



**Bulloch County
Board of
Commissioners
Regular Meeting**

**12.15.2015
Estimated Time: 1 Hour
North Main Annex Community Room
Statesboro, Georgia
8:30 AM**

Meeting Function:	Board of Commissioners	Type of Meeting:	Regular Meeting
Meeting Chair:	Chairman, Garret Nevil (Presiding)	Recorder:	Clerk of the Board, Olympia Gaines
Parliamentarian:	County Attorney, Jeff Akins	Ex-Officio:	Tom Couch, County Manager; Andy Welch, Assistant County Manager; Kristie King, Chief Accountant; Kathy Boykin, Statesboro Airport Director;

General Business Agenda

ITEM	RESOURCE PERSON/FACILITATOR	TIME	REFER
Call to Order; Welcome Media and Visitors	Chairman Nevil	8:30 AM	
Invocation and Pledge of Allegiance	Commissioner Mosley	8:32 AM	
Roll Call	Clerk of the Board	8:34 AM	
Approval of General Agenda	Chairman Nevil	8:36 AM	
Public Comments	Audience	8:38 AM	
Presentation			
South Main Revitalization Committee- Statesboro TAD #1	Darron Burnette	8:40 AM	
Averitt Center	Brandi Harvey	8:55 AM	
Consent Agenda	Chairman	9:10 AM	
To approve the minutes of the Regular Meeting and Executive Session held on December 1, 2015	Clerk of the Board		Tab A
To approve re-appointments of Yolanda Tremble and Charles Chandler to the Planning and Zoning Commission	Clerk of the Board		Tab B
To grant approval of the 2016 alcoholic beverage renewal licenses for package retail beer and wine sales to establishments with a current 2015 license	Clerk of the Board		Tab C
To approve appointment of Jill Boykin to the Board of Elections and Voter Registration	Elections and Voter Registration		Tab D
To approve purchase of AvGas Refueler from American Refueler in the amount of \$92,804.00	Airport		Tab E
To approve Purchase Order for the purchase of two Intel-Based servers with Alterra Networks in the amount of \$14,724.69	IT/Administration		Tab F
To approve Waiver and Consent	Legal		Tab G
To authorize the filing of a grant application with the GDOT	Capital Projects/Transportation/Engineering		Tab H
New Business		9:12 AM	

Discussion and/or Action: to approve Amendments to Appendix I of Bulloch County Purchasing Policies	County Manager/Legal/Finance	Tab I
Commission and Staff Comments		9:14 AM
Executive Session (Personnel/Potential Litigation)		9:16 AM
Adjourn		9:25 AM
Additional Information: None		
Background information in Board packets.		

December 1, 2015
Statesboro, GA

Regular Meeting

The Board of Commissioners met at 5:30 pm in the Community Room of the North Main Annex. Chairman Nevil welcomed guests and called the meeting to order. Commissioner Gibson gave the invocation and Pledge of Allegiance.

Mrs. Olympia Gaines, Clerk of the Board, performed the roll call of the commissioners and staff. The following commissioners were present: Chairman Nevil, Commissioner Simmons, Commissioner Mosley, Commissioner Rushing, Commissioner Thompson, Commissioner Gibson, and Commissioner Ethridge. The following staff were present: County Manager Tom Couch, County Attorney Jeff Akins, Assistant County Manager Andy Welch, Chief Accountant Kristie King, Purchasing Manager Faye Bragg, Solid Waste Director Fred White, Management Analyst Cindy Steinmann, Transportation Director Dink Butler, Public Safety Director Ted Wynn, Animal Shelter Manager Wendy Ivey, Statesboro Parks and Recreation Director Mike Rollins, Statesboro-Bulloch Airport Director Kathy Boykin, Aquatics Division Manager Steve Brown, and Chief Deputy Jared Akins.

Chairman Nevil asked for changes or modifications of the General Agenda. Hearing no amendments or modifications, Commissioner Simmons offered a motion to approve the General Agenda as presented. Commissioner Ethridge seconded the motion and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons, and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil asked for public comments from the audience at large or in writing. Dr. Richard Marz spoke about his concerns with the management and oversight of the County's animal shelter. He suggested the County look into incorporating "low kill principles" to the management of the shelter. He stated that he would like to see more transparency with the shelter as to where the tax dollars are going. He suggested the County look at (1) allowing properly licensed rescue groups in the shelter; (2) begin a fostering program for animals with the help of volunteers; (3) incorporate medical, social, and behavioral programs for the animals; (4) utilize more effective marketing strategies to assist with adoptions; (5) incorporate off-site adoption events; (6) change operating hours and access for the working public; and (7) create a new board of directors to manage the operation of the animal shelter.

Mr. Justin Anthony stated that he would like those who are residing in subdivisions to be able to have 3-5 laying hens on their lots. Mr. Couch informed him that there are zoning restrictions for certain residential areas. He stated the County would have to perform extensive research and collect public input to determine if this was something the public was interested in. Ms. Lorna Shelton stated her county conducted a pilot program for those interested in having hens, and the program required those individuals to obtain a permit from the county. Ms. Shelton also stated she worked as the Director for the Effingham County Animal Shelter and residents of Bulloch County have been dropping off animals at the Effingham County Animal Shelter because they had been told there wasn't space available. She suggested the County become more proactive and aggressive in its approach and reiterated some issues previously discussed by Dr. Marz.

Mr. Tom Grovenstein expressed his concerns with the lack of oversight and continuing problematic issues with MSO, a private water utility company providing services to various subdivisions and residential areas in the county. He stated some of the issues included customers not having access to water or water services being disconnected without proper explanations. He stated he wants to find a solution for those who use MSO. Mr. Grovenstein suggested the County have all the wells inspected starting with the oldest wells and have a customer Bill of Rights established so that customers will have some means of handling issues with providers.

Chairman Nevil thanked everyone for their comments and suggestions and stated the Board would work to find viable solutions.

