



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, April 6, 2018 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance
4. Special Presentation - Retirement Proclamation
5. Special Presentation - Child Abuse Prevention Month Proclamation

Regular Business Meeting

6. Public Comments
7. Approval of Agenda
8. Consent Agenda
 - a. Approval of Minutes - March 20, 2018 Public Hearing and Regular Meeting (staff-CC)
 - b. Approval of Minutes - March 20, 2018 Executive Session (staff-CC)
 - c. Authorization for Chairman to sign Putnam County Transit Procurement Manual (staff-Transit)
9. Update from Sheriff Sills (PCSO)
10. Approval of Local TSPLOST Project Implementation Revision (staff-CM)
11. Approval of a work session concerning the MOU between Putnam County and Piedmont Water Company, following the May 4th BOC meeting (AF)
12. Discussion and possible action regarding the fee for collection of school taxes (SH)

Reports/Announcements

13. County Manager Report
14. County Attorney Report
15. Commissioner Announcements

Closing

16. Adjournment

Backup material for agenda item:

8. Consent Agenda
 - a. Approval of Minutes - March 20, 2018 Public Hearing and Regular Meeting (staff-CC)
 - b. Approval of Minutes - March 20, 2018 Executive Session (staff-CC)
 - c. Authorization for Chairman to sign Putnam County Transit Procurement Manual (staff-Transit)

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, March 20, 2018 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, March 20, 2018 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia

PRESENT

- Vice-Chairman Alan Foster
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Trevor Addison

ABSENT

- Chairman Stephen Hersey

STAFF PRESENT

- County Attorney Adam Nelson
- County Manager Paul Van Haute
- Assistant County Manager Lisa Jackson
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Vice-Chairman Foster called the meeting to order at approximately 6:30 p.m. (Copy of agenda made a part of the minutes on minute book page _____.)

2. Invocation

The invocation was given by Pastor Rob Raynor, Lakepoint Community Church.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Billy Webster.

Zoning Public Hearing

4. Request by Brandy Huskins, agent for Andrew Holder, for a conditional use permit at 206 McMillan Road. Presently zoned AG-2 [Map 022, Parcel 001002] (P&Z)

Mr. Chris Huskins spoke in support of the request. No one signed in to speak against this item. Planning & Development staff recommendation was for approval with the following conditions:

- 1) owners shall present a parking plan, prepared by a design professional which shall be approved by the Planning Director and executed prior to the issuance of a business registration
- and 2) hours of operation shall not exceed 12:00 a.m.

Motion made by Commissioner Irvin, seconded by Commissioner Brown, to approve the request by Brandy Huskins, agent for Andrew Holder, for a conditional use permit at 206 McMillan Road, presently zoned AG-2 and identified as Map 022, Parcel 001002, with the following conditions: 1) owners shall present a parking plan, prepared by a design professional which shall be approved by the Planning Director and executed prior to the issuance of a business registration and 2) hours of operation shall not exceed 12:00 a.m.

Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

5. Request by Shelley Moore to rezone 3,920.40 square feet (.09 acres) at 133 Napier Road from AG-1 to R-1 [Map 057, part of parcel 004001] (P&Z)

No one signed in to speak for or against this item. Planning & Development staff recommendation was for approval.

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the request by Shelley Moore to rezone 3,920.40 square feet (.09 acres) at 133 Napier Road from AG-1 to R-1, identified as Map 057, part of parcel 004001.

Motion amended by Commissioner Addison, seconded by Commissioner Irvin, to include the following conditions: 1) the 3,920.40 square feet (.09 acres) must be combined with the adjacent R-1 parcel identified as Map 057, Parcel 004001; 2) the 3,920.40 square feet (.09 acres) cannot be used or sold as a standalone parcel; and 3) this rezoning shall also be conditioned upon the resurveying and recordation of the plat as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.

Motion as amended carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

6. Request by Willie David Copelan to rezone 5 acres at 612 Sparta Highway from AG-1 to AG-2 [Map 092, part of parcel 017001] (P&Z)

Mr. Willie David (Danny) Copelan spoke in support of the request. No one signed in to speak against this item. Planning & Development staff recommendation was for approval with this rezoning being conditioned upon the resurveying and recordation of the plat as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the request by Willie David Copelan to rezone 5 acres at 612 Sparta Highway from AG-1 to AG-2, identified as Map 092, part of parcel 017001 with this rezoning being conditioned upon the resurveying and recordation of the plat as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

7. Request by Willie David Copelan & Uyvonna Copelan to rezone 5 acres at 621 Wards Chapel Road from AG-1 to AG-2 [Map 104, part of parcel 024] (P&Z)

Ms. Uyvonna Copelan signed in to support the request, but declined to speak. No one signed in to speak against this item. Planning & Development staff recommendation was for approval with this rezoning being conditioned upon the resurveying and recordation of the plat as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances.

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the request by Willie David Copelan & Uyvonna Copelan to rezone 5 acres at 621 Wards Chapel Road from AG-1 to AG-2, identified as Map 104, part of parcel 024 with this rezoning being conditioned upon the resurveying and recordation of the plat as stated in Section 66-165(e)(3) of the Putnam County Code of Ordinances. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

Regular Business Meeting

8. Public Comments

None

9. Approval of Agenda

Vice-Chairman Foster requested to move item #16 “Authorization for Chairman to sign Non-Exclusive Perpetual Septic Line Easement (KI & CA)” up to #11.5

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the agenda with the requested change. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

10. Consent Agenda

- a. Approval of Minutes - March 2, 2018 Regular Meeting (CC)
- b. Approval of Minutes - March 2, 2018 Executive Session (CC)
- c. Approval of 2018 Alcohol Licenses (CC)

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the Consent Agenda as outlined. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes. (Copy of alcohol licenses made a part of the minutes on minute book pages _____ to _____.)

11. Approval of location for Veterans Wall of Honor Park-Phase III (TA)

Mr. Bob Landau spoke in support of this request and explained the plan for Phase 3.

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to designate approximately 1.725 acres outside of the existing public pool facility area in tax parcel E006033, at the intersection of N. Lafayette and W. Marion Streets as an extension of the "Veterans Wall of Honor Park", and to authorize Post 583 of The American Legion and Post 6686 of the Veterans of Foreign Wars to build, erect, and maintain a Veterans Memorial Garden therein, subject to appropriate oversight by the County Manager. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes. (Copy of permit made a part of the minutes on minute book pages _____ to _____.)

11.5. Authorization for Chairman to sign Non-Exclusive Perpetual Septic Line Easement (KI & CA)

County Attorney Nelson explained that this request is to place septic lines along and under Shadow Lake Drive-lots 5 & 6 already have easements, but lot 7 needs one. Also, Morgan County Board of Commissioners has already given an easement. Attorney Jay Dell signed in to answer questions and explained that this request is trying to clean up what was done many years ago.

