

**AGENDA**  
**Camden County Board of Commissioners**  
**Government Services Building, (Courthouse Square)**  
**200 East 4<sup>th</sup> Street, 2<sup>nd</sup> Floor, Room 252,**  
**Commissioners' Meeting Chambers**  
**Woodbine, Georgia**  
**Tuesday, April 19, 2016**

**Convene Regular Meeting at 6:00 PM**

**Opening Ceremonies**

- Invocation
- Pledge of Allegiance

**Roll Call**

**Agenda Amendments**

**Adoption of Agenda**

**Approval of Minutes**

- [March 22, 2016 Public Hearing & Regular Meeting minutes](#)

**Presentation**

- [Proclamation recognizing the week of April 10<sup>th</sup> – 16<sup>th</sup>, 2016 as National Crime Victim's Right's Week](#)
- [Proclamation recognizing the week of April 10<sup>th</sup> – 16<sup>th</sup>, 2016 as National Public Safety Telecommunicator's Week](#)
- [Proclamation recognizing the month of April as National Donate Life Month.](#)
- [Proclamation recognizing the month of April as National County Government Month](#)
- [Proclamation recognizing National Service Recognition Day as April 5, 2016 and introduction of AmeriCorp Member by UGA Extension Office.](#)
- [Presentation regarding Camden County Fire Rescue teaching local Firefighting class presented by Chief Mark Crews](#)

## Presentation continued

- 3<sup>rd</sup> Quarter Fiscal Year 2016 Budget Presentation presented by Finance & Budget Director Mike Fender

## Public Comments

## Adjourn Regular Meeting

## Convene Public Hearing

To receive comments from the public regarding the following Planning Items:

- [Zoning Map Amendment – RZ2016-1 – Request to Rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential”. Property located at 179 Charlie’s Lane, Kingsland, GA; Tax Parcel 094 021B. Cindy and David Strickland, owners.](#)
- [Zoning Map Amendment – RZ2016-2 – Request rezone 9.84 acres from A-F to A-R, Residential Agriculture. Property located at 99 Sadie Jackson Rd. White Oak, Ga; Tax Parcel 016 041 and 016 041A. Tammie and Larry Crews, owners.](#)
- [Special Use Application SU2016-03 – Consider a request for a Special Use in the GC \(General Commercial\) zoning district to allow outpatient mental health and addiction treatment. Property located at 5155 Highway 40 East, St. Marys, GA; Tax Parcel 121 014. St. Marys Treatment Center, LLC, owner](#)

## Adjourn Public Hearing

## Reconvene Regular Meeting

## Regular Agenda

### *Planning & Development Director Eric Landon*

1. [Consideration of Zoning Map Amendment request by Cindy and David Strickland, owners to Rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential” located at 179 Charles Lane, Kingsland, GA; Tax Parcel 094 021B. District 1 – Commissioner Keene](#)

2. [Consideration of Zoning Map Amendment \(RZ2016-2\) request by Tammie and Larry Crews, owners to rezone 9.84 acres from A-F to A-R, Residential Agriculture. Property located at 99 Sadie Jackson Rd., White Oak, Ga; Tax Parcel 016 041and 016 041A. District 1 – Commissioner Keene](#)
3. [Consideration of Special Use Application \(SU2016-03\) request by St. Marys Treatment Center, LLC, owner, for a Special Use in the G-C \(General Commercial\) zoning district to allow outpatient mental health and addiction treatment located at 5155 Highway 40 East, St. Marys, GA; Tax Parcel 121 014. District 4 – Vice-Chairman Blount](#)
4. [Adoption of 2016 Capital Improvement Element \(CIE\) of the Comprehensive Plan for Camden County by resolution.](#)

***Bryan Lang Historical Archives – Judy Buchanan***

5. [Appointment\(s\) to the Bryan Lang Historical Archives Board of Directors.](#)

***Public Works Director Harvey Amerson***

6. [Acceptance of Right of Way Deed for Fisher Massey Road Paving Project.](#)
7. [Award contract for Architect and Engineering of Juvenile Justice Building renovations](#)

***Human Resources Director Katie Howard***

8. [Award contract for Employee Health Insurance Coverage](#)

***Purchasing Officer Alethea Harris***

9. [Award contract for Insurance Brokerage Services](#)

***Public Safety - Chief Mark Crews***

10. [Approval to apply for Assistance to Firefighters Grant \(AFG\) – Part B](#)

***Finance & Budget Director Mike Fender***

11. [Consideration of adoption of ICMA Retirement Plan Document update.](#)

*Program Director Adam Kabasakalian*

12. [Adoption of Employee Safety Handbook](#)
13. [Adoption of Vehicle Use Policy](#)

## **Reports**

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

## **Additional Public Comments**

## **Adjourn BOC Meeting**

**CAMDEN COUNTY, GEORGIA  
BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING  
MARCH 22, 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:**

#### **Added item under Presentations:**

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

Commissioner Keene made a motion, seconded by Commissioner Sheppard to approve the agenda amendment as presented.

*The motion carried unanimously.*

#### **Motion to Adopt the Agenda:**

Commissioner Keene made a motion, seconded by Commissioner Clark to adopt the agenda as amended.

*The motion carried unanimously.*

#### **Approval of the Minutes**

- March 8, 2016 Public Hearing & Regular Meeting Minutes

Commissioner Clark made a motion, seconded by Commissioner Keene to approve the March 8, 2016 Public Hearing & Regular Meeting Minutes.

*The motion carried unanimously.*

#### **Presentation**

- Joint Proclamation recognizing Georgia's Small Business Week

County Clerk Katie Bishop announced the Joint Proclamation recognizing Georgia's Small Business Week. She stated that the Proclamation will be entered on the official minutes of this meeting.

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

County Administrator Steve Howard announced that the Finance & Budget Department was recently honored with the Government Finance Officers Association (GFOA) of the United States and Canada - GFOA's Distinguished Budget Presentation Award for Fiscal Year 2015. Chairman Starline presented a Certificate of Recognition for the outstanding work to Finance Director Mike Fender and Assistant Finance Director Nancy Gonzalez.

## **Public Comments**

No comments from the Public were offered during this time.

Commissioner Keene made a motion seconded by Commissioner Clark to adjourn the Regular Meeting at 6:06 PM.

Chairman Starline convened the Public Hearing at 6:06 PM.

## **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.

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.

Commissioner Keene made a motion, seconded by Commissioner Sheppard to adjourn the Public Hearing at 6:08 PM.

Chairman Starline reconvened the Regular Meeting at 6:08 PM.

## **Regular Agenda**

1. Consideration of approval of Fiscal Year 2016 Budget Amendments.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to approve the Fiscal Year 2016 Budget Amendments.

*The motion carried unanimously.*

2. Approval of Surplus Item List.

Commissioner Keene made a motion, seconded by Commissioner Sheppard to approve the surplus item list as presented.

***The motion carried unanimously.***

3. Consideration of approval of Tax Release Applications

Commissioner Keene made a motion, seconded by Commissioner Clark to approve the Tax Release Applications.

***The motion carried unanimously.***

4. Policy discussion regarding impact fees.

***No official action taken at this time.***

5. 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.

Vice-Chairman Blount made a motion, seconded by Commissioner Keene 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.

***The motion carried unanimously.***

6. 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.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount 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.

***The motion carried unanimously.***

## 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 introduced Management Analyst Shannon Nettles to present the Strategic Plan to the Board and show how staff is tracking the progress and completion.

Mrs. Nettles gave the board a brief overview of the Google docs spreadsheet used for tracking progress and completion. She announced that the website's dashboard and mobile app are scheduled to be released soon.

## **Executive Session – Real Estate**

Vice-Chairman Blount made a motion, seconded by Commissioner Clark to adjourn the regular meeting and convened an Executive Session for the purpose of discuss matters related to real estate at 6:54 PM.

*The motion carried unanimously.*

Commissioner Blount made a motion, seconded by Commissioner Keene to adjourn the regular meeting and convene an Executive Session regarding Real Estate at 6:40 PM.

*The motion carried unanimously.*

Chairman Starline convened the Executive Session – Real Estate at 6:40 PM.

## **CLOSED MEETING AFFIDAVIT**

**STATE OF GEORGIA  
COUNTY OF CAMDEN**

### **AFFIDAVIT OF BOARD OF COUNTY COMMISSIONERS**

The Camden County Board of Commissioners, being duly sworn, states under oath that the following is true and accurate to the best of their knowledge and belief:

1.

The Camden County Board of Commissioners met in a duly advertised meeting on March 22, 2016.

2.

During such meeting, the Board voted to go into closed session.

3.

The executive session was called to order at 6:40 p.m.

4.

The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

\_\_\_\_ Consultation with the County Attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial

actions brought or to be brought by or against the county or any officer or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. R. 50-14-2(1);

X Discussion of future acquisition of real estate as provided by O.C.G.A. 111, 50-14-3(4);

\_\_\_\_\_ Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a county officer or employee as provided by O.C.G.A. 11L 50-14-3(6);

This 22<sup>nd</sup> day of March, 2016

\_\_\_\_\_  
James H. Starline, Chairman

\_\_\_\_\_  
Gary Blount, Vice-Chairman

\_\_\_\_\_  
Chuck Clark, Commissioner

\_\_\_\_\_  
Tony Sheppard, Commissioner

\_\_\_\_\_  
Willis R. Keene, Jr., Commissioner

<p><b>Sworn to and subscribed before me this</b>  _____ day of _____, 2016.</p> <p>_____  <b>Notary Public</b></p> <p><b>My commission expires:</b> _____</p>
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Chairman Starline reconvened the regular meeting at 7:21 PM.

No action will be taken at this time.

**Additional Public Comments**

No comments from the public were offered during this time.

**Adjournment:**

Commissioner Clark made a motion, seconded by Commissioner Keene to adjourn the March 22, 2016 regular meeting. The vote was unanimous to adjourn the meeting at 7:22 PM.

*Proclamation*  
*of the Camden County Board of Commissioners*  
*Declaring the week of April 10 - 16, 2016 as*  
*Crime Victims' Rights Week*

**WHEREAS**, as a nation devoted to liberty and justice for all, America must increase its efforts to protect, restore, and expand crime victims' rights and services so that they apply to every victim, every time; and

**WHEREAS**, 26 million Americans are victims of crime each year, and each crime affects many more family members, friends, neighbors, and co-workers; and

**WHEREAS**, all victims of crime deserve respect, resources, restoration, and justice; and

**WHEREAS**, all fifty states, the District of Columbia, and the federal government grant crime victims certain legal rights; and

**WHEREAS**, National Crime Victims' Rights Week April 10 – 16, 2016 offers us all the opportunity to recommit ourselves to ensuring that every victim is afforded his or her legal rights and treated as a crucial participant in our criminal justice system; and

**WHEREAS**, as we carry crime victims' rights into 2016 and beyond, we must strive to create a nation where the legal rights of victims are honored and individuals are accountable for their treatment of victims; and

**WHEREAS**, we applaud the progress that our nation has made in recognizing crime's impact on victims and celebrate advocates and survivors who through their determination brought rights and resources for victims and have changed the course of history;

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS** and members of this body do hereby proclaim the week of, April 10 – 16, 2016, as National Crime Victims' Rights Week and reaffirm this County's commitment to respect and enforce victims' rights and address their needs during Crime Victims' Rights Week and throughout the year; and express our appreciation for those victims and crime survivors who have turned personal tragedy into a motivating force to improve our response to victims of crime and build a more just community.

**PROCLAIMED** this 5<sup>th</sup> day of April, 2016

**BY:** \_\_\_\_\_  
James H. Starline, Chairman

**ATTEST:** \_\_\_\_\_  
Kathryn A. Bishop, County Clerk

# *Proclamation*

## *of the Camden County Board of Commissioners*

### *Recognizing the week of April 10 – 16, 2016 as*

### *National Public Safety Telecommunicator's Week*

**Whereas**, emergencies can occur at any time that require police, fire or emergency medical services; and

**Whereas**, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

**Whereas**, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Camden County Sheriff's Office E-911 Center; and

**Whereas**, Public Safety Telecommunicator's are the first and most critical contact our citizens have with emergency services; and

**Whereas**, Public Safety Telecommunicator's are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety; and

**Whereas**, Public Safety Telecommunicator's of the Camden County Sheriff's Office have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

**Whereas**, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

**NOW THEREFORE**, the Camden County Board of Commissioners do hereby proclaim April 10 – 16, 2016 as ***NATIONAL PUBLIC SAFETY TELECOMMUNICATOR'S WEEK*** in Camden County, in honor of the men and women whose diligence and professionalism keep our county safe.

**PROCLAIMED** this 5<sup>th</sup> day of April 2016,

**BY:** \_\_\_\_\_  
James H. Starline, Chairman

**ATTEST:** \_\_\_\_\_  
Kathryn A. Bishop, County Clerk

# *Proclamation*

## *of the Camden County Board of Commissioners*

### *Declaring April 2016 as National Donate Life Month*

**WHEREAS**, one of the most meaningful gifts that a human being can bestow upon another is the gift of life; and

**WHEREAS**, more than 121,000 men, women and children await lifesaving or life enhancing organ or tissue transplants, of which over 5,590 reside in Georgia ; and

**WHEREAS**, the need for organ, eye, and tissue donations grows daily as a new patient is added to the national waiting list for and organ transplant every 10 minutes; and

**WHEREAS**, the critical donor shortage remains a public health crisis as an average of 22 people die daily due to the lack of available organs; and

**WHEREAS**, organ, eye and tissue donation can provide families the comfort of knowing the gift of donated organs and tissue endows another person with renewed hope for a healthy life; and

**WHEREAS**, donating life through organ, eye and tissue donation is the ultimate act of generosity and kindness we, as Camden County citizens, can perform; and

**WHEREAS**, more than 4.7 million Georgians have already registered their decision to give the gift of life at [www.donatelifegeorgia.org](http://www.donatelifegeorgia.org), or when getting or renewing their driver's license or State identification card at a driver's license office; and

**WHEREAS**, LifeLink of Georgia is the nonprofit community service organization dedicated to the recovery of high quality organs and tissues for transplantation therapy, and the Camden County Board of Commissioners express their support of LifeLink of Georgia's life-saving mission; and

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS** that the members of this body recognizes the month of April 2016 as National Donate Life Month in Camden County to honor all those who made the decision to give the gift of life and to focus attention on the extreme need for organ, eye and tissue donation.

**PROCLAIMED this 5<sup>th</sup> day of April, 2016**

**BY:** \_\_\_\_\_  
James H. Starline, Chairman

**ATTEST:** \_\_\_\_\_  
Kathryn A. Bishop, County Clerk

*Proclamation*  
*of the Camden County Board of Commissioners*  
*Declaring the Month of April 2016*  
*as National County Government Month:*  
*“Safe and Secure Counties”*

**WHEREAS**, the nation’s 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

**WHEREAS**, CAMDEN and all counties take pride in our responsibility to protect and enhance the health, well-being and safety of our residents in efficient and cost-effective ways; and

**WHEREAS**, through National Association of Counties (NACo) President Sallie Clark’s “Safe and Secure Counties” initiative, NACo is encouraging counties to focus on strengthening the safety and security of their communities; and

**WHEREAS**, in order to remain healthy, vibrant, safe, and economically competitive, America’s counties provide public health, justice, emergency management and economic services that play a key role in everything from residents’ daily health to disaster response; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote programs and services to the public we serve; and

**WHEREAS**, Camden County will have a coloring contest for elementary school children, offer tours to Boy Scouts and 4-H groups, Observe National Crime Victims and Telecommunications Week, as well as set up tables with important information at the following locations: County library, senior center, Government Services Building, Court House, Public Services Authority (PSA), McKinney Medical Center, and the local hospital; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Camden County Board of Commissioners do hereby declare April 2016 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

**PROCLAIMED** this 5<sup>th</sup> day of April, 2016

**BY:** \_\_\_\_\_  
James H. Starline, Chairman

**ATTEST:** \_\_\_\_\_  
Kathryn A. Bishop, County Clerk

*Proclamation*  
*of the Camden County Board of Commissioners*  
*Declaring April 5, 2016 as National Service Recognition Day*

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, the nation's counties are increasingly turning to national service and volunteerism as a cost-effective strategy to meet county needs; and

**WHEREAS**, participants in AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country bolstering the civic, neighborhood, and faith-based organizations that are so vital to our county's economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

**WHEREAS**, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, the Corporation for National and Community Service shares a priority with city and county officials nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and county officials across the country for the Mayor and County Recognition Day for National Service on April 5, 2016.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Camden County Board of Commissioners do hereby declare April 5, 2016, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities

**PROCLAIMED** this 19<sup>th</sup> day of April, 2016

**BY:** \_\_\_\_\_  
James H. Starline, Chairman

**ATTEST:** \_\_\_\_\_  
Kathryn A. Bishop, County Clerk

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**PRESENTATION: 5**

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**SUBJECT:** Presentation regarding Camden County Fire Rescue teaching local firefighting class presented by Chief Mark Crews

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

**DATE:** March 28, 2016

**BUDGET INFORMATION:**

REVENUES: N/A

EXPENSES: Instructors will be CCFR personnel

ANNUAL: N/A

CAPITAL: N/A

OTHER: N/A

FUNDING SOURCE: Instructors will be CCFR personnel

**COMMISSION ACTION REQUESTED ON:** April 5<sup>th</sup>

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**PURPOSE:**

To inform the Board of Commissioners:

- a. This class is needed to help fill vacancies and to have pool of part-time personnel.

**HISTORY:**

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- 1. Camden County Fire Rescue has similar classes in the past for new hires.
- 2. This class will be taught to potential new hires.

**FACTS & ISSUES:**

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- 1. CCFR does not have a pool of hire-able part-timers.
- 2. All of our current PT employees work fulltime somewhere else.
- 3. Candidates will have to pass a written and physical test.

**OPTIONS:**

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- 1. No action required.

**DEPARTMENT RECOMMENDED ACTION:**

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- 1. No action required.

**DEPARTMENT:**

Prepared by:

*Chief Mark Crews*

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**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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**IF APPLICABLE:**

Finance Review:

*N/A*

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**THEY HEARD THEIR CALLING...**



**DO YOU HEAR YOURS?**

## INFORMATION

### The Rewards of Becoming a Career Firefighter

- \* Join a family oriented organization
- \* Help your community and neighbors
- \* Receive training in life saving skills
- \* Make a difference
- \* Earn retirement benefits

*Classes will be taught in the evenings and one day on the weekend*

## NOW RECRUITING FOR CANDIDATES WITH A STRONG DESIRE TO BECOME CAREER FIREFIGHTERS

Camden County Fire Rescue is looking for dedicated individuals who want to make a difference in their community. Camden County Fire Rescue is an award winning fire and emergency medical service department serving over 50,000 citizens spanning over 668 square miles. The rewards of public service are endless and no two days are ever the same in this exciting career path.

Class size is limited and the top 25 candidates will be selected based on general knowledge testing and physical agility testing.

Candidates who successfully complete the program and pass the National certification testing could be offered full-time or part-time positions with Camden County Fire Rescue.

For more information contact;

Camden County Fire Rescue

125 N. Gross Road, Kingsland 912-729-3911

Fireclass@co.camden.ga.us

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 1**

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**SUBJECT:** Zoning Map Amendment -- RZ2016-1 – Request to Rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential”. Property located at 179 Charlie’s Lane, Kingsland

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

**DATE:** April 11, 2016

**COMMISSION ACTION REQUESTED ON:** April 19, 2016

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**PURPOSE:**

To request that the Board of Commissioners:

- a. Consider the approval of the zoning and FLUM request.

**HISTORY:**

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- 1. The applicant wishes to subdivide a five (5) acre parcel into two lots. One of the lots will be three (3) acres and the second will be two (2) acres as shown on the attached plat.
- 2. In order to create a two acre parcel that portion of the property must first be zoned to AR, which has a reduced minimum lot size.
- 3. This property has a Future Land Use designation of “multi-family” therefore, an amendment to “rural residential” is required.

**FACTS & ISSUES:**

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- 1. Planning Staff and the Planning Commission recommend approval.

**OPTIONS:**

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- 1. Motion to approve Request to Rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential”. Property located at 179 Charlie’s Lane, Kingsland
- 2. Motion to approve with conditions.
- 3. Motion to deny the request.
- 4. Motion to table this item.

**DEPARTMENT RECOMMENDED ACTION:**

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- 1. Staff recommends approval of RZ2016-1 to rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential”

**DEPARTMENT:**

Prepared by:

*Eric Landon, Director*

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Director, Planning & Development

**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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# Camden County, GA

200 East 4th Street  
Courthouse Square  
P.O. Box 99  
Woodbine, Georgia 31569

## Planning Report

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**Type:** Public Hearing Agenda  
**Contact:** Eric Landon, Director for Planning and Development  
**Agenda Dates:** April 11, 2016

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### Request:

**Zoning Map Amendment -- RZ2016-1** – Request to Rezone 2 acres from A-F to A-R and a **Future Land Use Map Amendment FLU2016-01** from “Multi-Family” to “Rural Residential”. Property located at 179 Charlie’s Lane, Kingsland, GA; Tax Parcel 094 021B. Cindy and David Strickland, owners.

### Background:

The applicant wishes to subdivide a five (5) acre parcel into two lots. One of the lots will be three (3) acres and the second will be two (2) acres as shown on the attached plat. In order to create a two acre parcel that portion of the property must first be zoned to AR, which has a reduced minimum lot size.

Because this property has a Future Land Use designation of “multi-family” an amendment to “rural residential” is required as part of this request.

### Planning Conclusions:

The requested rezoning and future land use designation will establish land use regulations for this parcel. The standards for establishing zoning and FLUM designations are provided below.

#### ***UDC Section 1213 (a) Standards for consideration of a proposed rezoning (map amendment):***

*In consideration of a rezoning, the planning commission and the county commission shall consider factors relevant in balancing the interest in promoting the public health, safety, or general welfare against the right of the individual to the unrestricted use of property the commissioners shall consider relevant factors and shall specifically consider the following objective criteria. Emphasis may be placed on those standards most applicable to the specific use proposed:*

- 1) *Is this request a logical extension of a zoning boundary that would improve the pattern of uses in the general area?*
- 2) *Is this request an illogical extension of a zone boundary that would intrude a damaging volume of commercial, industrial or high-density use to a stable neighborhood? Would the change be likely to lead to neighborhood deterioration, the spread of blight,*

- and a request for additional zoning of a similar nature which would expand the problem?*
- 3) *Is this zoning change generally unrelated to either existing zoning or the pattern of development of the area?*
  - 4) *Would granting this request extend to the applicant development rights denied to others similarly situated in the same area?*
  - 5) *Could traffic created by the proposed use or other uses permissible under the zoning sought traverse established neighborhoods, lead to congestion, noise and traffic hazards?*
  - 6) *Is the proposed zoning in conformity with the community capital improvements staging, or could permitted uses overload existing public facilities, water, sewer, police and fire protection?*
  - 7) *Could the uses allowed in this request disrupt existing neighborhood character?*
  - 8) *Does this request conform or alter general expectations for population growth and distribution?*
  - 9) *Will this request eliminate options for the acquisition by governments of future public facility sites, roads, open spaces, etc.?*
  - 10) *Will this request require a major change in existing: a. Levels of public service? b. Municipal services? c. Fiscal stability?*
  - 11) *Will this request place irreversible limitations on the area as it is or on future plans for it?*
  - 12) *Does this request have the potential of achieving short term, to the disadvantage of long term, development goals?*
  - 13) *Could this request have "domino effect" in that it becomes the opening wedge for further rapid growth, urbanization or other land use change beyond what is indicated in the proposal or existing plan?*
  - 14) *Could the change in classification adversely affect market values and/or tax rates of nearby properties?*
  - 15) *Is the proposed rezoning compatible with the goals, objectives, purpose and intent of the Comprehensive Plan?*

***UDC Section 1224 Standards governing consideration of a future land use amendment:***

*The Planning Commission and the Board of Commissioners shall consider the following in evaluating a future land use map amendment, giving due weight or priority to those factors particularly appropriate to the circumstances of the application:*

- 1) *The extent to which the proposed designation of a particular land use category is desirable in general in the area, but for which a specific location within the area was not designated on the future land use map due to the uncertainty of specific development opportunities.*
- 2) *The extent to which a change in the economy or land use or development opportunities of the area has occurred.*
- 3) *The extent to which the proposed designation is in compliance with the goals and policies of the adopted Camden County Comprehensive Plan.*
- 4) *The extent to which the proposed designation would require changes in the provision of public facilities and services.*

- 5) *The extent to which the proposed designation would positively or negatively impact the public health, safety, and welfare.*
- 6) *The extent to which additional land area needs to be made available or developed for a specific type of use in response to demonstrated market demand.*
- 7) *The extent to which area demographics or forecasts are not occurring as projected.*

Staff's conclusion after review of Section 1213 and 1224 is that the request is consistent with the criteria outlined and would therefore recommend approval of the request. The proposed zoning request and use of the property is consistent with the surrounding properties. The change in zoning is a result of the necessity to subdivide the property while meeting minimum zoning standards.

**Staff Recommendation:**

Staff recommends approval of **RZ2016-1** to rezone 2 acres from A-F to A-R and a **Future Land Use Map Amendment FLU2016-01** from "Multi-Family" to "Rural Residential".

**Planning Commission Action:**

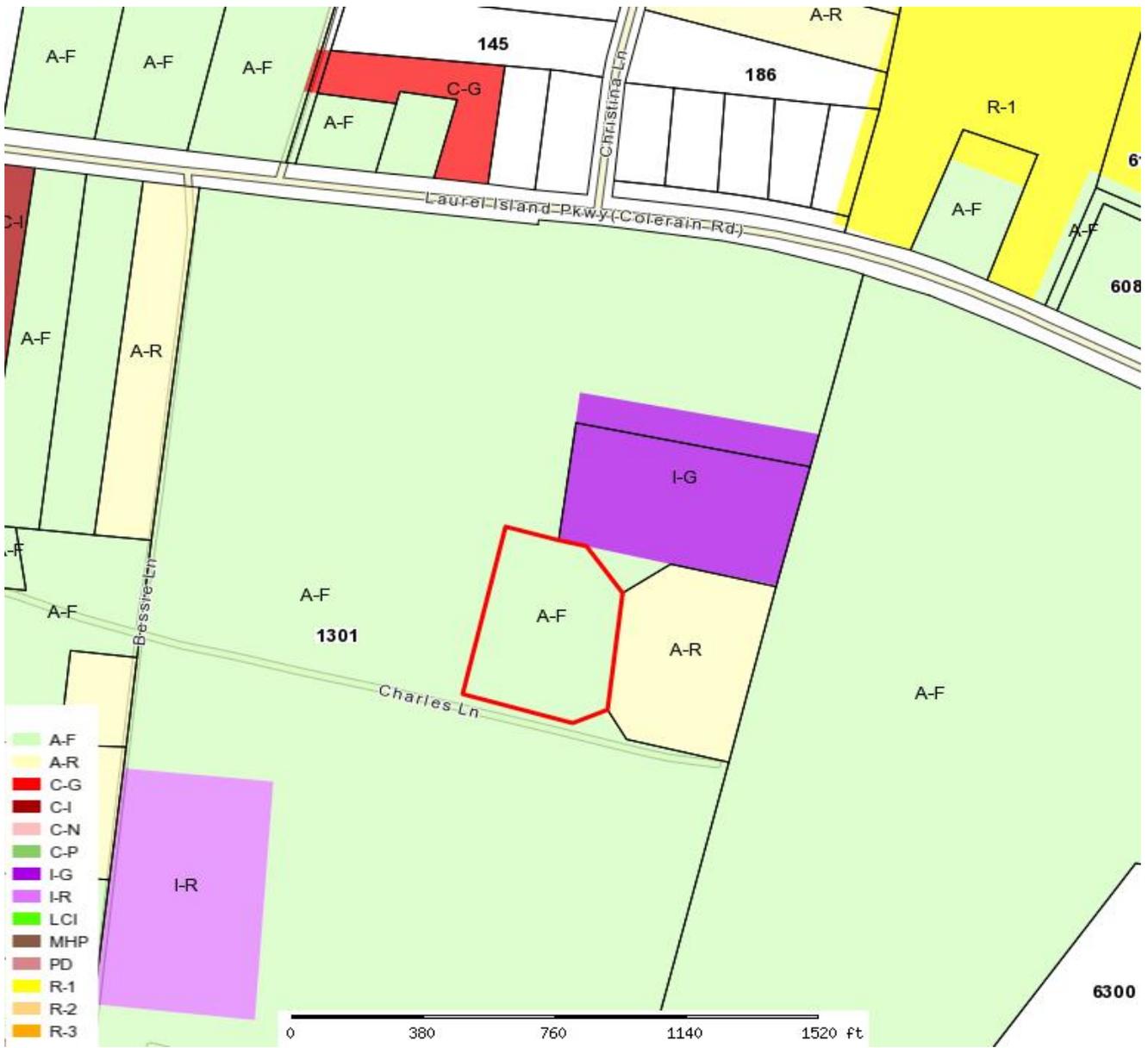
At the March 30, 2016 meeting the Planning Commission recommended approval of **RZ2016-1** to rezone 2 acres from A-F to A-R and a **Future Land Use Map Amendment FLU2016-01** from "Multi-Family" to "Rural Residential".