Chairman Nevil stated the next item on the agenda was to approve the Consent Agenda as follows: (1) to approve the minutes of the Regular Meeting held on November 17, 2015; (2) to grant approval of the 2016 alcoholic beverage renewal licenses for package retail beer and wine, and for pouring (beer/wine/liquor) sales to establishments with a current 2015 license (See Exhibit #2015-149); (3) to adopt a resolution to Amend ACCG 401(a) Defined Contribution Plan (See Exhibit #2015-150); (4) to accept quotation for Indigent Cremation from Joiner-Anderson Funeral Home (See Exhibit #2015-151); (5) to approve Janitorial and Cleaning contract with All Clean of Statesboro to include the Brooklet Community Building and Mill Creek baseball/softball athletic buildings for the time period covering January 1, 2016 thru December 31, 2016 as prescribed in the contract with a yearly cost of \$18,684.00 for this service for 2016 (See Exhibit #2015-152); (6) to approve Spring 2016 youth Baseball/Softball Uniform

Bid (See Exhibit #2015-153); (7) to approve a sole source Professional Service Agreement with David Markey and Associates (See Exhibit# 2015-154); (8) to approve the lease agreement with Statesboro Aviation, LLC and Kelly Brown (See Exhibit #2015-155); (9) to approve the Georgia Power Utility Easement at Airport (See Exhibit #2015-156); (10) to approve contract with Georgia Department of Transportation for Airport Project No. AP016-9029-33(031) (See Exhibit #2015-157); (11) to authorize purchase order for the FY2016 copier allotment bid (See Exhibit #2015-158). Without further discussion, Commissioner Thompson offered a motion to approve the Consent Agenda as presented. Commissioner Rushing seconded the motion and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil stated the first item under New Business was for Discussion and/or Action to grant approval of a 2016 alcoholic beverage license for retail beer and wine sales to Nadia Dreid and Frozen Sun, Inc. d/b/a Fast & Easy III located at 235 Lanier Drive Statesboro, Georgia. Without further discussion, Commissioner Gibson offered a motion to grant approval of a 2016 alcoholic beverage license for retail beer and wine sales to Nadia Dreid and Frozen Sun, Inc. d/b/a Fast & Easy III located at 235 Lanier Drive Statesboro, Georgia (See Exhibit #2015-159). Commissioner Rushing seconded the motion and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil stated the second item under New Business was for Discussion and/or Action to approve purchase of a new van for Splash in the Boro. Without further discussion, Commissioner Thompson offered a motion to approve purchase of a new van for Splash in the Boro (See Exhibit #2015-160). Commissioner Simmons seconded the motion and it carried unanimously with Commissioner Gibson, Commissioner Thompson, Commissioner Rushing, Commissioner Mosley, Commissioner Simmons and Commissioner Ethridge all voting in favor of the motion.

Chairman Nevil called for general comments or statements from the commissioners and staff. The commissioners thanked everyone for attending the meeting, for their hard work, and comments. They wished everyone a happy holiday season. Commissioner Simmons stated that he wants the community to know that the Board listens and is concerned with issues in the

community. Commissioner Thompson thanked the staff for coordinating renovation projects smoothly. Mr. Couch also wished everyone a happy holiday season. Mrs. Gaines reminded commissioners and staff of upcoming events.

Hearing no further comments from the Board or staff, Chairman Nevil stated there was no further business expected for the open session of the regular agenda and the Board must close the meeting and enter into Executive Session to discuss Personnel Matters. Chairman Nevil called for a motion to adjourn into Executive Session in accordance with the provisions of O.C.G.A. § 50-14-3 (b) (2) and other applicable laws, pursuant to the advice of County Attorney Jeff Akins, for the purpose of discussing and deliberating on Personnel Matters. Without further discussion, Commissioner Gibson offered a motion to adjourn and enter into Executive Session to discuss and deliberate on Personnel Matters (See Exhibit #2015-161). Commissioner Rushing seconded the motion and it carried unanimously with Commissioner Ethridge, Commissioner Rushing, Commissioner Simmons, Commissioner Mosley, Commissioner Thompson and Commissioner Gibson voting in favor of the motion.

The meeting was reconvened, and Chairman Nevil asked if there were any further comments from the commissioners or staff. Hearing no further comments from the commissioners or staff, Chairman Nevil asked for a motion to adjourn. Commissioner Gibson offered a motion to adjourn the meeting. Commissioner Mosley seconded the motion and it carried unanimously with Commissioner Ethridge, Commissioner Rushing, Commissioner Thompson, Commissioner Simmons, Commissioner Gibson, and Commissioner Mosley all voting in favor of the motion.

J. Garrett Nevil, Chairman

Attest: _____
Olympia Gaines, Clerk

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

DEPARTMENT MAKING REQUEST:	MEETING DATE: 12.15.15		
Administration; Clerk	RESOLUTION ATTACHED?	YES	
		NO	x

REQUESTED MOTION OR ITEM TITLE:
Consent- To re-appoint Yolanda Tremble and Charles Chandler to the Planning & Zoning Commission.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:
Mrs. Tremble and Mr. Chandler's terms expire on December 31, 2015. Both are interested in serving again on the Commission. Their terms will expire on December 31, 2018.

AGENDA CATEGORY (CHECK ONE)		FINANCIAL IMPACT STATEMENT				
PRESENTATION		BUDGETED ITEM?	YES	N	AMENDMENT REQUIRED?	YES
			NO			NO
PUBLIC HEARING		ATTACH DETAILED ANALYSIS, IF NEEDED:				
CONSENT	x					
NEW BUSINESS						
OLD BUSINESS						
OTHER						

APPROVED FOR AGENDA											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	✓	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL ODG		INITIAL <i>Jpc</i>		INITIAL <i>mc</i>	
DATE		DATE		DATE		DATE 12/10/15		DATE 12/10/15		DATE 12.10.15	

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

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

DEPARTMENT MAKING REQUEST: Sheriff/Administration/County Clerk	MEETING DATE: 12.15.2015		
	RESOLUTION ATTACHED?	YES	
	NO		x

REQUESTED MOTION OR ITEM TITLE:

To grant alcoholic beverage 2016 renewal licenses for package retail beer and wine to establishments with a current 2015 license.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:

Please see the attached list for recommendations for approvals.

AGENDA CATEGORY (CHECK ONE)		FINANCIAL IMPACT STATEMENT				
PRESENTATION		BUDGETED ITEM?	YES	N	AMENDMENT REQUIRED?	YES
			NO			NO x
PUBLIC HEARING		ATTACH DETAILED ANALYSIS, IF NEEDED:				
CONSENT	x					
NEW BUSINESS						
OLD BUSINESS						
OTHER						

APPROVED FOR AGENDA											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	x	YES	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL ODG		INITIAL	<i>Op</i>	INITIAL	<i>[Signature]</i>
DATE		DATE		DATE		DATE	12/10/15	DATE	12/10/15	DATE	12.10.15

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

2016 ALCOHOL LICENSE – RENEWALS

RECOMMENDATION: APPROVAL

12-15-2015

OFF-PREMISES

MJ Jalaram Inc- Mihir Patel, Nayanaben Patel, & Bharatkumar Patel

Vraj Food Mart- Tejal Parikh

Buddy's Truck Stop- Maneklal Patel & Paul Uelmen

Jay Food Mart- Kiran Patel & Samir Patel

Fast Stop- Kiran Patel & Samir Patel

Blue Ski Trading Inc-Ghanshayambhai Patel & Alice Faye Adams



BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST: Elections and Voter Registration	MEETING DATE: 12.15.2015				
	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:

Appointment to the Board of Elections and Voter Registration

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:
Jill B. Boykin has made application and is willing to accept an appointment to this Board for a four-year-term to replace Wendy Denton, whose term has expired and is not seeking re-appointment.

