

AGENDA
Camden County Board of Commissioners
Government Services Building, (Courthouse Square)
200 East 4th Street, 2nd Floor, Room 252,
Commissioners' Meeting Chambers
Woodbine, Georgia
Tuesday, March 22, 2016

Convene Regular Meeting at 6:00 PM

Opening Ceremonies

- Invocation
- Pledge of Allegiance

Roll Call

Agenda Amendments

Addition under Presentation:

- Government Finance Officers Association (GFOA) of the United States and Canada - Distinguished Budget Presentation Award for Fiscal Year 2015

Adoption of Agenda

Approval of Minutes

- [March 8, 2016 Public Hearing & Regular Meeting minutes](#)

Presentation

- [Joint Proclamation recognizing Georgia's Small Business Week](#)
- Government Finance Officers Association (GFOA) of the United States and Canada - Distinguished Budget Presentation Award for Fiscal Year 2015

Public Comments

Adjourn Regular Meeting

Convene Public Hearing

To receive comments from the public regarding amendments to the Official Code of Camden County, Georgia:

- [Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.](#)
- [Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.](#)

Adjourn Public Hearing

Reconvene Regular Meeting

Regular Agenda

Finance & Budget Director Mike Fender

1. [Consideration of approval of Fiscal Year 2016 Budget Amendments.](#)
2. [Approval of Surplus Item List.](#)

Chief Appraiser Terry Ross

3. [Consideration of approval of Tax Release Applications](#)

Planning & Development Director Eric Landon

4. [Policy discussion regarding impact fees.](#)

Board of County Commissioners

5. [Second Reading and adoption of amendments to the Official Code of Camden County, Georgia, Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.](#)
6. [Second Reading and adoption of amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.](#)

Reports

- [Calendar – March / April 2016](#)
- County Administrator Comments

Adjourn Regular Meeting

Convene Executive Session – Real Estate

Reconvene Regular Meeting

Additional Public Comments

Adjourn BOC Meeting

**CAMDEN COUNTY, GEORGIA
BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
MARCH 8, 2016, 6:00 PM**

Present: Chairman James H. Starline; Vice-Chairman Gary Blount; Commissioner Willis R. Keene, Jr.; Commissioner Chuck Clark; Commissioner Tony Sheppard; County Administrator Steve Howard; County Attorney John S. Myers and County Clerk Kathryn A. Bishop.

Chairman Starline called the meeting to order at 6:00 p.m.

Finance & Budget Director Mike Fender delivered the invocation.

Chairman Starline led the Pledge of Allegiance.

Agenda Amendments:

No agenda amendments were offered during this time.

Motion to Adopt the Agenda:

Commissioner Clark made a motion, seconded by Commissioner Sheppard to adopt the agenda as presented.

The motion carried unanimously.

Approval of the Minutes

- February 23, 2016 Regular Meeting Minutes

Commissioner Clark made a motion, seconded by Commissioner Keene to approve the February 23, 2016 Regular Meeting Minutes.

The motion carried unanimously.

Presentation

- Joint Proclamation recognizing Saturday, March 19, 2016, beginning at 8:30 p.m., for one hour, as Earth Hour 2016

County Clerk Katie Bishop announced the Proclamation recognizing Saturday, March 19, 2016, beginning at 8:30 p.m., for one hour, as Earth Hour 2016. She stated that the Proclamation will be entered on the official minutes of this meeting.

WHEREAS, Earth Hour 2016 is a global call to action to every individual, every business and every community; it is a call to stand up, to take responsibility, and to get involved in working towards a sustainable future; and

WHEREAS, our community is deeply concerned about the impact of climate change and the future health and wellbeing of our planet and believes energy efficiency and natural resource conservation are important elements to combat climate change; and

WHEREAS, the first Earth Hour event was on March 9, 2007 where more than 2.2 million individuals and 2,000 business turned out their lights for one hour during the first Earth Hour event. Since then it has grown to engage more than 7,000 cities and towns worldwide. This year marks the 10th year of the annual event; and

WHEREAS, hundreds of millions of people participated, joining iconic landmarks from around the world that went dark by turning out their nonessential lights in the largest climate change event of all time. People all over the world showed that they were committed to joining the unified global movement in fighting the climate crisis; and

WHEREAS, Earth Hour is both an international and local symbolic event organized by the World Wildlife Fund to raise awareness about climate change issues, to encourage businesses, individuals and government to take actions to reduce their carbon emissions and their impact on the environment in their daily lives and operations; and

WHEREAS, March 19, 2016 at 8:30 p.m. local time World Wildlife Fund is asking individuals, businesses, governments and organizations around the world to turn off all nonessential lighting for one hour, Earth Hour, to make a global statement of concern about climate change and to demonstrate their commitment to finding solutions.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CAMDEN COUNTY BOARD OF COUNTY COMMISSIONERS that the City of St. Marys, City of Kingsland, City of Woodbine, Camden County Board of County Commissioners and the St. Marys EarthKeepers hereby declare by Joint Proclamation **March 19, 2016, beginning at 8:30 p.m., for one hour, Earth Hour 2016.**

Public Comments

Janet Heath, Woodbine

Mrs. Heath stated that the Woodbine Women's Club has made significant contributions to the community. She explained that recently they submitted grant applications for funds to go toward the establishment of a Woodbine Library. She urged the Board to consider assisting in the establishment of a Library in Woodbine.

Steve Weinkle, Woodbine

Mr. Weinkle explained that he would like to offer his services as an appointed member of the Spaceport Camden Steering Committee.

Vice-Chairman Blount made a motion seconded by Commissioner Keene to adjourn the Regular Meeting at 6:13 PM.

Chairman Starline convened the Public Hearing at 6:13 PM.

Public Hearing

- To receive comments from the public regarding amendments to the Official Code of Camden County, Georgia, Chapter 2 Administration,

No comments regarding this item were offered from the public during this time.

- To receive comments from the public regarding amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

No comments regarding this item were offered from the public during this time.

Vice-Chairman Blount made a motion, seconded by Commissioner Keene to adjourn the Public Hearing at 6:16 PM.

Chairman Starline reconvened the Regular Meeting at 6:16 PM.

Regular Agenda

1. Consideration of approval of the draft 2016 Capital Improvement Element (CIE) of the Comprehensive Plan for Camden County by Resolution.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to approve the draft 2016 Capital Improvement Element (CIE) of the Comprehensive Plan and the Short Term Work Program for Camden County by Resolution

The motion carried unanimously.

WHEREAS, Camden County adopted a Capital Improvements Element as an amendment to the Camden County Comprehensive Plan; and

WHEREAS, Camden County has prepared a 2016 Annual Update to the adopted Capital Improvements Element; and

WHEREAS, the Capital Improvements Element 2016 Annual Update was prepared in accordance with the "Development Impact Fee Compliance Requirements" and the "Minimum Planning Standards and Procedures for Local Comprehensive Planning" adopted by the Board of Community Affairs pursuant to the Georgia Planning Act of 1989, and a duly advertised Public Hearing was held on March 8, 2016 at the 6:00 P.M. Camden County Board of Commissioners Meeting at 200 East Fourth Street, Courthouse Square Government Services Complex, Upstairs, Woodbine, GA

BE IT THEREFORE RESOLVED, that the Board of Commissioners of Camden County does hereby submit the Draft Capital Improvements Element 2016 Annual Update, including the Draft 2016 Short Term Work Program, and the Development Impact Fee Financial Report for Fiscal Year 2014-2015 to the Coastal Georgia Regional Commission for Regional and State review, in compliance with the Development Impact Fee Compliance Requirements.