**Recommended Motion:**

I move to approve **RZ2016-1** to rezone 2 acres from A-F to A-R and a **Future Land Use Map Amendment FLU2016-01** from "Multi-Family" to "Rural Residential".

**Attachments:**

1. Zoning Map
2. Proposed Plat



Camden County Assessor			
Parcel: 094 021B Acres: 5.1			
Name:	STRICKLAND DAVID A &	Land Value	\$36,527.00
Site:	197 CHARLES LN	Building Value	\$122,284.00
Sale:	\$0 on 01-1994 Reason=NM Qual=U	Misc Value	\$0.00
Mail:	CYNTHIA PO BOX 1058 KINGSLAND, GA 31548	Total Value:	\$158,811.00

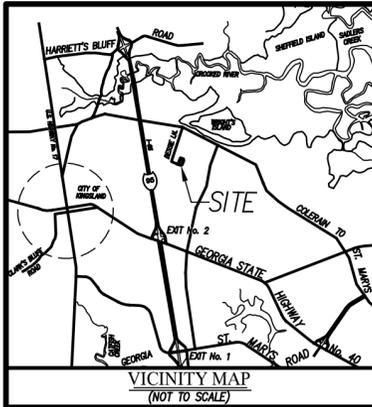


The Camden County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER CAMDEN COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS --THIS IS NOT A SURVEY--  
Date printed: 03/18/16 : 14:14:33

MINOR SUBDIVISION PLAT OF  
**STRICKLAND SUBDIVISION, 1606th G.M.D.,  
 CAMDEN COUNTY, GEORGIA**

PROPERTY OWNED BY:  
 DAVID A. & CYNTHIA STRICKLAND  
 P.O. BOX 1058  
 KINGSLAND, GA. 31548  
 (912)-674-1525  
 (D.B. 513, PG. 545)

- DENOTES FD. 1/2" IRON PIPE UNLESS NOTED OTHERWISE
- DENOTES SET 1/2" IRON PIPE (RLS 2893)
- DENOTES FD. CONCRETE MONUMENT

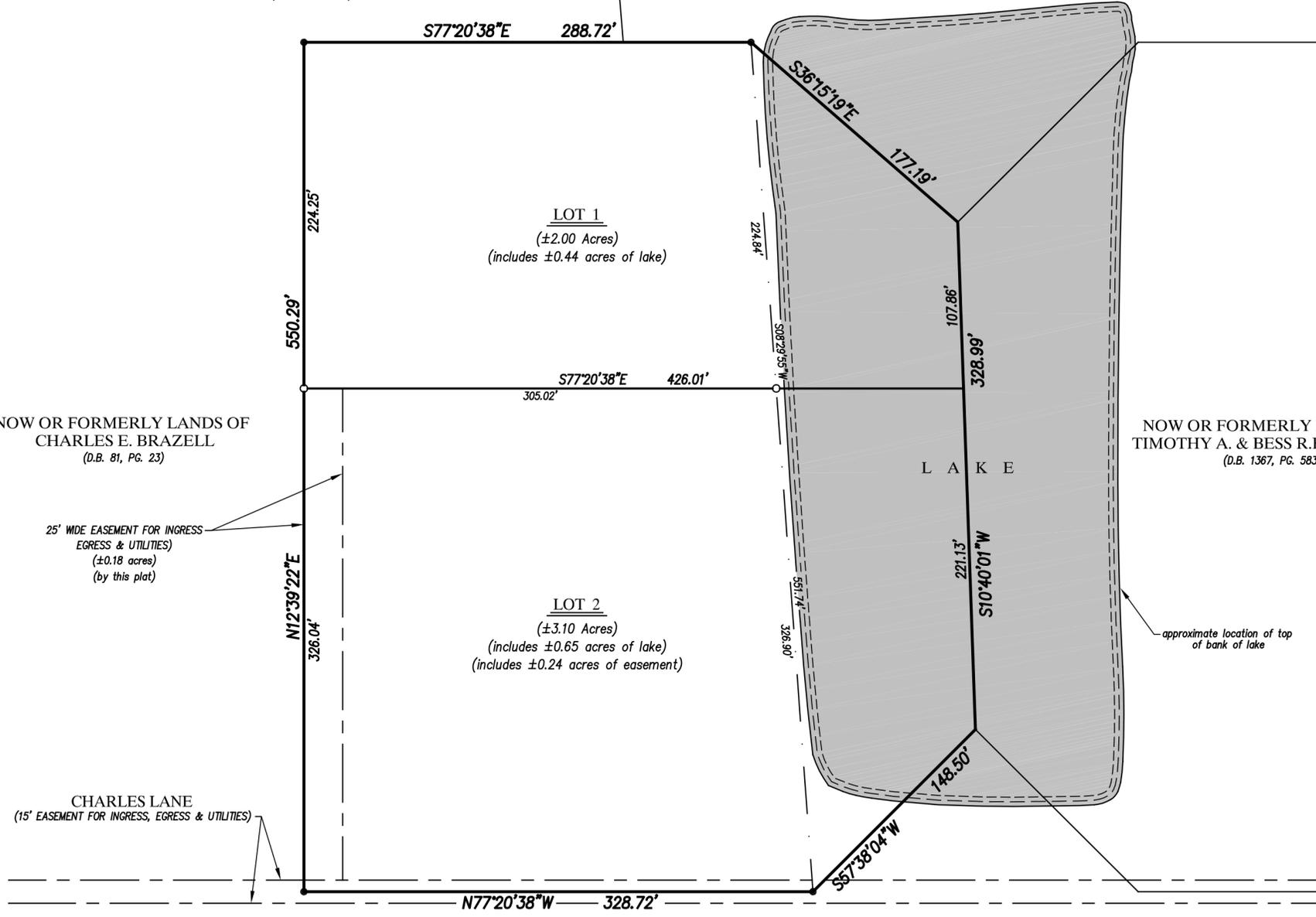


NOW OR FORMERLY LANDS OF  
 CHARLES E. BRAZELL  
 (D.B. 81, PG. 23)

NOW OR FORMERLY LANDS OF  
 RENEE BRAZELL NORTON  
 (D.B. 1683, PG. 667)  
 (see survey by this firm dated: 05-24-2013, dwg. no. B-1-162-05-13)

NOW OR FORMERLY LANDS OF  
 CHARLES E. BRAZELL  
 (D.B. 81, PG. 23)

NOW OR FORMERLY LANDS OF  
 TIMOTHY A. & BESS R.B. NORTON  
 (D.B. 1367, PG. 583)



**HEALTH DEPARTMENT CERTIFICATION:**

THE LOTS SHOWN HEREON HAVE BEEN REVIEWED BY THE CAMDEN COUNTY HEALTH DEPARTMENT AND ARE APPROVED FOR SUBDIVISION DEVELOPMENT EXCEPT FOR THOSE LOTS AS NOTED. EACH LOT MUST BE REVIEWED AND APPROVED FOR ON-SITE SEWAGE MANAGEMENT SYSTEM PLACEMENT PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**OWNER'S CERTIFICATE:**

STATE OF GEORGIA, COUNTY OF CAMDEN

THE UNDERSIGNED CERTIFIES THAT HE OR SHE IS THE FEE SIMPLE ABSOLUTE OWNER OF THE LAND SHOWN ON THIS PLAT AND THAT THE PLAT AND THE IMPROVEMENTS CONTAINED THEREIN OR ASSOCIATED THEREWITH MEET ALL APPLICABLE REQUIREMENTS AND STANDARDS OF THE CAMDEN COUNTY UNIFIED DEVELOPMENT CODE.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DAVID A. STRICKLAND, OWNER (LOT 1)

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CYNTHIA STRICKLAND, OWNER (LOT 2)

**MINOR PLAT CERTIFICATION:**

ALL REQUIREMENTS OF THE CAMDEN COUNTY UNIFIED DEVELOPMENT CODE HAVING BEEN REPRESENTED AS BEING FULFILLED BY THIS PLAT, THE UNDERSIGNED ACTING UNDER AUTHORITY OF THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, GEORGIA, HEREBY APPROVES THIS PLAT FOR RECORDATION BY THE CLERK OF THE SUPERIOR COURT.

SIGNATURE, DIRECTOR OF PLANNING \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**CLOSURE NOTE:**

THE FIELD DATA UPON WHICH THIS MAP IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 45,560 FEET AND AN ANGULAR ERROR OF 04 SECONDS PER ANGLE AND WAS ADJUSTED USING THE COMPASS RULE.

THIS MAP HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 121,494 FEET.

**EQUIPMENT USED:**

ANGULAR: SOKKIA SET 4  
 LINEAR: SOKKIA SET 4

**NOTES:**

- 1.) BEARINGS SHOWN HEREON REFER TO THE BEARING OF S77°20'38"E FOR THE N'LY LINE OF SUBJECT PROPERTY ACCORDING TO SURVEY FOR TIM NORTON BY THIS FIRM DATED: 05-24-2013, DWG. No. B-1-160-05-13.
- 2.) SUBJECT PROPERTY IS FOUND TO BE IN FLOOD HAZARD ZONES "X"(UNSHADED), AS PER F.I.R. MAP 13039C0385F, COMM. No. 130262, PANEL No. 0385, SUFFIX "F", DATED 12-16-2008, FOR CAMDEN COUNTY, GEORGIA.
- 3.) THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF A TITLE ABSTRACT.
- 4.) SUBJECT PROPERTY CONTAINS ±5.10 ACRES (2 LOTS), AND IS ZONED: AR.
- 5.) COUNTY ZONING REGULATIONS FOR BUILDING SETBACK REQUIREMENTS ARE AS FOLLOWS: FRONT - 30 FEET; SIDE - 20 FEET; REAR - 30 FEET.
- 6.) PROPERTY IS TO BE SERVICED BY SEPARATE WELL AND SEPTIC SYSTEM.
- 7.) ALL LOT CORNERS AND BOUNDARY CORNERS ARE 1/2" IRON PIPES CAPPED "RLS 2893" (UNLESS SHOWN OTHERWISE) AND ARE SHOWN THUS: ○ BOUNDARY CORNERS ARE AS NOTED.

NOW OR FORMERLY LANDS OF  
 CHARLES E. BRAZELL  
 (D.B. 81, PG. 23)

**RECORDING DATA:**

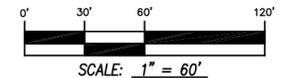
STATE OF GEORGIA, COUNTY OF CAMDEN:  
 OFFICE OF CLERK OF SUPERIOR COURT THE  
 WITHIN PLAT RECORDED IN PLAT  
 CABINET \_\_\_\_\_ FILE No. \_\_\_\_\_  
 THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPUTY CLERK

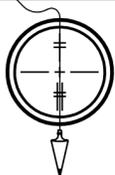
**SURVEYOR'S CERTIFICATE:**

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND ACCURATE AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY DONE UNDER MY DIRECT SUPERVISION AND THAT ALL MONUMENTATION SHOWN HEREON HAS BEEN SET OR FOUND.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ERNEST R. BENNETT, JR.  
 GEORGIA REG. SURVEYOR No. 2893



DWN. BY: \_\_\_\_\_ CKD. BY: \_\_\_\_\_  
 G.D. \_\_\_\_\_ R.B. \_\_\_\_\_



**BENNETT SURVEYING, INC.**  
 Surveyors and Land Planners  
 102 MARSH HARBOUR PARKWAY, UNIT 103  
 KINGSLAND, GEORGIA 31548  
 (912) 258-8899  
 (912) 673-8940  
 DWG. No. SD-1-377-02-16

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 2**

---

**SUBJECT:** RZ2016-2 – Request rezone 9.84 acres from A-F to A-R, Residential Agriculture. Property located at 99 Sadie Jackson Rd. White Oak.

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

**DATE:** April 11, 2016

**COMMISSION ACTION REQUESTED ON:** April 19, 2016

---

**PURPOSE:**

To request that the Board of Commissioners:

- a. Consider the approval of the request rezone 9.84 acres from A-F to A-R, Residential Agriculture. Property located at 99 Sadie Jackson Rd. White Oak.

**HISTORY:**

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- 1. The applicant wishes to subdivide the property for family members.
- 2. A change to AR will allow greater flexibility for lot size and setback requirements.

**FACTS & ISSUES:**

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- 1. Planning Staff and the Planning Commission recommend approval.

**OPTIONS:**

---

- 1. Approve the request to rezone 9.84 acres from A-F to A-R, Residential Agriculture. Property located at 99 Sadie Jackson Rd. White Oak.
- 2. Motion to approve with conditions or deny the request.
- 3. Motion to deny this item.
- 4. Motion to table this item.

**DEPARTMENT RECOMMENDED ACTION:**

---

- 1. Staff recommends approval of RZ2016-2 – Request rezone 9.84 acres from A-F to A-R, Residential Agriculture

**DEPARTMENT:**

Prepared by:

*Eric Landon*

\_\_\_\_\_  
Director, Planning & Development

**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

\_\_\_\_\_



# Camden County, GA

200 East 4th Street  
Courthouse Square  
P.O. Box 99  
Woodbine, Georgia 31569

## Planning Report

---

**Type:** Public Hearing Agenda  
**Contact:** Eric Landon, Director for Planning and Development  
**Agenda Dates:** April 11, 2016

---

### Request:

**Zoning Map Amendment -- RZ2016-2** – Request rezone 9.84 acres from A-F to A-R, Residential Agriculture. Property located at 99 Sadie Jackson Rd. White Oak, Ga; Tax Parcel 016 041 and 016 041A. Tammie and Larry Crews, owners.

### Background:

The applicant wishes to subdivide the property so that it can later be given to the owner's children. The change to AR will allow 2 acre parcels and greater flexibility for the subdivision of the property.

### Planning Conclusions:

***UDC Section 1213 (a) Standards for consideration of a proposed rezoning (map amendment):***  
*In consideration of a rezoning, the planning commission and the county commission shall consider factors relevant in balancing the interest in promoting the public health, safety, or general welfare against the right of the individual to the unrestricted use of property the commissioners shall consider relevant factors and shall specifically consider the following objective criteria. Emphasis may be placed on those standards most applicable to the specific use proposed:*

- 1) *Is this request a logical extension of a zoning boundary that would improve the pattern of uses in the general area?*
- 2) *Is this request an illogical extension of a zone boundary that would intrude a damaging volume of commercial, industrial or high-density use to a stable neighborhood? Would the change be likely to lead to neighborhood deterioration, the spread of blight, and a request for additional zoning of a similar nature which would expand the problem?*
- 3) *Is this zoning change generally unrelated to either existing zoning or the pattern of development of the area?*
- 4) *Would granting this request extend to the applicant development rights denied to others similarly situated in the same area?*
- 5) *Could traffic created by the proposed use or other uses permissible under the zoning sought traverse established neighborhoods, lead to congestion, noise and traffic hazards?*

- 6) *Is the proposed zoning in conformity with the community capital improvements staging, or could permitted uses overload existing public facilities, water, sewer, police and fire protection?*
- 7) *Could the uses allowed in this request disrupt existing neighborhood character?*
- 8) *Does this request conform or alter general expectations for population growth and distribution?*
- 9) *Will this request eliminate options for the acquisition by governments of future public facility sites, roads, open spaces, etc.?*
- 10) *Will this request require a major change in existing: a. Levels of public service? b. Municipal services? c. Fiscal stability?*
- 11) *Will this request place irreversible limitations on the area as it is or on future plans for it?*
- 12) *Does this request have the potential of achieving short term, to the disadvantage of long term, development goals?*
- 13) *Could this request have "domino effect" in that it becomes the opening wedge for further rapid growth, urbanization or other land use change beyond what is indicated in the proposal or existing plan?*
- 14) *Could the change in classification adversely affect market values and/or tax rates of nearby properties?*
- 15) *Is the proposed rezoning compatible with the goals, objectives, purpose and intent of the Comprehensive Plan?*

Staff's conclusion after review of Section 1213 is that the request is consistent with the criteria outlined and would therefore recommend approval of the request. The proposed zoning change and use of the property is consistent with existing and surrounding properties.

**Staff Recommendation:**

Staff recommends approval of **RZ2016-2** – Request rezone 9.84 acres from A-F to A-R, Residential Agriculture.

**Planning Commission Action:**

At the March 30, 2016 meeting the Planning Commission recommended approval of **RZ2016-2** – Request rezone 9.84 acres from A-F to A-R, Residential Agriculture.

**Recommended Motion:**

I move to approve **RZ2016-2** – Request rezone 9.84 acres from A-F to A-R, Residential Agriculture.

**Attachments:**

1. Zoning/location Map
2. Letter from applicant



Camden County Assessor			
Parcel: 016 041 Acres: 8.58			
Name:	CREWS LARRY D & TAMMY M	Land Value	\$22,538.00
Site:	61 SADIE JACKSON RD	Building Value	\$0.00
Sale:	\$0 on 04-1994 Reason=NM Qual=U	Misc Value	\$0.00
Mail:	99 SADIE JACKSON ROAD	Total Value:	\$22,538.00
	WHITE OAK, GA 31568		



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 Date printed: 03/18/16 : 14:42:09

## LETTER OF INTENT TO REZONE

The objective of rezoning this parcel of land from A-F to A-R is to meet the current requirements set forth by the Camden County UDC in regards to subdivisions. The subject property contains 9.84 total acres and the reason for subdividing the property is to provide a gift to the property owner's children. The proposed zoning change is related to existing zoning in the area as well as the the pattern of development of the area. Granting this request would not extend development rights denied to others similarly situated in the same area, surrounding properties are zoned A-F or A-R. The proposed use will not traverse existing neighborhoods, lead to congestion, noise, or traffic hazards. The proposed zoning would not overload existing public facilities, water, sewer, police or fire protection. The uses allowed in this zoning would not disrupt existing neighborhood character. This request does conform to general expectations for population growth and distribution. This request will not eliminate options for the acquisition by governments of future public facilities, roads, open spaces, etc. There will be no major change in levels of public service, municipal services, or fiscal stability. This request will not place irreversible limitations on the area as it is or on future plans. This request does not have the potential of achieving short term, to the disadvantage of long term, development goals. This request should not have a "domino effect" in that it becomes the opening wedge for further rapid growth, urbanization or other land use change beyond what is indicated in the proposal. The change in classification should not adversely affect market values and/or tax rates of nearby properties. The proposed rezoning is compatible with the goals, objectives, purpose and intent of the Comprehensive Plan.

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 3**

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**SUBJECT:** Zoning Map Amendment -- RZ2016-1 – Request to Rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential”. Property located at 179 Charlie’s Lane, Kingsland

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

**DATE:** April 11, 2016

**COMMISSION ACTION REQUESTED ON:** April 19, 2016

---

**PURPOSE:**

To request that the Board of Commissioners:

- a. Consider the approval of the Request to Rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential”. Property located at 179 Charlie’s Lane, Kingsland.

**HISTORY:**

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- 1. The applicant wishes to subdivide a five (5) acre parcel into two lots. One of the lots will be three (3) acres and the second will be two (2) acres as shown on the attached plat.
- 2. In order to create a two acre parcel that portion of the property must first be zoned to AR, which has a reduced minimum lot size.
- 3. Because this property has a Future Land Use designation of “multi-family” a amendment to “rural residential” is required as part of this request.

**FACTS & ISSUES:**

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- 1. Planning Staff and the Planning Commission recommend approval.

**OPTIONS:**

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- 1. Motion to approve the request to Rezone 2 acres from A-F to A-R and a Future Land Use Map Amendment FLU2016-01 from “Multi-Family” to “Rural Residential” to allow an outpatient mental health and addiction treatment.
- 2. Motion to approve with conditions or deny the request.
- 3. Motion to deny this item.
- 4. Motion to table this item.

**DEPARTMENT RECOMMENDED ACTION:**

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- 1. Staff recommends approval of the Special Use Application SU2016-03 to allow an outpatient mental health and addiction treatment.

**DEPARTMENT:**

Prepared by:

*Eric Landon*

---

Director, Planning & Development

**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

---



# Camden County, GA

200 East 4th Street  
Courthouse Square  
P.O. Box 99  
Woodbine, Georgia 31569

## Planning Report

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**Type:** Public Hearing Agenda  
**Contact:** Eric Landon, Director for Planning and Development  
**Agenda Date(s):** April 11, 2016

---

### Request:

**Special Use Application SU2016-03** – Consider a request for a Special Use in the GC (General Commercial) zoning district to allow outpatient mental health and addiction treatment. Property located at 5155 Highway 40 East, St. Marys, GA; Tax Parcel 121 014. St. Marys Treatment Center, LLC, owner.

### Background:

The property is zoned CG, which requires a special use for the mental health centers. Planning staff mistakenly issued an occupational tax license for this use in 2015 and property owner proceeded on the property based on the issuance of the license. On February 23, 2016 the BOC denied a temporary request to allow this use so that the public hearing process could take place prior to any approvals.

### **Section 1213 (b) of the UDC Standards for Consideration of a Proposed Special Use:**

*“A Special Use otherwise permitted within a zoning district shall be considered to be compatible with other uses permitted in the district, provided that due consideration is given to the following objective criteria. Emphasis may be placed on those criteria most applicable to the specific use proposed”*

- 1) *Will the proposed special use be consistent with the stated purpose of the zoning district in which it will be located?*
- 2) *Is the proposed special use compatible with the goals, objectives, purpose and intent of the Comprehensive Plan?*
- 3) *Will the establishment of the special use impede the normal and orderly development of surrounding property for uses predominate in the area?*
- 4) *Is the location and character of the proposed special use consistent with a desirable pattern of development for the locality in general?*
- 5) *Is or will the type of street providing access to the use is adequate to serve the proposed special use?*
- 6) *Is or will access into and out of the property be adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles?*

- 7) *Are or will public facilities such as schools, water or sewer utilities, and police or fire protection be adequate to serve the special use?*
- 8) *Are or will refuse, service, parking and loading areas on the property be located or screened to protect other properties in the area from such adverse effects as noise, light, glare or odor?*
- 9) *Will the hours and manner of operation of the special use have no adverse effects on other properties in the area?*
- 10) *Will the height, size or location of the buildings or other structures on the property be compatible with the height, size or location of buildings or other structures on neighboring properties?*

**Planning Staff Conclusions:**

Staffs conclusion after review of Section 1213 of the UDC is that this application does meet the standards for special use approval. Granting of the special use is consistent with the intent of the zoning district and would not impede the development of the surrounding area.

The proposed site is already developed with the necessary infrastructure. Most recently this location was used as a bar, but the property has remained vacant for some time.

**Staff Recommendation:**

Staff recommends approval of **Special Use Application SU2016-03** based on the standards of Section 1213 of the Unified Development Code.

**Planning Commission Action:**

At the March 30, 2016 meeting the Planning Commission recommended approval of **Special Use Application SU2016-03** to allow an outpatient mental health and addiction treatment.

**Recommended Motion:**

I move to approve **Special Use Application SU2016-03** to allow an outpatient mental health and addiction treatment.

**Attachments:**

1. Zoning/Location Map
2. Aerial Map
3. Letters of Support



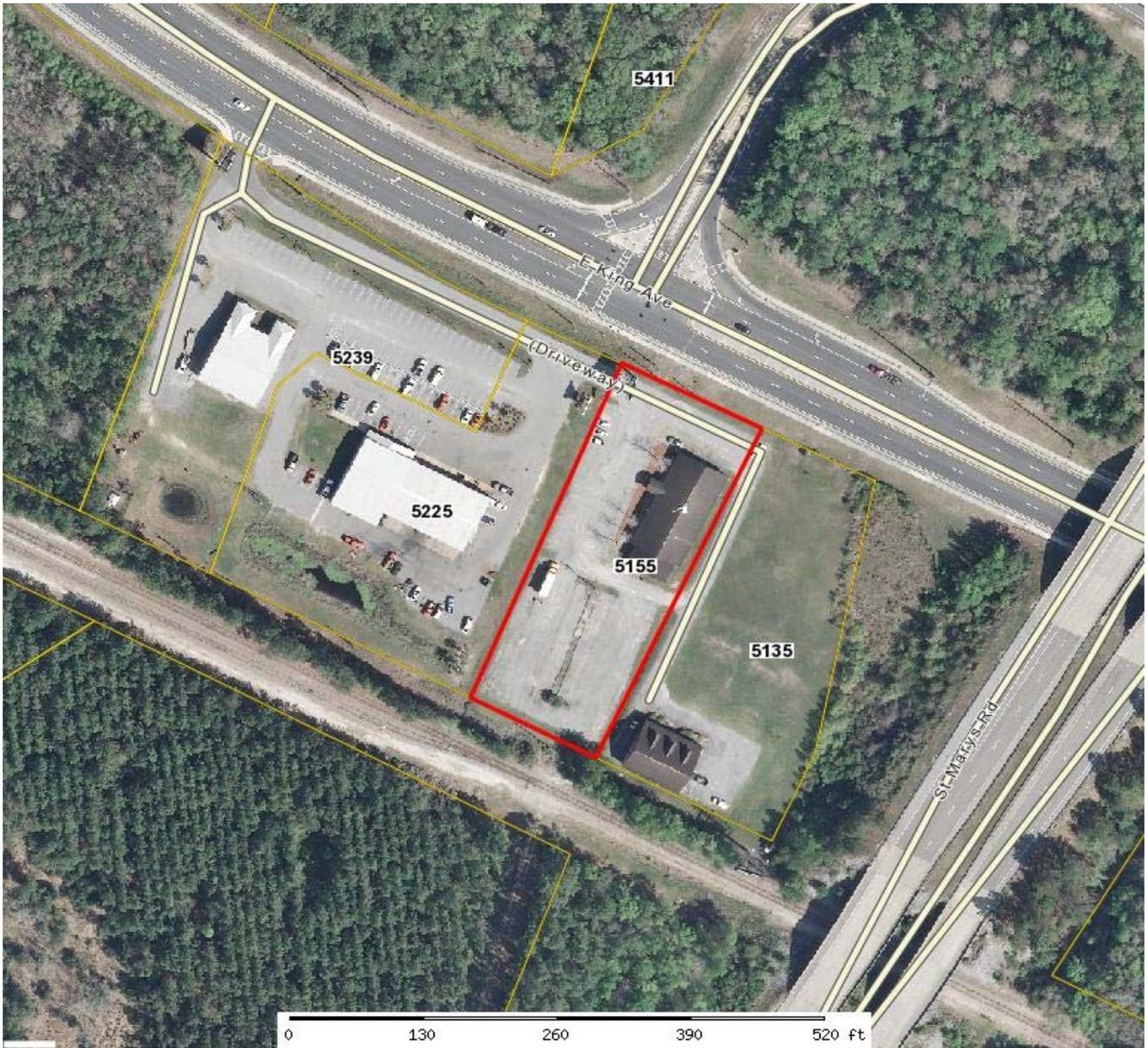
Camden County Assessor

Parcel: 121 014 Acres: 1.24

Name:	MMF 1 LLC	Land Value	\$129,850.00
Site:	5155 GA HWY 40	Building Value	\$185,304.00
Sale:	\$190,500 on 12-2015 Reason=FM Qual=Q	Misc Value	\$8,439.00
Mail:	425 WEST SOUTH STREET #100 INDIANAPOLIS, IN 46204	Total Value:	\$323,593.00



The Camden County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER CAMDEN COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS --THIS IS NOT A SURVEY--  
Date printed: 03/18/16 : 13:26:01



Camden County Assessor			
Parcel: 121 014 Acres: 1.24			
Name:	MMF 1 LLC	Land Value	\$129,850.00
Site:	5155 GA HWY 40	Building Value	\$185,304.00
Sale:	\$190,500 on 12-2015 Reason=FM Qual=Q	Misc Value	\$8,439.00
Mail:	425 WEST SOUTH STREET #100 INDIANAPOLIS, IN 46204	Total Value:	\$323,593.00



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Date printed: 03/18/16 : 13:28:04

**CLYDE M. URQUHART**  
**ATTORNEY AT LAW**

**P O Box 5309  
5135 Highway 40, East  
St. Marys, GA 31558**

**Phone (912) 576-5625  
Fax (912) 576-5627  
clydeurquhart.law@gmail.com**

March 17, 2016

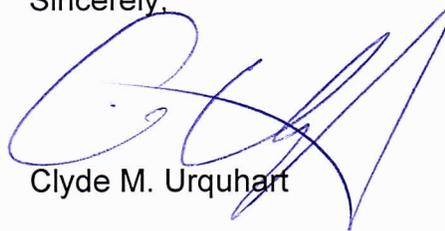
ATTN: Camden County Planning Commission and  
Camden County Board of Commissioners

Subject: Coastal Community Behavior Health LLC Special Use Permit

To whom it may concern:

I am writing to inform you that I have met with the owner of Coastal Community Behavior Health LLC to discuss the opening on a new outpatient substance abuse/mental health treatment center that will be located at 5155 Hwy. 40 East, St. Marys, Ga 31558. As a neighbor whose property borders the proposed location, I have no issue with the proposed business operating at said location. The owner of Coastal Community Behavior Health LLC has taken the time to meet with me, outlined the business proposal and provided me the opportunity to ask questions. Thank you for your time

Sincerely,



Clyde M. Urquhart

CMU/dl



104 Lakeshore Drive ■ Suite D  
St Marys, Georgia 31548  
Phone: 912.729.1120  
Fax: 912.729.1150  
Email: Coastal@CoastalCounselingCenter.org  
www.CoastalCounselingCenter.org

ATTN: Camden County Planning Commission and  
Board of Commissioners, 200 East 4th Street,  
Woodbine, GA 31569

DATE: March 11, 2016

RE: Letter of Support for Coastal Community Behavioral Health LLC.

