



Cherokee County Board of Commissioners WORK SESSION AGENDA

March 18, 2014
3:00 p.m. | Cherokee Hall

1. Library Update by Anita Summers, Director.
2. Grant Presentation by Jessica Moss, Solicitor General.
3. Discussion of Regular Agenda Items.

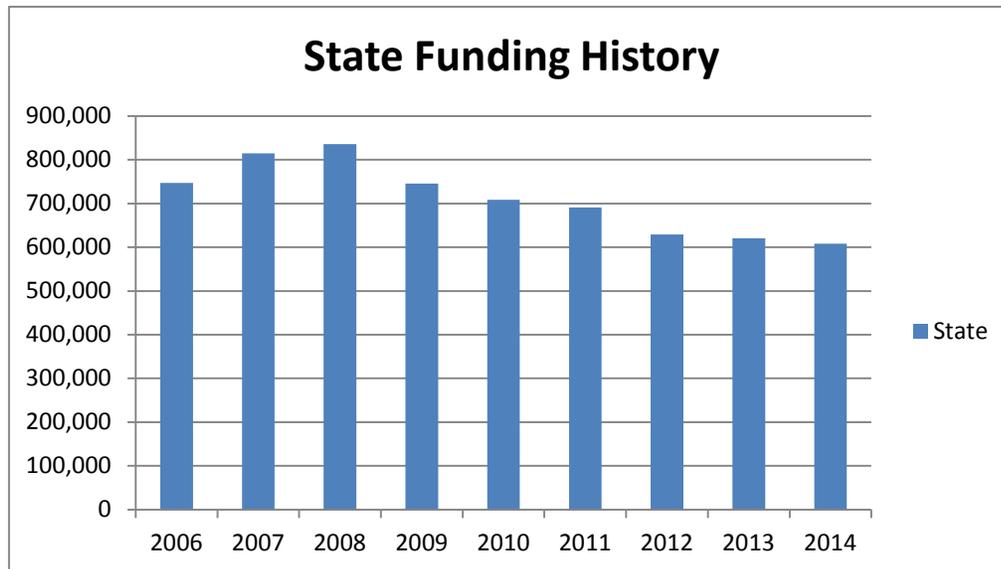
Executive Session to Follow

Sequoyah Regional Library System Statistical Report

| Cherokee2013 FISCAL YEAR | R.T. Jones | Ball Ground | Hickory Flat | Rose Creek | Woodstock | Law Lib. | TOTALS |
|--|-------------------|--------------------|---------------------|-------------------|------------------|-----------------|----------------|
| General Attendance | 131,908 | 63,586 | 106,205 | 139,307 | 154,018 | 5,357 | 600,381 |
| Adult Programs | 87 | 2 | 2 | 26 | 2 | | 119 |
| Adult Program Attendance | 916 | 36 | 306 | 143 | 290 | | 1,691 |
| Young Adult Programs | 15 | 3 | 1 | | 4 | | 23 |
| Young Adult Program Attendance | 264 | 38 | 11 | | 50 | | 363 |
| Children's Programs | 241 | 33 | 94 | 54 | 115 | | 537 |
| Number of Children Attending | 12,335 | 504 | 1,071 | 814 | 2,127 | | 16,851 |
| Number of Adults Attending | 1,896 | 377 | 643 | 527 | 1,617 | | 5,060 |
| Total Children's Program Attendance | 14,231 | 881 | 1,714 | 1,341 | 3,744 | | 21,911 |
| # of Groups using the Meeting Room | 70 | 18 | 66 | 49 | 73 | 407 | 683 |
| Meeting Room Attendance | 1,601 | 4,437 | 14,558 | 10,335 | 15,623 | 1,552 | 48,106 |
| Group Visits | | | | | 34 | | 34 |
| Group Visit Attendance | | | | | 1,794 | | 1,794 |
| Materials Use in Lib. | 33,579 | 39,133 | 29,472 | 46,182 | 32,423 | 955 | 181,744 |
| Reference Questions | 64,033 | 5,374 | 26,065 | 34,828 | 39,715 | 362 | 170,377 |
| PC /Internet Use | 25,712 | 4,819 | 17,034 | 15,462 | 38,036 | 580 | 101,643 |
| Wireless Usage | | | | | | | |
| Study Rooms Used | 1,670 | 273 | 1,021 | 1,251 | 1,611 | 1,746 | 7,572 |
| Copier/MicroCopies | 45,955 | 3,590 | 17,886 | 7,442 | 41,058 | 11,707 | 127,638 |
| Microfilm/Fiche Use | 1,190 | | | | 58 | | 1,248 |
| Adult Circulation | 74,793 | 14,316 | 47,197 | 57,912 | 76,227 | | 270,445 |
| Juvenile/ Young Adult Circulation | 104,402 | 16,430 | 77,922 | 80,360 | 150,201 | | 429,315 |
| Periodicals | 2,110 | 749 | 1,448 | 1,580 | 2,659 | | 8,546 |
| Audios | 16,295 | 3,203 | 10,229 | 5,710 | 11,545 | | 46,982 |
| Downloadable Audios | 2,057 | 153 | 1,218 | 1,336 | 1,598 | | 6,362 |
| E-Books | 3,075 | 304 | 2,060 | 2,309 | 3,088 | | 10,836 |
| Videos/ DVDs | 6,397 | 1,628 | 4,139 | 1,609 | 8,700 | | 22,473 |
| Library Loans | 1,415 | | | | | | 1,415 |
| TOTAL CIRCULATION | 210,544 | 36,783 | 144,213 | 150,816 | 254,018 | 0 | 796,374 |
| New Borrowers | 2,374 | 284 | 1,229 | 1,702 | 2,736 | | 8,325 |
| Total Borrowers | 21,322 | 5,227 | 13,275 | 18,852 | 29,426 | | 88,102 |
| New Downloadable Borrowers | 316 | 44 | 225 | 236 | 350 | | 1,171 |
| Total Downloadable Borrowers | 1,236 | 166 | 770 | 976 | 1,352 | | 4,500 |
| MATERIALS COLLECTION | 73,713 | 32,031 | 40,060 | 41,358 | 51,880 | 4,971 | 244,013 |
| Downloadable Collection | 1,854 | | | | | | 1,854 |
| New Material Additions | 3,840 | 1,616 | 3,037 | 2,492 | 3,351 | | 14,336 |
| Materials Withdrawn | 2,866 | 539 | 1,999 | 1,757 | 1,945 | | 9,106 |

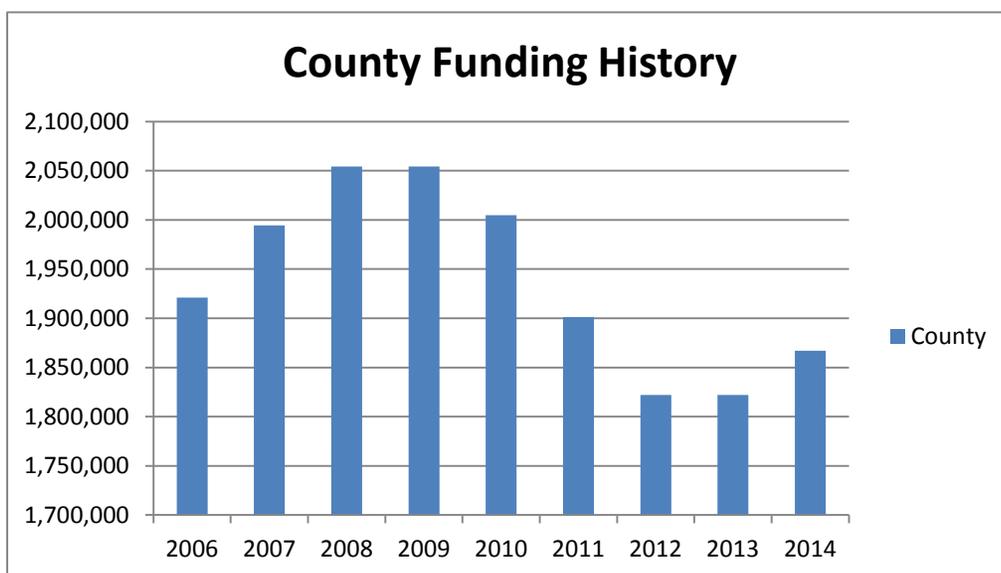
State Funding for Sequoyah Regional Library System

| | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|--------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| State | 747,432 | 814,770 | 835,963 | 745,738 | 708,244 | 691,085 | 629,023 | 620,598 | 608,481 |



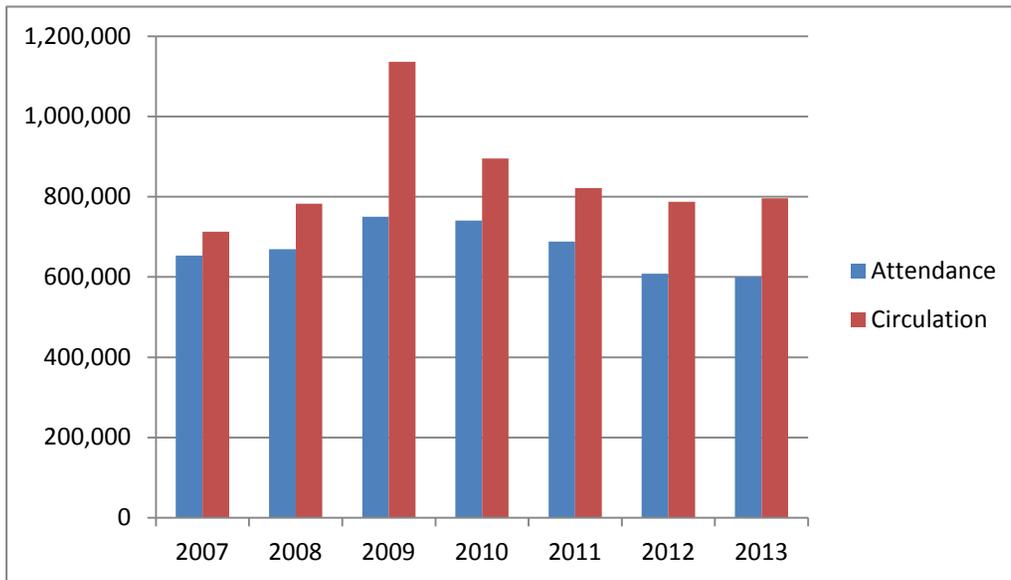
Cherokee County Commissioners Funding for Cherokee County Libraries

| | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| County | 1,920,909 | 1,994,499 | 2,054,359 | 2,054,359 | 2,004,818 | 1,901,280 | 1,822,059 | 1,822,059 | 1,866,957 |



CHEROKEE COUNTY LIBRARIES
History of Attendance & Circulation

| | Attendance | Circulation |
|-------------|-------------------|--------------------|
| 2007 | 653,431 | 712,795 |
| 2008 | 668,998 | 782,479 |
| 2009 | 750,321 | 1,135,925 |
| 2010 | 740,721 | 894,856 |
| 2011 | 688,329 | 821,812 |
| 2012 | 608,522 | 787,694 |
| 2013 | 600,381 | 796,374 |





Cherokee County Board of Commissioners

AGENDA

March 18, 2014
Regular Meeting
CHEROKEE HALL 6:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

"Veterans of U.S. military service may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007"

CALL TO ORDER

CHAIRMAN AHRENS

RATIFY CLOSURE OF EXECUTIVE SESSION

PROCLAMATIONS/PRESENTATIONS

1. Proclaiming March 28 as Agriculture Day in Cherokee County.
2. Proclaiming March 23-29 as Boys and Girls Club Week in Cherokee County.
3. Presentation of EMS Service of the Year Award.

AMENDMENTS TO AGENDA

Add item 2.8: Consider approval of VOCA Grant for Solicitor General's Office and budget amendment.

ANNOUNCEMENTS

APPROVAL OF EXECUTIVE SESSION, WORK SESSION AND REGULAR MEETING MINUTES FROM MARCH 4, 2014.

PUBLIC HEARING

None Scheduled.

PUBLIC COMMENT

ZONING CASES

| | |
|---|---|
| CASE NUMBER | : 14-03-002 |
| APPLICANT | : Chatham Neighborhoods, LLC |
| ZONING CHANGE | : OI, R-40 and AG to R-15 |
| LOCATION | : Batesville Road and Hickory Flat |
| Highway | |
| MAP & PARCEL NUMBER | : 02N02 - 101, 75 |
| ACRES | : 67.51 |
| PROPOSED DEVELOPMENT | : Conservation Subdivision |
| COMMISSION DISTRICT | : 2 |
| FUTURE DEVELOPMENT MAP | : Transitional, Suburban Growth and Country Estates |
| PLANNING COMMISSION RECOMMENDATION | : Denial |

COMMISSION BUSINESS

CHAIRMAN

L. B. AHRENS

VICE CHAIR/COMMISSION DISTRICT 1

HARRY B. JOHNSTON

COMMISSION DISTRICT 2

RAYMOND GUNNIN

COMMISSION DISTRICT 3

BRIAN POOLE

COMMISSION DISTRICT 4

JASON NELMS

CONSENT AGENDA

- 1.1 Consider approval to transfer \$19,077.00 from Building Inspections to the Development Services Center for transfer of position for additional Customer Service.
- 1.2 Consider approval to release one loaned tanker fire apparatus and one loaned tanker (tender) body back to Georgia Forestry. Also, approval to surplus and donate one truck chassis to Georgia Forestry. The chassis would cost more in work and man hours to disassemble than the value of the chassis.

COUNTY MANAGER

- 2.1 Consider approval to accept Homeland Security Grant Program/State Homeland Security Grant Program and Budget Amendment in the amount of \$12,000.00 for grant period August 26, 2013 to May 30, 2014. This is a no match grant.
- 2.2 Consider approval of Professional Services Agreement with Kimley-Horn & Associates, Inc., for completing an intersection analysis for the intersection of Woodstock Road and Victory Drive in the amount of \$10,900.00.
- 2.3 Consider approval of annual guardrail installation and repair services contract with Martin-Robbins Fence Company, Inc., to perform guardrail installation and repairs county-wide as needed.
- 2.4 Consider Sidewalk Trip Hazard Removal Services Contract with MRC Group, LLC, to perform sidewalk repairs county-wide as needed.
- 2.5 Consider Professional Services Consulting Contract for update to the Cherokee County Comprehensive Transportation Plan (CTP) to Parsons Brinkerhoff, Inc., in the amount of \$378,674.00.
- 2.6 Consider approval of Change Order to Maintenance Services Agreement with Shumate Mechanical for the installation of variable fan device controls at a cost not to exceed \$40,000.00 for the Aquatic Center. Also requesting approval of landscape plan and authorization to be competitively bid for the installation of approximately 90 to 95 trees at a budget of approximately \$40,000.00. Upon receipt of bids, BOC approval will be requested.
- 2.7 Consider approval to submit a grant application to Criminal Justice Coordinating Council (CJCC) for funds to establish/continue operation of a Mental Health Court in Cherokee County in the amount of \$113,625.00 with a match of \$12,625.00.

2.8 Amendment: Consider approval of VOCA Grant for Solicitor General's Office and Budget Amendment.

COUNTY ATTORNEY

3.1 Notice of Annexation, City of Woodstock regarding property located at the East Side of Main Street North of Highway 92.

ADJOURN

“Georgia Agriculture Awareness Week”

Whereas, Cherokee County covers 434 square miles with 157,228 acres of forest; the 2012 population was estimated at 221,315 people; Cherokee County currently has the seventh largest population of any county in Georgia and is projected to have 269,221 citizens by 2020; and

Whereas, Cherokee County has a strong and diverse Agricultural sector which co-exists with a rapidly growing suburban population within its county borders; and

Whereas, Poultry is the number one agricultural enterprise in Cherokee County with \$36,791,721; Commercial Green Industry is a solid component in Cherokee’s Agricultural production contributing \$13,091,517; Equine interests contributed \$7,530,312 Agri-tourism brings over 200,000 people into our County each year; and

Whereas, Agriculture contributes significantly to the county tax base with the least demand for service; \$491 million dollars was generated in 2012 by Agricultural Enterprises in Cherokee County;

Therefore, in recognition of the contributions made by Georgia’s largest industry, the Cherokee County Board of Commissioners do hereby proclaim:

March 28, 2014 as “Agriculture Day” in Cherokee County

L.B. (Buzz) Ahrens, Chairman

Cherokee Tribune Article March 15, 2014

EMS of Year award goes to Cherokee for 2nd time

by TCT Staff

03.15.14 - 03:00 am

Cherokee County Fire and Emergency Services took home the trophy for the Region 1 EMS of the Year Award Thursday night during an awards banquet in Dalton.

This is the second time Cherokee County Fire and Emergency Services has been the recipient of the award.

The first time the award was presented to the department was in 2008 — the same year the department received the Georgia Emergency Medical Service of the Year Award.

The award will automatically place Cherokee County Fire and Emergency Services as a nominee for the statewide award, which will be presented May 22.

Cherokee County EMS Chief Danny West received the award from Region 1 Director David Foster.

“I was very honored to receive this award on behalf of our agency. Cherokee County is one of 16 counties in the Region 1 district,” West said. “The continuous training and motivation by the EMTs and paramedics of our department to provide the best possible care to our citizens was the defining factor that won this award. The commitment from the Cherokee Board of Commissioners to provide the best quality pre-hospital care to our citizens allows us to provide a second-to-none service.”

Cherokee County Fire Chief Tim Prather said it was an honor to attend the banquet.

“It was also a great feeling to be the recipient of the 2014 EMS Service of the Year Award. Several of our young professionals were nominated for additional awards and recognized for the outstanding service they provide to the citizens of Cherokee County,” Prather said.

Dr. Jill Mabley, who serves as the medical director for Cherokee County Fire and Emergency Services, was the recipient of the Dr. Virginia Hamilton Special Service Award.

The special service award is given to a person who has made outstanding contributions to the development, implementation and delivery of emergency medical services in Region 1 and the state of Georgia.

Mabley also demonstrated leadership and personal commitment to the achievement of excellence in EMS programs, Prather said.

“A huge thanks should go out to Dr. Jill Mabley who was recognized for her leadership and dedication to pre-hospital emergency medical care,” Prather said. “We are so very fortunate to have such professional leadership as a part of Cherokee County Fire and Emergency Services.”

WHEREAS, the young people of Cherokee County are tomorrow's leaders; and

WHEREAS, many such young people need professional youth services to help them reach their full potential ; and

WHEREAS, the Malon D. Mimms Boys & Girls Club organization in Cherokee County provides services to 500 young people annually; and

WHEREAS, Boys & Girls Clubs are places where great futures start. They are at the forefront of efforts in academic success, healthy lifestyles, and good character and citizenship; and

WHEREAS, Boys & Girls Club organizations in our state help ensure that our young people keep off the streets, offering them a safe and supportive place to go and providing them with quality programs; and

WHEREAS, the Malon D. Mimms Boys & Girls Club will celebrate National Boys & Girls Club Week

NOW, THEREFORE, I, L.B. Ahrens, Jr., on behalf of the Cherokee County Board of Commissioners, do hereby proclaim the week of **March 23 through March 29, 2014** as

BOYS & GIRLS CLUB WEEK IN CHEROKEE COUNTY

And call on all citizens to join with me in recognizing and commending the Boys & Girls Club organizations in our state for providing comprehensive, effective services to the young people in our communities.

Signed this _____ day of _____, 2014

L.B. Ahrens, Jr., Chairman



Cherokee County Board of Commissioners WORK SESSION MINUTES

March 4, 2014

3:00 p.m. | Cherokee Hall

The Chairman began at 3:07 p.m. with all Commissioners present.

1. Mountain Goat Assault at Garland Mountain by Lisa Randal.

Mr. Reynolds introduced Ms. Randal of Mountain Goat Adventures. Ms. Randal stated they do trail running, mountain bike races, and off-road duathlons. Mr. Reynolds said they have been doing this for several years with SORBA at Blankets Creek and this is the first opportunity they've had to go to Garland Mountain. Ms. Randal gave a little background about herself. She is a former civil engineer. She is an athlete and has a passion for the outdoors. She started out as a volunteer with SORBA-Woodstock and had their first event in 2008. They currently have four events they co-host. Last year they raised about \$18,000 for SORBA-Woodstock and some other non-profit organizations throughout the County. The event at Garland Mountain is their season opener. It will be a trail run. They have a 4-mile and 9.6-mile option. Ms. Randal stated this type of race is beginner-friendly. They are partnering with the Cherokee Saddle Club and this race will be a small fundraiser for them. She added the Saddle Club has gotten together volunteers to help and that they have been great to work with. Ms. Randal asked if anyone had any questions about the event. Commissioner Johnston asked what the normal time was for the 9-mile option. Ms. Randal replied that the fastest runner would complete it in about an hour and a half. Commissioner Johnston asked how they got the message out and if they had a mailing list. Ms. Randal said they have a database of past event participants and they use Facebook as much as possible. They try to use as much free or low-cost advertising methods as possible. She added that normal forms of media like newspapers don't necessarily reach the intended audience. They put up posters in various locations in the County such as other parks and bike shops. The Chairman asked what would be a good turnout. Ms. Randal said since it is the first event they will have at Garland Mountain she estimates about 250 participants will come out. She said the largest trail run last year was 360 people and that was at Boling Park. She said the largest event with SORBA was a 6 hour mountain bike race at Blankets Creek and they had over 300 to participate. Commissioner Nelms asked if they had adventure-type races where the participants stop and do other activities for the 9.6 mile

course or if it is a straight 9.6 miles. Ms. Randal replied that it is a straight 9.6 miles but they add optional prizes along the way that pull people off the trail. The Chairman stated that he looks forward to seeing pictures from the event and thanked Ms. Randal.

The Chairman asked Chief Robinson to give a recap of the Fire Explorers' recent competition. Chief Robinson stated that every year the Fire Explorers go to Gatlinburg to participate in the Southeast Regional Championship. This year they were very successful, bringing home five trophies. The Fire Department will recognize them during the Regular Meeting. Commissioner Johnston commented that it was impressive because for five years they've had outstanding success, commenting that each year is a different group. Chief Robinson stated they had a very young team this year and they didn't think they would do as well as they did. Commissioner Johnston added that it shows the strength of the program and the leadership. Chief Robinson recognized the members of the Fire Department and how they stepped up to be advisors for the program and he thanked the Commissioners for their support.

2. Presentation on the Capital Improvement Element by Bill Ross and Margaret Stallings.

Ms. Stallings began by saying the presentation is to bring the Commissioners up to speed on the Capital Improvement Element and that they are at the point they are ready to adopt it. She gave a brief background of three documents. The first is the Capital Improvement/Short Term Work Plan (CIE/STWP) which is their yearly report to the State about financials and progress on projects. Secondly, the CIE Amendment provides an updated study of projects and calculation of costs and serves as an amendment to the Comprehensive Plan. The third document is the Methodology Report which has most of the content of the Capital Improvement Element and goes into more detail as to how the fees are calculated. It's for information only and is the basis for setting the impact fees schedule. Ms. Stallings went over highlights of the CIE. The CIE includes population, housing, and employment projections; a list of capital projects for each category; current levels of service (LOS); and the total of the capital costs. She stated the program began in 2000. They collected a lot of feedback about the fees, process, and about the impact on economic development. One of the two changes made is the Bells Ferry Road project, when updated the CIE in 2007, they used the GDOT cost estimates. The total cost for the project dropped \$10 Million. The other change is they removed the Bells Ferry Bridge project because it could not be included in the impact fee program. Ms.

Stallings stated the CIE is ready to be adopted and recalled the Public Hearing for the CIE in August 2013. She also reiterated that it does not have an impact on the impact fee schedule. Ms. Stallings stated that going forward they are suggesting that possibly at the April 1st meeting to discuss the Methodology Report and setting the fees as well as the rest of the changes they would like to make to the impact fee program. Ms. Stallings opened the floor for questions. Commissioner Johnston confirmed that they would not actually be setting the fees yet but that this is a step towards that process. Commissioner Gunnin asked when the Bells Ferry Bridge would be tackled. Mr. Bill Ross said it will be up for bidding in 2018.

3. Discussion of Regular Agenda Items.

CHAIRMAN

L. B. AHRENS

A. Consider Appointment to the Ethics Board.

The Chairman stated he had spoken with the individual he intended to nominate in the Regular Meeting and referred to the summary included in the Agenda. He offered his appreciation for their help in going through the list of applicants.

Mr. Cooper went over the two items under the **Consent Agenda** portion:

- 1.1 Consider approval of budget amendment allocating insurance recovery monies and purchase replacement patrol unit for the Sheriff's Office.
- 1.2 Consider approval of 2014 budget amendment to reduce the Parks Bond FY2014 Budget to only appropriate the remaining reserves.

Mr. Cooper went over the thirteen items under the **County Manager** portion:

- 2.1 Consider adoption of the updated Cherokee County Capital Improvement Element as approved by the Georgia Department of Community Affairs and the Atlanta Regional Commission.
- 2.2 Consider adoption of resolution designating the County's Open Records Officers.
- 2.3 Consider approval to execute MOU with Cherokee County, Georgia (Animal Shelter) and the Stanton Foundation to accept grant monies in the amount of \$201,300.00 and authorize a budget amendment to allocate the funds.

Mr. Cooper stated the Animal Shelter has 2.5 animals per capita in intake so we need to evaluate best practices to provide outreach and get people to adopt as well as to reduce the intake. The Chairman asked if this is the first time we have considered this type of grant. Mr. Cooper replied it is.

- 2.4 Consider approval of an Annual Traffic Striping and Pavement Marking Services Contract with Parker Traffic Markings, Inc., to perform traffic striping countywide as needed. Budget totals \$75,000.00.
- 2.5 Consider approval of Purchase Order in the amount of \$80,750.00 to the low bidder, Reynolds-Warren Equipment Company, for the acquisition of a roller machine for Roads and Bridges with budgeted SPLOST V Program monies.
- 2.6 Consider approval of Purchase Order in the amount of \$27,894.00 to the low bidder, Vigil Ford-Lincoln, Inc., for the purchase of a 2015 Ford F-350 for Roads and Bridges with budgeted SPLOST V Program monies.
- 2.7 Consider approval of submission of continuation application for Stop Violence Against Women Act (VAWA) Criminal Justice System Improvement (CJSI) Grant in the amount of \$70,000.00 with a required match of \$23,333.00 satisfied with existing personnel. Match will not require any new County Funds.
- 2.8 Consider approval of 2013 Post-Audit Budget amendment to recognize expenditures that were legitimately incurred in excess of the budget to conduct necessary county operations. Revenues sufficient to cover budget amendment. Total spend under budget \$14.7 Million.

Commissioner Poole asked about the project kick-off for Patriots Park. Mr. Cooper responded that he will bring back before the Board a funding plan which will be about September or October of this year.

- 2.9 Consider approval of FY2015 GDOT grant application in the amount of \$563,580.00 in operating expenses and \$188,828.00 in capital costs associated with the CATS 5311 Rural Public Transportation program. Cherokee County's obligation will be \$281,790.00 in operating expenses and \$18,883.00 in capital costs.
 - 2.10 Consider resolution to rename a portion of Old Rope Mill Road to Ridgewalk Parkway.
 - 2.11 Consider authorizing approval to purchase one (1) Chevrolet Tahoe with SSP package from low bidder, AutoNation in the amount of \$36,488.00.
 - 2.12 Consider one-time payment of \$25,000.00 to Cherokee Office of Economic Development (COED) to enhance marketing efforts.
 - 2.13 Consider awarding Purchase Order to highest ranked proposer, Flint Equipment Company, in the amount of \$141,116.00 for the acquisition of an Excavator machine for Roads and Bridges and authorize the trade of a County-owned Excavator. Funding is from budgeted SPLOST V Program monies.
-

Ms. Davis went over the one item under the **County Attorney** portion:

- 3.1 Annexation Notice from City of Woodstock for 8.13 acres of property located at 294 Rope Mill Road.

Ms. Davis began by stating the property is owned by James Queen and is currently zoned as an R-40 property. The proposed rezoning would be SL-C which is Senior Living and proposed use is a 96-unit campus-style assisted living facility. It appears to be an appropriate use. It would not be a material increase or burden on the County from a land use perspective. Ms. Davis mentioned that Engineering did have some good comments relating to how the development of the entrance would have to be accomplished particularly if Rope Mill Road is still under County maintenance. It would be our recommendation to convey the comments concerning the development of the entrance from Mr. Morton to the City of Woodstock. Since the portion of Rope Mill Road is still under County maintenance, the entrance development would have to adhere to the current County development codes, however, if the City of Woodstock assumes maintenance of Rope Mill Road. Ms. Davis stated if there are no objections, they can consider it at

the Regular Session and ask staff to send a letter providing notice on the engineering requirements. The Chairman asked about how it would work for the City to assume responsibility for that portion of Rope Mill Road. Ms. Davis said there is no legal impetus for that to occur as a matter of law unless they see these requirements and maybe something they seek to discuss and if they will consider, it will require an intergovernmental agreement for us to decide they will maintain that portion of the road. In the absence of some other agreement, it would be the County codes.

The Chairman mentioned there will be a special called joint meeting with RRDA and the Commissioners at 4:30 p.m.

Adjourn

Hearing no further business, Commissioner Johnston made a motion to adjourn to Executive Session at 3:52 p.m. to discuss personnel, land acquisition or disposal, and/or pending or threatened litigation; Commissioner Nelms seconded and the motion was unanimously approved.



Cherokee County Board of Commissioners

MINUTES

March 4, 2014
Regular Meeting
CHEROKEE HALL 6:00 PM

INVOCATION

Pastor Ted Lester with Christ Covenant Presbyterian gave the invocation.

PLEDGE OF ALLEGIANCE

"Veterans of U.S. military service may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007"

Flag Presentation and Pledge of Allegiance led by Cherokee County Fire Explorers.

CALL TO ORDER

CHAIRMAN AHRENS

Chairman Ahrens called the regular meeting to order at 6:09 p.m. Those present included Commissioner Harry B. Johnston; Commissioner Raymond Gunnin; Commissioner Poole; Commissioner Jason Nelms; County Manager Jerry Cooper; County Attorney Angie Davis; County Clerk Christy Black. Also present were Agency Directors/Department Heads; the media; and the public.

RATIFY CLOSURE OF EXECUTIVE SESSION

The Chairman called for a motion to ratify the closure of Executive Session at 4:30 p.m.

Commissioner Nelms made the motion to approve; Commissioner Johnston seconded and there was unanimous approval.

PROCLAMATIONS

Proclaiming March 4, 2014 as **Cherokee County Fire Explorers Day**.

Chairman Ahrens read the proclamation and presented it to Chief Robinson as he commended Chief Robinson and the success of the program. Chief Robinson thanked the Board for allowing this opportunity to recognize these future leaders and turned the presentation over to Firefighter Michael Sims who gave an overview of the results of the 4th Annual Southeast Regional Championship in Gatlinburg Tennessee. This year, as in the past years, they were very successful, bringing home five trophies. Firefighter Sims thanked the Board for their continued support which contributes to the success of the program. Chairman Ahrens once again thanked Chief Robinson and the Leadership of the Firefighters.

AMENDMENTS TO AGENDA

None.

ANNOUNCEMENTS

None.

APPROVAL OF EXECUTIVE SESSION, WORK SESSION AND REGULAR MEETING MINUTES FROM FEBRUARY 18, 2014.

Commissioner Johnston made a motion to approve; Commissioner Nelms seconded and there was unanimous approval.

PUBLIC HEARING

None Scheduled.

PUBLIC COMMENT

No one signed up to speak.

ZONING CASES

None Scheduled.

COMMISSION BUSINESS

CHAIRMAN

L. B. AHRENS

A. Consider Appointment to the Ethics Board.

Chairman Ahrens thanked the Board for their assistance in going through the short list of resumes to select candidates for the vacant Ethics Board seat. He said that he was recommending Gaylen Roberts to fill the unexpired term of Mark Webb. (Through January 2016).

Chairman Ahrens made a motion to approve; Commissioner Nelms seconded and there was unanimous approval.

VICE CHAIR/COMMISSION DISTRICT 1

HARRY B. JOHNSTON

COMMISSION DISTRICT 2

RAYMOND GUNNIN

COMMISSION DISTRICT 3

BRIAN POOLE

COMMISSION DISTRICT 4

JASON NELMS

CONSENT AGENDA

1.1 Consider approval of budget amendment allocating insurance recovery monies and purchase replacement patrol unit for the Sheriff's Office.

- 1.2 Consider approval of 2014 budget amendment to reduce the Parks Bond FY2014 Budget to only appropriate the remaining reserves.

Commissioner Johnston made a motion to approve; Commissioner Gunnin seconded and there was unanimous approval.

COUNTY MANAGER

- 2.1 Consider adoption of the updated Cherokee County Capital Improvement Element as approved by the Georgia Department of Community Affairs and the Atlanta Regional Commission.

Commissioner Johnston made a motion to approve; Commissioner Poole seconded and there was unanimous approval.

- 2.2 Consider adoption of resolution designating the County's Open Records Officers.

Mr. Cooper explained that the revised resolution was adding additional designees so that each agency can directly respond to open records requests. He added that this would streamline the process rather than having several agencies grouped together and going through one person for processing.

Commissioner Nelms made a motion to approve; Commissioner Gunnin seconded and there was unanimous approval.

- 2.3 Consider approval to execute MOU with Cherokee County, Georgia (Animal Shelter) and the Stanton Foundation to accept grant monies in the amount of \$201,300.00 and authorize a budget amendment to allocate the funds.

Mr. Cooper explained that the bulk of the funds will go towards an animal welfare expert to take a look at Cherokee County and the programs and services related to adoptions and intake of animals. Compared to surrounding counties, we take in 2.5 animals per 100 where others take in 1 per 100. He said this is an issue that needs to be addressed in the future. He

added that \$18,300 of the funds will go to the Animal Shelter for overhead and materials related to the grant.

Commissioner Nelms made a motion to approve and extended his gratitude to the Stanton Foundation for the sizeable donation; Commissioner Johnston seconded and thanked Susan Garcia and others at the Animal Shelter for getting this grant; the vote was unanimous approval.

- 2.4 Consider approval of an Annual Traffic Striping and Pavement Marking Services Contract with Parker Traffic Markings, Inc., to perform traffic striping countywide as needed. Budget totals \$75,000.00.

Commissioner Gunnin made a motion to approve; Commissioner Nelms seconded and there was unanimous approval.

- 2.5 Consider approval of Purchase Order in the amount of \$80,750.00 to the low bidder, Reynolds-Warren Equipment Company, for the acquisition of a roller machine for Roads and Bridges with budgeted SPLOST V Program monies.

Commissioner Johnston made a motion to approve; Commissioner Gunnin seconded and there was unanimous approval.

- 2.6 Consider approval of Purchase Order in the amount of \$27,894.00 to the low bidder, Allan Vigil Ford-Lincoln, Inc., for the purchase of a 2015 Ford F-350 for Roads and Bridges with budgeted SPLOST V Program monies.

Commissioner Gunnin made a motion to approve; Commissioner Johnston seconded and there was unanimous approval.

- 2.7 Consider approval of submission of continuation application for Stop Violence Against Women Act (VAWA) Criminal Justice System Improvement (CJSI) Grant in the amount of \$70,000.00 with a required match of \$23,333.00 which satisfied with existing personnel. Match will not require any new County Funds.

