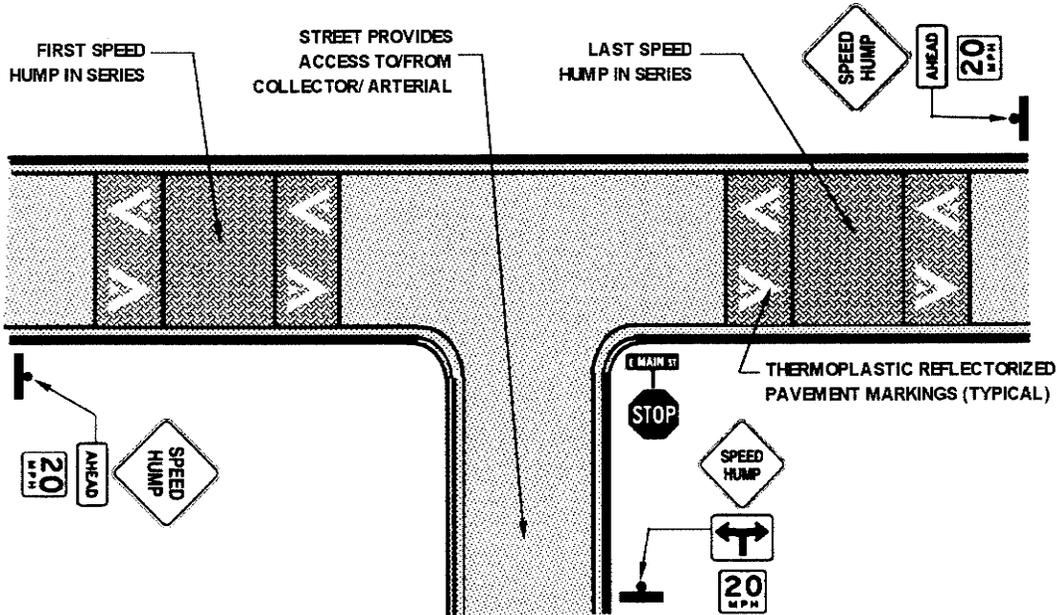
### **STANDARDIZATION OF APPLICATION**

Columbia County follows the typical pavement markings and warning signs for speed humps that are contained in the *Manual on Uniform Traffic Control Devices* (MUTCD) to

**COLUMBIA COUNTY BOARD OF COMMISSIONERS SPEED HUMP PROGRAM POLICY MANUAL**

indicate the presence of speed humps and to identify their location. A sample application of speed hump traffic control devices is provided below.

**SAMPLE APPLICATION OF TRAFFIC CONTROL DEVICES**



**INSTALLATION**

If the request is approved by the Board of Commissioners, speed humps will be scheduled for installation. If the request is denied, the street will not be reconsidered for speed humps for a period of one year.

Installation of speed humps may be delayed if the street is scheduled to be resurfaced. The speed humps will be installed when resurfacing has been completed.

Approved speed humps will be installed in the order in which they are approved by the Board of Commissioners until such time that the speed hump budget is depleted. Any roads that are approved but were not funded will be carried forward to the following budget year, in the same order in which they were approved.

Speed humps may be installed after the appropriated funds have been exhausted if the entire cost of the installation and materials is paid for by the residents of the street. This is applicable to any street on the approved list for installation.

**ATHENS-CLARKE COUNTY  
TRANSPORTATION & PUBLIC WORKS DEPARTMENT  
POLICY/PROCEDURE STATEMENT  
(Revised October 2007)**

**Subject:** Neighborhood Traffic Management Program  
**Functional Area:** Traffic Engineering Division  
**Policy Number:** TE-004

---

**I. Policy Statement:**

The purpose of this policy statement is to define the purpose, procedure, and funding options for the Neighborhood Traffic Management Program.

**II. Program Purpose:**

The purpose of the Neighborhood Traffic Management Program is to reduce accidents, traffic volumes and/or speeds; thereby improving pedestrian safety and creating more pleasant neighborhoods for the citizens of Athens-Clarke County.

Although neighborhood traffic concerns generally relate to excessive speed, pedestrian and bicycle safety, cut-through traffic, accidents and general quality of life issues, this program recognizes the uniqueness of neighborhoods and that the critical issues and concerns vary from case to case. Based on this diversity, this program considers a wide range of potential solutions to address specific concerns of a neighborhood. The recommended solutions resulting from this program should fall into one of the following broad categories:

- Speed controls to allow for shared use of the roadway by pedestrians and vehicles.
- Clear right-of-way assignment to improve intersection safety.
- Roadway modifications and geometric changes to provide for pedestrian facilities.
- Consideration of parking restrictions.

The recommended solution should be based on the existing and intended traffic volumes, speeds and geometrics for the roadway. The Neighborhood Traffic Management Program strives to utilize all type of traffic calming devices to address neighborhood concerns. Athens-Clarke County recognizes that a “one-device fits all” approach is not desirable and the program specifically encourages each neighborhood to develop a traffic calming solution that addresses their specific needs.

The effectiveness of this program is dependent upon:

- Neighborhood involvement
- Focus on problems first and then solutions
- Neighborhood support for recommended solutions
- Evaluation and feedback that ensures desired outcomes are achieved

### III. Procedure:

For neighborhoods desiring to participate in this program, the general procedure illustrated in Exhibit A will be used to define the concerns and develop recommended solutions. This process may be streamlined and modified by staff if deemed appropriate.

1. PROGRAM INQUIRY

The Neighborhood Traffic Management Program shall be principally limited to roads that are classified as local roadways in Athens-Clarke County. A project shall not be allowed along an arterial or major collector roadway. Raised or elevated traffic calming shall not be allowed along minor collector roadways under the Neighborhood Traffic Management Program. A list of the classified arterial and collector streets from the most recently adopted MACORTS Transportation Plan is provided in the attached tables. The construction of traffic calming devices on these roads is not permitted unless approved by the Mayor and Commission.

2. PROGRAM INITIATION

To initiate the procedure, a neighborhood group must first contact the Traffic Engineering office. At that time, the Traffic Engineering staff will provide guidance on the study area based on traffic patterns and street configuration. The study area will vary, and may include all owner-occupied homes up to 1,000 feet from defined area, including all who must travel on the roadway to access homes. A map of the study area will be developed by Traffic Engineering staff to show the defined area. Once the study area is defined, 50% of owner-occupied homeowners will need to express interest in traffic control improvements to proceed.

3. PROBLEM IDENTIFICATION and SOLUTION SELECTION

If 50% of the owner-occupied homeowners in the defined area provide a positive response, the neighborhood and staff will proceed with the procedure and perform an engineering analysis of the street. Recognizing the fact that most traffic calming projects results in "after" speeds of around 32 mph, the Neighborhood Traffic Management Program will focus primarily on neighborhoods that currently have vehicles traveling on the surrounding streets faster than 35 mph since those neighborhoods will see the greatest reduction in vehicle speeds once going through the program. The minimum requirements to proceed forward with the program are 750 vehicles per day and an 85<sup>th</sup> percentile speed greater than 35 mph on the street as determined by the engineering analysis. A public meeting will be held in the community to discuss the problems and potential solutions. At a minimum, representatives of the Traffic Engineering Division will attend these meetings and, where necessary, representatives of the Police Department will attend to discuss police enforcement.

Certain types of traffic calming devices have been demonstrated to cause seven seconds per device to emergency vehicle response times. In an effort to reduce

the cumulative effect of these devices, no destination responded to from a fire station shall have their response time impacted by more than 60 seconds due to traffic calming devices.

Based on the comments received at the public meeting, the neighborhood and Traffic Engineering staff will proceed with developing a recommended solution. All property owners (owner-occupied homeowners and rental property) will be notified of the recommended solution. As with most decisions involving public infrastructure improvements, the final approval of any traffic calming project will lie with the Mayor and Commission.

4. **NEIGHBORHOOD SUPPORT**

To determine the level of support for the recommended solution, the neighborhood group will circulate and acquire signatures on a petition provided by the Traffic Engineering office. In cases where the neighborhood and staff do not reach a consensus on a recommended solution, the petition circulated will include both the neighborhood and staff recommendations. A successful petition must indicate that 65% of the owner-occupied homeowners support the implementation of a recommended solution and agree to participate in the funding of the solution, if necessary. The petition format will be supplied by Traffic Engineering and will include the option to return a form by mail in lieu of signing an actual petition. The neighborhood has six months to complete this final petition process following the staff's presentation of the recommended plan to the neighborhood.