To whom it may concern:

It has come to our attention that Coastal Community Behavioral Healthcare, a new provider for comprehensive substance abuse treatment is currently working through the special zoning permit process with Camden County Government.

We are writing you today in support of this organization receiving their special use permit so they can begin treating patients from our community as soon as possible.

We have had the opportunity to meet with the owners of this company and feel that their organization and its mission would be a valuable asset to Camden County. The partners of this organization have made it clear to us that they are interested in becoming a collaborative partner with other community agencies, law enforcement, the court system, nonprofit community, and local government to better serve the needs of the citizens of Camden County.

The services that they will provide are greatly needed in our community and we hope you grant them permission to move forward. Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "Dale Blanton".

Dale Blanton  
Clinical Director

A handwritten signature in black ink, appearing to read "Christi Gallagher".

Christi Gallagher  
Development Director

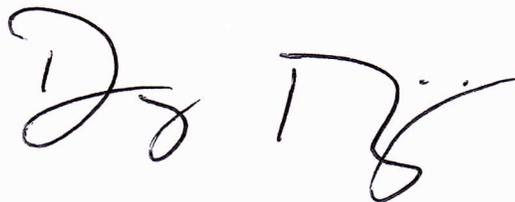
Attn: Camden County Planning Commission and Camden County Board of Commissioners

Subject: Coastal Community Behavioral Health LLC. Special Use Permit

Greetings,

I am writing to inform you that I have met with the owner of Coastal Community Behavioral Health LLC to discuss the opening on a new outpatient substance abuse/mental health treatment center that will be located at 5155 Hwy. 40 East, St. Marys, GA 31558. As a neighbor whose property borders the proposed location, I have no issues with the proposed business operating at said location. The owner of Coastal Community Behavioral Health LLC has taken the time to meet with me, outlined the business proposal and provided me the opportunity to ask questions. Thank you for your time.

Regards,

A handwritten signature in black ink, appearing to read "D. Riggins". The signature is fluid and cursive, with a long horizontal stroke at the end.

Co-owner of Coastal Car Care  
I'm excited to hear that  
Coastal Community Behavioral  
Health LLC are going to be  
our neighbors. What an asset  
to our community!

Danny Riggins

Attn: Camden County Planning Commission and Camden County Board of Commissioners

Subject: Coastal Community Behavioral Health LLC. Special Use Permit

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I am writing to inform you that I have met with the owner of Coastal Community Behavioral Health LLC to discuss the opening on a new outpatient substance abuse/mental health treatment center that will be located at 5155 Hwy. 40 East, St. Marys, GA 31558. As a neighbor whose property borders the proposed location, I have no issues with the proposed business operating at said location. The owner of Coastal Community Behavioral Health LLC has taken the time to meet with me, outlined the business proposal and provided me the opportunity to ask questions. Thank you for your time.

Regards,

A handwritten signature in black ink, appearing to read "L. Boyd Trullinger". The signature is fluid and cursive, with a large, sweeping initial "L".

Family Matter Counseling of Coastal Georgia, Inc.  
605 Osborne St. St. Mary's, GA 31558 912-882-6448, Fax: 912-882-6804



Attn: Camden County Planning Commission and  
Board of Commissioners, 200 East 4th Street,  
Woodbine, GA 31569

From: Molly McCue, Family Matters Counseling of Coastal Georgia, Inc.

Subject: Letter of Support for Coastal Community Behavioral Health LLC.

Greetings,

It has come to our attention that Coastal Community Behavioral Healthcare, a new provider for comprehensive substance abuse treatment is currently working through the special zoning permit process with Camden County Government. We are writing you today in support of this organization receiving their special use permit so they can begin treating patients from our community as soon as possible. We have had the opportunity to meet with the owners of this company and feel that their organization and its mission would be a valuable asset to Camden County. The partners of this organization have made it clear to us that they are interested in becoming a collaborative partner with other community agencies, law enforcement, the court system, nonprofit community, and local government to better serve the needs of the citizens of Camden County. The services that they will provide are greatly needed in our community and we hope you grant them permission to move forward. Thank you for your time.

Sincerely,

Handwritten signature of Molly McCue, LPC

Molly McCue, LPC  
Owner and Manager  
Family Matters of Coastal Georgia, Inc.

Attn: Camden County Planning Commission and  
Board of Commissioners, 200 East 4th Street,  
Woodbine, GA 31569

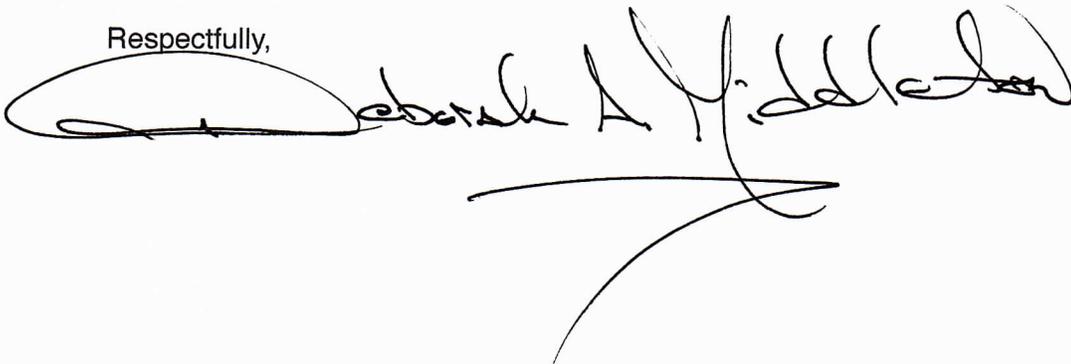
From: Debbie H. Middleton: Admin. Dir.  
1. In Line Counseling & Mental Health Assoc.  
Kingston, Ga. 31548

Subject: Letter of Support for Coastal Community Behavioral Health LLC.

Greetings,

It has come to our attention that Coastal Community Behavioral Healthcare, a new provider for comprehensive substance abuse treatment is currently working through the special zoning permit process with Camden County Government. We are writing you today in support of this organization receiving their special use permit so they can begin treating patients from our community as soon as possible. We have had the opportunity to meet with the owners of this company and feel that their organization and its mission would be an valuable asset to Camden County. The partners of this organization have made it clear to us that they are interested in becoming a collaborative partner with other community agencies, law enforcement, the court system, non-profit community, and local government to better serve the needs of the citizens of Camden County. The services that they will provide are greatly needed in our community and we hope you grant them permission to move forward. Thank you for your time.

Respectfully,

A large, stylized handwritten signature in black ink, appearing to read "Deborah A. Middleton". The signature is written over a horizontal line and extends significantly below it with a long, sweeping flourish.

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 4**

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**SUBJECT:** Adoption of 2016 Capital Improvement Element (CIE) of the Comprehensive Plan for Camden County by resolution.

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

**DATE:** April 11, 2016

**COMMISSION ACTION REQUESTED ON:** April 19, 2016

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the adoption of the 2016 Capital Improvement Element (CIE) of the Comprehensive Plan for Camden County by resolution.

**HISTORY:**

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- 1. The CIE is required to be updated annually in order to be considered to be a "Qualified Local Government" for grant applications.

**FACTS & ISSUES:**

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- 1. The draft CIE consist of a Short Term Work Program and an Impact Fee Financial Report.
- 2. The CRC and DCA have both reviewed and approved the report.

**OPTIONS:**

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- 1. Motion to adopt the adoption of the 2016 Capital Improvement Element (CIE) of the Comprehensive Plan for Camden County by resolution.
- 2. Motion to adopt with conditions.
- 3. Motion to deny the request.
- 4. Motion to table this item.

**DEPARTMENT RECOMMENDED ACTION:**

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- 1. Staff recommends the adoption of the 2016 CIE which includes the Short Term Work Program and Impact Fee Financial Report.

**DEPARTMENT:**

Prepared by:

*Eric Landon*

\_\_\_\_\_  
Director, Planning & Development

**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

\_\_\_\_\_

*Georgia, Camden County*

**Adoption Resolution**  
***Capital Improvements Element Annual Update***  
***Camden County, Georgia***

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, a duly advertised Public Hearing was held at 6:00 p.m. the 19<sup>th</sup> day of March 2016, in the Camden County Board of Commissioners Meeting Room at 200 East Fourth Street, Woodbine, Georgia with no public comments made or questions raised; and

WHEREAS, the Draft Capital Improvements Element 2016 Annual Update was submitted for review to the Coastal Regional Commission of Georgia on March 9, 2016, and was subsequently approved by the Coastal Regional Commission of Georgia and forwarded to and approved, as meeting the state's minimum standards by the State of Georgia Department of Community Affairs on March 30, 2016;

BE IT THEREFORE RESOLVED, that the Board of Commissioners of Camden County does hereby adopt the Capital Improvements Element 2016 Annual Update that includes the Financial Report and the 2016 Short Term Work Program, having followed all of the Development Impact Fee Compliance Requirements.

Adopted in a lawful assemble by the Camden County Board of Commissioners and spread upon the Official Minutes of Camden County.

This 19<sup>th</sup> Day of April 2016.

BY: \_\_\_\_\_  
James H. Starline, Chairman

ATTEST: \_\_\_\_\_  
Kathryn A. Bishop, County Clerk

**Capital Improvements Element  
2016 Annual Update:**

**Financial Report &  
Short Term Work Program**

Camden County, GA  
April 19, 2016

## **2016 Camden County CIE**

This Capital Improvements Element Annual Update has been prepared based on the rules and regulations pertaining to impact fees in Georgia, as specified by the Development Impact Fee Act (DIFA) and the Department of Community Affairs (DCA).

The Annual Update includes: 1) An updated 5 year schedule of improvements known as the Short Term Work Program, and 2) the annual Financial Report on impact fees required under O.C.G.A. 36-71-8.

This Annual Update itself is based on the Camden County Capital Improvements Element, as adopted by the County on May 15, 2008.

### **Short Term Work Program**

The Short Term Work Program (STWP) is included in this document as specified by DCA.

According to DCA's requirements, the STWP must include:

- A brief description of the activity;
- Timeframe for undertaking the activity;
- Responsible party for implementing the activity;
- Estimated cost (if any) of Implementing the activity;
- and,
- Funding source(s), if applicable.

All of this information appears in the Short Term Work Program portion of this document.

## **Financial Report**

The Financial Report included in this document is based on the requirements of DIFA, specifically:

“As part of its annual audit process, a municipality or county shall prepare an annual report describing the amount of any development impact fees collected, encumbered, and used during the preceding year by category of public facility and service area.”

The required financial information for each public facility category appears in the financial tables of the document.

The County's fiscal year runs from July 1 through June 30.

**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		
<b>Impact Fee Fund Balance July 1, 2014</b>	\$ 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
<b>Impact Fees Collected (July 1, 2014 through June 30, 2015)</b>	5,625.90	2,054.70	1,499.01	14,174.38	112.08	162.78	7,761.69	941.76	\$ 32,332.30
<b>Subtotal: Fee Accounts</b>	\$ 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
<b>Accrued Interest</b>	31.91	11.65	9.47	88.57	0.71	1.03	47.49	5.79	\$ 196.61
<b>(Impact Fee Refunds)</b>	-	-	-	-	-	-	-	-	\$ -
<b>(Expenditures)</b>	-	-	-	-	-	-	-	-	\$ -
<b>Impact Fee Fund Balance June 30, 2015</b>	\$ 32,587.18	\$ 11,901.87	\$ 9,674.11	\$ 90,451.02	\$ 722.72	\$ 1,049.89	\$ 48,498.77	\$ 5,908.81	<b>\$ 200,794.36</b>
<b>Impact Fees Encumbered</b>	\$ 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			
				<b>\$13,101,200.00</b>		<b>\$11,044,780.00</b>	<b>\$0.00</b>	<b>\$32,587.00</b>	<b>0.2950%</b>

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			
				<b>\$4,088,592.30</b>		<b>\$3,872,929.05</b>	<b>\$0.00</b>	<b>\$11,901.87</b>	<b>0.3073%</b>

<b>Public Facility:</b> Fire Protection									
<b>Service Area:</b> Unincorporated County									
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$14,120,966.67</b>		<b>\$11,513,120.96</b>	<b>\$0.00</b>	<b>\$90,451.00</b>	<b>0.7856%</b>

<b>Public Facility:</b> Sheriff's Office									
<b>Service Area:</b> County-wide									
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$7,398,224.40</b>		<b>\$4,952,765.65</b>	<b>\$0.00</b>	<b>\$9,674.11</b>	<b>0.1953%</b>

<b>Public Facility:</b>		<b>Emergency Medical Services</b>							
<b>Service Area:</b>		County-wide							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$441,905.00</b>		<b>\$441,905.00</b>	<b>\$0.00</b>	<b>\$1,049.89</b>	<b>0.2376%</b>

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

<b>Public Facility:</b>		<b>Roads</b>							
<b>Service Area:</b>		County-wide							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$14,464,160.52</b>		<b>\$13,554,279.48</b>	<b>\$0.00</b>	<b>\$48,498.77</b>	<b>0.3578%</b>

Project or Activity	2016	2017	2018	2019	2020	Responsible Party	Cost Estimate	Funding Source
<b>POPULATION GROWTH</b>								
Guide new development according to existing infrastructure.	X	X	X	X	X	Planning & Development	Staff Time	General Fund
<b>ECONOMIC DEVELOPMENT</b>								
Coordinate with and support local development organizations, such as the Chamber, Joint Development Authority, etc.	X	X	X	X	X	Administration	Staff Time	General Fund
Inventory and promote natural, historic, cultural and recreational resources that will promote Camden County as a tourist destination.	X					Planning & Development	Staff Time	General Fund
Adopt and implement community appearance ordinances—for landscaping, litter and design control, corridor management, and the clean-up of dilapidated properties, etc.	X					Planning & Development	Staff Time	General Fund
<b>HOUSING</b>								
Refer to Housing Inventory of Unincorporated Camden County (2005) to implement tools to encourage affordable housing.		X				Planning & Development, & Strategic Planning	Staff Time	General Fund
Explore potential developers to coordinate with to build affordable housing	X	X	X	X	X	Planning & Development	Staff Time	General Fund
Reduce the number of mobile homes by making affordable housing an option.	X	X	X	X	X	Administration, Strategic Planning	Variable	General Fund

Project or Activity	2016	2017	2018	2019	2020	Responsible Party	Cost Estimate	Funding Source
HOUSING continued								
Explore programs available for affordable housing	X	X	X	X	X	Administration, Strategic Planning	Staff Time	General Fund, Fed.& State Funds
Consider hiring a housing director or some other staff capacity to develop and encourage affordable housing.			X	X		Administration, Strategic Planning	Staff Time	General Fund
NATURAL AND CULTURAL RESOURCES								
Adopt Georgia Historic Preservation Division's model ordinance requiring the protection of locally designated historic properties and districts.	X					Planning & Development & Strategic Planning	Staff Time	General Fund
Apply for the National and State Register of Historic Places Designation for buildings of historic significance.		X				Planning & Development & Strategic Planning	Staff Time	General Fund
Adopt Georgia Historic Preservation Division's model design standards for infill and material changes to historic properties or districts to maintain historic integrity and significance.		X				Planning & Development & Strategic Planning	Staff Time	General Fund
Adopt corridor overlay districts for prominent roads in the County require the preservation of existing trees in landscaped buffers.	X	X	X	X	X	Planning & Development	Staff Time	General Fund

Project or Activity	2016	2017	2018	2019	2020	Responsible Party	Cost Estimate	Funding Source
<b>NATURAL AND CULTURAL RESOURCES continued</b>								
Survey and inventory natural and cultural resources within the County	X					Planning & Development	Staff Time	General Fund
Protect any previously undisturbed marsh hammocks.	X	X	X	X	X	Planning & Development	Variable	Property owner's participation, Grants
Require or provide incentives for new development to conserve and protect open space and greenspace within subdivisions.	X	X	X	X	X	Planning & Development	Variable	General Fund
<b>COMMUNITY FACILITIES AND SERVICES</b>								
Implement a five-year capital improvements program, a long-range program for developing or improving public facilities that brings predictability to the extent of public facility expansions.	X	X	X	X	X	All Departments	Staff Time	General Fund
Prepare a long-range Parks & Recreation Master Plan	X	X	X	X	X	PSA	Staff Time	General Fund
Explore co-locating community facilities, i.e., sheriff and fire departments, as well as meeting spaces for training, voting, etc.	X	X	X	X	X	Administration, Strategic Planning	Variable	General Fund
Conduct a location-needs study for community facilities for future development.	X	X	X	X	X	Strategic Planning	Variable	General Fund

Project or Activity	2016	2017	2018	2019	2020	Responsible Party	Cost Estimate	Funding Source
<b>COMMUNITY FACILITIES AND SERVICES continued</b>								
Purchase/Construct Fire Station #20				X		Strategic Planning	\$1,572,500	23% Impact Fees, General Fund, SPLOST
Purchase/Construct Fire Training Tower				X		Strategic Planning	\$975,000	100% Impact Fees
Purchase an engine		X		X		Strategic Planning	\$800,000	100% Impact Fees
Purchase a ladder platform		X		X		Strategic Planning	\$2,500,000	23% Impact Fees, General Fund, SPLOST
Purchase a tanker			X			Strategic Planning	\$225,000	100% Impact Fees
Purchase a heavy vehicle for Fire		X				Strategic Planning	\$591,667	100% Impact fees
Maintain ISO rating of 4	X	X	X	X	X	EMS	Staff Time	General Fund
Purchase a heavy vehicle for Fire			X			Strategic Planning	\$591,667	100% Impact fees
Purchase library collection materials	X	X	X	X	X	Administration	\$460,226	89% Impact fees, Gen-eral Fund
Manage future water system	X	X	X			Planning & Development	Variable	General Fund, SPLOST
Build and utilize a fleet maintenance and office facility.		X	X			Public Works	Staff Time	General Fund

Project or Activity	2016	2017	2018	2019	2020	Responsible Party	Cost Estimate	Funding Source
<b>COMMUNITY FACILITIES AND SERVICES continued</b>								
Maintain ditch systems to manage stormwater drainage.	X	X	X	X	X	Public Works	Staff Time	General Fund
Build new ditches to facilitate increased stormwater management.	X	X	X	X	X	Public Works	Staff Time	General Fund
Continue strategic planning for water and sewer needs	X	X	X	X	X	Administration, Planning & Development, EMS, Strategic Planning	Staff Time	General Fund
<b>TRANSPORTATION</b>								
Construct roads with consideration to fire, police and other emergency services for future developments	X	X	X	X	X	Public Works	Variable	General Fund, DOT Funds
Purchase paver and add staff to Public Works Department accordingly	X	X	X	X	X	Administration, Public Works	TBD	General Fund
Pave un-paved roads	X	X	X	X	X	Public Works	Variable	General Fund, SPLOST
Increase staff capacity for Road Department to meet needs beyond maintenance	X	X	X	X	X	Public Works	Staff Time	General Fund

Project or Activity	2016	2017	2018	2019	2020	Responsible Party	Cost Estimate	Funding Source
<b>INTERGOVERNMENTAL COORDINATION</b>								
Continue coordinated emergency planning efforts with Naval Submarine Base Kings Bay	X	X	X	X	X	Administration, Fire Rescue, EMS	Staff Time	General Fund, Federal funds, GEMA
Coordinate with Chamber and other entities as the County becomes a Metropolitan Statistical Area; will need to create a Metropolitan Planning Organization					X	Administration, Planning & Development, Strategic Planning	Staff time, Chamber, JDA, Cities	General Fund
Coordinate infrastructure and communication improvements with surrounding counties - Brantley, Charlton, Glynn, Wayne, etc. - as needed or desired	X	X	X	X	X	Administration, Strategic Planning, Planning & Development, EMS/ Fire, EMA	Staff time	General Fund, State funds, GEMA
Work in conjunction with neighboring jurisdictions to implement the Joint Comprehensive Plan	X	X	X	X	X	Administration, Planning & Development	Staff Time	General Fund
Continue coordinating with City of Kingsland on Fire Services Agreement	X	X	X	X	X	Administration, Fire Rescue	Staff Time	General Fund
Implement Public Safety Communications Plan (public works, school board, sheriff, police, fire, EMS) with Cities	X	X				Public Safety	\$30,000,000	General Fund, Bonds, Grants
Implement County-wide initiative for water	X	X	X	X	X	Administration	Staff Time, Cities	General Fund, Cities' general funds, GEMA
Coordinate emergency planning services with the Cities	X	X	X	X	X	Public Safety	Staff Time	General Fund

<b>Camden County, GA</b>	<b>Annual Impact Fee Financial Report - Fiscal Year 2013-2014</b>								
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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		
<b>Impact Fee Fund Balance July 1, 2013</b>	\$ 23,652.76	\$ 8,638.83	\$ 7,319.74	\$ 68,153.71	\$ 546.68	\$ 794.22	\$ 36,325.85	\$ 4,425.01	\$ 149,856.80
<b>Impact Fees Collected (July 1, 2013 through June 30, 2014)</b>	3,250.52	1,187.16	837.98	7,960.54	62.66	91.00	4,324.32	531.44	\$ 18,245.62
<b>Subtotal: Fee Accounts</b>	\$ 26,903.28	\$ 9,825.99	\$ 8,157.72	\$ 76,114.25	\$ 609.34	\$ 885.22	\$ 40,650.17	\$ 4,956.45	\$ 168,102.42
<b>Accrued Interest</b>	26.09	9.53	7.91	73.82	0.59	0.86	39.42	4.81	\$ 163.03
<b>(Impact Fee Refunds)</b>	-	-	-	-	-	-	-	-	\$ -
<b>(Expenditures)</b>	-	-	-	-	-	-	-	-	\$ -
<b>Impact Fee Fund Balance June 30, 2014</b>	\$ 26,929.37	\$ 9,835.52	\$ 8,165.63	\$ 76,188.07	\$ 609.93	\$ 886.08	\$ 40,689.59	\$ 4,961.26	<b>\$ 168,265.45</b>
<b>Impact Fees Encumbered</b>	\$ 26,929.37	\$ 9,835.52	\$ 8,165.63	\$ 76,188.07	\$ 609.93	\$ 886.08	\$ 40,689.59		\$ 163,304.19

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<b>Public Facility:</b>		<b>Parks &amp; Recreation</b>							
<b>Service Area:</b>		County-wide							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$13,101,200.00</b>		<b>\$11,044,780.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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<b>Public Facility:</b>		<b>Library</b>							
<b>Service Area:</b>		County-wide							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$4,088,592.30</b>		<b>\$3,872,929.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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<b>Public Facility:</b>		<b>Fire Protection</b>							
<b>Service Area:</b>		Unincorporated County							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$14,120,966.67</b>		<b>\$11,513,120.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<b>Public Facility:</b>		<b>Sheriff's Office</b>							
<b>Service Area:</b>		County-wide							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$7,398,224.40</b>		<b>\$4,952,765.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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<b>Public Facility:</b>		<b>Emergency Medical Services</b>							
<b>Service Area:</b>		County-wide							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$441,905.00</b>		<b>\$441,905.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

<b>Public Facility:</b>		<b>Roads</b>							
<b>Service Area:</b>		County-wide							
<b>Project Description</b>	<b>Units</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
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			
				<b>\$14,464,160.52</b>		<b>\$13,554,279.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 5**

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**SUBJECT:** Appointment to the Bryan Lang Historical Archives Board  
(4 new appointments)

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

**DATE:** April 13, 2016

**BUDGET INFORMATION:** N/A

**COMMISSION ACTION REQUESTED ON:** April 19<sup>th</sup>

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the Appointments to the Bryan Lang Historical Archives Board (4 new appointments)

**HISTORY:**

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1. The Bryan-Lang Library, as it was known then, opened in 1987. In 2009 the name was changed to the Bryan-Lang Historical Archives to more accurately reflect the nature of the documents and artifacts in the collection.
2. The Bryan Lang Archives Board provides administrative leadership and helps to chart the course of the archives management.

**FACTS & ISSUES:**

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1. The Bryan-Lang Historical Archives is a research-only facility. They provide basic and advanced searches for information pertaining to Camden County.
2. Appointed members to this board serve three (3) year terms and are appointed by the Board of County Commissioners.
3. Both of the applicants are serving members of the Board who are eligible for reappointment.
4. The Board meets the third Tuesday of the month at 4:30 PM at the Bryan Lang Archive facility in Woodbine.
5. According to the Bryan Lang Historical Archives Board of Directors by-laws, recommendations for appointments are submitted to the Board of Commissioners for approval.
6. **This item was advertised in the local newspaper. 5 applicants submitted their intent to serve in this capacity:**
  1. **Anna Belle McCaskill Friedman**
  2. **Rosalyn Joseph**
  3. **Lucy Gay**
  4. **Kay Westberry**
  5. **James Thomason**

7. The Bryan Lang Archives Board of Directors were asked for their recommendations from the applicants provided. **The recommendations are to appoint the following new members:**
  1. **Anna Belle McCaskill Friedman**
  2. **Rosalyn Joseph**
  3. **Lucy Gay**
  4. **James Thomason**

**OPTIONS:**

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1. Motion to appoint **Anna Belle McCaskill Friedman; Rosalyn Joseph; Lucy Gay; James Thomason** to the Bryan Lang Historical Archives Board of Directors.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends appointment of **Anna Belle McCaskill Friedman; Rosalyn Joseph; Lucy Gay; James Thomason** to the Bryan Lang Historical Archives Board of Directors.