Motion made by Commissioner Irvin, seconded by Commissioner Addison, to authorize the Chairman to sign a Non-Exclusive Perpetual Septic Line Easement. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes. (Copy of easement made a part of the minutes on minute book pages _____ to _____.)

12. Approval of 2019 Budget/Mill Rate Schedule (Fin Dept)

Finance Director Linda Cook presented schedule and answered questions.

Motion made by Commissioner Irvin, seconded by Commissioner Addison, to approve the 2019 Budget/Mill Rate Schedule. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes. (Copy of schedule made a part of the minutes on minute book page _____.)

13. Awarding of Solicitation 18-61801-001 Architectural Plans for an Event Center at Oconee Springs Park (CM & OSP Staff)

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to award Solicitation 18-61801-001 Architectural Plans for an Event Center at Oconee Springs Park to Ray Fordham & Company, Inc. in the amount of \$6,000.00. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

14. Request from Fire Chief to purchase a Demo Rescue Pumper (Fire Dept)
Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the request from the Fire Chief to purchase a demo Rescue Pumper from E-One in the amount of \$315,615.00 using SPLOST #8 funds. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

15. Appointment to the Board of Assessors (CC)
Commissioner Addison, seconded by Vice-Chairman Foster, nominated Evan Reese for appointment to the Board of Assessors.

Vice-Chairman Foster called for the vote. Commissioner Irvin voted for Evan Reese. Commissioner Brown voted for Evan Reese. Commissioner Addison voted for Evan Reese. Vice-Chairman Foster voted for Evan Reese.

16. Authorization for Chairman to sign Intergovernmental Agreement for Public Ownership of Sewer Improvements for Legacy Housing, Ltd. (CC & EPWSA)
Motion made by Commissioner Addison, seconded by Commissioner Irvin, to authorize the Chairman to sign the Intergovernmental Agreement for Public Ownership of Sewer Improvements for Legacy Housing, Ltd. between Putnam County, City of Eatonton, and Eatonton-Putnam Water and Sewer Authority. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes. (Copy of agreement made a part of the minutes on minute book pages _____ to _____.)

Executive Session

17. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate

Motion made by Commissioner Addison, seconded by Commissioner Brown, to enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

Meeting closed at approximately 7:30 p.m.

18. Motion to reopen meeting and Execute Affidavit concerning the subject matter of the closed portion of the meeting

Motion made by Commissioner Addison, seconded by Commissioner Brown, to reopen the meeting and execute the affidavit concerning the subject matter of the closed portion of the meeting. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes. (Copy of affidavit made a part of the minutes on minute book page _____.)

Meeting reopened at approximately 8:32 p.m.

19. Action, if any, resulting from the Executive Session
Motion made by Commissioner Addison, seconded by Commissioner Irvin, to enter into agreement between Putnam County and County Manager Paul Van Haute to renew the county manager contract under current annual salary and benefits as outlined. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes. (Copy of contract made a part of the minutes on minute book pages _____ to _____.)

Reports/Announcements

20. County Manager Report

County Manager Van Haute reported the following:

- Litter vacuum truck demo has been rescheduled to March 28, 2018
- need to change amount charged to Board of Education for collecting taxes-law says it must be 2.5%-will bring in \$350,000 additional revenue
- will be on vacation the rest of this week
- shooting at the race track this weekend had emergency personnel under fire-Sheriff will be at next meeting to discuss ingress/egress of emergency vehicles at site
- thanked commissioners for contract renewal
- reported best 12 months of insurance claims ever

21. County Attorney Report

No report

22. Commissioner Announcements

Commissioner Irvin: none

Commissioner Brown: none

Commissioner Addison: none

Vice-Chairman Foster: commented on the potential expansion of water service and requested a work session, possibly after next meeting

Chairman Hersey: absent

23. Adjournment

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to adjourn the meeting. Motion carried with Commissioners Irvin, Brown, and Addison and Vice-Chairman Foster voting yes.

Meeting adjourned at approximately 8:42 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Alan Foster
Vice-Chairman

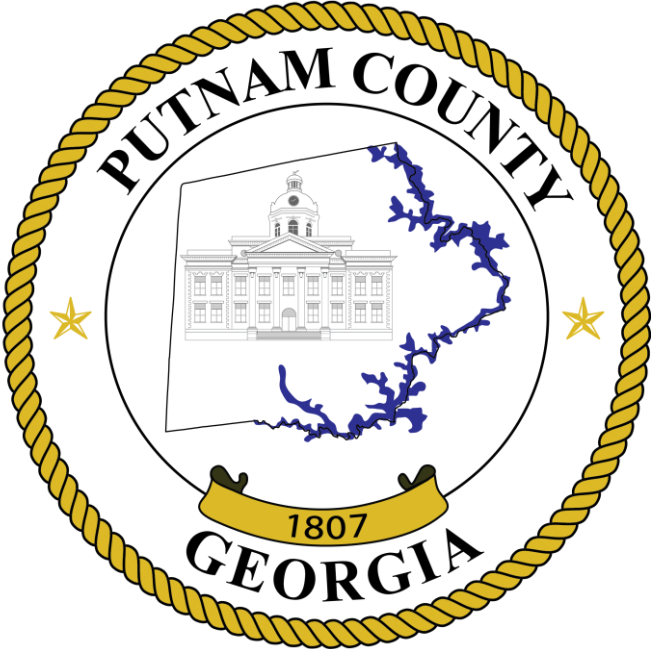
PUTNAM COUNTY BOARD OF COMMISSIONERS



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The draft minutes of the March 20, 2018 Executive Session are available for Commissioner review in the Clerk's office.

**Putnam County Board of Commissioners
Putnam County Transit
PROCUREMENT MANUAL**



April 6, 2018

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1. INTRODUCTION

1.1. Purpose

This manual establishes guidelines and minimum standards that Putnam County Transit will use in the management of its third-party contracts. This policy is intended to ensure that Putnam County Transit complies with Federal Transit Administration (FTA) and the Georgia Department of Transportation’s (GDOT’s) standards to ensure full and open competition and equitable treatment of all potential sources for all purchases made with funding derived from the Federal, state, and local governments. In all purchasing activity, the goal of Putnam County Transit is to ensure maximum open and free competition consistent with:

- FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof;
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (referred to now as the “Super Circular” and which replaced and consolidated OMB Circulars A-87, A-102, A-110, A-122, and A-133);
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 1201, which replaces 49 CFR parts 18 and 19;
- GDOT Section 5311 State Management Plan; and
- GDOT Section 5311 Program Manual.

1.2. Applicability

This policy applies to all procurements undertaken and financed, in whole or in part, with FTA financial assistance provided to Putnam County Transit to support **open market procurements**. An open market solicitation is used to purchase a good or service by soliciting from any available source. Most grantee procurement activity will be undertaken on the open market. Open market procurements exclude:

- Employment Contracts;
- Real Estate Contracts; and
- Intergovernmental Agreements.