The exact amount of funding the neighborhood would be responsible for is dependent on the amount of non-resident (cut-through) traffic that is on the neighborhood road system. For those neighborhoods that experience a high percent of non-resident traffic (greater than 60 percent), the neighborhood would not be required to fund any of the recommended solution. The amount of neighborhood funding required will be a sliding scale up to 50 percent of the total cost of the installation of the recommended solution and the maintenance of the roadway based on the amount of non-resident traffic on the roadway, as shown in Exhibit C. For example, under this scenario and using the table in Exhibit C, a neighborhood with 25 percent cut-through traffic would responsible for 30 percent of the total cost with the Unified Government funding the remaining 70 percent.

5. **PROJECT REVIEW and PRIORITIZATION**

If 65% of the property owners support the recommended solution and agree to fund up to 50 percent as necessary for construction of the chosen solution, the project will be evaluated and ranked against other projects requesting public funds using a point system that is illustrated in Exhibit B. The basis of the ranking will be the results of the pre-engineering study that was completed for the project. All projects requesting public funding will be ranked based on the total number of points each project received. Project approval will be based on the

available funds, priority and by the neighborhoods' involvement through the process. (For example, those projects that have returned the 65% petition will be ranked higher than those who have not held a community meeting.) Projects will be ranked and presented to the Commission for consideration annually. Any project, seeking public funding, submitted after the deadline for the Commission's action will be considered in the following year's program.

6. FINALIZE NEIGHBORHOOD FUNDING PARTNERSHIP  
Traffic Engineering staff will determine the total construction and maintenance costs for the project. The maintenance costs associated with speed humps is a complete replacement in ten years, based on the life-cycle asphalt replacement. The payment from the neighborhood (if required as illustrated in Exhibit C) will either be through a one-time cash payment or by developing a Special Capital Improvement Assessment Area (SCIAA) as adopted by the Mayor and Commission on December 4, 2001 for no more than a three-year period. Once funds are available, installation would occur shortly after the Mayor and Commission approval and formation of the special service area.
7. COMMISSION REVIEW and ACTION  
If 65% of the owner-occupied homeowners support the recommended solution and agree to a special tax assessment, staff will prepare and forward a report to the Mayor and Commission outlining the findings and recommendations.
8. PROJECT IMPLEMENTATION  
After the Mayor and Commission's approval for the implementation of the year's NTMP projects, the construction of the recommended approved projects will be scheduled as soon as practical.
9. EVALUATION PHASE  
Traffic Engineering staff will perform a follow-up study six months after implementation of the Mayor and Commission approved solution. In addition, Traffic Engineering staff will conduct a post-installation public meeting with the neighborhood to take comments on the traffic calming devices and their effectiveness in addressing the traffic problems.
10. PROJECT COMPLETION  
If the neighborhood is unsatisfied with the results of the project, the process will start again.

**IV. Program Funding:**

Generally, neighborhoods are expected to participate with Athens-Clarke County in funding the construction and maintenance cost of the recommended solution. The only exception to this requirement is for those neighborhoods that are experiencing a high amount of cut-through traffic (more than 60 percent of the total traffic volumes) on the streets through their neighborhood.

In most cases, this partnership will be handled by the establishment of a Special Tax Assessment that would appear on the property tax for all the projects located within the defined area for the project. The funding options available for this program are as follows:

1. Neighborhood and Athens-Clarke County Partnership: The availability of funding under this option will be contingent upon the annual budget approval process and the support of the neighborhood. If capital funds are allocated within the current year's general fund capital budget, the expenditure of these funds will be based on the neighborhood's commitment to pay up to 50 percent of the construction and maintenance cost of the preferred solution and the Commission's approval of the Annual Neighborhood Traffic Management Program priority list. The priority and ranking on this list will be determined by evaluating each neighborhood using the point system shown in Exhibit B. Under an example 50/50 partnership, the neighborhood must secure the remaining 50 percent of the construction and maintenance cost either through a direct payment or the establishment of a Special Capital Improvement Assessment Area (SCIAA) before the project is approved.

If the neighborhood chooses to establish a Special Capital Improvement Assessment Area (SCIAA) tax assessment to cover the neighborhood share of the costs, a detailed special tax assessment map will be prepared which illustrates the specific tax parcels that will be assessed for the cost of the installation and maintenance of the recommended solution. The Commission must approve the special tax assessment boundaries and the amount annually collected. The process to set up the boundaries of the tax assessment area will be in accordance with the procedure adopted by the Mayor and Commission on December 4, 2001 for the Public Utilities Department to assess fees for capital improvement projects.

2. Commission Contingency Funds: This funding option would be available for consideration in cases when the Commission does not select funding option 1. Under this option, the Commission would review each neighborhood on a case by case basis.
3. All Neighborhood Funds: This funding option would be available when the neighborhood chooses to by-pass the point system/priority list process to expedite implementation. For this option the neighborhood would be responsible for the total cost of the installation and maintenance of the recommended solution. Under this process, the Commission must approve the project and the neighborhood must acknowledge that no public funding will be used in constructing the project.

**V. Exceptions:**

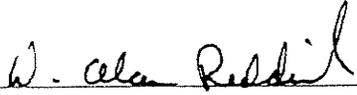
All exceptions to this policy must be approved by the Mayor and Commission.

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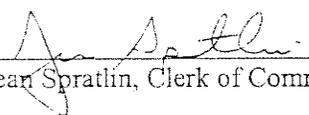
**Recommended By:** Transportation & Public Works Department

 Date: 9.27.2007  
David Clark, Director

Approved By: \_\_\_\_\_

 Date: 9.28.2007  
Alan Reddish, Manager

Approved by the Commission of the Unified Government of Athens-Clarke County on  
10-02, 2007

 Date: 10-03 2007  
Jean Spratin, Clerk of Commission

**TABLE 1**  
**Arterials**  
**Athens-Clarke County**

1.	Athens Perimeter - US 78, 441, 129, SR 8, 15, 10
2.	Atlanta Highway - US 78 Bus., SR 10 (from US 78 to Middle Oconee River)
3.	Barnett Shoals Road (Oconee County to Gaines School Road)
4.	Broad Street - US 78 Bus., SR 10 (from Middle Oconee River to Thomas Street)
5.	Cherokee Road
6.	College Station Road (East Campus Road to Gaines School Road)
7.	Commerce Road - US 441, SR 15
8.	Dougherty Street (Thomas Street to Pulaski Street)
9.	Epps Bridge Road
10.	Gaines School Road
11.	Hull Road – SR 72
12.	Jefferson Road – US 129, SR 15
13.	Lexington Road - US 78, SR 15
14.	Macon Highway
15.	Milledge Avenue - SR 15 Alt.
16.	Monroe Highway – US 78 Bus, SR 10 (Oconee County to Atlanta Highway)
17.	North Avenue - from Thomas Street to the Athens Perimeter
18.	Oak Street (Oconee Street to Oconee Street)
19.	Oconee Street - (Thomas Street to Oak Street) and (Oak St. to Lexington Rd.)
20.	Prince Avenue – (Pulaski Street to Milledge Avenue)
21.	Prince Avenue – SR 15 Alt (Milledge Avenue to Athens Perimeter)
22.	Thomas Street
23.	US 29, SR 8 – (Perimeter to Madison County)

**TABLE 2**  
**Major Collectors**  
**Athens-Clarke County**

1.	Alps Road
2.	Athens – Winterville Road
3.	Barnett Shoals Road – (Gaines School Road to Lexington Road)
4.	Baxter Street
5.	Belmont Road
6.	Bob Godfrey Road
7.	Cedar Shoals Road
8.	Charlie Bolton Road
9.	Chase Street
10.	Cleveland Road
11.	Danielsville Road
12.	Dr. Martin Luther King, Jr. Parkway
13.	Harve Mathis Road
14.	Hawthorne Avenue
15.	Jennings Mill Road
16.	Jimmie Daniel Road
17.	Lumpkin Street - from Dougherty Street to Milledge Avenue
18.	Mitchell Bridge Road
19.	Moore's Grove Road
20.	Morton Road
21.	New Jimmie Daniel Road
22.	Newton Bridge Road
23.	Oglethorpe Avenue - from Athens Perimeter to Prince Avenue
24.	Old Hull Road - from GA 72 to North Avenue
25.	Old Lexington Road
26.	Pound Street (Boulevard to Prince Avenue)
27.	Pulaski Street - from Dougherty Street to Broad Street
28.	Robert Hardeman Road
29.	Smithsonia Road
30.	Tallassee Road
31.	Thomas Street – North Avenue to Broad Street
32.	Timothy Road
33.	Voyles Road
34.	Whit Davis Road
35.	Whitehall Road