2. Appointment to the Spaceport Camden Steering Committee.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to appoint Craig Root to the Spaceport Camden Steering Committee.

The motion carried unanimously.

3. First Reading of amendments to the Official Code of Camden County, Georgia, Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to waive the First Reading of amendments to the Official Code of Camden County, Georgia, Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.

The motion carried unanimously.

4. First Reading of amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to waive the First Reading of amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

The motion carried unanimously.

5. Approval of Amended Resolution establishing the correction of the Qualifying Fees for the 2016 Elections for Camden County, Georgia.

Vice-Chairman Blount made a motion, seconded by Commissioner Clark to approve the Amended Resolution establishing the correction of the Qualifying Fees for the 2016 Elections for Camden County, Georgia.

The motion carried unanimously.

WHEREAS, the Camden County Board of Commissioners is the Governing Authority of Camden County, Georgia; and

WHEREAS, the Camden County Board of Commissioners is required by O.C.G.A. §21-2-131 to set and publish qualifying fees for Camden County elected offices by February 1 of any year in which a general primary, nonpartisan election, or general election is to be held; and

WHEREAS, the Camden County Board of Commissioners in compliance with O.C.G.A. §21-2-131 set and published qualifying fees for Camden County elected offices prior to February 1, 2016; and

WHEREAS, certain of said qualifying fees were incorrect due to a clerical error in calculation.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Camden County Board of Commissioners amends the prior Camden County Resolution approved December 8, 2015 with respect to the amounts of certain qualifying fees for 2016 and corrects the same as follows:

<u>ELECTED OFFICE:</u>	<u>YEARLY BASE SALARY/PAY:</u>	<u>3% OF SALARY/PAY QUALIFYING FEE:</u>
Board of Commissioners District 1	\$12,144.00	\$364.32
Board of Commissioners District 3	\$12,144.00	\$364.32
Board of Commissioners District 5	\$12,144.00	\$364.32
Board of Education District 1	\$3,600.00	\$108.00
Board of Education District 3	\$3,600.00	\$108.00
Board of Education District 5	\$3,600.00	\$108.00
Clerk of the Superior Court* O.C.G.A section 15-6-88 (a) amended	\$63,164.60	\$1,894.94
Office of the Sheriff* O.C.G.A section 15-16-20 (a) amended	\$75,674.90	\$2,270.25
Probate Judge* O.C.G.A section 15-9-63 (a) (1) amended	\$63,164.60	\$1,894.94
Tax Commissioner* O.C.G.A section 48-5-183 (b) (1) amended	\$63,164.60	\$1,894.94
Chief Magistrate* O.C.G.A section 15-10-23 (a) (2) amended	\$63,164.60	\$1,894.94
County Coroner	\$9,275.00	\$278.25
County Surveyor**	FEE SYSTEM	\$5.00

* These elected officials' qualifying fees are determined by the STATE BASED in respective Code Sections as amended for computation. Base salaries for fee purposes are based on the 2010 census; Camden County had an official census population of 50,513.

**County Surveyor is based on a FEE SYSTEM for services rendered.

BE IT FURTHER RESOLVED, that the publication of these amended and corrected fees is approved and/or ratified.

ADOPTED IN A LAWFUL ASSEMBLY BY MAJORITY VOTE OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS AND SPREAD UPON THE OFFICIAL MINUTES.

Reports

- Calendar – March & April 2016

County Clerk Kathryn Bishop announced there are no amendments to the calendar at this time.

- County Administrator Comments

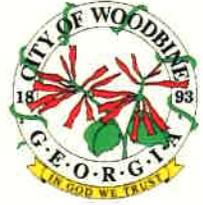
County Administrator Steve Howard stated that the Fiscal Year 2017 Budget process has begun and are being prepared for presentation to the Board at a later date.

Additional Public Comments

No comments from the public were offered during this time.

Adjournment:

Commissioner Clark made a motion, seconded by Commissioner Sheppard to adjourn the March 8, 2016 regular meeting. The vote was unanimous to adjourn the meeting at 6:21 PM.



Joint Proclamation
Camden County Board of Commissioners,
City of Kingsland, City of St. Marys, and City of Woodbine

GEORGIA SMALL BUSINESS WEEK 2016

WHEREAS, American's small businesses are the backbone of our economy, employing half of our country's private sector workforce and creating nearly two out of every three new jobs in our country; and

WHEREAS, The State of Georgia has consistently been viewed as one of the nation's top environments for entrepreneurs. During Georgia Small Business Week, we renew our commitment to helping these vital enterprises thrive; and

WHEREAS, Small businesses represent American ideals of hard work and ingenuity which are crucial to our prosperity and economic security; and

WHEREAS, Camden County and the cities of Kingsland, St. Marys and Woodbine wholeheartedly support all small businesses in our communities; and

WHEREAS, Small businesses are a vital enterprise and we celebrate their contributions to our cities/county making a positive impact on our government and citizens; and

WHEREAS, Camden County and the cities of Kingsland, St. Marys and Woodbine want to ensure entrepreneurs have the resources to advance their business to the next level; and

BE IT RESOLVED, that the Camden County Board of Commissioners, City of Kingsland, City of St. Marys, and the City of Woodbine hereby call upon all residents to recognize the contributions small businesses have made in our community, state and nation-wide; and

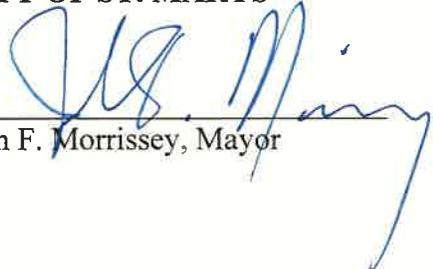
NOW THEREFORE BE IT FURTHER RESOLVED, by the Camden County Board of Commissioners, City of Kingsland, City of St. Marys, and the City of Woodbine proclaim February 15-19, 2016 as Georgia Small Business Week.

PROCLAIMED this 5th day of February, 2016

BOARD OF COMMISSIONERS

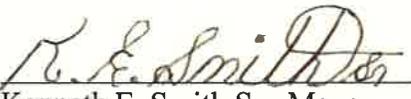
James H. Starline, Chairman

CITY OF ST. MARYS



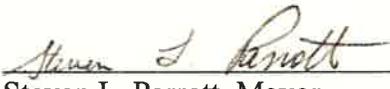
John F. Morrissey, Mayor

CITY OF KINGSLAND



Kenneth E. Smith Sr., Mayor

CITY OF WOODBINE



Steven L. Parrott, Mayor

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 1

SUBJECT: Consideration of Budget Amendments for Fiscal Year 2016.

- Recommendation
- Policy Discussion
- Status Report

- Action Item
- Other

DATE: March 18, 2016

BUDGET INFORMATION:

FUNDING SOURCE: as reflected in the attached budget resolution

COMMISSION ACTION REQUESTED ON: March 22, 2016

PURPOSE:

To request that the Board of Commissioners:

- a. Adopt the attached budget amendment as presented.

HISTORY:

- 1. Budget amendments are a part of the annual budget process as terms and conditions change during the fiscal year. Budget amendments are only done as needed or required by State law.

FACTS & ISSUES:

- 1. The County has received several grants and insurance reimbursements.
- 2. There are additional revenues available thru budgeted revenues.
- 3. The attached amendment provides the accounts that need to be adjusted to recognize the additional revenues received.