AGENDA CATEGORY	FINANCIAL IMPACT STATEMENT					
(CHECK ONE)	BUDGETED ITEM?	YES	N	AMENDMENT OR TRANSFER REQUIRED?	YES	N
		NO	N		NO	N
PRESENTATION				ATTACH DETAILED ANALYSIS, IF NEEDED: No impact on County finances.		
PUBLIC HEARING						
CONSENT	X					
NEW BUSINESS						
UNFINISHED BUSINESS						
OTHER (EXECTUTIVE SESSION)						

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 <i>UB</i>		INITIAL <i>Qpa</i>		INITIAL <i>Qpa</i>	
DATE		DATE		DATE		DATE 12/10/15		DATE 12/10/15		DATE 12.10.15	

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:

MEETING DATE: 12/15/14

Airport

RESOLUTION ATTACHED?

YES	
NO	x

REQUESTED MOTION OR ITEM TITLE:

Approve Purchase of AvGas Refueler

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED:

The AvGas Refueler at the airport is 25 years old and is worn out. Despite the County Repair Shop's efforts, we still are having various problems. In order to better serve the customers, the Airport Committee voted to replace it. We accepted bids for a new refueler. American Refueler has the lowest bid, \$92,804.00

The Airport has the majority of the money in the 2007 SPLOST fund. The remainder can be paid when the old truck is sold.

AGENDA CATEGORY (CHECK ONE)		FINANCIAL IMPACT STATEMENT			
PRESENTATION		BUDGETED ITEM?	YES NO	AMENDMENT REQUIRED?	YES NO
PUBLIC HEARING		ATTACH DETAILED ANALYSIS, IF NEEDED:			
CONSENT	x				
NEW BUSINESS					
OLD BUSINESS					
OTHER					

APPROVED FOR AGENDA

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 KMB		INITIAL		INITIAL		INITIAL	<i>Ob</i>	INITIAL	<i>S/a</i>	INITIAL	<i>[Signature]</i>
DATE 11/26/15		DATE		DATE		DATE	12/10/15	DATE	12/10/15	DATE	12.10.15

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED		DATE TO BE RETURNED TO AGENDA
DENIED		
DEFERRED		
OTHER		
		NOTES

MEMORANDUM

Date: December 3, 2015
To: Tom Couch
From: Faye Bragg
Subject: Bid Opening Airport Truck & AvGas Refueler

Sealed bids were opened in the Library/Conference Room 102 at 115 North Main Street on Thursday, December 03, 2015, at 3:00 pm for a truck cab/chassis with AvGas Refueler for the Statesboro Bulloch County Airport.

Two (2) bids were e-mailed on November 17, 2015, as well as being posted on the County's website and posted on GA Procurement Registry. Two (2) bids were e-mailed as requested during solicitation.

Two (2) bids were received:

Vendor	Total Bid	Vendor Declaration & Non-Collusion Affidavit
American Refueler	\$92,804.00	Yes
Garsite/Progress	\$111,140.00	Yes

Bid opening attendees: Kathy Boykin and Faye Bragg.

Bids were given to Kathy Boykin for review.

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

DEPARTMENT MAKING REQUEST (Box 1) IT/Administration	MEETING DATE 12/15/2015		
	RESOLUTION ATTACHED? (Box 3)	YES	NO
			X

REQUESTED MOTION OR ITEM TITLE (Box 4)

To approve a Purchase Order for the purchase of two Intel-Based Servers

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)
A bid was issued for intel-based servers for the Solid Waste Department and BCCI. A total of four bids were received, however, one of the bids did not meet specifications. Bid submissions were reviewed and Alterra Networks located in Dublin, GA is the low bid that meets all spec requirements. Alterra Networks submitted a bid for the two intel-based servers in the amount of \$14,724.69. A recommendation is made for Alterra Networks to be awarded the bid for the two intel-based servers. This will be a SPLOST purchase.

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

APPROVED FOR AGENDA (Box 8)											
DEPARTMENT DIRECTOR		PURCHASING MANAGER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES	✓	YES		YES	✓	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL	AB	INITIAL		INITIAL	OB	INITIAL	Q/n	INITIAL	✓
DATE		DATE	12/04/2015	DATE		DATE	12/10/15	DATE	12/10/15	DATE	12.10.15

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

M E M O R A N D U M

Date: November 30, 2015
To: Tom Couch
From: Faye Bragg
Subject: Bid Opening for Intel-Based Servers

Sealed bids were opened in the Library/Conference Room 102 at 115 North Main Street on Monday, November 30, 2015 at 3:00 pm for the purchase of one (1) intel-based server with tower chassis and one (1) intel-based server with rack chassis.

On November 17, 2015, the bid was placed on the County Website and GA Procurement Registry.

Three (3) bids and one (1) alternate bid were received:

Vendor	Total Bid Price	Manufacturer Bid (Dell Specified)	Vendor Declaration & Non-Collusion Affidavit
Alterra Networks, LLC	\$14,724.69	Dell	Yes
JW Affinity	\$15,216.22	Dell	Yes
Pyramid Technology Svc. Inc.	\$16,114.00	Dell	Yes
Pyramid Technology Svc. Inc. (alternate)	\$13,246.00	SuperMicro	Yes

Bid opening attendees: Brett Eure (Alterra), Andy Welch and Faye Bragg.

All bids were turned over to Andy Welch for review with IT Consultants.

BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST (Box 1)				MEETING DATE (Box 2) December 15, 2015							
Legal				RESOLUTION ATTACHED? (Box 3)		YES					
						NO	X				
REQUESTED MOTION OR ITEM TITLE (Box 4)											
Approval of Waiver and Consent											
SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY, IF NEEDED (Box 5)											
As you know, Air Evac EMS, Inc. is leasing property from Bulloch County on Highway 67 next to the Kiwanis Fairgrounds for their new facility. First American Commercial Bancorp, Inc., who is financing the improvements on the property, as requested that Bulloch County as the landlord execute the attached Waiver and Consent, by which Bulloch County disclaims any right, title, or interest in the modular office building being installed on the property. Approval is recommended.											
AGENDA CATEGORY (CHECK ONE) (Box 6)				FINANCIAL IMPACT STATEMENT (Box 7)							
PRESENTATION (6a)				BUDGETED ITEM? (7a)		YES					
						NO					
PUBLIC HEARING (6b)				AMENDMENT REQUIRED? (7b)		YES					
CONSENT (6c)		X				NO					
NEW BUSINESS (6d)				ATTACH DETAILED ANALYSIS, IF NEEDED (7c)							
OLD BUSINESS (6e)											
OTHER (6f)											
APPROVED FOR AGENDA (Box 8)											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES		YES		YES	
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL <i>OA</i>		INITIAL <i>J/g</i>		INITIAL <i>[Signature]</i>	
DATE		DATE		DATE		DATE 12/10/15		DATE 12/8/15		DATE 12.16.15	
COMMISSION ACTION AND REFERRAL (Box 9)											
APPROVED		DATE TO BE RETURNED TO AGENDA									
DENIED											
DEFERRED		NOTES									
OTHER											