**TABLE 3**  
**Minor Collectors**  
**Athens-Clarke County**

1.	1 <sup>st</sup> Street
2.	4 <sup>th</sup> Street (First Street to Old Hull Road)
3.	Athena Drive
4.	Baldwin Street
5.	Barber Street
6.	Beaverdam Road
7.	Bob Wages Road (Fowler Drive to Jackson County)
8.	Boley Drive
9.	Boulevard – Pound Street to Barber Street
10.	Broad Street – Thomas Street to Peter Street
11.	Carlton Street
12.	Cedar Creek Drive
13.	Cedar Street
14.	Chandler Ray Road
15.	Chase Street (Prince Place to Broad Street)
16.	College Avenue - from MLK, Jr., Parkway to Dougherty Street
17.	College Station Road
18.	East Campus Road
19.	Epps Bridge Road (Epps Bridge Pkwy to Atlanta Hwy) & (Atlanta Hwy to Hawthorne Avenue)
20.	Fowler Drive
21.	Fowler Mill Road
22.	Freeman Drive
23.	Hancock Avenue - from Broad Street to Thomas Street
24.	Hancock Industrial Way
25.	Homewood Drive
26.	Huntington Road
27.	Indian Hills Drive
28.	Jefferson River Road
29.	Kathwood Drive
30.	King Avenue
31.	Lavender Road
32.	Lem Edwards Road
33.	Lumpkin Street - from Macon Highway to Milledge Avenue
34.	Main Street (North) – Winterville
35.	Main Street (South) - Winterville
36.	Milledge Circle

**TABLE 3 (Continued)**  
**Minor Collectors**  
**Athens-Clarke County**

37.	Nellie B. Avenue
38.	Nowhere Road - Freeman Road to Jackson County Line
39.	Old Elberton Road
40.	Old Epps Bridge Road (Atlanta Hwy to Hawthorne Ave)
41.	Olympic Drive
42.	Peter Street
43.	Pittard Road
44.	Poplar Street
45.	Prince Place
46.	Research Drive
47.	Rocksprings Street
48.	Smokey Road
49.	Southview Drive
50.	Spring Valley Road
51.	Strickland Avenue (North Avenue to 4 <sup>th</sup> Street)
52.	Sunny Hill Drive (Danielsville Road to Nowhere Road)
53.	Thomas Street (Broad Street to Baldwin Street)
54.	Vincent Drive
55.	Vine Street (First Street to Nellie B. Avenue)
56.	West Lake Drive – Lumpkin Street to Alps Road
57.	Westview Drive - from Milledge Circle
58.	Whitehead Road
59.	Wilkerson Street
60.	Williams Street
61.	Willow Street



**ATHENS-CLARKE COUNTY  
NEIGHBORHOOD TRAFFIC MANAGEMENT  
PROGRAM PROCEDURE  
EXHIBIT A**

**Step 1**

**Program Inquiry**

- Neighborhood requests more information about the NTMP.
- Traffic Engineering determines if the neighborhood streets are eligible for the program based on street classification. The study area is defined by Traffic Engineering staff.

**Step 2**

**Program Initiation**

- Neighborhood submits petition that requests traffic calming measures (50% support required in the defined area).

**Step 3**

**Problem Identification and Solution Selection**

- Preliminary engineering study with screening guidelines based on speed and volume on the streets.
- Neighborhood meetings(s) to clarify concerns, identify desired outcomes, brainstorm potential solutions.
- Discuss funding source options, including neighborhood Participation through a special tax assessment or one-time cash payment.
- Select preferred solution that details the exact type and location of of traffic calming devices and the anticipated cost.
- Fire Department review of traffic calming device locations.

**Step 4**

**Neighborhood Support**

- Neighborhood circulates and submits a petition or form that can be mailed back to Traffic Engineering recommending the construction of the preferred solution (65% support from the property owners for the recommend solution and method of funding is required).

**Step 5**

**Project Review and Prioritization**

- Staff prioritizes all projects that have submitted petitions with 65% support based on accidents, speed, traffic volumes, and traffic character.
- Staff submits a prioritized list of projects to the Commission once a year.

**Step 6**

**Finalize Neighborhood Funding Partnership**

- The special tax assessment boundaries are established.
- Based on the recommended project, staff determines the total Construction and maintenance cost for the project. The total cost of the project is shared between the neighborhood and Athens-Clarke County depending on the amount of cut-through traffic present in the neighborhood. The cost breakdown is illustrated in Exhibit C.
- The neighborhood chooses between a one-time cash payment or an annual special tax assessment on their property tax.

**Step 7**

**Commission Review and Action**

- Staff submits a report to Commission which outlines findings and Recommendations of all projects for the fiscal year.
- Commission approves fiscal year projects.
- Commission approves the one-time cash payment or the special Tax assessment for those projects that require neighborhood Funding participation.

**Step 8**

**Project Implementation**

- The Transportation and Public Works Department will oversee final design and installation of the recommended solution.

**Step 9**

**Evaluation Phase**

- Six months after the implementation of the traffic calming device, a post-engineering study will be conducted.
- The post-engineering study will include a comparison of speeds, volumes, and accidents before and after the implementation of the devices.
- A public meeting with the neighborhood will be conducted to solicit comments on the effectiveness of the project.

**Step 10**

**Project Completion**

- If the neighborhood is pleased with the results, the project will be considered completed.
- If the same problems exist or if additional problems have resulted since the installation of the traffic calming devices, then the process will start again.

**NEIGHBORHOOD TRAFFIC  
MANAGEMENT PROGRAM  
POINT SYSTEM  
EXHIBIT B**

◆ ACCIDENTS (based on 3 year history)

<i>Correctable Accidents per million vehicles</i>	<i>Points</i>
0 - .50	1
.51 - 1.00	2
1.01 - 1.50	3
1.51 - 2.00	4
2.01 - 3.00	5
3.01 +	6

◆ TRAFFIC VOLUMES (week day average)

<i>Vehicles/Day</i>	<i>Points</i>
0 - 750	0
751 - 1,000	1
1,000 - 1,250	1½
1,251 - 1,500	2
1,501 - 2,000	3
2,001 - 2,500	4
2,501 - +	5

◆ TRAFFIC SPEEDS (85<sup>TH</sup> PERCENTILE)

<i>% of Vehicles Traveling Over Posted Speed</i>	<i>Points</i>
0 – 25%	1
26 – 35%	2
36 – 40%	3
46 – 55%	4
56 – 75%	5
75% +	6

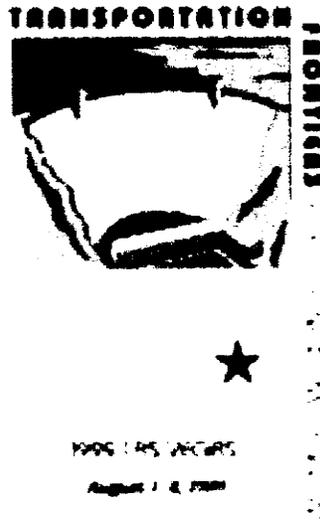
◆ TRAFFIC CHARACTERISTICS

<i>Type of Traffic</i>	<i>Points</i>
Traffic results from a cul-de-sac residential neighborhood	1
Traffic results from a single adjoining cul-de-sac subdivision neighborhood	2
Traffic results for several adjacent neighborhood passing through the neighborhood	3
Traffic is largely cut-through traffic through the neighborhood	4

Neighborhood Traffic Management Program  
Neighborhood Cost Sharing  
EXHIBIT C

Traffic Character		Neighborhood Payment	A-CC Payment
Resident	Other(Cut-Through)		
91 - 100%	0 - 9%	50.0%	50.0%
81 - 90%	10 - 19%	40.0%	60.0%
71 - 80%	20 - 29%	30.0%	70.0%
61 - 70%	30 - 39%	20.0%	80.0%
51 - 60%	40 - 49%	10.0%	90.0%
41 - 50%	50 - 59%	5.0%	95.0%
31 - 40%	60 - 69%	0.0%	100%
21 - 30%	70 - 79%	0.0%	100%
11 - 20%	80 - 89%	0.0%	100%
1 - 10%	90 - 99%	0.0%	100%
0%	100%	0.0%	100%

## **Calming Neighborhood Traffic with Speed Humps: Comparing Policies and Programs in Metro Atlanta**



**By:**

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### Appendices

A	Tables Utilized in Presentation: Comparing Additional Information
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## **Abstract**

“Calming Neighborhood Traffic with Speed Humps: Comparing Policies and Programs in Metro Atlanta.”