Commissioner Johnston made a motion to approve; Commissioner Gunnin seconded and there was unanimous approval.

2.8 Consider approval of 2013 Post-Audit Budget amendment to recognize expenditures that were legitimately incurred in excess of the budget to conduct necessary county operations. Revenues sufficient to cover budget amendment. Total spend under budget \$14.7 Million.

Commissioner Johnston made a motion to adopt the resolution; Commissioner Poole seconded and there was unanimous approval.

2.9 Consider approval of FY 2015 GDOT grant application in the amount of \$563,580.00 in operating expenses and \$188,828.00 in capital costs associated with the CATS 5311 Rural Public Transportation program. Cherokee County's obligation will be \$281,790.00 in operating expenses and \$18,883.00 in capital costs.

Commissioner Johnston made a motion to approve; Commissioner Nelms seconded and there was unanimous approval.

2.10 Consider resolution to rename a portion of Old Rope Mill Road to Ridgewalk Parkway.

Commissioner Nelms made a motion to approve; Commissioner Gunnin seconded and there was unanimous approval.

2.11 Consider authorizing approval to purchase one (1) Chevrolet Tahoe with SSP package from low bidder, AutoNation in the amount of \$36,188.00. plus add-on package in the amount of \$300.00 for a total requested amount of \$36,488.00 for Cherokee Fire & ES.

Commissioner Nelms made a motion to approve; Commissioner Johnston seconded and there was unanimous approval.

2.12 Consider one-time payment of \$25,000.00 to Cherokee Office of Economic Development (COED) to enhance marketing efforts.

Commissioner Nelms made a motion to approve; Commissioner Gunnin seconded and there was unanimous approval.

2.13 Consider awarding Purchase Order to highest ranked proposer, Flint Equipment Company, in the amount of \$141,116.00 for the acquisition of an Excavator machine for Roads and Bridges and authorize the trade of a County-owned Excavator. Funding is from budgeted SPLOST V Program monies.

Commissioner Johnston made a motion to approve; Commissioner Nelms seconded and there was unanimous approval.

COUNTY ATTORNEY

3.1 Annexation Notice from City of Woodstock for 8.13 acres of property located at 294 Rope Mill Road.

Ms. Davis began by stating the property is owned by James Queen and is currently zoned as an R-40 property. The proposed rezoning would be SL-C which is Senior Living and proposed use is a 96-unit campus-style assisted living facility. She added that this is projected in the County's future development map to be in the City of Woodstock's Urban Village Character area. It appears to be an appropriate use and staff has not indicated that it would be a material increase or burden on the County from a land use perspective. Ms. Davis stated that Geoff Morton with the Engineering Department did have notation of several issues relating to the development of the entrance; a de-acceleration lane and possibly a left turn lane as determined by a traffic study. She said it would be her recommendation to have these notations relayed to the City by staff.

Commissioner Nelms asked if a motion would be in order to have Mr. Morton relay this information to the City. Mr. Morton replied that that this has already been done. At that, Ms. Davis replied that there was no need for a motion because no action is necessary.

Commissioner Johnston commented that the area, which is near the Outlet Mall, seems like an ideal use of this type of facility and he doesn't think there would be any reason the Board should object to it.

ADJOURN

The Chairman asked if there was any further business. Hearing none, Commissioner Johnston made a motion to adjourn at 6:44 p.m.;

Commissioner Gunnin seconded and the motion received unanimous approval.



Cherokee County, Georgia Agenda Request

SUBJECT: Budget transfer

MEETING DATE: 03-18-2014

SUBMITTED BY: Ana Silbernagel

COMMISSION ACTION REQUESTED:

Request approval to transfer \$19,077 from Building Inspections 2-7220000 to the Development Services Center 2-1516000.

FACTS AND ISSUES:

Net Fund 230 impact will be zero. Request to move position from Building Inspections to the Development Services Center to provide additional customer service.

BUDGET:

Budgeted Amount: \$19,077

Account Name: See Attached Budget Transfer Form

Amount Encumbered:

Account #:

Amount Spent to Date:

Amount Requested:

Remaining Budget:

Budget Adjustment Necessary: Yes No Note: If yes, please attach budget amendment form.

Contract: Yes No Ordinance/Resolution: Yes No

Note: Contracts, ordinances & resolutions require prior review by County Manager and County Attorney.

ADMINISTRATIVE RECOMMENDATION:

REVIEWED BY:

DEPARTMENT HEAD:

AGENCY DIRECTOR:

COUNTY MANAGER

Ana Silbernagel
[Signature]
[Signature]

**Cherokee County Board of Commissioners
Budget Transfer/ Amendment Form**

Instructions:

- * For budget amendments increasing or decreasing the budget revenues must equal expenditures.
- * For budget transfers the net total should equal zero.
- * Budget transfers within a department within the same fund are allowed with the approval of the County Manager.
- * Any change in the budgeted amounts which would result in an increase or decrease to the budget must be approved by the Board of Commissioners.
- * The budgeted amounts for salaries and benefits for each department may not be transferred, increased or decreased without the approval of the Board of Commissioners.

REVENUES:

| Department Org Code | Object | Account Name | Amount |
|------------------------|--------|--------------|--------|
| | | | |
| | | | |
| | | | |

EXPENDITURES:

| Department Org Code | Object | Account Name | Amount |
|------------------------|--------|------------------|-------------|
| 227220000 | 511100 | Salaries | (14,995.00) |
| 227220000 | 512200 | FICA | (930.00) |
| 227220000 | 512300 | Medicare | (217.00) |
| 227220000 | 512403 | Defined Benefits | (900.00) |
| 227220000 | 512101 | Health | (1,911.00) |
| 227220000 | 512102 | Life Ins | (40.00) |
| 227220000 | 512104 | LTD | (72.00) |
| 227220000 | 512105 | STD | (12.00) |
| 215160000 | 511100 | Salaries | 14,995.00 |
| 215160000 | 512200 | FICA | 930.00 |
| 215160000 | 512300 | Medicare | 217.00 |
| 215160000 | 512403 | Defined Benefits | 900.00 |
| 215160000 | 512101 | Health | 1,911.00 |
| 215160000 | 512102 | Life Ins | 40.00 |
| 215160000 | 512104 | LTD | 72.00 |
| 215160000 | 512105 | STD | 12.00 |

PURPOSE OF TRANSFER/ AMENDMENT

Transfer budget to cover expenses for moving position from Building Inspections to DSC.

Department Head Approval:

Quana Silke

[Signature]

County Manager Approval:

Date Approved by BOC (please attach a copy of Minutes)





Cherokee County, Georgia Agenda Request

SUBJECT: Release of Loaned Fire Equipment

MEETING DATE: March 18, 2014

SUBMITTED BY: Tim Prather

COMMISSION ACTION REQUESTED:

Consider approval to release one loaned tanker fire apparatus and one loaned tanker (tender) body back to Georgia Forestry. Also, approval to surplus and donate one truck chassis to Georgia Forestry. The Chassis would cost more in work and man hours to disassemble than the value of the chassis.

FACTS AND ISSUES: In 1980, Georgia Forestry executed a loan agreement to loan a 1980 Ford (34yrs) F800 Fire Knocker fire apparatus to be used in the Clayton Community. In 1985 (29 yrs), Georgia Forestry loaned a Fire Knocker "tanker body" that was placed on a 1985 GMC C7000 truck chassis owned by Cherokee County and used in the Holbrook Community. These trucks are now past use and reason to continue to maintain. These trucks have been taken out of service and ready to return to Georgia Forestry. The tanker body that was attached to the 1985 GMC chassis was attached by welding. It has been determined that the extensive work, man hours and associated cost required to remove the tanker body would surpass the surplus value of the truck. It is recommended to donate the truck chassis to Georgia Forestry and leave tank attached and remove as a single unit. The Cherokee "owned" chassis requires approval of the BOC to donate to the Georgia Forestry.

BUDGET:

| | |
|-----------------------|---------------|
| Budgeted Amount: | Account Name: |
| Amount Encumbered: | Account #: |
| Amount Spent to Date: | |
| Amount Requested: | |
| Remaining Budget: | |

Budget Adjustment Necessary: Yes No If yes, please attach budget amendment form.
 Contract or Amendment: Yes* No *If yes, a Procurement Summary MUST be attached.
 Ordinance/Resolution: Yes No

Note: Contracts (Other than County's Standard Agreements), ordinances & resolutions require prior review by County Manager and County Attorney.

ADMINISTRATIVE RECOMMENDATION: Approve the release the 1980 Ford F800 (F70HVJG9734) Fire Knocker and 1985 Fire Knocker Body along with approval to donate the 1985 GMC C7000 (1GDL7D1E7FV607689) Truck Chassis to Georgia Forestry.

REVIEWED BY:

DEPARTMENT HEAD: _____

AGENCY DIRECTOR: _____

COUNTY MANAGER _____



CHEROKEE COUNTY BOARD OF COMMISSIONERS
 1130 Bluffs Parkway
 Canton, GA 30114

SURPLUS PROPERTY TRANSFER FORM

Date: 3/18/2014

| | |
|---|-------------------------------------|
| Transferred From: CHEROKEE FIRE & EMERGENCY SERVICES | Transferred To: GEORGIA FORESTRY |
|---|-------------------------------------|

Action Requested: Transfer Surplus Destruction

| Line | Qty | Description (Model, Serial#, Etc.) | Condition G=Good F=Fair P=Poor | Final Disposition | Fixed Asset# |
|------|-----|------------------------------------|--------------------------------------|-------------------|--------------|
| 1 | 1 | 1980 FORD F800; F70HVJG9734 | G | DONATED | X12012 |
| 2 | 1 | 1985 GMC C7000; 1GDL7D1E7FV607689 | G | DONATED | X12001 |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
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| 19 | | | | | |
| 20 | | | | | |

| | | |
|--|--|---------------------------|
| Purchasing Representative Signature: <i>K.B. Thompson</i> | Dept Property Coordinator Signature: <i>[Handwritten Signature]</i> | Received By Signature: |
| Title: Sr. Procurement Specialist | Title: <i>ASST. Chief</i> | Title: |
| Date: 3/13/2014 | Date: <i>3/18/14</i> | Date: |



Cherokee County, Georgia Agenda Request

SUBJECT: 2011 Homeland Security Grant Program/State Homeland Security Grant Program

MEETING DATE: March 18, 2014

SUBMITTED BY: Renee Cornelison

COMMISSION ACTION REQUESTED:

Approve 2011 Homeland Security Grant Program/State Homeland Security Grant Program in the amount of \$12,000.00 for grant period August 26, 2013 through May 30, 2014.

FACTS AND ISSUES:

The Sheriff's Office Division of Emergency Management has been awarded grant funds to purchase a CERT (Community Emergency Response Team) supply trailer to be located in the Lake Arrowhead community. Many Lake Arrowhead residents have already attended basic CERT training to be better prepared to take care of themselves, their family, and neighbors immediately following a disaster while waiting for first responders to arrive. This CERT supply trailer will be staged in the Lake Arrowhead community because of the community's inaccessibility after a disaster due to location and topography. The trailer will be owned and insured by Cherokee County. THIS GRANT DOES NOT REQUIRE A LOCAL FUNDS MATCH.

BUDGET:

| | |
|------------------------------|--------------------------------|
| Budgeted Amount: \$0 | Account Name: FY11 CERT1 Grant |
| Amount Encumbered: \$0 | Account #: 25060-331100-CERT1 |
| Amount Spent to Date: \$0 | |
| Amount Requested: \$(12,000) | |
| Remaining Budget: \$(12,000) | |

Budget Adjustment Necessary: Yes No Note: If yes, please attach budget amendment form.

Contract: Yes No Ordinance/Resolution: Yes No

Note: Contracts, ordinances & resolutions require prior review by County Manager and County Attorney.

ADMINISTRATIVE RECOMMENDATION:

Approve 2011 Homeland Security Grant Program/State Homeland Security Grant

REVIEWED BY:

DEPARTMENT HEAD: _____

AGENCY DIRECTOR: _____

COUNTY MANAGER _____

**Cherokee County Board of Commissioners
Budget Transfer/ Amendment Form**

Instructions:

- * For budget amendments increasing or decreasing the budget revenues must equal expenditures.
- * For budget transfers the net total should equal zero.
- * Budget transfers within a department within the same fund are allowed with the approval of the County Manager.
- * Any change in the budgeted amounts which would result in an increase or decrease to the budget must be approved by the Board of Commissioners.
- * The budgeted amounts for salaries and benefits for each department may not be transferred, increased or decreased without the approval of the Board of Commissioners.

REVENUES:

| Department Org. Code | Object | Account Name | Amount |
|-------------------------|--------|---------------|--------|
| 25060 | 331100 | Federal Grant | 12,000 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

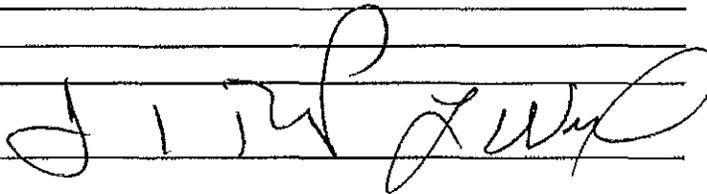
EXPENDITURES:

| Department Org. Code | Object | Account Name | Amount |
|-------------------------|--------------|-----------------|--------|
| 23920555 | 542500-CERT1 | Other Equipment | 12000 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

PURPOSE OF TRANSFER/ AMENDMENT

2011 Homeland Security Grant Program/State Homeland Security Grant Program for grant period August 26, 2013 through May 30, 2014

Department Head Approval: _____



County Manager Approval: _____

Date Approved by BOC (please attach a copy of Minutes) _____

GEORGIA EMERGENCY MANAGEMENT AGENCY
GEORGIA OFFICE OF HOMELAND SECURITY

NATHAN DEAL
GOVERNOR



CHARLEY ENGLISH
DIRECTOR

February 27, 2014

RE: FIPS #057-00000-05
GAN #EMW-2011-SS-00081-S01
Budget Worksheet #3097 SHO11-172
Cherokee County Sheriff's Office

Honorable Roger Garrison
Sheriff of Cherokee County
498 Chattin Drive
Canton, Georgia 30115

Dear Sheriff Garrison:

On behalf of Governor Nathan Deal, it is our pleasure to award your agency with a Fiscal Year 2011 Homeland Security Grant Program/State Homeland Security Grant Program from the Department of Homeland Security (DHS). Enclosed is the Grantee-Subgrantee Agreement for funding awarded to your agency by the Georgia Emergency Management Agency/Homeland Security (GEMA). This agreement governs the use of funding provided by DHS to help your agency to build and enhance capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies in accordance with the goals and objectives of the State Strategic Plan.

The amount of this agreement is \$12,000.00. You may not exceed in either quantity nor total dollar amount the items expressly approved for you to purchase, as shown on the accompanying detailed budget worksheet(s). This grant award expires May 30, 2014. All program activities must be completed by this date. Extensions will be granted only under extraordinary circumstances.

Attached to the Grantee-Subgrantee Agreement are Exhibits A - I. Please review and return signed originals of the Grantee-Subgrantee Agreement, Exhibit C, F, and Exhibit G to our office, Attention: Homeland Security Division, Post Office Box 18055, Atlanta, Georgia 30316 within 14 days of receipt of this letter. A copy of the fully executed agreement will be returned to you for your files.

If you require further information as to the grantee package, please contact Le Doan, Grants Manager, at 404-635-7068. Thank you for your work on behalf of the citizens of Georgia.

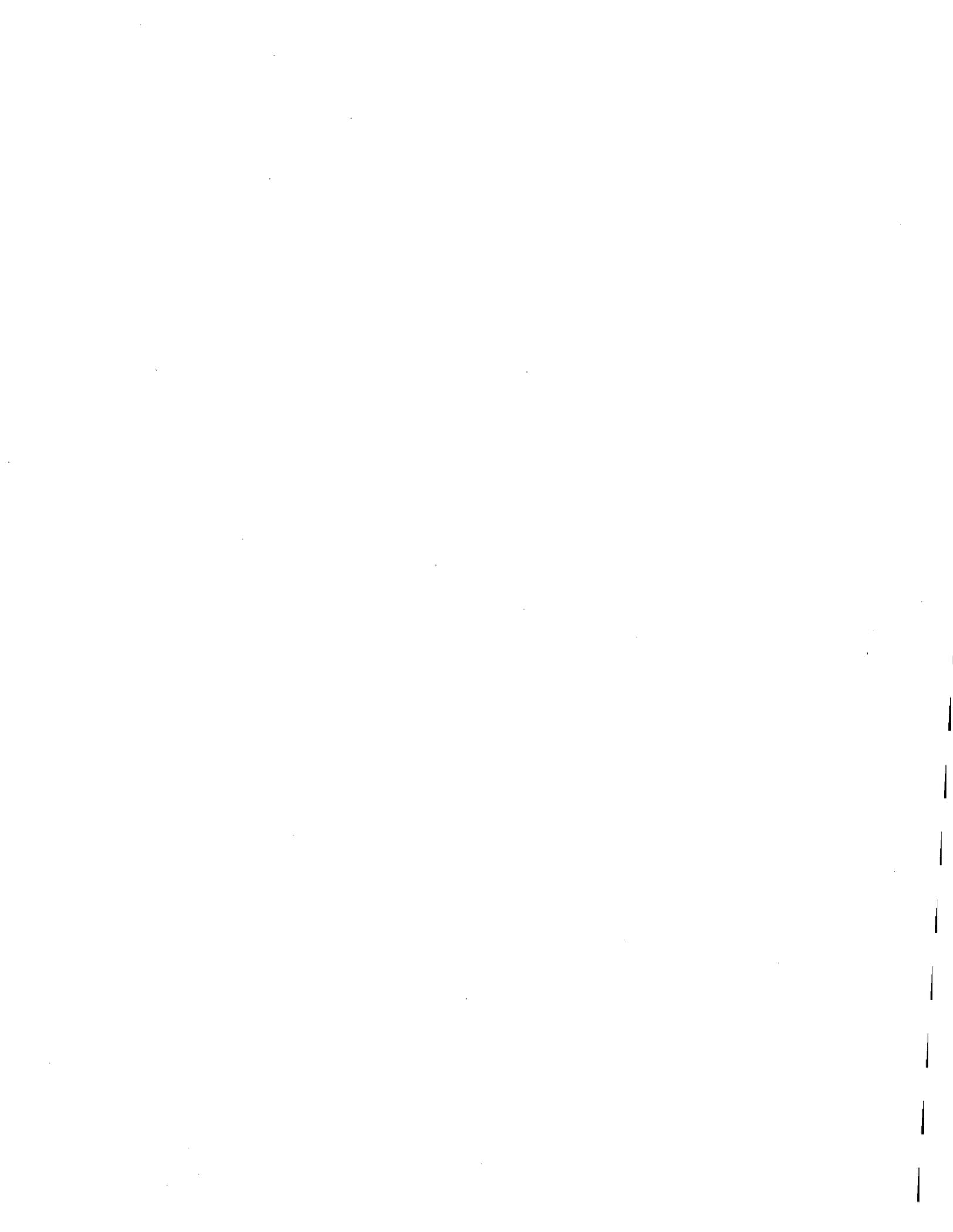
Sincerely,

Handwritten signature of Micah W. Hamrick.

Micah W. Hamrick
Director
Homeland Security Division

MH/LD
Enclosures
cc: Renee Cornelison, Deputy Director
Cherokee County Emergency
Management Agency







Cherokee County, Georgia Agenda Request

SUBJECT: Woodstock Road at Victory Drive
Intersection Analysis Study

MEETING DATE: March 18, 2014

SUBMITTED BY: Geoffrey E. Morton

COMMISSION ACTION REQUESTED:

Consider a Professional Services Contract with Kimley-Horn & Associates, Inc., for completing an intersection analysis study for the intersection of Woodstock Road and Victory Drive in the amount of \$10,900.00.

FACTS AND ISSUES:

Woodstock Road is a two-lane, urban arterial roadway located in southwest Cherokee County. It intersects SR 92 at its south end and Kellogg Creek Road on its north end. Victory Drive is also a two-lane, urban arterial roadway located in southwest Cherokee County. It intersects Woodstock Road at its south end and Kellogg Creek Road on its north end.

There have been several reported accidents at the intersection of Woodstock Road and Victory Drive, some involving minor injuries. The latest accident, however, on January 11, 2014, involved a fatality. The public has requested that the County consider improvements to this intersection.

Cherokee County requested proposals from three (3) firms to provide an analysis for the intersection to determine the safest long term solution to this intersection. Two (2) firms responded.

The analysis will include: reviewing all accident data, reviewing intersection geometry and sight distance, performing and analyzing 24-hour and peak hour traffic and turning movement counts on all approaches to the intersection, reviewing future development trends in the immediate area that will impact the traffic flow at this intersection, performing an all-way stop warrant analysis, performing a round-a-about analysis, performing a traffic signal warrant study and conducting a cost analysis of all practical alternatives.

BUDGET:

| | | | |
|-----------------------|----------------|---------------|----------------------|
| Budgeted Amount: | \$1,250,000.00 | Account Name: | SPLOST – Contingency |
| Amount Encumbered: | \$ 748,984.78 | Account #: | |
| Amount Spent to Date: | \$ 0.00 | | |
| Amount Requested: | \$ 10,900.00 | | |
| Remaining Budget: | \$ 490,115.22 | | |

Budget Adjustment Necessary: Yes No Note: If yes, please attach budget amendment form.

Contract: Yes No Ordinance/Resolution: Yes No

Note: Contracts, ordinances & resolutions require prior review by County Manager and County Attorney.

ADMINISTRATIVE RECOMMENDATION:

Approval of Professional Services Contract with Kimley-Horn & Associates, Inc., for completing an intersection analysis study for the intersection of Woodstock Road and Victory Drive in the amount of \$10,900.00.

REVIEWED BY:

DEPARTMENT HEAD: _____

AGENCY DIRECTOR: _____

COUNTY MANAGER _____



Cherokee County Government

Engineering Department
1130 Bluffs Parkway
Canton, Georgia 30114
678-493-6077
Fax: 678-493-6088

February 17, 2014

**Re: Request for Proposal
Intersection Analysis
Woodstock Road at Victory Drive**

Dear Sirs:

Cherokee County is requesting proposals for an intersection analysis for the Woodstock Road and Victory Drive intersection.

PROJECT LIMITS AND OVERVIEW

Woodstock Road is a two-lane, urban arterial roadway located in southwest Cherokee County. It intersects SR 92 at its south end and Kellogg Creek Road on its north end. Victory Drive is also a two-lane, urban arterial roadway located in southwest Cherokee County. It intersects Woodstock Road at its south end and Kellogg Creek Road on its north end.

Both roadways are rural in typical section (no curb and gutter) and even though classified as urban arterials; both are dotted with residential driveways and residential subdivision entrances along their entire routes.

Woodstock Road and Victory Drive intersect at a skewed angle, with Victory Drive being stop controlled at the intersection.

There have been several reported accidents at the intersection of Woodstock Road and Victory Drive, some involving minor injuries. The latest accident, however, on January 11, 2014, involved a fatality. The public has requested that the County consider improvements to this intersection. Ideas include a 3-way stop controlled intersection, intersection realignment, installation of a round-a-bout, as well as others.

SCOPE OF SERVICES

Cherokee County is requesting proposals from three (3) firms to provide an analysis for the intersection to determine the safest long term solution to this intersection. If you are receiving this request, your firm is one of the three (3) firms chosen to provide a proposal.

The analysis will include, but not be limited to: reviewing all accident data, reviewing intersection geometry and sight distance, performing and analyzing 24-hour and peak hour traffic and turning movement counts on all approaches to the intersection, reviewing future development trends in the immediate area that will impact the traffic flow at this intersection, performing a round-a-about analysis and performing a traffic signal warrant study. A cost analysis of all practical alternatives is also required.

The successful consultant will be required to complete the County's Standard Professional Services Agreement. A sample of the PSA can be provided upon request. The County expects the analysis to be completed within 30 days of notice to proceed. Anticipated date for notice to proceed is March 19, 2014.

If your firm is interested in submitting a cost proposal for this analysis, please submit two (2) copies in a sealed envelope to the Cherokee County Engineering Department, Attention: Geoffrey E. Morton, P.E., 1130 Bluffs Parkway, Canton, Georgia 30114, by 12:00 PM on Wednesday, March 5, 2014.

Proposals shall be no more than ten (10) pages in length and shall include resumes of key personnel responsible for over-seeing the analysis. Reference to similar projects and locations of those projects shall also be provided.

If you have any questions, do not hesitate to contact this office at (678) 493-6057.

Sincerely,

Geoffrey E. Morton, P.E.
Public Works Agency Director

Attachments: Location Map
Cherokee Tribune article dated 2/9/14
Scoring Analysis

Cc: Jerry W. Cooper, County Manager
Cherokee County Board of Commissioners



Cherokee County Government

Engineering Department
Capital Program Management
1130 Bluffs Parkway
Canton, GA 30114
678-493-6077 FAX 678-493-6088
www.cherokcega.com

March 10, 2014

Mr. John D. Walker, PE, PTOE
Kimley-Horn and Associates, Inc.
2 Sun Court
Suite 450
Norcross, Georgia 30092

Re: Woodstock Road at Victory Drive
Intersection Analysis Study
Contract Documents

Dear Mr. Walker:

Attached please find three (3) copies of the contract for the above referenced project for executing.

Please note that in addition to completing and signing the contract, you are also responsible for filling out Exhibits A, B and C.

The certificate of insurance should specify the Certificate Holder as "Cherokee County, GA, acting by and through its Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114"

The award of the contract is expected to be made at the March 18, 2014 Board of Commissioners meeting.

If any additional information or clarification is required please contact us at 678-493-6077.

Sincerely,

Geoffrey E. Morton, P.E.
County Engineer

Attachments

Cc: Tommie Gray



March 4, 2014

2 Sun Court, Suite 450
Norcross, GA 30092

Mr. Geoffrey E. Morton, P.E.
Public Works Agency Director
Cherokee County
1130 Bluffs Parkway
Canton, Georgia 30114

Re: Request for Proposal:
Transportation Engineering Study: Intersection Analysis
Woodstock Road at Victory Drive

Dear Geoff:

Kimley-Horn and Associates, Inc. is pleased to submit this proposal to the Cherokee County to provide a transportation engineering study for the Woodstock Road/Victory Drive intersection.

PROJECT UNDERSTANDING

Cherokee County has a desire to perform an intersection improvement project at the Woodstock Road/Victory Drive intersection. As part of this effort, the County is requesting a proposal to prepare a transportation engineering study for this intersection to determine the most appropriate long-term solution. Our scope of services, schedule, and fee are below.

SCOPE OF SERVICES

Task 1 – Data Collection and Traffic Volume Development

Kimley-Horn and Associates, Inc. will collect the following data:

- Twelve (12) hours of turning movement volume data will be counted. The duration will generally occur between 7 AM – 7 PM on a Tuesday, Wednesday, or Thursday.
- A 24-hour bi-directional tube count will be performed along each of the three intersection legs.
- A field visit will be performed to document intersection characteristics and existing roadway geometry in the vicinity of the study intersection.
- Site photos will be obtained along each of the approaches and departures at the intersection.



- The most recent three (3) complete years of accident data will be requested and obtained from Cherokee County staff.

We will coordinate with the Cherokee County staff in the development of the projected year traffic volumes. The design year traffic volumes will be developed by applying an annual growth rate to the existing traffic volumes. This growth rate will be applied once Cherokee County staff has approved the growth rate and design year.

Task 2 – Traffic Signal Warrant Analysis

Kimley-Horn and Associates, Inc. will use the traffic data and the roadway/intersection geometry to determine if a traffic signal is warranted based on existing traffic volumes and roadway conditions. We will also determine if a traffic signal is warranted based on the design traffic volumes (and proposed intersection geometry, if applicable). The historical accident data will be reviewed for correctable accidents if a traffic signal were to be installed. All technical analyses will conform to the *Manual of Uniform Traffic Control Devices (MUTCD), 2009*.

It should be noted that according to the MUTCD, the investigation of the need for a traffic control signal shall include an analysis of the applicable factors contained in the following traffic signal warrants and other factors related to existing operation and safety at the study location:

- Warrant 1, Eight-Hour Peak Volume
- Warrant 2, Four-Hour Vehicular Volume
- Warrant 3, Peak Hour
- Warrant 7, Crash Experience

Capacity analyses will be performed using *Synchro 8* to determine vehicular delay and level of service (LOS). Analysis will be performed for existing conditions and projected design conditions.

Task 3 – All-Way Stop Warrant Analysis

Kimley-Horn and Associates, Inc. will use the traffic data and the roadway/intersection geometry to determine if an all-way stop is warranted based on existing traffic volumes and roadway conditions. We will also determine if an all-way stop is warranted based on the design traffic volumes (and possible roadway realignment). Capacity analyses will be performed using *Synchro 8* to determine vehicular delay and level of service (LOS). Analysis will be performed for existing conditions and projected design year conditions.



Task 4 – Roundabout Analysis

Kimley-Horn and Associates, Inc. will use the traffic data and the roadway/intersection geometry to determine if the intersection would be a suitable location for a modern roundabout based on existing traffic volumes and roadway conditions. We will also determine if the intersection would be a suitable location for a modern roundabout based on the projected design year traffic volumes.

Capacity analyses will be performed using *SIDRA INTERSECTION 5.1* to determine vehicular delay and level of service (LOS). Additionally, measures of effectiveness for each intersection approach will be performed using the GDOT Roundabout Analysis Tool (as supplemental information). The Analyses will be performed for existing conditions and the projected design year conditions.

Task 5 – Opinion of Probable Construction Cost

Based on the recommended improvement option, KHA will develop an opinion of probable construction cost for the practical alternatives. The estimate will be an approximate construction cost amount as no design plans will be available.

Task 6 – Reporting and Review Meeting

Kimley-Horn and Associates, Inc. will prepare a technical report that summarizes the methodologies and analysis results of the study. Up to 10 hard copies and an electronic copy of the report will be provided to Cherokee County staff. Within this proposal, we will attend one meeting with Cherokee County staff to discuss the recommendations contained in the report.

ADDITIONAL SERVICES

Any services not specifically provided for in Task 1-6 will be considered additional services and can be performed at our then current hourly rates, or under a separate lump sum agreement. Additional services we can provide include, but are not limited to, the following:

- a. Additional Meetings (beyond the one included within Task 6)
- b. Roadway Design
- c. Intersection Design
- d. Roundabout Design
- e. Traffic Signal Design
- f. Roadway Concept Graphics
- g. Public Meetings
- h. Public Presentations



FEE AND SCHEDULE

The provided fee assumes one round of Cherokee County review comments, and those comments will be addressed at one time. KHA will perform the services described in Tasks 1-6 for a lump sum fee of \$10,900. Given notice to proceed, we will provide the Transportation Engineering Study and will provide a draft report to you within four (4) weeks of notice to proceed.

CLOSURE

If you concur in all the foregoing and wish to direct us to proceed with the services, please provide KHA with a Contract for review and signature. Fees and times stated in this proposal are valid for sixty (60) days after the date of this letter. We appreciate the opportunity to provide this proposal to you. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

John D. Walker, P.E., PTOE
Senior Vice President/Project Manager

KIMLEY-HORN FIRM OVERVIEW

Firm Overview

Kimley-Horn and Associates, Inc. was founded in 1967 by transportation planners and traffic engineers in Raleigh, NC. Today, Kimley-Horn is a full-service engineering, planning, and environmental consulting firm with more than 1,700 employees nationwide, offering comprehensive services in the following practice areas:

2013 ENR Rankings

- 39 Top 600 Firms
- 20 Top 100 Pure Design Firms
- 54 Top 100 Green Design Firms
- 4 General Building – Retail
- 3 General Building – Multi-Unit Residential
- 10 Transportation – Airports
- 12 Transportation – Highways
- 14 Water Treatment
- 16 Transportation
- 15 Mass Transit and Rail
- 22 General Building
- 28 Water Supply

- Airports/Aviation
- Environmental Sciences
- Intelligent Transportation Systems
- Land Development
- Transit
- Transportation
- Urban Planning/Landscape Architecture
- Water Resources

Source:
McGraw-Hill's *Engineering News-Record*;
based on total annual fees

Kimley-Horn's clients have access to a versatile staff of professional civil, transportation, and structural engineers; planners; landscape architects; and environmental scientists. The firm is owned and operated by practicing professionals.

Office Locations



UNITED STATES

- Arizona
 - East Valley
 - Phoenix
 - Tucson
- California
 - Los Angeles
 - Los Angeles Downtown
 - Oakland
 - Orange
 - Pleasanton
 - Riverside
 - Sacramento
 - San Diego
 - San Jose
- Colorado
 - Denver
- Florida
 - Boca Delray
 - Fort Lauderdale
 - Jacksonville
 - Lakeland
 - Miami

Florida (continued)

- Ocala
- Orlando
- Sarasota
- St. Lucie
- Tallahassee
- Tampa
- Vero Beach
- West Palm Beach

Georgia

- Alpharetta
- Atlanta Midtown
- Atlanta North

Idaho

- Boise

Illinois

- Chicago Downtown
- Chicago Suburban

Michigan¹

- Troy

Minnesota

- Twin Cities

Nevada

- Las Vegas
- Reno

New York²

- New York

North Carolina

- Charlotte
- Durham
- Cary (Raleigh)
- Raleigh Downtown

Pennsylvania

- Philadelphia

South Carolina

- Columbia
- Rock Hill

Tennessee

- Memphis
- Nashville

Texas

- Austin
- College Station

Texas (continued)

- Collin County
- Dallas
- Fort Worth
- Houston
- Las Colinas
- Lubbock
- San Antonio

Virginia

- Chesapeake
- Northern Virginia
- Richmond
- Virginia Beach

West Virginia

- Huntington

Wisconsin

- Madison
- Milwaukee

PUERTO RICO³

- San Juan

¹Affiliate Companies
Kimley-Horn of Michigan, Inc.
Kimley-Horn of New York, P.C.
Kimley-Horn Puerto Rico, LLC

KIMLEY-HORN RELEVANT PROJECT EXPERIENCE

ROUNDAABOUT EVALUATION AND DESIGN SERVICES

Augusta, GA

As a part of the City's Intersection Operation and Safety Improvement Initiative, Kimley-Horn was retained by the City of August Engineering Department to evaluate the feasibility of installing roundabouts at five intersections in the City. The first phase will consist of performing a Traffic Engineering (TE) studies, developing conceptual layouts, performing technical analyses, traffic animations, color renderings, and public outreach. The second phase will consist of design services for up to three of these intersections to be determined after the first phase. The design services include survey, environmental, landscape architecture, preliminary plans, right of way plans, and final plans. These intersection improvement projects will be funded with SPLOST and local funding.

GRADY AVENUE AT BEAUREGARD BOULEVARD INTERSECTION, ROUNDAABOUT EVALUATION

Fayetteville, GA

Kimley-Horn was retained by the City of Fayetteville to provide a roundabout analysis of the proposed Grady Avenue at Beauregard Boulevard intersection. The analysis assumed a single-lane roundabout would be constructed, and the City wanted to know how many years of acceptable level of service could be anticipated. The analysis indicated that a single lane roundabout would operate at an acceptable LOS until approximately year 2020, assuming a 2.5% per year increase in traffic. SIDRA Intersection 3.1 software was used to analyze the intersection as a single-lane roundabout and to collect the degree of saturation (volume to capacity ratio), delay, and level of service for each of the four intersection approaches.