The goal of procurement practices is to provide an atmosphere in which all procurement transactions will be conducted in a manner providing full and open competition. Putnam County Transit will avoid the following situations considered to be restrictive of competition:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest, which means that because of other activities, relationships, or contracts, a contractor is unable, or potentially unable, to render impartial assistance or advice to the grantee; a contractor's objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage;
- The specification of only a "brand name" product without listing its salient characteristics and not allowing "an equal" product to be offered; and
- Any arbitrary action in the procurement process.

Putnam County Transit will conduct procurements in a manner that does not give in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not pre-empt Georgia licensing laws from being considered in those disciplines that are regulated by the State of Georgia. Geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services if an appropriate number of qualified firms, given the nature and size of the project, are able to compete for the contract.

1.3 Third Party Contracting Capacity

The provisions of “Super Circular” and the most current version of FTA Circular 4220 requires Putnam County Transit to have written procurement procedures as a condition of self-certification. This policy is designed to meet FTA and GDOT’s requirements in this regard.

1.4. Relationship to Other Putnam County Policies

The purpose of the Putnam County Board of Commissioners’ purchasing policies and procedures are two-fold. First, the Putnam County Board of Commissioners has established these policies and procedures to conform to the provisions of Federal procurement regulations that govern the Putnam County Board of Commissioners’ use of FTA and GDOT funds. Second, these policies and procedures assure that materials, supplies, services and equipment required for efficient and effective operation of the transit program are procured with regard to an analysis of price, quality, quantity, terms and delivery specifications. These policies and procedures pertain only to the Putnam County Board of Commissioners' purchases made with FTA funds for the transit program; purchases with local funds and for purposes other than transit may follow alternative procedures.

These policies may not answer all questions related to purchasing; if any employee of Putnam County Transit has a question regarding these procedures, GDOT should be contacted for clarification and guidance.

When Putnam County Transit undertakes any purchase utilizing FTA funds, this policy shall supersede any existing purchasing policy promulgated by the Putnam County Board of Commissioners. When any conflict exists between this policy and the existing policies of the Putnam County Board of Commissioners, the procedures outlined herein shall prevail. If any employee of Putnam County Transit determines that a conflict exists between these policies and state and local law, Putnam County Transit shall contact GDOT and communicate the conflict.

2. CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

2.1. Purpose

The “Super Circular” requires each recipient to maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. This policy must address:

- Personal Conflicts of Interest
- Gifts; and
- Violations.

2.2. Definition of Key Terms

As used herein, the following definitions apply:

Conflict of Interest – A situation in which an existing employee, or an employee who has been, or will be, offered employment, board member, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between an employee’s private interests and his or her professional obligations to the Putnam County Transit such that an independent observer might reasonably question whether the employee’s professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Financial Interest – An officer, agent, Board Member, his or her partner, employee or their immediate family, is considered as having a financial interest in a company if: they receive more than \$10,000 in consulting income, salaries, or equity in the company; they have more than 5 percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

Immediate Family – Immediate family includes an employee’s spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

2.3. Applicability

No employee, elected official, agent, or other individual under an employment contract with the Putnam County Board of Commissioners, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the selection, award, or administration of a contract supported with FTA assistance if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when any of those previously listed individuals has a financial or other interest in the firm selected for award.

2.4. Gifts

Any contractor, subcontractor, or supplier who has a contract with a governmental agency; has performed under such a contract within the past year; or anticipates bidding on such a contract in the future shall be prohibited from making gifts or to providing favors to any individual defined in Section 2.2. who is charged with the duty of:

- Preparing plans, specifications, or estimates for public contract; or
- Awarding or administering public contracts; or
- Inspecting or supervising construction.

The Putnam County Transit also prohibits all covered individuals defined in Section 2.2. who perform the functions listed above from receiving or accepting any such gift or favor.

2.5 Employee Conflicts of Interest

2.5.1. Conflicts of Interest

It shall be a breach of ethical standards for any Putnam County Transit employee to participate directly or indirectly in a procurement when the employee knows:

- The employee (or prospective employee that an offer of employment is anticipated or has been made) or any member of the employee’s immediate family, board members, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee’s immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee’s immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

2.5.2. Discovery of Actual or Potential Conflict of Interest (Disqualification and Waiver)

Upon discovery of an actual or potential conflict of interest, an employee participating directly or indirectly in a procurement shall:

- Promptly file a written statement of disqualification with the County Manager; and
- Withdraw from further participation in the procurement.

The employee may, at the same time, request from the County Manager an advisory opinion as to what further participation, if any, the employee may have in the procurement. It shall be at the sole discretion of the County Manager to determine if the employee may have any further participation in the procurement and, if so, the extent to which the employee may participate. Any employee who fails to comply with the provisions of this paragraph may be subject to disciplinary action.

2.5.3. Employee Disclosure Requirements

A Putnam County Transit employee, who has reason to believe that he/she or his/her immediate family have an interest that may be affected by his/her official acts or actions as a Putnam County Transit employee or by the official acts or actions of Putnam County Transit, shall disclose the precise nature and value of such interest in a written disclosure statement to the County Manager. The employee’s disclosure statement will be reviewed by the County Manager and the County Manager will respond to the employee in writing with an opinion as to the propriety of said interest.

In the event that the Transit Director has reason to believe that he/she or his/her immediate family has an interest that may be affected by his/her official acts or actions as a Putnam County Transit employee or by the official acts or actions of Putnam County Transit, he/she shall disclose the precise nature and value of such interest in a written disclosure statement to the County Manager.

2.5.4. Confidential Information

A Putnam County Transit employee may not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, confidential information acquired by virtue of their position or employment with Putnam County Transit.

2.5.5. Solicitation Provision

Putnam County Transit shall insert the following provisions in all formal competitive solicitation documents for products and services:

“Putnam County Board of Commissioners has moved to adopt the policies contained in the Georgia Procurement Manual Code of Ethics, (1.4.4. These policies shall apply to Putnam County Transit employees involved in procurement. It is a breach of ethical standards for any Putnam County Transit employee to participate directly or indirectly in a procurement when the employee knows:

- *The employee or any member of the employee’s immediate family has a financial interest pertaining to the procurement;*
- *A business or organization in which the employee, or any member of the employee’s immediate family, has a financial interest pertaining to the procurement; or*
- *Any other person, business or organization with whom the employee or any member of employee’s immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.*

In addition, any persons acting as members of an evaluation committee for any procurement shall, for the purposes of the procurement, be bound by conditions of this Section. Throughout the bid/proposal evaluation process and subsequent contract negotiations, offerors shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of any evaluation committee, Putnam County Board of Commissioners employees or other governing board members other than the designated procurement officer.”