The presentation will examine the policies and programs of speed hump programs in metropolitan Atlanta (the City of Atlanta, Cobb County, DeKalb County, and Gwinnett County).

The City of Atlanta adopted a speed hump policy in 1994. Since then, more than 436 locations have been reviewed with implementation occurring on 25 neighborhood streets. The policy requires a 24-hour volume between 400 to 3,000 vpd for speed hump installation. Currently, in-house construction services install speed humps on streets at a cost of \$1,100 per speed hump. Nearly 40 locations are slated for construction in 1999.

Cobb County adopted a speed hump policy in June 1996 to supplement its ongoing neighborhood traffic management program. The County decided to privatize its speed hump program after receiving 250 requests for speed humps and retained the services of ARCADIS Geraghty & Miller. The speed hump policy requires a preliminary and post-data collection effort to register an 85<sup>th</sup> percentile speed of at least 35 mph and average daily traffic between 300 and 3,000 vpd for a 24-hour period. Highlights of the program include utilization of two speed hump designs, privatization, neighborhood petitioning and public meetings, contractor installation, and management of two radar-speed trailer units. As of December 31, 1998, there were speed humps in five residential streets.

DeKalb County operates its speed hump program through the DeKalb County Public Works Division (DCPWD). A three-person traffic calming group was assembled in 1997 to handle the 400 requests for speed humps received from county residents. The policy requires traffic data collection, and the 85<sup>th</sup> percentile speed must be at least 35 mph. The DCPWD performs construction in-house.

Gwinnett County has had a speed hump program in operation since 1994. Since that time, 200 locations have been reviewed. One traffic engineering staff member operates the program. Traffic data collection is made, and for a 24-hour period, a 85<sup>th</sup> percentile speed of 35 mph must be recorded. There is no radar-speed trailer unit mobilization. No minimum or maximum traffic volume is established in the speed hump policy. Public meetings with neighborhood residents are conducted by county staff if traffic speed requirements are met. There have been speed humps installed in 92 neighborhood streets. In addition to speed humps, the County has begun installing traffic circles in

## **Calming Neighborhood Traffic with Speed Humps**

Comparing Policies and  
Programs in Metro Atlanta

some neighborhoods. During the past four years, pavement markings and signing have undergone significant changes to improve appearance and speed hump identity.

## **Speed Humps as a Traffic Calming Measure**

Governments in the metro Atlanta area have received numerous complaints from citizens in reference to vehicles speeding in residential neighborhoods. Therefore, speed hump programs were adopted by the City of Atlanta, Cobb County, DeKalb County, and Gwinnett County. The speed hump device was chosen by these agencies because of its documentation by the Institute of Transportation Engineers (ITE) as an effective way to calm traffic.

The speed hump design currently being utilized by the agencies in this study is a 22-foot-long asphalt speed hump with a slope that reaches a maximum height of 3 5/8 inches 6 feet on either side of a 10-foot plateau. The speed hump is designed for the width of roadway pavement and does not interfere with roadway drainage. All agencies included in this analysis and the City of Atlanta have adopted their own signing and pavement marking standards for the currently installed speed humps.

The following document examines the various policies that make up the speed hump programs. In addition to the background of the programs, current data for the individual programs will be shared.

### **The City of Atlanta Speed Hump Program (1994 to Present)**

The speed hump program for the City of Atlanta has been in operation since 1994. To date, nearly 436 streets have been studied by City staff. At the program's inception in 1994, homeowners paid for the speed humps. Today, a petition process is followed by citizens, and there is no installation or maintenance fee assessed.

The following process is used by the City of Atlanta to evaluate a potential street for speed humps.

#### **Traffic Data Collection**

Once a citizen application to the City of Atlanta is received, data collection is performed for the requested street segment. Criteria for a street to qualify include the following: the street must have a recorded 85<sup>th</sup> percentile speed of at least 35 mph and the traffic volume must fall in a range between 400 to 3,000 vpd.

### **Defining the Service Area**

If the requested street meets the data requirements, a service area is defined along with locations at which speed humps would be most effective. The individuals in the service area are given the right to vote for speed humps.

### **Preliminary Meeting With Citizens Affected by Speed Humps**

Once speed hump locations are identified by the Department, two meetings are established with citizens. The first meeting is conducted with the requester(s) of the speed humps. A second meeting is conducted with the neighborhood residents within the speed hump service area.

### **Petition Process**

The City distributes a petition to the neighborhood representative, who then distributes the petition to his/her neighbors. The petition must receive an approval percentage of 75 percent for speed hump installation. This individual will have a flexible amount of time to return the petitions to city staff. If the approval percentage is reached, a speed hump installation date is established.

### **Speed Hump Installation**

After installation of the speed humps by county construction employees, the City of Atlanta will perform a post-evaluation study. Pavement markings used in the program include two white thermoplastic solid triangles in each travel direction. Signage used in the program includes a sign at the subdivision access point that reads "Speed Humps Ahead." As part of the program, the City of Atlanta is responsible for the maintenance of the speed humps and signage.

The City of Atlanta's speed hump construction heights (measured in the field) are higher than the recommended speed hump design by ITE. However, lengths of the speed hump in the field slightly parallel those of ITE standards. The speed humps installed currently follow the ITE standard of placing a series of humps approximately 200 to 700 feet apart.

Since 1994, there have been a total of 436 sites incorporated in the program. Of these sites, 25 neighborhood streets have had speed humps implemented at a cost of \$1,100.00 per speed hump. There is a current backlog of 40 sites that have been approved and are

awaiting funding for installation. Table 1 provides a summary of key data relevant to the program.

**Table 1**  
**Summary of Key Data for the City of Atlanta’s Speed Hump Program**

<b>Element</b>	<b>Requirement</b>
Sites Requested	436
# of Sites with Speed Humps	16
85 <sup>th</sup> Percentile Speed Needed	≥35 mph
Average Daily Traffic Needed	400 to 3,000 vpd
After Study Conducted	Yes
Speed Control Trailer Utilized	No
Property Owner Acceptance	75%
Installation Cost for Speed Hump	\$1,100.00

**The Cobb County Speed Hump Program (1996 to present)**

Cobb County began its speed hump program in June 1996. A pilot project for the County’s program was conducted on Kincaid Road, which is a local residential cut-through street (posted 25 mph) with an elementary school located on the street. The measured 85<sup>th</sup> percentile speed without speed humps for Kincaid Road was 43 mph. Therefore, a problem was documented, and there were seven speed humps installed at this pilot test site. At this stage of the program, Cobb County Department of Transportation (CCDOT) implemented a speed hump design of 22 feet in length without concrete cap blocks reaching 3 inches in midpoint height. County agencies (fire, medical, police, and county service vehicles) were asked to test the speed humps. With agency approvals, a policy was adopted by the Cobb County Board of Commissioners. After installation of the speed humps, results showed an 85<sup>th</sup> percentile speed reduction to 33 to 34 mph. CCDOT placed similarly designed speed humps on Old Mountain Road. Again, the results revealed that the 85<sup>th</sup> percentile speed reduced to 33 to 34 mph. In an effort to reduce travel speeds further and to standardize installation, CCDOT began using concrete cap blocks, the speed hump design utilized by other agencies in the study. Since then, sites in Cobb County with this design have had a measured reduction in the 85<sup>th</sup> percentile speed to 28 mph. CCDOT will continue to use this design for the remainder of the program.

Since the pilot project, 235 requests were received in the first year following the adoption of a speed hump program. Today, the program has more than 500 requests on record currently, Cobb County is the only agency currently in this study that has outsourced its speed hump program efforts to the private industry. Consultant services began in July 1997.

The following process is used by CCDOT and the consultant to evaluate a potential street for speed hump qualification.