WAIVER AND CONSENT

This Waiver and Consent dated as of September 15, 2015, is made and entered into by and among _____, a _____ (State of Incorporation) corporation ("Landlord/Mortgagee"), AIR EVAC EMS, INC., a Missouri corporation ("Lessee"), and FIRST AMERICAN COMMERCIAL BANCORP, INC., an Illinois corporation ("Lessor"), with reference to the following:

- A. Pursuant to that certain Master Lease Agreement No. 2013348 dated January 27, 2014 (the "Lease") entered into by and between Lessee and Lessor, Lessor is leasing certain equipment (the "Equipment"), described in "Exhibit A" attached hereto and incorporated herein. The Equipment is or will be installed and/or used on certain real property having an address of: 16724 Highway 67, Statesboro GA, 30458 (the "Real Property") and such Real Property is owned or operated by, or subject to a mortgage or other lien in favor of, Landlord/Mortgagee.
- B. Lessor is willing to enter into the Lease with Lessee, provided both Landlord/Mortgagee and Lessee disclaim and waive any right, title or interest in and to the Equipment.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

- 1. The Equipment is not and shall not be deemed fixtures but shall at all times be considered personal property.
- 2. Landlord/Mortgagee shall not acquire any right, title or interest in and to the Equipment by virtue of the installation or attachment of the Equipment to the Real Property. Landlord/Mortgagee hereby waives any rights to seize or to claim any interest in the Equipment on account of any claims or rights Landlord/Mortgagee may have against any person, including without limitation, any rights or claims Landlord/Mortgagee may have or assert against Lessee. Landlord/Mortgagee and Lessee acknowledge and agree that any rights they may claim in and to the Equipment shall at all times be subject and subordinate to the rights of Lessor therein.
- 3. Lessor may, at any time and from time to time, enter upon the Real Property and inspect, repair, replace or remove the Equipment; provided that Lessor shall be responsible for any physical damage or injury to the Real Property caused by any employee, contractor or agent of Lessor, and Lessor shall indemnify and hold harmless Landlord/Mortgagee from and against any such physical damage or injury caused by Lessor or its agents.
- 4. The terms and conditions of this Waiver and Consent shall be binding upon the heirs, successors-in-interest and assigns of Landlord/Mortgagee and Lessee, and shall inure to the benefit of Lessor and its successors and assigns.
- 5. This Waiver and Consent shall continue until such time as all of Lessee's obligations to Lessor have been fully and finally paid or performed, as the case may be.
- 6. This Waiver and Consent may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute but one and the same instrument.
- 7. In the event of any dispute arising out of this Waiver and Consent, the prevailing party shall be entitled to the recovery of its reasonable attorneys' fees and costs, in addition to any other amounts that may be awarded by a court of competent jurisdiction.
- 8. This Waiver and Consent shall be governed by and construed in accordance with the laws of the State in which the Real Property is located.

IN WITNESS WHEREOF, the parties hereto have caused this Waiver and Consent to be executed as of the date first written above.

Lessee: AIR EVAC EMS, INC. Landlord/Mortgagee: _____
 By: David Hinton By: _____
 Its: David Hinton / SVP & Controller Its: _____

Lessor: FIRST AMERICAN COMMERCIAL BANCORP, INC.
 By: _____
 Its: _____

EXHIBIT A
 to
Waiver and Consent
 regarding
Master Lease No. 2013348

Lessee: AIR EVAC EMS, INC.

Equipment
 Location: 16724 Highway 67
 Statesboro GA, 30458

Quantity Description

1 Titan Modular Model 2460 24-Foot x 60-Foot Modular Office Building including Standard Blocking, Seaming, Weatherizing and Anchoring, Foundations, Electrical, Plumbing, D/S/R, and Skirting

Serial Number:

Lessee: AIR EVAC EMS, INC.

By: David Hinton

Its: David Hinton / SVP & Controller

Landlord/Mortgagee: _____

By: _____

Its: _____

Lessor: FIRST AMERICAN COMMERCIAL BANCORP, INC.

By: _____

Its: _____



BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST:	MEETING DATE: 12.15.2015		
Capital Projects/Transportation/Engineering	RESOLUTION ATTACHED?	YES NO	 X

REQUESTED MOTION OR ITEM TITLE:

Authorize the filing of a grant application with the GDOT.

SUMMARY/BACKGROUND ATTACH DETAILED SUMMARY:
 Authorize the Chairman and appropriate staff to apply for and file all related documents and certifications for \$1,067,501.80 in 2016 Local Maintenance Improvement Grant (LMIG) funds that are available from the GDOT in accordance with the Transportation and Investment Act using the GDOT application shown in attachment. The program is funded by Georgia's motor vehicle fuel tax and is allocated to local governments based on a funding equation that considers local population and centerline miles of paved and unpaved roads. GDOT requires that LMIG funds be matched by at a rate of 30 percent, thus by county policies require BOC approval.

AGENDA CATEGORY	FINANCIAL IMPACT STATEMENT				
(CHECK ONE)	BUDGETED ITEM?	YES	X	AMENDMENT OR TRANSFER REQUIRED?	YES
		NO			NO
PRESENTATION				ATTACH DETAILED ANALYSIS, IF NEEDED: This match has already been budgeted within the SPLOST 2013, as attached. The highest priority roadways staff recommends for resurfacing are also attached. GDOT has anticipated that it will take approximately one month to review and approve the application once it is received. Shortly thereafter, GDOT expects to distribute the funds to the local government for the total amount approved in the application. The award is expected to be announced by February 2016 with funds disbursed shortly thereafter, and bids will be let immediately, if not before.	
PUBLIC HEARING					
CONSENT	X				
NEW BUSINESS					
UNFINISHED BUSINESS					
OTHER					

AGENDA ITEM REVIEW AND APPROVAL											
DEPARTMENT DIRECTOR		PURCHASING OFFICER		OTHER		COUNTY CLERK		COUNTY STAFF ATTORNEY		COUNTY MANAGER	
YES		YES		YES		YES	✓	YES	✓	YES	✓
NO		NO		NO		NO		NO		NO	
INITIAL		INITIAL		INITIAL		INITIAL	JD	INITIAL	OP	INITIAL	JK
DATE		DATE		DATE		DATE	12/10/15	DATE	12/14/15	DATE	12.10.15

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

Russell R. McMurry, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

June 16, 2015

Garrett Nevil, Chairman
Bulloch County Board of Commissioners
P.O. Box 347
Statesboro, GA. 30459

RE: Fiscal Year 2016 Local Maintenance & Improvement Grant (LMIG) Program

Dear Chairman Nevil:

We are pleased to announce that the Department will begin accepting applications for the Fiscal Year 2016 LMIG Program on July 1, 2015. Please complete the attached application along with your Project Report form containing the road name, length of project, termini, type of work, project cost and construction let date. As a reminder, please mail your application package to the Jesup District Office at P.O. Box 610, Jesup, Georgia 31598 instead of the Local Grants Office in Atlanta. All LMIG applications must be received in the District Office no later than January 1, 2016.

