

# **Policies and Procedures that Guide Road Department**

## **ORDINANCES**

- Ordinance #58 **Adopting Construction Standards for Roads Considered for Acceptance by Upson County into Its System**
  - o Note: It is my understanding that this ordinance was repealed by the Commission by mistake sometime in the last 6 to 8 years. James has advised Jason that this ordinance needs to be reinstated but I'm not sure what point Jason is at in getting it put before the Commission for re-adoption.
- Ordinance #66 **Operation of Heavy Equipment on County Roads**
  - o Note: This is an old ordinance adopted on 6/12/1992 and it is in severe need of updating. James has discussed with Jason in the past but not pressed the issue.
- Ordinance #147 **Chapter 70 Article IV Access of Private Driveways to Public Roads**
  - o Note: This ordinance will be worked on this year to update. Preliminary discussions on charging a fee and updating wording have been discussed with Jason.
- Ordinance #274 **Timber Harvesting**
  - o Amended 4/26/2022 and approved by BOC.
- Ordinance #275 **Utility Accommodation Ordinance**
  - o Amended 4/12/2022 and approved by BOC.
  - o Resulted in creation of permit database with iWorQ

**RESOLUTIONS** – I found the below resolutions in a folder 4 years ago.

- February 27, 1981 – Maintaining County Roads and Maintaining Ingress/Egress to Public Cemeteries
- June 14, 1985 – Assigned County Vehicle for On-Call 24-Hour Employees to Take Home.
- February 23, 1996 – Designation of Rest Haven Rd. as a No Thru Truck road.

## **BUSINESS PROCEDURES**

- **Driveway Permit Application Procedures**
  - o October 2022 – Created procedures on processing driveway permit requests to coincide with creation of new online permit portal.
  - o 11/2/2022 – latest revision

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- **Utility Permit Application Procedures**
  - o October 2022 – Created procedures on how Road Department processes utility permit applications through the online portal.
  - o Note: Instructions to utility companies are already on the web portal as part of the permit application packet.
- **Emergency Utility Notification Procedures**
  - o By end of March 2023 – Procedures will be created on how the Road Department processes emergency repair notifications submitted through the online portal.
  - o Note: Instructions to guide utility companies on submitting emergency repair notifications are already on the web portal.
- **Timber Harvest Notification Procedures**
  - o Mandatory use of database begins some time at the beginning of May 2023. At that time paper notices can no longer be accepted per state law. In late February 2023, we started advising loggers that come in that we no longer accept paper notices and they have to submit online. They have had 1 year to get used to the database and should already be familiar with it and have an account setup.
  - o By end of May 2023 – Written procedures will be created on how the Road Department processes mandatory timber harvest notifications received from the Georgia Forestry Commission using the mandatory database. These procedures are for internal use only.
- **General Policies/Procedures for all departments**
  - o Finance & Admin – we follow the below policies/procedures:
    - Upson County – Procurement Policies & Procedures January 23, 2018
      - Note: Any updated instructions received from emails are followed.
    - Instructional emails from Finance Director and Accounts Payable for their business procedures.
  - o Records Retention – utilize state guidelines since county no longer has a records retention clerk and Records Retention Manual has not been updated in several years.
  - o Timesheets
  - o Worker's Comp Incidents
  - o Employee Handbook
  - o Human Resources' Instructions on benefits:
    - Vision Reimbursement
    - Personal Day Leave Request
    - Gym Membership Request
    - Short Term Disability

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- Donated Leave Request

### **CONTRACTS**

- Quality Tire Recycling
  - o Annual trip to QTR to dispose of tires
- Pavement Repair Solutions
  - o Current contract in place for spray patching services.
- Lovin Contracting
  - o Current contract in place for quarterly litter pick-up services.
- K2 Towers
  - o Current contract in place for radio tower service.
- PayRoc Payment Processing
  - o Current contract in place for accepting credit card payments online for utility permit application fees.