2.6. Organizational Conflicts of Interest

The procurement officer and technical personnel are encouraged to work closely with the County Attorney to review all situations that appear to have the potential for an organizational conflict of interest.

Organizational conflicts of interest may result in bias and potentially provide an unfair competitive advantage to a potential offeror. An organizational conflict of interest occurs due to the type of work to be performed under a third party contract, or because of other activities or relationships such as:

- A contractor is unable, or potentially unable, to render impartial assistance or advice to the Putnam County Board of Commissioners;
- A contractor’s objectivity in performing contract work is or might otherwise be impaired; or
- A contractor has an unfair competitive advantage.

Bias arises when a contractor is placed in a situation where there may be an incentive to distort advice or decisions. Whenever a contract is awarded that involves the rendering of advice, the question must always be asked as to whether the potential for a conflict of interest exists for the contractor rendering the advice. Putnam County Transit will utilize a "Conflict of Interest Disclosure Statement," in its solicitation when contracting for services of this nature.

3. PROCEDURES FOR OPEN MARKET PROCUREMENTS

3.1 Methods of Procurement

Putnam County Transit shall use competitive procedure(s) appropriate for the acquisition undertaken. The procedures used must comply with Georgia and local law as well as with Federal requirements. Federal restrictions vary with the type of procurement method used. The following guidance is based on the requirements of the Common Grant Rule for governmental recipients, supplemented by FTA policies that address the needs of FTA recipients.

3.1.1. Micro-Purchases

3.1.1.1. Definition

Micro-purchases are those purchases of products and services that cost less than \$3,000.

3.1.1.2. Approval Authority

Micro-purchases must be approved in writing by the following Putnam County Transit employees:

- Putnam County Transit Director.

3.1.1.3. Competition

Putnam County Transit may acquire products and services valued at less than \$3,000 without obtaining competitive quotations but must be approved in writing by GDOT. Micro-purchases should be distributed equitably among qualified suppliers.

Micro purchases are exempt from FTA’s Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

3.1.1.4. Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the micro purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBEs, small and minority firms and women’s business enterprises in Putnam County Transit's Federally-assisted procurements.

3.1.1.5. Documentation

Every micro-purchase must be accompanied by a written determination that the price is fair and reasonable and a description of how that determination was made.

3.1.2. Small Purchases Definition

FTA defines small purchases are those purchases of products and services, including construction services, that cost greater than \$3,000 but not more than \$150,000.

3.1.2.1. Approval Authority

Small purchases must be approved in writing by GDOT and the following Putnam County employee:

- County Manager.

3.1.2.2. Required Competition

Price or rate quotations must be obtained from an adequate number of qualified sources. It is the responsibility of Putnam County Transit to ensure that an adequate number of quotations, bids, or proposals are received

3.1.2.3. Prohibited Divisions

The size or dollar value of procurements may not be divided or reduced merely to come within the small purchase limit. The only allowable exception to this restriction is for the express purpose of fostering greater participation of DBE, small and minority firms and women’s business enterprises in Putnam County Transit’s Federally-assisted procurements.

3.1.2.4. Documentation

Every small purchase must be documented in the grantee’s written procurement history file. The level of documentation is stipulated in Section 6.6.1.

For small purchases, price quotations may be oral or written.

3.1.2.5. Special Considerations

Putnam County Transit may acquire products and services directly from State contract vendors in lieu of competitively procuring such products and services itself through the small purchase method of procurement.

Small purchases are exempt from FTA’s Buy America requirements.

Putnam County Transit reserves the right to use formal purchase methods, even if small purchase thresholds are met, if the County Manager believes it is in the best interests of the Putnam County Board of Commissioners to do so.

3.1.3. Formal Purchases

3.1.3.1. Definition

Large purchases are those purchases of products and services that cost greater than the Federal threshold of \$150,000.

3.1.3.2. Approval Authority

Large purchases must be approved in writing by GDOT and the following Putnam County employees or officials:

- County Manager; or
- Board of Commissioners.

No further delegation of approval authority for large purchases may be made.

3.1.3.3. Procurement Methods

There are two primary methods of procurement for large purchases of products and services:

- Sealed Bid method; and
- Competitive Proposal method.

3.1.3.4. Required Competition

Formal bids and competitive proposals must be publicly advertised.

For large purchases by the sealed bid method of procurement, two or more responsible bidders must be willing and able to compete effectively for the business.

For large purchases by the competitive proposal method of procurement, two or more offerors must be willing and able to submit an offer or proposal.

3.1.3.5. Required Documentation

Every formal purchase must, at a minimum, be supported by a written independent cost estimate, formal bids or proposals, a written cost or price analysis as appropriate, a written justification and detailed rationale for contractor selection (including application of evaluation criteria) and a written determination of the responsibility of the contractor. Additional documentation requirements are dependent upon the formal procurement method that is utilized to make the purchase.

3.1.3.6. Special Considerations

Putnam County Transit may acquire products and services via QPA in lieu of competitively procuring such products and services itself through the sealed bid and competitive proposal methods of procurement.

3.1.3.7. Procedural Methods for Sealed Bids

The sealed bid method of procurement is a formal method in which bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation for Bids, is lowest in price. The vehicle through which bids are solicited is an Invitation for Bids (IFB). The IFB document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a bid, and the forms on which bids must be submitted.

- (a) When Appropriate – The sealed bid method of procurement is the preferred method for acquiring products and services that, including construction services, cost greater than \$100,000. The sealed bid method of procurement may also be used for small purchases if it is determined to be appropriate. The sealed bid method of procurement is appropriate if the following conditions apply:
- (1) Precise Specifications – A complete, adequate, precise, and realistic specification or purchase description is available.
 - (2) Adequate Sources – Two or more responsible bidders are willing and able to compete effectively for the business.
 - (3) Fixed Price Contract – The procurement generally lends itself to a firm fixed price contract.
 - (4) Price Determinative – The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
 - (5) Discussions Unnecessary – Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract will be made based on price and price-related factors alone.
- (b) Requirements for Sealed Bids – The following requirements apply to the sealed bid method of procurement:
- (1) Publicity – The Invitation for Bids must be publicly advertised.
 - i. The County Manager shall ensure that sufficient time is allowed to prepare bids before the date of bid opening.
 - ii. Notice of bidding opportunities may be provided in other ways in addition, but not as a substitute, to a published notice. The methods may include, but not necessarily be limited to:
 - a. Direct notice, based on compiled vendor lists or from pre-qualification list, sent to prospective offerors; or
 - b. Use of advertisement by electronic means.
 - (2) Adequate Sources – Bids must be solicited from an adequate number of known suppliers.
 - (3) Adequate Specifications – The Invitation for Bids, including any specifications and pertinent attachments, must describe the property or services sought in sufficient detail that a prospective bidder will be able to submit a proper bid.