OPTIONS:

- 1. Motion to approve the budget amendment as presented.
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

- 1. Adopt the budget amendment as presented.

DEPARTMENT:

Prepared by:

Mike Fender, Director

IF APPLICABLE:

County Attorney Review:

N/A

IF APPLICABLE:

Finance Review:

N/A

**A RESOLUTION TO AMEND THE 2015 - 2016 FISCAL
BUDGET RESOLUTION FOR THE CAMDEN COUNTY
BOARD OF COMMISSIONERS**

BE IT RESOLVED by the Camden County Board of Commissioners, Camden County, Georgia in regular session lawfully assembled for County purposes :

That it is necessary to recognize the revenues received to cover additional expenses for the fiscal year;

That the above transactions can be fulfilled by changing the following budget accounts in the General Fund :

Budget Acct	Adopted Bud	Net Change	Proposed Bud	Description of Change
0000 - 33.1100	\$ -	\$ 12,910	\$ 12,910	HIDTA Grant
0000 - 33.4120	\$ -	\$ 20,000	\$ 20,000	Hazard Mitigation Grant
0000 - 34.1600	\$ 110,300	\$ 35,000	\$ 145,300	Collection fees - vehicles
0000 - 34.2600	\$ 1,340,000	\$ 230,000	\$ 1,570,000	Ambulance fees
0000 - 35.1140	\$ 996,200	\$ 485,000	\$ 1,481,200	Probate Court collections
0000 - 38.9005	\$ -	\$ 19,210	\$ 19,210	Insurance reimbursements
1130 - 52.1250	\$ 4,000	\$ 4,200	\$ 8,200	County Clerk : Contr serv-comput (update records retent)
1506 - 52.1300	\$ 700,000	\$ 100,000	\$ 800,000	Special Approp : Spaceport project
1506 - 57.4000	\$ 250,000	\$ (200,000)	\$ 50,000	Special Approp : Bad debt
1506 - 57.4100	\$ -	\$ 300,000	\$ 300,000	Special Approp : Billing adjustments-Medicare/Insurance
1556 - 52.1201	\$ -	\$ 40,000	\$ 40,000	Work Comp : Legal fees
1556 - 55.2200	\$ 67,400	\$ 20,800	\$ 88,200	Work Comp : Claims
2500 - 52.1254	\$ -	\$ 40,000	\$ 40,000	Probate : Contr serv -adm (gun permit registrations)
3300 - 51.1100	\$ -	\$ 165,400	\$ 165,400	Sheriff : Salaries (increases given)
3300 - 51.1300	\$ 20,000	\$ 6,930	\$ 26,930	Sheriff : OT (grant reimb)
3300 - 51.2904	\$ 33,076	\$ 5,980	\$ 39,056	Sheriff : Uniforms (grant reimb)
3400 - 51.1100	\$ -	\$ 129,630	\$ 129,630	Jail : Salaries (increases given)
3600 - 51.1100	\$ -	\$ 149,970	\$ 149,970	EMS : Salaries (increases given)
3920 - 52.1254	\$ -	\$ 20,000	\$ 20,000	EMA : Contr serv - Admin (Haz Mit grant)
1320 - 52.2220	\$ -	\$ 5,320	\$ 5,320	Admin : Rep & Maint - vehicles
3300 - 52.2220	\$ -	\$ 2,720	\$ 2,720	Admin : Rep & Maint - vehicles
4200 - 52.2221	\$ -	\$ 11,170	\$ 11,170	Roads : Rep & Maint - heavy equip

THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners does hereby ordain, resolve, and enact the foregoing budget amendments for Camden County, Georgia.

Adopted this _____ day of _____, 2016

CAMDEN COUNTY BOARD OF COMMISSIONERS

James H. Starline, Chairman

Attest :

Katie Bishop, County Clerk

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 2

SUBJECT: Approval of Surplus Item List

- () Recommendation
- () Policy Discussion
- () Status Report
- (X) Action Item
- () Other

DATE: March 15, 2016

BUDGET INFORMATION: N/A

COMMISSION ACTION REQUESTED ON: March 22nd

PURPOSE:

To request that the Board of Commissioners:

- a. To consider the approval of the surplus item list.

HISTORY:

- 1. Registrars, Sheriff's Department, Fire and Rescue, CRS and Superior court has requested surplus of items no longer useful to their departments which are beyond repair or too costly to repair versus current value

FACTS & ISSUES:

- 1. (1) 17' Parker Boat retired due to weak floor and (3) Intox 5000 obsolete machines for Sheriff's department
- 2. (1) Plat Copy Machine Model#FW780 inoperable and parts no longer available for repair
- 3. (1) External Automated Defibrillator (AED) exceeded useful life
- 4. Office furniture
- 5. Items will be disposed of, transferred to another department or sold at auction
- 6. See attached surplus equipment list

OPTIONS:

- 1. Motion to approve the surplus item list.
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

- 1. Approval of surplus item list as presented.

DEPARTMENT:

Prepared by:

Alethea Harris
Purchasing Officer

IF APPLICABLE:

County Attorney Review:

N/A

IF APPLICABLE:

Finance Review:

Mike Fender, Director



CAMDEN COUNTY BOARD OF COMMISSIONERS

SURPLUS EQUIPMENT LIST

March 22, 2016

Item	Dept	Asset #	Description	Serial #	Status	Mileage
1	1400	None	Dell Keyboard-wired	N/A	Replaced with new equipment	N/A
2	1400	None	HP Deskjet 5740 printer		Inoperable-Replaced with new printer	N/A
3	1400	None	HP Laserjet P2035 printer		Inoperable-does not power up	N/A
4	1540	None	Badge Printer- Zebra P120I		Inoperable-does not print-replaced with new equipment	N/A
5	2200	02803	Plat Copier Machine Milner	FW780	Inoperable-parts for repair no longer available	N/A
6	3300	68-012617	Intox 5000	68-012617	Machine Obsolete-upgraded to Intox 9000	N/A
7	3300	01924	Intox 5000	68-000852	Machine Obsolete-upgraded to Intox 9000	N/A
8	3300	68-010545	Intox 5000	68-010545	Machine Obsolete-upgraded to Intox 9000	N/A
9	3300	02338	1996 Parker Boat 17'	PXMBA5496596	Floor Weak in places-Retired	N/A
10	3600	N01630	LIFEPAK 500 (Automated External Defibrillator (AED)	12720555	Exceeded useful life, battery dead difficult to replace, inoperable-Replaced with new model	N/A
11	3600	N01631	LIFEPAK 500 (Automated External Defibrillator (AED)	1270557	Inoperable-replaced with new equipment	N/A
12	7000	None	OCE Copier/Printer/Scanner	7100013-KCM4521	Numerous repairs need, parts no longer available. Trade for new copier	N/A
13						
14						
15						

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 3

SUBJECT: Consideration of approval of Tax Release Applications

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

DATE: March 7, 2016

BUDGET INFORMATION:

Tax Release Applications total (\$31,995.20)

COMMISSION ACTION REQUESTED ON: March 22nd

PURPOSE:

To request that the Board of Commissioners:

- a. Approve the Tax Release Applications and authorize the Chairman to execute the applications.

HISTORY:

- 1. Tax Release Applications (*Error & Release Forms*) is a process used within the office of the Tax Assessor and Tax Commissioner to correct errors within the digest.

FACTS & ISSUES:

- 1. Tax Release Applications consist of corrections per said offices.
- 2. See attached spreadsheet for detail regarding the Tax Release Applications.