Your formula amount for the 2016 Program is **\$1,067,501.08**. Each local government is required to match this formula amount in accordance with Code Section 48-8-244(d). The General Guidelines and Rules and other pertinent reports can be found on the Department's website at www.dot.ga.gov/ps/local/lmig. We must receive a satisfactory status letter of your previous LMIG Grants before approval can be given on your FY 2016 application. Random audits will be conducted and a satisfactory status of your previous LMIG Grants must be received before approval can be given on your FY 2016 application.

If you should have any questions regarding the LMIG Program please contact the Local Grants Office in Atlanta at (404) 347-0240. Thank you for your attention and cooperation in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Russell R. McMurry".

Russell McMurry, P.E.
Commissioner

RM:TLG
Attachments

Cc: Mr. Karon Ivery; Hon. Butch Parrish; Hon. Jon Burns; Hon. Jan Tankersly; Hon. Jack Hill; Mr. Don Grantham

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2016
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.**

LOCAL GOVERNMENT INFORMATION

Date of Application: November 18, 2015

Name of local government: BULLOCH COUNTY

Address: 115 N. MAIN STREET

Contact Person and Title: V. KIRK TATUM, P.E. COUNTY ENGINEER

Contact Person's Phone Number: 912-764-0127

Contact Person's Fax Number: 912-764-8634

Contact Person's Email: Ktatum@bullochcounty.net

Is the Priority List attached?

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, V. KIRK TATUM (Name), the COUNTY ENGINEER (Title), on behalf of BULLOCH COUNTY (local government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2016**

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (current edition), Supplemental Specifications (current edition), and Special Provisions.

Local Government:

E-Verify Number

(Signature)

Sworn to and subscribed before me,

(Print)

This ____ day of _____, 20__.

Mayor / Commission Chairperson

In the presence of:

(Date)

NOTARY PUBLIC

SEAL:

My Commission Expires:

FOR GDOT USE ONLY

The local government's Application is hereby granted and the amount allocated to the local government is _____ . Such allocation must be spent on any or all of those projects listed in the Project List.

This ____ day of _____, 20__.

Terry L Gable
Local Grants Administrator

2016 GDOT LMIG PROJECT REPORT – BULLOCH COUNTY

NETWORK PROGRAM

Road Name	Description of Work	Beginning	Ending	Length in Miles	Total Cost	LMIG Grant	Bulloch County Matching Funds	Project Let
Issac Akins Road	50 lbs leveling and 165 lbs asphalt overlay	Williams Road	Willow Hill Road	3.49	\$428,796	\$330,173	\$98,623	May-16
Old Leefield Road	165 lbs asphalt overlay	US 80	Brooklet Leefield Road	2.61	\$217,340	\$167,352	\$49,988	May-16
Deloach Church Road	50 lbs leveling and double surface treatment	Nevils-Groveland Road	Evans County Line	2.54	\$127,193	\$97,939	\$29,254	May-16
Zettwell Road	50 lbs leveling and 165 lbs asphalt overlay	State Route 24	Burkhalter Road	2.90	\$356,590	\$274,574	\$82,016	May-16
Lakeview Road	165 lbs asphalt overlay	Old River Road	Screven County Line	1.42	\$118,996	\$91,627	\$27,369	May-16

NEIGHBORHOODS PROGRAM

Road Name	Description of Work	Beginning	Ending	Length in Miles	Total Cost	LMIG Grant	Bulloch County Matching Funds	Project Let
Tree Top Circle	150 lbs asphalt overlay	Glen Oaks Drive	Cul-de-sac	0.06	\$5,567	\$4,287	\$1,280	May-16
Chestnut Oak Lane	150 lbs asphalt overlay	Woodrum Road	Glen Oaks Drive	0.20	\$13,867	\$10,678	\$3,189	May-16
Glen Brook Crossing	150 lbs asphalt overlay	Glen Oaks Drive	Cul-de-sac	0.12	\$10,240	\$7,885	\$2,355	May-16
Glen Oaks Drive	150 lbs asphalt overlay	Woodrum Road	Cul-de-sac	0.54	\$42,033	\$32,365	\$9,668	May-16
Woodshole Circle	150 lbs asphalt overlay	Hunters Pointe Drive	Hunters Pointe Drive	0.76	\$61,813	\$47,596	\$14,217	May-16

Cottontail Drive	150 lbs asphalt overlay	Hunters Pointe Drive	Cul-de-sac	0.25	\$20,496	\$15,782	\$4,714	May-16
Pine Trace	150 lbs asphalt overlay	Ramblewood Drive	Dead end	0.03	\$2,440	\$1,879	\$561	May-16
			Totals	14.92	\$1,405,371	\$1,082,136	\$323,236	
			Network	12.96	\$1,248,915	\$961,665	\$287,250	
			Neighborhoods	1.96	\$156,456	\$120,471	\$35,985	

FY 2016 Capital Projects Budget – SPLOST Funds

ROADS - 2013 SPLOST

Revenues

13-5400	SPLOST 2013 Assigned Fund Balance	\$2,157,000
31-3200	SPLOST 2013 Revenue	\$1,688,330
31-3200	SPLOST - Portal Loan Proceeds	\$28,900
33-1310	Federal - EDA Grant	\$700,000
33-4310	State - Local Maintenance Improvement Grant	\$1,000,000
33-4310	State - GDOT Economic Development Grant	\$700,000
	Total	\$6,274,230

Expenditures

54-1100	Land Acquisition (Borrow Pit)	\$100,000
54-1400	Bridges	\$40,000
54-1400	Dirt Road Paving	\$400,000
54-1400	Economic Development (AJ Riggs)	\$2,200,000
54-1400	Intersections	\$900,000
54-1400	Resurfacing	\$1,300,000
54-1400	Road Striping and Signing	\$150,000
54-1400	Transportation Plan Update Escrow	\$25,000
54-2100	Equipment Lease - Current/Future	\$850,000
54-2100	Heavy Equipment Lift	\$20,000
54-2200	Heavy Equipment Diagnostics	\$15,000
54-2300	General Purpose Vehicles	\$125,000
55-1100	Administration (1.5% of 2013 SPLOST Rev.)	\$57,578
57-9000	Contingencies	\$91,652
	Total	\$6,274,230

PUBLIC SAFETY - 2013 SPLOST

Revenues

13-5400	SPLOST 2013 Assigned Fund Balance	\$786,452
31-3200	SPLOST 2013 Revenue	\$605,679
33-6000	City of Statesboro - Animal Control Vehicle	\$22,000
	Total	\$1,414,131