**Preliminary Field Investigation Provided by Consultant**

A windshield survey for each street under investigation is conducted in conjunction with the preliminary data collection. In this step, the pavement condition is rated, sign deficiencies are identified, and the geometry of the roadway is examined. These deficiencies are noted and included in a summary report submitted to county staff.

**Preliminary Data Collection**

The criteria for a street to meet program requirements include having an 85<sup>th</sup> percentile speed of 35 mph or greater and at least 300 to 3,000 vpd but not greater than 3,000 vpd on a 25-mph posted residential street. The traffic recorder is placed in the residential street for a 24-hour period during a weekday. Ideal locations for the traffic recorder include straight and level roadway conditions. Engineering judgment is exercised to identify locations for data collection for streets having vertical and horizontal geometry conditions. No speed humps will be placed on roadway grades greater than 10 percent or radii less than 300 feet.

**Implementing the Speed Control Radar Trailer**

Neighborhood Speed Control Program (NSCP) trailers are used as a passive measure to encourage reduced travel speed on neighborhood streets. CCDOT is the only speed hump program that utilizes the speed trailer as a part of a speed hump program process. Four to six trailer sites are completed in a typical work week. Initially, four trailer sites chosen for a week included:

- Two sites with a preliminary 85<sup>th</sup> percentile speeds greater than 35 mph;
- One to four sites) not qualifying for speed humps, but exceeding an 85<sup>th</sup> percentile speed of 27 mph; and

- One neighborhood speed trailer only site (speed humps not requested).

#### **Post-Data Study**

For sites meeting the minimum speed and volume criteria, follow-up data collection is performed six weeks after the trailer is placed. Data collection is performed in the general vicinity of the preliminary data collection and trailer location. If the speed from the traffic recorder reveals an 85<sup>th</sup> percentile speed of 28 mph or greater, a preliminary layout is completed. If post-data collection reveals a speed of 27 mph or less, the speed hump program is finished for that street. The average 85<sup>th</sup> speed reduction following the NSCP trailer is typically 1 to 2 mph.

#### **Identification of Speed Hump Locations**

After post-data collection, a preliminary speed hump layout is completed. The consultant marks locations on the street where speed humps are feasible to calm traffic within county guidelines for horizontal and vertical alignment. These layouts are approved by county staff. The nominal spacing for the speed humps is 300 to 500 feet. Once the layout is completed, a CADD plan is prepared by the consultant for the investigation area. The affected area for the petition process is defined to include all properties for which reasonable access requires the property owner to traverse the installed speed humps.

#### **Public Meeting Process**

Following post-data collection, the citizen requesting speed hump installation is contacted for scheduling of a neighborhood meeting to review neighborhood traffic conditions and to discuss the preliminary speed hump layout. Two meetings per week are scheduled by the consultant. Prior to the meeting, county staff place signs notifying residents of the public meeting. Attendance for these meetings is typically between 20 to 100 residents.

#### **Petition Process**

Petitions are distributed to the requester at the conclusion of each public meeting. The requester is given the responsibility of returning the petition to the County within 90 days of the public meeting. Seventy-five percent property owner approval is necessary for speed hump installation. Once the petitions are returned, the consultant verifies property owners' signatures by comparing field inventory data with county tax records. Petition

## **Calming Neighborhood Traffic with Speed Humps**

Comparing Policies and  
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votes are excluded if the vote is not from the property owner. The consultant reports the status of petition signatures to county staff. If 75 percent approval has been obtained, the petition is forwarded to the Board of Commissioners for approval of construction. Residents are usually given a time extension to obtain additional signatures unless the petition includes 26 percent property owner opposition.

### **Final Layout and Implementation**

A review of the final layout of the speed hump installation is completed prior to construction. Adjustments are made to avoid any conflicts with utilities, drainage, manholes, fire hydrants, and driveways. The pavement markings that are installed include two white thermoplastic diamonds. Signing includes an advance sign at the street access that reads "Speed Humps Ahead." In addition, signs that read "Speed Hump" are also positioned at each speed hump for the direction of traffic flow.

### **Speed Hump Removal**

Residents that have had speed humps installed on their neighborhood street are given the opportunity to have the speed humps removed if the community should change their mind in the future. A petition process may begin after the speed humps are in place for one year. A property owner petition with 75 percent approval would be required for removing the speed humps.

To date five local residential streets (including the pilot project on Kincaid Road) have had speed humps installed. A yearly contract has been established with a contractor to install speed humps. The cost for installation including signs, traffic control, and pavement markings is \$2,200 per speed hump. Currently, eleven streets qualify for speed humps, pending approval by the Board of Commissioners for installation. A summary of key data for the speed hump program is shown in Table 2.

## Calming Neighborhood Traffic with Speed Humps

Comparing Policies and Programs in Metro Atlanta

Table 2  
Summary of Key Data for Cobb County's Speed Hump Program

Element	Requirement
Sites in Program	453
# of Sites with Speed Humps	5
85 <sup>th</sup> Percentile Speed Needed	≥ 35 mph
Average Daily Traffic Needed	300 to 3,000 vpd
After Study Conducted	Yes
Speed Control Trailer Utilized	Yes
Property Owner Acceptance	75%
Installation Cost	\$2,200.00

### DeKalb County Speed Hump Experience (1996 to Present)

DeKalb County began its speed hump program in 1996. To date, nearly 560 areas have placed a request for speed humps with the DeKalb County Public Works Division (DCPWD). An area or speed hump district may constitute several neighborhood streets according to DeKalb County policy. As part of its traffic engineering staff, the government has formed a residential traffic calming group consisting of three staff members.

The following is an overview of the process used by DeKalb County for its speed hump program.

#### Traffic Data Collection

The study process begins with data collection for the area requested by the citizen. The area may consist of several neighborhood streets. Minimum requirements for the DeKalb County program include an 85<sup>th</sup> percentile speed of 35 mph or above and a traffic data collection of at least 500 vpd.

## **Calming Neighborhood Traffic with Speed Humps**

Comparing Policies and  
Programs in Metro Atlanta

### **Neighborhood Acceptance**

If the street meets the minimum traffic data requirements, a public meeting is called. At this meeting, the affected area is defined and a petition is given to the requester for speed humps. At this point in the process, residents are given 180 days to identify 65 percent of the property owners within a defined area outlined by the Department. The residents are to decide whether or not to proceed with speed hump installation.

### **Final Meeting**

If 65 percent of property owners agree with the idea of speed humps at the first meeting, a second public hearing is held with the DeKalb County Board of Commissioners to show where speed humps will be located. After this meeting, residents meet with the commissioners to unveil the locations of the speed humps. It is at this juncture in the process that residents are presented with the proximity of speed hump locations.

### **Speed Hump Installation**

Speed hump construction is performed by an in-house construction staff. Pavement markings for the speed humps include two white thermoplastic solid triangles on each direction of travel. These markings are placed on the approach slope of the speed hump. The signing for the program includes a residential warning sign that reads "Entering a Residential Speed Control District Warning Speed Bump Ahead Speed Controlled By Road Humps with Neighborhood Participation." Signs that read "Road Hump" are also placed in both travel directions at each speed hump. Once speed humps are installed in the study area, a \$25 annual maintenance fee is assessed to the property owner throughout the life of the speed humps. DeKalb County utilizes a speed-radar trailer unit, not for the speed hump program, but by the County's Division of Public Safety. Table 3 is a summary of key data for the DeKalb County Speed Hump Program. Current data for this speed hump program has not been released at the time of publication.

**Table 3  
Summary of Key Data for the DeKalb County's Speed Hump Program**

<b>Element</b>	<b>Requirement</b>
Sites in Program	560
# of Sites with Speed Humps	N/A
85 <sup>th</sup> Percentile Speed Needed	35 or >
Average Daily Traffic Needed	500 or >
After Study Conducted	Yes
Speed Control Trailer	No
Property Owner Acceptance	65%
Installation Cost	N/A

**The Gwinnett County Speed Hump Experience (1994 to present)**

Gwinnett County operates the oldest traffic calming program in metro Atlanta. The program began in 1994 and is operated by one staff member. The following process is used by Gwinnett County when evaluating a street for speed humps.

**Citizen Request Leading to Traffic Data Collection**

To begin the speed hump proposal process, a group of residents is required to make a request to study speed humps. Minimum requirements for traffic data collection include an 85<sup>th</sup> percentile speed of 36 mph or greater, and street grades less than 8 percent. There are no minimum or maximum requirements for daily traffic.