OPTIONS:

- 1. Approve the Tax Release Applications and authorize the Chairman to execute said applications.
- 2. Deny this item.
- 3. Table this item.
- 4. Other action by the board.

DEPARTMENT RECOMMENDED ACTION:

- 1. Tax Commissioner and/or Tax Assessor recommend approval of this item.

DEPARTMENT:

Prepared by:

Katie Bishop, County Clerk

IF APPLICABLE:

County Attorney Review:

Attorney John S. Myers

IF APPLICABLE:

Finance Review:

Mike Fender, Director

NAME	DIGEST YEAR	AMOUNT	REASON	County	JDA	SERVICE DISTRICT	SCHOOL BOARD	STATE	ADMIN FEE	CITY
William Pate	2015	\$109.00	Per conversationwith Kim owner moved to Hawaii 2 years ago	\$48.68			\$60.16	\$ 0.19		
William Pate	2014	\$118.32	Per conversationwith Kim owner moved to Hawaii 2 years ago	\$48.95	\$4.10		\$64.86	\$ 0.41		
17 South Pizzeria	2012	\$96.22	Business Closed	\$39.12		\$4.68	\$51.83	\$ 0.59		
17 South Pizzeria	2013	\$89.64	Business Closed	\$36.50		\$4.37	\$48.36	\$ 0.41		
David & Cynthia Rainey	2015	\$994.60	mobile home doubled on real and pre-bill digest	\$433.93		\$22.46	\$536.54	\$ 1.67		
David & Cynthia Rainey	2015	\$994.60	mobile home doubled on real and pre-bill digest	\$433.93		\$22.46	\$536.54	\$ 1.67		
Willie Joe Stokes	2014	\$10.00	mobile home torn down in 2013						\$10.00	
Willie Joe Stokes	2015	\$67.18	mobile home torn down in 2013	\$23.12	\$1.94	\$1.30	\$30.63	\$ 0.19	\$10.00	
Willie Joe Stokes	2016	\$67.33	mobile home torn down in 2013	\$25.05		\$1.30	\$30.98		\$10.00	
Ernest M. Baran	2015	\$39.65	2015 ABOS Bluebook has motor valued with boat / revise	\$17.70			\$21.88	\$ 0.07		
Hutchins Investments Inc.	2015	\$305.09	2015 ABOS Bluebook has motor valued with boat / revise	\$54.23		\$2.81	\$67.16	\$ 0.21		
James English	2011	\$147.04	moved to savannah in 2010	\$63.84			\$81.84	\$ 1.36		
Craig Smith	2016	\$235.33	mobile home moved out of County	\$98.47		5.10	121.76		\$10.00	
Craig Smith	2015	\$234.72	mobile home moved out of County	\$90.86	\$7.61	5.10	120.39	\$ 0.76	10.00	
Colleen Cosgrove	2016	\$262.13	mobile home was repoed no longer in Camden County	\$110.18		5.71	136.24		10.00	
Colleen Cosgrove	2015	\$261.46	mobile home was repoed no longer in Camden County	\$101.67	\$8.52	5.71	134.71	\$ 0.85	10.00	
Carl Hamilton	2015	\$97.39	deceased in 2011 / boat cannot be located by wife	\$42.49		2.20	52.84	\$ 0.16		
Carl Hamilton	2014	\$98.63	deceased in 2011 / boat cannot be located by wife	\$39.88	\$3.34	2.24	52.84	\$ 0.33		
Carl Hamilton	2013	\$90.56	deceased in 2011 / boat cannot be located by wife	\$37.81		2.71	50.10	\$ 0.48		
Architectual Innovators	2012	\$333.08	deleted acct per disposition letter / equipment auctioned	\$142.23			188.42	\$ 2.43		
Architectual Innovators	2011	\$325.97	deleted acct per disposition letter / equipment auctioned	\$142.23			182.34	\$ 1.40		
Architectual Innovators	2010	\$327.61	deleted acct per disposition letter / equipment auctioned	\$142.23			182.34	\$ 3.04		
Architectual Innovators	2009	\$324.57	deleted acct per disposition letter / equipment auctioned	\$142.23			179.30	\$ 3.04		
Stewart Higginbotham	2015	\$231.11	homeade boat sold 2 years ago / valued under \$7500	\$100.83		5.22	124.67	\$ 0.39		
New Creations Beauty Salon	2014	\$93.58	per Laura Wilson business closed in 2014	\$38.83		3.25	51.45	\$ 0.05		
New Creations Beauty Salon	2015	\$91.65	per Laura Wilson business closed in 2014	\$40.97			50.66	\$ 0.02		
Sea to Sea Marine Auto	2009	\$1,508.31	per Leland Christopherson buisness closed in 2010	\$660.94			833.25	\$ 14.12		
Sea to Sea Marine Auto	2010	\$721.83	per Leland Christopherson buisness closed in 2010	\$313.37			401.76	\$ 6.70		
Sea to Sea Marine Auto	2011	\$715.65	per Leland Christopherson buisness closed in 2010	\$313.37			401.76	\$ 0.52		
Sea to Sea Marine Auto	2012	\$713.48	per Leland Christopherson buisness closed in 2010	\$306.77			406.41	\$ 0.30		
Sea to Sea Marine Auto	2013	\$715.12	per Leland Christopherson buisness closed in 2010	\$306.19			405.64	\$ 0.22		
Sea to Sea Marine Auto	2014	\$747.98	per Leland Christopherson buisness closed in 2010	\$310.48	\$26.00		411.37	\$ 0.13		
Clyde Wilson III	2015	\$125.17	per DNR listing was put back on for 2015 then deleted for 2016	\$54.61		2.83	67.52	\$ 0.21		
Kevin Chandler	2015	\$156.89	boat moved out of county in 2014	\$70.03			86.59	\$ 0.27		
IdleAire Technologies Corp	2009	\$6,635.54	inventory & equipment sold at auction in 2009	29.07.71			3727.83	\$ 62.13		
IdleAire Technologies Corp	2010	\$6,697.67	inventory & equipment sold at auction in 2009	29.07.71			3727.83	\$ 62.13		
IdleAire Technologies Corp	2011	\$6,696.91	inventory & equipment sold at auction in 2009	29.07.71			3727.83	\$ 61.37		
Linwood Lewis	2015	\$400.06	transferred and moved boat to Hawaii in June 2014	\$178.57			220.80	\$ 0.69		
Jerry Moye	2015	\$114.13	Mr. Moye moved and took boat to Brunswick in 2014	\$49.79		2.58	61.57	\$ 0.19		
TOTAL For all Entities =		\$31,995.20		\$ 5,060.08	\$ 51.51	\$ 102.03	\$ 17,639.00	\$ 228.70	\$ 70.00	\$ -

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 4

SUBJECT: Policy discussion on the future of impact fees

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

DATE: March 14, 2016

COMMISSION ACTION REQUESTED ON: March 22, 2016

PURPOSE:

To request that the Board of Commissioners:

- a. Discussion and give staff guidance on the future of impact fees.

HISTORY:

- 1. The current impact fee ordinance requires the payment of a fee for each new development in the County. This fee has been collected since FY2009.

FACTS & ISSUES:

- 1. The current impact fee for a single family home is \$700, which is significantly less than the originally approved amount.
- 2. The impact fees collected are divided into between departments for capital projects.
- 3. In no category has enough revenue been generated to fully fund a project.
- 4. The Planning Commission give a recommendation to reduce impact fees to \$0.