- (4) Sufficient Time – Bidders must be allowed sufficient time to prepare bids before the date of bid opening.
- (5) Public Opening – All bids must be publicly opened at the time and place prescribed in the Invitation for Bids.
- (6) Fixed Price Contract – A firm fixed price contract must be awarded in writing to the lowest responsive and responsible bidder unless the Invitation for Bids specifically allowed for award of a fixed price incentive contract or the inclusion of an economic price adjustment provision.
- (7) Rejection of Bids – Any or all bids may be rejected if there is a sound, documented business reason.

3.1.3.8. Competitive Proposals

The competitive proposal method of procurement is a formal method in which written proposals are publicly solicited and a contract is awarded to the responsible offeror whose proposal, taking into consideration price and other factors, is considered to be the most advantageous to Putnam County Transit or that is considered to be the “best value” to Putnam County Transit. The vehicle through which proposals are solicited is Request for Proposals (RFP). The RFP document contains technical specifications for the product or service to be purchased, a description of the procedures for submitting a proposal and the forms on which proposals must be submitted, if applicable.

- (a) When Appropriate – The competitive proposal method of procurement is appropriate for the acquisition of products and services that cost greater than \$90,000 when the nature of the procurement does not lend itself to sealed bidding and Putnam County Transit expects that more than one source will be willing and able to submit a proposal. The competitive proposal method of procurement may also be used for small purchases if it is determined to be appropriate. The competitive proposal method of procurement may not be used for the procurement of construction services. The competitive proposal method of procurement is appropriate when any of the following circumstances are present:
 - (1) Type of Specifications – The products or services to be acquired are described in a performance or functional specification, or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing contract award on factors other than price alone are present.
 - (2) Uncertain Number of Sources – Uncertainty about whether more than one bid will be submitted in response to an Invitation for Bids.
 - (3) Price Alone Not Determinative – Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors.
 - (4) Discussions Expected – Separate discussions with individual offerors are expected to be necessary after they have submitted their proposals.
- (b) Requirements for Competitive Proposals – The following requirements apply to the competitive proposal method of procurement:
 - (1) Publicity – The Request for Proposals must be publicly advertised.
 - (2) Evaluation Factors – All evaluation factors and their relative importance must be specified in the solicitation, but numerical or percentage ratings or weights need not be disclosed.

- (3) Adequate Sources – Proposals must be solicited from an adequate number of qualified sources.
- (4) Evaluation Method – A specific method must be established and used to conduct technical evaluations of the proposals received and to determine the most qualified offeror.
- (5) Price and Other Factors – An award must be made to the responsible offeror whose proposal is most advantageous to Putnam County Transit or that represents the “best value” to Putnam County Transit with price and other factors considered.
- (6) Best Value – Putnam County Transit may award a contract to the offeror whose proposal provides the greatest value to Putnam County Transit. To do so, the solicitation must inform potential offerors that the award will be made on a “best value” basis and identify what factors will form the basis for award. Putnam County Transit must base its determination of which proposal represents the “best value” on an analysis of the tradeoff of qualitative technical factors and price or cost factors.

3.1.3.9. Two-Step Procurements

Putnam County Transit may use two-step procurement procedures in both sealed bid and competitive proposal procurements, provided the opportunity for full and open competition is retained.

- (a) Review of Technical Qualifications and Approach – The first step is a review of the prospective contractors’ technical approach to Putnam County Transit’s request and their technical qualifications to carry out that approach followed by the establishment of a competitive range consisting of prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications.
- (b) Review of Bids and Proposals Submitted by Qualified Prospective Contractors – The second step consists of soliciting and reviewing complete bids or proposals, including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, bids or proposals must be solicited from at least three qualified prospective contractors.

General

When evaluating bids or proposals received in response to a solicitation, Putnam County Transit shall consider all evaluation factors specified in the solicitation documents and shall evaluate the bids or offer proposals only on the evaluation factors included in those solicitation documents. Putnam County Transit may not modify its evaluation factors after bids or proposals have been received without re-opening the solicitation.

3.1.4. Options

The following standards shall apply when awarding contracts that include options:

3.1.4.1. Evaluation Required

In general, Putnam County Transit must evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.

3.1.4.2. Evaluation Not Required

Putnam County Transit need not evaluate bids or offers for any option quantities when Putnam County Transit does not intend to exercise those options after the contract is awarded or if it determines that evaluation would not otherwise be in its best interests.

3.1.4.3. Evaluators

In addition to evaluators with experience in technical or public policy matters related to the procurement, other evaluators may also include auditors and financial experts to the extent that the recipient determines would be necessary or helpful. If Putnam County Transit lacks qualified personnel within its organization, it may contract for evaluation services. If it does so, the procurement procedures in this policy will apply to those contracts and to those contractors selected to perform evaluation functions on behalf of the recipient.

3.1.5. Award to Other Than the Lowest Bidder or Offeror

Putnam County Transit may award a contract to other than the lowest bidder if the award furthers an objective consistent with the purposes of 49 U.S.C. Chapter 53, including improved long-term operating efficiency and lower long-term costs. Putnam County Transit may also award a contract to other than the offeror whose price proposal is lowest, when stated in the evaluation factors of the solicitation. In both cases, Putnam County Transit must include a statement in its solicitation document reserving the right to award the contract to other than the low bidder or offeror.

3.1.5.1. Award Only to a Responsible Bidder or Offeror

Putnam County Transit may only award contracts to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible. Putnam County Transit must consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility. Putnam County Transit must also ensure that the contractor is not listed as a debarred or suspended contractor on the System for Award Management (SAM), which is maintained by the General Services Administration (GSA), at the time of contract award. Entities that are listed as debarred or suspended contractors on SAM may not be determined to be responsible contractors by Putnam County Transit. For every procurement action above the micro-purchase level, Putnam County Transit must make a written determination of the responsibility of the contractor and include such determination in the applicable contract file.

To designate a prospective contractor “responsible” as required by 49 U.S.C. § 5325, Putnam County Transit, at a minimum, must determine and ensure that the prospective contractor satisfies the following criteria described herein. In addition to being otherwise qualified and eligible to receive the contract award under applicable laws and regulations, a responsible contractor:

- (a) Integrity and Ethics – Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A).

- (b) Debarment and Suspension – Is neither debarred nor suspended from Federal programs under DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.
- (c) Affirmative Action and DBE – Is in compliance with the Super Circular’ affirmative action and FTA’s Disadvantaged Business Enterprise requirements.
- (d) Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B).
- (e) Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).
- (f) Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.
- (g) Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).
- (h) Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (i) Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (j) Performance Record – Is able to provide a:
- (1) Current Performance – Satisfactory current performance record; and
 - (2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:
 - i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,
 - ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient’s solicitation, and
 - iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror’s control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. GDOT expects Putnam County Transit to consider the number of the bidder or offeror’s contracts

involved and the extent of deficient performance in each contract when making this determination.