**Establishing a Special Assessment District**

The Department creates a special assessment district for those streets meeting the data requirements of the program. The properties in the special assessment district are ones that are on a street with speed humps. Properties are excluded from the petitioning process if the Department determines the benefits of the speed hump to be minimal. A \$12 annual property owner assessment is added to a homeowner's property tax for installation of speed humps.

#### **Proposal of Speed Humps**

Once the special assessment district has been determined, Gwinnett County Department of Transportation will create a proposal for the affected citizens. The guidelines in the Gwinnett County Speed Hump Program are as follows:

- A speed hump should not be installed on streets with grades greater than 8 percent;
- A series of humps, using ITE standards, should not exceed a segment of  $\frac{3}{4}$  mile or greater; if it does, another traffic calming device should be used;
- Speed humps should be spaced approximately 350 to 500 feet apart; and
- The first speed hump should be located generally within 100 to 200 feet from a small curvature in the roadway geometry or a stop sign.

#### **Petition for Speed Humps**

The petition for speed humps is given to neighborhood citizens after a public meeting has been held discussing the program. The Gwinnett County Speed Hump Program requires a 70 percent property owner approval for action. The residents have four months to return the petition to the County.

#### **Installation of Speed Humps**

Gwinnett County Department of Transportation established a one- to three- year open-ended contract with a contractor to install speed humps. Since adoption of the program, speed hump design, pavements markings and signing have changed throughout the years to improve speed hump appearance and identity. Pavement markings include two solid white triangles in each travel direction and a solid yellow line splitting the flow of traffic. Signs for the program include an advance sign for the subdivision that reads "Warning, Residential Speed Control District, Traffic Controlled By Speed Humps with Neighborhood Participation, Speeders Beware." A second sign reading "# Speed Humps Ahead" is placed in each travel direction at the beginning of a series of speed humps. The current cost for installation, including signs, pavement markings, and asphalt is \$1,934.00 per speed hump.

Since the adoption of a speed hump program in 1994, 236 written requests for speed humps have been reviewed by Gwinnett County. From after studies conducted, the

## Calming Neighborhood Traffic with Speed Humps

Comparing Policies and Programs in Metro Atlanta

County has seen an average reduction of the 85<sup>th</sup> percentile speed from 38 mph to 29 mph on streets that have had speed humps installed. Table 4 is a summary of the information concerning the Gwinnett County Speed Hump Program.

**Table 4**  
**Summary of Key Data for Gwinnett County's Speed Hump Program**

<b>Element</b>	<b>Requirement</b>
Sites in Program	236
# of Sites with Speed Humps	92
85 <sup>th</sup> Percentile Speed Needed	36 mph or >
Average Daily Traffic Needed	Not Considered
After Study Conducted	Yes
Speed Control Trailer	No
Property Owner Acceptance	70%
Installation Cost	\$1,934.00

### Summary

In summary, speed hump programs are in various stages with the government agencies in the metro Atlanta area. Tables that compare information among programs are included in Appendix A. These tables are provided because they are utilized in a presentation at the National ITE Conference in Las Vegas, Nevada, August 1-4, 1999.

It is the hope of the authors that this document will assist a government department or transportation consultant in establishing a traffic calming program. The authors would like to thank the following individuals who provided valuable information on their respective program's status and guidelines: Mr. Vince Edwards, Gwinnett County Department of Transportation, and Ms. Cotena Carothers, City of Atlanta.

## **Appendix A**

Tables Utilized in Presentation: Comparing  
Additional Information

**Appendix A**

**Table 1**  
**Tracking Speed Humps Among Programs**

<b>Agency</b>	<b>No. of Sites in Program</b>	<b>No. of Sites with Speed Humps</b>	<b>No. of Sites Awaiting Approval</b>
City of Atlanta	571	28	40
Cobb County	453	5	11
DeKalb County	560	N/A	N/A
Gwinnett County	236	92	5

Note: Data inclusive to 12/31/98; DeKalb County data not available for publication.

**Table 2**  
**Comparing Minimum Traffic Data Collection Requirements Between Programs**

<b>Agency</b>	<b>ADT Requirements</b>	<b>Posted Speed Limit</b>	<b>85<sup>th</sup> Percentile Speed Requirements</b>
City of Atlanta	400 - 3000 vpd	25 mph	35 mph or >
Cobb County	300 - 3000 vpd	25 mph	35 mph or >
DeKalb County	500 vpd or >	25 mph	35 mph or >
Gwinnett County	Not Considered	25 mph	35 mph or >

**Table 3**  
**Comparing Road Signs at Speed Humps**

<b>Agency</b>	<b>Road Sign(s) Shape</b>	<b>Road Sign(s) Description</b>
City of Atlanta	None	None
Cobb County	Diamond	"Speed Hump"
DeKalb County	Diamond with Advisory Plate	"Road Hump"/15 mph
Gwinnett County	Diamond with Advisory Plate	"5 Speed Humps Ahead"

Note: Gwinnett County places one sign at the beginning of a series of speed humps.

**Table 4  
Comparing Road Signs at Street Access**

<b>Agency</b>	<b>Road Sign(s) Shape</b>	<b>Road Sign(s) Description</b>
City of Atlanta	Diamond with Advisory Plates	"Speed Hump Ahead"/3 Sets/20 mph
Cobb County	Diamond	"Speed Humps Ahead"
DeKalb County	Rectangular	"Entering a Residential Speed Control District Warning Speed Bump Ahead Speed Controlled By Road Humps with Neighborhood Participation"
Gwinnett County	Diamond with Advisory Plate	"Warning, Residential Speed Control District Traffic Controlled By Speed Humps with Neighborhood Participation, Speeders Beware"

**Table 5  
Comparing Speed Hump Pavement Markings**

<b>Agency</b>	<b>Speed Hump Pavement Marking Description</b>
City of Atlanta	Two white thermoplastic triangles in each direction of traffic flow
Cobb County	Two white thermoplastic diamonds
DeKalb County	Two white thermoplastic triangles in each direction of traffic flow
Gwinnett County	Two white thermoplastic triangles in each direction of traffic flow with yellow centerline

**Table 6**  
**Comparing Costs Among Programs**

<b>Agency</b>	<b>Cost per Speed Hump</b>	<b>Contractor?</b>	<b>Items Included in Cost</b>
City of Atlanta	\$1100.00	No	Speed Hump
Cobb County	\$2200.00	Yes	Speed Hump, Pavement Markings, Signs
DeKalb County	N/A	No	N/A
Gwinnett County	\$1934.00	Yes	Speed Hump, Pavement Markings, Signs

Note: Current contract price with Gwinnett County ends on 11/99.  
 DeKalb County data not available for publication.



## BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

<b>DEPARTMENT MAKING REQUEST:</b>	<b>MEETING DATE: 02.18.2014</b>		
Administration/County Manager/Finance	<b>RESOLUTION ATTACHED?</b>	<b>YES</b>	
		<b>NO</b>	<b>X</b>

**REQUESTED MOTION OR ITEM TITLE:**

Discussion and/or action to form an FY 2015 Budget Committee.

**SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:**  
 The County Manager, in the course forming the FY 2015 budget calendar is requesting the formation of a budget committee that would consist of no less than two commissioners, the County Manager, Chief Financial Officer. The purpose would be review and discussion of upcoming year budget proposals from departments and agencies, and to have hearings involving some or all. The budget committee would also convene to discuss and make recommendations to the County Manager as budget officer, who in turn will submit a final recommended budget to the entire Board. Assignment and appointments would be needed – perhaps two commissioners and two alternates.

AGENDA CATEGORY	FINANCIAL IMPACT STATEMENT				
(CHECK ONE)	BUDGETED ITEM?	YES	X	AMENDMENT OR TRANSFER REQUIRED?	YES
		NO			NO
PRESENTATION				<b>ATTACH DETAILED ANALYSIS, IF NEEDED:</b> The purpose of forming the committee is to increase Commissioner involvement, awareness and transparency in the budget process. Meetings would be open to the public including interviews where departments and agencies would be called on for interviews or hearings.	
PUBLIC HEARING					
CONSENT	<input checked="" type="checkbox"/>				
NEW BUSINESS	<input checked="" type="checkbox"/>				
UNFINISHED BUSINESS					
OTHER					

AGENDA ITEM REVIEW AND APPROVAL											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL	<i>[Signature]</i>	INITIAL	<i>[Signature]</i>	INITIAL	<i>[Signature]</i>
DATE		DATE		DATE		DATE	2.14.14	DATE	2/14/14	DATE	2.14.14

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 (Box 1)

Parks and Recreation/Engineering

MEETING DATE (Box 2) February 18, 2014

RESOLUTION ATTACHED? (Box 3)

YES	
NO	X

REQUESTED MOTION OR ITEM TITLE (Box 4)

Request that the Board approve a change order with Mill Creek Construction for resurfacing the roads in Mill Creek Regional Park and at the new Brooklet maintenance facility.