OPTIONS:

- 1. Give staff policy direction for a possible ordinance change
- 2. Table this item

DEPARTMENT RECOMMENDED ACTION:

- 1. Planning and Development Staff would like feedback from the Board to see if an ordinance change is necessary.

DEPARTMENT:

Prepared by:

Eric Landon

Director, Planning & Development

IF APPLICABLE:

County Attorney Review:

Attorney John S. Myers



Board of County Commissioners

Camden County Planning and Development Division

107 N. Gross Road, Suite 3 • Kingsland, GA 31548

Phone: (912) 729.5603 • Fax: (912) 729.5543 • www.co.camden.ga.us

Memo

To: Camden County Board of Commissioners

From: Eric Landon, Planning and Development Director

Date: 3-14-16

Re: Policy discussion on impact fee ordinance

Issue:

In 2007 Camden County completed an "Impact Fee Methodology Report" which calculated the potential impact of future growth in terms of tax dollars. At that time, the expected growth in the County was tens of thousands of dwelling units by 2030. This type of growth would create an excessive strain on public facilities and the existing levels of service would not be maintained. The theory was, new growth and development would be offset by imposing an impact fee. Based on the projected growth, tens of millions of dollars would be generated by an impact fee, which could then be used to construct County infrastructure. The County Commission followed this study by adopting an impact fee. This fee has been collected since FY2009.

Findings of Fact:

The study determined that an impact fee could be as high as \$3,500 per dwelling, but the current amount collected is \$700 per dwelling unit. The housing growth that was anticipated in 2007 has not occurred, therefore only a small percentage of the anticipated revenue to be generated by impact fees has been collected.

As shown in the attachment, just over \$200,000 in revenue has been collected between FY2009-FY2015. The fees collected have been distributed to projects for Parks and Recreation, Library, Sheriff's Office, Fire, EMA, EMS, Roads, and Administration. In no category has enough revenue been generated to fully fund a project on the list. However, if the County has completed a project on the list using general funds it may be eligible for reimbursement with impact fees.

The County Planning and Development Office has been collecting the impact fee since its implementation. Based on staffs interaction with customers it has become a topic of much discussion and disagreement. Therefore, staff would like to discuss possible options or solutions.

STEVE L. HOWARD
County Administrator

JOHN S. MYERS
County Attorney

WILLIS R. KEENE JR.
Commissioner, District 1

CHUCK CLARK
Commissioner, District 2

JIMMY STARLINE
Commissioner, District 3

GARY BLOUNT
Commissioner, District 4

TONY SHEPPARD
Commissioner, District 5

Suggested Solution(s):

There are several possible options if a change to the existing impact fee is desired:

Continue to collect the fee “as is” knowing that these funds will one day pay for future County projects.

Fees will continue to be collected. This revenue will be used to fund future County projects. However, the rate of collection is slow and no projects have received enough funding to be completed. This has caused frustration among the development community and individual home owners that are required to pay the fee.

Increase the impact fee to a level that will generate revenue more quickly, and therefore, fund County projects more quickly.

If the fee is increased the collection rate would also increase resulting in projects being funded and completed in a shorter timeline. The concern of this option is that an increase in fees would result in a reduction in building applications and a stall in growth.

Reduce the impact fee.

A fee reduction (possibly down to \$0) could suspend the current collection of these fees for projects, but the impact fee program will remain in place. This would provide relief to current builders, and may spur new development. If growth begins occurring at a high rate, the fee can be re-evaluated and increased as needed.

Attachment: Impact Fee summary table and projects through FY2015

IMPACT FEE FINANCIAL REPORT - CAMDEN COUNTY, GA

Fiscal Year 2014-2015

Camden County, GA	Annual Impact Fee Financial Report - Fiscal Year 2014-2015								
Public Facility	Parks & Recreation	Library	Sheriff's Office	Fire	EMA	EMS	Roads	Admin-istration	TOTAL
Service Area	County-wide	County-wide	County-wide	Unincorporated County	County-wide	County-wide	County-wide		
Impact Fee Fund Balance July 1, 2014	\$ 26,929.37	\$ 9,835.52	\$ 8,165.63	\$ 76,188.07	\$ 609.93	\$ 886.08	\$ 40,689.59	\$ 4,961.26	\$ 168,265.45
Impact Fees Collected (July 1, 2014 through June 30, 2015)	5,625.90	2,054.70	1,499.01	14,174.38	112.08	162.78	7,761.69	941.76	\$ 32,332.30
Subtotal: Fee Accounts	\$ 32,555.27	\$ 11,890.22	\$ 9,664.64	\$ 90,362.45	\$ 722.01	\$ 1,048.86	\$ 48,451.28	\$ 5,903.02	\$ 200,597.75
Accrued Interest	31.91	11.65	9.47	88.57	0.71	1.03	47.49	5.79	\$ 196.61
(Impact Fee Refunds)	-	-	-	-	-	-	-	-	\$ -
(Expenditures)	-	-	-	-	-	-	-	-	\$ -
Impact Fee Fund Balance June 30, 2015	\$ 32,587.18	\$ 11,901.87	\$ 9,674.11	\$ 90,451.02	\$ 722.72	\$ 1,049.89	\$ 48,498.77	\$ 5,908.81	\$ 200,794.36
Impact Fees Encumbered	\$ 32,587.18	\$ 11,901.87	\$ 9,674.11	\$ 90,451.02	\$ 722.72	\$ 1,049.89	\$ 48,498.77		\$ 194,885.55

Public Facility: Parks & Recreation									
Service Area: County-wide									
Project Description	Units	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
New Park A (acres)	50	2016	2016	\$1,000,000.00	100.0%	\$1,000,000.00			
New Park B (acres)	50	2025	2025	\$1,000,000.00	100.0%	\$1,000,000.00			
New Park C (acres)	33	2030	2030	\$652,000.00	100.0%	\$652,000.00			
Ball Fields	4	tba	tba	\$1,364,000.00	100.0%	\$1,364,000.00			
Basketball Courts	3	tba	tba	\$126,000.00	90.0%	\$113,400.00			
Boat Ramps	2	tba	tba	\$650,000.00	100.0%	\$650,000.00			
Fishing Ponds	2	tba	tba	\$1,000,000.00	65.0%	\$650,000.00			
Football Field	1	tba	tba	\$462,000.00	70.0%	\$323,400.00			
Indoor Courts	2	tba	tba	\$500,000.00	65.0%	\$325,000.00			
Multi-use Field	1	tba	tba	\$300,000.00	70.0%	\$210,000.00			
Pavilions/Shelters	3	tba	tba	\$123,600.00	90.0%	\$111,240.00			
Playgrounds	2	tba	tba	\$320,000.00	65.0%	\$208,000.00			
Pool	1	tba	tba	\$2,000,000.00	70.0%	\$1,400,000.00			
Racquetball Courts	2	tba	tba	\$5,600.00	65.0%	\$3,640.00			
Running Track	1	tba	tba	\$230,000.00	70.0%	\$161,000.00			
Soccer Fields	6	tba	tba	\$2,730,000.00	90.0%	\$2,457,000.00			
Tennis Courts	2	tba	tba	\$110,000.00	65.0%	\$71,500.00			
Trails	2	tba	tba	\$500,000.00	65.0%	\$325,000.00			
Volleyball Court	1	tba	tba	\$28,000.00	70.0%	\$19,600.00			
				\$13,101,200.00		\$11,044,780.00	\$0.00	\$32,587.00	0.2950%