TRAFFIC ENGINEERING FOR FOUR INTERSECTIONS

Peachtree City, GA

Kimley-Horn worked with Peachtree City, Georgia to evaluate existing conditions and provide 20-year projections for four intersections in Peachtree City. Data collection included traffic counts and field surveys of existing conditions. Peak hour turning movement counts were performed at each intersection, and hourly tube counts were performed along each approach of each intersection. These traffic volumes were used to establish existing traffic volumes, and a growth factor was applied to forecast future traffic volumes. Each intersection was analyzed using Highway Capacity Manual methodologies to evaluate the possibility of installing a traffic signal, a multi-way stop controlled intersection, and a modern roundabout. Additionally, vehicular delay and level of service were determined for multiple continuous hours during the peak periods for the purposes of prioritizing the intersections that incurred the longest duration of unacceptable level of service. Kimley-Horn provided recommendations for intersection improvements and project prioritization.

ETOWAH HIGH SCHOOL/E.T. BOOTH MIDDLE SCHOOL CAMPUS, TRAFFIC STUDY

Cherokee County, GA

Kimley-Horn and Associates, Inc. was retained to perform a traffic circulation analysis for each phase of the project for both the AM and PM peak hour traffic conditions for the proposed Etowah High School / E.T. Booth Middle School Campus project. The report was prepared to determine feasible improvements in order to enhance onsite traffic circulation and to identify operational and roadway improvements that may be implemented in order to reduce traffic congestion throughout the site. The report examined 2012 Existing traffic conditions, Projected Phase I, and Projected Phase II traffic conditions. The project site currently consists of the Etowah High School, E.T. Booth Middle School, and Chapman Intermediate School campuses located on the north side of Eagle Drive in the vicinity of Putnam Ford Drive and Parkbrooke Drive in Woodstock, Georgia. All three campuses consist of parking areas connected by a complex network of access drives. The proposed Etowah High School / E.T. Booth Middle School Campus project will be broken into two phases and includes the construction of a new middle school to the north of the existing middle school and athletic fields to replace the existing middle school. In addition, the 6th graders of Chapman Intermediate School will be relocated to the new middle school, the 5th graders will be relocated off campus to another elementary school, and Etowah High School will utilize the existing Chapman Intermediate campus as an overflow facility.

DOWNTOWN TRAFFIC STUDY

Fayetteville, GA

Kimley-Horn performed a detailed traffic study of eleven downtown Fayetteville intersections. This study considered new roads and new intersections to accommodate future traffic growth. The study was prepared for the City of Fayetteville to evaluate the Existing 2006 Conditions and Future Year 2026 Conditions. Recommendations considered both short- and long-range improvements.

DOWNTOWN LCI TRAFFIC STUDY

Lawrenceville, GA

Kimley-Horn examined transportation improvements for downtown Lawrenceville that were recommended in the Livable Centers Initiative (LCI) Master Plan. These improvements included modifying streetscapes around the Courthouse Square, working with Georgia DOT to determine which roads should become state-designated, and improving other network segments to accommodate traffic loads. The firm also studied the possibility of narrowing Pike and Crogan Streets from three one-way lanes to two one-way lanes with wider sidewalks and turn lanes.

SR 120 (ABBOTTS BRIDGE ROAD)/PROPOSED HOSPITAL CONNECTOR ROAD

Duluth, GA

Kimley-Horn and Associates, Inc. was retained by City of Duluth to perform a traffic signal warrant analysis along State Route 120 at its proposed intersection with the Future Hospital Connector. The report was submitted to City of Duluth, Gwinnett County, and the Georgia Department of Transportation (GDOT). The report included data collection, traffic projections, evaluation, and conclusions from the traffic signal warrant analysis for the SR 120 at Future Hospital Connector Intersection. The analysis evaluated Base Year 2016 and future Design Year 2036 conditions. At its intersection with SR 120, the future Hospital Connector is proposed to align directly across from a future driveway that will provide additional access to Duluth High School.

KIMLEY-HORN KEY PERSONNEL EXPERIENCE

JOHN D. WALKER, P.E., PTOE

Traffic Engineering



PROFESSIONAL CREDENTIALS

Bachelor of Science,
Civil Engineering,
North Carolina State
University, 1991

Professional Engineer
in Georgia, North
Carolina, and Virginia

Professional Traffic
Operations Engineer
(PTOE)

SUMMARY

John Walker has 22 years of civil engineering experience in traffic studies, transportation planning, traffic operations, and traffic forecasting. John's skills include signal design, signal system design, timing plan development, traffic impact analyses, traffic forecasting, parking studies, and vehicular/pedestrian signal warrant studies. John is skilled at developing traffic projections, forecasting traffic distribution, and defining impacts in future-build scenarios based on re-development or transportation improvements.

PROJECTS

City of Augusta, Roundabout Evaluation and Design Services, Augusta, GA — Project Manager. As a part of the City's Intersection Operation and Safety Improvement Initiative, Kimley-Horn was retained by the City of August Engineering Department to evaluate the feasibility of installing roundabouts at five intersections in the City. The first phase will consist of performing a Traffic Engineering (TE) studies, developing conceptual layouts, performing technical analyses, traffic animations, color renderings, and public outreach. The second phase will consist of design services for up to three of these intersections to be determined after the first phase. The design services include survey, environmental, landscape architecture, preliminary plans, right of way plans, and final plans. These intersection improvement projects will be funded with SPLOST and local funding.

Grady Avenue at Beauregard Boulevard Intersection, Roundabout Evaluation, City of Fayetteville, GA — Project Manager. Kimley-Horn was retained by the City of Fayetteville to provide a roundabout analysis of the proposed Grady Avenue at Beauregard Boulevard intersection. The analysis assumed a single-lane roundabout would be constructed, and the City wanted to know how many years of acceptable level of service could be anticipated. The analysis indicated that a single lane roundabout would operate at an acceptable LOS until approximately year 2020, assuming a 2.5% per year increase in traffic. SIDRA Intersection 3.1 software was used to analyze the intersection as a single-lane roundabout and to collect the degree of saturation (volume to capacity ratio), delay, and level of service for each of the four intersection approaches.

City of Peachtree City, Traffic Engineering for Four Intersections, Peachtree City, GA — Project Manager. Kimley-Horn worked with Peachtree City, Georgia to evaluate existing conditions and provide 20-year projections for four intersections in Peachtree City. Data collection included traffic counts and field surveys of existing conditions. Peak hour turning movement counts were performed at each intersection, and hourly tube counts were performed along each approach of each intersection. These traffic volumes were used to establish existing traffic volumes, and a growth factor was applied to forecast future traffic volumes. Each intersection was analyzed using Highway Capacity Manual methodologies to evaluate the possibility of installing a traffic signal, a multi-way stop controlled intersection, and a modern roundabout. Additionally, vehicular delay and level of service were determined for multiple continuous hours during the peak periods for the purposes of prioritizing the intersections that incurred the longest duration of unacceptable level of service. Kimley-Horn provided recommendations for intersection improvements and project prioritization.

John D. Walker relevant experience, continued

Etowah High School/E.T. Booth Middle School Campus, Traffic Study, Cherokee County, GA — Project Manager. Kimley-Horn and Associates, Inc. was retained to perform a traffic circulation analysis for each phase of the project for both the AM and PM peak hour traffic conditions for the proposed Etowah High School / E.T. Booth Middle School Campus project. The report was prepared to determine feasible improvements in order to enhance onsite traffic circulation and to identify operational and roadway improvements that may be implemented in order to reduce traffic congestion throughout the site. The report examined 2012 Existing traffic conditions, Projected Phase I, and Projected Phase II traffic conditions. The project site currently consists of the Etowah High School, E.T. Booth Middle School, and Chapman Intermediate School campuses located on the north side of Eagle Drive in the vicinity of Putnam Ford Drive and Parkbrooke Drive in Woodstock, Georgia. All three campuses consist of parking areas connected by a complex network of access drives. The proposed Etowah High School/E.T. Booth Middle School Campus project will be broken into two phases and includes the construction of a new middle school to the north of the existing middle school and athletic fields to replace the existing middle school. In addition, the 6th graders of Chapman Intermediate School will be relocated to the new middle school, the 5th graders will be relocated off campus to another elementary school, and Etowah High School will utilize the existing Chapman Intermediate campus as an overflow facility.

City of Augusta, Riverwatch Parkway Traffic Counts and Model, Augusta, GA — Project Manager. Kimley-Horn prepared traffic models for Riverwatch Parkway for the City of Augusta for the development of signal timing along the one mile corridor. Some additional traffic data was collected, and data from the previously prepared traffic impact study also was used. The traffic model along Riverwatch Parkway consisted of five traffic signals at Riverwest Drive, I-20 Westbound Ramp, I-20 Eastbound Ramp, Alexander Drive, and River Shoals Parkway.

City of Fayetteville, Downtown Traffic Study, Fayetteville, GA — Project Manager. Kimley-Horn performed a detailed traffic study of eleven downtown Fayetteville intersections. This study considered new roads and new intersections to accommodate future traffic growth. The study was prepared for the City of Fayetteville to evaluate the Existing 2006 Conditions and Future Year 2026 Conditions. Recommendations considered both short- and long-range improvements.

City of Fayetteville, LCI Supplemental Study, Fayetteville, GA — Project Engineer. The City of Fayetteville was awarded supplemental LCI funding to continue their efforts for downtown revitalization from their preliminary LCI study. In addition to looking at two of the main corridors in Fayetteville (GA 85 and GA 54), three specific properties were identified as being ripe for redevelopment. As a subconsultant to Urban Collage, Kimley-Horn provided traffic and transportation services by collecting key traffic counts and assessing growth along the corridors. Additionally, Kimley-Horn made recommendations regarding access management, vehicular operations and new connections, and bicycle/pedestrian access. Kimley-Horn also worked with the team on redevelopment concepts for the three properties; assessing current deficiencies and providing input on future access in, around, and through the sites.

City of Lawrenceville, Downtown LCI Traffic Study, Lawrenceville, GA — Project Manager. Kimley-Horn examined transportation improvements for downtown Lawrenceville that were recommended in the Livable Centers Initiative (LCI) Master Plan. These improvements included modifying streetscapes around the Courthouse Square, working with Georgia DOT to determine which roads should become state-designated, and improving other network segments to accommodate traffic loads. The firm also studied the possibility of narrowing Pike and Crogan Streets from three one-way lanes to two one-way lanes with wider sidewalks and turn lanes.

City of Norcross, Ruth Street Traffic Study, Norcross, GA — Project Manager. Kimley-Horn performed a traffic engineering review for Ruth Street, which connects Holcomb Bridge Road and Lake Street. The purpose of the review was to document existing traffic conditions along Ruth Street and to provide a recommendation to improve traffic operations. The evaluation considered street closure, one-way traffic, and emergency-only access.

Dawson County, Standby Traffic, Transportation, and Engineering Services, Dawson County, GA — Project Manager. Kimley-Horn is one of three firms that provided on-call engineering services to Dawson County. The scope included a full range of services, including traffic studies, surveying, transportation design, bridge design, and civil engineering. The Kimley-Horn team completed several work orders consisting of subdivision/stormwater regulation review and rewrite, surveying, soil borings, and bridge repair design. The one-year contract was renewed for a second year. Each individual work order was either provided by Kimley-Horn staff or through specifically named and designated subconsultants.

John D. Walker relevant experience, continued

Douglas County, Chapel Hill/Stewart Mill Roads Transportation Study, Douglas County, GA — Project Manager. For the study of these two major roads, Kimley-Horn reviewed existing conditions and identified current transportation deficiencies. Future conditions were analyzed using future traffic projections. Both short- and long-term recommendations were suggested for the corridors. Two public meetings per corridor were held to obtain public opinion and present recommendations. The recommendations included widening of the corridors to increase capacity, intersection improvements, pedestrian facilities, bicycle facilities, and context sensitive design.

Douglas County, Railroad Crossing Closures Traffic Study, Douglas County, GA — Project Manager. Kimley-Horn performed a railroad crossing closure traffic study for Douglas County, Georgia. Three existing at-grade railroad crossings were under evaluation by Norfolk Southern Corporation for potential closure, and Kimley-Horn studied the traffic impacts associated on the surrounding network due to those closures. Alternative analyses were conducted, and a single-lane roundabout was studied and modeled using Synchro 8 and SimTraffic. Conceptual layouts of the alternatives, including the roundabout, were produced. Existing railroad crossings that are to remain were also evaluated for MUTCD compliance.

Douglas County, Transportation Engineering Studies, On-Call Basis, Douglasville, GA — Project Manager. Kimley-Horn recently was selected to provide transportation and traffic engineering studies on an on-call basis for Douglas County. Kimley-Horn will assist the County in improving safety and efficiency for the traveling public as well as mitigating traffic congestion. Services primarily will include countywide traffic studies but may also include traffic signal and intelligent transportation systems design/implementation, access management review, and intersection design. The traffic engineering studies will evaluate intersection safety and/or operational efficiency, evaluate the need for intersection improvements, lane additions, installation of traffic signals or roundabouts, traffic calming studies, and will recommend improvements.

East County Line Road at Sweetwater Elementary School and Lithia Springs High School, Lithia Springs, GA — Project Manager. Kimley-Horn studied the traffic operations of the current four-lane section of East County Line Road to determine the feasibility of modifying to become a three lane roadway plus bike lanes. Currently, East County Line Road passes between two Douglas County schools – Sweetwater Elementary School and Lithia Springs High School. Both schools have driveway access along East County Line Road that serves the operations of the schools.

The study considered traffic operational improvements of each school driveway. In addition, Kimley-Horn evaluated potential site circulation improvements on the adjacent school properties to improve internal traffic circulation. This report was prepared for Douglas County to evaluate the existing traffic conditions and proposed conditions if East County Line Road was changed to a 3-lane roadway (with modified roadway laneages). On-site deficiencies included inadequate storage for queuing vehicles waiting to drop-off/pick-up students, conflicting left-turn ingress movements along the main line, inadequate pedestrian crosswalks, and on-site circulation deficiencies.

Georgia DOT, On-Call Traffic Engineering Studies, various locations, GA — Project Manager. As an on-call consultant, Kimley-Horn was responsible for preparing traffic engineering studies for GDOT at various intersections statewide. The traffic studies included traffic signal warrant analysis, level of service and capacity analysis, operational analysis, and the development of roadway/operational improvement recommendations. In many cases, these recommendations were forwarded on as Safety Design projects through the on-call contract.

Perimeter Community Improvement Districts (PCIDs) Hammond Drive Corridor Study, Atlanta, GA — Project Manager. Kimley-Horn was engaged by the Perimeter CIDs to develop traffic projections for Hammond Drive from GA 400 to Ashford-Dunwoody Road. Traffic projections took into account eight developments in various stages of entitlement, permitting, or construction; projected traffic generated by the anticipated Hammond Drive/GA 400 half-diamond interchange; and projected traffic growth through 2017. The required six through-lanes, bike lanes, pedestrian/streetscape zones, and additional turn lanes at intersections were defined to establish future right-of-way requirements. This corridor study was particularly helpful to PCID and local jurisdictions in defining right-of-way reservation for future development projects along the Hammond Drive corridor.



March 5, 2014

Mr. Geoffrey E. Morton, P.E.
Public Works Agency Director
Cherokee County Government
1130 Bluffs Parkway
Canton, GA 30114

RE: Intersection Improvements – Woodstock Road at Victory Drive Proposal

Dear Geoff:

URS is pleased to submit this proposal and scope of services for providing design services for improvements to the intersection of Woodstock Road at Victory Drive. The following pages present our proposed scope of services and fee.

Should you have any questions or comments regarding any of the information in the proposal, please contact me at 678-808-8850.

Sincerely,
URS Corporation

A handwritten signature in black ink, appearing to read "Erick Fry". The signature is fluid and cursive, written over a white background.

Erick Fry, P.E.
Senior Project Manager

URS Corporation
400 Northpark Town Center
1000 Abernathy Road, NE
Suite 900
Atlanta, GA 30328
p. 678-808-8800
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www.urscorp.com

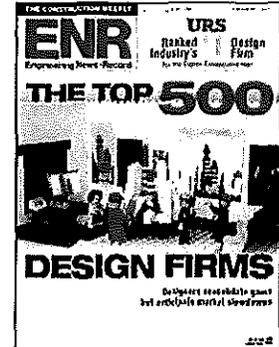


Intersection Improvements Woodstock Road at Victory Drive

URS Corporation

URS Corporation (URS) is a worldwide provider of comprehensive consulting and engineering services. *ENR* has named URS Corporation the industry's **#1 design firm** for eight consecutive years. We have the resources and technical expertise to address our clients' increasing need for single-source providers of turn-key planning, engineering, environmental, construction, technical management, and operations and maintenance services to meet their project and program needs.

The scope and quality of services and broad-based geographic operations of URS make it different from other consulting companies. URS provides comprehensive, integrated environmental and engineering services, as well as civil and remedial design and construction services to clients on a global basis.



Today URS has a staff of approximately 250 professionals in its Atlanta office. The staff offer a varied range of engineering services and expertise in the areas of traffic and transportation planning and engineering, site development, environmental engineering and environmental science.

The **URS Transportation Group** consists of 46 engineers, planners, scientists and technicians providing roadway engineering, traffic operations services, transportation planning, and environmental services including archaeology, history, ecology, air, noise and NEPA documentation.

URS will be responsible for Project Management, Roadway Design, Environmental Documentation, and Traffic Engineering.

Key Staff

URS has assembled a team of qualified personnel who are ready to devote themselves to this project. Our team members have many years of experience performing the services that are required for the successful design of the proposed intersection improvements. Our philosophy is that a successful project cannot be performed in a vacuum. We feel it is vitally important that the project proceed in basic conformance with mutually agreed-upon goals and objectives.

The following are brief biographical sketches of the Key personnel selected to carry out the design of the intersection improvements at Woodstock Road at Victory Drive.



Intersection Improvements
Woodstock Road at Victory Drive

| | |
|-------------------------------|--|
| Name | Erick Fry, PE |
| Project Role | Project Manager |
| Total # Years Experience | 22 |
| GA Professional Registrations | PE./GA/#25461 GSWCC Level II Certified Professional |
| Education | BS /Civil Engineering/1993 / Georgia Institute of Technology |

Erick Fry has over 22 years of experience in transportation, civil design and land development. Mr. Fry's experience includes MS4 design, concept reports, hydrology, all components of preliminary and final construction plans, right-of-way computations, construction management and utility design including sewer lines and waterlines. Mr. Fry one of the lead Project Managers for the URS Atlanta office. He has successfully lead projects through the Cherokee County's development process.

Relevant Project Experience:

Project Manager, Pleasant Hill Road Bridge over I-85 Replacement Diverging Diamond Interchange: The project involves developing the conceptual study through construction documents of the replacement of the existing tight urban diamond interchange with a diverging diamond (double crossover) interchange (DDI). Mr. Fry as Project Manager is responsible for all aspects of the project including design, quality control, traffic, environmental special studies, database preparation, coordination with the CID, Georgia DOT, Gwinnett County DOT, FHWA, subconsultants and utilities. Mr. Fry also lead the public involvement portion of the project which included developing a steering committee and holding meetings to determine the best aesthetic treatments for the bridge that can be incorporated into the design. The DDI approach through the utilization of the existing bridge will save the CID and Gwinnett County approximately \$50 million.

Project Manager, Cusseta Rd at Old Cusseta Rd Intersection Project, Columbus Consolidated Government, GA: The project involves analyzing and developing final construction documents for the intersection of Cusseta Rd at Old Cusseta Rd. Mr. Fry was the project manager and led the design, coordination and all aspects of the project. The project was funded 100% through the Consolidated Governments SPLOST program. URS evaluated the existing conditions to determine deficiencies in level of service, safety and geometry. Upon completion, of the preferred alternative, URS began development of preliminary and right of way plans. An USACE 404 nationwide permit will be required for this project along with a stream buffer variance.

Project Manager, SR 92 Realignment, Douglasville, GA: Responsible for all aspects of the project including design, quality control, coordination with the DOT, City of Douglasville, subconsultants and utilities. This urban relocation of an existing major thoroughfare with multiple intersections through the City of Douglasville includes 6 lanes with a raised concrete median and 10 miles of side road realignments. The project will include the redesign of 11 signals and 3 bridges (one CSC Railroad bridge).

Project Manager, Jamerson Road and Wigley Road Improvements, Cobb County, Georgia: Responsible for all aspects of the project including design, quality control, coordination with the county, subconsultants and utilities. This urban widening of a 2-lane rural road to a 4-lane/2-lane road with either a 20' raised concrete median or a 14' flush median is approximately 5 miles in length. The 10' shoulders are curb and gutter and sidewalks and the roadway will have a longitudinal drainage system. The project also includes the redesign of 5 signals. The goal of the project is to provide as many improvements to the existing roadway system while minimizing the impacts to the local community and environmental constraints. The project includes the coordination with 12 utility companies and the North Georgia Railroad. The project will be completed on schedule and within budget.



Intersection Improvements
Woodstock Road at Victory Drive

| | |
|-------------------------------|--|
| Name | Hatem Aly, PE |
| Project Role | Project Designer |
| Total # Years Experience | 21 |
| GA Professional Registrations | PE/GA/#31456 GSWCC Certified/Level II/Cert. No. 11637 |
| Education | Masters/1993/Planning/Cairo University BS/1990/Architectural /Civil Engineering/ Cairo University |

Mr. Aly has over twenty-one years of architectural, engineering and construction management experience. He currently services as a project manager in the roadway department of URS's Atlanta office. Mr. Aly has been involved in all aspects of the design of highways, from concept development to final plans preparation and construction-based revisions. His experience includes all types of roadway design, from rural widening and new location projects to major interstate widening and interchange reconstructions. Mr. Aly has extensive computer software experience including: CAICE, Microstation, Highway Capacity Software (HCS), HY-8, HEC-2.

Relevant Project Experience:

Project Manager, SR 155 At Fairview Road Intersection Improvements, Henry County, GA: The proposed intersection improvements at the intersection of State Route 155 (SR 155) and Fairview Road in Henry County, Georgia is part of Henry County's SPLOST program. This intersection improvement project proposes signalization of the intersection, addition of exclusive right-turn lanes on northbound and southbound SR 155, and addition of a left turn lane and right turn lane on the eastbound and westbound approaches of Fairview Road.

Sub-Project Manager, Smith Store Road Intersection Improvements, Newton County, GA: This project proposes to realign the tee intersection of Smith Store Road and Salem Road \ SR162 to correct a deficient skew angle and proposes to signalize the intersection. A right and left turn bay will be added along Salem Road and an exclusive left turn bay will be added to Smith Store Road. This intersection is being reconstructed to improve the safety and operations at this location. This work will be done in accordance with the Americans with Disability Act (ADA) guidelines and pedestrian equipment and crosswalks will be furnished.

Project Designer, Intersection Improvements for DeKalb County, DeKalb County, GA: Responsibilities included all aspects of design from preliminary design through final plan preparation including adding right and/or left turn lanes, adding new side walks, adding traffic signals, improving storm drainage, right of way plans for the following intersections: (Phillips Rd./Marbut Rd.), (Wellborn Rd./Marbut Rd.), (Browns Mill Rd./ Klondike Rd.) and (Winters Chapel Rd./Dunwoody Club Dr.). Mr Aly used Microstation, and CAICE in plan production.



Intersection Improvements
Woodstock Road at Victory Drive

| | |
|----------------------------|---|
| Name | Jeff Wood |
| Project Role | Traffic Engineering Lead |
| Total # Years Experience | 16 |
| Professional Registrations | GA/PE/#31593 PTOE/#1388 |
| Education | M.B.A./2002/Business-Admin/ University of Michigan B.S./1997/Civil Engineering/ Michigan Technological University B.A./1993/Physics/ University of Michigan |

Jeff Wood specializes in traffic engineering. His broad experience includes safety audits, warrant studies, traffic simulation, traffic signal design, traffic signal timing, transportation corridor studies, design traffic, and multi-modal transportation studies. He has extensive experience in traffic data collection and analysis, including crash analysis, vehicle delay, and speed studies. Mr. Wood has utilized numerous traffic engineering and traffic simulation models during his career including HCS, Synchro/SimTraffic, SIDRA Intersection, CORSIM, and VISSIM.

Relevant Project Experience:

Project Manager, GDOT Statewide Traffic Engineering Studies (RTOP), Statewide GA: Project manager responsible for the identification of problems associated with traffic control, road geometry (turn lanes), sight distance issues and accident data evaluation.

Project Manager, GDOT Statewide Signal Timing Project, Statewide GA: Project Manager responsible for developing and implementing optimized traffic signal timing plans throughout the State of Georgia. Work includes timing plan development using Synchro and Tru-Traffic; calculation of the yellow, red, and pedestrian clearance intervals; database development in ACTRA (SEPAC); burn-in testing; on-street 2070 controller deployment; field implementation and fine-tuning of optimized timings, and effectiveness studies.

Project Manager, GDOT Atlanta Metro Signal Timing, Metro Atlanta, Georgia: Project Manager responsible for developing and implementing optimized traffic signal timing plans throughout the Atlanta metro area. Work includes timing plan development using Synchro and Tru-Traffic; calculation of the yellow, red, and pedestrian clearance intervals; database development in ACTRA (SEPAC); burn-in testing; on-street 2070 controller deployment; field implementation and fine-tuning of optimized timings, and effectiveness studies.



Intersection Improvements
Woodstock Road at Victory Drive

| | |
|----------------------------|---|
| Name | Patrick Smith |
| Project Role | Environmental Permitting Lead |
| Total # Years Experience | 19 |
| Professional Registrations | Register of Professional Archaeologists (RPA)/U.S./ID# 15223 |
| Education | MA/Anthropology/2002/UA BA/English, Creative Writing minor/1993/UA |

Patrick Smith serves as the Atlanta office's Senior Archaeologist and as the Transportation Group's Environmental Lead overseeing the environmental tasks for transportation related projects (public transportation, roadway, bridge, etc.). Throughout his career, he has held a number of different but related positions including Field Director and Principal Investigator for numerous archaeological projects throughout the Southeast. He has worked on or managed projects for clients such as the National Park Service (NPS), Federal Highway Administration (FHWA), Army Corps of Engineers (ACE), Department of Defense (DoD), United States Postal Service (USPS), Federal Emergency Management Agency (FEMA), Department of Veterans Affairs (VA), and Departments of Transportation in Alabama, Georgia, Mississippi, and Tennessee, as well as numerous other state, municipal, and private organizations.

Relevant Project Experience:

Environmental Lead: Pleasant Hill Road Diverging Diamond Interchange (DDI) at I-85, Gwinnett, GA, Gwinnett Place Community Improvement District (CID). The project involves the conceptual study of the replacement of the existing tight urban diamond interchange with a diverging diamond interchange.

Environmental Lead, Ivan Allen Blvd, Atlanta, GA: Mr. Smith lead the environmental permitting process which included a SBV with EPD and a nationwide 404 permit with the USACE.

Environmental Lead, SR 92 Widening, Douglasville, Ga: Environmental Assessment for the widening and new location of SR 92 through Douglasville. Mr. Smith also lead the environmental permitting process which included a SBV with EPD and an individual permit with the USACE.



Project Experience

URS has provided design services for numerous intersection projects throughout the metro Atlanta area and the Southeast. The following is a summary of some of those projects.

Similar Improvement Projects

URS Corporation

| Project Type and Location | Name and Address of Owner | Location Where Work Was Performed | Scope of Work | Design Cost | Construction Cost | Completion Date |
|--|---|-----------------------------------|---|-------------|-------------------|-----------------------------------|
| Jamerson/Wigly Road Safety Improvements, Cobb County, GA | Cobb County DOT 1890 County Services Parkway Marietta, GA 30362 | Atlanta, GA | This urban widening of a 2-lane rural road to a 4-lane/2-lane road with either a 20' raised concrete median or a 14' flush median is approximately 5 miles in length. The 10' shoulders are curb and gutter and sidewalks and the roadway will have a longitudinal drainage system. The project also includes the redesign of 5 signals. The goal of the project is to provide as many improvements to the existing roadway system while minimizing the impacts to the local community and environmental constraints. The project includes the coordination with 12 utility companies and the North Georgia Railroad. | \$1.2M | \$17M | 2009 design/ 2011 construction |



Intersection Improvements
Woodstock Road at Victory Drive

| | | | | | | |
|--|--|--------------------|---|------------------|------------------|---------------|
| <p>S. Holly Road at East Cherokee Intersection Improvements, Cherokee County, GA</p> | <p>Mr. Geoff Morton 1130 Bluffs Parkway Canton, GA 30114 678-493-6077 gmorton@cherokeega.com</p> | <p>Atlanta, GA</p> | <p>S. Holly Rd at East Cherokee (Lead) – Analysis of 4-way intersection. Work performed includes:</p> <ul style="list-style-type: none"> • Signal Warrant Analysis • Roadway Design • Environmental Permitting • Traffic Engineering • Safety Improvements | <p>\$65,000</p> | <p>\$700,000</p> | <p>2013</p> |
| | | | | | | |
| <p>SR20/212 Interim Intersection Improvements, Newton County, GA</p> | <p>Newton County 1140 Reynolds Street Covington, GA 30014</p> | <p>Atlanta, GA</p> | <p>This project will provided interim improvements to two state route intersections, located in western Newton County, that were 300 feet apart. The intersections of State Route(SR) 20 and SR 212 created two very closely spaced unsignalized intersections in western Newton County as they converged creating a three- leg intersection and diverging 300 feet South at a four-leg intersection with Brown Bridge Road. There is currently a project to four-lane SR 20 due to let in 2011, but these intersections have been experiencing high levels of delay due to growth in the area. The County initiated this project to realign SR 212 slightly to the north to achieve some separation between the two intersections and signalize them. Traffic analysis, including CORSIM simulations, were performed to justify the need for a signal at both locations. Left turn lanes will also be provided to relieve congestion in this corridor.</p> | <p>\$161,700</p> | <p>\$1.1M</p> | <p>Dec-08</p> |
| | | | | | | |
| <p>SR92 at CR466/Due West Road Intersection Improvements, Paulding County, GA</p> | <p>Paulding County DOT 240 Consitution Blvd. Dallas, GA 30132</p> | <p>Atlanta, GA</p> | <p>This project included the design of additional turn lanes for Due West Road (north and south legs) at its intersection with SR92 in northeast Paulding County. A new traffic signal was also proposed for the intersection with the north leg of Due West Road.</p> | <p>\$75K</p> | <p>\$325K</p> | <p>Jan-09</p> |



Intersection Improvements Woodstock Road at Victory Drive

| | | | | | | |
|---|---|-------------|---|------|-------|--------|
| Peachtree Road Corridor, Atlanta, GA | Buckhead CID 3340 Peachtree Road NE Suite 1640 Atlanta, GA 30326 | Atlanta, GA | URS was retained to review and analyze the Peachtree Road Corridor in the Buckhead area of Atlanta. The result of the corridor analysis and traffic study that was completed by URS, was the design and construction of a raised median along the 1-1/2 mile corridor, along with the addition of bike lanes and widened sidewalks to enhance pedestrian movements through the corridor. Through a cooperative effort with the Georgia DOT, BCID and URS, the project incorporated many "context sensitive" features including the elimination of gutters to save over \$2 M in right-of-way, 10-foot travel lanes, use of permanent easement for portions of the sidewalk area and other design features. In addition to improving safety and decreasing congestion at many of the intersections, this project will also assist in reducing emissions, which is critical to the Atlanta metropolitan area. | \$1M | \$30M | Oct-07 |
|---|---|-------------|---|------|-------|--------|

Project Approach

Cherokee County has requested that URS provide a scope of work and fee estimate to analyze the intersection of Woodstock Road and Victory Drive. As part of this scope of work, URS will provide the following:

- Review all accident data provided by Cherokee County
- Review intersection geometry and sight distance
- Perform an analyze of 24-hour and peak hour traffic and turning movements at intersection and approaches
- Review and incorporate future development trends in the immediate area that impact traffic flow
- Perform a round-a-bout analysis at the intersection
- Perform a traffic signal warrant study at the intersection
- Provide conceptual cost estimate of alternatives
- Provide layouts of 3 best alternatives

A more detailed description of this scope is as follows:

Traffic Engineering

URS will prepare a comprehensive traffic analysis of existing traffic operations and determine the most appropriate solution to improve the safety and future operations of the intersection. The following tasks will be completed as part of the study:

Traffic Count Data Collection

URS will collect the following existing traffic count data:

12 Hour TMC (7AM-7PM)

- Woodstock Road at Victory Drive

24 Hour Classification Tube Count

- Woodstock Road between SR 92 and Kellogg Creek Road
- Victory Drive between Woodstock Road and Kellogg Creek Road

Gap Study

- Woodstock Road at Victory Drive

Sight Distance Measurement

The intersection sight distance will be field measured and compared to the distance required for a vehicle to make a left turn from a stop-controlled approach to safely enter the free flowing traffic stream of the intersecting roadway (AASHTO Case B1).

Traffic Forecasting

Using existing traffic count data, URS will prepare forecasts for Opening and Design Year AM and PM peak hour turning movements at the intersection on Woodstock Road and Victory Drive. In addition, Annual Average Daily Traffic volumes for No-Build and Build conditions will be provided for the study years along Woodstock Road and Victory Drive.

Crash Analysis

URS will analyze the intersection crash data from the three most recent years of readily available data. This crash data will be used to prepare crash diagrams to determine correctable crash patterns and develop design alternatives that can be implemented to improve intersection safety.

Signal Warrant Analysis

The traffic volumes projections will be combined with the crash data from the last twelve months to evaluate the appropriate traffic signal warrants described in the 2009 edition of the Manual on Uniform Traffic Control Devices (MUTCD) for the intersection of Woodstock Road and Victory Drive.

Roundabout Analysis

AM and PM peak hour roundabout analysis will be conducted for the intersection of Woodstock Road and Victory Drive utilizing SIDRA Intersection software.

Alternatives Analysis

A AM and PM peak hour traffic analysis will be conducted for the intersection of Woodstock Road and Victory Drive for the following years/scenarios:

- Existing Conditions
- Opening Year No-Build
- Opening Year Build (three-way stop, signalized, and roundabout)
- Design Year No-Build
- Design Year Build (three-way stop, signalized, and roundabout)

The analysis will determine level of service (LOS), delay, and 95th percentile queue lengths using *Highway Capacity Manual* (HCM) methodologies.

Cost Estimates and Layouts

URS will prepare conceptual layouts of the 3 best alternatives from County GIS and develop conceptual cost estimates of each.

URS anticipates the following submittals in this estimate:

- o Recommendations will be developed based on the results of study and documented in a traffic analysis report.
- o Layouts of 3 best alternatives
- o Conceptual cost estimates. Cost opinions, estimates or quantities provided will be on the basis of experience and judgment and may vary due to market conditions.

Schedules

NTP

Traffic Data (1 week from NTP)

Traffic analysis and signal warrant analysis (2 weeks from NTP)

Final Recommendations Report (1 month from NTP)

Fee Estimate

The total cost for URS to complete this work will be **\$16,500.00**.