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

The county has a contract with Mill Creek Construction to resurface the certain roads in Huntington, Georgian Walk and Hunter's Pointe subdivisions.

AGENDA CATEGORY  
(CHECK ONE) (Box 6)

FINANCIAL IMPACT STATEMENT (Box 7)

PRESENTATION (6a)

BUDGETED ITEM? (7a)

YES	
NO	

AMENDMENT  
REQUIRED? (7b)

YES	
NO	X

PUBLIC HEARING (6b)

ATTACH DETAILED ANALYSIS, IF NEEDED (7c)

CONSENT (6c)

Analysis attached

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	X	YES		YES		YES	✓	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL	CS	INITIAL	JL	INITIAL	JK
DATE		DATE		DATE		DATE	2.14.14	DATE	2/14/14	DATE	2.14.14

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		

**CAPITAL PROJECTS CHANGE ORDER AUTHORIZATION: FORM C-3, PAGE 1  
BULLOCH COUNTY, GEORGIA BOARD OF COMMISSIONERS**

DATE	06/08/2011	PROJECT ID #	'13 Sub	CHANGE ORDER #	01
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**GENERAL PROJECT INFORMATION**

Contract or Project Name	Neighborhood Resurfacing – Huntington, Hunter Pointe, Georgian Walk				
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Contractor Name	Mill Creek Construction, Inc.				
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	<i>Name</i>	<i>Department</i>
--	-------------	-------------------

Change Requested By	Mike Rollins/Kirk Tatum	Capital Projects/SBCPRD
---------------------	-------------------------	-------------------------

**(Fill In appropriate boxes) CHANGE(S) REQUESTED**

	Price (\$)	Calendar Days
Total Original Contract Price and/or Date of Completion:	151,470	60
Sum of Proposed Change Order Revision: Net Increase or (Decrease):	62,868	30
Sum of Previous Change Orders: Net Increase or (Decrease):	0	
Revised Total Contract Price and/or Date of Completion:	214,338	

**Explanation for Change (attach supplemental information, if necessary):**

This change order is to add resurfacing the roads at Mill Creek Regional Park (no parking areas) to the existing contract between Mill Creek Construction and Bulloch county for subdivision resurfacing. The approximate cost for this work is \$53,877. (See attached)

This change order will also include paving at the Brooklet maintenance facility. The approximate cost for this work is \$8991.

**COUNTY ROUTING APPROVAL**

ARCHITECT-ENGINEER		DEPARTMENT DIRECTOR		PURCHASING OFFICER		CAPITAL PROJECTS		COUNTY MANAGER		CHAIR OF THE BOARD	
YES		YES	X	YES		YES	X	YES	X	YES	X
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 (Box 1)  Engineering	MEETING DATE (Box 2) February 18, 2014		
	RESOLUTION ATTACHED? (Box 3)	YES	
		NO	X

REQUESTED MOTION OR ITEM TITLE (Box 4)

Request that the Board approve the attached cost estimate for relocation of Excelsior EMC utility poles on AJ Riggs Rd. The estimated cost is \$109,404.46

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

Relocation of Excelsior EMC electric service poles for the widening of AJ Riggs Rd

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)		Cost analysis is attached. To be appropriated from or SPLUST Gateway funds.				
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	X	YES		YES		YES	X	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL	VKT	INITIAL		INITIAL		INITIAL	MS	INITIAL	Op	INITIAL	cc
DATE	2/10/14	DATE		DATE		DATE	2.14.14	DATE	2/14/14	DATE	2.14.14

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		NOTES
OTHER		



**Excelsior Electric  
Membership Corporation**

Post Office Box 297  
Metter, Georgia 30439-0297  
Telephone: (912) 685-2115  
Fax: (912) 685-5782

December 16, 2013

Bulloch County Board of Commissioners  
Attention: Kirk Tatum  
115 North Main Street  
Statesboro, GA 30458

Mr. Tatum,

Enclosed is a copy of the cost sheet for the relocating of the existing power line owned by Excelsior Electric Membership Corporation on A. J. Riggs Road. These costs are for Plan A which does not require the use of a mobile substation. In the past Excelsior EMC received reimbursement for any non-material cost associated with relocations, but starting now and in the future we will require all cost for relocation to be paid.

I will gladly discuss any questions you may have concerning this job. Please contact me at any time.

Sincerely,

A handwritten signature in cursive script, reading "Jessie Goodman", followed by a horizontal line.

Jessie Goodman  
Manager Construction and Maintenance  
[jessie.goodman@excelsioremc.com](mailto:jessie.goodman@excelsioremc.com)

/mp  
Enclosure

A.J. RIGGS ROAD JOB

LINE VALUE	QUANTITY	UNIT COST	TOTAL COST
CROSSARM	7	\$ 305.52	\$ 2,138.64
STRING INSULATOR	18	\$ 237.62	\$ 4,277.16
CUTOUPS	2	\$ 232.77	\$ 465.54
ARRESTORS	2	\$ 196.94	\$ 393.88
DECORATIVE Y/L POLE	1	\$ 312.64	\$ 312.64
DECORATIVE STREET LIGHT	1	\$ 282.92	\$ 282.92
WIRE, 336MCM	7650	\$ 1.20	\$ 9,180.00
WIRE, 4/0 ACSR	2550	\$ 0.86	\$ 2,193.00
			\$ 19,243.78
\$15248.78 x 35% = \$5337.07			\$ 4,810.85
CONTINUING PROPERTY RECORDS VALUE			\$ 4,810.85

MATERIAL USED	QUANTITY	UNIT COST	TOTAL COST
VC2FS	6	\$ 353.25	\$ 2,119.50
VC5.2L	1	\$ 240.16	\$ 240.16
VC4.2L	4	\$ 351.52	\$ 1,406.08
VC5.31.10	1	\$ 570.20	\$ 570.20
VC1.13L	1	\$ 297.47	\$ 297.47
VA5.1	1	\$ 85.05	\$ 85.05
VA5.4	2	\$ 148.80	\$ 297.60
VS1.02T	1	\$ 239.52	\$ 239.52
VM5-23	18	\$ 64.23	\$ 1,156.14
VG10 DV 480	1	\$ 157.97	\$ 157.97
DV 10KVA TRANS	2	\$ 829.25	\$ 1,658.50
VG 10 DV 240	1	\$ 157.97	\$ 157.97
45/4	2	\$ 612.92	\$ 1,225.84
40/4	6	\$ 492.41	\$ 2,954.46
50/3	4	\$ 813.47	\$ 3,253.88
UM5-2	1	\$ 36.29	\$ 36.29
6DP URD	80	\$ 0.75	\$ 60.00
H1.1	5	\$ 135.57	\$ 677.85
E2.1	27	\$ 66.90	\$ 1,806.30
F2.8	19	\$ 78.83	\$ 1,497.77
E3-10	19	\$ 2.78	\$ 52.82
SERV 2TP	50	\$ 1.34	\$ 67.00
H2.1	5	\$ 46.03	\$ 230.15
4ACSR	640	\$ 0.28	\$ 179.20
336ACSR	7545	\$ 0.88	\$ 6,639.60
4/0 ACSR	2515	\$ 0.52	\$ 1,307.80
20FG	1	\$ 163.18	\$ 163.18
M26-7	1	\$ 133.55	\$ 133.55
TOTAL USED			\$ 28,571.85

MATERIAL LOST	QUANTITY	UNIT COST	TOTAL COST
CONDUCTOR, T/P#2	50	\$ 0.14	\$ 7.00
30/6	1	\$ 471.63	\$ 471.63
GROUND	14	\$ 255.56	\$ 3,577.84
WIRE, 6UG D/P	160	\$ 0.12	\$ 19.20
ANCHOR GUY ASSEMBLY	6	\$ 253.95	\$ 1,523.70
40/4 (25%)	7	\$ 610.23	\$ 4,271.61
TOTAL LOST			\$ 10,179.98