**DEPARTMENT:**

Prepared by:

*Katie Bishop, County Clerk*

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**IF APPLICABLE:**

County Attorney Review:

*N/A*

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**IF APPLICABLE:**

Finance Review:

*N/A*

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*BRYAN- LANG* HISTORICAL ARCHIVES

Post Office Box 715 \* 311 Camden Avenue  
Woodbine, Georgia 31569  
912-576-5841

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Friday 15 April 2016

Katie Bishop  
Camden County Clerk  
Board of County Commissioners  
Woodbine, Georgia 31569

Dear Katie,

The following are the four board member recommendations to be submitted Tuesday, April 19, 2016 for the Bryan-Lang Historical Archives Board of Trustees.

Anna Belle Friedman  
Lucy Gay  
Rosalyn Joseph  
James Thomason

Thank you,

*Judy Buchanan*  
Judy Buchanan  
Director / Archivist

## Katie Bishop

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 17, 2016 3:35 PM  
**To:** Katie Bishop; M Renee Crews  
**Subject:** Online Form Submittal: Citizen Board Application Form

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Citizen Board Application Form

Name:*	Anna Belle McCaskill Friedman		
Home Address:*	108 Cater Street, Kelvin Grove, St. Simons Island, GA 31523		
Home Phone:*	9126388922	Additional Phone:	9122220771
Email Address:*	abmcf@att.net		
Please check a box below to indicate which Board you are submitting this application for:*	<input type="checkbox"/> Joint Development Authority	<input type="checkbox"/> Coastal Georgia Resource Conservation Development Council	
	<input type="checkbox"/> Aging Services Advisory Council	<input type="checkbox"/> Department of Family & Child Services Board	
	<input type="checkbox"/> Board of Health	<input type="checkbox"/> Georgia Department of Human Resources Division of Mental Health, Development Disabilities & Addictive Diseases Board (Region 13 Office)	
	<input type="checkbox"/> Coastal Workforce Service Board	<input type="checkbox"/> Planning & Zoning Commission	
	<input type="checkbox"/> Georgia Forestry Board	<input type="checkbox"/> St. Marys River Management Committee	
	<input checked="" type="checkbox"/> Bryan Lang Historical Archives Board	<input type="checkbox"/> Board of Assessors	
	<input type="checkbox"/> Coastal Area District Development Authority (CADD)	<input type="checkbox"/> Gateway Community Service Board	
	<input type="checkbox"/> Coastal Georgia Region VII Work Force Investment Board	<input type="checkbox"/> Three Rivers Regional Library Board	
	<input type="checkbox"/> Coastal Regional Center Board of Directors		
Are you currently serving on a County Board(s)?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, which board(s) do you serve?			
Are you a resident of the County?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Do you hold a public office?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Are you employed by Camden County?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.)*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.)*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes please explain:			
Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to the board(s) for which you are applying:*			
The Bryan-Lang Historical Archives is of special interest to the applicant. The McCaskill and Lang family roots are in Camden County. The applicant's family participated in the donation of the records of the Coastal Highway District and the commission's projects in the six Coastal counties of the 1930s-1980s. The county has researched the records in the past. She has had an active interest in the preservation of the records of Christ Church Frederica, including the early records of the Episcopal missions in Camden County. She would be an asset to the Bryan-Lang Archives board and would work for the betterment of the Bryan-Lang as well as Camden County. I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.			
Electronic Signature below: *			
Judy Buchanan for Anna Belle Friedman			

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://www.co.camden.ga.us/Admin/FormHistory.aspx?SID=9905>

The following form was submitted via your website: Citizen Board Application Form

Name:: Anna Belle McCaskill Friedman

Home Address:: 108 Cater Street, Kelvin Grove, St. Simons Island, GA 31523

Home Phone:: 9126388922

Additional Phone:: 9122220771

Email Address:: abmcf@att.net

Please check a box below to indicate which Board you are submitting this application for:: Bryan Lang Historical Archives Board

Are you currently serving on a County Board(s)?: No

If yes, which board(s) do you serve?:

Are you a resident of the County?: No

Do you hold a public office?: No

Are you employed by Camden County?: No

Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.): No

Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.): No

If yes please explain::

Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to the board(s) for which you are applying:: The Bryan-Lang Historical Archives is of special interest to the applicant. The McCaskill and Lang family roots are in Camden County. The applicant's family participated in the donation of the records of the Coastal Highway District and the commission's projects in the six Coastal counties of the 1930s-1980s. The county has researched the records in the past. She has had an active interest in the preservation of the records of Christ Church Frederica, including the early records of the Episcopal missions in Camden County. She would be an asset to the Bryan-Lang Archives board and would work for the betterment of the Bryan-Lang as well as Camden County.

I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or

disability.

Electronic Signature below: : Judy Buchanan for Anna Belle Friedman

Additional Information:

Form submitted on: 3/17/2016 3:34:32 PM

Submitted from IP Address: 69.131.15.238

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.co.camden.ga.us/Forms.aspx?FID=125>

## Katie Bishop

---

**From:** noreply@civicplus.com  
**Sent:** Monday, November 09, 2015 11:40 AM  
**To:** Katie Bishop; M Renee Crews  
**Subject:** Online Form Submittal: Citizen Board Application Form

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Citizen Board Application Form

Name:*	Rosalyn Joseph		
Home Address:*	538 Joseph's Way, Kingsland, GA 31548		
Home Phone:*	9128822873	Additional Phone:	4044059987
Email Address:*	rrvjoseph@tds.net		
Please check a box below to indicate which Board you are submitting this application for:*	<input type="checkbox"/> Joint Development Authority	<input type="checkbox"/> Coastal Georgia Resource Conservation Development Council	
	<input type="checkbox"/> Aging Services Advisory Council	<input type="checkbox"/> Department of Family & Child Services Board	
	<input type="checkbox"/> Board of Health	<input type="checkbox"/> Georgia Department of Human Resources	
	<input type="checkbox"/> Coastal Workforce Service Board	<input type="checkbox"/> Division of Mental Health, Development Disabilities & Addictive Diseases Board (Region 13 Office)	
	<input type="checkbox"/> Georgia Forestry Board	<input type="checkbox"/> Planning & Zoning Commission	
	<input checked="" type="checkbox"/> Bryan Lang Historical Archives Board	<input type="checkbox"/> St. Marys River Management Committee	
	<input type="checkbox"/> Coastal Area District Development Authority (CADD)	<input type="checkbox"/> Board of Assessors	
	<input type="checkbox"/> Coastal Georgia Region VII Work Force Investment Board	<input type="checkbox"/> Gateway Community Service Board	
	<input type="checkbox"/> Coastal Regional Center Board of Directors	<input type="checkbox"/> Three Rivers Regional Library Board	
Are you currently serving on a County Board(s)?*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
If yes, which board(s) do you serve?			
Are you a resident of the County?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do you hold a public office?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Are you employed by Camden County?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.)*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.)*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
If yes please explain:			
Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to theboard(s) for which you are applying:*			
A native of Camden County and descendant of landowner Jacob Joseph in the Clark's Bluff area who provided a school for the black population, Rosalyn Joseph graduated from Ralph J. Bunch High School. She attended Tuskegee University and Cornell University majoring in Human Nutrition and Food Science, and minoring in Chemistry and Business Marketing. As an educator, she is retired from a 25 year career in the University of Georgia Extension Service, serving in DeKalb County, Gwinnett County, and Atlanta. In the local community, she participates in the Camden County Foster Care Program and teaches Family Basic Money Management as a volunteer. Also as a volunteer, she coordinates the children's education program and serves as co-director of Christian Education at St. Paul AME Church. As a patron, she is familiar with the Bryan-Lang organization and our collection. Rosalyn Joseph's skills and experience would greatly benefit the Bryan-Lang Historical Archives.			
I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.			
Electronic Signature below: *	Judy Buchanan, Director, Bryan-Lang Historical Archives		

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://www.co.camden.ga.us/Admin/FormHistory.aspx?SID=9579>

The following form was submitted via your website: Citizen Board Application Form

Name:: Rosalyn Joseph

Home Address:: 538 Joseph's Way, Kingsland, GA 31548

Home Phone:: 9128822873

Additional Phone:: 4044059987

Email Address:: rrvjoseph@tds.net

Please check a box below to indicate which Board you are submitting this application for:: Bryan Lang  
Historical Archives Board

Are you currently serving on a County Board(s)?: No

If yes, which board(s) do you serve?:

Are you a resident of the County?: Yes

Do you hold a public office?: No

Are you employed by Camden County?: No

Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.): No

Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.): No

If yes please explain::

Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to theboard(s) for which you are applying:: A native of Camden County and descendant of landowner Jacob Joseph in the Clark's Bluff area who provided a school for the black population, Rosalyn Joseph graduated from Ralph J. Bunch High School. She attended Tuskegee University and Cornell University majoring in Human Nutrition and Food Science, and minoring in Chemistry and Business Marketing. As an educator, she is retired from a 25 year career in the University of Georgia Extension Service, serving in Dekalb County, Gwinnett County, and Atlanta. In the local community, she participates in the Camden County Foster Care Program and teaches Family Basic Money Management as a volunteer. Also as a volunteer, she coordinates the children's education program and serves as co-director of Christian Education at St. Paul AME Church. As a patron, she is familiar with the Bryan-Lang organization and our collection. Rosalyn Joseph's skills and experience would greatly benefit the Bryan-Lang Historical Archives.

I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or verteran status, medical condition or disability.

Electronic Signature below: : Judy Buchanan, Director, Bryan-Lang Historical Archives

**Additional Information:**

Form submitted on: 11/9/2015 11:40:00 AM

Submitted from IP Address: 69.131.15.238

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.co.camden.ga.us/Forms.aspx?FID=125>

## Katie Bishop

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 26, 2016 1:35 PM  
**To:** Katie Bishop; M Renee Crews  
**Subject:** Online Form Submittal: Citizen Board Application Form

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Citizen Board Application Form

Name:*	Lucy P. Gay		
Home Address:*	309 East Oak Street, Woodbine, Georgia 31569		
Home Phone:*	9125764072	Additional Phone:	9126742298
Email Address:*	lucypgay@icloud.net		
Please check a box below to indicate which Board you are submitting this application for:*	<input type="checkbox"/> Joint Development Authority	<input type="checkbox"/> Coastal Georgia Resource Conservation Development Council	
	<input type="checkbox"/> Aging Services Advisory Council	<input type="checkbox"/> Department of Family & Child Services Board	
	<input type="checkbox"/> Board of Health	<input type="checkbox"/> Georgia Department of Human Resources	
	<input type="checkbox"/> Coastal Workforce Service Board	<input type="checkbox"/> Division of Mental Health, Development Disabilities & Addictive Diseases Board (Region 13 Office)	
	<input type="checkbox"/> Georgia Forestry Board	<input type="checkbox"/> Planning & Zoning Commission	
	<input checked="" type="checkbox"/> Bryan Lang Historical Archives Board	<input type="checkbox"/> St. Marys River Management Committee	
	<input type="checkbox"/> Coastal Area District Development Authority (CADD)	<input type="checkbox"/> Board of Assessors	
	<input type="checkbox"/> Coastal Georgia Region VII Work Force Investment Board	<input type="checkbox"/> Gateway Community Service Board	
	<input type="checkbox"/> Coastal Regional Center Board of Directors	<input type="checkbox"/> Three Rivers Regional Library Board	
Are you currently serving on a County Board(s)?*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
If yes, which board(s) do you serve?			
Are you a resident of the County?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do you hold a public office?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Are you employed by Camden County?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.)*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.)*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
If yes please explain:			
Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to the board(s) for which you are applying:*			
I am a Camden County native and former educator. I taught school and also was involved in the PTA. I love our community and the work of the Bryan-Lang Archives. I also sustain a special interest in cemetery and community preservation. I was involved in restoring the neighborhood where I live along East Oak Street. I feel my experience with historic preservation and my understanding of the role of the Bryan-Lang in the community would be assets in my duties as a member of the Board of Directors of the Bryan-Lang Archives. I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.			
Electronic Signature below: *			
Lucy P. Gay			

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://www.co.camden.ga.us/Admin/FormHistory.aspx?SID=9746>

The following form was submitted via your website: Citizen Board Application Form

Name:: Lucy P. Gay

Home Address:: 309 East Oak Street, Woodbine, Georgia 31569

Home Phone:: 9125764072

Additional Phone:: 9126742298

Email Address:: lucypgay@icloud.net

Please check a box below to indicate which Board you are submitting this application for:: Bryan Lang Historical Archives Board

Are you currently serving on a County Board(s)?: No

If yes, which board(s) do you serve?:

Are you a resident of the County?: Yes

Do you hold a public office?: No

Are you employed by Camden County?: No

Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.): No

Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.): No

If yes please explain::

Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to theboard(s) for which you are applying:: I am a Camden County native and former educator. I taught school and also was involved in the PTA. I love our community and the work of the Bryan-Lang Archives. I also sustain a special interest in cemetery and community preservation. I was involved in restoring the neighborhood where I live along East Oak Street. I feel my experience with historic preservation and my understanding of the role of the Bryan-Lang in the community would be assets in my duties as a member of the Board of Directors of the Bryan-Lang Archives.

I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or verteran status, medical condition or disability.

Electronic Signature below: : Lucy P. Gay

## Katie Bishop

---

**From:** noreply@civicplus.com  
**Sent:** Friday, April 01, 2016 3:21 PM  
**To:** Katie Bishop; M Renee Crews  
**Subject:** Online Form Submittal: Citizen Board Application Form

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Citizen Board Application Form

Name:*	James S. Thomason	
Home Address:*	330 Carleton Cemetery Rd. Kingsland, GA 31548	
Home Phone:*	9128823371	Additional Phone:
Email Address:*	jothomason73@gmail.com	
Please check a box below to indicate which Board you are submitting this application for:*	<input type="checkbox"/> Joint Development Authority	<input type="checkbox"/> Coastal Georgia Resource Conservation Development Council
	<input type="checkbox"/> Aging Services Advisory Council	<input type="checkbox"/> Department of Family & Child Services Board
	<input type="checkbox"/> Board of Health	<input type="checkbox"/> Georgia Department of Human Resources
	<input type="checkbox"/> Coastal Workforce Service Board	<input type="checkbox"/> Division of Mental Health, Development Disabilities & Addictive Diseases Board (Region 13 Office)
	<input type="checkbox"/> Georgia Forestry Board	<input type="checkbox"/> Planning & Zoning Commission
	<input checked="" type="checkbox"/> Bryan Lang Historical Archives Board	<input type="checkbox"/> St. Marys River Management Committee
	<input type="checkbox"/> Coastal Area District Development Authority (CADD)	<input type="checkbox"/> Board of Assessors
	<input type="checkbox"/> Coastal Georgia Region VII Work Force Investment Board	<input type="checkbox"/> Gateway Community Service Board
	<input type="checkbox"/> Coastal Regional Center Board of Directors	<input type="checkbox"/> Three Rivers Regional Library Board
Are you currently serving on a County Board(s)?*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes, which board(s) do you serve?		
Are you a resident of the County?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a public office?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are you employed by Camden County?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.)*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.)*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes please explain:		
Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to the board(s) for which you are applying:*		
I am interested in preserving the services offered by the Bryan Lang Library and bettering its offerings by my involvement. I have utilized the B L library in my personal research of family genealogy and have referred numerous citizens toward its usage. I am extremely interested in preserving our American heritage and am an active member of the Marshes of Glynn Sons of American Revolution because of my deep interest in history. I am a retired math teacher of 42 years, 26 of those in Camden County Schools. I hold a Bachelors degree in mathematics from Auburn University and Masters degree from Univ. of Southern Mississippi. I have served on the county jurors commission in recent years under Susan Waldron.		
I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or verteran status, medical condition or disability.		
Electronic Signature below: *	James S. Thomason	

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://www.co.camden.ga.us/Admin/FormHistory.aspx?SID=9945>

The following form was submitted via your website: Citizen Board Application Form

Name:: James S. Thomason

Home Address:: 330 Carleton Cemetery Rd. Kingsland, GA 31548

Home Phone:: 9128823371

Additional Phone::

Email Address:: jothomason73@gmail.com

Please check a box below to indicate which Board you are submitting this application for:: Bryan Lang  
Historical Archives Board

Are you currently serving on a County Board(s)?: No

If yes, which board(s) do you serve?:

Are you a resident of the County?: Yes

Do you hold a public office?: No

Are you employed by Camden County?: No

Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.): No

Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.): No

If yes please explain::

Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to the board(s) for which you are applying:: I am interested in preserving the services offered by the Bryan Lang Library and bettering its offerings by my involvement. I have utilized the B L library in my personal research of family genealogy and have referred numerous citizens toward its usage. I am extremely interested in preserving our American heritage and am an active member of the Marshes of Glynn Sons of American Revolution because of my deep interest in history. I am a retired math teacher of 42 years, 26 of those in Camden County Schools. I hold a Bachelors degree in mathematics from Auburn University and Masters degree from Univ. of Southern Mississippi. I have served on the county jurors commission in recent years under Susan Waldron.

I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without

regard to race, color, religion, sex, national origin, age, marital or verteran status, medical condition or disability.

Electronic Signature below: : James S. Thomason

Additional Information:

Form submitted on: 4/1/2016 3:20:32 PM

Submitted from IP Address: 199.116.100.108

Referrer Page: <http://www.co.camden.ga.us/forms.aspx>

Form Address: <http://www.co.camden.ga.us/Forms.aspx?FID=125>

## Katie Bishop

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, November 05, 2015 5:30 PM  
**To:** Katie Bishop; M Renee Crews  
**Subject:** Online Form Submittal: Citizen Board Application Form

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Citizen Board Application Form

Name:*	Kay Westberry	
Home Address:*	203 East Dillingham Street, St. Marys, GA 31558	
Home Phone:*	9128825301	Additional Phone:
Email Address:*	ceceliak@tds.net	
Please check a box below to indicate which Board you are submitting this application for:*	<input type="checkbox"/> Joint Development Authority	<input type="checkbox"/> Coastal Georgia Resource Conservation Development Council
	<input type="checkbox"/> Aging Services Advisory Council	<input type="checkbox"/> Department of Family & Child Services Board
	<input type="checkbox"/> Board of Health	<input type="checkbox"/> Georgia Department of Human Resources
	<input type="checkbox"/> Coastal Workforce Service Board	<input type="checkbox"/> Division of Mental Health, Development Disabilities & Addictive Diseases Board (Region 13 Office)
	<input type="checkbox"/> Georgia Forestry Board	<input type="checkbox"/> Planning & Zoning Commission
	<input checked="" type="checkbox"/> Bryan Lang Historical Archives Board	<input type="checkbox"/> St. Marys River Management Committee
	<input type="checkbox"/> Coastal Area District Development Authority (CADD)	<input type="checkbox"/> Board of Assessors
	<input type="checkbox"/> Coastal Georgia Region VII Work Force Investment Board	<input type="checkbox"/> Gateway Community Service Board
	<input type="checkbox"/> Coastal Regional Center Board of Directors	<input type="checkbox"/> Three Rivers Regional Library Board
Are you currently serving on a County Board(s)?*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes, which board(s) do you serve?		
Are you a resident of the County?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a public office?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are you employed by Camden County?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.)*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.)*	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes please explain:		
Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to the board(s) for which you are applying:*		
Kay Westberry is a historian with a long involvement in preserving history. She presently serves as the chair of the St Marys Oak Grove Cemetery Authority. She has written several books of historic interest, the most recent a history of "Oak Grove Cemetery: Quiet Reflections on the History of Saint Marys and Its People" that is a companion to her previous publication "Catalog of Burials in the Old Section of Oak Grove Cemetery." She has agreed to serve on the Board of Directors and will be an important addition.		
I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.		
Electronic Signature below: *		
Judy Buchanan, Director, Bryan-Lang Historical Archives		

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://www.co.camden.ga.us/Admin/FormHistory.aspx?SID=9567>

The following form was submitted via your website: Citizen Board Application Form

Name:: Kay Westberry

Home Address:: 203 East Dillingham Street, St. Marys, GA 31558

Home Phone:: 9128825301

Additional Phone::

Email Address:: ceceliak@tds.net

Please check a box below to indicate which Board you are submitting this application for:: Bryan Lang Historical Archives Board

Are you currently serving on a County Board(s)?: No

If yes, which board(s) do you serve?:

Are you a resident of the County?: Yes

Do you hold a public office?: No

Are you employed by Camden County?: No

Have you been convicted of a misdemeanor or felony, excluding civil traffic infractions? (Note: A DUI and/or revoked license are NOT "civil traffic infractions" and must be reported.): No

Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board.): No

If yes please explain::

Please list any community involvement, special skills, talents, experience, expertise or other qualifications that you would bring to theboard(s) for which you are applying:: Kay Westberry is a historian with a long involvement in preserving history. She presently serves as the chair of the St Marys Oak Grove Cemetery Authority. She has written several books of historic interest, the most recent a history of "Oak Grove Cemetery: Quiet Reflections on the History of Saint Marys and Its People" that is a companion to her previous publication "Catalog of Burials in the Old Section of Oak Grove Cemetery." She has agreed to serve on the Board of Directors and will be an important addition.

I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that, if chosen, any misstatement or omission of fact on this application shall be considered cause for ineligibility for appointment. Applicants are considered for all appointments without regard to race, color, religion, sex, national origin, age, marital or verteran status, medical condition or disability.

Electronic Signature below: : Judy Buchanan, Director, Bryan-Lang Historical Archives

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 6**

---

**SUBJECT:** Acceptance of Right of Way Deed for Fisher Massey Road Paving Project.

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

**DATE:** April 12, 2016

**BUDGET INFORMATION:**

FUNDING SOURCE: This project is allocated in SPLOST 7

**COMMISSION ACTION REQUESTED ON:** April 19<sup>th</sup>

---

**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the acceptance of Right of Way Deed for Fisher Massey Road Paving Project.

**HISTORY:**

---

- 1. This road is on the road paving list as next road to be paved this year.

**FACTS & ISSUES:**

---

- 1. All Property owners have donated necessary right of way

**OPTIONS:**

---

- 1. Motion to accept the Right of Way Deed for Fisher Massey Road Paving Project.
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

- 1. Staff recommends the acceptance of the Right of Way Deed for Fisher Massey Road Paving Project.

**DEPARTMENT:**

Prepared by:

*Harvey Amerson,  
Public Works Director*

---

**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

---

**IF APPLICABLE:**

Finance Review:

*Mike Fender, Director*

---

CLERK'S NOTES

After Recording, Return to:  
Harvey Amerson  
Camden County Board of Commissioners  
P.O. Box 99  
Woodbine, Georgia 31548

**RIGHT OF WAY DEED**

Camden County  
State of Georgia

Fisher-Massey Road

This indenture, made this 5<sup>th</sup> day of April, 2016, between **Mount Calvary Baptist Church, Inc.** as party(ies) of the first part, hereinafter called the GRANTOR and the **Camden County Board of Commissioners**, a political subdivision of the State of Georgia, as party of the second part, hereinafter called the GRANTEE.

**WITNESSETH:**

That, GRANTOR for and in consideration of the sum of ONE AND NO/100 DOLLARS (\$1.00), in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, alien, convey, and confirm unto the said GRANTEE, their successors and assigns forever, all that certain land in Camden County, Georgia, described as follows:

**All of that parcel of land particularly described in the Attached Exhibits "A" and "B".**

TO HAVE AND TO HOLD all of said property, together with all rights, members, and appurtenances thereof, to GRANTEE, in fee simple, and GRANTOR warrants that it will forever defend the title of GRANTEE against the lawful claims of all persons whomsoever claiming by, through, or under GRANTOR.

IN WITNESS WHEREOF, the parties of the first part have hereunder set their hand as the authorized representative having signature authority and seal the day and year first above written.

Signed, sealed and delivered this 5<sup>th</sup> day of April, 2016, in the presence of:



Notary Public  
*Robert Steckland April 5-16*

By: *Jeffery A. Muchison*  
Mount Calvary Baptist Church, Inc.

*[Signature]*  
Witness

Attest:

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_  
James H. Starline  
Chairman

Approved in legal assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

April 4 ,2016

**FISHER MASSEY LEGAL DESCRIPTION PARCEL-1**  
**(MOUNT CALVARY BAPTIST CHURCH):**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF MOUNT CALVARY BAPTIST CHURCH (ACCORDING TO DEED RECORDED IN DEED BOOK 1438, PAGE 765, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING ON THE EASTERLY RIGHT-OF-WAY LINE OF SPRING BLUFF ROAD LYING AT A POINT OF TANGENCY SOUTH OF FISHER-MASSEY ROAD, SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N398,103.12, E827,508.40 AND RUN NORTH 19°-06'-26" WEST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SPRING BLUFF ROAD (AN 80 FOOT RIGHT-OF-WAY), A DISTANCE OF 78.58 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED CONTINUE NORTH 19°-06'-26" WEST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SPRING BLUFF ROAD, A DISTANCE OF 60.00 FEET TO A POINT; RUN THENCE NORTH 70°-40'-31" EAST, A DISTANCE OF 26.53 FEET TO A POINT OF CURVATURE; RUN THENCE IN AN EASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 130.00 FEET, A CHORD DISTANCE OF 19.63 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 75°-00'-22" EAST; RUN THENCE NORTH 79°-20'-14" EAST, A DISTANCE OF 405.32 FEET TO A POINT LYING ON THE WESTERLY LINE OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO DEED RECORDED IN DEED BOOK 482, PAGE 454, PUBLIC RECORDS OF SAID COUNTY); RUN THENCE SOUTH 04°-19'-31" EAST ALONG LAST MENTIONED WESTERLY LINE, A DISTANCE OF 60.37 FEET TO A POINT; RUN THENCE SOUTH 79°-20'-14" WEST, A DISTANCE OF 398.65 FEET TO A POINT OF CURVATURE; RUN THENCE IN A WESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 70.00 FEET, A CHORD DISTANCE OF 10.57 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING SOUTH 75°-00'-22" WEST; RUN THENCE SOUTH 70°-40'-31" WEST, A DISTANCE OF 26.76 FEET TO THE POINT OF BEGINNING.

**Exhibit “A”**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: [akm\\_surveying@tds.net](mailto:akm_surveying@tds.net)

THE LAND THUS DESCRIBED CONTAINS 0.61 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.