Cherokee County, Georgia Agenda Request

SUBJECT: Annual Guardrail Installation and Repair
Services Contract

MEETING DATE: March 18, 2014

SUBMITTED BY: Geoffrey E. Morton

COMMISSION ACTION REQUESTED:

Consider approval of an Annual Guardrail Installation and Repair Services Contract with Martin-Robbins Fence Company, Inc., to perform guardrail installation and repairs, countywide, as needed.

FACTS AND ISSUES:

Cherokee County uses the services of a guardrail contractor to provide the County with guardrail installation where requested and warranted on existing County roadways, where needed on Roads & Bridges in-house construction projects and as needed for guardrail repairs.

Only one (1) company submitted a proposal for this work. Prices submitted are the same as for 2013 contract.

BUDGET:

| | | |
|-----------------------|--------------|-------------------------------|
| Budgeted Amount: | \$ 50,000.00 | Account Name: Misc. Guardrail |
| Amount Encumbered: | \$ 0.00 | Account #: 64002 |
| Amount Spent to Date: | \$ 0.00 | |
| Amount Requested: | \$ 0.00 | |
| Remaining Budget: | \$ 0.00 | |

Budget Adjustment Necessary: Yes No If yes, please attach budget amendment form.
 Contract or Amendment: Yes* No *If yes, a Procurement Summary MUST be attached.
 Ordinance/Resolution: Yes No

Note: Contracts (Other than County's Standard Agreements), ordinances & resolutions require prior review by County Manager and County Attorney.

ADMINISTRATIVE RECOMMENDATION:

Approval of an Annual Guardrail Installation and Repair Services Contract with Martin-Robbins Fence Company, Inc., to perform guardrail installation and repairs, countywide, as needed.

REVIEWED BY:

DEPARTMENT HEAD: _____

AGENCY DIRECTOR: _____

COUNTY MANAGER _____

Procurement Summary

Date Submitted: 25-Feb-14
Submitted by: Savannah Shadburn
RFB Number: 2014-28
Value of Contract:
Period of Performance:
Supplier Name: Martin-Robbins Fence Co. Inc
General Description: Guardrail Installation and Maintenance
Source of Funds:

Contract Information

Proposed Contract Type

| | |
|--------------------------|--|
| <input type="checkbox"/> | Standard Professional Services Agreement |
| <input type="checkbox"/> | PSA with Exceptions Approved by Counsel |
| <input type="checkbox"/> | Supplier Agreement Approved by Counsel |
| <input type="checkbox"/> | Standard Purchase Order |

Formal Advertised Procurement: Yes No*

Number of Bidders Contacted / Number of Bids Received: _____ / 1

Supplier Selection Based on:

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Only One Bidder |
| <input type="checkbox"/> | Lowest Bidder |
| <input type="checkbox"/> | Lowest Evaluated Bidder |
| <input type="checkbox"/> | Highest Proposal Scoring |
| <input type="checkbox"/> | Other* |

| Weight | Evaluation Criteria |
|--------|--------------------------------|
| 100% | Price |
| | Service Plan / Delivery Timing |
| | Equipment Capabilities |
| | Quality Assurance Program |
| | Transition Plan |

If Award to Non-County Business:
(If Applicable)

| | |
|--------------------------|--|
| <input type="checkbox"/> | No <u>Cherokee County</u> Business submitted bid/proposal |
| <input type="checkbox"/> | CC Business bid/proposal was non-responsive/not-responsible |
| <input type="checkbox"/> | CC Business not within 5% of Low Bid (for consideration) |
| <input type="checkbox"/> | CC Business Total Evaluated Score Inadequate (for consideration) |

Summary of Analysis / Scoring

| Total Score* | Price* | Bidder | Location | Rep Brand |
|--------------|-------------------------------------|-------------------------|---------------|-----------|
| | See Price Analysis - Price per Unit | Martin-Robbins Fence Co | Snelville, GA | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Fair Price Determination:

| Method | Price Analysis Type |
|--------------------------|--|
| <input type="checkbox"/> | Lowest Bidder |
| <input type="checkbox"/> | Lowest Evaluated Bidder |
| <input type="checkbox"/> | Best Pricing Among Comparable Features / Suppliers |
| <input type="checkbox"/> | Market Analysis or Market Pricing |
| <input type="checkbox"/> | State Contract Pricing |
| <input type="checkbox"/> | Other, see attached price analysis. |

Important Price Evaluation Notes: Historically, this work has received little participation. In 2012 and 2013, this project was also bid out with only this Supplier submitting a bid.

Pricing is consistent with bid submitted in 2013.

Why Other Than Low Bidder Selected:
(If Applicable)

*Notes:

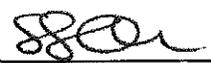
CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: 2014-28

RFB/RFP NAME: GUARDRAIL INSTALLATION & MAINTENANCE

OPENING DATE/TIME: FEBRUARY 25, 2014 AT 10:00AM EST

Opening/Reading Attendance

| COMPANY | PRINT NAME | SIGNATURE |
|-------------|-------------------|---|
| Procurement | Samantha Madhavan |  |
| | | |
| | | |
| | | |

Proposals Received (no particular order)

| NAME | CITY/STATE | Bid Proposal | Noncol. Aff | Schedule of Items |
|-------------------------|----------------|--------------|-------------|-------------------|
| Martin Robbins Fence Co | Snellville, GA | Y | Y | Y |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Notes:

CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: 2014-28

RFB/RFP NAME: Guardrail Installation and Maintenance

OPENING DATE/TIME: February 25, 2014 at 10:00am EST

Opening/Reading Attendance

| COMPANY | PRINT NAME | SIGNATURE |
|-------------|------------------|-----------|
| Procurement | Savanah Shadburn | |
| | | |
| | | |

Proposals Received (no particular order)

| NAME | CITY/STATE | Bid Proposal | Noncol. Aff | Schedule of Items |
|------------------------------|----------------|--------------|-------------|-------------------|
| Martin Robbins Fence Co. Inc | Snellville, GA | Y | Y | Y |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Notes:

CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: 2014-28

RFB/RFP NAME: Guardrail Installation and Maintenance

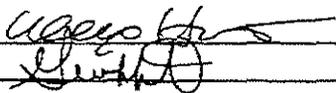
OPENING DATE/TIME: February 25, 2014 at 10:00am EST

| ITEM NO. | DESCRIPTION | UNIT | 2014 Bid | | 2013 Bid | |
|----------|---|------|------------|------------|------------|------------|
| | | | UNIT PRICE | UNIT PRICE | UNIT PRICE | UNIT PRICE |
| 150-1010 | TRAFFIC CONTROL | DAY | \$ | 500.00 | \$ | 500.00 |
| 610-1055 | REMOVE GUARDRAIL | LF | \$ | 6.50 | \$ | 6.50 |
| 610-1075 | REMOVE GUARDRAIL ANCHOR, ALL TYPES | EA | \$ | 350.00 | \$ | 350.00 |
| 641-1100 | GUARDRAIL, TP T (UNDER 150 LF) | LF | \$ | 75.00 | \$ | 75.00 |
| 641-1100 | GUARDRAIL, TP T (OVER 150 LF) | LF | \$ | 40.00 | \$ | 40.00 |
| 641-1200 | GUARDRAIL, TP W (UNDER 150 LF) | LF | \$ | 23.05 | \$ | 23.05 |
| 641-1200 | GUARDRAIL, TP W (OVER 150 LF) | LF | \$ | 18.00 | \$ | 18.00 |
| 641-5001 | GUARDRAIL ANCHORAGE, TP 1 | EA | \$ | 900.00 | \$ | 900.00 |
| 641-5012 | GUARDRAIL ANCHORAGE, TP 12 | EA | \$ | 2,200.00 | \$ | 2,200.00 |
| | ADDITIONAL COST PER LINEAR FOOT OF GUARDRAIL FOR EXTRA DEPTH STEEL POST | | | | | |
| 641-EDP | | LF | \$ | 2.50 | \$ | 2.50 |

CHEROKEE COUNTY BOARD OF COMMISSIONERS
 RFB 2013-14 ANNUAL GUARDRAIL INSTALLATION AND REPAIR SERVICES
 BID OPENING: JANUARY 31, 2013 @ 9:50AM

| | BIDDER NAME | GDOT PREQUAL # | NON- COLLUSIO N AFFIDAVI T | 150-1010 TRAFFIC CONTROL (DAY) | 610-1055 REMOVE GUARDRAIL (LF) | 610-1075 REMOVE GUARDRAIL ANCHOR, ALL TYPES (EA) | 641-1100 GUARDRAIL, TP T (UNDER 150LF) (LF) | 641-1100 GUARDRAIL TP T (OVER 150LF) (LF) |
|---|--------------------------|-------------------|--|---|---|--|--|--|
| 1 | Martin Robbins Fence Co. | AMA 740 | ✓ | 500.00 | 6.50 | 350.00 | 75.00 | 40.00 |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |

BID OPENING ATTENDEES



CHEROKEE COUNTY BOARD OF COMMISSIONERS
 RFB 2013-14 ANNUAL GUARDRAIL INSTALLATION AND REPAIR SERVICES
 BID OPENING: JANUARY 31, 2013 @ 9:50AM

PAGE 2 OF 2

641-EDP
 ADD'L COST
 PER LINEAL
 FOOT OF
 GUARDRAIL
 FOR EXTRA
 DEPTH STEEL
 POST (LF)

| BIDDER # | 641-1200 GUARDRAIL, TP W (UNDER 150LF) (LF) | 641-1200 GUARDRAIL, TP W (OVER 150LF) (LF) | 641-5001 GUARDRAIL ANCHORAGE, TP 1 (EA) | 641-5012 GUARDRAIL ANCHORAGE, TP 12 (EA) | 641-EDP ADD'L COST PER LINEAL FOOT OF GUARDRAIL FOR EXTRA DEPTH STEEL POST (LF) |
|----------|--|---|--|---|--|
| 1 | 23.05 | 18.00 | 900.00 | 2200.00 | 2.50 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |



**Cherokee County
Board of Commissioners**

**Department of Transportation
1130 Bluffs Parkway
Canton, Georgia 30114**

**Bid Documents
2014-28
Annual Guardrail Installation and Repair Services**

RFB No.: 2014-28

BID DATE: February 25, 2014

Bid Proposal

Table of Contents

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| Notice to Contractors | Page 4-5 |
| Bid Proposal | Page 6-8 |
| Noncollusion Affidavit of Prime Bidder | Page 9 |
| Schedule of Items | Page 10 |

Notice to Contractors

RFB No. 2014-28

The Cherokee County Engineering Department, Roadway Capital Program Management Division, is requesting bids for the following project: Annual Guardrail Installation and Repair project, on various streets and roads throughout Cherokee County, as per current Georgia DOT Standards and Specifications. Bidders must be unconditionally qualified prospective bidders in accordance with Chapter 672-5 of the Rules of the Georgia Department of Transportation.

If your company is interested in submitting a bid for this project, please provide three (3) copies of your bid in a sealed envelope of sufficient size with the following clearly typed or printed on the outside.

1. Company Name
2. Project Number
3. Bid Number: 2014-28
4. Date and Hour of Opening
5. Georgia Department of Transportation Prequalified Contractor Number

Sealed bids will be received by The Board of Commissioners of Cherokee County, Georgia in the Office of Purchasing, 1130 Bluffs Parkway, Canton, Georgia 30114, until 9:45 a.m. local time Tuesday, February 25, 2014. At 10:00 a.m. local time on the above date, the bids will be opened and read aloud.

Any inquiries concerning this bid should be made in writing to Geoffrey E. Morton, P.E., Public Works Agency Director/County Engineer, 1130 Bluffs Parkway, Canton, Georgia 30114. The deadline for making inquiries is 5:00 p.m. local time Thursday, February 20, 2014. Cherokee County shall inform all bidders of its response to any inquiries that may lead to the issuance of an addendum.

The work to be done consists of the furnishing of all material, labor and equipment for the following project:

Annual Guardrail Installation and Repair project, on various streets and roadways throughout Cherokee County, as per current Georgia DOT Standards and Specifications, if and where directed by the County.

The bidder is required to submit only the Bid Proposal, which includes:

1. Completed Bid Proposal Form
2. Completed Schedule of Items (sign each page)
3. Noncollusion Affidavit of Prime Bidder

Bidding Documents are open to the public at the Cherokee County Engineering Department, Roadway Capital Program Management Division, 1130 Bluffs Parkway, Canton, Georgia 30114.

A complete set of documents may be obtained from the Cherokee County Engineering Department, Roadway Capital Program Management Division, 1130 Bluffs Parkway, Canton, Georgia 30114. Telephone: (678) 493-6077.

All work performed for this project will be in accordance with current Georgia Department of Transportation Standard Specifications For Construction of Roads and Bridges.

The Bidder shall be responsible for performing at least 50 percent of the work in this contract. The Bidder shall not sub-contract, transfer, assign or otherwise dispose of the contract or any portion thereof, without the written consent of the County. The Cherokee County Board of Commissioners reserves the right to reject all bids and waive formalities. Any claims for cost incurred by any Bidder in preparation of any part of or total package for this project will not be considered for reimbursement by Cherokee County.

The Bidding Documents consist of the following, including all addenda issued therewith and forms referenced therein, in addition to the plans:

- Notice to Contractors
- Bid Proposal
- Completed Schedule of Items
- Noncollusion Affidavit of Prime Bidder
- Sample Contract
- General Conditions
- Special Conditions

County reserves the right to accept or reject any and all proposals submitted in response to this RFP, or refuses to enter into any contract resulting from any proposal submitted, without expense to County.

County reserves the right to withdraw this RFP at any time without prior notice, and makes no representations that any contract will be awarded to any Proposer responding to this RFP. County expressly reserves the right to postpone proposal opening for its own convenience, to waive any informality or irregularity in the proposals received, and to reject any and all proposals responding to this RFP without indicating any reasons for such rejection.

Geoffrey E. Morton, P.E.
Public Works Agency Director/County Engineer

PROPOSAL

Bid Proposal (page 1 of 3)

Proposal Martin Robbins Fence Co Inc of
(Hereinafter called "Bidder") a contractor organized and existing under the laws of the
State of Georgia and doing business as Martin Robbins Fence Co Inc

Georgia Department of Transportation Prequalified Contractor No.
2 MA 740

To: Cherokee County (Hereinafter called "County")

Gentlemen:

The Bidder in compliance with your Notice to contractors and all Bidding Documents for the annual guardrail installation and repair project, on various streets and roads throughout Cherokee County, having examined the plans and specifications with related documents and the site of other proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and supplies to construct the project in accordance with the contract documents, within the time set forth herein, and at the prices stated below, proposes to enter into a Contract, on the form provided by Cherokee County, with Cherokee County to provide the necessary machinery, tools, apparatus, all materials and labor, and other means of construction necessary to complete the Work. The undersigned proposes to furnish and construct the items listed in the attached Schedule of Items for the unit prices stated.

Bidder agrees that the cost of any work performed, materials furnished, services provided or expenses incurred, which are not specifically delineated in the Contract Documents, but which are incidental to the scope, the intent, and completion of the Contract, shall be deemed to have been included in the price bid for the various items scheduled.

Bidder agrees to provide payment and performance bonds on the forms provided by Cherokee County and in conformance with applicable Georgia law. Any such bonds shall be subject to review and approval of the County Attorney.

Bidder, if successful, prior to commencement of the work shall execute a written oath as required by O.C.G.A. §§ 32-4-122 and 36-91-21(e).

Bidder further proposes and agrees hereby to promptly commence the Work with adequate force and equipment with seven (7) calendar days from receipt of Notice to Proceed, or as may be specified by Special Provision, and to complete the Work as specified by the schedule in Special Provision Section 108-08 of the Georgia Department of Transportation Standard Specifications, current edition.

Bid Proposal (page 2 of 3)

Bidder acknowledges receipt of the following addenda:

The undersigned Bidder further agrees that in case of failure on his part to execute said contract and bonds, or provide satisfactory proof of carriage of the insurance required, within fourteen (14) calendar days after notification of award thereof, the Bid Bond or certified check accompanying his bid and the money payable hereon shall be forfeited to the County not as a penalty, but as liquidated damages because actual damages would be difficult or impossible to determine; otherwise, the check or Bond accompanying this proposal shall be returned to the Bidder.

The Bidder declares that he understands that the quantities shown on the proposal are subject to adjustment by either increase or decrease, and that should the quantities of any of the items of work be increased, the undersigned proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, he also understands that payment will be made on actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in the quantities, and that actual quantities will be determined upon completion of work, at which time adjustment will be made to the Contract amount by the direct increase or decrease.

The full name and residence of persons or parties interested in the foregoing bid as principals, are named as follows:

MARTIN-ROBBINS FENCE CO. INC.
2025 WESTSIDE COURT
SNELLVILLE, GA 30078-2800

Bid Proposal (page 3 of 3)

Cherokee County, Georgia

Signed, sealed, and dated this 19th Day of FEBRUARY, 2014.

Martin Robbins Fence Co Inc

Bidder:

(Company Name)

By: J. L. Martin

Title: THOMAS A. MARTIN V. P.

Mailing Address:

MARTIN-ROBBINS FENCE CO. INC.
2025 WESTSIDE COURT
SNELLVILLE, GA 30078-2800

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Georgia)

County of Gwinnett) ss.

THOMAS A. MARTIN, being first
duly sworn, deposes and says that:

(1) He is VICE PRESIDENT (Owner, Partner, Officer,
Representative, or Agent) of the Bidder that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached
Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive of sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents,
representatives, employees, or parties in interest, including this affidavit, has in any way
colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder,
firm or person to submit a collusive or sham Bid in connection with the Contract for
which the attached Bid has been submitted to or refrain from bidding in connection with
such Contract, or has in any collusion or communication or conference with any other
Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder,
or to secure through any collusion, conspiracy, connivance or unlawful agreement any
advantage against Cherokee County or any person interested in the proposed Contract;
and,

(5) The price or prices quoted in the attached Bid are fair and proper and are not
tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the
Bidder or any of its agents, representatives, owners, employees, or parties in interest,
including this affidavit.

(Signed) T.A. Martin

Name THOMAS A. MARTIN

Title V. P.

Subscribed and Sworn to before me
this 19th Day of February, 2014.
Elaine D. Williams



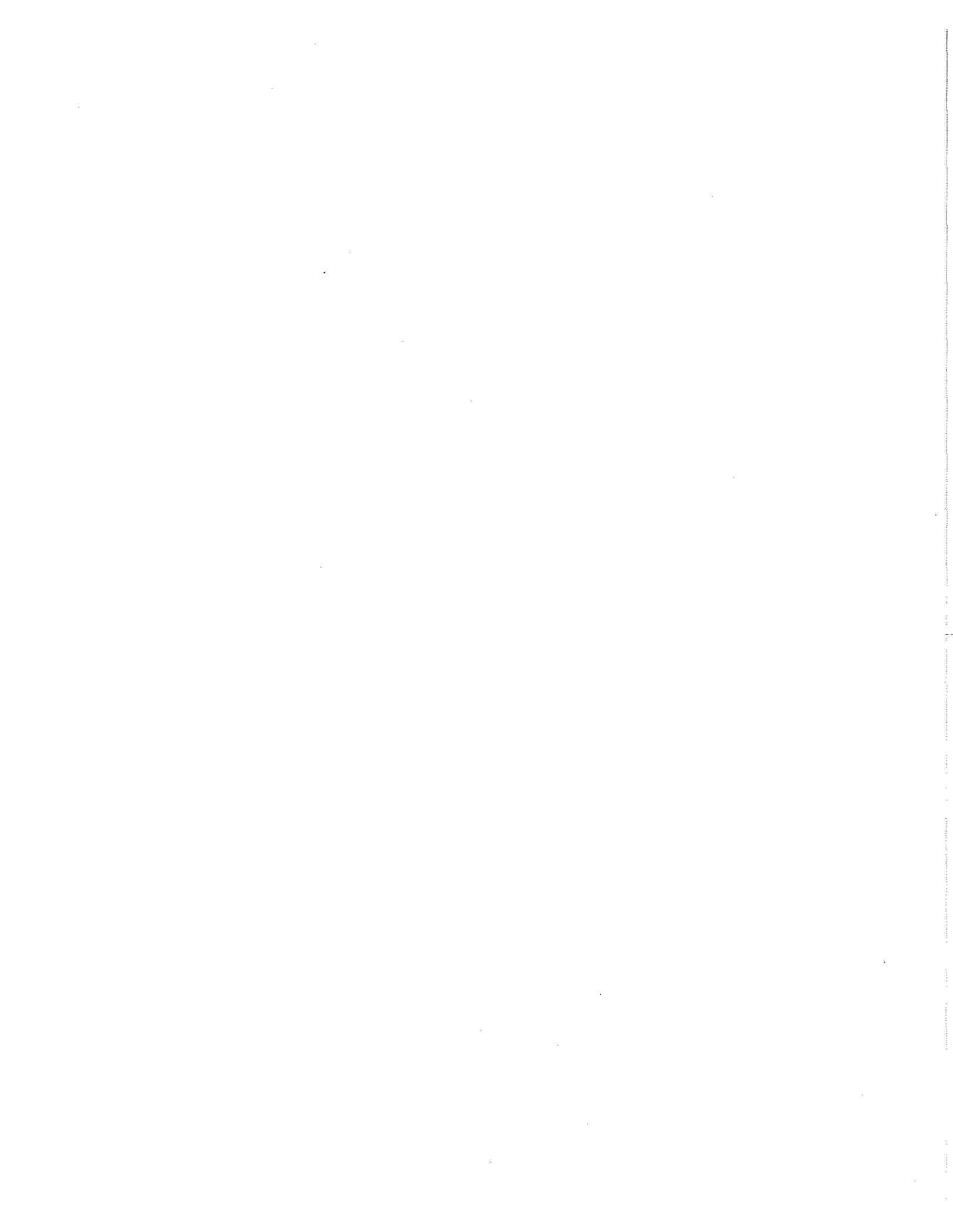
Notary Public, Gwinnett County, Georgia
My Commission Expires April 16, 2017

BID ITEMS

| ITEM NO. | DESCRIPTION | UNIT | UNIT PRICE |
|----------|---|------|------------------------|
| 150-1010 | TRAFFIC CONTROL | DAY | \$ 500. ⁰⁰ |
| 610-1055 | REMOVE GUARDRAIL | LF | \$ 6. ⁵⁰ |
| 610-1075 | REMOVE GUARDRAIL ANCHOR, ALL TYPES | EA | \$ 350. ⁰⁰ |
| 641-1100 | GUARDRAIL, TP T (UNDER 150 LF) | LF | \$ 75. ⁰⁰ |
| 641-1100 | GUARDRAIL, TP T (OVER 150 LF) | LF | \$ 40. ⁰⁰ |
| 641-1200 | GUARDRAIL, TP W (UNDER 150 LF) 31" | LF | \$ 23. ⁰⁵ |
| 641-1200 | GUARDRAIL, TP W (OVER 150 LF) 31" | LF | \$ 18. ⁰⁰ |
| 641-5001 | GUARDRAIL ANCHORAGE, TP 1 31" | EA | \$ 900. ⁰⁰ |
| 641-5012 | GUARDRAIL ANCHORAGE, TP 12 31" | EA | \$ 2200. ⁰⁰ |
| 641-EDP | ADDITIONAL COST PER LINEAR FOOT OF GUARDRAIL FOR EXTRA DEPTH STEEL POST | LF | \$ 2. ⁵⁰ |
| | | | |
| | | | |
| | | | |
| | | | |

MARTIN-ROBBINS FENCE CO. INC.
2025 WESTSIDE COURT
SNELLVILLE, GA 30078-2800

L. L. H.





Cherokee County, Georgia Agenda Request

SUBJECT: Sidewalk Trip Hazard Removal Services
Repair Contract

MEETING DATE: March 18, 2014

SUBMITTED BY: Geoffrey E. Morton

COMMISSION ACTION REQUESTED:

Consider a Sidewalk Trip Hazard Removal Services Contract with MRC Group, LLC, to perform sidewalk repairs, countywide, as needed.

FACTS AND ISSUES:

With the aging sidewalk infrastructure in the residential neighborhoods in Cherokee County, the Roads & Bridges Division receives numerous complaints that are a result of settled sidewalk slabs that lead to trip hazards. The sidewalk panels can be ground or milled to remove these trip hazards rather than being replaced, saving not only construction costs and inconvenience to neighboring residents but time. This proposal includes costs associated with removing trip hazards in existing sidewalks by grinding the concrete on the sidewalks.

Only one (1) company submitted a proposal for this work.

The price submitted by this particular contractor for 2014 is consistent with the price submitted in 2013.

BUDGET:

| | | |
|-----------------------|--------------|--|
| Budgeted Amount: | \$ 50,000.00 | Account Name: SPLOST – Misc. Sidewalks |
| Amount Encumbered: | \$ 0.00 | Account #: 64009 |
| Amount Spent to Date: | \$ 0.00 | |
| Amount Requested: | \$ 0.00 | |
| Remaining Budget: | \$ 0.00 | |

Budget Adjustment Necessary: Yes No If yes, please attach budget amendment form.
Contract or Amendment: Yes* No *If yes, a Procurement Summary MUST be attached.
Ordinance/Resolution: Yes No

Note: Contracts (Other than County's Standard Agreements), ordinances & resolutions require prior review by County Manager and County Attorney.

ADMINISTRATIVE RECOMMENDATION:

Approval of Sidewalk Trip Hazard Removal Services Contract with MRC Group, LLC, to perform sidewalk repairs, countywide, as needed.

REVIEWED BY:

DEPARTMENT HEAD:

AGENCY DIRECTOR:

COUNTY MANAGER

Procurement Summary

Date Submitted: 20-Feb-14
Submitted by: Savannah Shadburn
RFB Number: 2014-26: Sidewalk Trip Hazard Removal
Value of Contract: Price per unit; on-call project
Period of Performance: One (1) year
Supplier Name: MRC Group
General Description: Removal of trip hazards at various locations throughout the County.
Source of Funds:

Contract Information

Proposed Contract Type

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Standard Professional Services Agreement |
| <input type="checkbox"/> | PSA with Exceptions Approved by Counsel |
| <input type="checkbox"/> | Supplier Agreement Approved by Counsel |
| <input type="checkbox"/> | Standard Purchase Order |

Formal Advertised Procurement: Yes No*

Number of Bidders Contacted / Number of Bids Received: _____ / 1

Supplier Selection Based on:

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | Only One Bidder |
| <input type="checkbox"/> | Lowest Bidder |
| <input type="checkbox"/> | Lowest Evaluated Bidder |
| <input type="checkbox"/> | Highest Proposal Scoring |
| <input type="checkbox"/> | Other* |

| Weight | Evaluation Criteria |
|--------|--------------------------------|
| | Price |
| | Service Plan / Delivery Timing |
| | Equipment Capabilities |
| | Quality Assurance Program |
| | Transition Plan |

If Award to Non-County Business:
(If Applicable)

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | No <i>Cherokee County</i> Business submitted bid/proposal |
| <input type="checkbox"/> | CC Business bid/proposal was non-responsive/not-responsible |
| <input type="checkbox"/> | CC Business not within 5% of Low Bid (for consideration) |
| <input type="checkbox"/> | CC Business Total Evaluated Score Inadequate (for consideration) |

Summary of Analysis / Scoring

| Total Score* | Price* | Bidder | Location | Rep Brand |
|--------------|----------------|-----------|-----------------|-----------|
| | Price per Unit | MRC Group | Gainesville, GA | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Fair Price Determination:

| Method | Price Analysis Type |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Lowest Bidder |
| <input type="checkbox"/> | Lowest Evaluated Bidder |
| <input type="checkbox"/> | Best Pricing Among Comparable Features / Suppliers |
| <input type="checkbox"/> | Market Analysis or Market Pricing |
| <input type="checkbox"/> | State Contract Pricing |
| <input type="checkbox"/> | Other, see attached price analysis. |

Important Price Evaluation Notes: Historically, this work has received little participation. In 2013, two suppliers participated; MRC Group was the low bid.

Pricing is less than bid submitted in 2013.

Why Other Than Low Bidder Selected:
(If Applicable)

*Notes:

CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: 2014-26
 RFB/RFP NAME: SIDEWALK TRIP HAZARD REMOVAL
 OPENING DATE/TIME: THURSDAY, FEBRUARY 20, 2014 AT 10:00am EST

Opening/Reading Attendance

| COMPANY | PRINT NAME | SIGNATURE |
|--------------------|-------------------------|-----------|
| <u>Procurement</u> | <u>Savanah Shadburn</u> | |
| <u>Engineering</u> | <u>Geoff Morton</u> | |
| | | |
| | | |

Proposals Received (no particular order)

| NAME | CITY/STATE | Bid Proposal | Noncol. Aff | Schedule of Items | |
|------------------|------------------------|--------------|-------------|-------------------|-------------------|
| | | | | Removal Cost | Mobilization Cost |
| <u>MRC Group</u> | <u>Gainesville, GA</u> | <u>Y</u> | <u>Y</u> | <u>\$ 11.75</u> | <u>\$ 175.00</u> |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Notes:

CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: 2014-26

RFB/RFP NAME: SIDEWALK TRIP HAZARD REMOVAL

OPENING DATE/TIME: THURSDAY, FEBRUARY 20, 2014 AT 10:00am EST

2014 Bid Price

| Bid Items | Unit | Quantity | MRC Group |
|----------------|-----------|----------|------------|
| | | | Unit Price |
| Hazard Removal | Inch-Foot | 1 | \$ 11.75 |
| Mobilization | Each | 1 | \$ 175.00 |

2013 Bid Price

| MRC Group | GA Safe Sidewalks |
|------------|-------------------|
| Unit Price | Unit Price |
| \$ 11.95 | \$ 27.00 |
| \$ 195.00 | \$ 1,500.00 |

CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: 2014-26

RFB/RFP NAME: SIDEWALK TRIP HAZARD REMOVAL

OPENING DATE/TIME: THURSDAY, FEBRUARY 20, 2014 AT 10:00am EST

Opening/Reading Attendance

| COMPANY | PRINT NAME | SIGNATURE |
|-------------------------|-----------------------------|--|
| Prockman Engineering | Seward Bradh Geoff Moore | <i>[Signature]</i> <i>[Signature]</i> |
| | | |
| | | |

Proposals Received (no particular order)

| NAME | CITY/STATE | Bid Proposal | Noncol. Aff | Schedule of Items | |
|-----------|------------|-----------------|-------------|-------------------|----------------------|
| | | | | Removal Cost | Mobilization Cost |
| MRC Group | | Y | Y | 11.75 | 175 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Notes:



Cherokee County Government

Capital Program Management
1130 Bluffs Parkway
Canton, Georgia 30114
678-493-6077 FAX 678-493-6088
www.cherokeega.com

Notice to Contractors

RFB NO.: 2014-26

The Cherokee County Roadway Capital Program Management Division is requesting bids for the following project: Sidewalk Trip Hazard Removal at various locations throughout Cherokee County.

If your company is interested in submitting a bid for this project, please provide three (3) copies of your bid in a sealed envelope of sufficient size with the following clearly typed or printed on the outside.

1. Company Name
2. Bid Number:
3. Date and Hour of Opening

Sealed bids will be received by **The Board of Commissioners of Cherokee County, Georgia in the Office of Purchasing, Upper Level, 1130 Bluffs Parkway, Canton, Georgia 30114**, until 9:50 a.m. local time Thursday, February 20, 2014. At 10:00 a.m. local time on the above date, the bids will be opened and read aloud.

Any inquiries concerning this bid should be made in writing to Geoffrey E. Morton, P.E., County Engineer, Public Works Agency Director, 1130 Bluffs Parkway, Canton, Georgia 30114. The deadline for making inquiries is 5:00 p.m. local time Monday, February 17, 2014. Cherokee County shall inform all bidders of its response to any inquiries that may lead to the issuance of an addendum.

The work to be done consists of the furnishing of all material, labor and equipment for the following project: **Sidewalk Trip Hazard Removal.**

The bidder is required to submit only the Bid Proposal, which includes:

1. Completed Bid Proposal Form
2. Completed Schedule of Items (Sign each page)
3. Noncollusion Affidavit of Prime Bidder

Bidding Documents are open to the public at the Office of Roadway Capital Program Management, 1130 Bluffs Parkway, Canton, Georgia 30114.

A complete set of documents may be obtained from the Cherokee County Roadway Capital Program Management Department, 1130 Bluffs Parkway, Canton, Georgia 30114. Telephone: (678) 493-6077.

The Bidder shall be responsible for performing at least 50 percent of the work in this contract. The Bidder shall not sub-contract, transfer, assign or otherwise dispose of the contract or any portion thereof, without the written consent of the County. The Cherokee County Board of Commissioners reserves the right to reject all bids and waive formalities. Any claims for cost incurred by any Bidder in preparation of any part of or total package for this project will not be considered for reimbursement by Cherokee County.

The Bidding Documents consist of the following, including all addenda issued therewith and forms referenced therein, in addition to the plans:

- Notice to Contractors
- Bid Proposal
- Completed Schedule of Items
- Noncollusion Affidavit of Prime Bidder
- Sample Contract
- General Conditions

County reserves the right to accept or reject any and all proposals submitted in response to this RFP, or refuses to enter into any contract resulting from any proposal submitted, without expense to County.

County reserves the right to withdraw this RFP at any time without prior notice, and makes no representations that any contract will be awarded to any Proposer responding to this RFP. County expressly reserves the right to postpone proposal opening for its own convenience, to waive any informality or irregularity in the proposals received, and to reject any and all proposals responding to this RFP without indicating any reasons for such rejection.

Geoffrey E. Morton, P.E.
County Engineer
January 21, 2014



Cherokee County
Board of Commissioners

Department of Transportation
1130 Bluffs Parkway
Canton, Georgia 30114

Bid Documents

SIDEWALK TRIP HAZARD REMOVAL

RFB NO. : 2014 - 26

BID DATE: February 20, 2014

Section One

Bid Documents

Bid Proposal

Table of Contents

| | |
|--|------------|
| Notice to Contractors | Page 4-5 |
| Bid Proposal | Page 6-8 |
| Noncollusion Affidavit of Prime Bidder | Page 9 |
| Schedule of Items | Page 10 |
| Specifications | Page 11-12 |

Section One

Notice to Contractors

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The bidder is required to submit only the Bid Proposal, which includes:

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The Bidding Documents consist of the following, including all addenda issued therewith and forms referenced therein, in addition to the plans:

Notice to Contractors
Bid Proposal
Completed Schedule of Items
Noncollusion Affidavit of Prime Bidder
Sample Contract
General Conditions

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County reserves the right to withdraw this RFP at any time without prior notice, and makes no representations that any contract will be awarded to any Proposer responding to this RFP. County expressly reserves the right to postpone proposal opening for its own convenience, to waive any informality or irregularity in the proposals received, and to reject any and all proposals responding to this RFP without indicating any reasons for such rejection.

Geoffrey E. Morton, P.E.
County Engineer

PROPOSAL

Bid Proposal (page 1 of 3)

Proposal **MRC GROUP LLC** of
(Hereinafter called "Bidder") a contractor organized and existing under the laws of the
State of GEORGIA and doing business as MRC GROUP LLC.