3.1.5.2. Rejection of Bids and Proposals

Putnam County Transit may reject all bids or proposals submitted in response to an Invitation for Bids or Request for Proposals. Putnam County Transit must include a statement in its solicitation document reserving the right to reject all bids or proposals.

- (a) Extent and Limits of Contract Award – The selection of a contractor to participate in one aspect of a project does not, by itself, constitute a sole source selection of the contractor’s wholly owned affiliates to perform other work in connection with the project.

3.1.6. Independent Cost Estimate

For every procurement, Putnam County Transit shall make a written independent estimate of cost prior to receiving price quotes, bids or proposals.

3.1.7. Cost or Price Analysis

Putnam County Transit shall perform a cost or price analysis in connection with every procurement action above the Federal small acquisition threshold, including contract modifications.

3.1.7.1. Price Analysis

If Putnam County Transit determines that competition was adequate, a written price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price.

3.1.7.2. Cost Analysis

Putnam County Transit must perform or obtain a cost analysis when:

- (a) A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.
- (b) When the offeror submits elements of the estimated cost.
- (c) When only a sole source is available, even if the procurement is a contract modification.
- (d) In the event of a change order.

This Procurement Policy has been duly accepted and approved on this 6th day of April 2018 by the Board of Commissioners for Putnam County, as evidenced by the signature(s) below.

APPROVED:

Stephen J. Hersey, Chairman

Date

ATTEST:

Lynn Butterworth, County Clerk

Date

Backup material for agenda item:

10. Approval of Local TSPLOST Project Implementation Revision (staff-CM)

**PUTNAM COUNTY
2018 LOCAL TSPLOST PROJECT IMPLEMENTATION**

PROJECT NAME	PROJECT DESCRIPTION	ESTIMATED PROJECT COSTS PER PHASE									ESTIMATED TOTAL PROJECT COST	NOTES
		Engineering/Permitting			Right-of-Way			Construction/Utility Relocations Testing/Inspection				
		Estimated \$	Begin	End	Estimated \$	Begin	End	Estimated \$	Begin	End		
INTERSECTION SAFETY IMPROVEMENTS												
SCOTT ROAD EXTENSION	Extend Scott Road to Riverside Drive. Includes traffic signal at SR 44. Coordination with GDOT SR 44 widening project. Project to also include right turn lane on SR 44 northbound at intersection and signalization; includes signal warrant study and small area traffic circulation study if EB warrants not met on Scott Rd	150,000	3/18	6/19	250,000	5/19	7/19	1,300,000	8/19	10/2020	\$1,700,000	<ul style="list-style-type: none"> • Pole relocation • Detention pond construction • EPD permitting for stream buffer encroachment
SCOTT RD @ HARMONY ROAD	Eliminate the skew angle that exists through re-alignment of Scott Road at a 90 degree angle to Harmony Road	90,000	TBD	TBD	180,000	TBD	TBD	820,000	TBD	TBD	\$1,090,000	Recommend no action on project until TSPLOST vote occurs in 2018. Design for Harmony Road safety improvements will impact this intersection work. If SPLOST passes, then design of Harmony Rd project can begin. If TSPLOST fails, BOC can move forward with intersection work
TWIN BRIDGES @ SR 212	Increase radii at northeast & southeast corner of intersection – limited shoulder width at intersection is a traffic safety issue; includes increasing length of culvert and adding safety end section due to changes in intersection radii	\$25,000	3/18	8/19	NA	NA	NA	75,000	TBD	TBD	100,000	Propose county prepare design plans and ask GDOT to fund construction using “Quick Response Safety Funds”
TWIN BRIDGES @ DENNIS STATION ROAD	Increase radii at northeast & northwest corner of intersection to accommodate multi—axle tractor trailer truck turning movements	\$22,000	3/18	2/19	NC	NA	NA	\$75,000	3/19	7/19	97,000	Norfolk Southern Permitting
Wilson Rd radius improvements; MLK & Crooked Creek	Improve radii at both intersections to accommodate long wheel-based tractor trailers & correct sight distance restriction at SE corner of Crooked Creek	\$15,000	6/18	12/18	\$2000	TBD	TBD	\$18,000	TBD	TBD	35,000	Purchase easements and potential fee simple acquisition
TOTAL		\$302,000			\$432,000			\$2,288,000			\$3,022,000	

ROAD RESURFACING & REHABILITATION

FLAT ROCK RD From: Pea Ridge To: SR 24/441	Asphalt Patching/Milling/Resurfacing (assume thermoplastic striping on all resurface roads)	332,000	<ul style="list-style-type: none"> • Road is 14 – 16 ft. wide – will need to widen to min. 20 ft. • 3,470 feet
TWIN BRIDGES RD From: SR 212 To: Avant Road	Asphalt Patching/Milling/Resurfacing	1,140,000	<ul style="list-style-type: none"> • 13,800 feet
WINDING RIVER RD From: North rock Island Dr. To: Dead End	Asphalt Patching/Milling/Resurfacing	340,000	<ul style="list-style-type: none"> • 5,336 feet
WILSON ROAD From: Martin Luther King To: Crooked Creek Rd	Asphalt Patching/Milling/Resurfacing (widen from 18 to 20 feet)	605,000	<ul style="list-style-type: none"> • 6,141 feet
OCONEE SPRINGS RD From: Pinkerton Rd To: Texas Chapel Dr.	Asphalt Patching/Milling/Resurfacing	498,000	<ul style="list-style-type: none"> • 8,109 feet
NEW PHOENIX RD From: SR 44 To: .75 miles from Little Cir.	Asphalt Patching/Milling/Resurfacing	415,000	<ul style="list-style-type: none"> • 6,694 feet
NEW PHOENIX RD From: Wards Chapel Rd To: Spivey Rd	Asphalt Patching/Milling/Resurfacing	219,000	<ul style="list-style-type: none"> • 3,022 feet
NEW PHOENIX RD From: Spivey Rd To: SR 16	Asphalt Patching/Milling/Resurfacing	127,000	<ul style="list-style-type: none"> • 1,768 feet
LOWER HARMONY RD From: Bethel Church Rd To: 1 mi. north of Dance Rd	Asphalt Patching/Milling/Resurfacing	255,000	<ul style="list-style-type: none"> • 3,389 feet
SPARROW WAY From: Hummingbird Dr. To: Humming Bird Lane	Asphalt Patching/Milling/Resurfacing	70,000	<ul style="list-style-type: none"> • 1,020 feet
MOCKINGBIRD DR From: Dead End To: Rabbit Skip Rd	Asphalt Patching/Milling/Resurfacing	238,000	<ul style="list-style-type: none"> • 3,215 feet
CROOKED CREEK RD From: Old Copeland To: Dirt section	Asphalt Patching/Milling/Resurfacing	391,000	<ul style="list-style-type: none"> • 6,510 feet
CROOKED CREEK RD From: Wilson Rd To: .5 mi. north of Pea Ridge	Asphalt Patching/Milling/Resurfacing	479,000	<ul style="list-style-type: none"> • 7,460 feet
PEA RIDGE LANE From: SR 24/441 To: Pea Ridge Rd	Asphalt Patching/Milling/Resurfacing	185,000	<ul style="list-style-type: none"> • 2,813 feet
S. STEEL BRIDGE RD From: Nina Drive To: Steel Bridge Ct	Asphalt Patching/Milling/Resurfacing	535,000	<ul style="list-style-type: none"> • 8,888 feet • Will not install RPM's on road if road is resurfaced; Mid State under contract to install under OSS contract
South Shore Road	Minor patching/resurfacing	20,000	<ul style="list-style-type: none"> • 1000 feet
BLUE GILL ROAD From: Dead End To: Ford Road	Asphalt Patching/Milling/Resurfacing with minor widening from 19 to 20 feet	\$1,205,030 West - \$819,680	<ul style="list-style-type: none"> • 13,167 feet (2.49 miles)