**REFERENCE DWG.# S-2-339-03-16**

# Exhibit "B"

**LEGAL DESCRIPTION PARCEL-1:**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF MOUNT CALVARY BAPTIST CHURCH (ACCORDING TO DEED RECORDED IN DEED BOOK 1438, PAGE 785, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING ON THE EASTERLY RIGHT-OF-WAY LINE OF SPRING BLUFF ROAD LYING AT A POINT OF TANGENCY SOUTH OF FISHER-MASSEY ROAD, SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N398,101.12', E827,508.40' AND RUN NORTH 19°-06'-26" WEST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SPRING BLUFF ROAD (AN 80 FOOT RIGHT-OF-WAY), A DISTANCE OF 78.58 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THIS DESCRIBED CONTINUE NORTH 19°-06'-26" WEST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SPRING BLUFF ROAD, A DISTANCE OF 80.00 FEET TO A POINT; RUN THENCE NORTH 70°-40'-31" EAST, A DISTANCE OF 18.83 FEET TO A POINT OF CURVATURE; RUN THENCE IN AN EASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 130.00 FEET, A CHORD DISTANCE OF 18.83 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFORESAID CHORD BEING NORTH 75°-00'-22" EAST; RUN THENCE NORTH 75°-20'-14" EAST, A DISTANCE OF 405.32 FEET TO A POINT LYING ON THE WESTERLY LINE OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO DEED RECORDED IN DEED BOOK 482, PAGE 454, PUBLIC RECORDS OF SAID COUNTY); RUN THENCE SOUTH 04°-19'-31" EAST ALONG LAST MENTIONED WESTERLY LINE, A DISTANCE OF 60.37 FEET TO A POINT; RUN THENCE SOUTH 29°-20'-14" WEST, A DISTANCE OF 398.85 FEET TO A POINT OF CURVATURE; RUN THENCE IN A WESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 70.00 FEET, A CHORD DISTANCE OF 10.57 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFORESAID CHORD BEING SOUTH 75°-00'-22" WEST; RUN THENCE SOUTH 70°-40'-31" WEST, A DISTANCE OF 24.76 FEET TO THE POINT OF BEGINNING.

THE LAND THIS DESCRIBED CONTAINS 0.61 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY BE WITHIN.

(TAX PARCEL 111 0784)  
NOW OR FORMERLY LANDS OF  
MOUNT CALVARY BAPTIST CHURCH, INC.  
(O.R. 1438, PG. 785)  
(P.D. 24, MAP No. 36)

PARCEL - 1  
±0.61 ACRES

(TAX PARCEL 111 0784)  
NOW OR FORMERLY LANDS OF  
MOUNT CALVARY BAPTIST CHURCH, INC.  
(O.R. 1438, PG. 785)  
(P.D. 24, MAP No. 36)

POINT OF BEGINNING:  
FOR PARCEL-1  
N 398,177.37'  
E 827,482.67'

POINT OF REFERENCE:  
FOR PARCEL-1  
N 398,101.12'  
E 827,508.40'

POINT OF BEGINNING:  
FOR PARCEL-2  
N 398,322.92'  
E 827,805.35'

PARCEL - 2  
±0.69 ACRES

(TAX PARCEL 111 034)  
NOW OR FORMERLY LANDS OF  
BARBARA JEAN GORDON  
(O.R. 482, PG. 454)

PARCEL - 2  
±0.69 ACRES

(TAX PARCEL 111 034)  
NOW OR FORMERLY LANDS OF  
BARBARA JEAN GORDON  
(O.R. 482, PG. 454)

POINT OF REFERENCE:  
FOR PARCELS- 2-4  
N 397,862.35'  
E 827,932.67'

POINT OF BEGINNING:  
FOR PARCEL-3  
N 398,414.40'  
E 828,078.01'

PARCEL - 3  
±0.014 ACRES  
(TAX PARCEL 111 041)  
NOW OR FORMERLY LANDS OF  
CAREY SCOTT ESTATE  
(BY COUNTY ASSESSOR'S RECORDS)

1-1897  
1892-1896 (TAX PARCEL 111 040)  
NOW OR FORMERLY LANDS OF  
ARCHE FISHER, BERNICE FISHER, HARRY  
EDWARD FISHER, CAROLYN DIANE BAKER &  
CASSANDRA ANN FISHER  
(O.R. 1543, PG. 152)

PARCEL - 4  
±0.11 ACRES

POINT OF BEGINNING:  
FOR PARCEL-4  
N 398,522.18'  
E 828,103.75'

CERTIFICATION: THIS IS TO CERTIFY TO THE CLERK OF SUPERIOR COURT OF CAMDEN COUNTY, GEORGIA, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PROVISIONS, RELATIVE TO THE ACT CREATED BY GEORGIA CODE SECTION 15-6-81(A) INCORPORATED INTO THE GEORGIA CODE BY ACT 1283, HAVE BEEN MET AND APPROVED OF THIS PLAN BY THE APPROPRIATE LOCAL GOVERNING AUTHORITY IS NOT NECESSARY FOR RECORDING PURPOSES.

CERTIFICATION: THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE ETHICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-84.

SEE SHEET 4 FOR GENERAL NOTES & LEGEND

SHEET 1 OF 4

MAP TO SHOW RIGHT-OF-WAY SKETCH OF  
FISHER-MASSEY ROAD  
33rd G.M.D., CAMDEN COUNTY, GEORGIA  
FOR: THOMAS & HUTTON ENGINEERING, INC.

P.O. BOX 5738  
ST. MARYS, GEORGIA 31558  
(912) 729-1597 PHONE  
(912) 729-1599 FAX  
GEORGIA LICENSED  
SURVEY FIRM No. 1867

DTWD No. 5-3-39-84-16



PREPARED BY  
**A K M**  
SURVEYING, INC.  
SURVEYORS & LAND PLANNERS

SCALE: 1" = 30'

CERTIFICATION: THAT THE ABOVE LAND WAS SURVEYED UNDER MY DIRECT SUPERVISION AND THAT THE FIELDWORK & APPROXIMATIONS ARE LOCATED UPON SAME AS SHOWN.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
JEFFREY S. FISHER  
GA. REGISTERED SURVEYOR No. 3843

PDF FILE: 111\_0784\_01.dwg  
PLOT DATE: 11 FEB 2025  
CADD FILE: 111\_0784\_01.dwg

CLERK'S NOTES

After Recording, Return to:  
Harvey Amerson  
Camden County Board of Commissioners  
P.O. Box 99  
Woodbine, Georgia 31548

**RIGHT OF WAY DEED**

Camden County  
State of Georgia

Fisher-Massey Road

This indenture, made this 5<sup>th</sup> day of April, 2016, between **Barbara Jean Gordon**, as party(ies) of the first part, hereinafter called the GRANTOR and the **Camden County Board of Commissioners**, a political subdivision of the State of Georgia, as party of the second part, hereinafter called the GRANTEE.

**WITNESSETH:**

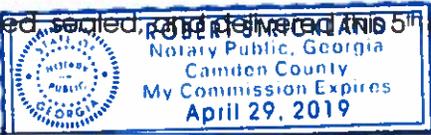
That, GRANTOR for and in consideration of the sum of ONE AND NO/100 DOLLARS (\$1.00), in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, alien, convey, and confirm unto the said GRANTEE, their successors and assigns forever, all that certain land in Camden County, Georgia, described as follows:

**All of that parcel of land particularly described in the Attached Exhibits "A" and "B".**

TO HAVE AND TO HOLD all of said property, together with all rights, members, and appurtenances thereof, to GRANTEE, in fee simple, and GRANTOR warrants that it will forever defend the title of GRANTEE against the lawful claims of all persons whomsoever claiming by, through, or under GRANTOR.

IN WITNESS WHEREOF, the parties of the first part have hereunder set their hand as the authorized representative having signature authority and seal the day and year first above written.

Signed, sealed, and delivered this 5<sup>th</sup> day of April, 2016, in the presence of:



Notary Public  
*Robert Strickland April 5-16*

By: *Barbara Jean Gordon*  
Barbara Jean Gordon

*[Signature]*  
Witness

Attest:

County Clerk

By: \_\_\_\_\_  
James H. Starline  
Chairman

Approved in legal assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

April 4 ,2016

**FISHER MASSEY LEGAL DESCRIPTION PARCEL-2**

**(BARBARA JEAN GORDON):**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO DEED RECORDED IN DEED BOOK 482, PAGE 454, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING ON THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF MOUNT CALVARY BAPTIST CHURCH (ACCORDING TO DEED RECORDED IN DEED BOOK 1438, PAGE 765, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N397,962.35, E827,932.62 AND RUN NORTH 04°-19'-31" WEST ALONG THE EASTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 361.60 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED RUN NORTH 79°-20'-14" WEST, A DISTANCE OF 17.60 FEET TO A POINT OF CURVATURE; RUN THENCE IN A NORTHEASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE NORTHWEST AND HAVING A RADIUS OF 95.00 FEET, A CHORD DISTANCE OF 90.29 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 50°-57'-52" EAST; RUN THENCE NORTH 22°-35'-30" EAST, A DISTANCE OF 509.73 FEET TO A POINT OF CURVATURE; RUN THENCE IN A NORTHEASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 380.00 FEET, A CHORD DISTANCE OF 81.18 FEET TO A POINT LYING ON THE WESTERLY LINE OF LANDS NOW OR FORMERLY OF ROSA THOMPSON TYSON AND EUGENE TYSON (ACCORDING TO DEED RECORDED IN DEED BOOK 457, PAGE 61, PUBLIC RECORDS OF SAID COUNTY), THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 28°-43'-24" EAST; RUN THENCE SOUTH 17°-05'-48" WEST ALONG THE WESTERLY LINE OF LAST MENTIONED LANDS TO AND ALONG THE WESTERLY LINE OF LANDS NOW OR FORMERLY OF ARCHIE FISHER, BERNICE FISHER, HARRY EDWARD FISHER, CAROLYN DIANE BAKER AND CASSANDRA ANN FISHER (ACCORDING TO DEED RECORDED IN DEED BOOK 1453, PAGE 152, PUBLIC RECORDS OF SAID COUNTY), A DISTANCE OF 421.29 FEET TO A POINT; RUN THENCE SOUTH 16°-59'-52" WEST ALONG THE WESTERLY LINE OF THE CAREY SCOTT ESTATE (ACCORDING TO COUNTY ASSESSOR'S RECORDS), A DISTANCE OF 112.70 FEET

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

TO A POINT; RUN THENCE SOUTH 22°-35'-30" WEST, A DISTANCE OF 58.92 FEET TO A POINT OF CURVATURE; RUN THENCE IN A SOUTHWESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE NORTHWEST AND HAVING A RADIUS OF 155.00 FEET, A CHORD DISTANCE OF 147.31 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING SOUTH 50°-57'-52" WEST; RUN THENCE SOUTH 79°-20'-14" WEST, A DISTANCE OF 24.26 FEET TO A POINT; RUN THENCE NORTH 04°-19'-31" WEST, A DISTANCE OF 60.37 FEET TO THE POINT OF BEGINNING.

THE LAND THUS DESCRIBED CONTAINS 0.69 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.

**REFERENCE DWG.# S-2-339-03-16**



CLERK'S NOTES

After Recording, Return to:  
Harvey Amerson  
Camden County Board of Commissioners  
P.O. Box 99  
Woodbine, Georgia 31548

**RIGHT OF WAY DEED**

Camden County  
State of Georgia

Fisher-Massey Road

This indenture, made this 5<sup>th</sup> day of April, 2016, between **Carey Scott Estate**, as party(ies) of the first part, hereinafter called the GRANTOR and the **Camden County Board of Commissioners**, a political subdivision of the State of Georgia, as party of the second part, hereinafter called the GRANTEE.

**WITNESSETH:**

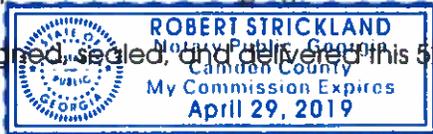
That, GRANTOR for and in consideration of the sum of ONE AND NO/100 DOLLARS (\$1.00), in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, alien, convey, and confirm unto the said GRANTEE, their successors and assigns forever, all that certain land in Camden County, Georgia, described as follows:

**All of that parcel of land particularly described in the Attached Exhibits "A" and "B".**

TO HAVE AND TO HOLD all of said property, together with all rights, members, and appurtenances thereof, to GRANTEE, in fee simple, and GRANTOR warrants that it will forever defend the title of GRANTEE against the lawful claims of all persons whomsoever claiming by, through, or under GRANTOR.

IN WITNESS WHEREOF, the parties of the first part have hereunder set their hand as the authorized representative having signature authority and seal the day and year first above written.

Signed, sealed, and delivered in the presence of:



Notary Public  
*Robert Strickland April 5-16*

By: *James H. Starline*  
Carey Scott Estate

*[Signature]*  
Witness

Attest:

County Clerk

By: \_\_\_\_\_  
James H. Starline  
Chairman

Approved in legal assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

April 4 ,2016

**FISHER MASSEY LEGAL DESCRIPTION PARCEL-3**  
**(CAREY SCOTT ESTATE):**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF THE CAREY SCOTT ESTATE (ACCORDING COUNTY ASSESSOR'S RECORDS) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING ON THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF MOUNT CALVARY BAPTIST CHURCH (ACCORDING TO DEED RECORDED IN DEED BOOK 1438, PAGE 765, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N397,962.35, E827,932.62 AND RUN NORTH 16°-59'-52" EAST ALONG THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO DEED RECORDED IN DEED BOOK 482, PAGE 454, PUBLIC RECORDS OF SAID COUNTY), A DISTANCE OF 472.69 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED CONTINUE NORTH 16°-59'-52" EAST ALONG THE EASTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 112.70 FEET TO A POINT LYING AT THE SOUTHWESTERLY CORNER OF LANDS NOW OR FORMERLY OF ARCHIE FISHER, BERNICE FISHER, HARRY EDWARD FISHER, CAROLYN DIANE BAKER AND CASSANDRA ANN FISHER (ACCORDING TO DEED RECORDED IN DEED BOOK 1453, PAGE 152, PUBLIC RECORDS OF SAID COUNTY); RUN THENCE SOUTH 79°-34'-35" EAST ALONG THE SOUTHERLY LINE OF THE LAST MENTIONED LANDS, A DISTANCE OF 11.24 FEET TO A POINT; RUN THENCE SOUTH 22°-35'-30" WEST, A DISTANCE OF 114.54 FEET TO THE POINT OF BEGINNING.

THE LAND THUS DESCRIBED CONTAINS 0.014 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.

**REFERENCE DWG.# S-2-339-03-16**



CLERK'S NOTES

After Recording, Return to:  
Harvey Amerson  
Camden County Board of Commissioners  
P.O. Box 99  
Woodbine, Georgia 31548

**RIGHT OF WAY DEED**

Camden County  
State of Georgia

Fisher-Massey Road

This indenture, made this 5<sup>th</sup> day of April, 2016, between **Fisher Estate**, as party(ies) of the first part, hereinafter called the GRANTOR and the **Camden County Board of Commissioners**, a political subdivision of the State of Georgia, as party of the second part, hereinafter called the GRANTEE.

**WITNESSETH:**

That, GRANTOR for and in consideration of the sum of ONE AND NO/100 DOLLARS (\$1.00), in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, alien, convey, and confirm unto the said GRANTEE, their successors and assigns forever, all that certain land in Camden County, Georgia, described as follows:

**All of that parcel of land particularly described in the Attached Exhibits "A" and "B".**

TO HAVE AND TO HOLD all of said property, together with all rights, members, and appurtenances thereof, to GRANTEE, in fee simple, and GRANTOR warrants that it will forever defend the title of GRANTEE against the lawful claims of all persons whomsoever claiming by, through, or under GRANTOR.

IN WITNESS WHEREOF, the parties of the first part have hereunder set their hand as the authorized representative having signature authority and seal the day and year first above written.

Signed, sealed, posted, delivered this 5<sup>th</sup> day of April, 2016, in the presence of:



Notary Public  
*Robert Flechtman April 5-16*

By: *Bernice Fisher*  
Fisher Estate

*[Signature]*  
Witness

Attest:

County Clerk

By: \_\_\_\_\_  
James H. Starline  
Chairman

Approved in legal assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

April 4, 2016

**FISHER MASSEY LEGAL DESCRIPTION PARCEL-4**  
**(FISHER ESTATE):**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF ARCHIE FISHER, BERNICE FISHER, HARRY EDWARD FISHER, CAROLYN DIANE BAKER AND CASSANDRA ANN FISHER (ACCORDING TO DEED RECORDED IN DEED BOOK 1543, PAGE 152, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING ON THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF MOUNT CALVARY BAPTIST CHURCH (ACCORDING TO DEED RECORDED IN DEED BOOK 1438, PAGE 765, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N397,962.35, E827,932.62 AND RUN NORTH 16°-59'-52" EAST ALONG THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO DEED RECORDED IN DEED BOOK 482, PAGE 454, PUBLIC RECORDS OF SAID COUNTY), A DISTANCE OF 585.39 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED RUN NORTH 17°-05'-48" EAST ALONG THE EASTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 220.00 FEET TO A POINT LYING AT THE SOUTHWESTERLY CORNER OF LANDS NOW OR FORMERLY OF ROSA THOMPSON TYSON AND EUGENE TYSON (ACCORDING TO DEED RECORDED IN DEED BOOK 457, PAGE 61, PUBLIC RECORDS OF SAID COUNTY); RUN THENCE SOUTH 79°-53'-43" EAST ALONG THE SOUTHERLY LINE OF THE LAST MENTIONED LANDS, A DISTANCE OF 32.83 FEET TO A POINT; RUN THENCE SOUTH 22°-35'-30" WEST, A DISTANCE OF 223.72 FEET TO A POINT LYING ON THE NORTHERLY LINE OF LANDS NOW OR FORMERLY OF THE CAREY SCOTT ESTATE (ACCORDING TO COUNTY ASSESSOR'S RECORDS); RUN THENCE NORTH 79°-34'-35" WEST, A DISTANCE OF 11.24 FEET THE POINT OF BEGINNING.

THE LAND THUS DESCRIBED CONTAINS 0.11 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.

**REFERENCE DWG.# S-2-339-03-16**

# Exhibit "B"

**LEGAL DESCRIPTION PARCEL 2:**  
 ALL THAT CERTAIN TRACT OR PARCEL OF LAND LING IN THE 23rd C.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO BEEN RECORDED IN DEED BOOK 462, PAGE 434, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS FOR A POINT OF REFERENCE COMMENCE AT A POINT LING ON THE EASTERN LINE OF LANDS NOW OR FORMERLY OF MOUNT CALVARY BAPTIST CHURCH (ACCORDING TO BEEN RECORDED IN DEED BOOK 1438, PAGE 763, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LOCATED AT GEORGIA STATE PLANT COORDINATE ALBUQUERQUE, ESTABLISHED AND RUN NORTH 04°-14'-30" WEST ALONG THE EASTERN LINE OF LAST MENTIONED LANDS, A DISTANCE OF 363.00 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THIS DESCRIBED RUN NORTH 72°-30'-14" WEST, A DISTANCE OF 17.00 FEET TO A POINT OF CORNER; RUN INCHES IN A NORTH-WESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONVEX TO THE NORTHWEST AND HAVING A RADIUS OF 25.00 FEET, A CHORD DISTANCE OF 16.25 FEET TO A POINT OF INTERSECTION, THE BEARING OF THE AFORESAID CHORD BEING NORTH 80°-53'-58" EAST, RUN INCHES NORTH 22°-52'-30" EAST, A DISTANCE OF 388.75 FEET TO A POINT OF CORNER; RUN INCHES IN A NORTH-WESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONVEX TO THE SOUTHWEST AND HAVING A RADIUS OF 30.00 FEET, A CHORD DISTANCE OF 28.00 FEET TO A POINT LING ON THE WESTERN LINE OF LANDS NOW OR FORMERLY OF ROSA THOMPSON TYSON AND EUGENE TYSON (ACCORDING TO BEEN RECORDED IN DEED BOOK 452, PAGE 48, PUBLIC RECORDS OF SAID COUNTY), THE BEARING OF THE AFORESAID CHORD BEING NORTH 30°-43'-24" EAST, RUN INCHES SOUTH 17°-05'-40" WEST ALONG THE WESTERN LINE OF LAST MENTIONED LANDS TO AND ALONG THE WESTERN LINE OF LANDS NOW OR FORMERLY OF ARCHIE FISHER, BETWIXE FISHER, HARRY EDWARD FISHER, CAROLYN DIANE BAKER & CASSANDRA ANN FISHER (ACCORDING TO BEEN RECORDED IN DEED BOOK 1438, PAGE 763, PUBLIC RECORDS OF SAID COUNTY), A DISTANCE OF 421.20 FEET TO A POINT; RUN INCHES SOUTH 00°-50'-52" WEST ALONG THE WESTERN LINE OF THE CANEY SCOTT (STATE) (ACCORDING TO COUNTY ASSESSOR'S RECORDS), A DISTANCE OF 112.00 FEET TO A POINT; RUN INCHES SOUTH 27°-30'-14" WEST, A DISTANCE OF 388.75 FEET TO A POINT OF CORNER; RUN INCHES IN A SOUTH-WESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONVEX TO THE NORTHWEST AND HAVING A RADIUS OF 10.00 FEET, A CHORD DISTANCE OF 9.75 FEET TO A POINT OF INTERSECTION, THE BEARING OF THE AFORESAID CHORD BEING SOUTH 00°-52'-32" WEST, RUN INCHES SOUTH 70°-20'-14" WEST, A DISTANCE OF 24.36 FEET TO A POINT; RUN INCHES NORTH 04°-10'-30" WEST, A DISTANCE OF 162.50 FEET TO THE POINT OF BEGINNING.

THE LAND THIS DESCRIBED CONTAINS 0.61 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY ENCUMBRANCES OF RECORD WHICH MAY BE FOUND.

**LEGAL DESCRIPTION PARCEL 1:**  
 ALL THAT CERTAIN TRACT OR PARCEL OF LAND LING IN THE 23rd C.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF MOUNT CALVARY BAPTIST CHURCH (ACCORDING TO BEEN RECORDED IN DEED BOOK 1438, PAGE 763, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS FOR A POINT OF REFERENCE COMMENCE AT A POINT LING ON THE EASTERN LINE OF SPRING BLUFF ROAD LING AT A POINT OF INTERSECTION SOUTH OF FISHER-MASSEY ROAD, SAID POINT LOCATED AT GEORGIA STATE PLANT COORDINATE ALBUQUERQUE, ESTABLISHED AND RUN NORTH 00°-00'-00" WEST ALONG THE EASTERN LINE OF SPRING BLUFF ROAD (AN OLD ROAD) A DISTANCE OF 162.50 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THIS DESCRIBED CONTAINS NORTH 00°-00'-00" WEST ALONG THE EASTERN LINE OF SPRING BLUFF ROAD, A DISTANCE OF 162.50 FEET TO A POINT; RUN INCHES NORTH 70°-40'-20" WEST, A DISTANCE OF 162.50 FEET TO A POINT OF CORNER; RUN INCHES IN A WESTERNLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONVEX TO THE SOUTH AND HAVING A RADIUS OF 10.00 FEET, A CHORD DISTANCE OF 9.75 FEET TO A POINT OF INTERSECTION, THE BEARING OF THE AFORESAID CHORD BEING NORTH 70°-40'-20" WEST, RUN INCHES NORTH 70°-40'-20" WEST ALONG THE EASTERN LINE OF SPRING BLUFF ROAD (AN OLD ROAD) A DISTANCE OF 162.50 FEET TO THE POINT OF BEGINNING.

THE LAND THIS DESCRIBED CONTAINS 0.61 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY ENCUMBRANCES OF RECORD WHICH MAY BE FOUND.

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 MOUNT CALVARY BAPTIST CHURCH, INC.  
 (S.A. 1438, PG. 763)  
 (S.A. 24, 047 PG. 34)

POINT OF BEGINNING:  
 FOR PARCEL 2  
 S 388.752 FT  
 E 162.500 FT

POINT OF BEGINNING:  
 FOR PARCEL 1  
 S 388.752 FT  
 E 162.500 FT

PARCEL 1  
 10.61 ACRES

PARCEL 2  
 10.69 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)

PARCEL 2  
 10.69 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)

PARCEL 2  
 10.69 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ROSA THOMPSON TYSON & EUGENE TYSON  
 (S.A. 452, PG. 47)

PARCEL 5  
 11.34 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ROSA THOMPSON TYSON & EUGENE TYSON  
 (S.A. 452, PG. 47)

PARCEL 4  
 10.11 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ARCHIE FISHER, BETWIXE FISHER, HARRY  
 EDWARD FISHER, CAROLYN DIANE BAKER &  
 CASSANDRA ANN FISHER  
 (S.A. 1438, PG. 763)

PARCEL 4  
 10.11 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)

PARCEL 3  
 10.014 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 CANEY SCOTT (STATE)  
 (BY COUNTY ASSESSOR'S RECORDS)

POINT OF BEGINNING:  
 FOR PARCEL 3  
 S 388.752 FT  
 E 162.500 FT

POINT OF BEGINNING:  
 FOR PARCEL 4  
 S 388.752 FT  
 E 162.500 FT

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ROSA THOMPSON TYSON & EUGENE TYSON  
 (S.A. 452, PG. 47)

PARCEL 5  
 11.34 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ROSA THOMPSON TYSON & EUGENE TYSON  
 (S.A. 452, PG. 47)

PARCEL 5  
 11.34 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ROSA THOMPSON TYSON & EUGENE TYSON  
 (S.A. 452, PG. 47)

PARCEL 5  
 11.34 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ROSA THOMPSON TYSON & EUGENE TYSON  
 (S.A. 452, PG. 47)

PARCEL 4  
 10.11 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 ARCHIE FISHER, BETWIXE FISHER, HARRY  
 EDWARD FISHER, CAROLYN DIANE BAKER &  
 CASSANDRA ANN FISHER  
 (S.A. 1438, PG. 763)

PARCEL 4  
 10.11 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)

PARCEL 3  
 10.014 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 CANEY SCOTT (STATE)  
 (BY COUNTY ASSESSOR'S RECORDS)

POINT OF BEGINNING:  
 FOR PARCEL 3  
 S 388.752 FT  
 E 162.500 FT

POINT OF BEGINNING:  
 FOR PARCEL 4  
 S 388.752 FT  
 E 162.500 FT

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)

PARCEL 2  
 10.69 ACRES

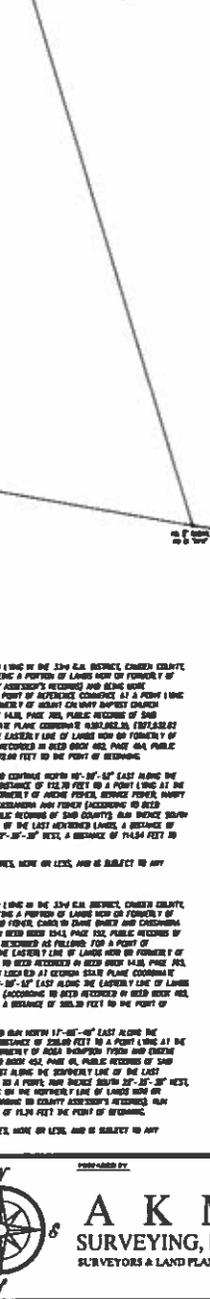
(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)

PARCEL 2  
 10.69 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)

PARCEL 2  
 10.69 ACRES

(THE PARCEL 1) 0.61 ACRES  
 NOW OR FORMERLY LANDS OF  
 BARBARA JEAN GORDON  
 (S.A. 462, PG. 434)



SEE SHEET 4 FOR GENERAL NOTES & LEGEND

SHEET 2 OF 4

MAP TO SHOW RIGHT-OF-WAY SURVEY OF  
**FISHER-MASSEY ROAD**  
 33rd G.M.D., CAMDEN COUNTY, GEORGIA  
 FOR: TIOMAS & HUTTON ENGINEERING, INC.

PREPARED BY:  
 P. O. BOX 1730  
 ST. MARYS, GEORGIA 31534  
 (912) 779-1807 PHONE  
 (912) 779-1809 FAX  
 GEORGIA LICENSED  
 SURVEY FIRM No. 1807  
 DWG. No. E-12-00-018



**A K M**  
 SURVEYING, INC.  
 SURVEYORS & LAND PLANNERS

THIS FILE HAS TWO (2) SHEETS  
 THIS SHEET IS PAGE 2 OF 2  
 DATE FILED: 11/20/2018 10:58:10 AM

CLERK'S NOTES

After Recording, Return to:  
Harvey Amerson  
Camden County Board of Commissioners  
P.O. Box 99  
Woodbine, Georgia 31548

**RIGHT OF WAY DEED**

Camden County  
State of Georgia

Fisher-Massey Road

This indenture, made this 5<sup>th</sup> day of April, 2016, between **Rosa Thompson Tyson and Eugene Tyson**, as party(ies) of the first part, hereinafter called the GRANTOR and the **Camden County Board of Commissioners**, a political subdivision of the State of Georgia, as party of the second part, hereinafter called the GRANTEE.