Public Facility: Library									
Service Area: County-wide									
Project Description	Units	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
New Library (square feet)	15,071	2023	2023	\$2,320,958.66	100.0%	\$2,320,958.66			
Collection materials	2,558	2008	2008	\$76,542.68	88.8%	\$67,967.65			
Collection materials	2,630	2009	2009	\$78,678.43	88.8%	\$69,891.12			
Collection materials	2,704	2010	2010	\$80,901.52	88.8%	\$71,870.75			
Collection materials	2,436	2011	2011	\$72,893.38	88.0%	\$64,181.80			
Collection materials	2,496	2012	2012	\$74,691.08	88.1%	\$65,819.88			
Collection materials	2,558	2013	2013	\$76,530.81	88.2%	\$67,498.88			
Collection materials	2,621	2014	2014	\$78,413.59	88.3%	\$69,219.84			
Collection materials	2,685	2015	2015	\$80,340.48	88.4%	\$70,983.78			
Collection materials	2,450	2016	2016	\$73,298.73	87.6%	\$64,216.05			
Collection materials	2,503	2017	2017	\$74,887.48	87.7%	\$65,687.53			
Collection materials	2,558	2018	2018	\$76,539.64	87.8%	\$67,194.06			
Collection materials	2,614	2019	2019	\$78,196.11	87.9%	\$68,731.90			
Collection materials	2,671	2020	2020	\$79,917.47	88.0%	\$70,306.22			
Collection materials	2,460	2021	2021	\$73,601.39	87.3%	\$64,238.33			
Collection materials	2,508	2022	2022	\$75,045.08	87.4%	\$65,569.89			
Collection materials	2,558	2023	2023	\$76,546.01	87.4%	\$66,930.56			
Collection materials	2,608	2024	2024	\$78,044.87	87.5%	\$68,316.19			
Collection materials	2,660	2025	2025	\$79,602.07	87.6%	\$69,731.96			
Collection materials	2,713	2026	2026	\$81,158.31	87.7%	\$71,173.83			
Collection materials	2,767	2027	2027	\$82,774.01	87.8%	\$72,646.93			
Collection materials	2,821	2028	2028	\$84,389.92	87.9%	\$74,147.33			
Collection materials	2,877	2029	2029	\$86,066.46	87.9%	\$75,680.07			
Collection materials	1,623	2030	2030	\$48,574.12	82.3%	\$39,965.85			
				\$4,088,592.30		\$3,872,929.05	\$0.00	\$11,901.87	0.3073%

Public Facility: Fire Protection									
Service Area: Unincorporated County									
Project Description	Units	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Station 19 (square feet)	8,000	2008	2008	\$1,400,000.00	0.0%	\$0.00			No impact fee funding allowed
Station 20 (square feet)	8,500	2010	2010	\$1,572,500.00	23.2%	\$364,654.30			
Training Tower (square feet)	8,000	2012	2012	\$975,000.00	100.0%	\$975,000.00			
Future Station A (square feet)	8,000	2017	2017	\$1,480,000.00	100.0%	\$1,480,000.00			
Future Station B (square feet)	5,280	2020	2020	\$976,800.00	100.0%	\$976,800.00			
Engine	1	2008	2008	\$350,000.00	100.0%	\$350,000.00			
Ladder Platform	1	2008	2008	\$1,250,000.00	100.0%	\$1,250,000.00			
Tanker	1	2008	2008	\$175,000.00	100.0%	\$175,000.00			
Engine	1	2010	2010	\$375,000.00	100.0%	\$375,000.00			
Ladder Platform	1	2010	2010	\$1,250,000.00	100.0%	\$1,250,000.00			
Tanker	1	2010	2010	\$175,000.00	100.0%	\$175,000.00			
Heavy Vehicle	1	2012	2012	\$591,666.67	100.0%	\$591,666.67			
Heavy Vehicle	1	2017	2017	\$591,666.67	100.0%	\$591,666.67			
Heavy Vehicle	1	2017	2017	\$591,666.67	100.0%	\$591,666.67			
Heavy Vehicle	1	2020	2020	\$591,666.67	100.0%	\$591,666.67			
Heavy Vehicle	1	2020	2020	\$591,666.67	100.0%	\$591,666.67			
Heavy Vehicle	1	2025	2025	\$591,666.67	100.0%	\$591,666.67			
Heavy Vehicle	1	2025	2025	\$591,666.67	100.0%	\$591,666.67			
				\$14,120,966.67		\$11,513,120.96	\$0.00	\$90,451.00	0.7856%

Public Facility: Sheriff's Office									
Service Area: County-wide									
Project Description	Units	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Expansion (square feet)	19,046	2015	2015	\$3,542,630.40	31.0%	\$1,097,302.66			
Expansion (square feet)	20,729	2024	2024	\$3,855,594.00	100.0%	\$3,855,462.99			
				\$7,398,224.40		\$4,952,765.65	\$0.00	\$9,674.11	0.1953%

Public Facility:		Emergency Medical Services							
Service Area:		County-wide							
Project Description	Units	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Future Station A (square feet)	1,000	2017	2017	\$185,000.00	100.0%	\$185,000.00			In conjunction with Fire Station construction
Future Station B (square feet)	713	2020	2020	\$131,905.00	100.0%	\$131,905.00			In conjunction with Fire Station construction
Ambulance	1	2008	2008	\$125,000.00	100.0%	\$125,000.00			
				\$441,905.00		\$441,905.00	\$0.00	\$1,049.89	0.2376%

Public Facility:		Emergency Management Agency							
Service Area:		County-wide							
Project Description	Units	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Expansion (square feet)	1,625	2018	2018	\$300,694.74	100.0%	\$300,694.74			
				\$300,694.74		\$300,694.74	\$0.00	\$722.72	0.2404%

Public Facility:		Roads							
Service Area:		County-wide							
Project Description	Units	Project Start Date	Project End Date	Local Cost of Project	Maximum Percentage of Funding from Impact Fees	Maximum Funding Possible from Impact Fees	Impact Fees Expended	Impact Fees Encumbered	Status/Remarks
Kingsland Bypass	n/a	tba	tba	\$11,005,845.00	92.4%	\$10,169,143.33			
Horse Stamp Church Road	n/a	tba	tba	\$3,458,315.52	97.9%	\$3,385,136.14			
				\$14,464,160.52		\$13,554,279.48	\$0.00	\$48,498.77	0.3578%

CAMDEN COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM: 5

SUBJECT: Second Reading and adoption of the amendments to the Official Code of Camden County, Georgia, Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

DATE: March 17, 2016

BUDGET INFORMATION: N/A

COMMISSION ACTION REQUESTED ON: March 22nd

PURPOSE:

To request that the Board of Commissioners:

- a. To waive the second reading and adopt the amendments to the Official Code of Camden County, Georgia, Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.

HISTORY:

1. As you may recall, during the 2015 legislative session, the General Assembly passed HB 192 which changed the use of county issued purchasing cards (p-cards) and credit cards by county elected officials.

FACTS & ISSUES:

1. Prior to the effective date of January 1, 2016, the Board adopted a Purchasing Card and Credit Card Policy for Camden County Elected Officials.
2. Additionally, each elected official has signed the User Agreement for County Elected Officials whom use a County purchasing card or credit card.
3. As recommended by ACCG, the attached model ordinance will be an addition to Chapter 2, Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.

OPTIONS:

1. Motion to approve this item.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

1. Waive the Second Reading and adopt the amendments to the Official Code of Camden County, Georgia, Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, Purchasing Card and Credit Card Ordinance for Camden County Elected Officials.