TO: Cherokee County
(Hereinafter called "County")

Gentlemen:

The Bidder in compliance with your Notice to contractors and all Bidding Documents for the **Sidewalk Trip Hazard Removal** contract, having examined the plans and specifications with related documents and the site of other proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and supplies to construct the project in accordance with the contract documents, within the time set forth herein, and at the prices stated below, proposes to enter into a Contract, on the form provided by Cherokee County, with Cherokee County to provide the necessary machinery, tools, apparatus, all materials and labor, and other means of construction necessary to complete the Work. The undersigned proposes to furnish and construct the items listed in the attached Schedule of Items for the unit prices stated.

Bidder agrees that the cost of any work performed, materials furnished, services provided or expenses incurred, which are not specifically delineated in the Contract Documents, but which are incidental to the scope, the intent, and completion of the Contract, shall be deemed to have been included in the price bid for the various items scheduled.

Bidder agrees to provide payment and performance bonds on the forms provided by Cherokee County and in conformance with applicable Georgia law. Any such bonds shall be subject to review and approval of the County Attorney.

Bidder, if successful, prior to commencement of the work shall execute a written oath as required by O.C.G.A. §§ 32-4-122 and 36-91-21(e).

Bidder further proposes and agrees hereby to promptly commence the Work with adequate force and equipment with seven (7) calendar days from receipt of Notice to Proceed, or as may be specified by Special Provision, and to complete the Work as specified by the schedule in Special Provision Section 108-08 of the Georgia Department of Transportation Standard Specifications, 2001 Edition. .

Bid Proposal (page 2 of 3)

Bidder acknowledges receipt of the following addenda:

The undersigned Bidder further agrees that in case of failure on his part to execute said contract and bonds, or provide satisfactory proof of carriage of the insurance required, within fourteen (14) calendar days after notification of award thereof, the Bid Bond or certified check accompanying his bid and the money payable hereon shall be forfeited to the County not as a penalty, but as liquidated damages because actual damages would be difficult or impossible to determine; otherwise, the check or Bond accompanying this proposal shall be returned to the Bidder.

The Bidder declares that he understands that the quantities shown on the proposal are subject to adjustment by either increase or decrease, and that should the quantities of any of the items of work be increased, the undersigned proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, he also understands that payment will be made on actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in the quantities, and that actual quantities will be determined upon completion of work, at which time adjustment will be made to the Contract amount by the direct increase or decrease.

The full name and residence of persons or parties interested in the foregoing bid as principals, are named as follows:

MARK CLEMENT

Bid Proposal (page 3 of 3)

Cherokee County, Georgia

Signed, sealed, and dated this 20 Day of FEB, 2014.

Bidder: **MRC GROUP LLC**
(Company Name)

By: **MARK CLEMENT**

Title: **OWNER**

Mailing Address: **1711 COVE POINT**
GAINESVILLE, GA 30501

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of GEROGIA)

)ss.

County of CHEROKEE / HALL)

 MARK CLEMENT , being first

duly sworn, deposes and says that:

(1) He is OWNER (Owner, Partner, Officer, Representative, or Agent) of the Bidder that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive of sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted to or refrain from bidding in connection with such Contract, or has in any collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Cherokee County or any person interested in the proposed Contract; and,

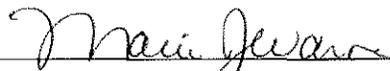
(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) 

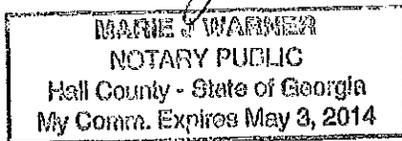
Name **MARK CLEMENT**

Title **OWNER**

Subscribed and Sworn to before me
this 18 Day of Feb , 201 4 .



(SEAL)



BID ITEMS

| ITEM NO. | DESCRIPTION | UNIT | QUANTITY | UNIT PRICE | AMOUNT |
|----------|------------------------------|-----------|----------|------------|--------|
| 1 | Sidewalk Trip Hazard Removal | Inch-Foot | ** | \$11.75 | |
| 2 | Mobilization | Each | *** | \$175.00 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total: | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

ADDENDUM NO's: _____



Signature of Bidder

** Quantity of work will vary and will be assigned by individual work order.
 *** Only one mobilization cost will be included per work order issued by the County.

PROJECT SPECIFICATIONS

All work is to meet compliance with ADA guidelines on each and every trip hazard repair. Those guidelines are as follows:

303 Changes in Level

303.1 General. Where changes in level are permitted in floor or ground surfaces, they shall comply with 303.

303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.

Vertical Change in Level

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

303.4 Ramps. Changes in level greater than ½ inch (13 mm) high shall be ramped, and shall comply with 405 or 406.

Advisory 303.3 Beveled. Changes in level exceeding ½ inch (13 mm) must comply with 405 (Ramps) or 406 (Curb Ramps).

405 Ramps

405.1 General. Ramps on accessible routes shall comply with 405.

405.2 Slope. Ramp runs shall have a running slope not steeper than 1:12.

Table 405.2 Maximum Ramp Slope and Rise for Existing Sites, Buildings, and Facilities

| Slope | Maximum Rise |
|-------|--------------|
|-------|--------------|

Steeper than 1:10 but not steeper than 1:8 3 inches (75 mm)

Steeper than 1:12 but not steeper than 1:10 6 inches (150 mm)

1. A slope steeper than 1:8 is prohibited.

PROJECT REQUIREMENTS

Each trip hazard will be removed to a 0" height difference between panels.

The entire trip hazard will be removed from one side of the walkway to the other.

Only the elevated slab is to be corrected; the opposing slab is to be left pristine.

The repaired surface will be flat and smooth with no ridges, peaks or valleys.

The repaired surface will be equal to a 1:12 slope as outlined in ADA repair guidelines.

A dust containment system will be utilized during the repair process to keep dust to a minimum.

All concrete debris removed from the sidewalk will be removed from the site and disposed of by the Contractor.

The panel under repair will be swept and blown off.

During project production, the County will be supplied with a daily summary of progress at the end of each production day.

MEASUREMENT AND PAYMENT

Pricing is based upon the size of each trip hazard and the subsequent amount of concrete removed for each trip hazard. Each trip hazard is measured for height and length. We use a unit of measure we refer to as "inch-foot".

An inch-foot equals the average height of the trip hazard measured in inches, then multiplied against the length of the cut measured in feet. The example below represents a typical trip hazard.

Example: Height on high side (1/2") + Height on low side (1/4") x Length of cut (4') = 1.5 inch-feet.



Cherokee County, Georgia Agenda Request

SUBJECT: Approval of a Proposal from
Parsons Brinkerhoff, Inc. for the
Comprehensive Transportation Plan Update

MEETING DATE: March 18, 2014

SUBMITTED BY: Geoffrey E. Morton

COMMISSION ACTION REQUESTED:

Consider award of a Professional Services Consulting Contract for the update to the Cherokee County Comprehensive Transportation Plan (CTP), to Parsons Brinkerhoff, Inc., in the amount of \$378,674.00.

FACTS AND ISSUES:

The goal of the ARC's Comprehensive Transportation Planning (CTP) program is to update local transportation plans that are used as input into the regional transportation planning process. The key outcome of the program is identifying or reconfirming local community visions and priorities.

Transportation plans resulting from the CTP program will support county and city comprehensive plans and must address all Federally-mandated Planning factors as stated by MAP-21. Each county and its municipalities receiving funds through this program are expected to develop joint plans.

Cherokee County is receiving up to \$500,000 from the Atlanta Regional Commission to develop its Comprehensive Transportation Plan Update. The County's match is 20% or up to \$125,000. This project is included in the County's 2014 SPLOST budget.

Five (5) proposals were received for this project with a low of \$378,674 to a high of \$533,250.

BUDGET:

| | | |
|-----------------------|--------------|--------------------------|
| Budgeted Amount: | \$625,000.00 | Account Name: CTP Update |
| Amount Encumbered: | \$ 0.00 | Account #: 63049 |
| Amount Spent to Date: | \$ 0.00 | |
| Amount Requested: | \$378,674.00 | |
| Remaining Budget: | \$246,326.00 | |

Budget Adjustment Necessary: Yes No If yes, please attach budget amendment form.
Contract or Amendment: Yes* No *If yes, a Procurement Summary MUST be attached.
Ordinance/Resolution: Yes No

Note: Contracts (Other than County's Standard Agreements), ordinances & resolutions require prior review by County Manager and County Attorney.

ADMINISTRATIVE RECOMMENDATION:

Award of a Professional Services Consulting Contract for the update to the Cherokee County Comprehensive Transportation Plan (CTP), to Parsons Brinkerhoff, Inc., in the amount of \$378,674.00.

REVIEWED BY:

DEPARTMENT HEAD: _____

AGENCY DIRECTOR: _____

COUNTY MANAGER _____

Cherokee County

Comprehensive Transportation Plan Update - RFP# 2014-13

Scoring Results

March 3, 2014

| Firm Name | Jerry Cooper, County Manager | Geoff Morton, Public Works AD | Margaret Stallings, Principal Planner | Final Score | Rank |
|----------------------------|---|--|--|--------------------|-------------|
| Parsons-Brinkerhoff | 88 | 96 | 86 | 90 | 1 |
| URS Corporation | 86.16 | 92.18 | 78.16 | 85.5 | 2 |
| AECOM | 79.72 | 87.72 | 71.72 | 79.72 | 3 |
| Pond & Company | 75.2 | 85.2 | 69.2 | 76.53 | 4 |
| Croy Engineering | 71.68 | 71.68 | 65.68 | 69.68 | 5 |

Cherokee County
 Comprehensive Transportation Plan Update - RFP# 2014-13
 Price Analysis
 January 16, 2014

| Proportional to Low Bid | Points Available | Parsons-Brinkerhoff | URS | AECOM | Pond & Company | Croy Engineering |
|-------------------------|------------------|---------------------|------------|------------|----------------|------------------|
| | 10 | | | | | |
| Bid | | \$ 378,674 | \$ 415,000 | \$ 475,836 | \$ 500,000 | \$ 533,250 |
| Low | | \$ 378,674 | \$ 378,674 | \$ 378,674 | \$ 378,674 | \$ 378,674 |
| Difference | | \$ - | \$ 36,326 | \$ 97,162 | \$ 121,326 | \$ 154,576 |
| Proportional Difference | | 0 | 0.09592948 | 0.25658482 | 0.320396964 | 0.408203362 |
| Adjustment Factor | | 1 | 0.90407052 | 0.74341518 | 0.679603036 | 0.591796638 |
| Points Earned | | 10.00 | 9.04 | 7.43 | 6.80 | 5.92 |

CHEROKEE COUNTY BOARD OF COMMISSIONERS

RFB/RFP No.: 2014-13
 RFB/RFP NAME: CTP
 OPENING DATE/TIME: 01/16/2014 at 10:30 am

Opening/Reading Attendance

| | |
|--------------------|---------------------|
| COMPANY | PRINT NAME |
| <u>Perkins</u> | <u>Sarah Nolan</u> |
| <u>Engineering</u> | <u>Govt Manager</u> |

Proposals Received (no particular order)

| NAME | CITY/STATE | BUDGET | LETTER OF TRANS. | SCOPE OF WORK & METHOD | PROJECT SCHEDULE | PROJECT TEAM | APPENDIX |
|----------------|------------|------------------|---------------------|------------------------------|---------------------|-----------------|----------|
| <u>Cray</u> | | <u>\$533,250</u> | | | | | |
| <u>Perkins</u> | | <u>\$378,674</u> | | | | | |
| <u>JRS</u> | | <u>\$415,000</u> | | | | | |
| <u>AECOM</u> | | <u>\$473,836</u> | | | | | |
| <u>POND</u> | | <u>\$500,000</u> | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Notes:



Cherokee County Government

Engineering Department
Capital Program Management
1130 Bluffs Parkway
Canton, GA 30114
678-493-6077 FAX 678-493-6088
www.cherokeega.com

March 5, 2014

Mr. John Palm, AICP
Parsons Brinkerhoff, Inc.
3340 Peachtree Road, NE
Tower Place 100, Suite 2400
Atlanta, Georgia 30326

Re: Cherokee County
Comprehensive Transportation Plan (CTP) Update
Contract Documents

Dear Mr. Palm:

Attached please find three (3) copies of the contract for the above referenced project for executing.

Please note that in addition to completing and signing the contract, you are also responsible for filling out Exhibits A, B and C.

The award of the contract is expected to be made at the March 18, 2014 Board of Commissioners meeting. If you could execute the contracts and return them, as well as a copy of your insurance certificate, to me by Thursday, March 13, 2014, it would be appreciated.

If any additional information or clarification is required please contact us at 678-493-6077.

Sincerely,

Geoffrey E. Morton, P.E.
County Engineer

Attachments

Cc: Tommie Gray



Cherokee County Government

Engineering Department
1130 Bluffs Parkway
Canton, GA 30114
678-493-6077
Fax 678-493-6088

December 17, 2013

**Re: Request for Proposal – RFP# 2014-13
(Reissue of RFP #2013-65)
Comprehensive Transportation Plan Update
Cherokee County, Georgia**

Dear Sir or Madam:

Cherokee County, in cooperation with the Atlanta Regional Commission (ARC) and other stakeholders, seeks to update its Comprehensive Transportation Plan (CTP). The County is requesting design proposals for transportation planning services for the development of the CTP update for Cherokee County and the cities within the County, including Woodstock, Holly Springs, Canton, Ball Ground, and Waleska.

This proposal is a re-issuance of the original proposal dated August 26, 2013.

PROJECT OVERVIEW

The area of study for the plan development is defined, but not limited to, the Cherokee County jurisdictional boundary, including the municipalities of Woodstock, Holly Springs, Canton, Ball Ground and Waleska, and an area three to five miles outside the boundary into adjacent counties to promote coordinated long-range transportation planning efforts.

The goal is to update the Cherokee County CTP that will be used as input into the regional transportation planning process. The key outcome of the CTP is identifying or reconfirming local community visions and priorities. Coordination with the regional transportation planning process and regional development plan policies, and consideration of the Department of Community Affairs' (DCA) minimum standards will help ensure jurisdictions develop plans that meet regional goals and are based on sound technical analysis.

The CTP will assist the County by clearly defining jurisdiction-wide goals, needs, and priorities. While ARC typically completes needs assessments and transportation plans focusing on regional needs and solutions, a successful local transportation plan and program is also critical. Local transportation plans are a key mechanism in which governments define programs and projects they are prepared to support and assist in funding. It is a critical program objective that these identified priorities will form the basis for future funding requests during Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) update cycles. No RTP can be successfully implemented without local support for plan goals, programs, and projects.

Transportation plans resulting from the CTP Program will support county and city comprehensive plans and must address all Federally-mandated planning factors as stated by MAP-21. Each county and its municipalities receiving funds through this program are expected to develop joint plans.

The CTP will also address connections between land use and transportation, giving explicit consideration to the ability of recommendations to support local plans and the regional vision, including the Unified Growth Policy Map (UGPM). Land use linkages and access management will be examined and considered in CTP recommendations. Supportive land use policies and actions will be a critical element of a completed CTP.

SCOPE OF WORK

As a minimum, the CTP update will include elements included in each of the five (5) following tasks:

Task 1: Project Management Plan, Evaluation and Confirmation of Vision, Goals, Objectives, and Stakeholder and Public Involvement Plan

The goal of this task is to prepare a detailed Project Management Plan, examine and reconfirm the CTP's vision, goals, objectives previously identified with an associated Stakeholder/Public Involvement Plan, before commencement of major project work activities.

A Project Management Plan shall be developed indicating dates for work task milestones and key decision-making points. The CTP's vision, goals, objectives, and investment strategies will be reevaluated at the onset of the planning process to confirm their appropriateness within the present context. Stakeholder and public involvement will be defined in an associated Stakeholder and Public Involvement Plan that details interactions with entities such as federal, state and local governments, transit agencies, development community representatives, and the public. The County wishes to hold a minimum of two (2) public meetings following the release of the draft Needs Assessment Report and two (2) public meetings following the release of the draft Recommendations Document. Additional public involvement is encouraged and may include public workshops, additional public hearings, citizen surveys, stakeholder committees, web sites, social media (Facebook page), or other methods of soliciting community input. Representatives of regional planning commissions and state transportation agencies will be invited to participate at public meetings and other outreach efforts as appropriate. Stakeholder advisory and resource roles will be identified at the beginning of the planning process. The Stakeholder and Public Involvement Plan will be guided by ARC's Transportation Public Participation Plan.

Deliverable: Project Management Plan (draft and final); Plan Vision, Goals, Objectives and Investment Strategies (draft and final); and a Stakeholder and Public Involvement Plan (draft and final).

Task 2: Inventory of Existing Conditions

With the previously completed CTP serving as a foundation, an update to the CTP's inventory will be conducted of the transportation network and its level of service including existing conditions and recent historical trends; specifically targeting problem areas and corridors. The inventory shall include at a minimum all significant:

- A. Streets, Roads and Highways
- B. Bridge Inventory and Conditions
- C. Freight Corridors and Centers
- D. Bicycle and Pedestrian Facilities
- E. Parking Facilities (near/limited to corridors with large retail, institutional, public)
- F. Public Transportation and Human Services Transportation
- G. Airports
- H. Development Policies as they relate to the transportation system
- I. Projects and Policies recommended by previous plans and LCI studies
- J. Major employment and retail centers
- K. Transportation Demand Management Policies and Programs
- L. County and Municipal transportation funding
- M. Regional Thoroughfare Intelligent Transportation Systems (ITS) inventory
- N. Traffic signal inventory

All inventoried items, as appropriate, must be mapped digitally and converted to a standard shapefile (.shp) for future use. Adequate data will be collected to allow a thorough assessment that identifies and addresses potential issues and solutions. Data collected may include (and is not limited to) location, facility type (i.e. functional classification), conditions, accident data, average daily travel volumes, origin/destination data, traffic counts including turning movements and TIP/RTP programs and projects.

The inventory of Streets, Roads and Highways will include current and planned ITS elements and signal systems that are along or could be added to the ARC Regional Thoroughfare Network (RTN): intersection configurations of signalized intersections, communication between signals, CCTV, video detection, CMS locations and conditions. Analysis will compare the baseline conditions and other analyses completed for Task 3 to identify needed intersection signalization and other ITS Enhancements to address both existing and projected deficiencies.

The inventory of freight will include an identification and assessment of existing problems and needs of moving freight in the County and the identification of freight attractors and generator facilities. The Atlanta Regional Freight Mobility Plan and Atlanta Strategic Truck Route Master Plan (ASTRoMaP) shall serve as the foundation for this work, as well as other relevant studies such as the GDOT Statewide Freight and Logistics Plan. Freight related improvement areas will also be identified through discussion with stakeholders. Planning level construction and operational deficiencies with regards to lane widths and turning radii at key intersections along designated truck routes will be included.

The inventory of bicycle and pedestrian facilities will include the countywide identification of any pedestrian facilities and include data from existing Livable Centers Initiative Studies, corridor studies, or other relevant studies. The inventory will include existing facilities that will need to be brought into future compliance with Americans with Disabilities Act (ADA) requirements for transportation facilities. Existing and planned bike lanes, sidepaths, multi-use trails, and signed bicycle routes will also be identified. Attention will be given to providing better bicycle and pedestrian connectivity to schools, activity centers/LCI areas, and recreational areas. Tools for assessing bicycle accommodation on roadways may include (but is not limited to) bicycle suitability rating and the Bicycle Level of Service model. The 2007 Atlanta Region Bicycle Transportation and Pedestrian Walkways Plan shall serve as the foundation for this work, as well as the prior CTP.

The inventory of projects and policies recommended by recent plans is intended to help avoid duplicating or conflicting with ongoing or recently completed planning efforts in the study area. The consultant shall coordinate with the Technical Committee to ensure applicable recent plans are included in this inventory.

The inventory of public transportation and services, if applicable, must include existing public transit routes and service areas, number of vehicles, ridership, vehicles miles traveled (VMT), service frequency, existing rights-of-way, major public transit trip generators and attractors and major public transit intermodal terminals and facilities, transit terminals and transfer stations. Access to these facilities for automobiles, bicyclists and pedestrians must also be considered.

In addition to data on transportation facilities and policies, Task 2 will include an assessment of how the County and its municipalities currently fund transportation. This will also incorporate transportation funding trends at the state and federal levels.

ARC has made the following data available to project sponsors for use:

- Project Compilation Database
- Modeling Data
- GIS Shapefiles
- Forecasts
- ARC-Sponsored Studies

Deliverable: Inventory of Existing Conditions Report (draft and final).

Task 3: Assessment of Current and Future Needs

Transportation facilities will be assessed to determine if current levels of service and conditions are adequate to meet community needs. Future needs will be determined based on the capacity of existing facilities and services to meet forecast demands, or if improvements are needed to accommodate growth and protect natural and cultural resources.

The needs assessment will assess forecasts for population and employment growth, and the goals identified in other local comprehensive planning elements including future land use maps will be considered. The analysis will address the need to improve or utilize transportation facilities during the planning period in a way that will preserve the existing system, provide a safe and efficient transportation network, and enhance mobility and accessibility. Steps to eliminate, shorten trips, or increase reliability through Transportation Demand Management (TDM) techniques, land use policy, and access management must also be considered as a preferred alternative to expanding facilities. The needs assessment will also focus on alternatives to improve operations along the RTN and identify needed ITS and signalization strategies.

Building off the inventory of local transportation funding in Task 2, the needs assessment will also determine whether current transportation funding methods are adequate for both current and future needs and identify any current or future funding needs and opportunities.

Particular attention may be given to specific geographic areas, transportation corridors, modes, solutions (i.e. operational improvements vs. additional capacity), issues or other areas, such as crash hot spots, identified by the counties during development of the Plan.

Transportation facilities will be assessed at approximately 5 to 10-year intervals (2018, 2030 and 2040) over a 30-year planning horizon on:

- A. Existing Transportation System Levels of Service and System Needs (Design and Operating Capacities, Level of Service, ADT and/or peak hour vehicle trip, existing modal split)
- B. Existing Public Transit Facilities Needs
- C. Availability and Adequacy of Transportation Facilities and Services to Serve Existing and Future Land Uses
- D. Projected Overall Transportation System Levels of Service and System Needs

The assessment must also determine whether or not mobility needs of people and goods can be accommodated on alternative modes of transportation. Particular attention should be paid to lifelong mobility and accessibility in order to provide access and transportation options for all ages and abilities. The assessment of transit facility needs will also relate to trends in commuter travel, for example, including the forecasted needs of an aging population. Growth trends and travel patterns, including the interaction between land use and transportation, must be reviewed. The assessment shall provide an analysis of needs relative to the County's existing Comprehensive Plan, local future land use map/future development map and the region's Unified Growth Policy Map.

The assessment will also evaluate the need for access management regulations for priority transportation corridors in Cherokee County. The assessment of access management needs will include a map and evaluation of the Regional Strategic Transportation System and other local priority roads, identifying where access management improvements are needed. The analysis of needs and deficiencies must also include (if applicable) intermodal terminals and connections, high occupancy vehicle lanes, park-and-ride lots, pedestrian connections and other facilities. Finally, the assessment should consider the system's adequacy in the event of a natural disaster (using at least one evacuation scenario to be determined)

The ARC travel demand model and population and employment forecast will be used. Any deviations from the ARC forecast data must be noted. At least one scenario must be based on ARC forecasts. All elements of ARC's travel demand model are designed to support all technical and policy decisions that are required in developing a comprehensive, multimodal transportation plan. While modeling data is an important tool used for understanding future needs, ARC recognizes that it is just one of many used for that purpose. The goals identified in other local comprehensive planning elements including future land use maps will be also be considered.

A report will be prepared detailing the inventory, needs, issues, and opportunities. The report shall be submitted to ARC for review and comment before commencing work on Task 4. This report will be presented to the public and stakeholder groups. Stakeholder and public participants shall be provided the opportunity to comment and participate during the preparation of the Needs Assessment Report.

Deliverable: Needs Assessment Report (draft and final).

Task 4: Recommendations

Recommendations will be determined and prioritized based on a project selection methodology that relates to the CTP's identified vision, goals, objectives, and needs. The CTP shall include investment options within which strategies are developed to ensure the justification of projects and the relationship of recommendations to identified needs.

A cost-benefit analysis shall be performed consistent with the regional methodology used in the PLAN 2040 RTP. The starting point of the analysis shall be based on output from the ARC Regional Travel Demand Model. However, Model results of this analysis are intended as one of many inputs into the development of recommendations and prioritization of projects. The results of this analysis will be used as input into the development of recommendations and prioritization of projects.

Recommendations must include at a minimum:

- A financially unconstrained aspirations plan of transportation projects, prioritized by mode.
- Project details should include a summary of all modes to be addressed on the corridor, termini, cost, and an implementation plan.
- Project detail or concepts should be depicted in a map hook for the jurisdiction.
- An Access management plan policy (update) and implementation strategies.
- Strategies to incorporate Transportation Demand Management
- Strategies to incorporate ITS and signalization improvements to assist in monitoring the RTN corridor performance.
- Land use policy recommendations and development strategies.
- A list and a map of major problem areas and corridors that will be targeted for new or re-development to support short and long-range transportation strategies must also be included. (Note: These recommendations should be supported by the County's Comprehensive Plan)
- A detailed financial analysis based on the financial inventory and needs assessment will be completed which will include realistic projections of future transportation funding at local, state, and federal levels. This analysis along with project costs and prioritization will be used to create a short term (5 years, 2018), midterm (10-15 years, 2030), and long range (2040) work program for all modes of travel, including roadway, transit, pedestrian, and bicycle
- Prioritization of existing County funded transportation projects already in progress.
- Prioritization of existing GDOT funded transportation projects already in progress.
- Prioritization schedule for existing bridge rehabilitation or replacement projects (based upon latest GDOT bridge inventory and inspection)
- A sidewalk needs analysis based upon existing density, location of existing and planned multifamily development and current pedestrian patterns. (such as the Trickum Road corridor in the Woodstock area)
- A set of potential access management strategies to address transportation corridors where access management improvements are needed. The descriptions of the strategies should also identify where they would be applicable.
- A concise approach to follow in order to consider lifelong mobility and accessibility in the planning and design of all transportation projects.

- A 5-year action plan for land use and transportation recommendations. In addition 20-year land use and transportation policies plan which may include commuting alternates, telecommuting, and other technology based initiatives.
- A process for monitoring program implementation progress.

Inputs into project selection and prioritization will include, but not be limited to; the plan's identified goals, needs, and opportunities, a benefit-cost analysis consistent with the PLAN 2040 RTP, Travel Demand Model results, context sensitivity and feasibility. Other key elements include the identification of steps to implement the CTP such as future SPLOSTs, consensus building activities, and policy change recommendations. Project listings and maps will be developed, as appropriate. Recommendations shall be developed in a consultative environment involving the public and key stakeholders. Recommendations shall be presented to the public and ARC for review and comment prior to final documentation.

Deliverable: Recommendations Report (draft and final)

Task 5: Final Documentation

Information collected and developed as part of Tasks 1, 2, 3 and 4 will be compiled into draft and final documents. Key stakeholders at the local, regional and state level will provide advisory comments on the project documents. As a final product, the project sponsor must provide two hard copies of the CTP, an electronic copy of the CTP, and a copy of any adopting resolution to the ARC.

Final Deliverables:

- A. Stakeholder and Public Involvement Plan
- B. Executive Summary on Inventory and Needs Assessment
- C. A 5-year constrained project action plan. The action plan will have transportation projects and land use strategies ranked by priority with funding sources included. The sources include local, state and federal funds (must show local matching). The action plan must also include a list of actions that must take place to move a project forward including land use and transportation policy changes, consensus building activities, SPLOSTs, etc. A form to input this data will be provided by ARC. This list must be provided in Microsoft Excel and ESRI Shapefile (.shp) format.
- D. A financially unconstrained project listing by project type, ranked by priority including projects that are underway, short range (2018), and mid-long range (20-year, 2030). Potential funding sources should also be identified. This list must be provided in Microsoft Excel and ESRI Shapefile (.shp) format.
- E. Final Document and Supporting Documentation including modeling data, Congestion Management Process (CMP) Reports.
- F. GIS shapefiles (must conform to ARC data standards)
- G. Summary of Public Outreach Activities
- H. All documents should be sent directly to the ARC County Comprehensive Transportation Plan program manager. Final copies should be forwarded in hard copy and electronic format.

Final plan recommendations shall be presented to the applicable governing body for approval.

Deliverable: Final Comprehensive Transportation Plan Report (draft and final)

SCHEDULE

Comprehensive plan updates, depending on the size of the jurisdiction, generally take 12-18 months to complete, including the participation and review by local elected officials. The main scheduling consideration within this program is to ensure coordination with project sponsors to develop deadlines for project deliverables in order to meet deadlines for project calls in future Transportation Improvement Programs (TIP) and Regional Transportation Plans (RTP). Cherokee County expects its CTP to be completed by June 2015.

PROPOSAL FORMAT

Each proposal must include the following information, presented in a clear, comprehensive and concise manner. The Scope of Services should be limited to 20 (8 ½ by 11 inch) pages in which the consultant will describe the proposed work program, approach and methodology to be used to complete the project. Supplemental information, qualifications, resumes and related experience may be included in an appendix.

1. Letter of transmittal.
2. Proposed scope of work and methodology.
3. Proposed project schedule.
4. Proposed project team organization, qualifications and availability.
5. Appendix.

If your firm is interested in submitting a design services and price proposal for this project, please submit five (5) copies in a sealed envelope to the Cherokee County Procurement & Risk Management Department, 1130 Bluffs Parkway, Canton, Georgia 30114, by 9:30 AM on Thursday, January 16, 2014, with the following information clearly typed on the outside envelope:

1. Name of firm.
2. Project name.
3. Date of proposal.
4. Bid number. (RFP# 2014-13)

The Cherokee County Engineering Department will be responsible for the overall administration and management of the project. Geoffrey E. Morton, P.E., Public Works Agency Director, will be assigned as the CTP project manager and will be responsible for providing direction to the successful consultant, reviewing all reports and submittals and approving all changes to the scope of work, including budget and schedule issues.

A selection committee has been formed to evaluate proposals and recommend the top ranked firm to the Cherokee County Board of Commissioners. A project management team will also be formed to review products and provide direction to the successful consultant following the award of contract. Members of the selection committee may include the CTP project manager, the Director of Purchasing, the Principal Planner, as well as the County Manager.

The DBE requirement for Cherokee County is 3%. Each proposal must demonstrate compliance with the County's DBE requirement.

Proposals will be ranked and evaluated in accordance with to the following criteria:

| | |
|---|-------------|
| Project understanding, approach to required Scope of Work and schedule. | 20% |
| Qualification of team and key personnel, similar project experience, DBE utilization. | 20% |
| Demonstrated familiarity with the needs of Cherokee County. | 20% |
| Price. | <u>40%</u> |
| | Total: 100% |

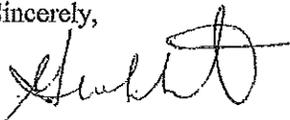
Price will be a relative score where the lowest price receives a perfect score and all other scores are proportional.

The successful firm will be required to execute Cherokee County's Standard Professional Services Agreement.

Contract award is anticipated to take place at the February 4, 2014 meeting of the Cherokee County Board of Commissioners.

If you have any questions, do not hesitate to contact this office at (678) 493-6077.

Sincerely,



Geoffrey E. Morton, P.E.
Public Works Agency Director

Cc: Jerry W. Cooper, County Manager
Dale Jordan, Director of Purchasing
Margaret Stallings, Principal Planner



Cherokee County, Georgia
Agenda Request

SUBJECT: Aquatic Center

MEETING DATE: March 18, 2014

SUBMITTED BY: Bill Echols, AIA, Director of Capital Projects

COMMISSION ACTION REQUESTED: It is recommended and requested that the BOC approve a Change Order to the Maintenance Services Agreement with Shumate Mechanical for the installation of variable fan device controls at a cost not to exceed \$40,000.00. It is also recommended and requested that the BOC approve the attached landscape plan for the Aquatic Center and authorize this work to be competitively bid for the installation of approximately 90 to 95 trees at a budget of approximately \$40,000.00. Upon receipt of bids, BOC approval will be requested.

FACTS AND ISSUES: Over the past several months, Cherokee County has met with the Falls of Cherokee HOA to review solutions regarding sound and lighting issues affecting the residents and neighbors most immediately affected at the rear property line. Based upon a review of the many factors concerning costs, benefits and what options might offer the best resolution of the sound and lighting issues, the items of this Agenda Item are recommended as the approach to resolve the matter.

Separately, CRPA/Aquatic Center staff will be submitting a proposal to the Cherokee County Health Department to revise Pool Rules to allow indoor lighting to be turned off at closing each night, and for the outdoor lights to also be turned off at closing each night, but operated by motion sensors; in accordance with State of Georgia Pool Rules.

BUDGET:

Budgeted Amount: 17,558,000
Amount Encumbered: 11,200
Amount Spent to Date: 17,423,978
Amount Requested: 100,000
Remaining Budget: 22,822

Account Name: Aquatic Center
Account #: PR114/SPLOST V

Budget Adjustment Necessary: Yes No If yes, please attach budget amendment form.
Contract or Amendment: Yes* No *If yes, a Procurement Summary MUST be attached.
Ordinance/Resolution: Yes No

Note: Contracts (Other than County's Standard Agreements), ordinances & resolutions require prior review by County Manager and County Attorney.