	(east section – pavement condition worse than west section) West section – 8189 feet East Section – 4978 feet	East - \$385,350 Tt. \$1,205,030	
	TOTAL	\$6,722,000	

RESTRIPING

(edge/centerline & reflectors as required)

PROJECT	LENGTH (mile)	PAINT \$ (assume \$700/lane mile & \$1500/GLM for centerline)	THERMOPLASTIC \$ (assume \$3200/GLM for centerline and \$1500/lane mile for edge line)	NOTES	RECOMMENDATION
Crooked Creek Road From: Old Copeland To: Dirt section	61.23				NA
New Phoenix Rd From: Little Circle To: Old Phoenix Rd	.62				NA
New Phoenix Road From: Wards Chapel Rd To: Garrett Dr.	.72				NA
New Phoenix Road From: 1.1 mi. east of SR 44 To: Little Circle	.83				NA
New Phoenix Road From: Old Phoenix Rd To: Garrett Dr.	.52				NA
Fletcher Road From: Welch Rd To: Dead End	.33	957	3102		
Club House Road From: Crooked Creek Rd To: Church Rd	1.35	3915	8370		
Crooked Creek Road From: Pinkerton Rd To: 1.1 mi. from S. Steel Bridge Rd	.46	1334	2852		
Crooked Creek Road From: S. Steel Bridge Rd To: .5 mi. from dirt section of Crooked Creek Rd	1.21	3509	7502		
Inez Drive From: S. Spring St To: S. Spring St	.73	2117	4526		
Long Shores Ave From: Long Shores Rd To: Long Shores Way	1.07	3103	6634		
Long Shores Circle From: Long Shores Ave To: Dead End	.06	174	372		
Long Shores Drive From: Oak Ridge lane To: Dead End	.99	2871	6138		
Long Shores Way From: Long Shores Ave	1.07	3103	6634		

To: Dead End					
Oak Ridge Lane From: Long Shores Dr. To: Dead End	.21	609	1302		
Pinkerton Road From: Oconee Springs Rd To: 3 miles from Crooked Creek Intersection	.81	2349	5022		
Pinkerton Road From: Crooked Creek Rd To: Oconee Springs Rd	2.93	8497	18,166		
South Spring Road From: Inez Drive To: DeJarnette Rd	1.21	3509	7502		
Spring Street From: Rockville Rd To: DeJarnette Rd	1.35	3915	8370		
Welch Road From: Inez Dr. To: Fletcher Rd	.12	483	744		
Dennis Station Road From: Old Milledgeville Rd/441 To: Dead End	46,543			Old Milledgeville to TB – restriped under OSS 2018	
				TB to dead end restriped in 2017	
Oconee Springs Road From: city limits to Texas Chapel Rd From: Pinkerton to SR 16	7.72	22,388	47,864	City limits to Texas Chapel Rd – 29,336 feet (5.56 miles) Pinkerton to SR 16 – 10,870 feet (2.06 miles)	
Pea Ridge Road From: 441 To: Scuffleboro	2.93	8497	18,166	Pavement in Fair – Good Condition	
Little River Trail From: Avant To: Dead End	2.23	6467	13,826	Pavement in Fair-Good Condition	
Glenwood Springs From 441 To: Dirt Section	6.79	19,691	42,098	Pavement in Good Condition	Recommend Thermoplastic restriping
South Shore Road From: Twin Bridges To: Blue Gill Rd (to SE section)	2.67	7743	16,554	Pavement in Good Condition	Recommend restriping with Paint
South Wesley Chapel Rd From: Oconee Springs Rd To: Crooked Creek Rd	.32	928	1984	Pavement in Fair-Poor condition	Recommend restriping double centerline with Thermoplastic
Ace Road From: Scuffleboro Rd To: Dead End	.43	1247	2666	Pavement Condition Good	Recommend restriping double centerline with Thermoplastic
Lakeview Rd From: SR 44 To: Dead End	.70	2030	4340	CIS identified 2/21/2018 – striping condition changed since road evaluation early 2017; very poor, Road narrow and pavement in poor condition	Recommend Paint and centerline restriping only
				CIS identified 2/21/2018– striping condition changed since road evaluation 2017; pavement condition Good	Recommend Thermoplastic restriping
Clack Circle From: SR 44 To: SR 44	.32	928	4160	CIS identified 2/21/2018 – striping condition changed since road evaluation early 2017; Pavement in	Recommend Paint restriping

				Fair-Good Condition; may need to re-assess depending on Scott Road Extension project and change in traffic patterns	
Flat Rock Road From: Pea Ridge Rd To: SR 24/441	.66	1914	4092	Pavement Poor Condition and road narrow	Recommend Paint centerline only
Crooked Creek Bay From: Crooked Creek Rd To: Dead End	.86	2494	5332	CIS identified 2/21/2018 – striping condition changed since road evaluation early 2017; road narrow and pavement in poor condition	Recommend Paint
Nina Drive From: Steel Bridge Rd To: Dead End	.20	580	1240	CIS identified 2/21/2018 – striping condition changed since road evaluation early 2017; very poor, Road narrow and pavement in poor condition	Recommend Paint
King Fish Road From: Old Copeland Rd To: Crooked Creek Rd	.75	2175	4650	CIS identified 2/21/2018– striping condition changed since road evaluation 2017; pavement condition Poor to Fair	Recommend Paint
Scuffleboro From: Ace Drive To: Gregory Lane	.64			ALL OF SCUFFLEBORO IS IN THE OSS GRANT CONTRACT FOR THERMOPLASTIC STRIPING	
TOTAL	40.48	\$117,527	\$254,208		