DEPARTMENT:

Prepared by:

*Kathryn Bishop,
County Clerk*

IF APPLICABLE:

County Attorney Review:

Attorney John S. Myers

IF APPLICABLE:

Finance Review:

Mike Fender, Director

CAMDEN COUNTY BOARD OF COMMISSIONERS

PUBLIC NOTICE OF SECOND READING

INTENT TO AMEND THE OFFICIAL CODE OF CAMDEN COUNTY, GEORGIA, CHAPTER 2 ADMINISTRATION, ARTICLE 2 BOARD OF COMMISSIONERS, WITH THE ADDITION OF SECTION 35 - PURCHASING CARD AND CREDIT CARD ORDINANCE FOR CAMDEN COUNTY ELECTED OFFICIALS.

The Camden County Board of Commissioners hereby gives this public notice of their intent to amend the Official Code of Camden County, Georgia, Chapter 2 Administration, Article 2 Board of Commissioners, addition of Section 35, *Purchasing Card and Credit Card Ordinance for Camden County Elected Officials*.

The passage of said amendment is subject to the following event:

Second reading of the amendments to the ordinance is to be held on Tuesday, March 22, 2016 at the scheduled meeting of the Board of County Commissioners at 6:00 PM.

To view the full text of the amendments contact the Office of the County Clerk, in Woodbine, GA, between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Camden County Board of County Commissioners

Run Legal Ad on the following dates: March 10, 2016 & March 17, 2016

**CAMDEN COUNTY
BOARD OF COUNTY COMMISSIONERS**

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing shall be held at the Camden County Government Services Complex, 200 East Fourth Street, Courthouse Square, Second Floor, Room 252, Woodbine, GA 31569, on Tuesday, March 22, 2016 at 6:00 p.m. before the Board of County Commissioners to consider and receive public comment on amendments to the Official Code of Camden County, Georgia, Chapter 2 - Administration, Article 2 Board of County Commissioners, addition of Section 35, *Purchasing Card and Credit Card Ordinance for Camden County Elected Officials*,

For further information contact the Office of the County Clerk, in Woodbine, GA, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

Camden County Board of County Commissioners

Official Code of Camden County, Georgia Chapter 2, addition of Section 2-35
Purchasing Card and Credit Card Ordinance for Camden County Elected Officials

WHEREAS, effective January 1, 2016, O.C.G.A. § 36-80-24 prohibits county elected officials from using government purchasing cards and government credit cards unless the county governing authority authorizes the issuance of such cards by public vote and has promulgated specific policies regarding the use of such cards;

WHEREAS, the Camden County Board of Commissioners promulgates this ordinance as the official policy of Camden County.

NOW, THEREFORE, BE IT ORDAINED that the following ordinance be adopted by the Camden County Board of Commissioners to be effective January 1, 2016.

I. Intent and Scope

This ordinance is intended to comply with the policy requirements of O.C.G.A. § 36-80-24 regarding the use of County issued government purchasing cards and credit cards.

II. Definitions

- A. "Authorized elected official" means an elected official designated by public vote of the Board of Commissioners to receive a county issued government purchasing card or credit card.
- B. "Card Administrator" means the purchasing card and credit card administrator designated by the Camden County Board of Commissioners.
- C. "County" means Camden County and/or the Board of Commissioners
- D. "County purchase card," "county p-card" or "county credit card" means a financial transaction card issued by any business organization, financial institution, or any duly authorized agent of such organization or institution, used by a County official to purchase goods, services and other things of value on behalf of the County.
- E. "Financial transaction card" means an instrument or device as the term is defined in O.C.G.A. § 16-9-30(5).
- F. "User agreement" means the required agreement between the Board of Commissioners and the authorized elected officials which restricts the use of a county purchasing card or credit card.

III. Designated Elected Officials

The County, in its discretion, may authorize specific county elected officials to use a county purchasing card or credit card by adoption of a resolution in a public meeting.

No authorized elected official may use a county purchasing card or credit card until and unless he or she has executed the County's purchasing card and credit card user agreement.

The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this ordinance or for any purchases that are not authorized by this ordinance.

IV. Card Administrator

The Board of Commissioners shall designate a County purchasing card and credit card administrator. The appointed administrator shall be the Purchasing Officer. The responsibilities of the Card Administrator include, but are not limited to:

- a. Manage County issued purchasing cards and credit cards.
- b. Serve as the main point of contact for all County purchasing card and credit card issues.
- c. Serve as liaison to the elected officials authorized to use a purchasing card or credit card and their staff, as well as to the issuer of the purchasing card or credit card.
- d. Provide training on card policies and procedures to the elected officials authorized to use a purchasing card or credit card and their staff.
- e. Develop internal procedures to ensure timely payment of cards.
- f. Assist authorized elected officials to dispute transactions when necessary.
- g. Establish internal procedures to ensure compliance with this ordinance, County procurement ordinances and policies, County purchasing card and credit card user agreements, applicable agreements with the business organization, financial institution, or any duly authorized agent of such organization or institution, issuing card, and state law, specifically, O.C.G.A. §§ 16-9-37 and 36-80-24.
- h. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards.
- i. Audit and reconcile transactions monthly.
- j. Maintain records for at least seven years or as otherwise provided by the County's record retention policy.

V. Use of Cards

- A. **Authorized Purchases.** County purchase cards and credit cards may be used to purchase goods and services directly related to the public duties of the authorized elected official only. All purchases are subject to the terms of this ordinance, the County purchasing card and credit card user agreement, county procurement policies and ordinances, and the adopted budget.

Only authorized elected officials may use a County purchase card or credit card for purchases or payments. The cards, and use of the cards, are not transferrable to employees. The authorized elected official shall use care to ensure that others do not have access to the card account number, expiration date and security code.

- B. **Unauthorized Purchases.** County purchasing cards and credit cards shall not be used for goods and services not directly related to the official responsibilities of the authorized elected official. Additionally, cards shall not be used to avoid compliance with the County's purchasing ordinances and procedures, to purchase goods and services that are not approved in the County's budget or to make purchases not in compliance with the County purchasing policy, purchasing card ordinance, or credit card user agreement.
- C. **Receipts and Documentation.** Receipts, invoices and other supporting documentation of all purchases made with a county purchasing card or credit card shall be obtained and maintained by the authorized county elected official for five years or as otherwise provided by the County's record retention policy. If an original or duplicate cannot be produced, a sworn affidavit of the authorized elected official may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.
- D. **Public Records.** All receipt and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 *et seq.*

VI. Review of Purchases and Audit. Proper documentation of purchases, internal controls and other measures prevent and allow detection to misuse or abuse of County issued purchase cards and credit cards. Authorized elected officials and staff that process payments under this program shall cooperate and comply with the procedures established by the County.

- A. **Review of Purchases.** All purchases shall be reviewed in accordance with the County's purchasing and credit card policies and procedures.
- B. **Audits.** The Card Administrator shall perform an annual review of the card program to ensure adequacy of internal policies and procedures, cardholder spending limits, monthly reconciliation procedures and documentation for transactions. Elected officials and staff shall cooperate with such review.

VII. Violations.

- a. An elected official shall reimburse the County for any purchases made with a County issued purchase card or credit card in violation of this ordinance or the user agreement.
- b. In the discretion of the county governing authority, failure to comply with the procedures outlined in this ordinance may result in:
 - i. A warning;
 - ii. Suspension of the elected official's authority to use a County purchase card or credit card; or
 - iii. Revocation of the elected official's authority to use a County i purchase card or credit card.
- c. Nothing in this ordinance shall preclude the county governing authority from referring misuse of a purchase card or credit card for prosecution to the appropriate authorities.