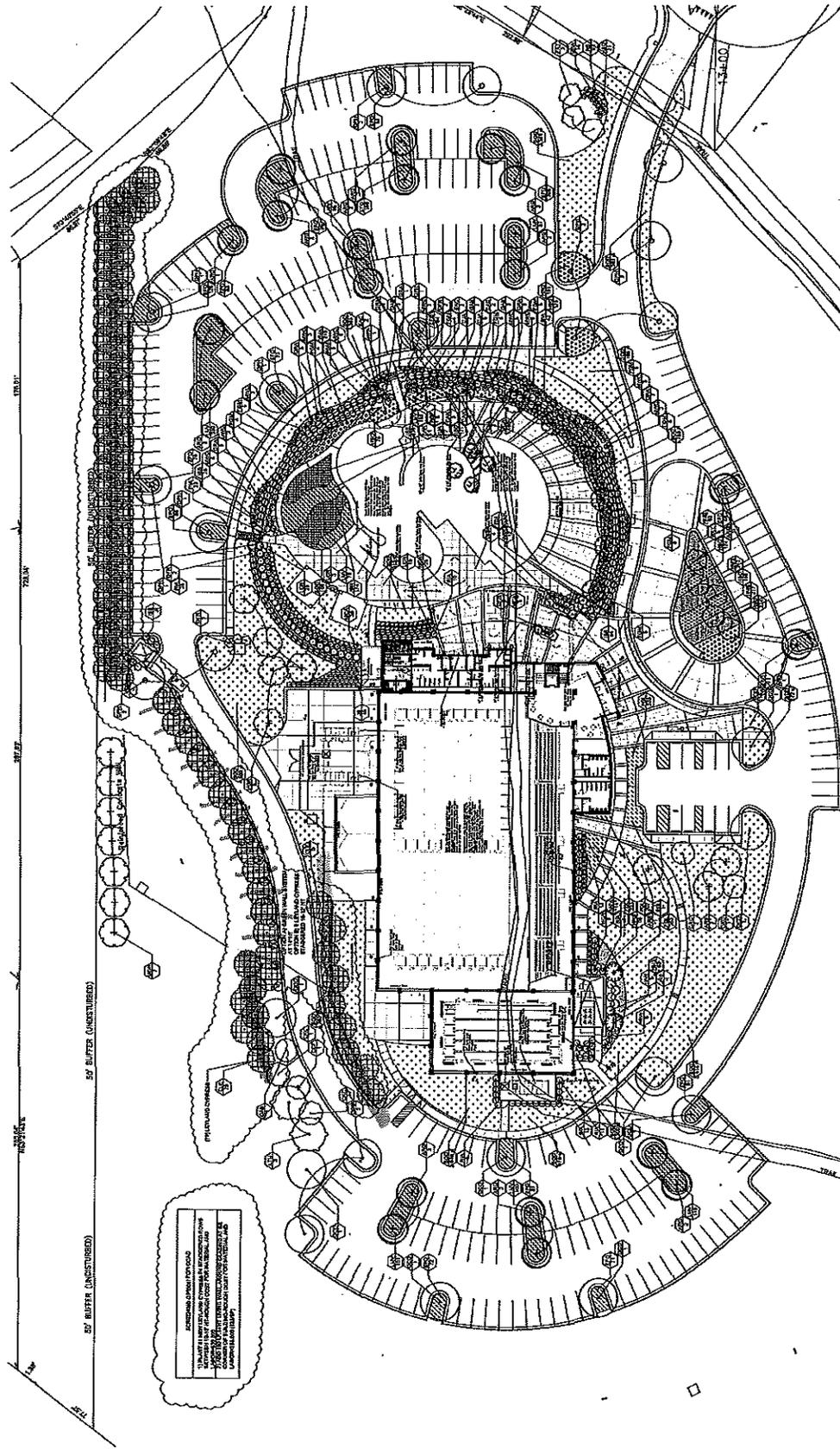
ADMINISTRATIVE RECOMMENDATION: It is recommended and requested that the BOC approve a Change Order to the Maintenance Services Agreement with Shumate Mechanical for the installation of variable fan device controls at a cost not to exceed \$40,000.00. It is also recommended and requested that the BOC approve the attached landscape plan for the Aquatic Center and authorize this work to be competitively bid for the installation of approximately 90 to 95 trees at a budget of approximately \$40,000.00. Upon receipt of bids, BOC approval will be requested.

REVIEWED BY:

DEPARTMENT HEAD:

AGENCY DIRECTOR:

COUNTY MANAGER:



EXISTING PAVEMENT TO BE REPAIRED
 TO MATCH SURROUNDING PAVEMENT
 TO BE REPAIRED TO MATCH SURROUNDING
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Cherokee County Aquatics Center Revised Planting Plan
 COOPER CARRY
 03.03.2014
 Scale 1"=30' North →



Cherokee County, Georgia Agenda Request

SUBJECT: Mental Health Court

MEETING DATE: 03/18/2014

SUBMITTED BY: Keith Wood, Probate Court

COMMISSION ACTION REQUESTED:

Notification of Board of Commissioners of intent to submit a grant application to Criminal Justice Coordinating Council (CJCC) for funds to establish/continue operation of a Mental Health Court in Cherokee County in the amount of \$113,625.00 with a match of \$12,625.00.

FACTS AND ISSUES:

In 2013, the court system began working towards creating a Mental Health Court in Cherokee County. Funds were received beginning in July 2013 to establish this Court and planning was begun at that point. Up to this point, those funds have not been used as the planning for the court has not required financial outlay.

It is anticipated that the court will become operational within the next few months and begin taking in participants. In order to allow this court to operate until other funding resources can be established, I intend to seek more funds from a grant through the CJCC to operate the court.

Unlike previous years, this grant requires a 10% match from the county. While this would be a cash match, the Court intends to meet this match through user fees, as well as utilization of DATE funds (due to the likelihood that the majority of the participants will have a co-occurring disorder). It is my belief that, between those resources, as well as others that may become available once the court becomes operational, there will be no outlay of funds from the county to support this court at this time.

The proposed budget for the Court is \$126,250.00. The amount being requested in the grant would be \$113,625.00 with a match of \$12,625.00.

As before, if grant funds received are not adequate to support the court, and other resources are not available to ensure sustainability, including county funds, then the court will not be able to operate.

BUDGET:

| | |
|-----------------------|---------------|
| Budgeted Amount: | Account Name: |
| Amount Encumbered: | Account #: |
| Amount Spent to Date: | |
| Amount Requested: | |
| Remaining Budget | |

Budget Adjustment Necessary: Yes No Note: If yes, please attach budget amendment form

Contract Approval Required: Yes No

Note: Contracts require County Manager and County Attorney review prior to requesting BOC consideration.

ADMINISTRATIVE RECOMMENDATION:

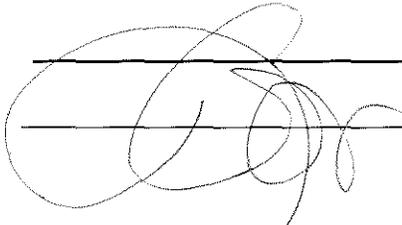
Approve submission of grant application to Criminal Justice Coordinating Council (CJCC) for funds to establish/continue operation of a Mental Health Court in Cherokee County in the amount of \$113,625.00 with a match of \$12,625.00.

REVIEWED BY:

DEPARTMENT HEAD: _____

AGENCY DIRECTOR: _____

COUNTY MANAGER _____





CRIMINAL JUSTICE COORDINATING COUNCIL

104 Marietta Street, NW • Suite 440 • Atlanta, GA • 30303-2743
404/657-1956 • 877/231-6590 • 404/657-1957 (Fax) • 404/463-7650 (TTY)

At the direction of the Accountability Court Funding Committee, the Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for competitive funding for qualified new and existing Accountability Courts in the State of Georgia.

State of Georgia Accountability Court Funding Program FY'15 Solicitation Packet

Eligibility

Applicants are limited to local entities for new and existing Accountability Courts. Felony Court submissions are limited to one application per circuit, per court type (i.e. Adult Drug, Veterans, or Mental Health Court) unless the courts are distinctly different as evidenced by different team members. State, Magistrate and Juvenile Court submissions are limited to one application per county, per court type (i.e. DUI, Family Dependency Treatment, Misdemeanor Drug, Juvenile Drug, or Juvenile Mental Health Court).

Deadline

Applications are due by 5:00 p.m. on Friday, March 28, 2014.

Available Funding

The amount available for distribution will be determined by the legislature in the 2014 session. There is a 10% cash match requirement. *Please note: this match will likely increase every year.*

Award Period

July 1, 2014 through June 30, 2015.

Grant Assistance

There will be an optional meeting to discuss the changes in the grant application. Details will be e-mailed and posted on www.gaaccountabilitycourts.org.

Release Date: February 14, 2014

THIS GRANT IS NOT INTENDED TO FUND YOUR PROGRAM 100%.

Certification for Accountability Court Funding

I certify that the _____ (*court name*) provides the following.
(check if accurately describes).

- 1.The accountability court integrates substance abuse treatment services and mental health services, where applicable, with justice system case processing.
- 2.Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participant’s due process rights.
- 3.Eligible participants are identified early and promptly placed into the accountability program.
- 4.The accountability court provides access to a continuum of alcohol, drug and other related treatment and rehabilitation services.
- 5.Abstinence is monitored by frequent alcohol and other drug testing.
- 6.A coordinated strategy governs accountability court responses to participants’ compliance.
- 7.The accountability court has ongoing judicial interaction with each participant.
- 8.The accountability court uses monitoring and evaluations to measure the achievement of program goals and to gauge effectiveness.
- 9.Through continuing interdisciplinary education the accountability court promotes effective court planning, implementation and operations.
- 10.The accountability court generates local support and enhances the program effectiveness by forging partnerships among other accountability courts, public agencies and community-based organization.

****Continued funding through this grant may be contingent on compliance with the requirements (1-10) listed above.****

By signing below, you are certifying that the information in this Request for Funding Application is accurate and complete. Your signature also indicates that you and your team are agreeing to participate in all applicable training sessions described on the website: www.gaaccountabilitycourts.org.

Submitted by: _____
Judge

Court

Date

State of Georgia

Accountability Court Funding Program

FY '15 Solicitation Packet

SECTION I: OVERVIEW AND INSTRUCTIONS

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (the Council) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system.

Overview of the State of Georgia's Accountability Court Funding Program

The Georgia Accountability Court Funding Committee (ACFC) was created in 2012 by the Georgia Legislature and by Governor Nathan Deal to provide courts with the critical funding necessary to support the growth of Accountability Courts in Georgia to reduce the prison population.

How to Apply

Interested applicants should review the FY'15 Solicitation Packet in its entirety, complete a Request for Funding Application (Sections IV – VII) and submit the completed application, including the requested information and all required attachments, using the link on the Council's website at cjcc.georgia.gov on or before 5 p.m., March 28, 2014. This form and provided budget detail are the only acceptable formats for submitting the narratives and budget for this funding year. Any application that does not adequately answer all applicable questions will be considered incomplete and will not be reviewed for funding.

Match Requirement (10 percent CASH match)

Applicants must identify the source of the 10 percent non-state portion of the total project costs and how they will use match funds. Match is restricted to the same uses of funds as allowed for the state funds. Applicants may satisfy this match requirement with cash only (no in-kind services).

Match Waiver: The ACFC may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, a letter of request signed by the Authorized Representative or Program Judge must be submitted with the grant application defining the fiscal hardship. Fiscal hardship is defined in terms related to reductions in overall budgets, furloughing or reductions in force of staff or other similar documented actions by the local governing authority which have resulted in severe budget reductions. A match waiver request must be submitted as a separate attachment to the application and titled as the "Match Waiver."

NOTE: The budget detail should distinguish the cash matched funds, using an asterisk to show what amount of the budget is cash.

The formula for calculating the match is:

1) Total Project Budget x Match Requirement Percentage = Match Requirement

2) Total Project Budget – Match Requirement = Amount of Grant Request

Example: For a project with a total budget of \$100,000 and a 10% Match Requirement Percentage:

1) \$100,000 x 10% = \$10,000 (Match Requirement)

2) \$100,000 - \$10,000 = \$90,000 (Grant Request)

SECTION II: SOLICITATION PROCESS

Please read and understand the Certification for Accountability Court Funding (page 2) before completing the application. All accountability courts are required to attend training and submit a proposed budget/narrative for all funds requested through this grant.

Existing Courts

Answer all of the questions in sections IV through VI. In section V, please answer only the subsection that applies to your court.

Implementation Courts

Answer all of the questions in sections IV through VI to the best of your ability. In section V, please answer only the subsection that applies to your court. The committee understands that you may not have answers to all of the questions yet, but expects that you have thought through all of the issues related to each question. You do NOT need to respond to the Performance Measure questions (section IV, #38-45).

Application Review

Applications will be reviewed and assessed by the Accountability Court Funding Committee members and its designated representatives who will consider the following:

1. Past compliance with all financial and programmatic reporting requirements;
2. Overall quality and completeness of the application;
3. Demonstration of clear, measurable and appropriate standards;
4. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.;

5. Adequate correlation between the cost of the project and the objective(s) to be achieved; and
6. Sharing resources among each accountability court within the circuit is strongly encouraged. All applications within each circuit will be reviewed together.

Only complete applications received by the deadline will be reviewed. **When an application is received by the Council, there is no commitment on the part of the Committee to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. The Committee has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools. See "Restrictions on Use of Funds" subsection below to determine whether budget items requested are allowable prior to submitting your budget.

Applications for funding will undergo several reviews. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of the Committee.

Funding Decisions

All funding decisions related to ACFC applications received in response to this solicitation are made by the Accountability Court Funding Committee and are based on the availability of funding. The Council will inform the applicants of funding decisions through grant awards. Applicants should not make assumptions regarding funding decisions until they have received official written notification of awards or denials signed by the Council Director.

Once an award is made, the Council maintains discretion to determine that a grantee is not compliant with applicable policies, and upon such a determination may terminate further funding and require reimbursement of grant funds to the Council.

Restrictions on Use of Funds

For this grant period, grant funds will not be allowed to be used for: out of state training, any part of a salary or pay supplements for state or county paid employees, office space, furniture (existing courts only), incentives, monthly cell phone charges, case management software, utilities, vehicles and grant administrative overhead.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose

Generally, supplanting occurs when a local government or program reduces local or other available funds for an activity specifically because state funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, any State grant funds may not replace any local, or other available funds that have been appropriated or allocated for the same purpose. In those instances when a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-state resources occurred for reasons other than the receipt or expected receipt of state funds.

SECTION III: POST-AWARD REQUIREMENTS

Grant Acceptance

Grantees wishing to accept FY'15 funding must submit signed Acceptance Letters and Special Conditions to the CJCC Office by 5 p.m., June 23, 2014. The Accountability Court Funding Committee will assume your court rejects its FY'15 award if these acceptance documents are not received by this submission deadline.

Special Conditions

At the time of the grant award, the Committee will assign special conditions, as the Committee deems appropriate for the program. The special conditions will outline the grantee's responsibilities, as well as state regulations that must be followed, as a condition of accepting the grant award for the approved program. The special conditions will be included in the award packet and must be reviewed, signed and returned to the Council by 5 p.m., June 23, 2014 (see above).

One fourth of all awarded funding must be requested in that quarter's SER each reporting period. This means that the expenditure must be paid by your local funding agency and CJCC reimbursement has been requested within that reporting period. Any unused funds each quarter end will be retained by the Council to be managed by the Accountability Court Funding Committee. This is a reimbursement grant. If awarded funds, your court will be required to submit check stubs and copies of invoices to CJCC for reimbursement on a quarterly basis.

Training is REQUIRED for each court that accepts grant funding. Please see www.gaaccountabilitycourts.org for the training dates and required attendees. Expenses for training will be reimbursed by the Council.

Reporting Requirements

Recipients of this FY'15 grant award will be required to complete and submit SER and Court Output Report due no later than 10 days after each quarter end. Failure to submit reports in a timely fashion could result in an end to grant funding.

SECTION IV: APPLICATION FORM

Identifying Questions

1. Name of Accountability Court: _____

2. Name of Judicial Circuit: _____

Name of person filling out this application: _____

Your email address: _____

Your daytime phone number: _____

3. Type of Accountability Court. Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Adult Felony Drug Court | <input type="checkbox"/> DUI Court |
| <input type="checkbox"/> Adult Mental Health Court | <input type="checkbox"/> Family Dependency Treatment Court |
| <input type="checkbox"/> Veteran's Court (please also select either drug court or mental health court) | <input type="checkbox"/> Juvenile Drug Court |
| | <input type="checkbox"/> Juvenile Mental Health Court |

4. What counties does/will your program serve?

| County | # of Participants from County (as of 1/1/14) | How often do you hold accountability court in this county? | % of budget that comes from this county |
|--------|--|--|---|
| | | | |
| | | | |
| | | | |

5. Indicate the type of funding and amount of funding (July 2014 – June 2015) for which you are applying (not your entire budget):

| New Courts | | Existing Courts | |
|--------------|------------|-----------------|------------|
| Applying For | Cash Match | Applying For | Cash Match |
| \$ | \$ | \$ | \$ |

6. When did/will your program begin? _____
7. Number of active participants (not including those who are AWOL) as of January 1, 2014 (for FDTC, include the total number of parents **and** children) _____
8. What is the participant capacity (or anticipated capacity for new courts) of your program (how many participants can you realistically and effectively serve)? _____
9. If your program is not at capacity, why not?
10. Please Provide the Following Information:

Court:

| | |
|------------------|--|
| Judge | |
| Court Address | |
| City, State, Zip | |
| Phone/ Fax | |
| EIN | |

Coordinator:

| | |
|------------|--|
| Name | |
| Phone/ Fax | |
| Email | |

| |
|---|
| Attends Staffing? Attends Court/Status Hearings? |
|---|

Is your coordinator a full time employee of the accountability court? _____
 If not, please explain who employs the coordinator. _____

| Name | Email Address | Attends Staffing? | Attends Court/Status Hearings? |
|--------------------|---------------|-------------------|--------------------------------|
| Prosecutor | | | |
| Defense Attorney | | | |
| Treatment Provider | | | |

Other team members/ others attending staffing (add additional pages as necessary). Family Dependency Treatment Courts must include a DFCS representative, DFCS attorney and parent attorney. Juvenile Drug Courts must include a school system representative/liaison.

| Name/Position | Email Address | Attends Staffing? | Attends Court/Status Hearings? |
|---------------|---------------|-------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

11. Do you have a local steering committee/advisory group (this group would include community members other than your team members)? _____. How often do they meet? _____
12. Does your court have an independent 501(c)3? _____ If not, why not?

13. Does your court have a formal policy on staff training requirements and continuing education? _____ If yes, briefly describe the policy.
14. What training has your court attended in the past year?

15. Do you have a structured written orientation program for new members of the team?

Operating Questions

16. Describe your target population.

17. Describe your eligibility criteria.

18. How many staffings do you conduct per month? _____ How often are your status hearings/court sessions?

19. How many days does a participant need to be clean (no positive drug screens) before he/she is eligible for graduation? _____

20. Please describe your courts field supervision/surveillance (who does your court's surveillance, how often is each participant visited, how long is the average visit, etc.)?

Are they P.O.S.T. certified? _____

21. Is there a binding Contract, Letter Agreement or MOU between your court and treatment provider that stipulates an agreed upon level of treatment services provided to your court for a specified fee? _____ If no, why not? _____

22. What case management software program does the program coordinator use?

23. What is your annual treatment cost? _____

24. Please describe your participant fee schedule.

25. How much did you collect in participant fees in CY 2013? _____

Clinical Questions

26. What is your clinical eligibility criteria?
27. What clinical screening tools does your court use (e.g., TCUDS, ASI, SASSI-2, etc)?
28. What risk/needs assessment tools does your court use (e.g., LSI-R, COMPAS)?
29. How do you determine what level of treatment is needed (e.g., ASAM, etc)?
30. What type of evidence based treatment does your court use? (e.g., CBI, MRT, etc)?
31. Do you incorporate treatment that addresses criminogenic risk factors (those that are related to risk of recidivism)? _____ What is used (e.g., MRT, TFAC, etc)?
32. How does the court ensure that the chosen tools/models are used consistently and faithfully?
33. How often does the program coordinator monitor (sit in on) treatment?
34. Does your program have a treatment plan for each individual participant?
_____ How often is it updated? _____
35. Do you use your local CSB for treatment services? _____
If yes, 1) Does the CSB get funding for accountability court treatment directly from DBHDD? _____
- A. Does the CSB get funding for treatment of your participants from other sources? _____ If yes, please list the other sources:
- B. Do you pay the CSB for: _____ the full amount of treatment,
_____ additional, non billable services such as case management only
_____ nothing for the services for your participants

Timing/General Questions

36. What is the average length of your program?

37. Complete the following:

| Phases/length | Average # of drug screens per month | Average number and hours of treatment sessions per month | Number of court appearances per month | Number of active participants in this phase (as of 1/1/14) |
|---------------|-------------------------------------|--|---------------------------------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Performance Measures - (Implementation courts should skip questions 38-45.)

38. **For Adult Drug Court, Adult Mental Health Court and Family Drug Court ONLY.** Using LSI-R data from 1/1/13 through 12/31/13, list the number and percentage of moderate _____/_____% and high risk participants _____/_____% . List the number and percentage of moderate _____/_____% and high needs participants _____/_____%

39. List the number of drug screens administered the past year (1/1/13 – 12/31/13). _____

40. Fill out the chart below for all of the positive screens within the past year.

| | | |
|--|--|--|
| Number of positive drug screens* . *A positive drug screen for one or more substances when derived from one sample should be considered as one positive test. | Cut off level for -amphetamine -cocaine -creatinine | |
| | Positive screen above cut off level (for any drug) | |
| | No Show | |
| | Not producing a sample in a reasonable period of time | |
| | Diluted | |
| | Refusal | |
| | Admitting to Use | |
| | Total | |

41. **Program Outcomes** (from the beginning of your program):

A. Percentage of employable (not on disability) participants employed at start of program _____ (to calculate, add up all the employable participants who are working upon admittance to the program and divide by the total number of employable participants admitted to your program)

B. Percentage of employable (not on disability) participants employed at graduation _____ (to calculate, add up all the employable participants employed at graduation and divide by the total number of employable participants who graduated from your program)

C. Percentage of participants who successfully exit the program _____

D. Percentage of participants who do not successful complete the program (terminations, voluntary withdrawal, death/other) _____

E. Number of drug free babies born to participants _____

42. Units of service.

- a. _____ Total number of court sessions in the past year.
- b. _____ Total number of days of inpatient treatment in the past year.
- c. _____ Number of hours of treatment scheduled within the past month.
- d. _____ Number of scheduled treatment hours attended within the past month.

43. Number of people screened for the program in the past year (1/1/13 – 12/31/13)? _____
Number of participants accepted in the past year (1/1/13 – 12/31/13)? _____

44. Please list:

- a. Total number of graduates as of 12/31/13 _____
- b. Number of graduates/certificates of participation awarded from 1/1/13 – 12/31/13? _____
- c. Total number of participants admitted since program start up? _____
- d. Average age of your participants (at entry into the program) _____
- e. Average age participants began abusing drugs? _____

45. For CY'13 (January 1, 2013 through December 31, 2013), provide the following information:

- a. Daily cost of incarceration in county jails or YDC for counties served by your court. List each county that your court serves separately. _____
- b. Number of active participants who would be incarcerated in a county jail or YDC if they did not participate in the accountability court. _____
- c. Number of active participants who would be incarcerated in a state corrections facility if they did not participate in the accountability court. _____
- d. Number of active participants with new charges (excluding traffic citations other than DUI) since entering the program. _____
- e. Number of active participants with new convictions/adjudications (excluding traffic citations other than DUI) since entering the program. _____
- f. Number of graduates with new charges (excluding traffic citations other than DUI) within the past three years since graduating the program. _____
- g. Number of graduates with new convictions/adjudications (excluding traffic citations other than DUI) within the past three years since graduating the program. _____
- h. Number of participants who were terminated. _____
- i. Number of participants who were removed for other reasons (e.g. death, medical, mental illness, etc.) _____

Drug Testing

46. What percentage of your testing is random? _____ How do you ensure that the drug testing is random?
47. For what drugs do you routinely screen? _____
_____ What drug testing company do you use (Siemens, Redwood, etc.)? _____
48. Are all of your urine screens observed? _____ Who observes the urine sample? _____ Have they had training? _____ Are they the same sex as the participant? _____
49. If you have a local drug lab or use testing sticks, how often are the drug screens analyzed or read (daily, weekly, etc.)? _____ If you mail the screens to a lab, how often are they sent? _____
50. Describe the policy for participants to dispute the results of the drug screen.
51. Are creatinine violations considered positives? _____ If not, why not? _____ Are unexcused or missed screens considered positive? _____

SECTION V: COURT SPECIFIC

Please answer the appropriate section of questions for your type of court. You should answer ALL of the questions in each section that you checked in question #3.

Felony Drug Courts:

52. Does your treatment provider provide the court with weekly, written reports on participant progress? _____
53. Does your program offer: (check all that apply) _____ group counseling _____ individual counseling _____ drug testing?
54. Does your program offer: (check all that apply) _____ family counseling _____ gender specific counseling _____ domestic violence counseling _____ health screens _____ assessment and counseling for co-occurring mental health issues?
55. Does your program offer: (check all that apply) _____ employment counseling and assistance _____ educational component _____ medical and dental care _____

transportation _____ housing _____ mentoring _____ alumni groups? Please list any other additional services your program offers:

Mental Health Courts: (includes all levels of Courts)

56. Tell us about what organizations and agencies you partner with in your community? Are there memorandums of understanding between your court and anyone else, please elaborate.

57. Who sends referrals to your court?

58. What measures are in place in your program to ensure that a defendant does not spend more time in the MH program than the maximum period of incarceration or probation a defendant could have received if found guilty in a more traditional court process?

59. Describe your guidelines for the identification and expeditious resolution of competency concerns.

60. Explain how the following services are provided to participants, either directly (D) and/or by linking to outside providers (OP):

_____ medication _____ counseling _____ substance abuse treatment
_____ financial benefits _____ housing _____ crisis interventions
services
_____ peer support _____ case management _____ MRT
_____ other evidence based treatment

61. Do you offer gender specific treatment? _____ Do you offer interpretative services? _____ Please list any other additional services your program offers:

62. What procedure does your court follow to adhere to the federal and state laws that protect the confidentiality of medical, MH, and substance abuse treatment records?
63. How do you comply with Standard 8.5 concerning periodic review and revision of Court processes? (The standards are listed at <http://www.gaaccountabilitycourts.org>).
64. Performance measures - (January 1, 2013 - December 31,2013):
- a. _____ Percent of scheduled judicial status hearings attended by the participant
 - b. _____ Percent of participants who were homeless at exit of program (to calculate this percentage, divide the number of homeless graduates by the total number of graduates for the year)
65. If you do not have current data, please explain how you plan to collect this data in the future so that you are compliant with this standard.

DUI Courts:

66. How do you determine the right type and length of treatment for each participant?
67. Do you use monitoring equipment? _____ If yes, what kind and how often is it used and for what time period? _____
68. Explain your court's partnerships with your local legislative delegation, local officials, other agencies, and community support
69. How do you caution the participants against driving without a license?

Family Drug Courts:

70. Within the past year, please list:

- a. _____ Number of graduates with new DFCS reports
- b. _____ Number of children (age 0-17) who received direct services through your court as a result of Parent/guardian being active in the program
- c. _____ Number of drug-free babies born while participant was active in program or to a graduate of the program.
- d. _____ Number of days that participants' children have been kept out of foster care.

71. List the services your court offers participants (group counseling, individual counseling, gender specific services, mental health treatment, parenting classes, anger management classes, family or domestic relations counseling, etc.)

72. List the direct services provided to the children (i.e. Celebrating Families, Strengthening Families, trauma assessments, Theraplay, etc...)

73. Describe DFCS involvement in your court.

Is there a specific caseworker assigned to the drug court? _____ Have they had formal training specific to drug courts?

74. Is there a structured systematic assessment provided for the children in your program?

75. Was your program capacity determined by formula or by service limitations? _____

76. What challenges has your program experienced in the past year and how has your team overcome them?

77. Does treatment communicate with court via email? _____

78. In order to graduate, are clients required to have a job or be in school? _____
79. In order to graduate, are clients required to have a sober housing environment? _____
80. Did the presiding Judge of the program volunteer? _____
Is the Judge's term over the program indefinite? _____
81. Have results from any program evaluations, data review, or regular reporting of statistics lead to modifications? _____ If so, what were those modifications?

Juvenile Courts:

83. Are all participants required to be enrolled in school or a GED program? _____
84. What is the annual cost savings brought about by your participants not being in YDC?

85. What percentage of your participants' parents are mandated to attend court sessions? _____
86. What percentage of your participants' parents are mandated to participate in treatment? _____
87. Does your program offer: (check all that apply) _____gender specific counseling
_____domestic relations or family counseling _____ mental health treatment
_____ parenting classes _____ anger management classes
88. Does your court receive assistance from the following? If not, please explain
_____ Local Churches or Faith Based Organizations _____
_____ Civic Groups, Elks Club, Kiwanis, Rotary, etc
_____ Junior League
_____ Local college or school groups
_____ Any others? Please list:

ALL COURTS SHOULD ANSWER: (this grant is NOT intended to fund your program fully)

89. How is or will your program be funded? (Add additional pages if necessary.)

| Fund Source | Amount | If you do not receive funding from this source, why not? |
|---------------------------------|--------|--|
| County | | |
| DATE Fund | | |
| Participant Fees | | |
| Federal Grants: | | |
| BJA | | |
| SAMHSA | | |
| JAG (Federal or State) | | |
| Community Service Boards | | |
| Local Community: | | |
| Wal-Mart | | |
| Starbucks | | |
| Local Banks | | |
| Auto Dealerships | | |
| Hotels | | |
| Restaurants | | |
| Churches | | |
| Other Community Source | | |
| Total Amount of Community Funds | | |
| Revenue From Siemens Lab | | |
| Other Sources (please name): | | |
| 501 c(3) | | |
| TOTAL PROGRAM BUDGET | | |

90. Please describe your courts sustainability plan.

SECTION V: NARRATIVE

Please fully describe your request/project/expansion. Explain why your request can not be funded using other funding sources. Include any appropriate additional documentation that may help explain your project. *Please note: if you attach information that is not relevant, or is voluminous, the committee may choose to not consider it.* Include in your narrative how your project adheres to the state standards and best practices. If you attach additional pages, please limit your response to a maximum of two pages, double-spaced, using a standard 12 point font with 1 inch margins.

SECTION VI: BUDGETS

Budget Detail

Complete and attach the budget detail worksheet. The budget should include everything you are requesting from grant funds AND your matching funds (please indicate with an * which funds are matching). It is not necessary to include your entire operating budget. YOU MUST SUBMIT YOUR INFORMATION ON THE ATTACHED PAGES. If you include your own pages, they will NOT be evaluated by the committee.

Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed on the Budget Detail Worksheet. Proposed budgets are expected to be complete, reasonable and allowable, cost effective, and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the program. If you need additional space, please attach an additional page.

Budget Priority Form

Use the Budget Priority Form to indicate which of the items you requested in the budget detail take priority to your program. If the Funding Committee needs to make cuts, it may consider your program's preferences on this form. Please be sure to use the wording you used in the budget detail section 5. Please list the budget items you requested in the order of funding priority. Please use the same nomenclature you used on the budget detail form so the committee can match up your requests. Failure to prioritize budget requests may result in the ACFC making cuts to your program that may affect mission critical services.

Restrictions on Use of Funds

For this grant period, grant funds will not be allowed to be used for: out of state training, any part of a salary or pay supplements for state or county paid employees, office space, utilities, furniture (existing courts only), incentives, monthly cell phone charges, case management software, construction projects, vehicles or grant administrative overhead.

Budget Detail Worksheet - This worksheet should be used to prepare the program budget and budget summary. Any category not applicable to your budget may be left blank. Be sure to include the required 10% cash match. Please place an * by the cash matches.

BUDGET DETAIL WORKSHEET

A.(1) Accountability Court Personnel/Salaries. List each position by title and name of employee, if available. In order to calculate the budget, enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency. Contract Personnel should be listed under "E. Other" category.

| Position Title/Name of Employee | Calculation | Budget |
|---------------------------------|-------------|--------|
|---------------------------------|-------------|--------|

TOTAL \$ _____

Narrative:

A.(2) Personnel/Fringe Benefits. Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation. Each benefit for each position should be shown as a separate calculation/estimate.

| Position Title/Name of Employee | Benefit | Title | Calculation | Budget |
|---------------------------------|---------|-------|-------------|--------|
|---------------------------------|---------|-------|-------------|--------|

TOTAL \$ _____

Narrative:

B. Equipment. List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Anything listed here should have a value over \$4999. Anything under \$5,000 should be requested under "C. Supplies".

| Item | Purpose | Calculation | Budget |
|------|---------|-------------|--------|
|------|---------|-------------|--------|

TOTAL \$ _____

Narrative:

C. Supplies. List items by type (e.g. printing, office supplies, postage, copier usage, training supplies, brochures, manuals, audio/video, equipment under \$5,000). Show budget calculation.

Item

Calculation

Budget

Narrative:

TOTAL \$ _____

D. Travel. Funds must be budgeted in compliance with the State of Georgia Statewide Travel Regulations.

| Purpose | Location | Traveler's Name/Title | Calculation | Budget |
|----------------|-----------------|------------------------------|--------------------|---------------|
|----------------|-----------------|------------------------------|--------------------|---------------|

Narrative:

TOTAL: \$ _____

E. Other. List anticipated expenses not considered in one of the above categories.

| Item | Calculation | Budget |
|-------------|--------------------|---------------|
|-------------|--------------------|---------------|

TOTAL: \$ _____

Narrative:

E. (1) Contract Personnel. Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly rate multiplied by the estimated number of hours. (If you are requesting funding for contract employees such as treatment providers, surveillance officers, lab technicians etc. they should be listed here.)

| Service Provided | Name | Calculation | Budget |
|-------------------------|-------------|--------------------|---------------|
|-------------------------|-------------|--------------------|---------------|

TOTAL: \$ _____

Narrative:

E. (2) Drug Tests/Testing Supplies. List items by type. Show budget calculation(s).

Item

Calculation

Budget

TOTAL: \$ _____

Narrative:

Budget Priority Form

Please list the budget items you requested in the order of funding priority. Please use the same nomenclature you used on the budget detail form so we can match up your request.

Example:

| Priority # | Budget Category | Item Description | Amount |
|------------|-----------------|-----------------------------|----------|
| 1. | A (1&2) | Coordinator Salary/Benefits | \$75,000 |
| 2. | E (1) | Treatment Provider | \$50,000 |
| 3. | E (2) | Drug Tests | \$20,000 |

| Priority # | Budget Category | Item Description | Amount |
|------------|-----------------|------------------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION VII: ATTACHMENTS

Required Forms

The following forms are required. Please submit as attachments to your application.

- *Certification for Accountability Court Funding (page 2) – signed and dated by the accountability court judge
- *MOU between the Accountability Court and Treatment Provider (if you have one)

STATE OF GEORGIA
PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
Agreement for Funding of Prosecution Based VOCA Program
County Based Program
CJCC Grant No. C13-8-048

County: Cherokee
 Implementing Prosecuting Attorney: Jessica K. Moss, Sq
 Federal Funds: \$ 18,325.00
 Matching Funds: \$ 4,583.00
 Total Funds: \$ 22,908.00
 Initial Grant Period: April 1, 2014 to Sept. 30, 2014

THIS MEMORANDUM OF AGREEMENT (hereinafter referred to as the "Agreement") is made by and between the Prosecuting Attorneys' Council of the State of Georgia (hereinafter referred to as the "PACGA"), an agency of the Judicial Branch of the State of Georgia, legally empowered to contract pursuant to O.C.G.A. §§ 15-18-40, et. seq., the Cherokee County Board of Commissioners (hereinafter referred to as the "County"), a political subdivision of this State and the (~~District Attorney~~) (Solicitor-General) for the Cherokee (~~Judicial Circuit~~) (County) (hereinafter referred to as the "Prosecuting Attorney").

1. Between the PACGA and the County, this Agreement shall constitute an intergovernmental agreement within the meaning of subsection (a) of Paragraph I of Section III of Article IX of the Georgia Constitution which authorizes intergovernmental agreements and contracts "for any period not exceeding 50 years with each other . . . for the provision of services" provided that such agreements and contracts "must deal with activities, [or] services which the contracting parties are authorized by law to undertake or provide."
2. Period of Agreement: This agreement shall be effective on October 1, 2013 and shall continue in effect for a period of one (1) year, unless terminated earlier under other provisions of this Agreement.
3. Purpose of this Memorandum of Agreement.
 - (a) The parties acknowledge and agree that the PACGA has received a subgrant from the Georgia Criminal Justice Coordinating Council (CJCC) under the Federal Victims of Crime Act Assistance Grant Program (hereinafter referred to as "VOCA"). The VOCA Grant Program supports direct services to crime victims, i.e. persons who have suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The Office for Victims of Crime (OVC) of the Bureau of Justice Assistance (BJA), U.S. Department of Justice (USDOJ) awards annual formula grants, which in turn are subgranted to local organizations for

states to ensure crime victims' rights are upheld and play a meaningful role in the criminal justice process. In Georgia, that organization is CJCC, an agency of the Executive Branch of state government. O.C.G.A. § 35-6A-1, et. seq.