**WITNESSETH:**

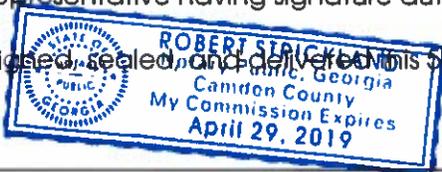
That, GRANTOR for and in consideration of the sum of ONE AND NO/100 DOLLARS (\$1.00), in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, alien, convey, and confirm unto the said GRANTEE, their successors and assigns forever, all that certain land in Camden County, Georgia, described as follows:

**All of that parcel of land particularly described in the Attached Exhibits "A" and "B".**

TO HAVE AND TO HOLD all of said property, together with all rights, members, and appurtenances thereof, to GRANTEE, in fee simple, and GRANTOR warrants that it will forever defend the title of GRANTEE against the lawful claims of all persons whomsoever claiming by, through, or under GRANTOR.

IN WITNESS WHEREOF, the parties of the first part have hereunder set their hand as the authorized representative having signature authority and seal the day and year first above written.

Signed, sealed, and delivered this 5<sup>th</sup> day of April, 2016, in the presence of:



Notary Public  
*Robert Starline April 5-16*

By: *Rosa Tyson*  
Rosa Thompson Tyson  
Eugene Tyson

*[Signature]*  
Witness

Attest:

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_  
James H. Starline  
Chairman

Approved in legal assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

April 4 ,2016

**FISHER MASSEY LEGAL DESCRIPTION PARCEL-5**  
**(ROSA THOMPSON TYSON & EUGENE TYSON):**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF ROSA THOMPSON TYSON AND EUGENE TYSON (ACCORDING TO DEED RECORDED IN DEED BOOK 457, PAGE 61, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING AT THE NORTHWESTERLY CORNER OF THE AFOREMENTIONED LANDS OF ROSA THOMPSON TYSON AND EUGENE TYSON, SAID POINT LYING ON THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO DEED RECORDED IN DEED BOOK 482, PAGE 454, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N399,326.87, E828,351.26 AND RUN SOUTH 17°-05'-48" WEST ALONG THE EASTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 420.61 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED RUN IN A NORTHEASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 380.00 FEET, A CHORD DISTANCE OF 246.36 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 53°-46'-10" EAST; RUN THENCE NORTH 72°-41'-03" EAST, A DISTANCE OF 599.66 FEET TO A POINT OF CURVATURE; RUN THENCE IN A EASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 130.00 FEET, A CHORD DISTANCE OF 86.08 FEET TO A POINT LYING ON THE WESTERLY LINE OF THE LIZZIE DILLARD ESTATE (ACCORDING TO TAX ASSESSOR'S RECORDS AND SHOWN ON PLAT RECORDED IN PLAT BOOK 1, PAGE 108, PUBLIC RECORDS OF SAID COUNTY), THE BEARING OF THE AFOREMENTIONED CHORD BEING SOUTH 87°-58'-55" EAST; RUN THENCE SOUTH 01°-00'-24" EAST ALONG THE WESTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 70.68 FEET TO A POINT OF CURVATURE; RUN THENCE IN A NORTHWESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHWEST AND HAVING A RADIUS OF 70.00 FEET, A CHORD DISTANCE OF 14.26 FEET TO A POINT LYING ON THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF MICHAEL AND AMY STALVEY (ACCORDING TO DEED RECORDED IN DEED BOOK 1760, PAGE 807, PUBLIC RECORDS OF SAID COUNTY),

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 51°-54'-17" WEST; RUN THENCE NORTH 03°-41'-58" EAST ALONG THE EASTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 23.59 FEET TO A POINT; RUN THENCE NORTH 88°-53'-08" WEST ALONG THE NORTHERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 28.03 FEET TO A POINT; RUN THENCE SOUTH 73°-00'-27" WEST ALONG THE NORTHERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 508.93 FEET TO A POINT; RUN THENCE SOUTH 16°-56'-28" EAST ALONG THE WESTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 9.16 FEET TO A POINT; RUN THENCE SOUTH 72°-41'-03" WEST, A DISTANCE OF 125.81 FEET TO A POINT OF CURVATURE; RUN THENCE IN A SOUTHWESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 320.00 FEET, A CHORD DISTANCE OF 270.94 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING SOUTH 47°-38'-16" WEST; RUN THENCE SOUTH 22°-35'-30" WEST, A DISTANCE OF 112.55 FEET TO A POINT LYING ON THE NORTHERLY LINE OF LANDS NOW OR FORMERLY OF ARCHIE FISHER, BERNICE FISHER, HARRY EDWARD FISHER, CAROLYN DIANE BAKER AND CASSANDRA ANN FISHER (ACCORDING TO DEED RECORDED IN DEED BOOK 1543, PAGE 152, PUBLIC RECORDS OF SAID COUNTY); RUN THENCE NORTH 79°-53'-43" WEST ALONG THE NORTHERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 32.83 FEET TO A POINT LYING ON THE AFOREMENTIONED EASTERLY LINE OF BARBARA JEAN GORDON; RUN THENCE NORTH 17°-05'-48" EAST ALONG THE LAST MENTIONED EASTERLY LINE, A DISTANCE OF 201.29 FEET TO THE POINT OF BEGINNING.

THE LAND THUS DESCRIBED CONTAINS 1.34 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.

**REFERENCE DWG.# S-2-339-03-16**



CLERK'S NOTES

After Recording, Return to:  
Harvey Amerson  
Camden County Board of Commissioners  
P.O. Box 99  
Woodbine, Georgia 31548

**RIGHT OF WAY DEED**

Camden County  
State of Georgia

Fisher-Massey Road

This indenture, made this 5<sup>th</sup> day of April, 2016, between **Michael T. Stalvey and Amy H. Stalvey**, as party(ies) of the first part, hereinafter called the GRANTOR and the **Camden County Board of Commissioners**, a political subdivision of the State of Georgia, as party of the second part, hereinafter called the GRANTEE.

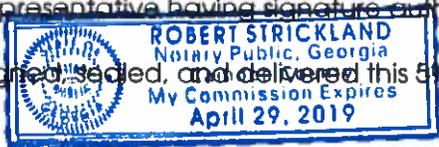
**WITNESSETH:**

That, GRANTOR for and in consideration of the sum of ONE AND NO/100 DOLLARS (\$1.00), in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, alien, convey, and confirm unto the said GRANTEE, their successors and assigns forever, all that certain land in Camden County, Georgia, described as follows:

**All of that parcel of land particularly described in the Attached Exhibits "A" and "B".**

TO HAVE AND TO HOLD all of said property, together with all rights, members, and appurtenances thereof, to GRANTEE, in fee simple, and GRANTOR warrants that it will forever defend the title of GRANTEE against the lawful claims of all persons whomsoever claiming by, through, or under GRANTOR.

IN WITNESS WHEREOF, the parties of the first part have hereunder set their hand as the authorized representative having signature authority and seal the day and year first above written.



Signed, sealed, and delivered this 5<sup>th</sup> day of April, 2016, in the presence of:

By: *Michael T. Stalvey* *Amy H. Stalvey*  
Michael T. Stalvey  
Amy H. Stalvey

Notary Public  
*Robert Strickland April 5-16*

*[Signature]*  
Witness

Attest:

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_  
James H. Starline  
Chairman

Approved in legal assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

April 4 ,2016

**FISHER MASSEY LEGAL DESCRIPTION PARCEL-6**  
**(MICHAEL & AMY STALVEY):**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF MICHAEL T. STALVEY AND AMY H. STALVEY (ACCORDING TO DEED RECORDED IN DEED BOOK 1760, PAGE 807, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING AT THE NORTHWESTERLY CORNER OF LANDS NOW OR FORMERLY OF ROSA THOMPSON TYSON AND EUGENE TYSON (ACCORDING TO DEED RECORDED IN DEED BOOK 457, PAGE 61, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LYING ON THE EASTERLY LINE OF LANDS NOW OR FORMERLY OF BARBARA JEAN GORDON (ACCORDING TO DEED RECORDED IN DEED BOOK 482, PAGE 454, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N399,326.87, E828,351.26 AND RUN SOUTH 17°-05'-48" WEST ALONG THE EASTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 621.90 FEET TO A POINT LYING ON THE SOUTHERLY LINE OF THE AFOREMENTIONED LANDS OF ROSA THOMPSON TYSON AND EUGENE TYSON; RUN THENCE SOUTH 79°-53'-43" EAST ALONG THE SOUTHERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 32.83 FEET TO A POINT; RUN THENCE NORTH 22°-35'-30" EAST, A DISTANCE OF 112.55 FEET TO A POINT OF CURVATURE; RUN THENCE IN A NORTHEASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHEAST AND HAVING A RADIUS OF 320.00 FEET, A CHORD DISTANCE OF 270.94 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 47°-38'-16" EAST; RUN THENCE NORTH 72°-41'-03" EAST, A DISTANCE OF 125.81 TO A POINT LYING ON THE EASTERLY LINE OF AFOREMENTIONED LANDS OF MICHAEL AND AMY STALVEY, SAID POINT ALSO BEING THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED RUN NORTH 16°-56'-28" WEST, A DISTANCE OF 9.16 FEET TO A POINT; RUN THENCE NORTH 73°-00'-27" EAST, A DISTANCE OF 508.93 FEET TO A POINT; RUN THENCE SOUTH 88°-53'-08" EAST, A DISTANCE OF 28.03 FEET TO A POINT; RUN THENCE SOUTH 03°-41'-58" WEST, A DISTANCE OF 23.59 FEET TO A POINT OF CURVATURE; RUN THENCE IN A WESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTH AND HAVING A RADIUS OF 70.00 FEET, A CHORD DISTANCE OF 58.68 FEET TO A POINT OF TANGENCY, THE BEARING

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

OF THE AFOREMENTIONED CHORD BEING NORTH 82°-32'-00" WEST; RUN THENCE  
SOUTH 72°-41'-03" WEST, A DISTANCE OF 473.84 FEET TO THE POINT OF BEGINNING.

THE LAND THUS DESCRIBED CONTAINS 0.10 ACRES, MORE OR LESS, AND IS SUBJECT TO  
ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.

**REFERENCE DWG.# S-2-339-03-16**



CLERK'S NOTES

After Recording, Return to:  
Harvey Amerson  
Camden County Board of Commissioners  
P.O. Box 99  
Woodbine, Georgia 31548

**RIGHT OF WAY DEED**

Camden County  
State of Georgia

Fisher-Massey Road

This indenture, made this 5<sup>th</sup> day of April, 2016, between **Lizzie Dillard Estate**, as party(ies) of the first part, hereinafter called the GRANTOR and the **Camden County Board of Commissioners**, a political subdivision of the State of Georgia, as party of the second part, hereinafter called the GRANTEE.

**WITNESSETH:**

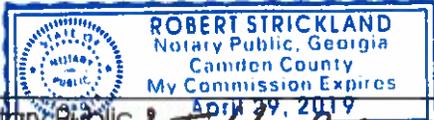
That, GRANTOR for and in consideration of the sum of ONE AND NO/100 DOLLARS (\$1.00), in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, aliened, conveyed, and confirmed, and by these presents does grant, bargain, sell, alien, convey, and confirm unto the said GRANTEE, their successors and assigns forever, all that certain land in Camden County, Georgia, described as follows:

**All of that parcel of land particularly described in the Attached Exhibits "A" and "B".**

TO HAVE AND TO HOLD all of said property, together with all rights, members, and appurtenances thereof, to GRANTEE, in fee simple, and GRANTOR warrants that it will forever defend the title of GRANTEE against the lawful claims of all persons whomsoever claiming by, through, or under GRANTOR.

IN WITNESS WHEREOF, the parties of the first part have hereunder set their hand as the authorized representative having signature authority and seal the day and year first above written.

Signed, sealed, and delivered this 5<sup>th</sup> day of April, 2016, in the presence of:



Notary Public *Robert Strickland 4 April 5-16*

By: *Rosa Tyson*  
Lizzie Dillard Estate  
*ROSA TYSON THOMPSON*

*[Signature]*  
Witness

Attest:  
  
\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_  
James H. Starline  
Chairman

Approved in legal assembly this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: akm\_surveying@tds.net

April 4 ,2016

**FISHER MASSEY LEGAL DESCRIPTION PARCEL-7**  
**(LIZZIE DILLARD ESTATE):**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 33rd G.M. DISTRICT, CAMDEN COUNTY, GEORGIA, LYING IN THE SPRING BLUFF AREA, BEING A PORTION OF LANDS NOW OR FORMERLY OF THE LIZZIE DILLARD ESTATE (ACCORDING TO COUNTY ASSESSOR'S RECORDS AND SHOWN ON PLAT RECORD IN PLAT BOOK 1, PAGE 108, PUBLIC RECORDS OF SAID COUNTY) AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF REFERENCE COMMENCE AT A POINT LYING AT THE NORTHEASTERLY CORNER OF LANDS NOW OR FORMERLY OF ROSA THOMPSON TYSON AND EUGENE TYSON (ACCORDING TO DEED RECORDED IN DEED BOOK 457, PAGE 61, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LYING ON THE WESTERLY LINE OF LANDS NOW OR FORMERLY OF HESAKIAH MASSEY AND LUCILE MASSEY (ACCORDING TO DEED RECORDED IN DEED BOOK 86, PAGE 82, PUBLIC RECORDS OF SAID COUNTY), SAID POINT LOCATED AT GEORGIA STATE PLANE COORDINATE N399,319.78, E829,083.54 AND RUN SOUTH 01°-00'-24" EAST ALONG THE WESTERLY LINE OF LAST MENTIONED LANDS TO AND ALONG THE WESTERLY LINE OF THE AFOREMENTIONED LANDS OF THE LIZZIES DILLARD ESTATE, A DISTANCE OF 73.89 FEET TO THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED RUN IN A SOUTHEASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHWEST AND HAVING A RADIUS OF 130.00 FEET, A CHORD DISTANCE OF 118.68 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING SOUTH 41°-29'-20" EAST; RUN THENCE SOUTH 14°-19'-48" EAST, A DISTANCE OF 467.98 FEET TO A POINT OF CURVATURE; RUN THENCE IN A SOUTHERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE WEST AND HAVING A RADIUS OF 230.00 FEET, A CHORD DISTANCE OF 167.40 FEET TO A POINT OF TANGENCY; RUN THENCE SOUTH 28°-21'-02" WEST, A DISTANCE OF 7.51 FEET TO A POINT OF CURVATURE; RUN THENCE IN A SOUTHERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE EAST AND HAVING A RADIUS OF 10.00 FEET, A CHORD DISTANCE OF 14.14 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING SOUTH 16°-38'-58" EAST; RUN THENCE SOUTH 61°-38'-58" EAST, A DISTANCE OF 40.00 FEET; RUN THENCE SOUTH 28°-21'-02" WEST, A DISTANCE OF 60.00 FEET TO A POINT; RUN THENCE NORTH 61°-38'-58" WEST, A DISTANCE OF 160.00 FEET TO A POINT; RUN THENCE NORTH 28°-21'-02" EAST, A

**Exhibit "A"**  
**A K M**  
**SURVEYING, INC.**  
Surveyors & Land Planners

P.O. Box 5730  
St. Marys, Georgia 31558  
Phone: (912)729-1507  
Fax: (912)729-1509  
Email: [akm\\_surveying@tds.net](mailto:akm_surveying@tds.net)

DISTANCE OF 60.00 FEET TO A POINT; RUN THENCE SOUTH 61°-38'-58" EAST, A DISTANCE OF 40.00 FEET TO A POINT OF CURVATURE; RUN THENCE IN A NORTHEASTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE NORTHWEST AND HAVING A RADIUS OF 10.00 FEET, A CHORD DISTANCE OF 14.14 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 73°-21'-02" EAST; RUN THENCE NORTH 28°-21'-02" EAST, A DISTANCE OF 7.51 FEET TO A POINT OF CURVATURE; RUN THENCE IN A NORTHERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE WEST AND HAVING A RADIUS OF 170.00 FEET, A CHORD DISTANCE OF 123.73 FEET TO A POINT OF TANGENCY, THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 07°-00'-37" EAST; RUN THENCE NORTH 14°-19'-48" WEST, A DISTANCE OF 467.98 FEET TO A POINT OF CURVATURE; RUN THENCE IN A NORTHWESTERLY DIRECTION ALONG THE ARC OF A CURVE, SAID CURVE BEING CONCAVE TO THE SOUTHWEST AND HAVING A RADIUS OF 70.00 FEET, A CHORD DISTANCE OF 38.27 FEET TO A POINT OF TANGENCY LYING ON THE WESTERLY LINE OF THE AFOREMENTIONED LANDS OF THE LIZZIE DILLARD ESTATE, THE BEARING OF THE AFOREMENTIONED CHORD BEING NORTH 30°-11'-40" WEST; RUN THENCE NORTH 01°-00'-24" WEST ALONG THE WESTERLY LINE OF LAST MENTIONED LANDS, A DISTANCE OF 70.68 FEET TO THE POINT OF BEGINNING.

THE LAND THUS DESCRIBED CONTAINS 1.21 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.

**REFERENCE DWG.# S-2-339-03-16**



**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 7**

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**SUBJECT:** Award contract for Architect and Engineering of Juvenile Justice Building renovations

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

**DATE:** April 12, 2016

**BUDGET INFORMATION:**

**FUNDING SOURCE:** Specific project – Juvenile Justice Building Renovations; SPLOST 7

**COMMISSION ACTION REQUESTED ON:** April 19<sup>th</sup>

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the acceptance of contract from Douglas Neal , Architect for the design of Juvenile Justice Bldg. renovations

**HISTORY:**

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- 1. This project is in the SPLOST 7 projects program for this year. Need for courtroom space and secure and isolated holding cells for offenders to meet mandated requirements.

**FACTS & ISSUES:**

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- 1. Architect Contract is for 6 percent of the estimated contract of \$244,400

**OPTIONS:**

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- 1. Motion to accept the contract for Douglas Neal, Architect for renovation design for Juvenile Justice Building
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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- 1. Staff recommends the acceptance of the Right of Way Deed for Fisher Massey Road Paving Project.

**DEPARTMENT:**

Prepared by:

*Harvey Amerson,  
Public Works Director*

---

**IF APPLICABLE:**

County Attorney Review:

*County Attorney  
John S. Myers*

---

**IF APPLICABLE:**

Finance Review:

*Mike Fender, Director*

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# Document B101™ – 2007

## Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the fourth day of April in the year 2016  
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

Board of County Commissioners  
Camden County, Georgia  
200 East 4<sup>th</sup> Street  
Woodbine, GA 31569

and the Architect:  
(Name, legal status, address and other information)

Douglas A. Neal Architect, Inc.  
107 Marina Drive  
Saint Simons Island, Georgia 31522

for the following Project:  
(Name, location and detailed description)

1506-Camden County Juvenile Justice Court Addition  
202 E. 4<sup>th</sup> Street  
Woodbine, Georgia 31569

The scope of work will include, but is not limited to, an addition of approximately 1,500 square feet and miscellaneous interior renovations to the existing facility.

The Owner and Architect agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

## EXHIBIT A INITIAL INFORMATION

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

*(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)*

Initial information is based on previous site meetings with and Mr. Harvey Amerson to establish the basic scope of work.

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

The date of commencement will be the date indicated on the Notice To Proceed issued by the Owner/Architect.

.2 Substantial Completion date:

To be determined.

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

**ARTICLE 2 ARCHITECT'S RESPONSIBILITIES**

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

.1 General Liability

\$1,000,000.00

.2 Automobile Liability

\$500,00.00

.3 Workers' Compensation

N/A

.4 Professional Liability

\$1,000,000.00

**ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building

systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### § 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

#### § 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

##### § 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

##### § 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

Init.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 NEGOTIATED PROPOSALS

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

### § 3.6 CONSTRUCTION PHASE SERVICES

#### § 3.6.1 GENERAL

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2007, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.6.2 EVALUATIONS OF THE WORK

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

Init.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### § 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be

entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### § 3.6.5 CHANGES IN THE WORK

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

#### § 3.6.6 PROJECT COMPLETION

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. *(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1	Programming (B202™–2009)	
§ 4.1.2	Multiple preliminary designs	
§ 4.1.3	Measured drawings	
§ 4.1.4	Existing facilities surveys	
§ 4.1.5	Site Evaluation and Planning (B203™–2007)	
§ 4.1.6	Building Information Modeling (E202™–2008)	
§ 4.1.7	Civil engineering	
§ 4.1.8	Landscape design	
§ 4.1.9	Architectural Interior Design (B252™–2007)	
§ 4.1.10	Value Analysis (B204™–2007)	
§ 4.1.11	Detailed cost estimating	
§ 4.1.12	On-site Project Representation (B207™–2008)	
§ 4.1.13	Conformed construction documents	
§ 4.1.14	As-Designed Record drawings	
§ 4.1.15	As-Constructed Record drawings	
§ 4.1.16	Post occupancy evaluation	
§ 4.1.17	Facility Support Services (B210™–2007)	
§ 4.1.18	Tenant-related services	
§ 4.1.19	Coordination of Owner’s consultants	
§ 4.1.20	Telecommunications/data design	
§ 4.1.21	Security Evaluation and Planning (B206™–2007)	
§ 4.1.22	Commissioning (B211™–2007)	
§ 4.1.23	Extensive environmentally responsible design	
§ 4.1.24	LEED® Certification (B214™–2012)	
§ 4.1.25	Fast-track design services	
§ 4.1.26	Historic Preservation (B205™–2007)	
§ 4.1.27	Furniture, Furnishings, and Equipment Design (B253™–2007)	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect’s responsibility, if not further described in an exhibit attached to this document.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect’s schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner’s written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner’s schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner’s request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;

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- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 ( No limit on submittals included in the base bid ) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 ( An average of two site visits with field reports per month, with a minimum of one field report per month ) visits to the site by the Architect over the duration of the Project during construction
- .3 Three ( 3 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Three ( 3 ) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within twelve ( 12 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

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§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land,

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rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration

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proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other (Specify)

### § 8.3 ARBITRATION

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 8.3.4 CONSOLIDATION OR JOINDER

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

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§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the

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Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

**ARTICLE 11 COMPENSATION**

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

6% of the Preliminary Projected Cost Estimate of \$244,400.00.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

Architects standard hourly rates or mutually agreed upon stipulated lump sum.

Standard hourly rates are as follows:

Principal	\$175.00
Architect (Registered)	\$130.00
Architect (Not-Registered)	\$100.00
Designer	\$80.00
CADD Technician	\$70.00
Clerical	\$55.00

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

Architects standard hourly rates or mutually agreed upon stipulated lump sum.

Standard hourly rates are as follows:

Principal	\$175.00
Architect (Registered)	\$130.00
Architect (Not-Registered)	\$100.00
Designer	\$80.00

CADD Technician	\$70.00
Clerical	\$55.00

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent ( 10 %), or as otherwise stated below:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	fifteen percent (	15	%)
Design Development Phase	twenty percent (	20	%)
Construction Documents Phase	forty five percent (	45	%)
Bidding or Negotiation Phase	five percent (	5	%)
Construction Phase	fifteen percent (	15	%)
<hr/>			
Total Basic Compensation	one hundred percent (	100	%)

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.  
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate
Architects standard hourly rates or mutually agreed upon stipulated lump sum.	

Standard hourly rates are as follows:

Principal	\$175.00
Architect (Registered)	\$130.00
Architect (Not-Registered)	\$100.00
Designer	\$80.00
CADD Technician	\$70.00
Clerical	\$55.00

**§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent ( 0 %) of the expenses incurred.

**§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE**

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Balance of fee equal to one hundred percent (100%) of Architects total compensation.

**§ 11.10 PAYMENTS TO THE ARCHITECT**

§ 11.10.1 An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
*(Insert rate of monthly or annual interest agreed upon.)*

%

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B101™–2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:

- .3 Other documents:

Init.

*(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)*

1. Contractor Affidavit under O.C.G.A. 13-10-91(b)(1) dated April 4, 2016.
2. Certificate of Liability Insurance dated 4/4/2016.

This Agreement entered into as of the day and year first written above.

OWNER

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

ARCHITECT

  
\_\_\_\_\_  
*(Signature)*

Douglas A. Neal, President  
\_\_\_\_\_  
*(Printed name and title)*

Init.

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

200520071

**Federal Work Authorization User Identification Number**

April 4, 2016

**Date of Authorization**

Douglas A. Neal Architect, Inc.

**Name of Contractor**

1506 – Camden County Juvenile Justice Court Addition

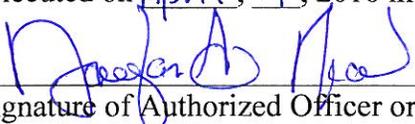
**Name of Project**

Camden County Board of Commissioners

**Name of Public Employer**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on April, 4, 2016 in Glynn County, Georgia.

  
Signature of Authorized Officer or Agent

Douglas A. Neal, President – Douglas A. Neal Architect, Inc.

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 4<sup>th</sup> DAY OF April, 2016.

  
NOTARY PUBLIC

My Commission Expires:

November 14, 2017





**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 8**

---

**SUBJECT:** Award contract for Employee Health Insurance Coverage / 2016 – 2017 Benefits Recommendations

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

**DATE:** April 11, 2016

**BUDGET INFORMATION:** PowerPoint Presentation will be presented during this item.

REVENUES:

EXPENSES:

ANNUAL:

CAPITAL:

OTHER:

FUNDING SOURCE: Health Budget/ Benefits Budget

**COMMISSION ACTION REQUESTED ON:** April 19<sup>th</sup>

---

**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the recommendations for Employee Health Insurance Coverage.

**HISTORY:**

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1. To maintain high level of benefits, HR went to bid for various products to provide the best quality, and most cost efficient products to the staff.
2. Based on the research and quotes we developed the recommendation.

**FACTS & ISSUES:**

---

1. Consideration was given to rising costs and healthcare reform
2. Staff reviewed documents to ensure an “apples to apples” comparison
3. Due diligence was given to provide best options at affordable costs.

**OPTIONS:**

---

1. Motion to approve to award the contract for Employee Health Insurance Coverage / 2016 – 2017 Benefits to Aetna.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends approval to award the contract for Employee Health Insurance Coverage / 2016 – 2017 Benefits to Aetna.

**DEPARTMENT:**

Prepared by:

*Katie Howard, HR Director*

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**IF APPLICABLE:**

County Attorney Review:

*N/A*

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**IF APPLICABLE:**

Finance Review:

*Mike Fender, Director*

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# Annual Cost Comparison - Medical

**Aetna**

**BCBSGA**

Monthly ASO Fee (Administrative Services Fee)	\$37.20 pepm <i>guaranteed through 2018</i>	\$48.23 pepm <i>no guarantee</i>
Annual ASO Cost	\$134,366 <i>based on 301 employees</i>	\$174,212 <i>based on 301 employees</i>
HSA Maintenance Fee	\$3.90 per participant per month <i>206 employees</i>	\$3.99 per participant per month <i>206 employees</i>
Annual Stop Loss Cost	\$483,864 <i>paid contract 2011-2017</i>	\$466,831 <i>24/12 run in</i>
Wellness Incentive	\$10,000	\$5,000 BCBSGA \$5,000 ACCG
First Month Premium Credit	\$15,000	NA
<b>ANNUAL TOTAL</b>	<b>\$612,871</b> 	<b>\$650,906</b>

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 9**

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**SUBJECT:** Award contract for Insurance Brokerage Services

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

**DATE:** April 15, 2016

**BUDGET INFORMATION:**

REVENUES: N/A

EXPENSES: N/A

ANNUAL: N/A

CAPITAL: N/A

OTHER: \$225,000 over possible 4.5 years

FUNDING SOURCE: Property and Liability Insurance Budget

**COMMISSION ACTION REQUESTED ON:** April 19<sup>th</sup>

---

**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the contract award for Insurance Brokerage Services

**HISTORY:**

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1. Currently, Camden County's expense for Brokerage Services is approximately \$85,000 per year.
2. Camden County requested proposals for an insurance broker to sell all desired lines of property, casualty and associated lines of insurance including bonds and related risk management services at a fixed-price broker remuneration contract. The broker must have been able to act in Camden County's best interest as its broker in a cost-effective manner.