Expenditures

54-1300	Fire Stations	\$40,000
54-2200	General Purpose Vehicle - Animal Control	\$25,000
54-2200	General Purpose Vehicle – CI	\$25,000
54-2200	General Purpose Vehicle - Probation	\$25,000
54-2200	General Purpose Vehicle - EMS	\$30,000
54-2200	General Purpose Vehicles - Sheriff (8)	\$240,000
54-2200	EMS Ambulance (Existing Lease)	\$216,160
54-2200	Ambulance – EMS	\$150,000

BULLOCH COUNTY BOARD OF COMMISSIONERS AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST (Box 1) County Manager/ Finance/Legal	MEETING DATE (Box 2) December 15, 2015				
	RESOLUTION ATTACHED? (Box 3)				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">YES</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">X</td> </tr> </table>	YES		NO	X
YES					
NO	X				

REQUESTED MOTION OR ITEM TITLE (Box 4)

Amendment to Appendix I of Bulloch County Purchasing Policies

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

House Bill 192 enacted O.C.G.A. § 36-80-24, which imposes certain requirements on elected officials regarding the use of credit cards and/or purchasing cards and becomes effective on January 1, 2016. This statute requires the governing body to designate elected officials who are authorized to be issued credit cards or purchasing cards, requires authorized officials to sign an agreement prior to being issued a card, and requires the governing body to adopt policies that include certain specific provisions. The attached revised Appendix I to the Purchasing Policies is necessary to comply with this new law, and it consolidates provisions that are in current Appendices I and II. Therefore, THE BULLOCH COUNTY PURCHASING POLICIES SHOULD BE AMENDED BY DELETING THE CURRENT APPENDIX I AND II AND ADOPTING A NEW APPENDIX I AS PRESENTED. Approval is recommended.

AGENDA CATEGORY (CHECK ONE) (Box 6)	FINANCIAL IMPACT STATEMENT (Box 7)												
PRESENTATION (6a)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">BUDGETED ITEM? (7a)</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%;"></td> <td style="width: 30%;">AMENDMENT REQUIRED? (7b)</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></td> <td></td> <td style="text-align: center;">NO</td> <td></td> </tr> </table>	BUDGETED ITEM? (7a)	YES		AMENDMENT REQUIRED? (7b)	YES			NO			NO	
BUDGETED ITEM? (7a)	YES		AMENDMENT REQUIRED? (7b)	YES									
	NO			NO									
PUBLIC HEARING (6b)	ATTACH DETAILED ANALYSIS, IF NEEDED (7c)												
CONSENT (6c)													
NEW BUSINESS (6d) X													
OLD BUSINESS (6e)													
OTHER (6f)													

APPROVED FOR AGENDA (Box 8)

DEPARTMENT DIRECTOR	PURCHASING OFFICER	OTHER	COUNTY CLERK	COUNTY STAFF ATTORNEY	COUNTY MANAGER
YES	YES	YES	YES	YES	YES
NO	NO	NO	NO	NO	NO
INITIAL	INITIAL	INITIAL	INITIAL <i>DD</i>	INITIAL <i>Qpa</i>	INITIAL <i>[Signature]</i>
DATE	DATE	DATE	DATE <i>12/10/15</i>	DATE <i>12/8/15</i>	DATE <i>12-10-15</i>

COMMISSION ACTION AND REFERRAL (Box 9)

APPROVED	DATE TO BE RETURNED TO AGENDA
DENIED	
DEFERRED	NOTES
OTHER	

APPENDIX I: CREDIT CARD, FUEL CARD, AND PURCHASING CARD POLICY

PURPOSE

The purpose of this policy is to establish policies and procedures for the issuance and use of Bulloch County Credit Cards, Fuel Cards, and Purchasing Cards (or P-Cards) by Bulloch County's elected officials and employees while conducting business on behalf of Bulloch County.

DEFINITIONS

- 1) Card Administrator: The County Manager or his designee.
- 2) Card Issuer: The business organization or financial institution or its duly authorized agent which issues a Credit Card, Fuel Card, or P-Card.
- 3) Cardholder: The government entity or person to whom or for whose benefit a Credit Card, Fuel Card, or P-Card is issued by a Card Issuer. The Cardholder must be either Bulloch County or an elected official acting in his or her official capacity.
- 4) Card User: An elected official or employee who is authorized to use a Credit Card, Fuel Card, or P-Card in accordance with this policy.
- 5) Credit Card: A card issued by a Card Issuer that allows a Cardholder to borrow pre-approved funds at the point of sale in order to complete a purchase of goods or services. Whenever the term Credit Card is used in this policy, it is understood that it is a Credit Card other than a Fuel Card or a P-Card.
- 6) Department Representative: Person within each department that has the responsibility and authority to assign account numbers for each purchase, and to reconcile departmental Card Users' Credit Card, Fuel Card, and/or P-Card statements.
- 7) Department Head: The person or his designee having approval authority for all charges incurred by individual Card Users within that department.
- 8) Fuel Card: A specific type of Credit Card that is issued through the State of Georgia and which may only be used for the purchase of regular unleaded gasoline. Fuel Cards may only be issued to (a) employees whose job responsibilities are of a 24-hour nature; (b) employees who must travel outside Bulloch County; or (c) employees when Bulloch County fueling facilities are not readily available to fleet users.
- 9) Purchasing Card or P-Card: A specific type of Credit Card issued by Bulloch County's primary banking services provider for the purpose of making small-dollar purchases of \$500.00 or less. P-Cards are readily identified because, in addition to Bulloch County as the Cardholder, they also have the Card User's name and the words "Purchasing Card" on the face of the card. However, the Card Issuer will not have access to credit records or social security numbers of the Card User, and the P-Card will not affect the Card User's personal credit.

DESIGNATION OF AUTHORIZED BULLOCH COUNTY ELECTED OFFICIALS

In accordance with the requirements of O.C.G.A. § 36-80-24 and subject to the provisions of this policy, the following Bulloch County elected officials are authorized to be issued or to use a Credit Card, Fuel Card, and/or P-Card: (1) Chairman of the Board of Commissioners; (2) Commissioners; (3) Clerk of Court; (4) Coroner; (5) Magistrate Judge; (6) Probate Judge; (7) Solicitor-General; (8) State Court Judge; (9) Sheriff; and (10) Tax Commissioner.

Provided, however, that prior to being issued or using a Credit Card, Fuel Card, or P-Card, an elected official must sign and accept a Card User Agreement as set forth in this policy. Any purchases by an elected official using a Credit Card, Fuel Card, or P-Card must be solely for items or services that directly relate to such official's public duties.

DESIGNATION OF AUTHORIZED EMPLOYEES

Individual Department Heads may request issuance of or authorization to use a Credit Card, Fuel Card, or P-Card for particular employees within their departments. Such requests must be submitted on the form entitled Request for Card User Authorization. Prior to an employee being issued or using a Credit Card, Fuel Card, or P-Card, the request must be approved by the Department Head, the Card Administrator, and (if the County Manager has designated someone other than himself as the Card Administrator) the County Manager. The approved employee must then sign and accept a Card User Agreement.