- (b) Effective October 1, 2013, PACGA has been awarded a VOCA subgrant by CJCC to serve as the centralized subgrant recipient on behalf of all prosecuting attorneys in the state. PACGA, in turn, is required to enter into a MOA with participating Counties and the Prosecuting Attorneys for those counties or judicial circuits.
- (c) The CFDA number for this grant program is 16.575.
- (d) Participating Counties and Prosecuting Attorneys are required to fulfill all programmatic and financial reporting requirements by submission through PACGA. PACGA has responsibility for consolidating individual reporting into a single report and submitting to CJCC. Unless specifically referenced in the Agreement or this document, all terms, conditions and policies of CJCC related to performance and reporting remain in full force and effect.

4. PACGA, County and Prosecuting Attorney Contact Information:

- (a) Exhibit A contains the name of the point of contact, mailing address, e-mail address(es) and telephone number(s) for all correspondence, reports and other matters relative to this Agreement for the PACGA, the County and the Prosecuting Attorney.
- (b) Change of contact information:

The parties agree if there is a change in the point of contact, the mailing address(es), telephone number(s), and e-mail address(es), PACGA will be notified in writing. The County and Prosecuting Attorney will notify PACGA by submitting a Subgrant Adjustment Request (SAR).

5. Scope of Project:

- (a) The purpose of this Agreement shall be to facilitate efficient allocation of VOCA funding for victims' services by the Prosecuting Attorney within the County.
- (b) The Prosecuting Attorney will make mandated victims' services available throughout the Prosecuting Attorney's territorial jurisdiction. At a minimum, the Prosecuting Attorney and the County agree that the

Prosecuting Attorney will provide those services specified in PACGA Policy 11.2.

- (c) The Prosecuting Attorney will expand provision of services into areas where victims are un-served and/or underserved by utilizing PACGA resources to:
 - (1) Facilitate statewide data collection regarding the type and number of services provided by VOCA advocates;
 - (2) Identify areas where victims are un-served and/or underserved and redirect VOCA funds accordingly.
 - (d) PACGA shall, upon the terms and conditions contained herein, grant to County, and the County hereby accepts, an amount not to exceed the amount designated in the approved budget to be used solely as defined on Exhibit B.
6. Budget Limitation: The approved budget total may not be exceeded without the written approval of PACGA. The County is responsible for any expenditures that exceed the approved budget. Any such expenditures may be credited toward meeting the matching fund requirements of the Grant.
7. Matching Funds Requirement:
- (a) The Federal Grant Program that is the source of the funds used to support this Agreement requires grant recipients to provide matching funds as set forth below. The County agrees to provide such matching funds and to account for the expenditure of such matching funds to PACGA.
 - (b) The matching funds requirement for this MOA is 20% of the approved budget amount.
 - (c) 25% of the 20% matching funds must be in the form of a volunteer in-kind match for each funded office unless the requirement is waived in writing by PACGA and CJCC.
8. Programmatic Reporting Requirements:
- During the course of a grant period, the County and the Prosecuting Attorney are required to submit periodic programmatic and financial reports to PACGA. These reports include, but are not limited to:
- (a) Quarterly and Annual Activity Reports - Victim Services Statistical Reports (VSSR); and

- (1) The Victim Services Statistical Report (VSSR) programmatic reporting deadlines are as follows:

| | | |
|-----------|-------------------------|------------------------|
| Quarter 1 | October 1 – December 31 | Due: January 15 |
| Quarter 2 | January 1 – March 31 | Due: April 15 |
| Quarter 3 | April 1 – June 30 | Due: July 15 |
| Quarter 4 | July 1 – September 30 | Due: October 15 |

- (b) Outcome Performance Measurement Surveys (Bi-annual).

- (1) The Outcome Performance Measurement Survey (OPM) programmatic reporting deadlines are as follows:

| | | |
|----------|------------------------|------------------------|
| Period 1 | October 1 – March 31 | Due: April 15 |
| Period 2 | April 1 – September 30 | Due: October 15 |

9. Financial Reporting Requirements:

- (a) The County will submit to PACGA a Subgrant Expenditure Report (SER) form within 15 days of the end of each month requesting reimbursement for expenses incurred during the grant period.
- (b) Counties and Prosecuting Attorneys who use volunteer hours as in-kind match must document those hours and submit the documentation with their request for reimbursement as well as the time record reporting form.
- (c) Counties must submit a Subgrant Adjustment Request (SAR) to notify PACGA of the need to change any of the following:
- (1) The point of contact information (see Section 4);
 - (2) Request to modify budget within currently approved categories;
 - (3) Request for a no-cost extension;
 - (4) Personnel changes (either changes in the persons funded or the percentage of time spent by such personnel on the grant).

10. Payment Schedule: Subject to the availability of funds for such purpose, PACGA shall pay the County on a reimbursement basis. These funds will be reimbursed by PACGA upon receipt of proper documentation from the County. Proper documentation shall be considered as copies of all invoices, sales receipts and/or cancelled checks for the items approved.

11. Accountability: The County agrees to expend said funds granted herein solely in

conformance to this Agreement and the special conditions set forth in PACGA Policy 11.2 and to account for said funds in accordance with generally accepted accounting principles.

12. Audit: County will allow, obtain and cooperate with any audit or investigation of Grant administration requested or undertaken by PACGA, CJCC or the State Auditor. Upon request, the County agrees to provide PACGA with any information, documents and/or photographs PACGA deems necessary to monitor performance of this Agreement. The County further agrees these funds shall be included in the audit or financial statement of the County until all expenditures have been accounted for. A copy of the audit or financial statement will be returned with the contract. Federal grant dollars will be reported separate from other grant dollars.
13. Records Retention: The County agrees to maintain proper and accurate books, records and accounts reflecting its administration of Agreement funds and compliance with all applicable laws and the Retention Schedules adopted by the State of Georgia pursuant to O.C.G.A. § 50-18-90 et seq. Such documentation shall be retained for at least three years from the completion of said project and shall be made available to PACGA upon request.
14. Liability to Others: The County shall hold PACGA, their officials and employees harmless from any and all claims including, without limitations, damage claims for injury to persons and/or property arising from the Grant.
15. Conflicts of Interest: The undersigned certify they will in all respects comply with state laws pertaining to conflicts of interest and to all laws related to PACGA officials and employees conducting business with PACGA.
16. Termination:
 - (a) Suspension or termination of this Agreement may occur if the County materially fails to comply with the terms of this Agreement. The Agreement may also be terminated:
 - (1) Due to non-availability of funds. Notwithstanding any other provision of this Agreement, in the event that either of the sources of payment for services under this contract (appropriations from the governing authority of contracting County, appropriations from the General Assembly of the State of Georgia, a Federal agency or the Congress of the United States of America) no longer exist or in the event the sum of all obligations of the PACGA incurred under this and all other contracts entered into for this VOCA Grant Program exceeds the balance of such contract sources, then this Agreement shall immediately terminate without further obligation

of the PACGA as of that moment. Certification by the Executive Director of the PACGA of the occurrence of either of the events stated above shall be conclusive.

- (2) Due to default or for cause. This agreement may be terminated for cause, in whole or in part, at any time by the PACGA for failure of the County to perform any of the provisions hereof. Should the PACGA exercise its right to terminate this agreement under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The County will be required to submit the final agreement not later than 45 days after the effective date of written notice of termination. Upon termination of this agreement, the County shall not incur any new obligations after the effective date of the termination and shall cancel as many outstanding obligations as possible. The above remedies are in addition to any other remedies provided by law or the terms of this agreement.
 - (3) For Convenience. This Agreement may be canceled or terminated by either of the parties without cause. This Agreement may be terminated by the County for any reason upon 60 days prior written notice to the PACGA. This Agreement may be terminated by the PACGA for any reason upon 30 days prior written notice to the Contractor.
- (b) Notwithstanding any other provision of this section, this Agreement may be immediately terminated without any opportunity to cure if any of the following events occurs:
- (1) County violates or fails to comply with any applicable provision of federal or state law or regulation.
 - (2) County knowingly provides fraudulent, misleading or misrepresentative information to the PACGA.
 - (3) County has exhibited an inability to meet its financial or services obligations under this agreement.
 - (4) An assignment is made by the County for the benefit of creditors.
 - (5) A proceeding for the appointment of a receiver, custodian, trustee, or similar agent is initiated with respect to the County.
- (c) Any funds allocated to the County under this Agreement, which remain unobligated or unspent upon such termination, shall automatically revert

to PACGA.

17. Victims of Crimes Act - Funding Conditions:

- (a) County and the Prosecuting Attorney agree to comply with PACGA Policy 11.2.
- (b) County and the Prosecuting Attorney shall be subject to all applicable rules, regulations and conditions of the Victims of Crime Act.
- (c) The County hereby assures and certifies that it:
 - (1) Complies with and will continue to comply with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-33, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements --- 28 C.F.R., Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project;
 - (2) Will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable;
 - (3) Will comply with all applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and the Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

18. Entire Agreement: This Agreement constitutes the entire agreement among and between the parties. There are no representations, oral or otherwise, other than those expressly set forth herein. No amendment or modification of this Agreement shall be binding unless both parties have agreed to said modification in writing.

19. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

PROSECUTING ATTORNEY EXECUTION:

Jessica Moss

Signature

April 18, 2014

Date signed by Prosecuting Attorney

The Honorable

District Attorney, _____ Judicial Circuit
Solicitor-General, Cherokee County

COUNTY EXECUTION:

L. B. Ahrens

Signature

L. B. Ahrens, Chairman

Title

Designee for Cherokee County

3/18/2014

Date signed by County

PACGA EXECUTION:

Signature

Date signed by Council

Charles A. Spahos
Executive Director
Prosecuting Attorneys' Council of Georgia
104 Marietta Street NW, Suite 400
Atlanta, Georgia 30303-2743

EXHIBIT A

PACGA, County and Prosecuting Attorney Contact Information

1. The PACGA mailing address, e-mail address and telephone number for correspondence, reports and other matters relative to this contract, except as otherwise indicated, are:

Prosecuting Attorneys' Council of Georgia
Attn: Carla M. Rieffel
104 Marietta Street, NW, Suite 400
Atlanta, Georgia 30303-2743
Telephone No: (404) 969-4001
Email: crieffel@pacga.org

2. The County's mailing address, email address and telephone number for correspondence, reports, and other matters relative to this contract are:

Attention: _____

Telephone No.: _____
Email: _____

3. The PROSECUTING ATTORNEY'S mailing address, email address and telephone number for correspondence, reports, and other matters relative to this contract are:

Attention: _____

Telephone No.: _____
Email: _____



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLI, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: Cherokee County
Board of Commissioners
1130 Bluffs Parkway
Canton, GA 30114

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

L.B. Ahrens, Chairman

4. Typed Name and Title of Authorized Representative

L.B. Ahrens

3/18/2019

5. Signature

6. Date

U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

**Federal Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

L. B. Ahrens, Chairman

Name and Title of Authorized Representative

Signature

[Handwritten Signature]

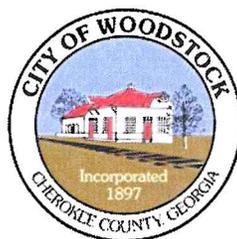
Date

3/18/2014

Name of Organization

Cherokee County
Board of Commissioners
1130 Bluffs Parkway
Canton, GA 30114

Address of Organization



Community Development Department
 12453 Highway 92 Woodstock, GA 30188
 Office: (770) 592-6050
www.woodstockga.gov

March 5, 2014

Cherokee County Board of Commissioners
 c/o Angie Davis
 Jarrard & Davis
REQUESTED
 105 Pilgrim Village Drive
 Suite 200
 Cumming, GA 30040

**VIA CERTIFIED MAIL
 RETURN RECEIPT**

RE: A#066 -14 Annexation of ± 52.95 acres
Presently zoned: Cherokee County R-40
Location: East Side of Main Street North of Hwy 92
Proposed Zoning: DT-MRA

Dear Mr Watkins:

In accordance with O.C.G.A. 36-36-6, the governing authority of an annexing municipality is required to give notice of any proposed annexation to the governing authority of the County wherein the area proposed to be annexed is located. Pursuant to such requirement, the Mayor and City Council of the City of Woodstock hereby notify the Cherokee County Board of Commissioners of the proposed annexation of certain real property pursuant to O.C.G.A. 36-36-21 as follows:

Applicant: Breezy Hill Land, LLC
Tax Parcels: * 15N12 177

***An undeterminable portion of 15N12 177 is shown on the attached Cherokee County Zoning Map as currently shown as unincorporated. Therefore the City has requested that the applicant include the entire parcel for Annexation.**

A copy of the annexation application, applicant response, site plan and zoning/tax map showing the location of the property are enclosed.

Should you have any further questions please call me at 770-592-6000 Ext 1602.

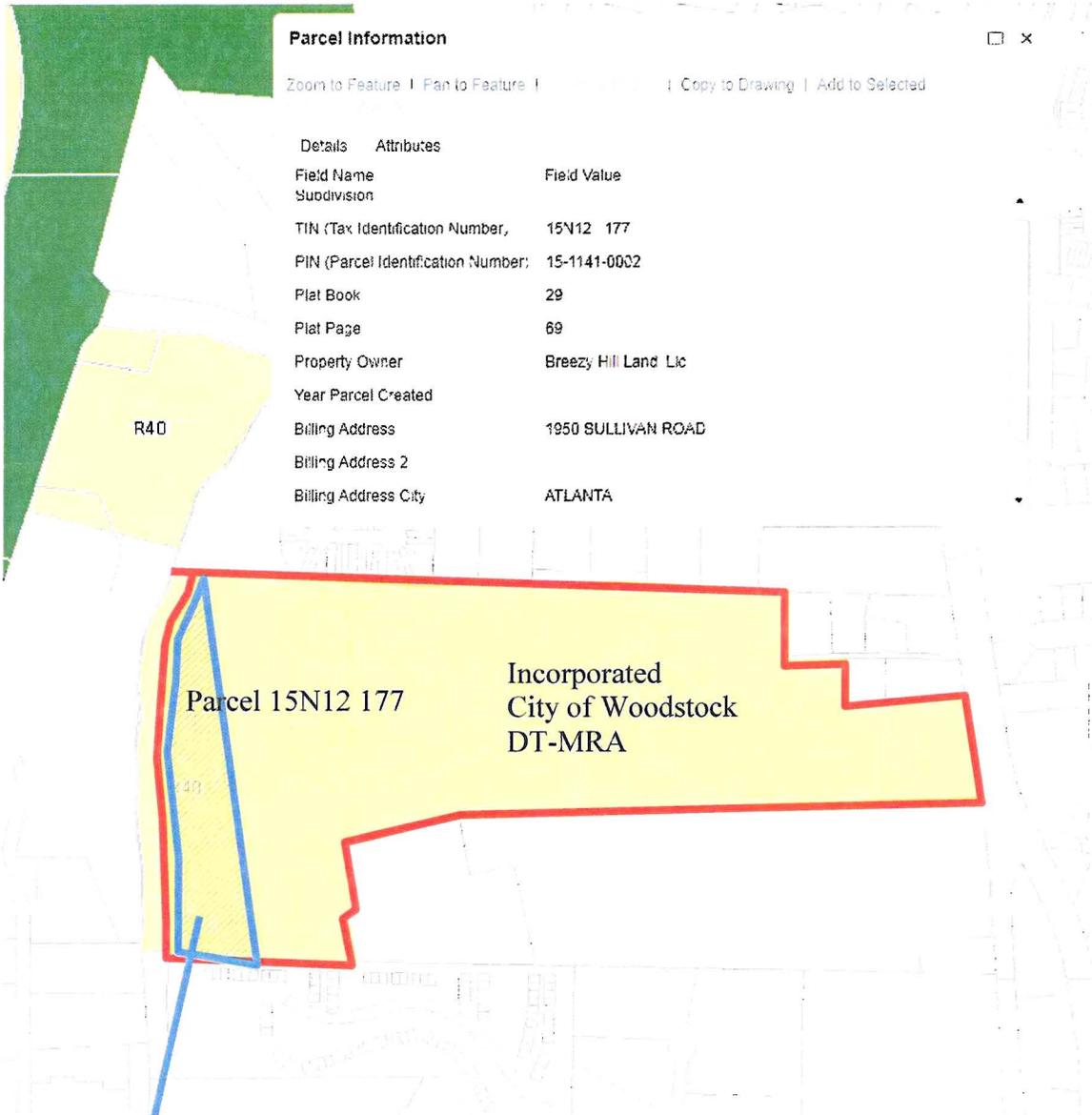
Sincerely,



Patricia D. Hart
Planner
Community Development

CC· Vicki Taylor Lee

Enclosure: Application, Applicant Response, Site Plan and Zoning/Tax Map



Unincorporated Cherokee
County
R-40
(estimated 5.5 – 6 acre
portion of 52 acre parcel 177)

CITY of WOODSTOCK

Application for Public Hearing

RECEIVED
2/5/14 MNA

2810-2014

Important Notes:

1. Please check all information supplied on the following pages to ensure that all spaces are filled out accurately before signing this form. This page should be the first page of your completed application package.
2. All documents required as part of the application package shall be submitted at the same time as the application. Incomplete application packages WILL NOT BE ACCEPTED.
3. Please contact the Zoning Administrator in the Community Development Department at 770.592.6039 if you have any questions regarding the application package, this application or the public hearing process.

Contact Person: Ed Woodland

Phone: 770-809-6034-office
470-213-8354-cell

Applicant's Information:

Name: BREEZY HILL LAND LLC

Address: 2355 Log Cabin Drive Phone: 770-809-6034

City, State, Zip: SMYRNA GA 30080 Fax: _____

Property Owner's Information:

same as above

Name: _____

Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

Requested Public Hearing (check all that apply):

Annexation

Comprehensive Plan Amendment

Rezoning

Other: _____

Variance

STAFF USE ONLY:

Case: 2 # 071-14

Received by: Mark Hudgins

Fee Paid: \$ 850.00

Date: 2/5/14

PUBLIC HEARING SCHEDULE:

Public Input Meeting: _____

Planning Commission: _____

Board of Appeals: _____

City Council: _____

Other: _____

Property Information:

Location: MAIN STREET - APPROXIMATELY 1000' North of GA Hwy 92 (East Side)

Parcel Identification Number(s) (PIN): 15M12 238 / 15M12 176 / 15M12¹⁷⁷ Total Acreage: 87.25

Existing Zoning of Property: DT-R0 / DT-MR-A Future Development Map Designation: DT-R0 / DT-MR-A

Adjacent Zonings: North DT-LR South DT-GC East DT-GC West DT-LR

Applicant's Request (Itemize the Proposal):

CHANGE PREVIOUSLY APPROVED LAYOUT

Proposed Use(s) of Property:

RETAIL, OFFICE, COMMERCIAL, SINGLE FAMILY RESIDENTIAL AND
MULTI FAMILY RESIDENTIAL

Infrastructure Information:

Is water available to this site? Yes No

Jurisdiction: _____

How is sewage from this site to be managed?

Will this proposal result in an increase in school enrollment? Yes No

If yes, what is the projected increase? _____ students

| Proposed Use(s) | # of units | Multiplier | Number of Students |
|-------------------------------|------------|------------|--------------------|
| Single Family (Detached) Home | 238 | 0.725 | 173 |
| Multi Family (Attached) Home | 334 | 0.287 | 96 |

269

RECEIVED FEB 16 2011

Traffic Generation:

If a traffic study is not required as part of this application, complete the following charts to estimate traffic generated by the proposal. Information for additional residential and all commercial/industrial development shall follow the summary of ITE Trip Generation Rates published in the Transportation Planning Handbook by the Institute of Transportation Engineers.

What is the estimated number of trips generated? _____ trips

| Code | Land Use(s) | # of units* | Daily Trip Ends | Number of Trips |
|---|-----------------------------|-------------|-----------------|-----------------|
| 210 | Single Family Home/Townhome | | 9.57 | |
| 220 | Apartment | | 6.63 | |
| | | | | |
| <i>SEE PREVIOUSLY APPROVED TRAFFIC STUDY / DRT SUBMISSION</i> | | | | |
| | | | | |
| | | | | |
| | | | | |

* A unit for residential purposes is equal to one residential unit. For commercial/industrial uses it is defined in the ITE table, but most often is equal to 1,000 square feet of floor area for the use specified.

Authorization:

Upon receipt of the completed application package, the Community Development Department shall notify the applicant of scheduled dates, times, and locations of the public meetings/hearings. The applicant or a representative must be present to answer any questions that may be asked. In the event that an application is not complete, the case may be delayed or postponed at the discretion of the department.

This form is to be executed under oath. I, Edward Woodland, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Application for Public Hearing is true and correct and contains no misleading information.

This 26th day of JANUARY, 2014.

Print Name Edward Woodland

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South on Main

Applicant Response to Rezoning

January 31, 2014

Breezy Hill Land LLC (Applicant) is the owner of 87.25 Acres of vacant land in the City of Woodstock, Cherokee County Georgia. The property is located on the East side of Main Street approximately 1000 feet north of Georgia Highway 92. Approximately 32.646 acres are currently zoned DT-RO Downtown Residential Office and approximately 54.608 acres are presently zoned DT-MR-A Downtown Medium Density Residential. A summary of the current and proposed uses is attached as Exhibit A.

The purpose of the application is to adjust the mix of proposed uses to allow the for a revised site plan that better reflects the current conditions of the market. The rezoning proposes to reduce the amount of retail/office/commercial space from 100,680 square feet to 41,800 square feet. The residential component of the proposal reduces the total number of units from 576 to 572. The proposed layout increases the number of single family homes from 181 to 238 compared to the layout approved in 2007. The number of townhomes is reduced from 215 to 130 and the number of condo/apartments changes from 180 to 204. In summary the proposed zoning is consistent with the existing zoning while reducing the overall density. The proposed zoning also promotes an area of transition from the more commercially zoned areas to the south along Highway 92 to the more residentially zoned areas to the east and north along Main Street.

When the property was rezoned in 2007, it was the subject of a Development of Regional Impact (DRI) by the Atlanta Regional Commission (ARC). The DRI proposed certain requirements for traffic and other issues. The proposed zoning modification does not adversely affect the original DRI approval and reduces the overall impact on the surrounding roads, transportation facilities, utilities and schools.

The proposed zoning conforms to the policy and interest of the land use plan.

RECEIVED FEB 05 2014

**South on Main
Unit Count Comparison
Exhibit A**

| 2007 Plan | Plan | 2014 Proposed Plan | |
|------------------|---------------------------------|---------------------------|--------------------------------------|
| 87.25 | Acreage | 87.25 | |
| 100,680 sf | Retail, Office Comercial | 41800 | |
| 180 | Condo/Apartment | 204 | 334 Total Multi Family |
| 215 | Townhome | 130 | |
| 181 | Single Family | 238 | 368 Total Single Fmaily and Townhome |
| 576 | Total Residential | 572 | |
| 6.60 | Residential Density | 6.56 | |
| 25 Acres | Open Space | 20 Acres | |

South on Main

Applicant Response Statement - Variances

January 31, 2014

Breezy Hill Land LLC (Applicant) is the owner of 87.25 Acres of vacant land in the City of Woodstock, Cherokee County Georgia. The property is located on the East side of Main Street approximately 1000 feet north of Georgia Highway 92. Approximately 32.646 acres are currently zoned DT-RO Downtown Residential Office and approximately 54.608 acres are presently zoned DT-MR-A Downtown Medium Density Residential. A summary of the current and proposed uses is attached as Exhibit A.

The application requests two variances. The first variance is to allow single family homes in the DR-RO zoning district and the second is to allow multi-family rental property in the DT-RO zoning district.

The property was the subject of a rezoning in 2007 which permitted the single family homes and multifamily rental units on the property. The variance request does not change the types of uses previously approved, but only moves the location of the use from one part of the property to another. The relocation of the proposed uses on the property allows the applicant to better serve the current market conditions without changing the overall impact of the property to the surrounding properties. No uses that were not previously approved for the property are requested in the current application.

The variance request allows the applicant to maintain the property as a transitional property from more commercial uses to the south to more residential uses to the north.

**South on Main
Unit Count Comparison
Exhibit A**

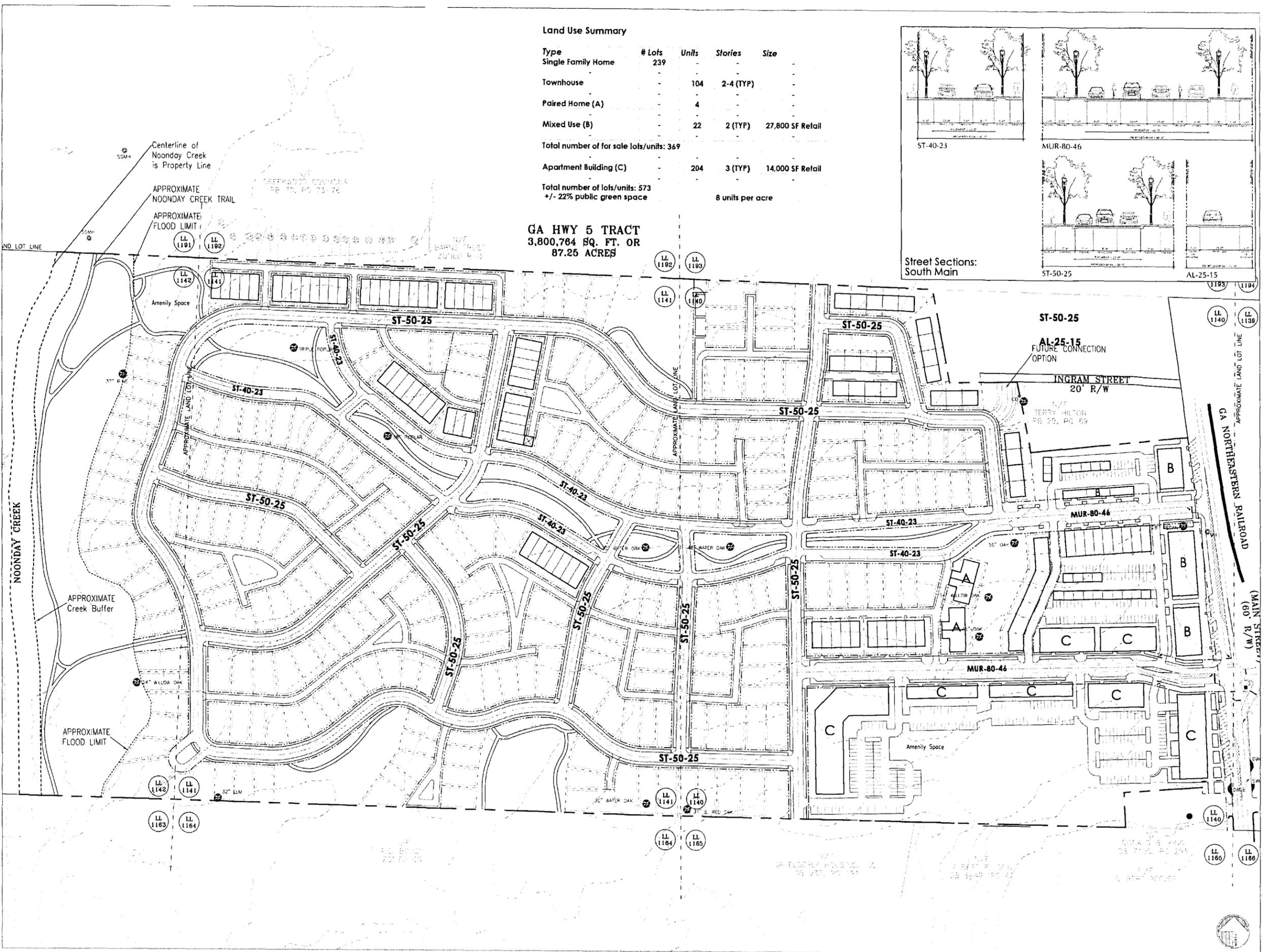
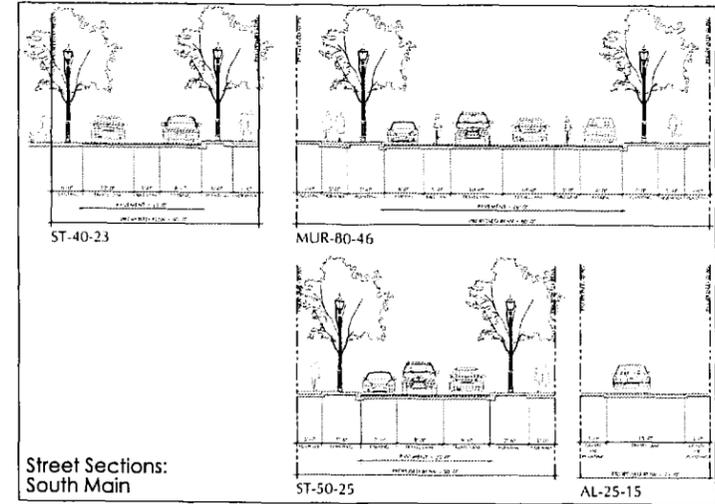
| 2007 Plan | Plan | 2014 Proposed Plan | |
|------------------|---------------------------------|---------------------------|--------------------------------------|
| 87.25 | Acreage | 87.25 | |
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| 215 | Townhome | 130 | |
| 181 | Single Family | 238 | 368 Total Single Fmaily and Townhome |
| 576 | Total Residential | 572 | |
| 6.60 | Residential Density | 6.56 | |
| 25 Acres | Open Space | 20 Acres | |

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Land Use Summary

| Type | # Lots | Units | Stories | Size |
|---|--------|-------|-----------|------------------|
| Single Family Home | 239 | - | - | - |
| Townhouse | - | 104 | 2-4 (TYP) | - |
| Paired Home (A) | - | 4 | - | - |
| Mixed Use (B) | - | 22 | 2 (TYP) | 27,800 SF Retail |
| Total number of for sale lots/units: 369 | | | | |
| Apartment Building (C) | - | 204 | 3 (TYP) | 14,000 SF Retail |
| Total number of lots/units: 573 | | | | |
| +/- 22% public green space | | | | |
| 8 units per acre | | | | |

GA HWY 5 TRACT
3,800,764 SQ. FT. OR
87.25 ACRES



1369 Peachtree Street, NE
 Suite 200
 Atlanta, Georgia 30309
 phone: 404.873.4730
 fax: 404.874.6471
 www.tsw-design.com

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Project title
Concept Plan:
South Main
 Woodstock, Georgia
 for
 Breezy Hill Land LLC
 7355 Log Cabin Drive
 Smyrna, GA 30080
 drawing information
 project number: 1308
 contact: Jennifer (Kaye) Purvis, Project Manager
 drawn by: TSW
 checked by: TSW
 scale: 1" = 100'-0"
 drawing date:
 01.28.2014
 sheet title:

sheet number

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MISSION STATEMENT



The CHEROKEE COUNTY Board of Commissioners is dedicated to providing a " Superior Quality of Life " for its residents.

OUR GOAL:

To preserve the Beauty, Unique Character, and Desirability of the Community where we live, work, and play.

OUR PROMISE:

Listen to you; Respect your Rights; & Represent you with the highest standards of Ethics and Integrity.

OUR COMMITMENT:

Service Excellence & Continuous Improvement;

Accelerate Infrastructure Improvements;

State-of-the-art Public Safety facilities, training, and personnel;

Fiscal Responsibility & Conservative Planning to maintain lowest tax rates in ARC - Metro Atlanta.

STATE OF GEORGIA)
COUNTY OF CHEROKEE)

RESOLUTION NO. 2013-R-033

A RESOLUTION ADOPTING RULES OF PROCEDURE

WHEREAS, the Constitution of the State of Georgia, approved by the voters of the State in November of 1982, and effective July 1, 1983, provides in Article IX, Section II, Paragraph I thereof, that the governing authority of the County may adopt clearly reasonable ordinances, resolutions and regulations; and

WHEREAS, the Cherokee County Board of Commissioners desires to adopt a set of rules to govern the conduct of the Board of Commissioners with respect to scheduling and conducting its meetings;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

I. ADOPTION OF RULES OF PROCEDURE

The Cherokee County Board of Commissioners hereby adopts the Rules of Procedure, which is attached hereto as Exhibit "A" (the "Rules of Procedure") and incorporated herein.

II. SEVERABILITY

If any portion of this Resolution shall be held invalid or unconstitutional, the other provisions of this Resolution shall not be affected, and thus, the provisions of this Resolution are declared severable.

III. REPEALER

Any other Cherokee County Ordinance, Resolution, policy, rule, or local law, or portion thereof, now in effect, that is in conflict with any of the provisions of this Resolution, is hereby repealed.

IV. EFFECTIVE DATE

This Resolution shall become effective on the date it is passed by the Board of Commissioners.

SO RESOLVED this 19th day of November, 2013.

CHEROKEE COUNTY BOARD OF COMMISSIONERS



L.B. Ahrens, Jr., Chairman

ATTEST:



Christy Black, County Clerk
(SEAL)

**CHEROKEE COUNTY BOARD OF COMMISSIONERS
2013 RULES OF PROCEDURE**

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Cherokee County Boards and Committees List

1.0 OPERATIONAL PROCEDURE

SECTION 1.01 MEETINGS

1.01.01 Regular Meeting/Public Hearings, Work Sessions and Special Called Meetings of the Cherokee County Commission (also referred herein as the "Commission," the "Commissioners" or the "Board"). Regular Meeting/Public Hearings and Work Sessions are scheduled recurring meetings of the Commission to conduct or discuss the ongoing business of the County. Special Called Meetings are to conduct emergency business and the Chairman, a majority of the Board, the County Manager, or the County Attorney may call for a Special Called Meeting.

1.01.02 An **Adjourned Meeting** is a continuation of the meeting immediately preceding, whether a regular or special meeting:

- a. If the scheduled business of the Commission is not completed due to time constraints or emergency, the meeting shall be adjourned to the following day or a specific day scheduled by the Commission to allow for the completion of pending business;
- b. In an adjourned meeting (regular or special), only business which would have been proper to consider at that meeting may be considered and acted upon at the adjourned meeting;
- c. Adjourned meetings resume business under the same rules, limitations and rights as the original meeting from which it was adjourned;
- d. The continuation of a public hearing will be allowed provided it is postponed to a certain date.

1.01.03 Executive session meetings shall be conducted in accordance with O.C.G.A. Section 50-14-3 and Section 50-14-4, or as these sections may be amended from time to time.

SECTION 1.02 QUORUM

Any three (3) of the district Commissioners shall constitute a quorum for any meeting of the Cherokee County Commission.

1.02.01 If a quorum is not present thirty (30) minutes following the scheduled hour for convening, the chairman or the vice-chairman, or in their absence, the second vice-chairman (or his/her designee), may adjourn the meeting. By unanimous consent, those present may select another hour and day for the meeting.