**FACTS & ISSUES:**

---

1. Camden County Purchasing publicly solicited for Insurance Brokerage Services.
2. Five companies responded to the request for proposals.
3. Five company's Oral Presentations were completed on Thursday, April 14, 2016 between 9am – 2:30pm.
4. Each company was scored based on team member qualifications, credentials and experience, public entity experience, methodology/implementation plan and references. Fee proposals were opened after scoring was tabulated.
5. USI Insurance Services Inc. was selected and recommended for Insurance Brokerage Services.
6. See attached bid evaluation for scoring and fee breakdown.

**OPTIONS:**

---

1. Motion to award the contract for Insurance Brokerage Services to USI Insurance Services Inc.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Based on bid evaluation score and pricing, we recommend awarding USI Insurance Services Inc. the contract to provide insurance brokerage services.

**DEPARTMENT:**

Prepared by:

*Alethea Harris, Purchasing  
Officer*

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**IF APPLICABLE:**

County Attorney Review:

*N/A*

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**IF APPLICABLE:**

Finance Review:

*Mike Fender, Director*

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**CAMDEN COUNTY BOARD OF COMMISSIONERS  
 BID EVALUATION  
 INSURANCE BROKERAGE SERVICES RFQ NO. 2016-103**

FACTOR	POINTS AVAILABLE	ARTHUR	J SMITH LANIER & CO	IOA	WILLIS	RECOMMENDED
						USI
Team member qualifications, credentials and Experience	25	23	13	14	20	23
Public Entity Experience	25	25	13	12	22	22
Methodology/Implementation Plan	25	25	2	8	20	20
References	25	24	13	7	12	25
<b>Total Average Points</b>	<b>100</b>	<b>97</b>	<b>42</b>	<b>41</b>	<b>73</b>	<b>90</b>
<b>Proposed Fee (4.5 years)</b>	<b>TBD</b>	<b>\$ 350,000</b>	<b>\$ 125,000</b>	<b>\$ 225,000</b>	<b>\$ 270,000</b>	<b>\$ 225,000</b>

**List of Disqualified Bidders:** NONE

**Fixed Fee Breakdown:**

Initial Ramp up (7/1-12/31/16)	50,000	25,000	25,000	30,000	25,000
Year 1	75,000	25,000	50,000	60,000	50,000
Year 2	75,000	25,000	50,000	60,000	50,000
Year 1 Option	75,000	25,000	50,000	60,000	50,000
Year 2 Option	75,000	25,000	50,000	60,000	50,000

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 10**

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**SUBJECT:** Approval to apply for Assistance to Firefighters Grant (AFG) – Part B

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

**DATE:** April 15, 2016

**BUDGET INFORMATION:**

REVENUES: \$24,925 approximately over two years

EXPENSES: \$1,312 match (cash or in-kind) over two years

ANNUAL: N/A

CAPITAL: N/A

OTHER: GRANT REQUEST

FUNDING SOURCE: 2015 FEMA Assistance to Firefighters –Fire Prevention & Safety

**COMMISSION ACTION REQUESTED ON:** April 19<sup>th</sup>

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**PURPOSE:**

To request that the Board of Commissioners:

- a. Authorize staff to submit a competitive grant application to the Federal Emergency Management Agency (FEMA) for the Assistance to Firefighters Part-B Fire Prevention and Safety grant.

**HISTORY:**

---

1. FEMA provides competitive grant funding each year to support projects designed to reach high-risk target groups, and mitigate the incidence of death and injuries caused by fire and fire-related hazards.
2. Camden County Fire Rescue has an ongoing Fire Prevention and Safety Program that has four primary needs.
  - a. Refurbish a 1999 Fire Safety Trailer used for demonstration and education. The primary audience of this tool is children.
  - b. Replace Freddy the Fire Truck remote control robot/truck which is also nearing 15 years old. The primary audience of this tool is children.
  - c. Replace Sparky the Fire Dog outfit. This tool is a mascot outfit used to generate interest and excitement among children at assemblies and festivals.
  - d. Purchase educational supplies and handouts which would be applicable to any age group but likely have an emphasis on children and seniors.
3. All of the requests will support existing programs that are already established in Camden County. This request will directly offset

general fund dollars that would have otherwise been spent for this program to continue.

**FACTS & ISSUES:**

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- The submission deadline is May 6, 2016
- The notice of award date is June 1, 2016
- The start date is July 1, 2016
- The limit for micro-grants is \$25,000 federal spend. Our request will be just below that limit to maximize the opportunity
- The total funding pool is \$34,000,000 for an anticipated 100 awards for up to 1.5M. As of September 2015, 83 awards ranging from \$7,375 to \$1.5 million had been provided through this component for FY 2014. As of September 2014, 90 awards ranging from \$2,660 to \$1,492,545 were provided through this component for FY 2013.

**OPTIONS:**

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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:**

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1. To be determined by the Board.

**DEPARTMENT:**

Prepared by:

*Adam Kabasakalian,  
Program Director*

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**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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**IF APPLICABLE:**

Finance Review:

*Mike Fender, Director*

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**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 11**

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**SUBJECT:** ICMA Retirement Plan Document Update *(IRS required updates)*

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

**DATE:** April 15, 2016

**BUDGET INFORMATION:**

REVENUES: No Change

EXPENSES: No Change

FUNDING SOURCE: N/A

**COMMISSION ACTION REQUESTED ON:** April 19<sup>th</sup>

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**PURPOSE:**

To request that the Board of Commissioners:

1. Approve the updated plan document from the ICMA as presented.

**HISTORY:**

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1. The ICMA has received an IRS required updates to the plan document that must be a part of the plan document in order to maintain the tax deferred status.
2. The County has worked with ICMA for many years for payroll deductions.

**FACTS & ISSUES:**

---

1. The plan document has been reviewed by the County Administrator and myself as sufficient to continue the payroll deferral process.

**OPTIONS:**

---

1. Motion to approve the ICMA Plan Document and authorize the Chairman to execute the plan document.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends approval of the ICMA plan document and authorize the Chairman to execute the plan document.

**DEPARTMENT:**

Prepared by:

*Mike Fender, Director*

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**IF APPLICABLE:**

County Attorney Review:

*N/A*

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**IF APPLICABLE:**

Finance Review:

*N/A*

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ICMA RETIREMENT CORPORATION

# GOVERNMENTAL MONEY PURCHASE PLAN & TRUST ADOPTION AGREEMENT



ICMA RETIREMENT CORPORATION  
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST  
ADOPTION AGREEMENT

Plan Number 106672 \_\_\_\_\_

The Employer hereby establishes a Money Purchase Plan and Trust to be known as CAMDEN COUNTY  
(the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust.

This Plan is an amendment and restatement of an existing defined contribution money purchase plan.

Yes                       No

If yes, please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

CAMDEN COUNTY

I. Employer: CAMDEN COUNTY

II. **Effective Dates**

1. **Effective Date of Restatement.** If this document is a restatement of an existing plan, the effective date of the Plan shall be January 1, 2007 unless an alternate effective date is hereby specified: \_\_\_\_\_

(Note: An alternate effective date can be no earlier than January 1, 2007.)

2. **Effective Date of New Plan.** If this is a new Plan, the effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate Effective Date is hereby specified:  
\_\_\_\_\_

3. **Special Effective Dates.** Please note here any elections in the Adoption Agreement with an effective date that is different from that noted in 1. or 2. above.

(Note provision and effective date.)

III. **Plan Year** will mean:

The twelve (12) consecutive month period which coincides with the limitation year. (See Section 5.03(f) of the Plan.)

The twelve (12) consecutive month period commencing on \_\_\_\_\_ and each anniversary thereof.

IV. **Normal Retirement Age shall be age 65.0 (not to exceed age 65).**

*Important Note to Employers:* Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. An age under 55 is presumed not to satisfy this requirement, unless the Commissioner of Internal Revenue determines that the facts and circumstances show otherwise.

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, applies in the case of a plan where substantially all of the participants in the plan are qualified public safety employees within the meaning of section 72(t)(10)(B) of the Code, in which case an age of 50 or later is deemed not to be earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

**V. ELIGIBILITY REQUIREMENTS**

1. The following group or groups of Employees are eligible to participate in the Plan:

- All Employees
- All Full Time Employees
- Salaried Employees
- Non union Employees
- Management Employees
- Public Safety Employees
- General Employees
- Other Employees (Specify the group(s) of eligible employees below. Do not specify employees by name. Specific positions are acceptable.) \_\_\_\_\_

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment. **Note:** As stated in Sections 4.07 and 4.08, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. The Employer hereby waives or reduces the requirement of a twelve (12) month Period of Service for participation. The required Period of Service shall be (write N/A if an Employee is eligible to participate upon employment) N/A.

If this waiver or reduction is elected, it shall apply to all Employees within the Covered Employment Classification.

3. A minimum age requirement is hereby specified for eligibility to participate. The minimum age requirement is N/A (not to exceed age 21. Write N/A if no minimum age is declared.)

**VI. CONTRIBUTION PROVISIONS**

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Participant Contributions under Option B.)

**Fixed Employer Contributions With or Without Mandatory Participant Contributions.** (If Option B is chosen, please complete section C.)

A. Employer Contributions. The Employer shall contribute on behalf of each Participant \_\_\_\_\_ % of Earnings or \$ \_\_\_\_\_ for the Plan Year (subject to the limitations of Article V of the Plan).  
Mandatory Participant Contributions

are required     are not required

to be eligible for this Employer Contribution.

B. Mandatory Participant Contributions for Plan Participation.

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

Yes                       No

Employee Opt-In Mandatory Contributions. Each Employee eligible to participate in the Plan shall be given the opportunity to irrevocably elect to participate in the Mandatory Participant Contribution portion of the Plan by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

Yes                       No

Contribution Schedule.

(i) \_\_\_\_\_% of Earnings,

(ii) \$ \_\_\_\_\_, or

(iii) a whole percentage of Earnings between the range of \_\_\_\_\_ (*insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)*), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions<sup>1</sup> (pick up is required if Option A is not selected).

Yes                       No (*"Yes" is the default provision under the Plan if no selection is made.*)

C. Election Window (Complete if Option B is selected):

Newly eligible Employees shall be provided an election window of \_\_\_\_\_ days (no more than 60 calendar days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to contribute as follows:

A. Fixed Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant \_\_\_\_\_% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed \_\_\_\_\_% of Earnings or \$ \_\_\_\_\_. Under this option, there is a single, fixed rate of Employer contributions, but a Participant may decline to make the required Participant contributions in any Plan Year, in which case no Employer contribution will be made on the Participant's behalf in that Plan Year.

B. Variable Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

\_\_\_\_\_ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Participant contributions exceeding \_\_\_\_\_% of Earnings or \$ \_\_\_\_\_);

---

<sup>1</sup> Neither an IRS advisory letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

PLUS \_\_\_\_\_% of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate \_\_\_\_\_% of Earnings or \$ \_\_\_\_\_).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ \_\_\_\_\_ or \_\_\_\_\_% of Earnings, whichever is \_\_\_\_\_ more or \_\_\_\_\_ less.

3. Each Participant may make a voluntary (unmatched), after tax contribution, subject to the limitations of Section 4.05 and Article V of the Plan:

Yes                       No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

BI-WEEKLY

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

BI-WEEKLY

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

- A. Plan contributions will be made based on differential wage payments:

Yes                       No (*"Yes" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective beginning January 1, 2009 unless another later effective date is filled in here:

\_\_\_\_\_

- B. Participants who die or become disabled will receive Plan contributions with respect to such service:

Yes                       No (*"No" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective for participants who died or became disabled while performing qualified military service on or after January 1, 2007, unless another later effective date is filled in here:

\_\_\_\_\_

VII. EARNINGS

Earnings, as defined under Section 2.09 of the Plan, shall include:

1. Overtime  
 Yes                       No
2. Bonuses  
 Yes                       No
3. Other Pay (specifically describe any other types of pay to be included below)

VIII. ROLLOVER PROVISIONS

1. The Employer will permit rollover contributions in accordance with Section 4.12 of the Plan:  
 Yes                       No (*"Yes" is the default provision under the Plan if no selection is made.*)
2. Direct rollovers by non-spouse beneficiaries are effective for distributions after 2006 unless the Plan delayed making them available. If the Plan delayed making such rollovers available, check the box below and indicate the later effective date in the space provided.  
 Effective Date is \_\_\_\_\_  
*(Note: Plans must offer direct rollovers by non-spouse beneficiaries no later than plan years beginning after December 31, 2009.)*

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.  
 Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any excess amounts, in a manner that precludes Employer discretion.)
2. The Limitation Year is the following 12 consecutive month period: \_\_\_\_\_
3. Unless the Employer elects a delayed effective date below, Article 5 of the Plan will apply to limitations years beginning on or after July 1, 2007. \_\_\_\_\_

*(The effective date listed cannot be later than 90 days after the close of the first regular legislative session of the legislative body with authority to amend the plan that begins on or after July 1, 2007.)*

**X. VESTING PROVISIONS**

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percent – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

Period of Service Completed	Percent Vested
Zero	100 %
One	100 %
Two	100 %
Three	100 %
Four	100 %
Five	100 %
Six	100 %
Seven	100 %
Eight	100 %
Nine	100 %
Ten	100 %

**XI. WITHDRAWALS AND LOANS**

1. In-service distributions are permitted under the Plan after a participant attains (select one of the below options):
  - Normal Retirement Age
  - Age 70½ (*“70½” is the default provision under the Plan if no selection is made.*)
  - Alternate age (after Normal Retirement Age): \_\_\_\_\_
  - Not permitted at any age
  
2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.
  - Yes
  - No (*“Yes” is the default provision under the plan if no selection is made.*)
  
3. Tax-free distributions of up to \$3,000 for the direct payment of qualifying insurance premiums for eligible retired public safety officers are available under the Plan.
  - Yes
  - No (*“No” is the default provision under the Plan if no selection is made.*)
  
4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.
  - Yes
  - No (*“No” is the default provision under the Plan if no selection is made.*)
  
5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:
  - Yes
  - No (*“No” is the default provision under the Plan if no selection is made.*)

**XII. SPOUSAL PROTECTION**

The Plan will provide the following level of spousal protection (select one):

- 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- 2. Beneficiary Spousal Consent Election (Article XII). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (***"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.***)
- 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If C is selected, the spousal consent requirements in Article XII also will apply.)

**XIII. FINAL PAY CONTRIBUTIONS**

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected.

The following group of Employees shall be eligible for Final Pay Contributions:

- All Eligible Employees
- Other: \_\_\_\_\_

**Final Pay shall be defined as (select one):**

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (*insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave*):  
\_\_\_\_\_

- 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant \_\_\_\_\_ % of Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute \_\_\_\_ % (insert fixed percentage of final pay to be contributed) or up to \_\_\_\_\_ % (insert maximum percentage of final pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

**XIV. ACCRUED LEAVE CONTRIBUTIONS**

The Plan will provide for accrued unpaid leave contributions annually if either 1 or 2 is selected below.

The following group of Employees shall be eligible for Accrued Leave Contributions:

- All Eligible Employees
- Other: \_\_\_\_\_

**Accrued Leave shall be defined as (select one):**

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (insert definition of accrued leave that is bona fide vacation and/or sick leave):  
\_\_\_\_\_

1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant the unused Accrued Leave in excess of \_\_\_\_\_ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).
- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant \_\_\_\_\_% of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute \_\_\_\_\_% (insert fixed percentage of accrued unpaid leave to be contributed) or up to \_\_\_\_\_% (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XV. The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

XVI. The Employer understands that this Adoption Agreement is to be used with only the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust. This ICMA Retirement Corporation Governmental Money Purchase Plan and Trust is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on April 2, 2012, and received approval on March 31, 2014.

The Plan Administrator hereby agrees to inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

XVII. The Employer hereby appoints the ICMA Retirement Corporation as the Plan Administrator pursuant to the terms and conditions of the ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST.

The Employer hereby agrees to the provisions of the Plan and Trust.

XVIII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

XIX. An adopting Employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code to the extent provided in applicable IRS revenue procedures and other official guidance.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

EMPLOYER

ICMA RETIREMENT CORPORATION  
777 North Capitol St., NE Suite 600  
Washington, DC 20002  
800-326-7272

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_



ICMA RETIREMENT CORPORATION  
777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002-4240  
800-669-7400  
[WWW.ICMARC.ORG](http://WWW.ICMARC.ORG)  
BRC000-214-21268-201405-W1303

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 12**

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**SUBJECT:** Adoption of Employee Safety Handbook

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

**DATE:** April 13, 2016

**BUDGET INFORMATION:**

REVENUES: n/a

EXPENSES: n/a

**COMMISSION ACTION REQUESTED ON:** April 19th

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the adoption of the Employee Safety Handbook

**HISTORY:**

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1. Approximately 15 years ago, staff attempted to implement a safety policy which is no longer in use.
2. Camden County has been delivering progressive safety practices over the past 7+ years.
3. In September 2015 the Board adopted a high-level Safety Policy which is helping to reestablish a safety-minded culture.
4. The Safety Policy established the creation of this new Employee Safety Handbook (handbook).
5. The handbook establishes clear expectations and accountability for employees and management.
6. The proposed handbook was written to be brief enough to actually read, and clear enough for to understand.
7. Content was taken from insurance providers, cities, and best practices and assembled to meet our needs.
8. Feedback has already been incorporated from the 2016 Safety Committee and Directors.

**FACTS & ISSUES:**

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1. Adopting a formal Employee Safety Handbook will provide clarity to staff at all levels.
2. Our ultimate goal is to reduce the number and severity of accidents.
3. Employees, citizens, and the BOCC will benefit.

**OPTIONS:**

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1. Motion to adopt the Employee Safety Handbook as written.
2. Motion to adopt the Employee Safety Handbook with modifications.
3. Motion to deny this item.
4. Motion to table this item.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends adoption of the the policy as written effective immediately.

**DEPARTMENT:**

Prepared by:

*Adam Kabasakalian,  
Program Director*

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**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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**IF APPLICABLE:**

Finance Review:

*N/A*

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# **Employee Safety Handbook**

## **Camden County Board of Commissioners**

**A Safety-Conscious Culture**

Camden County Board of Commissioners recognizes that our ability to serve the community is shaped by our people. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by Camden County Board of Commissioners employees will take into account the intent of this handbook. No duty, no matter what its perceived result, will be deemed more important than a person's health and safety.



Camden County is firmly committed to employee safety. Employees are a valuable asset to their families, as well as the local community and the Camden County Board of Commissioners.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents or incidents (no matter how slight) should be immediately reported to the supervisor.

A key factor in implementing this policy will be strict compliance to all applicable federal, state, local and company policies and procedures. Respecting this, Camden County will make every reasonable effort to provide a safe and healthy workplace that is free from recognized hazards.

Additionally, Camden County subscribes to these principles:

1. Many accidents are preventable through sound decision-making by each employee.
2. Safety and health controls are a part of our work every day.
3. Accident prevention minimizes human suffering, promotes better working conditions for everyone and increases productivity. This is why Camden County will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing a safe workplace for employees. Consequently, management of Camden County is committed to allocating and providing all of the resources needed to promote and effectively implement the safety policy.
5. Employees are responsible for following safe work practices and company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Camden County will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management will monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected by or associated in any way with the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Every employee of Camden County Board of Commissioners must be involved and committed to safety. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood and serves an important purpose in the community.

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Steve L. Howard, County Administrator

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Proposed

## EMPLOYEE SAFETY RESPONSIBILITIES

The primary responsibility Camden County employees is to perform all duties in a safe manner to prevent injury to themselves and the public, protecting the health of employees and preventing damage to public and private property.

To ensure that quality service with safety and health in mind is a cornerstone of operation at Camden County, employees *must* become familiar with, observe and obey Camden County's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees *must* learn the approved safe practices and procedures that apply to their work. The protection of fellow employees and the public is the shared responsibility of every employee.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If employees have any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator or HR Director.

Employees must report any fires, accidental damage to property, vehicle accidents, hazardous material spills, near misses or unsafe conditions/practices to an immediate supervisor.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that is unsafe or that he or she thinks is likely to cause injury or a health risk to themselves or others.

## EMPLOYEE SAFETY RULES

The following rules are established to help you stay safe and injury free. Violation of the safety rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including termination.

- 1. Conduct:** Horseplay and practical jokes are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.
- 2. Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on the premises or while on the job are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is also forbidden. Use of prescription drugs, which may affect alertness or the ability to work, must be reported to the supervisor and may result in restriction of duties. See also the Personnel Policy for more information.
- 3. Housekeeping:** Always keep your work area clean and all materials properly stored. Place waste and debris in designated containers for proper disposal. The following areas must remain clear of obstructions:
  - Aisles and exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls and switches
  - Eye washes and safety showers

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

- 4. Personal Protective Equipment (PPE):** PPE is the best way to avoid an injury. This section serves as a minimum requirement; however, each manager may require stricter requirements based on the risks associated with each task. Management is responsible for making PPE readily available and promptly responding to new requests. Employees are required to inspect PPE prior to each use and shall not use damaged PPE. Employees are required to maintain and keep PPE clean. All manufacturer recommended PPE must be used while using a tool or product which may include:
- a) Safety glasses – must meet ANSI standards and be worn when performing tasks that have a risk of blunt impact, radiation, splashes and droplets, dust, or small particles getting into the eye.
  - b) Hard hats – must be worn at all times in designated areas and as directed by supervisors. Also on active construction sites and when cutting down trees.
  - c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Hearing protection – required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced hearing loss).
  - e) High-visibility vests – required when working on roadways and around heavy equipment.
  - f) Welding equipment – appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
  - g) Other items

**5. Equipment Operation:**

- a) Obey all State and Federal laws.
- b) If there is a seatbelt present, it must be worn at all times when operating the vehicle
- c) You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles
  - Heavy equipment
  - Machine and power tools
  - Paint sprayers
  - Welders
  - Cranes and hoists
  - Other equipment as designated by supervisors
- d) Never operate a vehicle beyond its stated limits.
- e) When operating machines: do not wear loose clothing, tie long hair up and back, remove jewelry and roll sleeves all the way up or all the way down.
- f) Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.
- g) Never tamper with, remove or deactivate machine guards or controls designed to ensure safe operations.
- h) Never reach into an operating machine or moving machine part.
- i) Equipment must only be used in a manner in which it is designed for.
- j) Further instruction is covered in the Vehicle Use Policy.

**6. Tools – Hand and Power:**

- a) Use all required PPE.
- b) Maintain tools in safe operating condition.
- c) Inspect tools and equipment guards before use for defects or wear. If a defect is found, notify a supervisor immediately.
- d) Never leave tools on stepladders, scaffolds, roofs or other place where they might fall.
- e) Impact-type hand tools such as wedges and chisels should be kept free of mushroomed heads.

## 7. Ladders:

- a) Inspect all ladders prior to each use.
- b) Ladders must be placed on secure footing.
- c) Only one person is allowed on a ladder at a time.
- d) Never stand on the top two steps of a stepladder.
- e) Always maintain 3-point contact when working on ladders.
- f) Never reach beyond arm length when working on a ladder.
- g) Trained personnel should use only listed fiberglass ladders when working on or around electrical equipment.

## 8. Cranes/Hoists/Lifting Devices:

- a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b) Never walk under a load suspended from a hoist or crane.
- c) Keep all personnel clear of the fall zone of the crane or hoist.
- d) Know the weight of material being lifted. Never overload a crane or hoist.

## 9. Powered Industrial Trucks:

- a) Only qualified personnel (trained and licensed) may operate powered industrial trucks.
- b) All vehicles must receive proper inspection prior to operation.
- c) Defective or damaged items must be reported to your supervisor for correction before use or operation.
- d) Equipment must be operated safely at all times, keeping the load under complete control.
- e) Operators may not permit passengers to ride on equipment unless it is designed with seats and seat belts to accommodate them.

## 10. Lockout/Tagout:

- a) Prior to working on any machinery, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.
- b) Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, it means "Keep your hands off."

## 11. Hazardous Material Communication: All Camden County employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely. If you are concerned about a potential health hazard, contact your supervisor so that an evaluation can be conducted and appropriate action can be taken for the safety of all employees.

- a) A Material Safety Data Sheet (MSDS) is a document provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards and general safe handling guidelines. At Camden County, the MSDS collection is located at each building. Employees are free to use the MSDS as needed.
- b) General rules for handling chemicals in our work environment are:
  - Read all label warnings and instructions.
  - Wear required PPE and minimize contact with the chemical.

- Follow instructions for quantity – more is not always better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
  - If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then, be sure to report the injury.
  - Follow all label and MSDS instructions – including amount instructions.
  - Do not mix chemicals unless authorized to do so.
  - Keep all chemicals in closed containers.
  - Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights or arcing/sparking electrical equipment.
  - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
  - Do not eat, drink or smoke while using chemicals, and always wash your hands after handling chemicals.
- c) All chemical containers must be labeled to identify contents and hazards. Learn which health hazards are present in the workplace by understanding the Hazard Communication program (below). Most labels use numbers to rank the hazard level in three important areas:

-**FIRE** (red background color) - will the material burn?

-**HEALTH** (blue background) - is the material dangerous to my body?

-**REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

**0** Minimal    **1** Slight    **2** Moderate    **3** Serious    **4** Severe

**12. Blood Borne Pathogens:** Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. Because we cannot tell by looking at a person if he or she is infected with a pathogenic disease, we must always take precautions following an illness or injury when bodily fluids are released.

- a) In the event of a person losing bodily fluids, if you are not providing care for the person then stay away from the area and warn others to do the same. If you are providing care, be aware and take precautions to protect yourself from coming in contact with bodily fluids.
- b) In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself unless you are authorized to do so. Call human resources immediately for instructions or call in authorized personnel for back up.

**13. Confined Space Entry:** Only trained and authorized employees are permitted to enter confined spaces such as manholes, sewers, tanks, trenches or vaults. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work (confined spaces are areas not meant for human occupancy, have limited means of entry/exit and have electrical, chemical, thermal, atmospheric or entrapment hazards.)

**14. Fire Prevention:**

- a) Store all flammable liquids in approved safety containers
- b) Keep acids and bases or oxidizers in separate cabinets

- c) Store poisons separately
- d) Keep fire equipment, such as extinguishers, accessible at all times
- e) Never use oil or grease on oxygen equipment

**15. Emergencies:** It is the employee's responsibility to obtain and learn Camden County's Emergency Response Plan for fire, chemical release, severe weather, bomb threat or any other urgent situation. There is also an additional section to this handbook titled "Responding to Emergencies" that provides additional instruction not mentioned here. Learn the location of alarms, exits and meeting areas outside the building. The following general rules and actions apply in the event of an emergency.