TRANSACTION LIMITS

1) Transaction Limits for Credit Cards: The transaction limit for a single purchase with a Credit Card is \$1,500.00, unless the transaction limit for a single purchase for a particular Credit Card is raised or lowered pursuant to this policy. In order to change the transaction limit for a single purchase for a particular Credit Card, the higher or lower limit must be approved by the Department Head, the Card Administrator, and the County Manager. Such approval shall be indicated on the Card User Agreement with the signatures of the approving parties and the specification of the higher or lower limit.

2) Transaction Limits for Fuel Cards: The transaction limit for a single purchase with a Fuel Card is \$150.00, unless the transaction limit for a single purchase for a particular Fuel Card is raised or lowered pursuant to this policy. In order to change the transaction limit for a single purchase for a particular Fuel Card, the higher or lower limit must be approved by the Department Head, the Card Administrator, and the County Manager. Such approval shall be indicated on the Card User Agreement with the signatures of the approving parties and the specification of the higher or lower limit.

3) Transaction Limits for P-Cards: The transaction limit for a single purchase with a P-Card is \$500.00, unless the transaction limit for a single purchase for a particular P-Card is raised or lowered pursuant to this policy. In order to change the transaction limit for a single purchase for a particular P-Card, the higher or lower limit must be approved by the Department Head, the Card Administrator, and the County Manager. Such approval shall be indicated on the Card User Agreement with the signatures of the approving parties and the specification of the higher or lower limit.

4) Transaction Limits for Elected Officials: In the case of elected officials, the above transaction limits and procedures for changing the transaction limits shall apply, except that instead of the approval of a Department Head, the approval of the Chairman of the Board of Commissioners (or, if the Card User is the Chairman, the approval of the Vice-Chairman) shall be required.

5) Purchases may not be split to avoid transaction limits. If items to be purchased from a single vendor on any given date exceed the transaction limit, the purchase order process must be used.

AUTHORIZED AND UNAUTHORIZED PURCHASES

1) Authorized Purchases: Authorized elected officials shall only use Credit Cards, Fuel Cards, and/or P-Cards to purchase goods or services directly related to the public duties of the elected official. Authorized employees shall only use Credit Cards, Fuel Cards, and/or P-Cards to purchase goods or services directly related to their employment with Bulloch County and that are necessary to maintain the continuous operation of Bulloch County. Fuel Cards will only be used (a) when a Bulloch County fueling center is not reasonably available; and (b) at self-service islands for the purchase of regular unleaded gasoline for a Bulloch County vehicle. All purchases are subject to this policy, the purchasing policy, the agreement(s) signed by the Card User, the adopted budget, and any other Bulloch County policies that may impact any such purchases.

2) Unauthorized Purchases: Authorized elected officials shall not use Credit Cards, Fuel Cards, and/or P-Cards to purchase goods and services that are not directly related to the public duties of the elected official. Authorized employees shall not use Credit Cards, Fuel Cards, and/or P-Cards to purchase goods or services that are not directly related to their employment with Bulloch County and that are not necessary to maintain the continuous operation of Bulloch County. Credit Cards, Fuel Cards, and/or P-Cards shall not be used to avoid compliance with Bulloch County's purchasing policies and procedures, to purchase goods or services that are not approved in Bulloch County's budget, to purchase goods or services exceeding transaction limits, or to make purchases not in compliance with the agreement signed by the Card User. Credit Cards, Fuel Cards, and/or P-Cards shall not be used for personal purchases of goods or services under any circumstances. Without limiting the applicability of the foregoing, the following types of purchases may not be made regardless of the dollar amount:

- a) Gasoline, fuel, or oil inside Bulloch County (with the exception of authorized use of Fuel Cards);
- 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;
- i) Telephone charges; or
- j) Any additional goods or services restricted by the Department Head.

3) Reimbursement and Disciplinary Action: The purchase of personal items or services using a Credit Card, Fuel Card, and/or P-Card is strictly prohibited. Should a Card User purchase personal items or services using a Credit Card, Fuel Card, and/or P-Card, the Card User's card will be subject to immediate revocation and the Card User will be required to reimburse Bulloch County for the unauthorized purchases. The Card User will also be subject to immediate disciplinary action, up to and including termination of employment (unless the Card User is an elected official).

DOCUMENTATION; REVIEWING AND AUDITING PROCEDURES

- 1) Documentation

- (a) Itemized Receipts: The Card User must obtain an itemized receipt for each purchase made with a Credit Card, Fuel Card, or P-Card.
- (b) Over-the Counter Purchases: For over-the-counter purchases, the Card User should obtain both a customer copy of the charge slip and an itemized receipt.
- (c) Telephone-Internet Purchases: For purchases over the telephone or internet, the Card User must complete a Telephone-Internet Log Order Report and attach an itemized receipt if available. If an itemized receipt is not immediately available, the Card User should attach whatever documentation is immediately available such as a completed supplier order form, flyer, or email confirmation. The Card User must request an itemized receipt from the vendor and forward it to the Department Representative for attachment to the Telephone-Internet Log Order Report as soon as possible.
- (d) Missing Receipts: If for some reason the Card User cannot provide an itemized receipt for a particular purchase, the Card User must complete a Missing Receipt Form.

2) Reviewing and Auditing Procedures

- a) For each purchase, the Card User must obtain itemized receipts and any other required documentation and forward it to the Department Representative within 24 hours after the purchase. The Department Representative will assign appropriate account numbers as purchases are made and reported.
- b) Copies of monthly statements for each Credit Card, Fuel Card, and/or P-Card assigned to a particular department will be provided to the Department Representative by the Finance Department. The Department Representative must review each monthly statement along with the itemized receipts for that monthly statement, reviewing and reconciling any disputed charges or discrepancies with each departmental Card User. Within 3 business days of receiving the monthly statement, the Department Representative must complete a Monthly Reconciliation Statement for each card and forward it with all itemized receipts, invoices, and other documentation to the Department Head for approval. If the Department Representative determines that there is an unreconciled discrepancy with any charge, the Department Representative will complete a Charge Dispute Form for each disputed charge and attach it to the Monthly Reconciliation Statement. The Department Representative must also retain a copy of the Monthly Reconciliation Statement, itemized receipts, invoices, and other documentation for auditing purposes.
- c) The Department Head must review the Monthly Reconciliation Statements and documentation and complete a Payment Authorization Memorandum for each statement. If the Department Head is satisfied that all purchases are appropriate and fully documented, the Department Head shall authorize payment of the entire statement. If the Department Representative has attached any Charge Dispute Forms to any of the Monthly Reconciliation

Statements, the Department Head shall discuss the disputed charges with the Department Representative and, if necessary, the Card User to determine if the disputed charges can be resolved. If the disputed charges cannot be resolved, or if the Department Head discovers additional discrepancies with any charges, the Department Head will complete a Charge Dispute Form for each disputed charge and deduct the total amount of disputed charges from the authorized payment amount. The Department Head must attach a completed Payment Authorization Memorandum and, if applicable, Charge Dispute Form(s) to each Monthly Reconciliation Statement and forward them along with the itemized receipts and any other documentation to the Chief Financial Officer or her designee within 2 business days of the Department Head's receipt of the Monthly Reconciliation Statements from the Department Representative.