Adopted this _____ day of _____, 2015

CAMDEN COUNTY BOARD OF COMMISSIONERS

James H. Starline, Chairman

Attest: _____
Katie Bishop, County Clerk

CAMDEN COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM: 6

SUBJECT: Second Reading and adoption of amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

- (X) Recommendation
- (X) Policy Discussion
- () Status Report
- (X) Action Item
- () Other

DATE: March 17, 2016

BUDGET INFORMATION:

REVENUES: pending outcome – could provide additional revenue back to curbside billing

EXPENSES: pending outcome – approximately \$4,600 per year currently

FUNDING SOURCE: Curbside Collection Fund

COMMISSION ACTION REQUESTED ON: March 22, 2016

PURPOSE:

To request that the Board of Commissioners:

- a. Waive the Second Reading and adopt the amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

HISTORY:

1. Poverty exemptions have been given for curbside residents as approved based on the schedule from DFACS for many years.
2. There is a need to establish income levels for determining poverty levels and the federal poverty guidelines is a good indicator.
3. The last sentence in question of the current ordinance under the section 50-8 is stated as follows: This exemption is intended for persons that own the service property, are living at the residence, and can be verified as an indigent (or extremely low income) person by the county DFACS office.

FACTS & ISSUES:

1. This year, the number of exempt status customers went from 125 applications to 69 applications for exemption this year.
2. If all 69 were granted exemptions, it could cost as much as \$4,600.
3. Attached is the current ordinance section 50-8 and the current Federal Poverty Guidelines for the current calendar year, 2016.
4. The new suggested wording for the last sentence in question of the current ordinance, section 50-8 is as follows: This exemption is intended for persons that own the service property, are living at the

residence, and can be verified as an indigent person by the annual federal poverty guidelines schedule.

5. Next steps in the process is an final public hearing, followed by the consideration of the second reading & adoption of the amendments on Tuesday, March 22, 2016.

OPTIONS:

1. Motion to Waive the Second Reading and adopt the amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

1. Staff recommends waiving the Second Reading and adoption of the amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

DEPARTMENT:

Prepared by:

Mike Fender, Director

IF APPLICABLE:

County Attorney Review:

Attorney John S. Myers

IF APPLICABLE:

Finance Review:

N/A

CAMDEN COUNTY BOARD OF COMMISSIONERS

PUBLIC NOTICE OF SECOND READING

INTENT TO AMEND THE OFFICIAL CODE OF CAMDEN COUNTY, GEORGIA, CHAPTER 50 SOLID WASTE, ARTICLE I - RESIDENTIAL CURBSIDE COLLECTION, SECTION 8 EXEMPTIONS.

The Camden County Board of Commissioners hereby gives this public notice of their intent to amend the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

The passage of said amendment is subject to the following event:

Second reading of the amendments to the ordinance is to be held on Tuesday, March 22, 2016 at the scheduled meeting of the Board of County Commissioners at 6:00 PM.

To view the full text of the amendments contact the Office of the County Clerk, in Woodbine, GA, between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Camden County Board of County Commissioners

**CAMDEN COUNTY
BOARD OF COUNTY COMMISSIONERS**

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing shall be held at the Camden County Government Services Complex, 200 East Fourth Street, Courthouse Square, Second Floor, Room 252, Woodbine, GA 31569, on Tuesday, March 22, 2016 at 6:00 p.m. before the Board of County Commissioners to consider and receive public comment on amendments to the Official Code of Camden County, Georgia, Chapter 50 Solid Waste, Article I - Residential Curbside Collection, Section 8 Exemptions.

For further information contact the Office of the County Clerk, in Woodbine, GA, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

Camden County Board of County Commissioners

Proposed Changes

**Amendments to the Official Code of Camden County, Georgia
Chapter 50 Solid Waste
Article I. Residential Curbside Collection
Sec. 50-8. Exemptions**

Sec. 50-8. Exemptions.

Exemptions from the curbside collection service may be developed from time to time within the authority of this article and adjusted by the Camden County Board of Commissioners. Any customer seeking an exemption shall submit an application, form to be determined (*by the county*), seeking an exemption; if the exemption is granted, it shall be effective as of the date of application.

- (1) Indigent homeowners will receive an exemption for the full billing amount on a yearly basis. This exemption is intended for persons that own the service property, are living at the residence, and can be verified as an indigent person by the annual federal poverty guidelines schedule.
- (2) Residents of Cumberland Island and Little Cumberland Island are exempted from the curbside collection service requirements of this ordinance.
- (3) Vacant Dwellings: Once a property owner has properly notified the county that the dwelling is vacant; and the County has determined that the service for that certain vacant dwelling is not required due to the vacancy; the curbside collection service and the fee so associated with said service may be discontinued. It shall be the responsibility of the property owner to notify the County that service is no longer required due to vacancy as envisioned by county policy in regard to notification. Once the notification of vacancy has been verified by the County the discontinuance of service date shall be the date of proper notification received by the County and fees after the date of notification shall not be assessed.

Amendments to the Official Code of Camden County, Georgia
Chapter 50 Solid Waste
Article I. Residential Curbside Collection
Sec. 50-8. Exemptions

Sec. 50-8. Exemptions.

Exemptions from the curbside collection service may be developed from time to time within the authority of this article and adjusted by the Camden County Board of Commissioners. Any customer seeking an exemption shall submit an application, form to be determined (*by the county*), seeking an exemption; if the exemption is granted, it shall be effective as of the date of application.

- (1) Indigent homeowners will receive an exemption for the full billing amount on a yearly basis. This exemption is intended for persons that own the service property, are living at the residence, and can be verified as an indigent (or extremely low income) person by the county DFACS office.
- (2) Residents of Cumberland Island and Little Cumberland Island are exempted from the curbside collection service requirements of this ordinance.
- (3) Vacant Dwellings: Once a property owner has properly notified the county that the dwelling is vacant; and the County has determined that the service for that certain vacant dwelling is not required due to the vacancy; the curbside collection service and the fee so associated with said service may be discontinued. It shall be the responsibility of the property owner to notify the County that service is no longer required due to vacancy as envisioned by county policy in regard to notification. Once the notification of vacancy has been verified by the County the discontinuance of service date shall be the date of proper notification received by the County and fees after the date of notification shall not be assessed.

Board of County Commissioners March 2016 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
March 14	March 15	March 16	March 17	March 18 JDA Meeting 9:00 AM Center for Industry & Commerce Located at North Center, Kingsland
March 21	March 22 Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	March 23	March 24 Board of Assessor Meeting Government Services Complex, 6:00 PM	March 25 County Offices will be closed in observance of Good Friday
March 28	March 29	March 30	March 31	

Board of County Commissioners April 2016 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
				April 1
April 4	April 5 Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	April 6	April 7 Board of Assessor Meeting Government Services Complex, 6:00 PM	April 8
April 11	April 12	April 13	April 14	April 15 JDA Meeting 9:00 AM Center for Industry & Commerce Located at North Center, Kingsland
April 18	April 19 Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	April 20	April 21 Board of Assessor Meeting Government Services Complex, 6:00 PM	April 22
April 25	April 26	April 27	April 28	April 29

*****There will no JDA Meeting held for the month of April. The next JDA Meeting will be held on May 20th. *****