SUMMARY OF ESTIMATED COSTS

INTERSECTION SAFETY IMPROVEMENTS	\$3,022,000
ROAD RESURFACING & REHABILITATION	\$6,722,000
RESTRIPING	\$117,527 / \$254,208
TOTAL	\$9,861,527 / \$9,998,208

**TOTAL ESTIMATED PROJECT COSTS:
TOTAL LOCAL TSPLOST COLLECTED**

(corrected based findings at GDOT meeting; 30% STIP allocation can be utilized on any Local TSPLOST project)

Description	Revenue + Expenditures -
TSPLOST Collection	\$8,500,000 (5 years x \$1.7M/year)
City Allocation @ 25%	- \$2,125,000
Sub-Total	\$6,375,000
LMIG Match	- \$150,000
County Roadside Mowing	- \$100,000
Sub-Total	\$6,125,000
LMIG (\$650,000/year) @ 5 years	+ \$3,250,000
Sub-Total	\$9,375,000

TOTAL AVAILABLE FOR LOCAL TSPLOST PROJECTS	\$9,375,000
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Backup material for agenda item:

12. Discussion and possible action regarding the fee for collection of school taxes (SH)

RESOLUTION

WHEREAS, the Tax Commissioner of Putnam County collects unpaid county school taxes and all county school taxes pursuant to Article VIII, Section VI, Paragraph I of the Constitution of the State of Georgia; and

WHEREAS, the Tax Commissioner of Putnam County is paid on a salary basis; and

WHEREAS, O.C.G.A. Section 48-5-404 states that the Tax Commissioner is entitled to collect a commission of 2 ½ percent for collecting school taxes and mandates that said commission be paid over to the proper governing authority of the county the taxes are collected in.

NOW THEREFORE, It is hereby RESOLVED that Putnam County, acting by and through its Board of Commissioners authorizes the Tax Commissioner of Putnam County pursuant to O.C.G.A. Section 48-5-404 to collect a 2 ½ percent commission on all school taxes collected and to pay the full amount over to the Putnam County Board of Commissioners.

This the 21st day of March, 2006.

Putnam County Board of Commissioners

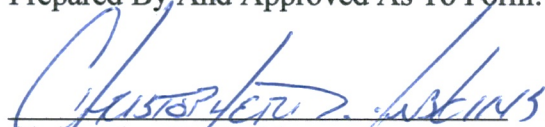
By:


Howard McMichael, Sr. Chairman

Attest:


Helen J. Carnes, Clerk

Prepared By And Approved As To Form:


Christopher D. Huskins
State Bar Number 380148
Huskins Law Firm LLP

RESOLUTION

Whereas, the Putnam County Board of Commissioners ("County") wishes to demonstrate a continuing commitment to improved relations with the Putnam County Board of Education; and

Whereas, the County believes the costs associated with the collection of tax revenues by the Tax Commissioner's Office is properly a function of County government;

Now therefore, let it be RESOLVED, effective at midnight August 31, 2009, the Tax Commissioner of Putnam County is hereby directed to discontinue collection of the 2 1/2 percent commission on all school taxes as enacted by the County on March 21, 2006 and further directs the Putnam County Tax Commissioner, effective September 1, 2009, to begin collection, pursuant to O.C.G.A. 48-5-404, of a .45 percent commission on all school taxes and to pay the full amount over to the County. Any past due taxes for years prior to 2009 will not be subject to the rate change above and will continue at the rate in effect when taxes were due.

Now therefore, let it be further RESOLVED, that the resolution passed on August 18, 2009 pertaining to this subject is hereby rescinded.

Adopted this 15th day of September 2009.

BOARD OF COMMISSIONERS OF PUTNAM COUNTY



Tom Thompson
Chairman

ATTEST:



Lynn Barber
County Clerk

O.C.G.A. § 48-5-400

Current through the 2017 Regular Session of the General Assembly.

- **Official Code of Georgia Annotated**
- **TITLE 48. REVENUE AND TAXATION**
- **CHAPTER 5. AD VALOREM TAXATION OF PROPERTY**
- **ARTICLE 8. SCHOOL TAXATION**

§ 48-5-400. Power of county governing authorities to levy and collect taxes for educational purposes

The governing authority of each county may levy and collect taxes for educational purposes in such amounts as the county governing authority shall determine. Amounts collected from such levies shall be appropriated to the use of the county board of education and to the educational work directed by the county board of education.

History

Ga. L. 1922, p. 81, § 1; Code 1933, § 32-1127; Code 1933, § 91A-1701, enacted by Ga. L. 1978, p. 309, § 2.

O.C.G.A. § 48-5-404

Current through the 2017 Regular Session of the General Assembly.

- **Official Code of Georgia Annotated**
- **TITLE 48. REVENUE AND TAXATION**
- **CHAPTER 5. AD VALOREM TAXATION OF PROPERTY**
- **ARTICLE 8. SCHOOL TAXATION**

§ 48-5-404. Collection of county school taxes by tax commissioners or tax collectors; collection of school taxes and commissions in certain counties

- **(a)** The tax commissioner or tax collector shall continue to collect unpaid county school taxes and all county school taxes levied pursuant to Article VIII, Section VI, Paragraph I of the Constitution of this state and shall be entitled to a commission of 2 1/2 percent for collecting the taxes. The tax commissioner or tax collector shall pay over to the county board of education all moneys collected for the schools on the same schedule of distributions as is provided for counties in Code Section 48-5-141. In those counties where the tax collector or tax commissioner is on a salary basis, the fees provided for in this Code section shall be collected by the tax commissioner or tax collector and paid over to the proper governing authority of the county.
- **(b)** Reserved.
- **(c)** In all counties of this state having a population of not less than 350,000 nor more than 500,000 according to the United States decennial census of 1980 or any future such census, the tax commissioner or tax collector shall remit all education funds collected by said officer to the board of education of the county except 1.9 percent of the funds collected which shall be retained by the tax commissioner or tax collector if the officer is on a fee basis or remitted to the governing authority of the county if the officer is on a salary basis of compensation.

History

Ga. L. 1919, p. 288, § 122; Code 1933, § 32-1106; Ga. L. 1946, p. 206, § 12; Code 1933, § 91A-1705, enacted by Ga. L. 1978, p. 309, § 2; Ga. L. 1980, p. 367, § 1; Ga. L. 1982, p. 1853, §§ 1, 2; Ga. L. 1983, p. 3, § 64; Ga. L. 1984, p. 22, § 48; Ga. L. 1994, p. 237, § 2; Ga. L. 2000, p. 1198, § 1.

**CONSTITUTION
OF THE
STATE OF GEORGIA**

(As Amended Through January 1, 2017)

**ARTICLE VIII.
EDUCATION**

**SECTION VI.
LOCAL TAXATION FOR EDUCATION**

Paragraph III. *School tax collection reimbursement.* The General Assembly may by general law require local boards of education to reimburse the appropriate governing authority for the collection of school taxes, provided that any rate established may be reduced by local act.