- a) In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the fire department. If in doubt about the severity of an injury or emergency, call 911.
- b) Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
- c) When the evacuation signal is given, all employees should immediately turn off equipment, close doors and evacuate to their designated evacuation areas using stairwells instead of elevators. Attendance will be taken to account for all personnel. Stay with the group until further instruction.
- d) If you have a visitor, escort him or her to the designated meeting area. Never re-enter the building after an evacuation until you have been instructed by management.
- e) Do not attempt to fight any fire which is uncontained, too hot, too smoky or if you are too frightened.
- f) If you use a fire extinguisher, remember:
  - Stay low
  - Keep yourself between the fire and an exit
  - Do not turn your back on a fire
  - Immediately report the use to your supervisor
  - Remember PASS:
    - P = Pull (the safety pin)
    - A = Aim (at the base of the fire)
    - S = Squeeze (the lever)
    - S = Sweep (side to side)
- g) Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.
- h) If your clothing catches fire, smother the flame by rolling on the ground. Never run, as this could cause the flames to spread

**16. Public Vehicles and Driver Safety:** Camden County has a separate Vehicle Use Policy that must be followed by all drivers in addition to the safety provisions below. The following rules apply when operating a Camden County vehicle:

- a) Verify that the vehicle is in safe operating condition before use, and report any defects immediately.
- b) Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion. Employees who drive personal vehicles or rental vehicles for Camden County business must also wear safety belts and harnesses where provided.
- c) No side trips or personal use of vehicles is permitted.
- d) All local and state traffic regulations and signs must be followed.
- e) No unauthorized riders, hitchhikers, etc., are allowed.

- f) Any accident, regardless of the extent of the damage, is to be investigated by a police officer with jurisdiction in the area.
- g) Driving while under the influence of alcohol or other drugs is strictly forbidden.
- h) A Commercial Drivers' License (CDL) is required for employees that operate motor vehicles designed or used to transport passengers or property in the following instances:
  - When the vehicle weighs more than 26,000 pounds
  - When the vehicle is designed to transport 16 or more passengers, including the driver
  - When the vehicle is transporting hazardous materials and is required to display a placard
  - Employees with a CDL are subject to drug and alcohol testing.

**17. Electrical Safety:** Employees who work on or near exposed energized parts are required to be trained in safe electrical practices that pertain to their job assignments.

- a) If another person is being electrocuted, do not reach out to pull them off of a live electrical source. Instead, turn off the source of electricity (i.e. light switch, circuit breaker, etc.). If this is not an option, use **non-conductive** material such as plastic or dry wood to separate the source of electricity from the victim.
- b) Whenever possible, all work on electrical equipment or circuits must be done with power off.
- c) Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.
- d) Report all electrical problems and suspected problems to your supervisor.
- e) All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.
- f) Inspect all plugs, cords and portable equipment prior to use. Any non-current carrying metal parts of portable and/or plug connected equipment must be grounded or protected by a system of double insulation.
- g) Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs. Worn, frayed or damaged electrical cords or connected may not be used and must be tagged "Danger: Out of Service, Do Not Use."
- h) Extension cords are to be used only for temporary applications, never for more than 90 days. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs, mats or through walls.
- i) Ground fault circuit interrupters should be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.
- j) Outlets at construction sites that are not part of the permanent wiring of the building or structure must have ground fault circuit interrupters that comply with the National Electric Code and Occupational Safety and Health Administration (OSHA) requirements. It should be de-energized when not in use.

**18. Lifting:**

- a. Use a mechanical device to lift heavy objects when possible.
- b. Avoid lifting above shoulder height.
- c. If you need help moving material, request assistance.
- d. Do not unnecessarily place objects on the ground if they must be picked up again soon after.

- e. When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet and lifting with your legs, keeping the load close to your body.
- f. When you turn holding an object, move your feet, and do not twist.
- g. Minimize your risk of injury by getting proper exercise and building up leg and abdominal muscles.

**19. Falls:** Take proper precautions to prevent falls. Use caution on stairs and on surfaces containing rock, oil, water, ice, or any other slippery materials. Indoors, clean up spills immediately and keep walkways clear of cords, loose materials or other objects. Use proper safety harnesses for elevated work.

**20. Staying Safe:** Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

**21. Office Safety:**

- a. Keep your work area free of trip hazards such as storage in walkways, cords across aisles and damaged floor coverings. Avoid using extension cords.
- b. Never leave file drawers open or open multiple file drawers at once. Never climb on open file drawers.
- c. Do not place computers or other large equipment close to the edge of a desk or counter.
- d. Stand away from the path of the door swing, and open doors with caution.
- e. Use caution on stairs. Falls on stairs often happen because of distraction in conversation or when a person turns to another while descending.
- f. Do not stack heavy or bulky objects on top of cabinets.
- g. Use sharp objects such as razor blades, knives, scissors and paper cutters with caution.
- h. Do not store frequently used objects above shoulder height or below knee height.
- i. Never reach into office machines without turning them off and unplugging them if possible.
- j. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
- k. Never use defective or broken equipment. Report these problems to your supervisor.

**22. First Aid:** Anything other than treatment of minor cuts and scratches should be performed by certified or trained first aid personnel only. In the event of an emergency, call 911.

**23. Security:**

- a. Immediately report any suspicious activity or persons to, and immediately report any theft.
- b. Abide by the **Information Technology Acceptable Use Policy** to protect electronic systems and information.
- c. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
- d. When parking, remove all valuables from sight and lock car doors.
- e. Turn off engine and remove the keys from unattended vehicles.
- f. Notify Facilities Maintenance if the County keys in your possession have been stolen or lost.
- g. Do not enter an elevator car if you are concerned about other riders.
- h. Keep all valuables out of sight when at your desk (money, purse, jewelry, etc.). Do not bring large sums of money or other valuables into the building.
- i. Secure laptop computers, PDAs and other small electronic devices before leaving your workspace for extended periods of time.
- j. If you are working alone and are in the office before or after regular business hours, on weekends or on holidays, observe these additional guidelines:
  - Be sure doors close and lock after you.
  - Turn on lights as you move through the building.

- Always be aware of the closest telephone, and do not hesitate to call 911 if you feel threatened.
- Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
- As you leave the office, be sure to turn off all equipment, lights, etc., after use.

#### 24. Fuel:

- a. Smoking around fueling stations or portable containers is strictly prohibited.
- b. Before refueling a vehicle, touch metal on the vehicle (such as the door) with your bare hand. This will discharge static electricity on your body and will prevent a possible fire.
- c. Never walk away from the pump while fueling in case the pump does not automatically stop.
- d. Familiarize yourself with the emergency cutoff.
- e. When filling portable fuel containers, always put the container on the ground to fill it and keep the pump nozzle in contact with the container until you are done filling. Please be aware that it is unlawful and dangerous to put gasoline into unapproved containers.

#### 25. Lightning:

- a. People who work outdoors in open spaces, on or near tall objects, with explosives or with conductive materials such as metal have a greater exposure to lightning risks.
- b. Pay attention to the daily forecasts ([www.nws.noaa.gov](http://www.nws.noaa.gov)) so you know what to expect during the day. Also pay attention to early signs of thunderstorms: high winds, dark clouds, rain, distant thunder or lightning. If these conditions exist, do not start a task you cannot quickly stop.
- c. During thunderstorms no place outside is safe. If you can hear thunder, lightning is close enough to strike. Stop what you are doing and seek safety in a substantial building or a hard-topped metal vehicle.
- d. Stay off and away from anything tall or high, including rooftops, scaffolding, utility poles and ladders. Stay off and away from large equipment such as bulldozers, cranes, backhoes, track loaders and tractors. Do not touch materials or surfaces that can conduct electricity, including metal scaffolding, metal equipment, utility lines, water, water pipes and plumbing.
- e. **If a co-worker is struck by lightning.** Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention. Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately. Call 9-1-1 and perform CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available.

## ERGONOMICS

Musculoskeletal disorders can result from repetition and inadequate rest, forceful exertions, awkward and extreme positions of the body and sustained or static positioning. Assess and correct your workstation to avoid undue stress on muscles, bones, ligaments, tendons and nerves.

1. Sit with your lower back against your chair, your upper legs parallel to the floor and your feet flat on the floor or on a footrest.
2. Adjust your table and chair so your elbows are bent at right angles and your forearms are approximately parallel to the floor.
3. Keep your wrists straight by using a wrist rest.
4. Keep your mouse at the same height as your keyboard.
5. Position your monitor an arm's length away at eye level.
6. Use a document holder to position work at eye level close to the screen.
7. Adjust your lighting and monitor to prevent glare, or use an anti-glare filter.
8. When performing tasks involving repetitive motions or awkward positions, take periodic stretching breaks or alternate with other tasks.
9. If you continue to have problems, please contact Human Resources for further assistance.

## REPORTING INJURIES

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An employee who sustains an injury or illness directly in the performance of his or her work may be covered by the provisions of the Georgia Workers' Compensation Act. In such cases, Human Resources can be contacted for specific instructions.

1. Any work-related injury or suspected injury must be reported immediately to your supervisor. Failure to immediately report injuries may result in loss of workers' compensation benefits.
2. Employees who are injured or in a vehicle accident (even when no injury is present) require a post-accident substance screening.
3. In the case of an occupational disease, employees must give notice to Camden County when they are informed by a competent medical authority of the nature and work-related causes of the illness.
4. After each practitioner appointment, the employee must report to his/her supervisor and human resources to review his/her progress. You must also give Human Resources a copy of any paperwork that you received at the appointment.
5. Camden County provides light duty work for employees recovering from injury when available. Employees are required to return to light duty work immediately upon release.
6. An accident investigation will be conducted to determine the root cause of the accident.
7. Employees are urged to report hazardous conditions and near-miss incidents to their supervisors before injuries result.
8. Any attempt to defraud Camden County with a false workers' compensation claim will result in disciplinary action and prosecution.

## RESPONDING TO EMERGENCIES

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1. Stay calm and think through your actions
2. Know where emergency equipment is located
3. Know where the stairwell exits are located
4. In the event of any emergency, do not take elevators – use the stairs
5. Do not hesitate to call or alert others if you believe that an emergency is occurring
6. Know important phone numbers such as:

Emergency Police or Fire response: 911

Non-emergency dispatch center: 912 749-1442

Southeast Georgia Health System: 912 576-6200 (Camden Campus)

Camden EMA: 912 729-5602

Employee Hotline: 912 576-3796 (office closures and other pertinent information)

### 1. FIRE EVACUATION

- a. Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- b. Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest exit. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations.

- c. Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories and offices to be sure that all personnel have evacuated.
  - d. Any employee having a mobility, visual, hearing or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
  - e. Upon exiting the building, personnel should report to their designated assembly area for a headcount.
  - f. If any employee is missing, an immediate report should be made to the first available fire department officer.
  - g. Employees should stay together in a group so that periodic updates on the situation can be issued.
  - h. The order to re-occupy the building will be issued by the fire department.
  - i. In the event of inclement weather, make arrangements for all personnel to move to shelter.
- 2. MEDICAL EMERGENCY:** (chest pains, loss of consciousness, fall from a height, etc.)
- a. Upon discovering a medical emergency, call 911.
  - b. Stay with the person involved, being careful not to come in contact with any bodily fluids unless properly trained and equipped.
  - c. Send two persons to the building entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
  - d. Employees in the immediate vicinity of the emergency, but not directly involved in providing aid, should leave the area.
  - e. Human resources will make any necessary notifications to family members of the person suffering the medical emergency.
- 3. SEVERE WEATHER:**
- a. See Emergency Management Agency documentation for Continuity of Operations and Hazard Mitigation.
  - b. Emergency Management Agency uses the Code Red notification system for severe weather warning. This is an opt-in system that individuals may register for.
- 4. WORKPLACE VIOLENCE:**
- a. Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to human resources.
  - b. If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area, immediately notify security and human resources, and stay away from the person exhibiting threatening behavior.
  - c. Depending upon the level of concern, law enforcement should be called immediately.
  - d. Never attempt to confront any person exhibiting threatening behavior (except Law Enforcement).
  - e. If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

## **FIRE PREVENTION PLAN & ELECTRICAL SAFETY**

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1. The following areas must remain clear and unobstructed at all times:
  - Exit doors

- Aisles
  - Electrical panels
  - Fire extinguishers
2. No candles or open flames are allowed within the facility.
  3. Contractors performing hot work in or around the facility (welding, grinding, flame cutting, brazing, soldering, etc.) must contact Facilities Maintenance for approval prior to the start of the work.
  4. Flammable chemicals are not allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact human resources for guidance.
  5. Electrical safety:
    - With the exception of independently fused, multi-tap cords for computers, extension cords are not allowed for permanent power sources.
    - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
    - Turn electrical appliances off with the switch, not by pulling out the plug.
    - Turn all appliances off before leaving for the day.
    - Any electrical problems should be reported immediately.

# CAMDEN COUNTY SAFETY POLICY AND EMPLOYEE SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

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## COMMITMENT TO SAFETY

I understand that many injuries can be avoided with adequate resources and the commitment of each employee to exercise good judgement. Camden County is committed to maintaining an effective employee safety program by proactively addressing issues to avoid accidents. When accidents do occur, Camden County will ensure prompt attention and care is provided. Camden County will ensure each Department receives adequate funding for safety equipment, related supervision, safety training and safety incentives (as funding permits).

I understand that as an employee of Camden County, I am individually responsible for safety. If I am aware of practices that could result in unnecessary injury or loss of property, I will report it immediately to my supervisor. If I am not comfortable reporting it to my supervisor for any reason, I can contact Human Resources or the chairman of the Safety Committee. I understand that there is an option for anonymous reporting.

By signing this document, I confirm the receipt of Camden County's Safety Policy and Employee Safety Handbook. I have read and understood all policies, programs and actions as described and agree to comply with these set policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name (required)

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM: 13**

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**SUBJECT:** Adoption of Vehicle Use Policy

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

**DATE:** April 12, 2016

**BUDGET INFORMATION:**

REVENUES: N/A

EXPENSES: \$0-\$5,000 depending on implementation plan  
(internal vs outsourced)

**COMMISSION ACTION REQUESTED ON:** April 19th

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**PURPOSE:**

To request that the Board of Commissioners:

- a. To consider the adoption of the Vehicle Use Policy

**HISTORY:**

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1. The proposed Vehicle Use Policy establishes standards and expectations for all employees and those who operate a vehicle owned by or on behalf of Camden County. The main topics include driver responsibilities, review of motor vehicle records, acceptable driver criteria, maintenance & safety, personal vehicles, traffic violations in county owned vehicles, and accidents & theft.
2. Drivers with unsafe driving patterns can increase County liability and likelihood of accident. Camden County should perform due diligence annually to authorize the use of motorized vehicles.
3. The purpose of the Vehicle Use Policy is a safeguard for citizens, employees, and Camden County.

**FACTS & ISSUES:**

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1. This policy establishes specific requirements for vehicle operators to ensure the efficient and safe operation of vehicles (including light and heavy equipment).
2. An annual review of MVR records for all employees could result in suspension of driving privileges for those with poor records.
3. Driving violations are evaluated if they are within 36-60 months prior (depending on violation type - see p5).
4. This policy may be implemented with a grandfather-provision for employees with a bad driving record who were not aware that their personal driving history could impact their ability to perform their job.

5. The policy gives discretion to the County Administrator to address unintended consequences.
6. Employees, citizens, and the budget will ultimately benefit.

**OPTIONS:**

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1. Motion to adopt the vehicle use policy as written.
2. Motion to adopt the vehicle use policy with modifications.
3. Motion to deny this item.
4. Motion to table this item.

**DEPARTMENT RECOMMENDED ACTION:**

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1. Staff recommends the adoption of the policy as written and authorize staff to implement as systems and processes are established.

**DEPARTMENT:**

Prepared by:

*Adam Kabasakalian,  
Program Director*

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**IF APPLICABLE:**

County Attorney Review:

*Attorney John S. Myers*

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**IF APPLICABLE:**

Finance Review:

*N/A*

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# **Vehicle Use Policy**

## Camden County Board of Commissioners

**For the Safe Operation of County Vehicles**

Camden County Board of Commissioners recognizes that the safe operation of vehicles is a crucial component of delivering quality services to the citizens of Camden County. This document provides standards and expectations that must be followed for all employees and those who operate a vehicle owned by or on behalf of Camden County.

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Proposed

## I. OVERVIEW

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Camden County owns and operates vehicles and motorized equipment. This document provides standards and expectations for vehicle operators at all levels. Camden County's **Personnel Policy**, **Drugs and Alcohol Policy**, and **Employee Safety Handbook** also contain additional requirements.

This policy applies to vehicles owned, leased or rented to Camden County and personally owned vehicles driven on behalf of Camden County for official business. This policy applies to all employees of the Board of County Commissioners and any boards or authorities participating in the County's vehicle insurance policy. Volunteers or appointed board members may not operate county vehicles unless approved by the County Administrator, at which time they must abide by all terms of this policy and applicable portions of the Travel Policy and Employee Safety Handbook. The occasional operation of county vehicles is also subject to this policy. This policy also applies to light and heavy equipment.

Failure to comply with this policy may result in disciplinary action including but not limited to a restriction on driving county owned vehicles, suspension, demotion or termination.

## II. DRIVER RESPONSIBILITIES

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As an operator of a vehicle and/or motorized equipment owned or hired by Camden County, the authorized operator has certain responsibilities:

- A. Vehicles and motorized equipment shall be operated with the utmost regard for care and cost efficient use. Mechanical issues must be addressed in a timely fashion. Maintenance must comply with the standards set by Fleet Services. The interior and exterior should be kept clean. Smoking in a County vehicle is prohibited. Any items in or on the vehicle should be properly secured. Vehicles shall not be operated with any defect preventing safe operation.
- B. Driver shall maintain a valid driver's license which is of adequate classification to meet state law for the vehicle driven. All drivers are required to obey all motor vehicle laws of the jurisdiction in which they are operated and all Camden County Policies and Procedures. All drivers will immediately notify their supervisor if there are changes in their driver's record.
- C. Attention to and practice of safe driving techniques and adherence to current safety requirements. The use of seat belts and/or shoulder harness is mandatory for operator and passengers. The operator shall not operate the vehicle until all passengers are wearing seat belts. If a seatbelt is present, it must be worn. Failure to wear a seatbelt shall result in progressive discipline up to and including termination.
- D. Non-employees are not permitted as passengers without prior written permission from the County Administrator. The one exception is when an employee of another

entity or firm is officially working on a project with Camden County where the project would benefit.

- E. Accurate, comprehensive and timely reporting of all accidents or thefts to your immediate supervisor is mandatory. Drug and alcohol testing are required immediately after an accident or injury according to the **Drugs and Alcohol Policy** as well as the **Personnel Policy**.
- F. Drivers of emergency vehicles shall pass an approved Emergency Vehicle Operator Course (EVOC), or Emergency Vehicle Incident Prevention Course (EVIP) before operating emergency vehicles in the emergency mode.

### **III. REVIEW OF MOTOR VEHICLE RECORD**

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All employees will be subject to an annual MVR review. Any job offer made to an employment candidate for a position requiring the operation of a motor vehicle shall be contingent upon an MVR meeting the required standards. No new driver will be hired with a "borderline" or "poor" MVR as graded on the Motor Vehicle Grading Criteria table.

### **IV. CAMDEN ACCEPTABLE DRIVER RECORD CRITERIA**

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Vehicles can be a major source of liability for Camden County. It is essential to allow only sound drivers to operate County-owned vehicles, or personal vehicles on official County business. The following system objectively rates a driver's history to determine if he or she qualifies.

Camden County requires every employee in a position requiring the operation of a motor vehicle to meet the criteria established by the Motor Vehicle Grading Criteria. Employees shall not operate a vehicle if he or she has a 'poor' record. If an existing driver falls into a 'poor' category, the County Administrator (or designee) may grant a one-time opportunity to improve their record.

#### **Acceptable Driving History**

The acceptable driving history table is used to rate the safety record of each employee. All drivers shall meet the driving record standards per the below table. Drivers will be screened periodically utilizing this standard.

Employees who operate a vehicle (even just occasionally) shall notify their supervisor if their license is suspended or revoked, or change from "Acceptable" status to "Borderline" or "Poor", change from "Borderline" to "Poor."

An employee shall not drive a County vehicle or a vehicle on behalf of Camden County if their MVR grading is "Poor" until that grading is upgraded to at least Borderline. Depending upon the employee's job description, this may mean they no longer meet the requirements of their position. Failure to report a change in status may result in disciplinary action.

Number of violations (last 36 months)	Number of at-fault accidents (last 36 months)			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
<b>Any major violation last 36 mo</b>	<b>Poor</b>	<b>Poor</b>	<b>Poor</b>	<b>Poor</b>

### 1) Major violations

Any major violation in the past 3 years automatically places a driver in the 'poor' category. This includes being found guilty of any one of the following examples but may include other similar offenses:

- a) Driving under the influence of alcohol / marijuana, or drugs
- b) Failure to stop/report an accident
- c) Reckless driving/speeding contest/speeding 20mph or more over limit
- d) Driving while impaired/distracted
- e) Felony Homicide, manslaughter or assault arising out the use of a vehicle
- f) Driving with a suspended/revoked license resulting from accidents or moving violations

### 2) Minor violations

*Any moving violation other than a major violation includes but is not limited to:*

- a) *Speeding <20mph over limit*
- b) *Failure to obey a traffic control device*
- c) *Illegal turn*
- d) *Failure to obey sign*
- e) *Using a wireless communication device in violation of the law*
- f) *Each major violation in the last 37 to 60 months*

### 3) Other Violations

*The following may not count against the driver as a violation unless multiple infractions appear.*

- Motor vehicle equipment, load or size requirements
- Improper failure to display license plates
- Failure to sign or display registration
- Failure to have driver's license in possession (if valid license exists)
- A non-moving violation in which the driver has been charged with an infraction such as parking violation

## V. MAINTENANCE & SAFETY

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Each driver is responsible for care and maintenance of the vehicle. Vehicles and motorized equipment should not be operated with any defect that would inhibit safe operation. Preventive maintenance should be performed according to standards set by Camden County Fleet Services. Adherence to the Fleet Service Department's recommendations regarding repairs, service, and maintenance schedules must be followed. Operation of a vehicle must be in a manner consistent with reasonable practices to avoid abuse, theft, neglect or damage to the equipment. Operating a vehicle beyond the scheduled maintenance period may result in disciplinary action.

## VI. PERSONAL VEHICLES USED ON CAMDEN BUSINESS

---

When using a personal vehicle on county business, your Personal Auto Liability insurance is the primary payer in the event of an accident. You are required to have at least State minimum liability insurance limits. Camden County does not specify and assumes no responsibility for any other coverage employees carry on their own vehicles as this is a matter of individual preference. Camden County BOC's insurance is in excess of your coverage. Camden County does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her personal vehicle while on Camden County business. Included in the reimbursement to the employee for the operation of his/her vehicle on Camden County business is an allowance for the expense of automobile insurance as well as fuel, maintenance and depreciation as defined by the IRS.

Employees using their personal vehicles for Camden County business should notify their auto insurance provider of the type and amount of use to avoid coverage issues.

Personal vehicles may not be operated on behalf of the County when they have not been properly maintained or are in need of repairs or maintenance.

Report the accident to Camden County BOC as soon as possible.

- a) Camden County is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- b) Report your mileage for expense reimbursement in accordance with the **Travel Policy**.

## VII. TRAFFIC VIOLATIONS IN COUNTY OWNED VEHICLES

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Fines for parking or moving violations while on County business are the personal responsibility of the operator of the vehicle. Camden County does not condone nor

excuse ignorance of traffic citations resulting in court summons being directed to itself as owner of the vehicle.

Each operator is required to report all moving violations made while driving a County owned vehicle to his or her supervisor immediately.

## VIII. ACCIDENTS AND THEFT

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Report accidents and thefts to management as soon as possible. A generic vehicle insurance card will be in the glove compartment of the vehicle and an "On the Spot Accident Report" that has brief instructions as well as some basic questions you should answer.

- a) **Stop at once!** Do not leave the scene until emergency personnel arrive and make their report. Immediately notify the law enforcement agency where the accident or theft occurred.
- b) **Take necessary steps to protect the lives of yourself and others.** Check for personal injuries and send for an ambulance, if needed.
- c) **Do not argue!** Make no statement except to the proper authorities. Sign only official police reports. Do not make statements regarding the operating condition of your vehicle and do not admit fault. Others will determine liability and negligence after thorough investigation.
- d) **Notify your supervisor and Human Resources** to arrange a substance screening.
- e) **Complete an On-The-Spot Accident Report** at the scene as thoroughly as possible. Exchange insurance information only with the other involved driver(s).
- f) Drug and alcohol testing are required immediately after an accident or injury according to the **Drugs and Alcohol Policy** as well as the **Personnel Policy**.

**If you strike an unattended vehicle** and cannot locate the owner, leave a note with your name and the company's address and phone number, get the vehicle description, VIN number and license plate number.



CAMDEN COUNTY VEHICLE USE POLICY ACKNOWLEDGEMENT FORM

**COMMITMENT TO SAFE AND EFFICIENT VEHICLE OPERATION**

I understand that my Motor Vehicle Record is reviewed as part of the pre-employment screening policy and on a periodic basis. I understand that I am individually responsible for any vehicle that I operate on behalf of Camden County Board of Commissioners. I understand that vehicles present a significant risk to life and property, and by following this policy as well as making good individual decisions I can help avoid accidents.

By signing this document, I confirm the receipt of Camden County's Vehicle Use Policy and agree to comply with it in its entirety. I understand that all vehicle operators will be subject to an initial and annual MVR review and evaluation. I understand that if I operate a motorized vehicle for Camden County that I must notify my supervisor if my license is suspended or revoked, or change from "Acceptable" status to "Borderline" or "Poor", change from "Borderline" to "Poor." I understand that my driving record will be subject to annual review and evaluation based on the acceptable driving history table. I understand that this driving history includes my personal driving history which could impact my employment at Camden.

I have read and understood all policies, programs and actions as described and agree to comply with these set policies.

I give my permission to obtain my personal driving history.

Printed Name as it appears on license: \_\_\_\_\_

Date of birth: \_\_\_\_\_

License number: \_\_\_\_\_

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

Date: \_\_\_\_\_

# Board of County Commissioners April 2016 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
April 11	April 12	April 13	April 14	April 15  JDA Meeting 9:00 AM Center for Industry & Commerce Located at North Center, Kingsland  <b>Crime Victim's Memorial Ceremony 3:00 PM, Courthouse Steps</b>
April 18	April 19  Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	April 20  <b>FEMA Flood Insurance Rate Maps 2 – 4 PM, Historic Courtroom Meeting Room, Woodbine</b>  <b>Solid Waste NEEDS Public Hearing 6:00 PM Chambers, Woodbine</b>  <b>FEMA Flood Insurance Rate Maps Public Open House 5 – 7:30 PM, PSA Community Room, Kingsland</b>	April 21  Board of Assessor Meeting Government Services Complex, 6:00 PM	April 22
April 25	April 26	April 27  Planning Commission Meeting 6:00 PM Annex - Kingsland	April 28	April 29

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

## Board of County Commissioners May 2016 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
May 2	<p style="text-align: center;">May 3</p> <p>Board of County Commissioners Regular Meeting 6:00 PM, Woodbine</p>	May 4	<p style="text-align: center;">May 5</p> <p>Board of Assessor Meeting Government Services Complex, 6:00 PM</p>	May 6
May 9	May 10	May 11	<p style="text-align: center;">May 12</p> <p>PSA Board Meeting Community Room, 1050 Wildcat Dr. 5:30 PM</p>	May 13
May 16	<p style="text-align: center;">May 17</p> <p>Board of County Commissioners Regular Meeting 6:00 PM, Woodbine</p>	May 18	May 19	<p style="text-align: center;">May 20</p> <p>JDA Meeting 9:00 AM Center for Industry &amp; Commerce Located at North Center, Kingsland</p>
May 23	May 24	<p style="text-align: center;">May 25</p> <p>Planning Commission Meeting 6:00 PM Annex - Kingsland</p>	May 26	May 27
<p style="text-align: center;">May 30</p> <p>County offices will be closed in observance of Memorial Day.</p>	May 31			