A.J. RIGGS ROAD JOB

MATERIAL SALVAGED	QUANTITY	UNIT COST	TOTAL COST
VC1FS	2	\$ 176.70	\$ 353.40
VC2FS	4	\$ 318.99	\$ 1,275.96
VC5.21.1S	1	\$ 308.33	\$ 308.33
VC6.21S	1	\$ 629.18	\$ 629.18
VC5.2L	1	\$ 240.16	\$ 240.16
VC4.2L	2	\$ 317.26	\$ 634.52
VG10 DV 480	1	\$ 157.97	\$ 157.97
VG DV 240	1	\$ 157.97	\$ 157.97
20FG	1	\$ 163.16	\$ 163.16
M26-7	1	\$ 133.55	\$ 133.55
336ACSR	7650	\$ 0.88	\$ 6,732.00
4/0 ACSR	2550	\$ 0.52	\$ 1,326.00
			\$ 12,912.20
812712.20 X 2514= 3028.05			\$ 3,028.05
TOTAL SALVAGED			\$ 3,028.05

CONTINUING PROPERTY RECORDS VALUE	\$ 4,810.88
MATERIAL USED	\$ 29,671.58
MATERIAL LOST	\$ 9,670.90
MATERIAL SALVAGED	\$ 3,028.05

MATERIAL	\$ 40,325.73
LABOR	\$ 44,710.87
EQUIPMENT	\$ 22,220.09
TOTAL ACCT JOB	\$ 107,256.69
BALANCE TO PAY	\$ 107,256.69

E2.1	3	\$	35.54	\$	106.62
F2.8	3	\$	44.06	\$	132.18
E3-10	3	\$	3.44	\$	10.32
35/5	1	\$	215.07	\$	215.07
H2.1	1	\$	32.86	\$	32.86
<b>TOTAL USED</b>				\$	<b>638.95</b>

<b>MATERIAL LOST</b>	<b>QUANTITY</b>		<b>UNIT COST</b>		<b>TOTAL COST</b>
H2.1	1	\$	32.86	\$	32.86
E2.1	3	\$	35.54	\$	106.62
F2.8	3	\$	44.06	\$	132.18
E3-10	1	\$	3.44	\$	3.44
<b>TOTAL LOST</b>				\$	<b>275.10</b>

<b>MATERIAL</b>	\$	<b>914.05</b>
<b>LABOR</b>	\$	<b>798.12</b>
<b>EQUIPMENT</b>	\$	<b>435.60</b>
<b>TOTAL FOR JOB</b>	\$	<b>2,147.77</b>
<b>BALANCE TO PAY</b>	\$	<b>2,147.77</b>

*Noted*  
  
 1-20-14

AJ Riggs  
 addition

**Subject:** Fwd: Wetland Credit Letters  
**Date:** Tuesday, February 11, 2014 9:24:24 AM Eastern Standard Time  
**From:** Joey Maxwell  
**To:** Andy Welch  
**CC:** Tom Couch, Dink Butler, Kirk Tatum, Benjy Thompson

Andy,

As discussed previously, the below email is a summary of the bids from the different wetland banks for the credits at I-16 and U.S. 301. Unfortunately, the cheapest wetland bank does not have enough credits to sale to cover the project but as Alton has laid out for us we can use two banks which will require writing 2 checks to get the best deal possible.

Joey

----- Forwarded message -----  
**From:** Alton Brown <[abrown@rlandc.com](mailto:abrown@rlandc.com)>  
**Date:** Tue, Feb 11, 2014 at 6:21 AM  
**Subject:** RE: Wetland Credit Letters  
**To:** Charles Maxwell <[jmaxwell@maxred.com](mailto:jmaxwell@maxred.com)>

Joey: You know it is never easy. The permit says we are to purchase credits from Margin Bay, Black Creek and/or Wilhelmina-Morgan. Note Yam Grandy is a new bank that was not approved at the time of the permit issuance.

We obtained bids from all the mitigation banks which currently service the project site. The credit prices are as follows:

Bank	Credits Available	Price
Margin Bay	52.64	\$3,100.00
Yam Grandy	67.3	\$3,150.00
Black Creek	67.3	\$3,750.00
Wilhelmina-Morgan	0	N/A

**Credit Option 1**

Margin Bay	<u>52.6@ \$3100</u>	\$165,816.00
Yam Grandy	<u>14.7@ \$3150</u>	\$46,305.00
<b>Total</b>	<b>67.3</b>	<b>\$209,365.00</b>

OR

**Credit Option 2**

Yam Grandy	67.3	\$ 211,995.00
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OR





## BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

<b>DEPARTMENT MAKING REQUEST:</b>  SPLOST Capital Projects/Economic Development	<b>MEETING DATE:</b> 02.18.2014  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>RESOLUTION ATTACHED?</b></td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">NO</td> <td style="text-align: center;">X</td> </tr> </table>	<b>RESOLUTION ATTACHED?</b>	YES			NO	X
<b>RESOLUTION ATTACHED?</b>	YES						
	NO	X					

**REQUESTED MOTION OR ITEM TITLE:**

Discussion and/or action to authorize an appropriation from 2013 SPLOST GO Bond proceeds.

**SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:**  
 In consultation with the Maxwell-Reddick and the DABC, the purchase of wetland credits is needed in the approximate amount of \$210,000. In an effort to create an industrial park that will be conducive to entice larger industrial prospects to locate on the 203.9 acre tract of property, located at I-16 and U.S. Hwy 301, and to not limit the marketability of the property, it was desirable to mitigate a portion of the wetlands that were located within the boundaries of the property. Approval is recommended.

AGENDA CATEGORY	FINANCIAL IMPACT STATEMENT			
(CHECK ONE)	BUDGETED ITEM?	YES	AMENDMENT OR TRANSFER REQUIRED?	YES
		NO		NO
PRESENTATION				
PUBLIC HEARING				
CONSENT				
NEW BUSINESS	X			
UNFINISHED BUSINESS				
OTHER				

**ATTACH DETAILED ANALYSIS, IF NEEDED:**  
 The purchase of these mitigation credits will allow 8.98 acres of wetlands to be filled and will leave approximately 8.42 acres of wetlands along the perimeter of the property.

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	CS	INITIAL	JM	INITIAL	MM
DATE		DATE		DATE		DATE	2/14/14	DATE	2/14/14	DATE	2/14/14

COMMISSION ACTION AND REFERRAL	
APPROVED	DATE TO BE RETURNED TO AGENDA:
DENIED	NOTES:
DEFERRED	

**Credit Option 3**

Margin Bay	67.3	\$ 208,630.00
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My recommendation is Credit Option 1 (although it requires cutting two checks). Credit option 2 will require a permit modification which will take 30 days. Credit option 3 is the cheapest but we will need to wait a week or so for Margin Bay to receive a release.

Following review, please call to discuss the options above.

Alton Brown, Jr. PRINCIPAL

41 Park of Commerce Way, Suite 303

Savannah GA, 31405

P 912 443 5896 F 912 443 5898 C 912 659 0084

<http://www.rlandc.com>

-----Original Message-----

From: Charles Maxwell [mailto:[jmaxwell@maxred.com](mailto:jmaxwell@maxred.com)]

Sent: Monday, February 10, 2014 9:00 PM

To: Alton Brown Jr.

Subject: Wetland Credit Letters

Alton,

I wanted to check in with you on the letters for Bulloch County Development Authority wetland credits quotes. They are ready to write the check.

I am meeting with the board Tuesday at noon.

Joey

Charles J. "Joey" Maxwell, P.E.

Direct Line: 912-208-3289

Maxwell-Reddick and Associates

5 Concourse Parkway, Suite 3000

Atlanta, Georgia 30328

Office: 404-693-1618

Cell: 912-682-0037

Maxwell-Reddick and Associates

1221 Merchant Way, Suite 201

Statesboro, Georgia 30458

Office: 912-489-7112

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Charles J. Maxwell, P.E.

[jmaxwell@maxred.com](mailto:jmaxwell@maxred.com)

[www.maxred.com](http://www.maxred.com)

**Maxwell-Reddick and Associates, Inc. (Atlanta)**

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**Statesboro, GA 30458**  
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**912-682-0037 (mobile)**  
**912-489-7125 (fax)**

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