- 1.02.02** If during the meeting there ceases to be a quorum, all business must stop, except that the Board, by majority, votes to be recorded in the minutes (naming those present at the time of the vote) may:
- a. Set another day at which to reconvene;
 - b. Adjourn and return at the next regular meeting; and
 - c. Recess to determine if a quorum will be present within a short period of time.

SECTION 1.03 CHAIRMAN

1.03.01 The chairman shall have the same rights and privileges of the other Commissioners and no other authority above and beyond any other commissioner, except as described below.

As a facilitator and guide to the Board, the chairman, in conjunction with the Board, should work to establish and implement the vision, mission, and values of the community.

The chairman's primary responsibility is to insure efficient and productive meetings of the Board with his/her duties to include:

- a. Presiding over meetings of the Commission;
- b. Calling the meeting to order at the scheduled hour;
- c. Determining that a quorum is present;
- d. Preserving decorum and order at all meetings;
- e. Making the Commissioners aware of the substance of each motion;
- f. Calling for the vote;
- g. Announcing the results of each vote; and
- h. Calling for a recess at such times as deemed advisable.

1.03.02 The chairman, upon approval of a simple majority vote, may appoint representatives from the Board to serve on various committees and as liaison to various departments.

The chairman, or his/her designee, may serve as a representative of the Board of Commissioners at various local, regional or state groups, boards or events.

The chairman may succeed himself/herself. The chairman can make motions, debate, and vote or abstain on motions.

1.03.03 The chairman shall exercise other duties as prescribed under Georgia law.

SECTION 1.04 VICE-CHAIRMAN

By tradition, the vice-chairman rotates among the district commissioners. Officially, he or she shall be elected by a majority of the Board no sooner than the first meeting in January of each year and no later than the second meeting in January of each year. The vice-chairman shall serve for a period of one year and shall assume the duties of the chair in the absence of the chair.

The vice-chairman shall have the same rights and privileges of any other commissioner and no other authority above and beyond any other commissioner.

SECTION 1.05 SECOND VICE-CHAIRMAN

By tradition, the second vice-chairman position rotates among the district commissioners, with the second vice-chairman becoming the vice-chairman in the subsequent year. Officially, he or she shall be elected by a majority of the Board no sooner than the first meeting in January of each year and no later than the second meeting in January of each year. The second vice-chairman shall serve for a period of one year and shall assume the duties of the chair in the absence of the chair and the vice-chair.

The second vice-chairman shall have the same rights and privileges of any other commissioner and no other authority above and beyond any other commissioner.

SECTION 1.06 MINUTES

1.06.01 All actions of the Commission, except for actions described in the O.C.G.A., Section 50-14-3 and Section 50-14-4, or as these sections may be amended from time to time, shall be accurately recorded by the clerk (or his/her designee) in the minutes which shall include:

- a. All main motions, exactly as worded when adopted (including amendments or stipulations);
- b. The name of the maker of all important motions.
- c. Disposition of all main motions, whether
 - 1) Adopted;

- 2) Defeated;
 - 3) Referred to committee or to staff for further information or recommendation; and
 - 4) Held until _____ (a definite time/date).
- d. How each commissioner voted.
 - e. Commissioner's comments (these are only printed in the minutes if, when requested by the commissioner, the majority votes to have the remarks included).

1.06.02 The responsibility for correcting and approving the minutes shall be vested only in the members of the Commission. The minutes shall be adopted at the next regular meeting of the Board. The minutes of each meeting shall indicate their subsequent approval/correction. The minutes may be corrected whenever an error is noticed regardless of the time which has elapsed. The Board may correct the minutes of a previous meeting prior to the adoption with a majority approval of the Board. The Board may otherwise correct errors in minutes that have been adopted with a majority approval of the Board.

1.06.03 The County Clerk or the Deputy County Clerk shall attest to the Minutes.

SECTION 1.07 AGENDA

- a. An agenda for the Regular Meetings/Public Hearings will be prepared by the County Manager with the advice of the Commissioners. Drafts of the agendas will be available to the Commissioners no later than noon of the Friday preceding the Regular Meeting. Any Commissioner may place an item, including providing all backup and supporting documentation, on the agenda by cutoff time which is 4:00 PM on the Friday preceding the Regular Meeting.
- b. An agenda for the Work Session will be prepared by the County Manager with the advice of the Commissioners. Drafts of the Work Session agenda will be available to the Commissioners no later than noon of the Friday preceding the Work Session. Any Commissioner may place an item, including providing all backup and supporting documentation, on the agenda by cutoff time which is 4:00 PM on the Friday preceding the Work Session.
- c. While it is usual for unfinished business (that referred or held from another meeting) to be considered prior to new business, the order of business listed in any published agenda may be changed when it seems advisable to a majority of the Commission.

d. After the cutoff time for either Regular Meetings or Work Sessions, no additional items shall be added to the agenda other than those deemed necessary for the operation or functioning of the County as recommended by the County Manager, County Attorney, or any two Commissioners. Any item added to the agenda after the cutoff time but prior to formal publication of the agenda will be included in the published agenda, but support and backup documentation will only be inserted into the Commissioners' agenda books if the County Clerk has adequate time to make such additions. If backup documentation is not included in the agenda books due to time constraints, the party(ies) seeking the late addition shall be required to utilize best efforts to distribute backup documentation to Board members. An item that is proposed to be placed on the agenda after the publication of the agenda, may be so placed only if in conformance with Section 1.07.02.

1.07.01 All items contained in the **consent agenda** may be voted on en gross. The County Manager shall determine suitable items for the consent agenda. Prior to voting on the consent agenda, any commissioner may remove an item from the consent agenda and place it on the regular agenda for discussion.

1.07.02 A **non-agenda item** shall be defined as that which is deemed by a Commissioner to require urgent attention but has not been placed on the published agenda. Such a non-agenda item may be added to any Regular Meeting/Public Hearing or Work Session meeting agenda subject to the following conditions:

a. Adequate information, including the specific topic, shall be given on any items requested to be added as non-agenda items.

b. A majority shall be required to add a non-agenda item.

1.07.03 A majority vote shall be required to postpone or remove any published agenda item, except as otherwise provided in Sections 1.07(a) and (b) of these rules.

1.07.04 Subject to the priority of Motions set forth in Section 3.01, at any time during a Regular Meeting/Public Hearing an agenda item may be postponed, tabled, or moved to a future Regular Meeting/Public Hearing or Work Session agenda by a majority vote.

SECTION 1.08 VOTING

1.08.01 Formal voting on Board matters will ordinarily occur only during a **Regular Meeting/Public Hearing** or during a **Special Called Meeting**. Any votes taken during a **Work Session** will ordinarily be for procedural purposes, such as authorizing placement of such item to the agenda of a Regular meeting/Public Hearing.

- 1.08.02 All votes shall be taken by voice vote or show of hands. An affirmative vote of a majority of the members of the Board in attendance shall be required to adopt a motion unless otherwise noted in this document.
- 1.08.03 A tie vote shall cause all **procedural motions** to be defeated. A tie vote on a **main motion** shall keep the motion as pending before the Board and the motion shall be rescheduled for another time.
- 1.08.04 No commissioner who is present at any meeting of the Commission at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act except when, with respect to any such commissioner, there is or appears to be a possible conflict of interest as described in the Cherokee County Ethics Ordinance. In such cases, the abstaining commissioner shall give his/her reason for abstaining.
- 1.08.05 Any vote taken on an intergovernmental agreement shall require two readings prior to a vote by the Board of Commissioners, and a super-majority vote for passage of the intergovernmental agreement.
- 1.08.06 A County-initiated rezoning of land shall be permissible. However, prior to placement of the legal advertisement for such a rezoning in the legal organ, a majority of the Board of Commissioners shall be required to authorize placement of such legal advertisement. A vote in favor of placement of the legal advertisement for a County-initiated rezoning shall not be deemed nor construed as a vote in favor of the rezoning itself. If a proposed County-initiated rezoning is related to an item that is otherwise a permissible topic for Board discussion during a closed meeting, the requisite authority to commence the legal advertisement may be provided in closed session without the requirement of a formal vote in open session.

SECTION 1.09 PUBLIC PARTICIPATION IN BOARD MEETING

The Cherokee County Board of Commissioners welcomes visitors to board meetings and is willing to hear any person or persons desiring to appear before the Board who is not currently an announced candidate for public office or a salaried member of the county staff. However it must be made known that the Cherokee County Board of Commissioners will not participate in a public debate regarding any item of public comment.

- 1.09.01 Persons wishing to address the Board shall do so during the **Public Comment Portion** of the agenda.
 - a. At each regular meeting of the Commission, a fifteen (15) minute period, will be set aside for public comment. Persons wishing to address the Board of Commissioners shall be required to sign up at a designated

area on a sign-up sheet provided before the meeting, giving their name and the topic of interest; the number of citizens appearing will be limited to five (5) on a first come first-served basis and will be limited to three (3) minutes per presentation. Comments must be limited to chosen topic and must pertain to County business. The speaker is required to state their name and location in the County and whether he/she is speaking for himself/herself or for another.

- b. Any person or persons, organization or group wishing to be put on the agenda and address the Board of Commissioners during a public appearance at which either official action will be considered or requested are required to submit a written request to their District Commissioner, and the County Clerk, explaining the nature of the request, at least seventy-two (72) hours prior to said meeting.
- c. Members of the public shall not make inappropriate, offensive, insulting or malicious remarks while addressing the Commissioners during public comment. All remarks shall be made to the Commission as a body and addressed through the Chair. Remarks shall not be made to a particular Commissioner.
- d. A person may be barred from further speaking before the Commission in that meeting if his/her conduct is deemed out of order; a person, once barred for improper conduct, shall not be permitted to continue or again address the Commission in that meeting unless a majority vote of the Commission allows; in the event a speaker thus barred fails to obey the ruling, the Chair may take such action as is deemed appropriate. The Chairman may bar a person from addressing Commission meetings for up to thirty (30) days for improper conduct.

1.09.02 Persons wishing to address the Board in duly advertised Public Hearings shall do so in the Public Hearing portion of the agenda.

- a. The Chairman shall announce the Public Hearing and call for motion and a second to open the Public Hearing; once approved by a vote of the majority, the Chairman will announce that the Public Hearing is now open and should call forth those persons who wish to speak in favor, against, or otherwise on the particular issue. The Chairman shall inform the public that all comments by proponents, opponents, or the public shall be made from the podium and that any individual making a comment should first give their name and address. The Chairman shall also inform the public that comments will only be received from the podium.
- b. Members of the public who wish to speak must sign up on the form provided prior to the commencement of the Public Hearing. Members of

the public are expected to adhere to the rules of decorum outlined in these Rules of Procedure and should be informed of such at the beginning of the Public Hearing by the Chairman. There should be no vocal or boisterous demonstrations which will disrupt the orderly flow of the meeting. Any person(s) engaging in this type of behavior shall be ruled out of order by the Chairman and shall, at his/her discretion, be removed from the building.

- c. Time. Proponents and opponents are allowed fifteen (15) minutes per side to present data, evidence, and opinions. Each side's time period may be divided among multiple speakers in whatever manner desired. No petition shall be the subject of more than one (1) public hearing before the Board of Commissioners regardless of the number of times final action is deferred by the Board, unless a simple majority of members of the Board of Commissioners vote to conduct such additional public hearings. Speakers will be called as they appear on the sign up form. Additional time may be allotted for either side at the Board's discretion and upon a simple majority of affirmative votes of the Board. Clerk's Note: State Law Mandates that the time be at least 10 minutes per side. (O.C.G.A. § 36-66-5).
- d. Once the Public Hearing has concluded, the Chairman shall so announce and call for a motion and a second to close the Public Hearing; after an affirmative vote by a majority of the Board, the Board may convene into regular session to make its decisions.
- e. As a general rule, members of the public do not speak on agenda items unless those items have been advertised for public hearing, or unless the Board, by a simple majority of affirmative votes, has decided that public participation is necessary in its deliberative process. The Board shall follow its Public Hearing rules when such participation is warranted.
- f. Public Hearings will be advertised in the newspaper of general circulation (County's Legal Organ), at least 15 days, but no more than 45 days prior to the date of the hearing.
- g. The only exception to this will be public hearings pertaining to the budget or as otherwise governed by State Law.
- h. Public Hearings are hereby required for Zoning Ordinance modifications; adoption of the annual budget; setting of the millage rate; and other matters as required by State law or at the request of the Cherokee County Board of Commissioners.

SECTION 1.10 APPOINTMENTS OF THE BOARD

1.10.01 Appointments by the Board of Commissioners are made by one of the following:

- a. Individual Commissioner appointment: such candidate is appointed by the District Commissioner and requires no vote; or
- b. Board of Commissioners appointment: such candidate must be elected by a majority of the Board.

1.10.02 Cherokee County's Boards and Committees List, outlining appointment type and term information is attached as Appendix "B".

2.0 DECORUM OF DEBATE

The following practices shall be followed in the discussions (debate) on motions and matters presented to the Board of Commissioners.

SECTION 2.01 ADHERENCE TO AGENDA

In discussion, the remarks made by the Commissioners shall be confined to the motion or matters immediately before the body.

SECTION 2.02 DISCUSSION OF THE ISSUE

In discussion, a commissioner may condemn the nature or likely consequences of the proposed measure in strong terms, but must avoid personalities, and under no circumstances may he/she attack or question the motives of another commissioner or staff. The issue, and not a person shall be the item under discussion.

SECTION 2.03 CALL TO ORDER, REMARKS

The chair shall immediately call as “out of order” any remarks made in regards to comments outside the issue being addressed; or another commissioner may call this breach of procedure to the attention of the chair and other Commissioners. In either case, the errant commissioner shall immediately cease the breach of decorum and continue with his/her remarks confined to the remarks confined to the issue.

SECTION 2.04 DISCUSSION THROUGH THE CHAIR

All discussion shall be made through the chair, and one commissioner may not interrogate another commissioner or person speaking from the public except through the chair (or with the permission of the chair).

SECTION 2.05 EQUAL OPPORTUNITY

After a commissioner has spoken or asked questions on a matter before the Commission, other commissioners shall be given the opportunity to speak. If no other commissioner wishes to speak to the issue, the commissioner may continue speaking to the issue.

SECTION 2.06 DISRUPTIONS

During discussion or voting, a commissioner shall not disturb the other Commissioners in any way that may be considered disruptive to the proceedings or hamper the transaction of business.

SECTION 2.07 CALL TO ORDER, ACTION

The chair may rule as “out of order” any action deemed inappropriate or dilatory and may interrupt a speaker for reasons deemed necessary by the chair. The chairman shall say, something to the effect of, “Commissioner, those remarks are out of order. Please cease this line of comments and restrict your comments to the inquiry and the merits of the agenda item.”

3.0 PROCEDURE IN MEETINGS

SECTION 3.00 MOTIONS

Prior to taking the vote, the chair, or at his/her request the clerk, should re-state the motion (or resolution) or its substance.

SECTION 3.01 RANKING MOTIONS

These motions shall take precedence in order in which they are listed below:

- a. Adjourn;
- b. Recess;
- c. Motions of privilege;
- d. Call the question;
- e. Limit discussion or debate by the Commission;
- f. Hold until a time certain;
- g. Refer back to staff/committee; or refer to staff/committee;
- h. Amend;
- i. Main motion.

3.01.01 A **main motion** shall be a motion whose introduction brings business before the Commission. Main motions require a second and will fail in the absence of a second.

- a. Possible **dispositions** of a main motion include:
 - 1) Adopt;
 - 2) Amend and adopt with amendments (or stipulations);
 - 3) Defeat;
 - 4) Refer to staff/committee;
 - 5) Hold until (a definite time).
- b. Incidental motions such as consider en gross, consider by paragraph, or divide the motion (each described in Section 3.03) may also be applied to main motions.

3.01.02 Concerning the **amending** of particular motions:

- a. If a commissioner feels that the main motion might be more acceptable in a way other than the way presented, the commissioner may amend through substitution, insertion of stipulations, striking out portions, or striking out and inserting portions. Such proposed amendments shall require a second, allow for discussion, and require a majority vote on the proposed amendment.
- b. If a proposed amendment fails to obtain a majority vote, the main motion considered shall be the one originally presented.
- c. An amendment must be germane (relating to the substance of the main motion) and may not introduce an independent question.
- d. Improper amendments shall be:
 - 1) one which is not germane;
 - 2) one which would make the adoption of the amended motion equivalent to a rejection of the motion;
 - 3) one which is frivolous or absurd.

3.01.03 If the Commissioners feel that adequate information has not been given, the Board may, by majority vote, **refer** the motion to staff (or an agency, committee, etc.) for more information. A date may be set for hearing the additional information or it may be open-ended. This motion shall require a second and shall be debatable only as to whether or not it shall be referred to whom it shall be referred, or when the person to whom it is referred shall report back. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to refer.

3.01.04 A motion to **hold to a time certain (postpone)** may be used if a majority of the Commission feels that the motion before them should be considered at a more convenient time or if the discussion shows that a final decision should be made at a later time or date. This motion shall be used if the Commissioners themselves feel that they may obtain information that is needed or that the facts as presented are not adequate for their final vote. A second shall be required and discussion shall be limited to the reason for holding the motion or the time to which it is to be held. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to hold.

The continuation of a public hearing will be allowed provided it is postponed to a certain date.

- 3.01.05** If a commissioner feels that a set period of time for discussion of a motion should be adopted as to time for the motion as a whole, or as to individual time given, the commissioner may move to “**limit discussion (or debate)** to minutes.” This motion shall require a second and no discussion on the motion shall be allowed. It shall require a super-majority vote to adopt.
- 3.01.06** A commissioner may “**call the question**” (a motion to end discussion) when it is clear that further discussion is unnecessary or that discussion is becoming repetitive. This motion shall require a second and no discussion on the motion shall be allowed. It shall require a super-majority vote to adopt.
- 3.01.07** If any matters occur such as to impede a commissioner in attending to the business, e.g., too much noise, the microphone not working, matters that affect the safety, orderliness, or comfort of the Commissioners, or affects the honor of an individual commissioner, such commissioner may state to the chairman that he/she has a **question of privilege** and the matter must be addressed before the pending business of the Commission continues. No vote is required unless a motion arises out of the privilege.
- 3.01.08** A **recess** may be taken as it appears on the agenda or declared by the chair when he/she deems it advisable or by a motion from a commissioner. If the motion is made by a Commissioner, a second and an affirmative majority vote shall be required to recess.
- 3.01.09** The highest-ranking motion shall be the motion to **adjourn**, requiring a second and majority vote with no discussion allowed, except that the motion shall contain a time to hear any non-completed items on the agenda, if such exist. If all business on the agenda has been completed, the chair may assume the motion and, without a second, obtain unanimous consent to adjourn.

SECTION 3.02 MOTIONS USED TO BRING BACK AN ISSUE

Except as otherwise provided by law, if a commissioner wishes to bring back to the Board a matter which has been adopted, he/she may do so through the motions to reconsider, rescind and amend something previously adopted. These shall have the same rank as a main motion.

- 3.02.01** If a commissioner wishes to amend an action taken at a previous meeting, the **Motion to Amend Something Previously Adopted** shall be followed and may be used by any commissioner regardless of how he/she originally voted. This motion shall be used when the Commission desires to change only a part of the text or to substitute a different version for a matter that was previously adopted. A second shall be required and full discussion shall be allowed. If the item has been listed on the published agenda, a majority vote shall be required for adoption. A super-majority vote shall be required if the item is not on the official agenda

A Motion to Amend cannot be used when something has been done as a result of the vote to implement the earlier action adopted that is impossible to undo. (The unexecuted part of an order, however, can be amended.)

3.02.02 If in the same meeting, new information or changed situations make it appear that a different result might reflect the will of the Board, any commissioner (regardless of how he/she originally voted on the matter) may move to **Reconsider the Vote**. A motion to reconsider may be applied to a vote that was either affirmative or negative and shall propose no specific change in a decision but simply shall propose that the motion be reopened for discussion and another vote taken. A second shall be required to this motion and discussion shall be allowed as to the reasons for wishing to reconsider the vote. A majority vote shall be required to adopt the motion to reconsider.

3.02.03 If a Commissioner wishes to annul an action taken at a previous meeting, the motion to **Rescind** may be used by any commissioner regardless of how he/she originally voted on the matter. The motion to rescind shall require prior notice at a regularly scheduled meeting of the intent to rescind a motion at the next scheduled meeting. The motion to rescind shall not be in order if:

- a. the motion to reconsider has already been made and defeated at the same meeting;
- b. the matter is routine and only part of the action needs to be changed, in which case the motion to “amend something previously adopted” shall be used;
- c. something has been done as a result of the vote to implement the earlier action adopted that is impossible to undo. (The unexecuted part of an order, however, can be rescinded.).

A second shall be required and full discussion shall be allowed. If the item has been listed on the published agenda, a majority vote shall be required for adoption. A super-majority vote shall be required if the item is not on the official agenda

SECTION 3.03 INCIDENTAL MOTIONS

Incidental motions have no rank but shall be decided immediately before business may proceed and may be used throughout the meeting as follows:

3.03.01 Point of Information is a request, directed to or through the chair, for information relevant to the business at hand, but not related to parliamentary procedure.

3.03.02 A commissioner may call for a **Point of Order** if he/she believes that the chair has failed to notice a breach in the rules. The point of order shall require the chair to make a ruling on the question involved.

3.03.03 Whenever a commissioner believes that the chair is mistaken in his/her ruling, a commissioner may **Appeal the Chair's Decision**. An appeal shall require a second and shall be debatable with the chair speaking first to explain his/her ruling. The chair may also close out the debate with a statement defending the ruling. An appeal may be made only on a ruling and may not be made:

- a. in response to a parliamentary inquiry or point of information.
- b. in areas that challenge verifiable rulings of factual nature.

The chair shall state the motion as "Shall the chair's decision be sustained?" A tie vote shall sustain the chair because a majority of those voting shall be required to overturn the chair's ruling.

3.03.04 A **Parliamentary Inquiry** is a question directed to the chair to obtain information on a matter of parliamentary law or the rules of the Commission. The chair will answer such questions or may ask the county attorney or parliamentarian for an opinion. The chair's reply, whether or not he/she has requested advice from the county attorney or parliamentarian, is an opinion, not a ruling. If a commissioner does not agree with the chair's opinion, he/she may act in a way contrary to this opinion and if ruled out of order may then appeal the chair's ruling. The chair is not obligated to respond to hypothetical questions.

3.03.05 If the motion presented contains two (2) or more parts capable of standing as separate motions, a commissioner may move to **"Divide the Motion."** This motion shall require a second and discussion shall be allowed only on why it should or should not be divided. A majority vote shall be required to adopt the motion to "divide the motion."

3.03.06 If a main motion is in the form of a resolution or document containing several paragraphs or sections which are not separate motions but could be discussed more efficiently if discussed in sections, a motion to **Discuss by Paragraphs, Sections, or Numbered Agenda Items under a "tab"** may be made. A second shall be required and discussion shall be brief as to the necessity for the action. A majority vote shall be required to "consider by paragraphs, Sections, or numbered agenda items under a 'tab'."

3.03.07 Once a motion has been moved and seconded, the maker of the motion has the right to withdraw the motion, in which case, the second is deemed automatically withdrawn.

3.03.08 If a commissioner feels that time could be saved by acting on all of the agenda items under a "tab," he/she may move that it be "**Considered en Gross.**"

4.0 PARLIAMENTARIAN

The county attorney or his/her designee shall serve as parliamentarian and shall advise and assist the chair and the Commission in matters of parliamentary law. A professional parliamentarian may be consulted as deemed necessary.

5.0 PARLIAMENTARY AUTHORITY

The latest edition of **ROBERT'S RULES OF ORDER NEWLY REVISED** shall govern meetings of the Cherokee County Board of Commissioners in all areas in which it is applicable and in which it is not inconsistent with these rules adopted by the Commissioners or higher law.

6.0 AMENDMENTS

These rules may be amended by a super-majority vote of the entire Commission at a regular meeting or special meeting of the Cherokee County Board of Commissioners, provided notice has been given of the amendment(s) at the meeting prior to the vote on the amendment(s).

APPENDIX “A”

Parliamentary Definitions

The following parliamentary definitions apply to the **RULES OF PROCEDURE FOR THE CHEROKEE COUNTY BOARD OF COMMISSIONERS**.

Adjourn – to officially terminate a meeting

Adjourned meeting – a meeting that is a continuation at a later time of a regular or special meeting

Adopt – to approve or pass by whatever vote is required for the motion

Affirmative vote – a vote in favor of the motion as stated

Agenda – the official list of items of business planned for consideration during the meeting

Approval of minutes – formal acceptance of the record of a meeting, thus making this record the official minutes of the Commission

Board – the Cherokee County Board of Commissioners

Chair – the presiding commissioner

Clerk – the duly appointed County Clerk or Assistant Clerk

Commission – the Cherokee County Board of Commissioners

Commissioner – any person elected to that position

Common parliamentary law – the body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization; does not include statutory law or particular rules adopted by any organization or board

Convene – to open a meeting

Debate – formal discussion of a motion under the rules of parliamentary law and more often herein referred to as discussion

Defer or hold – to delay action by referring the motion to staff (or an agency, committee, etc) for more information, or by postponing a vote to a certain time

Demand – an assertion of a parliamentary right by a commissioner

Dilatory motions or tactics – misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting

Floor – when a person received formal recognition from the chair, he/she “has the floor” and is the only person entitled to speak

Germane amendment – an amendment relating directly to the motion to which it is applied

Germane discussion – discussion relating directly to the matter involved

Hearing – a meeting for the purpose of listening to the views of an individual or of a particular group on a particular subject

In order – permissible and right from a parliamentary standpoint

Majority vote – an affirmation vote of at least three (3) Commissioners, one of which may be the chair

Minutes – the legal record of the action of the Commission after the record has been approved by vote of the body

Motion – a proposal submitted to the Commission for its consideration and decision; it is introduced by the body

Objection – the formal expression of opposition to a proposed action

Order of business – the adopted order in which the business is presented to the meeting of the Commission

Out of order – not correct, from a parliamentary standpoint, at the particular time

Pending motion- sometimes referred to as pending question; a motion that has been proposed and stated by the chair for the Commission’s consideration and that is awaiting decision by vote

Precedence – the rank or priority governing the motion

Precedent – a course of action that may serve as guide or rule for future similar situations

Procedural motion – motion to assist the Commission in treating or disposing of a main motion; or motion relating to the pending business otherwise at hand

Proposal or proposition – a statement of a motion of any kind for consideration and action

OCGA – Official Code of Georgia Annotated

Quorum – the number of persons that must be present at a meeting of the Commission to enable it to act legally on business; any three (3) of the district commissioners, one of which may be the chair, shall constitute a quorum for any meeting of the Board of the Cherokee County Commission

Recognition - acknowledgement by the chair, giving a person sole right to speak

Reconsider – to review again a matter previously disposed of and to vote on it again; must be made on the same day of business

Regular Meeting/Public Hearing – the scheduled meetings of the Board of Commissioners held on the first and third Thursday of each month

Request – a statement to the chair asking a question or some “right”

Rescind – to nullify or cancel out a previous action; cannot be made if action has already been taken to implement the motion it wishes to rescind

Resolution – a formal motion, usually in writing, and introduced by the word “resolved” that is presented to the Commission for a decision

Ruling – the chair’s decision as it relates to the procedure of the Board

Second – a commissioner’s statement that he/she is willing to have the motion considered

Seriatim – consideration by sections or paragraphs

Special Called Meetings – a meeting called by the Chairman, a majority of the Board, the County Manager, or the County Attorney to conduct emergency business of the County

Statute – a law passed by the Georgia legislature

Super-Majority Vote – A vote of four (4) commissioners.

Technical inquiry – request for information relevant to the business at hand

Tie vote – vote in which the affirmative and negative votes are equal on a motion

Unanimous consent – deciding on a motion without voting on it but where no commissioner voices objection; with single objection a vote must be taken

Unfinished business – any business that is postponed definitely to a time certain

Work Session – the scheduled work sessions of the Board of Commissioners and staff - typically held in the afternoon before the normally scheduled regular meetings.

| Cherokee County Boards & Committees Appendix "B" | | | | |
|--|---------|--------------|---|--|
| Board/Committee | Term | # of Members | Appointment | Purpose |
| Airport Authority | 4 years | 6 | 2-Board of Commissioners; 4-Grand Jury | Established for the purpose of overseeing the daily operations and functions of the airport and to ensure its expansion to enhance and promote growth in Cherokee County |
| Animal Control Advisory Board | 4 Years | 5 | Individual; Concurrent w/appointment Commissioner | To conduct hearings and determine matters as required in section 10-96. The board is further authorized and shall have jurisdiction to conduct such hearings and determine matter provided for in section 10-96 of the Cherokee County Code. |
| Board of Ethics | 7 Years | 7 | 2-Chairman 5-Board of Commissioners | Established for the purpose of a "guardian" for the Board of Commissioners and other government officials within Cherokee County. |
| Board of Health | Varies | 7 | 2-Board of Commissioners; 5-Serves While in Office | Established by the Georgia Legislature for the purpose of overseeing the operations and functions of the departments of Environmental Health and the Health Department. |
| Board of Tax Assessors | 6 Years | 5 | Board of Commissioners | Governing body for the determination of property values through out the county and established the tax digest. |
| Board of Equalization | 3 Years | 12 | Grand Jury | Established as the Appellate level of the Board of Tax Assessors. |
| Cemetery Preservation Committee | 4 Years | 5 | Individual; Concurrent w/appointment Commissioner | Re-established December 7, 2010. Established for the purpose of providing for the preservation, protection, and maintenance of all such family and community cemeteries, graveyards, and burial grounds. |
| Cherokee County Development Authority | | 7 | 2-Board of Commissioiners; 5-Cities | |

| | | | | | |
|--|---------|---|--|--|--|
| Department of Family and Children Services | 5 Years | 7 | Board of Commissioners | Established for the purpose of ensuring that the best interest of the children within this State Agency are adhered to. | |
| Cherokee Parks & Recreation Advisory Board | 4 years | 5 | Individual; Concurrent w/appointment Commissioner | Established by the Board of Commissioners to oversee all recreation issues through out Cherokee County. | |
| Development Authority of Cherokee County | 4 Years | 8 | Board of Commissioners | Established by the Georgia Legislature for the purpose of developing business in Cherokee County. The Development Authority is called a "statutory authority" because they were established by constitutional amendment to the Georgia Constitution. | |
| Joint Development Authority of Cherokee & Cobb | 6 Years | 5 | 3-Board of Commissioners; 2-Other | Established for the purpose of a "conduit" for State tax breaks in both counties for business and industry. | |
| Construction Board of Appeals | 4 Years | 5 | Individual; Concurrent w/appointment Commissioner | Established for the purpose of ensuring that all building code procedures have been adhered to if an appeal is sought over and above the direction of the Building Inspection Department. | |
| Region 1 DBHDD | 3 Years | 4 | Board of Commisones | Established by the State Legislature | |
| Fire Code Appeals Board | 4 years | 5 | Individual; Concurrent w/appointment Commissioner | Established for the purpose of providing an individual who wishes another level of review to appeal the decision of the Fire Chief. | |
| Highland Rivers Community Service Board | 2 Years | 2 | Board of Commissioners | Established for the purpose of overseeing the operation of the Highland Rivers Community Center. | |
| Impact Fee Appeals Board | 4 Years | 5 | Individual; Concurrent w/appointment Commissioner | Established as the Appellate board governing Building Inspection's administration of the Impact Fee Ordinance. | |

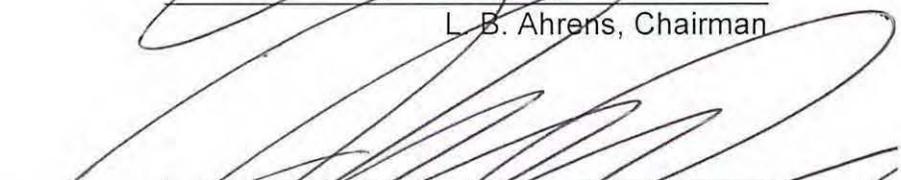
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| Lanier Joint Development Authority | | 3 | Board of Commissionoers; Other Counties | Established for the purpose of encouraging cooperation among participating counties in the promotion of quality economic development. | |
| Lake Allatoona Preservation Authority | 4 Years | 9 | Legislation | Established by the Georgia Legislature to ensure against abuse to the lake. | |
| Planning Commission | 4 Years | 9 | 5-Individual; Concurrent w/appointment Commissioner; 2- Cities; 2-At Large | Established for the purpose of hearing all re-zoning applications and making recommendations to the Board of Commissioners. | |
| Region 1 EMS Advisory Board | 2 Years | 2 | Board of Commissioners | Established for the purpose of hearing all re-zoning applications and making recommendations to the Board of Commissioners. | |
| Resource Recovery Development Authority (RRDA) | 4 Years | 5 | Board of Commissioners | Established for the purpose of developing and promoting for the public good and general welfare trade, commerce, industry, and employment opportunities in the County by recovering and utilizing resources contained in sewage, sludge, solid waste, and water resources. | |
| Sequoyah Regional Library System | 3 Years | 11 | 6-Board of Commissioners; 5-Cities | Established for the purpose of overseeing the general operations and functions of the libraries through out the county. | |
| Wrecker Service Advisory Board | 4 years | 5 | Individual; Concurrent w/appointment Commissioner | Established for the purpose of overseeing the operation of the wrecker service companies through out Cherokee County and is the administrator of the wrecker ordinance on behalf of the Board of Commissioners. | |
| Zoning Board of Appeals | 4 years | 5 | Individual; Concurrent w/appointment Commissioner | Established for the purpose of hearing appeals concerning provisions of the zoning ordinances. | |

SO ADOPTED this 19th day of November, 2013.

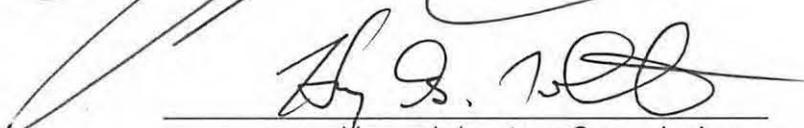
CHEROKEE COUNTY BOARD OF COMMISSIONERS



L. B. Ahrens, Chairman



Jason Nelms, Vice Chairman



Harry Johnston, Commissioner



Raymond Gunnin, Commissioner



Brian Poole, Commissioner





Cherokee County Board of Commissioners

2014 Meeting Schedule

Meetings are held the first and third **Tuesday** of each month, with the exception noted below in September. **Regular meetings are held at 6:00 p.m.** at the Cherokee County Administrative Complex located at 1130 Bluffs Parkway, Canton, GA 30114 in Cherokee Hall. Work Session begins at 3:00 p.m.

| | | |
|-----------|-----|------|
| January | 7th | 21st |
| February | 4th | 18th |
| March | 4th | 18th |
| April | 1st | 15th |
| May | 6th | 20th |
| June | 3rd | 17th |
| July | 1st | 15th |
| August | 5th | 19th |
| September | 9th | 23rd |
| October | 7th | 21st |
| November | 4th | 18th |
| December | 2nd | 16th |

Cherokee County Holidays

Jan 1 – New Year’s Day
Jan 20 – Martin Luther King Day
May 26 – Memorial Day
July 4 – Independence Day
September 1 – Labor Day

November 11 – Veterans Day
November 27 – 28 Thanksgiving
December 24, 25, 26 Christmas
Birthday - Floating