- d) The Chief Financial Officer or her designee will review all Payment Authorization Memoranda and attached documentation. If a Department Head has attached any Charge Dispute Forms to a Payment Authorization Memorandum, the Chief Financial Officer or her designee shall discuss the disputed charges with the Department Head and, if necessary, with the Department Representative and/or the Card User to determine if the disputed charges can be resolved. If the disputed charges cannot be resolved, or if the Chief Financial Officer or her designee discovers additional discrepancies with any charges, the Chief Financial Officer or her designee will complete a Charge Dispute Form for each disputed charge and further discuss the disputed charges with the Card Administrator. If the disputed charges cannot be resolved after further discussion with the Card Administrator, the Chief Financial Officer or her designee will complete a new Payment Authorization Memorandum (if necessary) and deduct the total amount of disputed charges from the authorized payment amount. The card statement and Payment Authorization Memorandum shall then be forwarded to Accounts Payable for payment before the due date on the statement. The Chief Financial Officer or her designee shall maintain the Monthly Reconciliation Statements, Payment Authorization Memoranda, original itemized receipts, and any other related documentation for any necessary future review and auditing purposes. These records shall also be available for public inspection.

EMPLOYEE RESPONSIBILITIES

In addition to responsibilities regarding documentation, reviews, and audits, the following employees shall have the following responsibilities regarding Credit Cards, Fuel Cards, and/or P-Cards:

- 1) Card Users
 - a) Maintain card security.
 - b) Identify Bulloch County's sales tax exemption status to vendors.
 - c) Assure that cards are used only for authorized purchases.
 - d) Immediately report a lost or stolen card to the Card Issuer, and immediately complete a Lost/Stolen Card Report and forward it to the Department Head.

- e) A Card User is responsible and accountable for all transactions that occur on his or her card.

2) Department Heads

- a) Establish any monthly limits on purchases for each individual employee.
- b) Request card issuance to the designated eligible employees.
- c) Collect cards from employees upon their termination, transfer, or employment separation. No final payroll check shall be issued to an employee until his card has been received by the Department Head.
- d) Immediately notify both the Card Administrator and the Chief Financial Officer of the discovery of lost or stolen cards and transmit to them a Lost/Stolen Card Report.
- e) Notify both the Card Administrator and the Chief Financial Officer of cards that need to be cancelled and the effective date the cards should be cancelled.

3) Card Administrator

- a) Coordinate policy issues.
- b) Participate in ongoing program reviews.
- c) Resolve supplier/vendor issues.
- d) Report program activity quarterly to management.
- e) Order/distribute/collect new or replacement cards.
- f) Collect terminated cards and report to Card Issuer.
- g) Maintain master Card User/number record.

VIOLATIONS AND PENALTIES

A Credit Card, Fuel Card, and/or P-Card will be suspended or revoked if the Card User violates any provisions of this policy or misuses the card in any way. In addition, the offending Card User may be subject to civil and criminal penalties depending on the nature of the violation, and (unless the Card User is an elected official) will be subject to disciplinary action, up to and including termination of employment. The following list of misuse or policy non-compliance, and the resulting penalties for same, is not exhaustive.

<i>Misuse or Policy Non-Compliance</i>	<i>Sequence</i>	<i>Penalty</i>
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	First offense	Permanent Revocation;

<i>Misuse or Policy Non-Compliance</i>	<i>Sequence</i>	<i>Penalty</i>
another individual who is not a county employee; purchasing from vendors who are friends or relatives creating a conflict of interest.		Employee is Subject to Termination
Splitting a purchase to circumvent the limitations of the Bulloch County's Purchasing Policies; using of another employee's 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 Department
	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

CARD USER AGREEMENT

By accepting the below-described () Credit Card () Fuel Card () Purchasing Card (P-Card), the undersigned elected official or employee acknowledges that he or she has read and understands the Bulloch County Purchasing Policies, including Appendix I thereto that particularly governs the use of this Card, and that he or she will only use this card in compliance with said policies.

More specifically, this Card may only be used by an elected official to purchase goods or services directly related to the public duties of the elected official. This Card may only be used by a employees to purchase goods or services directly related to their employment with Bulloch County and that are necessary to maintain the continuous operation of Bulloch County. 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.

Any unauthorized or improper use of this Card as specified in the above-referenced policies, including but not limited to use of this Card to purchase personal items or services, will result in immediate revocation of this Card, and the offending elected official or employee will be required to reimburse Bulloch County for any unauthorized or improper purchases. Employees other than elected officials will also be subject to immediate disciplinary action, up to and including termination of employment. Unauthorized or improper use of this Card may also subject the elected official or employee to additional civil or criminal penalties depending on the nature of the violation.

ASSIGNMENT INFORMATION	
Name of Elected Official or Employee	
Department	
Office or Job Title	
Card Account Number	
Single Purchase Credit Limit	
30-day Purchase Limit (if any)	
Date of Issue	

COMPLIANCE AND APPROVAL SIGNATURES		DATE
Elected Official or Employee	Signature: Printed Name:	
Chair or Vice-Chair (if authorized Card User is an elected official)	Signature: Printed Name:	
Department Head (if authorized Card User is an employee)	Signature: Printed Name:	
County Manager	Signature: Printed Name:	
Card Administrator (if other than County Manager)	Signature: Printed Name:	

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: _____ (signature)

PRINTED NAME: _____

SUBJECT: Statement Verification for Period of: _____, 20____

____ (INITIAL) I have reviewed the Card Issuer statements for the Card Users in the department and agree that all charges are appropriate and correct and authorize payment of \$ _____.

____ (INITIAL) I have reviewed the Card Issuer statements for the Card Users in the department and find all charges are appropriate and correct with the exception of those listed on the attached Charge Dispute Form. I authorize payment of \$ _____.

LOST/STOLEN CARD REPORT

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

EMPLOYEE CARDHOLDER	
CARD NUMBER	
DATE-TIME CARD DISCOVERED MISSING	
DATE-TIME REPORTED TO CARD ISSUER	
DATE-TIME REPORTED TO DEPT. HEAD	
DATE-TIME REPORTED TO PCA	
DATE-TIME DE-ACTIVATED	

EXPLANATION (CHECK BOX):

Lost Card	<input type="checkbox"/>
Stolen Card	<input type="checkbox"/>
Other	<input type="checkbox"/>

EXPLAIN OTHER:

CARDHOLDER INITIALS AND DATE	
DEPARTMENT HEAD INITIALS AND DATE	

CARD ADMINISTRATOR NOTES:
