

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, JANUARY 10, 2019  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534  
4:00 PM**

---

**NEW BUSINESS**

1. Presentation of Georgia Trauma Commission Grant Application Request- Emergency Services Director Danny Thompson
2. Presentation of IFB #330-18 - 15-Foot Rock Gravel Spreader Award Request- Public Works Director David McKee / Purchasing Manager Melissa Hawk
3. Presentation of Professional Exemption for Medical Director Services for the Dawson County Detention Center- Purchasing Manager Melissa Hawk
4. Presentation of Sole Source Purchase Request for Computer Aided Dispatch System Upgrade- Purchasing Manager Melissa Hawk
5. Presentation of Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures Update Recommendation- Purchasing Manager Melissa Hawk
6. Presentation of Intergovernmental Agreement with the City of Dawsonville for Municipal Elections- Interim County Attorney
7. Presentation of Revised Intergovernmental Agreement with Pickens County Regarding Fire Protection for the Wildcat Community- Chairman Thurmond
8. Presentation of Board Appointments:
  - a. Chestatee-Chattahoochee Resource Conservation & Development Council**
    - i. Sharon Fausett- *reappointment* (Term: January 2019 through December 2022)
    - ii. George Lyons- *reappointment* (Term: January 2019 through December 2022)
9. County Manager Report
10. County Attorney Report

**PUBLIC HEARING**

1. Comprehensive Plan (*1st of 1 hearing*)

*Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 706-344-3666, extension 44514. The county will make reasonable accommodations for those persons.*

**Backup material for agenda item:**

1. Presentation of Georgia Trauma Commission Grant Application Request- Emergency Services Director Danny Thompson



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: 01-10-19

Prepared By: **Danny Thompson**

Voting Session: 01-17-2019

Presenter: **Danny Thompson**

Public Hearing: Yes \_\_\_\_\_ No **X**

Agenda Item Title: Georgia Trauma Commission Grant

Background Information:

This request is for a grant application to the state of Georgia EMS office. Annually, they have funds made available to each Georgia EMS service from the Georgia Trauma Commission. This grant is a 100% match with no cost to Dawson County, and the amount is based on the number of transport capable medical units.

Current Information:

The Georgia Trauma Commission has allotted Dawson County to be eligible to receive \$4322.17. This grant is a zero-match grant and based on the number of med units in Dawson County. DCES will use this money to purchase 4 laptops to replace outdated ones currently in use on four of our apparatus. In addition, three new medical supply bags for three of our apparatus will be purchased due to their age and needing replacement.

Budget Information: Applicable: \_\_\_\_\_ Not Applicable: **X** Budgeted: Yes \_\_\_\_\_ No **X**

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve agenda item

Department Head Authorization: **DT**

Date: 01.02.2019

Finance Dept. Authorization: **Vickie Neikirk**

Date: **1/3/19**

County Manager Authorization: **DH**

Date: **1/3/19**

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Attachments:

**Backup material for agenda item:**

2. Presentation of IFB #330-18 - 15-Foot Rock Gravel Spreader Award Request- Public Works Director David McKee / Purchasing Manager Melissa Hawk



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 01/10/2019

Prepared By: Melissa Hawk

Voting Session: 01/17/2019

Presenter: David McKee/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: IFB #330-18 15' Rock Gravel Spreader Presentation

**Background Information:**

The BOC approved \$700,000 to be spent from the SPLOST VI revenue on Public Works equipment. The Dawson County Public Works Department provides quality service to the citizens of Dawson County and its visitors through the management of roads, bridges and trails. Its goal is to protect our investment in infrastructure and to promote safe, efficient movement of people and vehicles.

**Current Information:**

An IFB was released for a 15' rock gravel spreader, which received 1 bid from Chandler Equipment Company, Gainesville, Georgia, in the amount of \$31,614.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
324	4220	542100	\$700,000.00	\$167,293.00	\$31,614.00	\$135,679.00

Recommendation/Motion: To accept the bid received for IFB #330-18 15' Rock Gravel Spreader and to issue a purchase order for procurement of same in the amount of \$31,614.00 to Chandler Equipment Company.

Department Head Authorization: David McKee

Date: 12/17/2018

Finance Dept. Authorization: Vickie Neikirk

Date: 1/3/19

County Manager Authorization: DH

Date: 1/3/19

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

**Comments/Attachments:**

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski



# **IFB #330-18**

## **15' ROCK GRAVEL SPREADER**

WORK SESSION – NOVEMBER 8, 2018



# Background and Overview



- ❖ On February 1, 2018, the Dawson County Board of Commissioners approved \$700,000.00 for Public Works equipment from the SPLOST VI revenue.
- ❖ Public Works has expensed \$532,707.00 for roadway equipment.
- ❖ Research was conducted by Purchasing to determine if this equipment was a sole source product. Multiple companies has the ability to manufacturer the product.
- ❖ An IFB was released on November 30, 2018 for a fifteen foot rock gravel spreader.

# Procurement Approach and Procedure



- ✓ Advertised in Legal Organ
- ✓ Posted on County Website
- ✓ Posted on Georgia Procurement Registry
- ✓ Emailed notification through vendor registry
- ✓ Notification through County's Facebook and Twitter accounts
- ✓ Notification through Chamber of Commerce
- ✓ **1 bid received**



# Scope of Work/Equipment Description



## ❖ Contractor will:

- Mount spreader onto a 2000 Mack Truck, Model RD6885
- Deliver completed project within 30 days after receipt of order
- Provide a six month warranty on parts and labor.

## ❖ Some of the minimum specifications required are:

- Tandem pump drive
- Mesh-type roll tarp with heavy duty electric motor
- In-cab spreader controls with 2 motors which will control the spinner speed, conveyor speed, tarp and hydraulic gate
- Hinging rear end, single cylinder, hydraulic rack and pinon style gate
- Spinner system to have 8 blades on each spinner (minimum of 2) to be easily removed according to size of material being spread
- Power Take Off for the hydraulic pump to power bed

# Bids Received



<b>15' Rock Gravel Spreader</b>	<b>\$31,614.00</b>
<b>WARRANTY (Circle one)</b>	<b>Complies</b>
<b>Expected Delivery Date</b> <b>ARO</b>	30 days from order
<b>Warranty Timeframe</b>	6 months
<b>Warranty Work to Be Performed By:</b> Chandler Equipment Company	
<b>Contact Name:</b> Brannon Chandler	
<b>Phone Number:</b> 770-536-8891	
<b>Address:</b> 1111 E. Ridge Road, P. O. Box 2533, Gainesville, GA 30501	
<b>Email:</b> brannon@chandlerspreaders.com	

# Staff Recommendation



Staff respectfully requests the Board of Commissioners to accept the bid submitted and to issue a Purchase Order to Chandler Equipment Co. in the amount of \$31,614.00.

THANK YOU

**Backup material for agenda item:**

3. Presentation of Professional Exemption for Medical Director Services for the Dawson County Detention Center- Purchasing Manager Melissa Hawk



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff

Work Session: 01/10/2019

Prepared By: Melissa Hawk

Voting Session: 01/17/2019

Presenter: Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: Professional Exemption Request for DCDC Medical Director Services Presentation

**Background Information:**

The BOC initiated a professional exemption ordinance for infrequent and unique circumstances within the Purchasing Policy Ordinance on February 2, 2017. The BOC approved a contract between CorrectHealth, LLC for medical services for the detainees of the Dawson County Detention Center on May 1, 2014.

**Current Information:**

The Purchasing Department and the Sheriff's Office are requesting to exempt CorrectHealth, LLC for the DCDC Medical Director Services. The current terms, condition (with exception of the renewal options) and scope of services as the RFP #233-14 will be followed. A letter of commitment will be mandated each year to ensure scope of services, terms and conditions are agreed up and to enable internal auditing of services received.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	3326	521205	\$345,050.00			

Recommendation/Motion: To approve the professional service exemption of CorrectHealth, LLC to perform the Dawson County Detention Center Medical Director Services.

Department Head Authorization: Jeff Johnson

Date: 12/17/2018

Finance Dept. Authorization: Vickie Neikirk

Date: 1/3/19

County Manager Authorization: DH

Date: 1/3/19

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

**Comments/Attachments:**

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski



# PROFESSIONAL EXEMPTION REQUEST FOR DCDC MEDICAL DIRECTOR SERVICES

WORK SESSION – JANUARY 10, 2019



# Background and Overview



- ❖ The Dawson County Board of Commissioners initiated a professional exemption ordinance for infrequent and unique circumstances within the Purchasing Policy Ordinance on February 2, 2017.
- ❖ Dawson County Sheriff's Office is very satisfied with the work performed by CorrectHealth, LLC for the medical services for detainees of the Dawson County Detention Center. This contract was awarded on May 1, 2014.

# Staff Recommendation



Staff respectfully requests the BOC to approve the professional services exemption of CorrectHealth, LLC to perform the DCDC Medical Director Services.

NOTE: This exemption will remain until such time that the DC Sheriff's Office request services to be released in a RFP. Said services will be performed under the current terms and conditions and scope of services (with exception of the renewal options) as prescribed in the agreement dated May 1, 2014 and pricing approved on March 8, 2018. This pricing may increase as per the agreement May 1<sup>st</sup> each year in service.

THANK YOU



**Backup material for agenda item:**

4. Presentation of Sole Source Purchase Request for Computer Aided Dispatch System Upgrade- Purchasing Manager Melissa Hawk



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff

Work Session: 01/10/2019

Prepared By: Melissa Hawk

Voting Session: 01/17/2019

Presenter: Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: Sole Source Request Presentation

**Background Information:**

The current CAD system is outdated and keeping the system up is becoming more and more difficult. New text technology is requiring an upgrade to the system.

**Current Information:**

The final result was to request a sole source exemption and upgrade the current 911 CAD system provided by InterAct – Caliber. Hardware specifications are being gathered for Purchasing to research ability to find competitive pricing from other sources.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
TBD	3326					

Recommendation/Motion: To approve the sole source request for InterAct – Caliber to upgrade current CAD system for the E-911 Communications Center and approve a total project budget not to exceed \$485,000.

Department Head Authorization: Jeff Johnson

Date: 12/17/2018

Finance Dept. Authorization:     Vickie Neikirk    

Date:   1/3/19  

County Manager Authorization:     DH    

Date:   1/3/19  

County Attorney Authorization:     

Date:     

**Comments/Attachments:**

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski



# CAD UPGRADE FOR DAWSON COUNTY E-911 COMMUNICATIONS CENTER

WORK SESSION – JANUARY 10, 2019



# Background and Overview



- ❖ The BOC approved \$260,000.00 for the E-911 CAD system upgrade in the 2018 budget with hopes of supplementing these funds with a federal grant where use is restricted to such upgrades.
- ❖ The E-911 Director and the Purchasing Manager followed the establishment of updated regulations for the Next Generation 911 (NG911) Advancement Act of 2012 which was finalized on 8/3/2018.
  - The final version limited the application submittal to a state E911 authority.
  - The Governor signs a bill widening the mission of the Georgia Emergency Communications Authority on May 7, 2018.
  - All local governments are to become members by way of a resolution. Dawson County complied with this directive.

# Research and System Comparison



- ❖ The Purchasing Manager reached out to neighboring counties to determine their CAD operating system vendor and to determine which have upgraded towards NexGEN 911 regulations.
- ❖ The Sheriff's Office, EMS, IT and Purchasing met to discuss the needs of the county to move towards obtaining the ability to receive text as voice.
- ❖ It was determined that reviews of the systems being utilized by neighboring E-911 centers would prove to be most helpful.
- ❖ The E-911 Director, the Division Chief of Administration/EMS and the Purchasing Manager conducted on-site review meetings with Gordon County (Spellman) and White County (InterAct - Caliber).

# System Comparison Results



- ❖ After reviewing documentation received from Hall, Harris, Fayette and Forsyth Counties and comparing notes from the on-site reviews; it was agreed that upgrading the County's current Interact CAD system would be the most fiscally and operationally sound avenue.
- ❖ An on-site demonstration was conducted by Caliber on November 15, 2018 for all county employees to view first-hand the benefit of the upgrade.
  - This demonstration also provided opportunity for the county to initiate discussions for any customization needed.
- ❖ Staff is requesting the approval of a sole source purchase from InterAct – Caliber to upgrade the currently owned system to meet the needs of the County.

# Costs of CAD Upgrade



- ❖ The final quote from Caliber was received on December 14, 2018 in the amount of \$412,977.00.
- ❖ A quote of \$43,000.00 from APCO for an upgrade to the current guide cards system. This will provide the E-911 operators with life-saving questions/pre-arrival instructions to the citizens and visitors of Dawson County.
  - This upgrade will move the county away from the “flip card” system to a 21<sup>st</sup> century cognitive criteria-based guidecard software.
  - This software was developed by APCO and IBM.
  - APCO IntelliComm will use IBM Watson Speech-to-Text and Watson Analytics to enhance the written criteria guidance used by the 911 Center.
- ❖ Costs for new Rugged Laptops for EMS/Fire were received directly from Dell at a total of \$2,307.08 each.

# Costs Breakdown

❖ The following charts depict a breakdown of costs:

- If the APCO upgrade is not approved, a reduction of \$6,000.00 will be seen from InterAct – Caliber.
- Purchasing is working with Dell for pricing from the DOAS Statewide contract to reduce hardware costs.

<b>Total InterAct - Caliber - \$412,977.00</b>	
<b>InterActCAD</b>	<b>Pricing Summary</b>
Software	\$90,000.00
Hardware	\$81,050.00
Services	\$123,260.00
Maintenance/Support	\$7,680.00
Discount	-\$66,000.00
Subtotal	\$235,990.00
<b>InterActOnline</b>	<b>Pricing Summary</b>
Software	\$31,635.00
Hardware	\$94,720.00
Subtotal	\$126,355.00
<b>InterActMobile</b>	<b>Pricing Summary</b>
Software	\$26,112.00
Hardware	\$24,520.00
Subtotal	\$50,632.00
Recurring Annual Maintenance/Support	\$77,538.35

<b>APCO IntelliComm Pricing Summary</b>	
5 Software Positions	\$25,000.00
APCO IntelliComm	\$15,000.00
Proxy Server	\$3,000.00
Total	\$43,000.00
Recurring Annual Maintenance/Support	\$5,000.00



# Staff Recommendation



Staff respectfully requests the BOC to approve the sole source purchase of InterAct CAD upgrade and APCO guidecard system upgrade and to approve increasing the E-911 Communications Center CAD upgrade project to a total not to exceed \$485,000.00.

Note: Final numbers could be ready as early as the next voting session. The above funds will be dispersed between InterAct – Caliber and Dell.

THANK YOU

**Backup material for agenda item:**

5. Presentation of Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures Update Recommendation- Purchasing Manager Melissa Hawk



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Purchasing

Work Session: 01/10/2019

Prepared By: Melissa Hawk

Voting Session: 01/17/2019

Presenter: Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: Recommended Updates to the Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures Presentation

**Background Information:**

The Dawson County Board of Commissioners adopted an amended Purchasing Policy Ordinance on February 2, 2017. Several federal and state laws and regulations have been updated since that time. Other clarifications and updates are being requested as well. The Purchasing Card Program Policies and Procedures were last amended on November 22, 2008.

**Current Information:**

Draft Purchasing Policy Ordinance and Purchasing Card Program Policies and Procedures have been created for review and approval.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff respectfully requests the Board of Commissioners to approve and adopt the amended Purchasing Policy Ordinance and Purchasing Card Policies and Procedures.

Department Head Authorization: Vickie Neikirk

Date: 12/6/2018

Finance Dept. Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager Authorization: David Headley

Date: 12/6/2018

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

**Comments/Attachments:**

Presentation

## DIVISION 2 – PURCHASING POLICY

### Sec. 2-105. – PURPOSE.

This policy is adopted as a guide to obtain high quality goods and services at the best cost, to conduct procurement procedures in a fair and impartial manner, to provide access for all qualified vendors, and to promote efficient procurement practices among all County departments. **It has also been adopted as a guide for procurement of goods and services funded with Federal Transportation Administration and/or other federal funds.**

Rules governing contract awards shall be made clear in advance. Specifications shall reflect the procurement needs of the County and the vendor shall freely exchange information concerning what is sought to be procured and what is offered **for non-sealed quotes. Vendors are to propose questions and suggestions during the allowed timeframe as depicted within each solicitation package for sealed requests and only to the Purchasing Department.** In addition, surplus property is to be disposed of on a competitive basis whenever practicable.

This policy establishes a means for purchasing materials, supplies, equipment and services by the County. These procedures shall apply to all departments and agencies of County Government funded in whole or in part by the County and for which obligations are paid through the Dawson County Finance Department unless specifically exempted by the Dawson County Board of Commissioners.

### Sec. 2-106. – POLICY INTENT.

This policy is intended to provide the policies and procedures necessary for purchasing activities for Dawson County. This policy is designed to:

1. Encourage maximum competition through fair and equal opportunity to qualified and interested bidders.
2. Provide a uniform policy for the procurement of material, equipment, supplies, and services.
3. Ensure that the taxpayers get the best overall value.
4. Apply to all County departments under the budget authority of the Board of Commissioners.

### Sec. 2-107. – AUTHORITY.

The Dawson County Board of Commissioners authorizes the County Manager to exercise procurement responsibility subject to the limitations and terms included in this policy. In all cases, reference to a County employee in this policy shall be deemed to include designees of the employee. The Purchasing Manager, under the supervision and direction of the Chief Financial Officer, shall be responsible for the purchase of all goods and services for the County that fall outside the departmental limits stated herein.

1. Disclaimer of Responsibility.

The County will not be responsible for a purchase made by any County employee, County Official, or an employee of any department utilizing public funds that fail to follow these purchasing policies and procedures **that has not been previously exempted by the County Manager or the Board of Commissioners.**

- a. It shall be considered a “breach of duty” by any employee to procure goods or services not consistent with the purchasing policies and procedures contained herein. Any breaches shall be reported to the County Manager, Chief Financial Officer, or Elected Official, as applicable.
- b. The Board of Commissioners may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a purchase of goods and/or services made in its name, in the name of any governmental department under its fiscal authority, by an unauthorized person or any person acting outside these policies.

Sec. 2-108. - ETHICS IN PUBLIC PURCHASING AND CONTRACTING.

It shall be unethical for any County employee involved in making procurement decisions to have personal investments in any business entity that creates a conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Dawson County employee, or for any Dawson County employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in exchange for any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, or calendars, social courtesies such as infrequent meals or holiday gifts not to exceed \$100.00, are not considered articles of value or gifts in relation to this policy. Failure to comply with the provisions of this policy will result in disciplinary action. **When Federal Transportation Administration (FTA) or other Federal/State grant funds are involved, no items are to be received from any contractor, subcontractor or supplier who has a contract with a governmental agency, has performed under such a contract within the past year, or anticipates bidding on such a contract in the future shall be prohibited from making gifts or providing factors to any individual listed under the definition of financial interest, immediate family or conflict of interest who is charged with the duty of preparing plans, specifications or estimates for public contract, awarding or administering public contracts or inspecting or supervision of construction.**

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

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

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

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

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

Solicitation or acceptance of gifts from bidders, offerors, contractors or subcontractors is prohibited. No official or employee shall have a personal interest in a transaction or contract. **No County employee or County official shall be paid by the County for products or services outside the realm of their job duties.** The Purchasing Manager at the direction of the CFO shall provide information regarding these prohibitions to employees and affected volunteers.

No County official or employee shall accept vendor paid trips to vendor sites or other locations if the trip or any expenses associated with the trip are paid by anyone other than the employee or County without prior written approval of the County Manager.

Exception: The County understands that site visits may be vital to a successful contract. All information must be included in bid pricing and approved by the Board of Commissioners at time of award.

Sec. 2-109. – Definitions.

The following words, terms and phrases, when used in this Policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Agenda Request Form* is a form designed by administration that allows for the presentation of all pertinent information to be garnered quickly, i.e. commodity, background, current information, budget, attachments, and presenter. This form must be used when submitting a request to the Board of Commissioners for approval.

*Approved Vendor* means a person or entity that is deemed capable of providing products or services to the county, that has completed the necessary paperwork (e.g. W-9, E-Verify, and met the necessary Insurance Requirements) and has been approved by the Purchasing Department.

*Blanket Order* means a purchase order(s) issued to an approved vendor which may be left open for a complete fiscal year. Blanket orders must be attached to an approved contract and funds must be encumbered. The goods or services specified might be ordered and/or released throughout the fiscal year as needed.

*Capital Asset* means any tangible asset (vehicles, equipment, furnishings, etc.) with a unit value of \$5,000.00 or more which has a life cycle of a minimum of one year or more.

*Competitive sealed solicitation* means the procurement method where a formal bid or proposal for materials, supplies or contractual services is submitted by a vendor in a sealed envelope that is to be

opened publicly at a designated place, time, and date. Solicitations must be published in the legal organ. There are several types of solicitation methods.

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

*Consent Agenda* is defined as a single agenda item that encompasses all the things the Board would normally approve without formal presentation. The Board may vote an item off the consent agenda and ask that it be formally presented. Departments are required to submit the agenda request form and all other pertinent information the Board may need to make an informed decision.

*Emergency purchase* means a purchase made necessary by a situation which could not have been anticipated by the department or elected official, usually involving life threatening circumstances or risks of injury, or resulting in work stoppages or undue delay, or occurring during non-business hours when the ordinary purchase procedures cannot be followed.

*Equipment* means automotive equipment, machinery, or other items of a permanent or semi-permanent nature.

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

*Immediate Family* includes an employee's spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

*Local vendor* means a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Refer to the Local Small Business Initiative included in this document for further requirements.

*Materials, supplies or contractual services* means all tangible equipment, commodities, repairs or nonprofessional services as are normally used or consumed during the current year, and for which a general appropriation has been made.

*Notice of Award* is a form issued by Purchasing to the respective Contractor depicting details of the BOC decision to award said contract. This letter gives specific direction to the respective Contractor on completing and returning the solicitation contract as well as County project contract name, County project manager name, phone number and email.

*Notice to Proceed* is a form issued by Purchasing to report all documentation has been obtained and a department can proceed with the project. Examples of documentation are executed contracts, bonds, insurance, etc. **This form is to contain the project start date and is to be forwarded to the Contractor and**

relative Department Director/Project Manager along with a copy of the executed contract and project purchase order.

*Professional Services* means such services including but not limited to medical, surveying, engineering, consulting, architectural, legal and audit services or other services performed by individuals whose profession may or may not be licensed by the state or federal government. These services are normally used during the current year and are covered by appropriations. Any service over the bid threshold must be approved by the Board of Commissioners.

*Purchasing Department* means the office designated and maintained by the Board of Commissioners that is assigned the general duties and responsibilities of supervising and administering the provisions of this Policy.

*Purchase Order*, or PO, is required for every purchase over the individual signing authority of the Department Head or Elected Official (see Chart 1) whether the commodity or service is under formal contract or not. This document is used for the purchase of goods and services that are itemized in the budget; can be single or recurring items and the PO will be audited by Finance back to the original approved request to assure accuracy in invoicing and payment control.

*Public Works Construction Projects* is defined as the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to any public real property other than those projects covered by Chapter 4 of Title 32 (see Road Construction Projects). Such term does not include the routine operation, repair or maintenance of existing structures, buildings or real property. Exemptions are projects under \$100,000.00 or when inmate labor is used. See O.C.G.A. § 36-91-1.

*Quote Analysis Form* is a form designed by purchasing to identify the need, all pricing received, justification, accounting and approval by the requesting department. This form is needed prior to the issuance of a purchase order.

*Revenue Source* means the source for funds, i.e. donations, grants, budgeted funds, etc. The county does not differentiate between donations and budgeted funds for the purpose of this policy. Grant agencies as well as state and federal funding sources may have an impact or additional rules and regulations that would apply to solicitation or procurement processes and methodology.

~~*Responsive Bidder* means a bid or proposal is considered RESPONSIVE when the proposer has the capability in all respects to perform in the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good faith performance~~

*Responsive Bidder* means a bid or proposal is considered RESPONSIVE when the proposer has submitted a timely offer which materially conforms to the requirements and specifications of the solicitation.

*Responsible Bidder* means a bid or proposal is considered RESPONSIBLE when the proposer has the capability in all respects to perform in the full contract requirements as stated in the solicitation, and the integrity and reliability that will assure a good-faith performance.

*Road Construction Projects* means a local government contracts to construct, reconstruct or maintain a public road or bridge with a private contractor, an adjacent county, city, the state or federal government. It includes the purchase of materials, labor, professional services or other things incident to the work.



Except where exempt, road construction contracts must be let by public, competitive sealed bid. The proposal method may not be used. Price is the driving factor in determining in road construction projects. Road Construction Projects are not subject to the Local Government Public Works Construction Laws except where specified. Road construction contracts are subject to the requirements of O.C.G.A. § 32-4-1.

*Sole Source Purchase* means a purchase of a product or service that has a distinctive/unique feature or characteristic that is not shared or provided by competing companies or districts within a company or where a particular brand name or product is required.

*Standardization* means an item or service that Dawson County chooses to make standard (e.g. purchase from a single vendor or a single brand) in order to bring uniformity and efficiency to certain items or services as it determines necessary. The County Manager and/or Purchasing Department have discretion when to use standardization.

~~*Solicitation Request Form* This form is generated either by the requesting department or the purchasing department. The form helps define deliverables and/or scope of work, identify potential issues, joint projects and/or other affected departments, and obtain approval from many in Finance, Department Head(s), Purchasing, and County Manager.~~

*Used equipment* is subject to budget appropriations and Board approval if over \$25,000.00. ~~used~~ **Used** equipment and ~~personal~~ **mobile** property may be purchased without advertisement, provided that the department head and purchasing department have made a diligent search of the marketplace and provide documentation of such search. Documentation shall include information as to the cost of such equipment if purchased new, availability, warranty, life expectancy, proposed use, etc. Buying used equipment should be used as an exception and must have County Manager approval.

Sec.2-110. Approval Limits.

CHART 1 – SIGNING AUTHORITY

Amount	Action	Approving Authority
\$0.00 - \$2,999.99	No action required. Quotes are strongly encouraged.	Department Heads/Elected Officials
\$3,000.00 - \$9,999.99	Three written quotes submitted on the Quote Analysis Form.	Department Heads/Elected Officials and Purchasing Manager
\$10,000.00 - \$24,999.99	Three written quotes submitted on the Quote Analysis Form.	Department Heads/Elected Officials, Purchasing Manager and County Manager
\$25,000.00+	Formal Solicitation Process (IFB, RFP or RFQ).	Board of Commissioners

**A PO (contract) and e-Verify Form is mandatory for all services/labor of \$2,500.00 or more per O.C.G.A. § 13-10-91.**

**Proof of insurance for all vendors is required for all services performed on site to the County. All companies must have the proper insurance as required by law.**

Each department is responsible for obtaining the e-verify form and proper insurance certificates for services being performed on site. The e-verify form and proof of insurance form is to be forwarded to the Purchasing Department with each quote analysis form, when appropriate.

1. Less than \$2,999.99. Departments are not required to obtain three (3) quotes but are strongly encouraged to do so to ensure the best cost and quality for the County. Department Head approval is required for purchases under threshold.
2. Between \$3,000.00 \$9,999.99.
  - a. Informal written quotes from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head and Purchasing Manager.
  - b. Verbal quotes are not accepted. Departments should avoid requesting quotes from vendors who have previously been non-responsive. If departments continue to return non-responsive quotes, Purchasing will be unable to issue a Purchase Order until three (3) valid, good-faith quotes are obtained. It is understood that some vendors will be non-responsive and departments should try to obtain as many quotes as possible.
  - c. If a vendor is a sole source, meaning they are the only vendor who can provide the required goods and/or services, departments should give a detailed explanation and attach to the Quote Analysis Form. Examples of sole source justification are: continuation of previous services, maintenance agreement with vendor who provides software, or regional vendors of direct manufactures.
3. Between \$10,000 and \$24,999.99. Informal written bids quotes from at least three (3) sources must be obtained. Faxed, emailed or website quotations are acceptable. Purchases must be supported by written quotations from vendors. Direct solicitation is allowed. Award of purchase requires the approval of the Department Head, Purchasing Manager and the County Manager.
4. Over \$25,000. The formal sealed bid must be used and a solicitation must be publicly advertised in the legal organ at least fourteen (14) days prior to the date set for opening. **Public Works and Bridge and Roadway projects must be advertised according to O.C.G.A. See Section 2.112 for direction.** Approval to release a formal solicitation must be approved by the County Manager. Some exceptions apply and are listed under “Exceptions” section within this document.

Sec. 2-111. – Solicitations.

CHART 2 – PURCHASING METHOD

Commodity	Anticipated Cost	Bid Type
Goods or Well Defined Services; When price is priority	\$3,000.00 - \$24,999.99	Written Quote
	\$25,000.00+	IFB
Standard Services; When technical requirements are the priority	\$3,000.00 - \$24,999.99	Written Quote
	\$25,000+	RFP
Professional Services; When technical requirements and/or Qualifications are the priority	\$3,000.00 - \$24,999.99	Written Quote
	\$25,00.000+	RFP or RFQ

The decision to release quotes, either formal or informal, or sealed solicitations is based on several factors that include but are not limited to: anticipated cost, department expectations, liability to the County and other factors to provide the best overall value for the County. These processes are used to obtain competitive pricing.

1. **Preparing Specifications.** It is the responsibility of the department to determine and write bid specifications. The Purchasing Department may assist in developing specifications. If the Purchasing Department is involved in developing specifications, the needs of the end user should be the primary focus. After written specifications are provided complete, the Purchasing Department will the submitting department will complete the Solicitation Request Form and set up a meeting with Purchasing to review the request insert into the solicitation document. It is the responsibility of the Purchasing Department to determine the method of purchase, to ensure that specifications are not so restrictive that only one bid can be obtained and that adequate competition is available. The delivery location must be specified in the original request.
2. **Brand Name Specifications.** When references are made in solicitation documents to trade names or the brand names of manufacturers, such references are made solely to designate and identify the quality of materials or equipment to be furnished and are not intended to restrict competitive bidding. If comparable materials or equipment with different trade names are offered, then the bidder must establish equivalency. Product literature or catalogs may be submitted to support claim of equality. Several vendors may be able to provide the same manufacturer therefore competition is available. If a department has been approved to standardize equipment, a brand name may be requested with no exceptions unless the source of funds is provided by Federal and/or State grants.
3. **Standardization.** Standardization is a method to achieve savings by purchasing a limited number of brands or products. Departments such as Fleet or Public Safety may use this option more frequently than others as a means to guarantee compatibility or proper maintenance and training. The use of the standardization clause is neither automatic nor frequent. The department must submit, in writing, why the standardization clause (brand names) should be used for each occurrence. This documentation will be provided with the formal request and kept for audit purposes. The County Manager and or Purchasing Department have discretion when to use standardization.
4. **Sole Source.** Sole source procurements should be infrequently used in purchasing. There are times when a sole source is needed aside from standardization: non-competing districts of a company where Georgia is its own market, proprietary information, software and equipment, continuation of services, or the like. It is the responsibility of the requesting department to articulate the reasoning behind the sole source request. The Purchasing Department and/or County Manager may approve sole source procurement when a clear and compelling reason justifies the sole source.
5. **Professional Services** are infrequent and sometimes unique and may not be able to be formally solicited. Formal bids are not required but the governing authority must approve the contract and award if over the threshold. It is the responsibility of the department to articulate why a bid is not in the best interest of the County. In the event professional services are needed but a bid is not requested, the discretion lies with the Purchasing Manager and County Manager.

The Department Director is responsible for acquiring a detailed scope of services and price which shall not be amended without prior written approval from the dollar amount threshold approving authority. Proof of insurance and a completed e-verify form must be submitted with the detailed scope of services.

The Purchasing Manager is to submit a professional services exemption letter to the County Manager if costs are \$24,999.99 or less and to the Board of Commissioners if costs are \$25,000.00 or more for approval. A Purchase Order shall be issued after approval has been granted.

6. Less than \$25,000.00.

a. Quotations.

- i. Quotations are an informal process when compared to sealed solicitations. The type of quotation used depends on cost, department expectations, risk to the County and approval limits. Sealed responses are not required and quotes are not typically solicited via the legal organ. Purchasing, at their option, may release the a formal Request for Quote using the County's website or other media outlets but is not required to do so.
  - ii. With regards to purchase orders, quote pricing is good for 90 days. Departments may continue to order off the approved quotation for this period of time. Upon the 91<sup>st</sup> day, departments will need at least three (3) new quotations and request a new purchase order per policy.
  - iii. Purchase Orders shall be issued prior to the purchase of goods and/or services over the individual signing authority of the Department Head and Elected Officials.
7. Request for Quotation by departments (Internal Quote) \$1.00 to \$2,999.99. An informal process for the quick purchase of low dollar items from \$1.00 to \$2,999.99 require written, verbal, phone, website or e-mail confirmation. \$2,999.99 is the standard approval limits for most departments. This policy typically takes one to three days and is designed for immediate purchases and requires Department Head approval. If purchasing commodities/services with Federal Transit Administration (FTA) funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers. See 12 below.

Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

8. Request for Quotation by departments (Internal Quote) \$3,000.00 to \$9,999.99. For this price point, a more formal process than internal quotes but less formal than other options shall be followed. This process is used for purchases of items from \$3,000.00 to \$9,999.99 and requires written quotes from vendor or from a website. This process typically takes one to three days and is designed for immediate purchases and requires Department Head and Purchasing Manager approval.

9. Request for Quotation (RFQ) \$10,000 to \$24,999.99. Process may be either formal or informal process, but a short form is sent to vendors. Used for the purchase of dollar amounts between \$10,000 to \$24,999.99 well-defined goods or services. This policy typically takes one-two weeks. For purchases between \$3,000.00/ and \$9,999.00 policy requires the Department Head, Purchasing Manager approval. For purchases between \$10,000 and \$24,999.99 policy requires the Department Head, Purchasing Manager and County Manager approval.
10. Request for Quotations (RFQ) - Formal Request. Formal Request for Quotations may be sent out via the Purchasing Department when necessary to add stipulations and/or contracts for goods or services under the bid threshold. Formal RFQs require the requesting department, alongside Purchasing, to complete the Solicitation Request Form. This process typically takes up to two (2) to three (3) weeks to solicit, approve, award, and execute contracts.
11. Cooperative Agreements. The use of State or other ~~local~~ **verified** contracts may be used when approved by the County Manager or Board of Commissioners based on **amount to be spent.** ~~cost or contract amount.~~ A cooperative agreement must be in place in order to participate or “piggy-back” off of another contract solicited by another agency.
- a. The Department of Administrative Services for the State of Georgia competitively bids certain commodities, supplies, and services on an annual basis. Copies of these contracts and revisions are maintained on-line at [www.doas.state.ga.us](http://www.doas.state.ga.us). For federal contracts visit [www.gsa.gov](http://www.gsa.gov) for a listing in the event of a federally declared disaster, technology as well as public safety equipment.
  - b. The state contract price may be used to establish the maximum price for a good or service.
  - c. These contracts are available to Dawson County for use but are not mandatory. Competitive bidding by Dawson County will not be required if these contracts are utilized. When cooperative agreements are used for source justification, there will be no requirement for Board of Commissioner approval, unless the dollar amount is meets the threshold for Board approval. See Chart 1. **If the threshold meets the need for Board approval, a procurement approval request letter shall be addressed to the Board Chairman. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.**
  - d. If purchased off a cooperative agreement, and budget is already approved for the specific expenditure, the Board of Commissioners’ approval is not required if under the bid threshold. ~~REPLACE WITH: If the purchase is over the bid threshold, the request will be presented to the Board via consent agenda.~~ **A procurement approval request letter shall be addressed to the County Manager. The letter shall contain justification for use of the cooperative agreement, the item/services to procure and the dollar amount of purchase.**
12. Procurement with Federal or Grant Funds. When purchasing with federal or grant funds; other regulations may supersede local purchasing policies **as follows.** **When purchasing with (FTA) funds it is specifically necessary to ensure full and open competition and equitable treatment of all potential sources of all purchases consistent with FTA Circular 4220.1F "Third Party Contracting Guidance" or latest version thereof; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (referred to now as the “Super Circular” and which replaced and consolidated OMB**

Circulars A-87, A-102, A-110, A-122, and A-133) ; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 1201, which replaces 49 CFR parts 18 and 19; GDOT Section 5311 State Management Plan; and GDOT Section 5311 Program Manual. The following should be followed for all Federal awards as sub-recipients.

~~It is the responsibility of the Purchasing Department to verify a vendor is not on the government's list of debarred contractors at <https://www.sam.gov> and documenting efforts in accordance with federal regulations.~~

- a. The current procurement standards detailed in 200.318 General Procurement Standards.
  - i. When conforms to applicable federal law and standards, the Dawson County Purchasing Policy Ordinance is to be followed.
  - ii. If a conflict exists between a member of the evaluation team and any proposer, written notification is to be forwarded to the Purchasing Department to preclude that member from the process. The requesting Department Director will appoint a new evaluation team member. As with non-federal or grant funds, each evaluation team member must attest on the provided form that no personal interest or conflict exists.
  - iii. If a conflict exists between any Dawson County Board of Commissioners and the recommended offeror, that member must notify the Purchasing Department of the conflict and reclude themselves from the vote recommending award of the contract or purchase order.
  - iv. Records must contain the detail of the history of the procurement for each project to include, rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (cost analysis). Equipment and real property purchased in the amount of \$5,000.00 per item/property must be used in the program for which it is purchased, adequately maintained, safeguarded under an appropriate control system and physically inventoried at least once every 2 years.
  - v. Paid Contractors who drafted or developed the specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded.

b. The current procurement standards detailed in 200.320 Methods of Procurement.

i. Procurement by Micro-Purchases.

1. Competitive quotations are not required on amounts of \$3,500.00 or below but, county employees must follow the Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds prior to procurement. Micro-purchases should be distributed equitably among qualified suppliers.

Micro purchases do not fall under the FTA's Buy America requirements. Davis-Bacon prevailing wage requirements, however, will apply to construction

contracts exceeding \$2,000, even though the recipient uses micro-purchase procurement procedures.

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

ii. Procurement by Small Purchases Procedures.

1. Two or more quotations must be sent to qualified sources between \$3,500.00 and \$150,000.00 but, county employees must follow the Dawson County Purchasing Policy Ordinance for these purchases. If purchasing commodities/services with FTA funds, the department must obtain written permission from the Georgia Department of Transportation (GDOT) representative of FTA funds and the Board of Commissioners prior to procurement.

iii. Procurement by Sealed Bids.

1. Preferred method for construction and commodities. The lowest bid is to be awarded contract.

iv. Procurement by Competitive Proposals.

1. Preferred method for services. Weight is to be set and published within the document for technical evaluations and for price.

vi. Procurement by Non-Competitive Bids/Proposals.

1. This method is to be used when the commodity and/or service can be provided from one company/individual. A letter from the company/individual must be received and placed in the file. Verification of the sole source must be recorded in the file.

c. The current procurement standards as detailed in 200.317-200.326 Suspension & Debarment and 2 CRF Parts 180 and 1200 Non-procurement Suspension and Debarment or under the FARE at 48 CRF Chapter 1, Part 9.4.

i. Suspension and Debarment.

1. Dawson County shall not enter into any transactions with parties who are suspended or debarred from doing business with the State of Georgia or federal agencies.
2. Verification of the status of a contractor completed by the Purchasing Manager or the Grant Administrator must be maintained in the file.

i. State of Georgia suspended or debarred vendors can be verified at

<http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/state-suspended-and-debarred-suppliers>

- ii. Federal suspended or debarred vendors can be verified at [www.sam.gov](http://www.sam.gov)
- d. The current procurement standards as detailed in 49 U.S.C. Section 5325(j)(2)(A) Integrity and Ethics.
  - i. The potential contractor must have a satisfactory record of integrity and business ethics and found to be compliant in the regulation listed above.
- e. The following must be followed with sealed solicitations specifically when utilizing FTA funds:
  - i. Affirmative Action and DBE – Is in compliance with the Super Circular’ affirmative action and FTA’s Disadvantaged Business Enterprise requirements.
  - ii. Public Policy – Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. § Section 5325(j)(2)(B).
  - iii. Administrative and Technical Capacity – Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).
  - iv. Licensing and Taxes – Is in compliance with applicable licensing and tax laws and regulations.
  - v. Financial Resources – Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325(j)(2)(D).
  - vi. Production Capability – Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
  - vii. Timeliness – Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
  - viii. Performance Record – Is able to provide a:
    - (1) Current Performance – Satisfactory current performance record; and
    - (2) Past Performance – Satisfactory past performance record in view of its records of long-time performance or performance with a predecessor entity, including:
      - i. Sufficient Resources. Key personnel with adequate experience, a parent firm with adequate resources and experience, and key subcontractors with adequate experience and past performance,



- ii. Adequate Past Experience. Past experience in carrying out similar work with particular attention to management approach, staffing, timeliness, technical success, budgetary controls, and other specialized considerations as described in the recipient's solicitation, and
- iii. Any Past Deficiencies Not the Fault of the Bidder or Offeror. A prospective bidder or offeror that is or recently has been seriously deficient in contract performance is presumed to be non-responsible, unless the recipient determines that the circumstances were properly beyond the bidder or offeror's control, or unless the bidder or offeror has taken appropriate corrective action. Past failure to apply sufficient tenacity, perseverance, and effort to perform acceptably is strong evidence of non-responsibility. Failure to meet the quality requirements of a contract is a significant factor to consider in determining satisfactory performance. GDOT expects Dawson County to consider the number of the bidder or offeror's contracts involved and the extent of deficient performance in each contract when making this determination.

f. Independent Cost Estimate

A written independent cost estimate, for every procurement with FTA funds, prior to receiving price quotes, bids or proposals needs to be created.

g. Cost or Price Analysis

The Department Head receiving the grant shall work with the Purchasing Manager to perform a cost or price analysis in connection with every procurement action above the Federal small acquisition threshold, including contract modifications.

**Price Analysis**

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

**Cost Analysis**

The County must perform or obtain a cost analysis when:

1. A price analysis will not provide sufficient information to determine the reasonableness of the contract cost.
2. When the offeror submits elements of the estimated cost.
3. When only a sole source is available, even if the procurement is a contract modification.
4. In the event of a change order

13. ~~More than~~ \$25,000.00 **and above**, Sealed Solicitations.

- a. The release of sealed solicitations is a formal process to solicit responses from qualified vendors. Federal, State and local laws may and usually will apply based on project. There are three (3) types of sealed solicitations: Invitation for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ).
- b. Departments should assist Purchasing with the background information **and defining the scope of work or deliverables** for the solicitation. ~~The Solicitation Request Form is required for all sealed solicitations and used to help define scope of work or deliverables, list the priorities (scoring) of the solicitation, decision if bonds are needed, and obtain approval from many in Finance, Department Head(s), Purchasing, County Manager and any other department that may be affected by the solicitation. Once the solicitation has been approved,~~ **It is the responsibility of the Department Director(s) to provide the budgeting code and ensure funds are loaded for the project. If the project is not pre-funded, Purchasing will shall receive the account information the Department Director intends to utilize prior to release of the sealed bid.**

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

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

- c. If the solicitation is of a complex nature, a pre-proposal meeting should be scheduled and detailed in the solicitation document. The meeting can be optional or mandatory.
  - i. Invitation for Bid (IFB). A sealed IFB is sent to prospective bidders when goods or services desired are well-defined and represent a high dollar purchase of \$25,000 or more. This policy typically takes six to eight weeks.
  - ii. Request for Proposal (RFP). A formal, sealed RFP is sent to prospective bidders when the goods or services desired are high dollar \$25,000 or more, complex, and not wholly defined. Same pre-solicitation process as noted for an Invitation

for Bid (IFB) but the focus on the solicitation grading differs. Whereas price is the driving factor with IFBs, a criterion is defined in the RFP and an evaluation committee must score each submittal. This policy typically takes six to eight weeks.

- iii. Request for Qualifications (RFQ). A formal, sealed RFQ is sent to prospective bidders when the goods or services desired are high dollar \$25,000 or more, complex, and not wholly defined and where the focus of the project is the qualifications of the vendor not the price. A similar scoring criterion shall be defined in the RFQ.

For some projects where Federal laws superseded local policies, price may or may not be an allowable scoring criterion, and therefore may not be requested within the proposal. In this case, the vendor is determined based on the scoring criterion and price is then negotiated with the highest scoring vendor. If a price cannot be agreed upon, the County will move on to the next highest scoring vendor. There are some Federal laws that state that price may be used to score but should not be the driving factor.

Both the department and Purchasing to take note if Federal or State laws provide guidance to bid process such as the Brooks Act or Davis/Bacon Wage Act.

If no other law or policy relates to the RFQ and the team wants to consider pricing but only after scoring, it may be in the best interest of the County to request pricing be sealed separately within RFQ submittal. Vendors should be ranked based on qualifications and only the short listed vendors pricing should be opened.

Because of the complex nature of this type of solicitation, this policy typically takes eight to ten weeks.

#### Pre-Qualification

Prospective vendors may be pre-qualified for particular types of goods or services, typically technical and construction services through the solicitation process, specifically a Request for Qualifications. The solicitation document should clearly read the intent of the document is to pre-qualify vendors. All procurement rules apply to this form of solicitation such as advertisement notices and award.

Upon establishment of a pre-qualified vendors list, requests for proposals or requests for quotations may be submitted to individuals or companies on the list.

#### d. Solicitation Provision for Federal and State Funded Projects, Specifically FTA Funded Projects

*“Dawson County has moved to adopt the policies contained in the Georgia Procurement Manual Code of Ethics, (I.4.4. These policies shall apply to Dawson County employees involved in procurement. It is a breach of ethical standards for any Dawson County employee to participate directly or indirectly in a procurement when the employee knows:*

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

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

e. Confidential Information

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

f. Buy America Requirements for FTA construction contracts and acquisition for goods or rolling stock solicitations valued at \$150,000.00 or greater must notify bidders of the Buy America regulation as stated in 49 U.S.C. 5323(j) and 49 CFR 661.13 which stipulate that Federal funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by TFA or the product is subject to general waiver as listed in 49 CFR 661.7. Rolling stock must be assembled in the United States and have a 60percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids or offers on FTA-funded contracts, except those subject to general waiver. Bid or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

Sec. 2-112. – Formal Solicitation Process.

1. How Bids/Proposals are Publically Solicited.

- a. Legal Organ. All formal, sealed solicitations **which fall under Title 32, Roads and Highways, are to be published in the legal organ selected by Constitutional Officers designated by state law. Advertisements must run in the legal section under Bids & RFPs. Formal solicitations shall run in the legal organ for no less than ~~fourteen days prior~~ once a week for two weeks prior to the bid opening. Public Works projects are to be posted for four weeks, once every two weeks, ensuring posting two weeks prior to bid opening. A copy of the Publisher's Affidavit ~~shall~~ should, be filed with the solicitation file.**

- b. County Website. All formal solicitations are published on the County's website under the Bids & RFPs webpage. This is the primary source of information for all solicitations including but not limited to the solicitation request, addenda, forms and award notification. ~~A copy of the Publisher's Affidavit shall be filed with the solicitation.~~
- c. State, Local and Private Outlets. When appropriate, the Purchasing Department will advertise on various, local and private websites when it is in the best interest of the County. ~~When able, departments should assist Purchasing in choosing which commodity codes as applicable.~~ Examples of these outlets include but not limited to: Georgia Procurement Registry, Georgia Local Government Access Market, Dawson County Chamber of Commerce, ~~Dawson County Home Owners Association, et al etc.~~ (et al is typically used for two authors of books or articles.) ~~This is not legally required.~~ All bids and proposals released must be posted on the Georgia Procurement Registry per O.C.G.A. as of July 1, 2018.
- d. Social Media. All formal solicitations should be published on the official Dawson County social media outlets but is not legally required by federal or state entities.
- e. Government Building. All public works solicitation notices shall be posted conspicuously in the government building as per O.C.G.A. § 36-91-20(b)(1). For conformity, all other solicitations shall be posted in the same manner.
2. Bonds. Bonds add another layer of protection to the County. If the procurement of goods/services opens the County up to additional liability, bonds should be required. Bonds should always be required in Public Works Construction Projects and Georgia Department of Transportation funded projects. The decision to require bonds in a formal solicitation, are at the discretion of the Purchasing Manager and the County Manager if not required by federal or state law.
- a. If required under ~~Section II~~ the Scope of Work of the solicitation document, any combination of the following bonds may be requested by Dawson County.
- i. A five percent (5%) bid bond
  - ii. A one hundred percent (100%) payment bond\*
  - iii. A one hundred percent (100%) performance bond\*
- Note: Higher or lower bonds may be stipulated as required by funding source: GDOT or Federal Funds. If any change is needed, specifications will be outlined in the solicitation document.
- b. The bid and payment bonds can take the following forms: cash, cashier's check or certified check. An irrevocable letter of credit by a bank or a savings and loan association, as defined in O.C.G.A. §7-1-14 may be accepted by the county for the bid and performance bonds when the amount of any bond does not exceed \$750,000.00, at the sole discretion of Dawson county. A letter may never be submitted as an acceptable substitute for the payment bond.
- c. Bonds are suggested when using SPLOST funds, project estimates are over \$100,000, or when special circumstances dictate additional protection is prudent. Bonds are required when Public Works Construction and Road project laws are in effect.

- d. All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.
  - e. The cost of bonds may be included in the vendor's price proposal but should not be line item priced. The County will not pay for bonds and are considered cost of doing business.
  - f. Bonds will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.
3. Retainage. When a project is of import but not to the level of requiring bonds, the Purchasing Manager may add language to the solicitation document and contracts regarding retainage. The vendor shall be paid for work performed based upon satisfactory inspections and completion of the agreed upon draw schedule. The vendor's fee will be paid on a Net 30 basis less 10% retainage.
    - a. Retainage will be released at the discretion of the Project Manager who ensures the vendor has fulfilled the scope of work, the Purchasing Manager to ensure all contractual obligations have been satisfied and the final approval is of the County Manager. Usually, this is 30 days after successful completion and acceptance of the project.
  4. Pre-Bid & Pre-Proposal Conferences. The nature of some solicitations require that a pre-bid or pre-proposal conference be held in order to clarify specifications, answer bidder questions regarding specific requirements, or to allow bidders to perform a site visit, review and/or inspection.
    - a. The Purchasing Department and requesting department will confer whether to hold a pre-bid/proposal conference. Conferences are not the standard. If the project is over \$100,000.00 or bonds are in effect, a meeting is required and mandatory. Information regarding conferences will be included in ~~the~~ all legal notice(s). If it is later determined a meeting is necessary, an addenda must be issued and bidders must have enough notice to make arrangements to attend.
    - b. All attendees are to sign in on the sheet provided by Purchasing. In the event a meeting is mandatory, bidders not signed in may not submit a response. The sign in will be posted on the County's website.
  5. Addenda. Any changes to the original solicitation will be made in writing in the form of an addendum, and will be placed on the County's website. **All addenda shall be issued prior to 72 hours of the bid opening date for Public Works, Roads and Bridges projects and when expending Federal and State funds. If such an addendum is deemed necessary after this period, the bid opening date must be extended 72 hours form the original set date, excluding Saturdays, Sundays**

and legal holidays. It is the responsibility of the bidder to obtain any and all addenda and submit with their response.

In addition, if bidders have any additional questions or information requests regarding a specific procurement, they are to be emailed or faxed directly to Purchasing as directed in the solicitation document. Responses to pertinent questions will be answered in the form of addenda.

6. Bid Opening. All bids shall be opened at a time and place designated in the solicitation request. The Purchasing Manager and/or CFO and one other staff member, not from the requesting department, acting as a witness shall open all sealed bids. Late bids will not be accepted. Late bids will be rejected and returned. This cannot be waived by any entity. Sealed responses are required. Vendors who fail to return sealed responses will be rejected and returned. If at least three bids are not received the Board of Commissioners may reject, requiring a re-bid. Witnesses should not be from the department requesting the bids.
  - a. In the case of Invitation for Bids, the names and prices shall be read aloud. Dawson County does not report an “apparent low bid.” For Request for Proposals or Qualifications, only the names shall be read aloud due to the need for future evaluation and review of the proposals.
  - b. Bids/proposals are not subject to the Georgia Open Records Act **until such time that as the final award of the contract is made, the project is terminated or abandoned, or the board takes a vote regarding the solicitation, whichever comes first as per O.C.G.A. § 50-18-72(a)(10), while under consideration.** ~~Once a contract has been awarded bids are subject to the Georgia Open Records Act.~~ Some materials may be redacted per the Georgia Open Records Act and the records custodian and/or the County Attorney can assist in determining what, if any information may be redacted.

#### ~~Withdrawals or Modifications/Corrections of Bids~~ (Divide this Section)

7. **Modifications/Corrections of Bids.** If an error is discovered prior to the submittal deadline, the bidder may submit the corrected information in a sealed envelope clearly marked on the outside of the container. **The outside must contain the company name, the Bid number and the following sentence: “Replace previously sent response”. The first submission cannot be considered valid.**

**Start new paragraph:** If an obvious clerical error is discovered after the bid opening, the bidder may submit a letter to Purchasing requesting that the error be corrected. This request needs to be made within 24 hours of error being found. Final determination as to whether to accept the correction is up to Purchasing. Generally, modifications made to open bids are not accepted for any reason other than the aforementioned. **The error is subject to the limitations described below and may be corrected upon written request and verification submitted by the vendor. A nonmaterial omission in a bid may be corrected if the Purchasing Manager determines the correction to be in the County's best interests. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after bid opening: 1. Unit price information and 2. Total price information when unit prices are not required.**

8. **Withdrawal of Bids.** A bid submission may be withdrawn without forfeiture of the bid security as per O.C.G.A. § 13-10-22, if applicable, if such error in the calculation can be documented by clear and convincing written evidence; such error can be shown from inspection of original work papers, etc. of the bidder; the bid was submitted in good faith and mistake was due to a

calculation or clerical error, an inadvertent omission or a typographical error as opposed to an error in judgement. This request must be made within 48 hours, not including Saturday, Sunday and legal holidays, of bid opening and prior to award.

If a bid withdrawal occurs, the remaining bids are to be treated as if the withdrawn bid was not submitted. No bidder permitted to withdraw a bid shall perform any subcontract or other work for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly for affiliated project.

9. Evaluating Submittals.

- a. An evaluation committee will be named during the pre-solicitation meetings between the requesting department and Purchasing. This group shall consist of county personnel who have knowledge of the goods/services to be procured, will be affected by the solicitation or have other applicable knowledge. The committee shall score and rank proposals based on information *solely provided* within the vendor's submittal against the rubric in the solicitation document. Scoring criteria will be set by the Purchasing Department and the requesting department. It is the responsibility of each evaluator to:
  - i. Read the solicitation document in its entirety.
  - ii. Read each submittal in its entirety.
  - iii. Confirm responsiveness to the request: Ensure vendor has provided all information required in the RFP. Use the scoring criteria, scope of work and the Vendor's Checklist for assistance.
  - iv. Check references thoroughly. Evaluators are encouraged to work together or share information received during this process **step only**, i.e. email references or other correspondence from references. **Never discuss scores with other evaluators until advised by Purchasing to do so.** Points should never be given if references are not vetted. **All other sections of the evaluation are to be completed by each evaluator individually.**
  - v. Evaluators should score using their own knowledge.
  - vi. Contact Purchasing with any questions that need clarification or additional information. Direct contact with vendors, **each other or any other individual** while in the solicitation process is strictly forbidden.
  - vii. Complete the evaluation score sheet and return to Purchasing along with original submittal packets.
  - viii. Attend meetings when scheduled of the evaluation committee to include, meetings, interviews, demonstrations, etc.
- b. Evaluators should take care to evaluate based on information only provided in the bidder's response. Vendors should not receive credit for work not reflected in the bid. Failure to return all required information should be reflected in scoring.



c. Proposer Interview/Presentation Meeting.

- i. After the Evaluation Committee has completed its process and the Purchasing Manager has received all evaluation forms, the consensus of the Committee may be to hold proposer interviews/presentations. The proposers must be invited in order of ranking. Example: The first and third ranked submissions cannot be invited to this meeting but, exclude the second ranked submission.
- ii. Purchasing's responsibility is to invite bidders, create agenda, lead discussions, take minutes, and facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. The Evaluation Committee is to prepare new evaluation forms and submit to the Purchasing Department. This score will supersede the previous score for those proposers that participated in this phase of the evaluation.

10. Required Forms. Dawson County may require vendors to submit documentation other than pricing to prove they are responsible and or responsive. A list of the required documentation should be required in the solicitation document and/or addenda. As a general rule, the following should be required in a vendor's response:

- a. Vendor's Checklist
- b. Vendor's Information Form
- c. Vendor's Price Proposal Form
- d. Vendor's Qualifications – usually on a separate sheet(s)
- e. Vendor's Reference Form
- f. Execution of Proposal Form
- g. Addenda Acknowledgement Form and any addenda issued
- h. Proposer's Certification and Non-Collusion Affidavit
- i. Drug-Free Workplace Affidavit
- j. Georgia's Security and Immigration Compliance Act Affidavit (E-Verify)
- k. Contactor's Affidavit
- l. Subcontractor's Affidavit (if applicable)
- m. Local Small Business Initiative Affidavit (if applicable)
- n. Proof of Insurance/Certification of Insurance as stipulated in the bid document
- o. Completed W9
- p. Copy of valid business license where corporate office is registered
- q. Copy of professional licenses or certifications (if applicable)
- r. Bid Bond (if applicable)

11. Technical Waivers. Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any **non-material** irregularities or informalities in any submittal or in the submittal policy, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel solicitations at any time.

~~As a rule, changes cannot be made to the bids after the public opening with the following exceptions: Obvious clerical mistakes, including misplacement of decimal points, unit price extension or addition or subtraction errors in total calculations. Addenda if it does change pricing or it did not change the original scope of work.~~

~~Pricing or bonds may not be changed or submitted after bid opening.~~

Dawson County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive treatment provider.

12. Disqualification of Bids.

a. Bids **may** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:

- i. Failure to return all required documents **with signature where applicable.**
- ii. Failure to follow the bid schedule ~~to include~~ **excluding mandatory pre-bid attendance** submittal deadline.
- iii. Failure to return applicable compliance/specification sheets.
- iv. Failure to acknowledge receipt of applicable addenda.
- ~~v. Failure to provide a bid bond when required — automatic rejection.~~
- vi. Failure of bidder to sign all required documents **excluding the Vendor's Price Proposal Form. Unsigned bids will not be considered except in cases where bid is included with other documents which have been signed. Purchasing has sole discretion.**
- vii. Failure of the bidder to extend pricing **beyond the required 90 days.**
- ~~viii. Failure to hold firm pricing~~
- ix. Failure to meet specified delivery requirements.
- x. Prices of services or items exceed the departments budgeted amount allowed for these items.

b. Bids **shall** be disqualified or deemed non-responsive by Purchasing as a result of, but not necessarily limited to, the following reasons:

- i. **Failure to follow solicitation schedule for mandatory pre-bid attendance and response submittal.**
- ii. **Failure to provide bid bond, where required.**
- iii. **Failure to hold firm pricing.**
- iv. **Failure to sign and submit the Vendor's Price Proposal Form. The Bidder/Proposer may submit other pages to complete their price proposal along with this form.**

13. Vendor Responsibility. It is the responsibility of each vendor to read and understand all requirements in the solicitation documents. If an item is unclear, the vendor should submit questions to the Purchasing Department. Vendors shall submit all required documentation, fully executed, as directed in the solicitation document. Additionally, vendors should be familiar with all Federal, State and Local rules, regulations, policies and procedures pertaining to each solicitation. Furthermore, vendors performing work in Dawson County are required to register with the Dawson County Planning & Development Department. Out of County bidders are not required to register as part of a bid submittal. Only the successful, awarded vendor is required to register their business license.

14. Negotiations. If the department has selected a vendor but pricing or deliverables need to be negotiated, an invitation will be sent via email to the vendor. Enough notice shall be given to ensure the vendor can make reasonable accommodations to participate.

- a. Generally there should be only three rounds of negotiations with the selected vendor.
- b. If a price is not agreed upon, the best and final offer phase should be opened to all proposers deemed responsive and responsible.

15. Best and Final Offers. Best and final offers, or BAFO, are formal requests being made for more information, confirmation, revisions, and/or to obtain better pricing or value. BAFO are not mandatory and should be used rarely. This method allows bidders to amend their proposal. Value engineering is not considered a reasonable cause to enter into best and final offers. All bidders whose proposals are deemed reasonable susceptible for further consideration or award should be invited to BAFO discussions. Any rejected bidders are not invited. The Purchasing Department will email an Invitation for Best and Final Offer Negotiations to the responsive, responsible bidder(s) deemed susceptible for award based on the criteria set forth in the solicitation document.

16. Purchasing's responsibility is to invite bidders, create agenda, lead discussions, take minutes, and facilitate entire process. The requesting department should assist in formulating questions prior to the formal meeting. At no time should competing bids/proposals, technical or cost, be discussed with bidders. Do not discuss where bidders are in the standing. Teleconferences are allowed if the evaluation committee feels this method fosters open dialogue and all questions can be addressed. There are times in-person discussions will be requested.

17. The County will identify which offerors shall participate in the negotiations in one of the following ways:

- a. Identify in the solicitation document the methodology that will be used to identify offerors to participate in negotiations. This may include, but is not necessarily limited to, a methodology that establishes a competitive range based on offerors' rankings following proposal evaluations.
- b. Identify in an addendum to the solicitation document the methodology that will be used to identify offerors to participate in negotiations.
- c. Negotiate with all responsive responsible offerors following bid/proposal evaluations.

18. After the negotiations, participating offerors may be asked to submit supplemental proposals defining the revisions that are a result of negotiations. Any request for supplemental proposals will be directed in writing to all offerors participating in the negotiations, and will provide details concerning the format and due date for the supplemental proposals. The County may in its sole discretion terminate negotiations and/or the solicitation at any time.

19. The offeror that ultimately wins a contract may not be the lowest cost offeror because the higher quality of the winning bidder's technical proposal may offset an increased cost or because no agreement could be reached as to contract terms and conditions. The final decision and all documentation is considered open records upon award.

20. Award

- a. Timeline. The Board of Commissioners must make the decision regarding a sealed solicitation within sixty (60) days of the bid opening if bonds are in effect and ninety (90) days of the bid opening if bonds are not required. In the unlikely event the County needs additional time to evaluate responses; the Purchasing Manager will contact each vendor and

- request additional time. If approval is garnered by each vendor then the solicitation award may be delayed to a time specific. If approval is not given by all vendors, Purchasing will submit an agenda packet to the County Manager asking for the rejection of the bid submittals and a re-bid shall be released. Only the Board of Commissioners can decide regarding sealed solicitations no matter the anticipated costs. Solicitations should never be allowed to expire without a formal decision. It is the responsibility of the Purchasing Manager to notify the Chief Financial Officer and County Manager of any issues or delays in the process ahead of time.
- b. Award to the lowest bidder. In the case of Invitation for Bids, for goods or services, if all proposals are not rejected the awarded shall be to the lowest, most responsive, responsible bidder unless legal justification can be articulated to the Purchasing Manager and the County Manager.
  - c. Award to the highest rated proposal. In the case of Request for Proposals or Request for Qualifications, for goods or services, if all proposals are not rejected, the award may be to the highest rated proposal, taking into account the selection criteria. Construction or improvement of real property or buildings fall under Public Works/Construction rules, and must comply with numerous special requirements as specified in Federal and State laws not listed in this policy.
  - d. Award to a single vendor. If all bids are not rejected, the award shall be to the most responsible, responsive bidder. However, in determining which is the most responsible bidder, the county may take into consideration the bidders responsiveness to the county's requirements, the price and/or quality of any of the articles to be purchased or leased, availability of parts and service, delivery time, and those factors listed in the solicitation document. If no criterion is listed, as in the case of IFBs, award will usually go to the lowest, responsive, responsible bidder.
  - e. Award to multiple bidders. The County may award to multiple bidders for the same commodity or service when the bid specifications provide for special circumstances. Special circumstances may include differences in ability to deliver, delivery time, availability of material, special loading or unloading conditions, total cost including transport or labor if not included with bid item, performance of the delivered material, location of the source, and proximity to the delivery point. The intention to do so must be indicated within the solicitation document.
  - f. Tie. In the event of a tie and all pricing and qualifications are equal, the vendors are contacted and notified of the status. The vendors are invited to Dawson County to watch the County Manager flip a coin to determine who wins. The second option is to open a new deck of cards and allow each to shuffle and then the County Manager deals one card to each vendor. The highest card wins the award.
21. Presentation of Recommendation. Once a consensus has been met and a recommendation has been made, the Purchasing Manager will begin the Board of Commissioners agenda packet which consists of the Agenda Request Form, a PowerPoint presentation, contract and pricing as applicable. The presenter will be the **Department Head**, the subject matter expert. If the commodity crosses several departments it may be best for Purchasing to present. A representative from the requesting department should attend all presentations in order to answer subject matter

questions from the Board. The Purchasing Manager shall present in the absence of the subject matter expert. The CFO shall present in the absence of both the subject matter expert and the Purchasing Manager.

22. Purchase Orders.

- a. A requesting department may request a purchase order for goods or services if in budget. A Quote Analysis Form must be completed and returned with quotes between \$3,000.00 and \$24,999.99. No Purchase Order will be issued over \$25,000.00 without first being approved by the Board of Commissioners, unless the procurement is for items listed under Exceptions. Requests should not be submitted if budget is not approved or available. All account information must be provided at the time of submittal. Purchase requisitions shall be submitted to Purchasing at least one week prior to the proposed purchase. A purchase order is considered a binding contract.
- b. A Purchase Order must be issued for all equipment over \$5,000 (capital asset), whether new, used or procured under emergency protocols.
- c. Blanket orders may be issued for a contracted or frequently used vendor as a matter of convenience. Departments may request the issuance of a blanket PO for a specified budget amount. This amount will be encumbered but can be adjusted as needed. Blanket orders are only good for one calendar year and will need to be re-requested if additional fiscal years are needed.
- d. Every Purchase Order (PO) contains terms and conditions which can be found on the County's website under Contracts. A PO is to be considered as an official contract.

23. Special Issues.

a. Non-Performance.

- i. In the event a vendor is awarded a bid or proposal by the Board of Commissioners and the selected vendor fails to fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the second most responsive, responsible bidder without rebidding if within the 90 days of the bid opening. If the second vendor cannot fulfill the conditions of the award, the Board of Commissioners at their discretion may award the bid or proposal to the third most responsive, responsible bidder without rebidding. If the third vendor cannot fulfill the conditions of the award, the goods or services will be rebid. If expending Federal and/or State funds, the Purchasing Department is to work with the affected department to seek direction from the grantor of these types of funds.
- ii. If substantial work has been performed and the vendor cannot fulfill the conditions of the award, the Purchasing Department will immediately notify the County Manager who will take the necessary steps to ensure the safety of the public and the County.

b. Cancellation and Rejection of Bids.

- i. Solicitations may be canceled or may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the County. The reasons

shall be made part of the formal bid file. Only the Board of Commissioners may rule on the final disposition of sealed solicitations, be it approve, reject or cancel.

Sec. 2-113. – Protest Policy.

If a vendor has a grievance regarding this Policy, their bid or proposal, or award, potential or actual, the vendor must first file a written grievance with the Purchasing Department within ten (10) calendar days of the award. The Purchasing Department will make the County Manager aware of any protest immediately. The County Manager shall issue a final written decision within twenty (20) calendar days of receipt of such written grievance. If the County Manager cannot resolve the grievance in a satisfactory manner to the bidder, the bidder may appeal in writing to the Board of Commissioners, by way of the County Clerk, within ten (10) calendar days of the date of the final written decision of the County Manager.

If the protest is submitted to the Board of Commissioners, then a hearing shall be scheduled. This hearing may be a part of a regularly scheduled meeting. The hearing shall be open to the public. The Board may make their decision at that time or table the decision until a definite time.

No work or services shall begin under the awarded contract under protest until such time that the protest has been answered.

Sec. 2-114. – Exceptions.

1. Emergency Procurements.

- a. Emergency procurements are defined as when a threat to public health, welfare or safety exist, or in a construction situation where a work stoppage would cause the County undue financial loss provided that such emergency procurement shall be made with such competition as is practical under the circumstances.
- b. In the event of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Department Head with the written consent of the County Manager may approve such emergency purchases as the situation requires up to \$24,999.99. The County Manager shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher with a copy to the County Manager and Purchasing Manager.
- c. In the event of a situational emergency requiring immediate purchase of materials, supplies, equipment or services over \$25,000.00, the Board of Commissioners may waive the requirement for sealed solicitation in an emergency when sufficient, written backup documentation is provided. In rare instances, the County Manager may notify and get verbal approval from the Board of Commissioners/from a Board majority to proceed prior to a Voting Session when the action can be ratified.
- d. In the event of a local state of emergency, formally declared by the Chairman of the Board of Commissioners, the EMA Director and Public Works Director's approval limit shall be raised to \$10,000.00 in order to expeditiously obtain goods and services to secure the lives and property of the citizens of Dawson County, Georgia. As soon as able, all purchases made under this exception shall be ratified by the Board of Commissioners via consent agenda.

## 2. Used Equipment.

The requesting Department Director shall submit a formal written opinion of the Fleet Director, if said equipment would be repaired by the Fleet Maintenance Shop, concerning the condition of the equipment and whether it is advisable to purchase re-owned equipment rather than solicit for new. If other equipment is requested, a letter containing the same information as above will be completed by the Department Director requesting the purchase. A letter from the current owner must accompany the request to the Purchasing Manager, certifying the make, model, serial number, condition of equipment and details of the equipment, to include hours of operation, miles, etc. If procuring mobile property, a formal written opinion of the department head must accompany request to the Purchasing Manager as well as a letter from the current owner certifying the make, model, serial number, condition of mobile property, etc. The Purchasing Manager will formulate a Request to Procure Used Equipment or Mobile Property to the County Manager. The County Manager will either approve or disapprove request. If under \$25,000.00, a Purchase Order will be issued for said item. If over \$25,000.00, an approval is required from the BOC.

## 3. Exceptions to this Policy.

- a. Reoccurring purchases such as utilities, debt service, previously contracted services, postage, insurance payments, credit card payments, some information technology resources and training expenses are exempted from these policies listed herein.
- b. Information Technology Resources may be exempted by the Board of Commissioners. Information Technology Resources, for purpose of this section, means licensed, copyrighted or patented computer hardware, software or services; new computer equipment, products, peripherals, services and software where compatibility with existing equipment or products is desirable or necessary; proprietary or custom built software or information systems; technology services, consulting and maintenance contracts; web-based software and software as service (SaaS), platform as a service (PaaS) and infrastructure as a service (IaaS) applications or solutions.

An exemption letter shall be submitted to the County Manager if under \$25,000.00 or to the Board of Commissioners if over \$25,000.00 with details on the purpose of the exemption and the dollar amount to be spent.

- c. Other exceptions to the policy will be determined on a case-by-case basis by the County Manager which may follow the goods and services National Institute of Governmental Purchasing categories exempted by the Georgia Department of Administrative Services. No exceptions will be approved to circumvent the quote or bid dollar limit threshold other than those listed under emergency purchases.

## Sec. 2-115. - Contracts.

### 1. Contract Terms.

- a. For purposes of this policy, the award of annual contracts shall be determined by the estimated annual value of the contract for the initial term of the contract. Terms shall be

clearly defined in the solicitation document. Once approval is obtained, Purchasing will facilitate contract execution.

- b. All contracts must terminate at the close of each calendar year, December 31, but may have the option of automatic renewals. Term lengths, **to include renewals, should shall** be no more than ~~three (3) years for contract services and~~ five (5) years. This determination will be made by the Purchasing Manager. When a contract exhausts all renewals, the contract shall follow normal solicitation procedures. Any variation or exception must be approved by the Board of Commissioners.

## 2. Execution of Contracts.

- a. No contract shall be signed by County personnel other than the County Manager or the Board of Commissioners. No changes may be made to the contract without the written permission of the signing authority **by way of a contract amendment issued by the Purchasing Department.** ~~with the exception of an official change order.~~
- b. An original contract will be kept in the County Clerk's office for records. The requesting department will be given a copy of the contract once executed.

## 3. Contractual Claims and Invoice Disputes.

- a. Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Any notice or claim shall be delivered to the County Manager and shall include a description of the factual basis for the claim and a statement of the amounts claimed or other relief requested. The County Manager shall render a decision on the claim and shall notify the Contractor within 30 days of receipt of the claim. The Contractor may appeal the decision of the County Manager to the Board of Commissioners by providing written notice to the County Manager, within 15 days of the date of the decision. The Board shall render a decision on the claim within 60 days of the date of receipt of the appeal notice and such decision shall be final. Invoices for all services or goods provided by the Contractor shall be delivered to the County no later than 30 days following the conclusion of the work or delivery of the goods unless other terms are prescribed by contract.
- b. Any changes to the overall dollar limit of the contracted amount must be approved by the County Manager and/or the Board of Commissioners. The final decision is with whoever approved the original contract.
- c. It is the requesting department's responsibility to ensure invoices are correct prior to approval and payment. Invoices which are green stamped and approved for payment by the department head will be paid as reported. All invoice disputes should be handled at the department level unless there is a pattern of non-responsiveness or incorrectness that calls the contract into question.

## 4. Notice of **Award**.



When the board has voted to award a solicitation contract, the Purchasing Manager will issue a Notice of Award letter and a contract to the awarded vendor for execution.

5. Notice to Proceed.

When ~~all~~ the contract(s) have been executed and required paperwork and bonds, if applicable, have been received by Purchasing; a Notice to Proceed letter will be issued to the contractor. The letter must contain the county staff contact information responsible for meeting with the contractor and the notice to proceed date of the contract work that will kick off the contract term. A copy of the NTP letter, executed contract, along with a purchase order showing budget has been encumbered will be forwarded to all parties involved in the contract. No work may begin prior to this documentation being obtained.

6. Change Orders.

Change orders are allowed in the event the scope of work has been changed or unforeseen occurrences arise. All change orders must be initiated in a contract amendment by the Purchasing Department and approved by the Project Manager, ~~if applicable~~ and the County Manager, if change order is under \$25,000.00. If a change order total is or if the change order will increase the contract total to be over \$25,000.00, the approval must be made by the Board of Commissioners at a consent meeting. If the change order requires BOC approval and must be completed prior to a consent meeting; the County Manager may approve as above through email authorization of a majority of the Board. The change order must be presented by the County Manager at the next meeting. The invoice must reflect the change order by line item. Purchasing will update the original purchase order to reflect the change order once approved. Budget must be available for the change order prior to the request being submitted.

7. Termination.

It is the responsibility of the user department to notify Purchasing of non-performance issues with the vendor. All concerns need to be in writing. If at any point, the department recommends cancellation of a contract, the department should submit in writing the cause for the termination. Purchasing will confirm whether the contract can be terminated early. ~~remove extra space~~ Purchasing will send a letter to the vendor terminating the contract with an effective date. A copy will be sent to the department and the County Clerk. ~~remove extra space~~ If a contract is terminated early, the user department will assist purchasing in writing the new solicitation to help protect for future occurrences.

8. Payment.

All invoices associated to contracts shall be paid through AP billing and not on the county purchasing card (p-card). ~~It~~ Doing so will ensure that vendors and purchases can be tracked and managed through the accounting software.

**Section 2-116. – Contract Vendor Files.**

Contract vendor files are to be ~~kept in~~ maintained by Purchasing. A copy of the contract, purchase order, ~~invoice~~, annual reviews (if warranted), E-Verify, W9 and certificate of insurance should be kept on file.

A W9 is required on all vendors when paid over \$600 in one year or more than once a year. An updated W9 is required ~~every three years~~ or when the information has changed.

The State of Georgia under O.C.G.A. § 13-10-91 requires all contractors complete an E-Verify Affidavit if the following pertains:

For the purchase of services over \$2,499.99, vendors must complete and return the E-Verify for each occurrence, not an annual accrual. If they have fewer than 10 employees, they are exempt but must complete the form with this information reported;

For bids, all vendors must be E-Verify compliant; or

~~For~~ Contracts performing services under Title 26, Tile 43 or the State Bar of Georgia ~~is~~ **are** exempt.

The E-Verify number is between four (4) and six (6) digits long devoid of letters.

A Certificate of Liability Insurance, or COI, should be kept on file for all vendors performing work on Dawson County property or in the name of Dawson County Government. Vendors should send updated COIs to the Purchasing department as the policy is renewed. In the event a large project or a project that creates a high liability for the County arises, a new COI may be requested to confirm insurance coverage.

If a bidder or vendor does not have workman's compensation insurance and it is believed that the County will pay a premium for the service on the next audit, Dawson County may add the amounts historically charged for those services to the County to the bid price for the purposes of identifying the low bid. It is understood this may result in another vendor being selected. Dawson County tries to limit risk and additional insurance costs.

#### **Section 2-117. - Vendor Annual Review.**

**Annual reviews of each local contract should be performed by the Department Directors and Purchasing.** Purchasing will send out yearly reviews to end-user departments for an honest review of the vendor's performance over the last 12 month period. Departments should return reviews in a timely manner. If a vendor is not recommended for renewal, department should notify Purchasing immediately. **These reviews may be in the form of emails between the Department Directors and Purchasing.** ~~Failure to return evaluations may result in an unfavorable contract.~~

**If a Department Director or their employees experience problems with the Contractor during the course of a term, notification to the Purchasing Department shall be sent immediately. Purchasing shall work with the Contractor to cure all issues. If issues do not warrant cancellation of the contract, Purchasing shall maintain the complaints in the contract file. These complaints should be considered during the renewal option process.**

#### **Section 2-118. - Records Management.**

All requisitions, competitive bids, quotations, purchase orders, contracts and other pertinent documentation of purchasing shall be maintained by the Purchasing Department in accordance with regulations and procedures prescribed in the purchasing ~~manual~~ **policy**, Records Retention Resolution and the Retention Schedules for Local Government Records as published by the Georgia Secretary of State, Department of Archives and History.

**Section 2-119. - Prohibited Actions.**

1. Circumventing Bid Ordinance or Purchasing Policy.
  - a. Personnel should never knowingly and/or intentionally take action that would circumvent the Bid Ordinance or Purchasing Policy.
  - b. Personnel should not make purchases or split purchases between AP billing and their P-Card, to circumvent the Purchasing Policy.
2. Stringing.
  - a. Stringing is defined as knowingly structuring the purchase of goods and/or services to avoid the purchase or contract being subject to competitive bidding requirements. This process is against the laws of the State of Georgia. The process does not require that the items, or the provider, be the same; but rather that the items be "like items," and the vendors be from the same general vendor/provider group.
  - b. Purchases shall not be divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division or stringing shall be determined by the Purchasing Department and the County Manager has the final decision.
  - c. If a single purchase includes both goods and services, the entire purchase will be treated as being in the category with sufficient written documentation as back up.

**Section 2-120. – Nondiscrimination.**

The County does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, age, disability or national origin of the bidder or offeror. It is the responsibility of County employees, particularly those employees involved in procurement, to ensure that all vendors are permitted equal opportunity and access to participate in County procurement opportunities, and that no vendor be denied equal opportunity or access because of race, religion, color, gender, or national origin.

**Section 2-121. - Local Small business initiative.**

1. Purpose & Scope.
  - a. Giving preference to local suppliers, even if it means spending a little more, can actually benefit a county's finances. Dollars spent locally generate additional economic activity even beyond the value of the initial contract as the local supplier in turn sources goods and services locally. Each additional dollar that circulates locally boosts economic activity, employment, and ultimately tax revenue. A study in Arizona found that using local independent suppliers for state contracts results in three times the economic benefit of bids fulfilled through national chains.
  - b. Local Small Business Initiative (LSBI) is a Dawson County program designed to promote opportunities to Local Small Businesses located in Dawson County.

- c. The LSBI program is designed to return as much taxpayer money to the local economy, in a relatively short time span, as possible while at the same time foster inclusiveness with the County's procurement activities and a goal to provide more opportunities for Dawson County businesses.

2. Definition of Local Small Business.

- a. Local Small Business shall mean a business which has its principal office located in and having a street address within Dawson County for at least six months immediately prior to the issuance of the quote/bid/proposal. Post Office boxes (to include mailing/shipping center addresses) are not eligible and shall not be used for the purpose of establishing a physical address.
- b. Must hold a valid business license required by the County and have no outstanding or unresolved fees, fines or penalties due to Dawson County.
- c. Not have more than twenty-five (25) employees, and of which at least 33% of those employees have their primary residence in Dawson County, or, if the business has no employees, the business shall be at least fifty-one (51%) percent owned by one or more persons whose primary residence in Dawson County.
- d. Have a banking relationship with a bank located in Dawson County.
- e. Average annual gross receipts of five million dollars (\$5,000,000.00) or less over the previous three years.
- f. Must certify under oath to the above criteria upon submission for any bid, solicitation, or proposal to Dawson County.

3. The LSBI Policy will not be applicable for the following types of purchases, bids, or solicitations.

- a. Goods or services provided under a cooperative purchasing agreement or inter-local agreement;
- b. Purchases or contracts which are funded in whole or part by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of preference;
- c. Purchases made or contracts let under emergency or non-competitive situations or for legal services;
- d. Projects over \$100,000.00.

4. Affidavit.

The County will accept an affidavit that a business meets the County's standards to be considered a Local Small Business. The County, in its sole discretion, may request additional information from the business to support its claim of being a Local Small Business. The Purchasing Department will be required to review the affidavit and request additional information as

necessary to ensure the LSBI criteria are satisfied. The County will notify a business of acceptance of LSBI certification.

5. How Incentive Works.

Under any applicable solicitation or bid, vendors desiring to receive local preference under the LSBI Policy will be required to affirmatively demonstrate via affidavit that they satisfy all pertinent requirements. Any vendor who fails to submit the required affidavit shall be automatically excluded from LSBI consideration. Vendors shall submit the affidavit with each solicitation or bid proposal. The affidavit contemplated under this Policy is valid only for the submitted solicitation or bid, and must be reaffirmed and resubmitted for each subsequent solicitation of bid.

For any solicitation that is under \$100,000.00 the Local Small Business (as demonstrated via affidavit) that submits a responsive, responsible price, a local preference credit of 3%.

6. Waiver.

The application of local preference to a particular purchase, contract, bid, solicitation or category of contracts may be waived by the Dawson County Board of County Commissioners in its sole discretion. The promulgation of this Policy is not intended nor should it be construed as created a right or property interest in local preference or in the local preference credit.

**Section 2-122. – Purchasing Cards and Credit Cards for Dawson County Elected Officials.**

1. Purpose.

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

2. Definitions. As used in this Section 2-123, the term:

a. “Authorized Elected Official” means the following designated elected officials of Dawson County authorized by the Dawson County Board of Commissioners to use and be issued a County Purchasing Card or County Credit Card: 1) Clerk of State Court; 2) Clerk of Superior Court; 3) Coroner; 4) County Commissioner; 5) County Surveyor; 6) Magistrate Judge; 7) Probate Judge; 8) Sheriff; 9) State Court Solicitor; 10) Tax Commissioner; 11) State Court Judge; and 12) Superior Court Judges - ?? Judicial Circuit.

b. “Card Administrator” means the County Purchasing Card and County Credit Card administrator designated by the Dawson County Board of Commissioners. The designated Card Administrator shall be the Dawson County Director of Administrative Services and CFO.

- c. “Cardholder” means an Authorized Elected Official who is issued a County Purchasing Card and/or County Credit Card by the County for the purchase of items or services directly related to the Authorized Elected Official’s public duties.
- d. “County” means Dawson County and/or the Dawson County Board of Commissioners.
- e. “County Purchasing Card,” “County P-Card”, or “County Credit Card” means a Financial Transaction Card issued by any business organization, financial institution, or any duly authorized agent of such organization or institution, to the County.
- f. “Financial Transaction Card” means an instrument or device as the term is defined in O.C.G.A. § 16-9-30(5).
- g. “County Purchasing Ordinance” means Sections 2-2-10 through 2-2-21 of the Code of Ordinances, Dawson County, Georgia.
- h. “User Agreement” means the required agreement that an Authorized Elected Official signs and accepts with the County issuing the County Purchasing Card or County Credit Card that restricts the use of such cards.

3. Designated Elected Officials.

The Dawson County Board of Commissioners authorizes the issuance of a County Purchasing Card and/or County Credit Card to those Authorized Elected Officials, as designated and defined in Section 2-2-21(a), to purchase items or services directly related to such elected official’s public duties. No elected official of Dawson County may use or be issued a County Purchasing Card or County Credit Card until and unless such official has been designated as an Authorized Elected Official by the County and has signed and accepted the County’s User Agreement regarding the use of such cards. All purchases by an Authorized Elected Official using a County Purchase Card or County Credit Card are subject to and must comply with the terms of this Ordinance. The County will not make payments to any business organization, financial institution, or any duly authorized agent of such organization or institution, for amounts charged by an elected official to any purchasing cards or credit cards that are not issued pursuant to this ordinance or for any purchases that are not authorized by this Ordinance.

4. Card Administrator.

The Board of Commissioners designates the Dawson County Director of Finances and CFO as the Card Administrator. The CFO may designate this duty to a staff member within the Finance Department. The responsibilities of the Card Administrator include:

- a. Manage County issued purchasing cards and credit cards.
- b. Serve as the main point of contact for all County purchasing card and credit card issues;

- c. Serve as liaison to the elected officials authorized to use a purchasing card or credit card and their staff, as well as to the issuer of the purchasing card or credit card;
- d. Provide training on card policies and procedures to the elected officials authorized to use a purchasing card or credit card and their staff;
- e. Develop internal procedures to ensure timely payment of cards;
- f. Assist authorized elected officials to dispute transactions when necessary;
- h. Establish internal procedures to ensure compliance with this Ordinance, the County's Purchasing Ordinance, the User Agreement with the Authorized Elected Official, state law (including specifically, O.C.G.A. § 16-9-37 and 36-80-24), and applicable agreements with the business organization, financial institution, or duly authorized agent of such organization or institution issuing the Financial Transaction Card;
- i. Document internal controls, audits and other measures to prevent and detect misuse or abuse of the cards;
- j. Audit and reconcile transactions monthly; and
- k. Maintain records documenting the administration of County Purchasing Cards and County Credit Cards as provided by the County's retention schedule.

5. Use of Cards.

- a. Authorized Purchases. County Purchase Cards and County Credit Cards issued to Authorized Elected Officials may be used solely to purchase items or services directly related to the public duties of such Authorized Elected Official. All purchases using a County Purchase Card or County Credit Card by an Authorized Elected Officials are subject to the terms of this Ordinance, the User Agreement, the County Purchasing Ordinance, and the adopted budget.
- b. No county elected official, other than an Authorized Elected Official, may use or be issued a County Purchase Card or Credit Card by the County. The cards may only be used by the Authorized Elected Official to whom such cards are issued and are not to be transferred to or used by any other individual, including employees of the elected official. The Authorized Elected Official shall use care to ensure that others do not have access to the card account number, expiration date and security code.
- c. Unless otherwise approved by the County or established in the User Agreement between the County and Authorized Elected Official, the transaction limits for County Purchase Cards and Credit cards are \$500 per transaction, except for seminar and conference fees and allowable travel expenses incurred in accordance with the County Travel Policy, which shall be limited to meals, lodging, fuel, vehicles, parking, taxi, tolls, shuttle, and airfare expenses that are

directly related to the elected official's public duties. Any purchases using a County Purchasing Card or County Credit Card are subject to sufficient funds remaining in the elected official's adopted budget to cover the expense of such purchases.

- d. County Commissioners may be issued and use a County Credit Card for allowable and budgeted travel expenses incurred in accordance with the County Travel Policy while traveling to or from or attending budgeted events, seminars, and conferences that are located outside of Dawson County. No other use of a County Credit Card is permitted by County Commissioners unless such expense and activity is specifically approved and budgeted by the Board of Commissioners in advance. A report pertaining to the use of County Credit Cards by County Commissioners in the previous month may be generated.

6. Unauthorized Purchases.

County purchasing cards and credit cards shall not be used for personal use, cash advances, entertainment, alcoholic beverages, or for items or services that are not directly related to the public duties of the Authorized Elected Official. Elected officials shall not request or receive cash from suppliers or vendors as a result of exchanges or returns. All refunds or exchanges must be credited to the card account. Additionally, County Purchasing Cards and County Credit Cards shall not be used to avoid compliance with the County's Purchasing Ordinance, to purchase items or services that are not approved in the budget adopted by the County for that elected official, to purchase items or services exceeding the per transaction limit, or to purchase items or services not in compliance with the County Travel Policy or the User Agreement between the Authorized Elected Official and the County.

7. Receipts and Documentation.

Receipts, invoices and other supporting documentation of all purchases made with a County Purchasing Card or County Credit Card shall be obtained by the Authorized Elected Official and submitted to the Card Administrator by the 10th day of each month following the month in which the purchase is made. If an original cannot be produced, a duplicate shall be submitted. If neither an original nor a duplicate can be produced, a sworn affidavit of the Authorized Elected Official may be substituted. The documentation must include the supplier or merchant information (i.e., name and location), quantity, description, unit price, total price, price paid without sales tax and an explanation of the purchase sufficient to show that the expense was in the performance of official County duties.

8. Public Records.

All receipts and other documentation of purchases are public records and subject to the requirements of O.C.G.A. § 50-18-70 *et seq.*

9. Review of Purchases and Audit.

Proper documentation of purchases, internal controls and other measures assist in the prevention and detection of misuse or abuse of County issued Purchase Cards and Credit Cards. Authorized Elected Officials issued a County Purchase Cards or County Credit Card and the County



employees that process payments for such cards shall cooperate and comply with the procedures established by the County.

a. Review of Purchases.

All purchases shall be reviewed according to the following procedure:

(i) At the close of the monthly billing cycle, each Cardholder will receive a billing statement.

(ii) The Cardholder shall be required to balance the statement to his or her receipts and complete an activity log provided by the Card Administrator.

(iii) The activity log, statement, and all documentation shall be returned to the Card Administrator for payment.

(iv) The Card Administrator shall review the activity log and receipts, obtain any additional information needed, and make payment on the account for purchases authorized by this Ordinance.

b. Audits.

The Card Administrator shall perform an annual review of the card program to ensure adequacy of internal policies and procedures, cardholder spending limits, monthly reconciliation procedures and documentation for transactions. Elected officials issued a County Purchasing Card or County Credit Card and staff shall cooperate with such review.

10. Violations.

a. An elected official shall reimburse the County for any purchases made with a County Purchase Card or County Credit Card in violation of this Ordinance or the User Agreement.

b. In the discretion of the County, failure to comply with the procedures outlined in this Ordinance may result in:

(i) A warning to the Elected Official;

(ii) Suspension of the elected official's privileges to use a County Purchase Card or County Credit Card; or

(iii) Revocation of the Elected Official's Privileges to use a County purchase card or County credit card.

11. Nothing in this Ordinance shall preclude any other civil or criminal remedy under any other provision of law or preclude the County from reporting misuse or abuse of a County Purchasing Card or County Credit Card to the appropriate authorities for prosecution.

Section 2-123. - Repealer.

All resolutions or ordinance or parts of resolutions or ordinances in conflict with the terms hereof are hereby repealed.

**Section 2-124. – Severability.**

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of this policy shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this policy as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed to affect the portions of the policy not held to be invalid, nor shall the application of the policy to other circumstances be held invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts that are not held invalid.

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Attested:

\_\_\_\_\_  
Chairman, Board of Commissioners

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

Public Hearing Dates:

- 1.
- 2.

Vote:

- Yes
- No
- Abstained

RECOMMENDED CHANGES & UPDATES



# DAWSON COUNTY PURCHASING CARD PROGRAM

---

## POLICIES AND PROCEDURES

Revised December 10, 2018

## 1. PROGRAM OVERVIEW BACKGROUND

Dawson County is a qualified participant in the State of Georgia ~~Purchase Card Program that was bid and contract with Bank of America in 2005.~~ **Purchasing, Travel and Electronic Payment Card Solutions contract effective November 1, 2016.** The Contract expires ~~June 30, 2010.~~ **October 31, 2019.** The Georgia Department of Administrative Services recommends that local entities participating in the program adopt the statewide purchasing policy; however, DOAS also recognizes that local governments are ultimately accountable to the county Boards of Commissioners which approve budgets and oversee local governmental affairs. The Board of Commissioners approved the use of the State Purchase Card program in Dawson County ~~in August of 2006.~~ **on September 7, 2006.** Accordingly it is the responsibility of Dawson County to provide this purchasing card Operations and Procedures guide and to ensure adherence to the rules.

The Dawson County Purchasing Card is designed to enable authorized, full-time county employees to purchase supplies, materials and services for County use within the rules and guidelines set forth in the Dawson County Purchasing Ordinance and Resolution adopted in ~~2007~~ **2006.** Furthermore, in Dawson County, the Purchasing Card shall be used as a travel card to the extent that airfare, hotel and meal expense are approved and allowable. A completed Travel and Expense form with copies of p-card receipts attached must be submitted to Finance for all travel related expense.

The Dawson County Purchasing Card can only be used for official Dawson County business and must be surrendered upon termination of employment for any reason or upon demand by the Purchase Card Administrator or County Manager.

The County Manager or the Purchase Card Administrator shall approve all participation in the program. Every card applicant will participate in mandatory training prior to be assigned a purchasing card.

All official forms are attached to this document or can be obtained from the Purchase Card Administrator.

## 2. PROHIBITED USE OF THE CARD

Under no circumstances is a cardholder permitted to use the p-card for personal purchases. Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. The official Code of Georgia, Annotated (O.C.G.A.), §50-5-80 states that any cardholder who knowingly uses the card for personal purchases under \$500 is guilty of a misdemeanor. A cardholder who knowingly uses the card for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as cardholders.

The P-Card may not be used to purchase fuel, alcohol to obtain cash advances.

## 3: PARTIES INVOLVED

- a. Card Issuer - Bank of America's services include issuing Visa Purchasing Cards to Dawson County elected officials and employees, providing electronic transaction authorizations, and billing Dawson County for all purchases made on the cards.
- b. Dawson County - Arranges with the card issuer, Bank of America, to have Purchasing Cards issued to approved employees and agrees to accept liability for the employees' use of the cards.
- c. Purchasing Card Administrator - The central Administrator located in the Dawson County Finance Department who coordinates the Purchasing Card program for the county and acts as the county's intermediary in correspondence with the card issuer.

- d. Department Head - Dawson County official who must approve employee's request for a Purchasing Card, designate Request Proxy Coders, designate default accounting code for purchases on the Purchasing Card, and submit applications to the Purchasing Card Administrator. Department Head's approval delegates transaction authority to the Cardholder.
- e. Proxy Coder - An employee named by a Department Head and approved by the Purchasing Card Administrator to be responsible for General Ledger Coding of transactions for designated Cardholders in some departments. Coders will verify that transactions are legitimate business expenses and are classified appropriately.
- f. Cardholder - An employee of Dawson County who is approved by his/her Department Head to use the Purchasing Card to execute purchase transactions on behalf of the Organization.
- g. Vendor - The merchant from whom a Cardholder is making a purchase.

#### 4. PURCHASING CARD PROGRAM OVERVIEW

- Purchasing Cards will be issued to full-time Dawson County employees and elected officials.
- The Cardholder's name must be embossed on the card.
- ~~Accounts Payable and Purchasing may have departmental cards.~~ Cards and other accounts will not be issued in the name of a department or work unit to be shared by multiple employees.
- Cards are NOT transferable to another department.
- Each Cardholder is assigned to a Departmental Group. Cards cannot be transferred between groups.
- All Cardholders, not assigned to a Proxy Coder, shall be responsible for adding GL Coding in the WORKS system. Cardholders or Proxy Coders must sign off on every transaction.
- Every transaction shall include a brief justification for the expense stated in "Comments".
- The Department Head is responsible for reviewing all P-Card expenditures made by individuals in their Group. Department Head approval is verification that the expense was a legitimate use of County funds.
- The Purchase Card Administrator shall provide "Manager" review for all transactions made by a Department Head.
- The P-Card Administrator shall act as the Accountant for all transactions made by Department Heads and Cardholders.
- Employee's Department Head must approve the request for a card to be issued. The County Manager must approve a Department Head's request for a card.
- Cardholders make purchases (using established guidelines), receive itemized receipts for each transaction and receive a monthly Cardholder statement from Bank of America.
- Cardholder/Proxy Coder matches receipts to monthly statement and forwards to Department Head for signature approval.
- Purchasing Card Manager and Financial Reconciler will conduct individual 100% audits verifying receipts.
- Bank of America sends consolidated invoice to Dawson County at the end of monthly billing cycle which is the 27th of each month.
- An ACH payment is made to Bank of America within 25 days after the end of the billing cycle.

#### 5. CARDHOLDER RESPONSIBILITIES

The Cardholder must use the Purchasing Card only for legitimate business purposes. The Purchasing Card may not be used for fuel, entertainment, alcohol, cash, items prohibited in the Dawson County Employee Handbook and other MCC categories.

- Use the Purchasing Card for legitimate business purposes only.
- Participate in all required training.
- Maintain the Purchasing Card in a secure location at all times.
- Not allow other individuals to use their Purchasing Card, **whether in person, over the phone or over**

**the internet.**

- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed purchase authority. Splitting a purchase that exceeds the cardholder's limits into two or more transactions is not allowed and could be grounds for termination of employment.
- Sign off and GL code all transactions.
- Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Bank of America's Cardholder statement monthly. OR, and provide it to a designated Proxy Coder for reconciliation, approval and allocation of transactions.
- Sign monthly statement attesting to the accuracy of all charges.
- Notify Department Head in writing (email) if the default accounting code should be changed on an individual transaction.
- Attempt to resolve disputes or billing errors directly with the vendor. If the dispute or billing error is not satisfactorily resolved, fax Bank of America the required Dispute Form (Attachment 2).
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- Never accept cash in lieu of a credit to the Purchasing Card account.
- Immediately report a lost or stolen card to Bank of America at 1-877-859-7657 (24 hours a day, 365 days a year).
- Immediately notify the Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Return the Purchasing Card to the Purchasing Card Administrator upon terminating employment with the County or transferring Departments within the County.
- If a vendor does not accept Visa, contact the Purchasing Card Administrator.
- Report erroneous and emergency transaction needs to the Purchasing Card Administrator during normal business hours.
- **Ensure that sales tax is not charged on each purchase as per O.C.G.A. § 48-8-6(a).**
- **Ensure that no service in the amount of \$2,500.00 or more is placed on the purchasing card. A PO and e-verify form is required to facilitate reporting as per O.C.G.A. § 13-10-91.**

Under no circumstances is a cardholder permitted to use the p-card for personal purchases. Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. The official Code of Georgia, Annotated (O.C.G.A.), §50-5-80 states that any cardholder who knowingly uses the card for personal purchases under \$500 is guilty of a misdemeanor. A cardholder who knowingly uses the card for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison.

## 6. DEPARTMENT HEAD RESPONSIBILITIES

- Ensure the Purchasing Card is used for legitimate business purposes only.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed purchase authority. Splitting a purchase that exceeds the Cardholder's limits into two or more transactions is not allowed and could be grounds for termination of employment.
- If applicable, designate a Proxy Coder for all cardholders without access to the WORKS application.
- Sign off and verify GL codes for transactions made by department Cardholders or Proxy Reconcilers.
- Complete department's online GL coding by the designated day every month.
- Sign monthly statement of all department cardholders attesting to the accuracy of all charges.
- Submit all reconciled P-card statements with corresponding receipts to the Purchasing Card Administrator by the 10<sup>th</sup> of the month.

- Notify Purchasing Card Administrator in writing (email) if the default accounting code should be changed on a transaction.
- Immediately report a lost or stolen card to Bank of America at 1-877-859-7657 (24 hours a day, 365 days a year).
- Immediately notify the Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
- Ensure return of the Purchasing Card to the Purchasing Card Administrator of any direct report that terminates employment with the County or transfers Departments within the County.
- If a vendor does not accept Visa, contact the Purchasing Card Administrator.
- Report erroneous and urgent transaction needs to the Purchasing Card Administrator during normal business hours.

## 7. PROXY CODER RESPONSIBILITIES

The Department Head may request that a Proxy Coder be approved by the Purchasing Card Administrator to code and reconcile transactions for cardholders within his/her department. The Proxy Coder responsibilities include:

- Sign off and GL code all transactions in WORKS.
- Obtain and reconcile all sales slips, register receipts, and/or Purchasing Card slips to Bank of America's Cardholder statement monthly for each cardholder.
- Attempt to resolve any disputes with vendor and/or Bank of America not resolved by Cardholder.
- Notify Purchasing Card Administrator within 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- Notify Purchasing Card Administrator of lost or stolen cards.
- Request Purchasing Card Administrator to cancel a card (e.g. terminated employees, transferring departments, loss of purchasing card privileges) as approved by Department Head.
- Collect cancelled cards from Cardholders and forward to Purchasing Card Administrator.

## 8. PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES

The Dawson County Chief Financial Officer will assign a Purchasing Card Administrator(s) to be responsible for the over-all Purchasing Card program. Responsibilities include:

- Act as Dawson County liaison with Bank of America and DOAS Purchasing Card Manger.
- Utilize Works software from Bank of America.
- Review Department approved applications for completeness of required information and process.
- Train Cardholders before releasing P-card.
- Conduct annual review of cardholder use and cancel under-used cards.
- Update all Cardholder Agreements (Attachment 1) annually, signifying agreement with the terms of the Purchasing Card program.
- Handle disputed charges/discrepancies not resolved by Cardholder or Departmental Liaison.
- Establish default GL codes and update as necessary.
- Sign off and approve Department Head transactions as "Manager"
- Sign off and approve all transactions as "Accountant"
- Review use of Purchasing Card data for appropriateness and compliance to Purchasing Policy.
- Adjust Purchasing Profiles to accommodate approved, over credit limit or unusual MCC code purchases. All Profile changes must be documented.
- Secure revoked Purchasing Cards and submit information to Bank of America.
- Receive and review Bank of America statement.
- Ensure that lost or stolen cards have been blocked by Bank of America.
- Forward vendor set up requests to Bank of America.
- Assist the Cardholders and Department Heads with erroneous declines and emergency transactions.
- Communicate policy, deadlines and other vital information to cardholders.

- Provide County Manager with monthly reports.

## 9. ACCOUNTS PAYABLE ADMINISTRATOR

- Process electronic upload of bill to accounting.
- Sign off and approve Purchase Card Administrator's transactions as "Manager"
- Sign off and approve Purchase Card Administrator's transactions as "Accountant"
- Provide oversight of all Purchasing Department Transactions
- Reviewing usage of Purchasing Card data for appropriateness.
- Clear Exceptions prior to upload.
- Prepare bill for payment and submitting to Accounting for ACH payment.
- Reconcile Bank of America's bill to Bank of America's electronic file and to the transaction totals posted to the Organizations accounting system.

## 10. CARDHOLDER ELIGIBILITY

Criteria to receive a Purchasing Card are as follows:

- Applicant must be a full-time employee or elected official of Dawson County.
- Applicant's request for a Purchasing Card must be approved by his/her Department Head.
- Employee must attend a training session before receiving their Purchasing Card.
- Each individual Cardholder must sign a Cardholder Agreement (Attachment 1) in the presence of the Purchasing Card Administrator.

## 11. CARDHOLDER LIABILITY

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as Dawson County Purchasing ~~Operations and Procedures~~ **Policy** (Purchasing Ordinance) relating to the expenditure of Dawson County funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination.

Using the p-card for personal purchases will result in disciplinary action, up to and including termination from County employment and criminal prosecution. The official Code of Georgia, Annotated (O.C.G.A.), §50-5-80 states that any cardholder who knowingly uses the card for personal purchases under \$500 is guilty of a misdemeanor. A cardholder who knowingly uses the card for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as cardholder

## 12. CARDHOLDER ~~TERMINATION~~ **STATUS**

The Purchasing Card Administrator may suspend or close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Card is not required; (c) violates any of the p-card rules detailed below:

## 13. VIOLATIONS

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the Organization.



- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card.
- Use another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Purchasing Card.
- The Cardholder fails to provide Departmental Liaison/Purchasing Card Administrator with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card ~~Operations and Procedures~~. **Policy.**

#### 14. LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank of America toll-free at ~~4-877-859-7657~~ **1-888-449-2273** (24 hours a day, 365 days a year). The Cardholder must also immediately notify the Purchasing Card Administrator about the lost or stolen card at the first opportunity during normal business hours.

#### 15. SPENDING CONTROLS

The Purchasing Card is to be used only official County business. Dawson County general use profile for staff Purchasing Cards is set at \$1000 per transaction with a maximum of \$5,000 per month, per card. The Single Transaction Limits **is \$2,999.99** ~~for IT and Public Works are set at \$2,500 and \$3,000 respectively,~~ in accordance with the Purchasing Ordinance. The Emergency Services Director, ~~EMS Chief and EMS Deputy Chief~~ **and the Public Works Director** have a ~~\$1,000 STL and a \$10,000 monthly credit to facilitate emergency response needs~~ **after the Board of Commissioners has been formally declared a local state of emergency, per the County Purchasing Policy.**

~~Acquisitions that have been approved through the quote process will be purchased using the P card whenever possible. Until such time as a Purchasing Department card is acquired, the Buyer's p card profile will be adjusted to accommodate the purchase. Documentation justifying the profile change shall be kept by the P Card Administrator.~~

#### 16. EMERGENCY TRANSACTIONS

For any transaction that does not meet the spending controls assigned to the card, the Cardholder must contact the Purchasing Card Administrator for assistance. The Purchasing Card Administrator will retain documentation justifying any profile changes made to accommodate the purchase **with the County Manager's approval.**

During a countywide emergency, the County Manager may authorize temporary single transaction limit and monthly credit limit increases as deemed necessary to care for the welfare of the citizens.

#### 17. ERRONEOUS DECLINES

Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the Purchasing Card Administrator for assistance. If a purchase is being made outside of normal Dawson County business hours, the employee must find an alternate payment method or terminate the purchase and contact the Purchasing Card Administrator during normal hours.

#### 19. CREDITS

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

#### 20. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder should:

- Contact Bank of America at ~~1-877-859-7657~~ **1-866-266-0212** directly for assistance.
- Mail to **BANKCARD CENTER, P. O. Box 982238, El Paso, TX 79998-2238** or fax to Bank of America at 1-888-678-6046 a signed Bank of America Dispute Form (available from the Purchasing Card Administrator) to document the reason for the dispute.
- Contact the Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.
- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when the credit appears on the Bank of America billing.

## 21. SECURITY AND STORAGE

- a. Purchasing Cards - Cardholders should always treat the Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be loaned to another person for any reason.
- b. Program Documentation - The Purchasing Card Administrator will verify the Cardholder's statement against the vendor receipts/packing slips/charge slips and forward the completed documentation to the Accounts Payable Administrator for verification. The reconciled statements and receipt back-up will be stored in Accounts Payable along with, billing statements, reconciliation of accounting statements, WORKS programs, and copies of transmittals and correspondence with Bank of America. Applications, Cardholder Agreements, Status Changes and correspondence will be retained by the Purchasing Card Administrator.

## 22. VENDOR SET UP

The Finance Department will conduct a study of frequently used vendors for purchases under ~~\$1000~~ **\$3,000.00** which qualify for use of the Purchasing Card by Cardholders. If a vendor frequently used by Dawson County employees does not accept the Visa card, the County will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card and provide this information to Bank of America. Cardholders should contact the Purchasing Card Administrator when encountering vendors who do not accept the card.

## 23. VENDOR BLOCKING

Transactions will be blocked at the point-of-sale level for the certain types of vendors dictated by Dawson County.

## 24. PURCHASING CARD SET UP, MAINTENANCE, AND CLOSURE

All contact with Bank of America for Purchasing Card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Purchasing Card Administrator who is located in the Dawson County Finance Department.

## 25. CARD SET-UP

- County employee completes a Dawson County Purchasing Card application and submits to his/her Department Head for completion and approval. Department Heads will submit their application directly to the Purchasing Card Administrator.
- Department Head signature approval delegates transaction authority to the Cardholder.
- Approved application is sent to the Purchasing Card Administrator.

- Purchasing Card Administrator reviews application for completeness and submits application to Bank of America in format approved by Bank of America.
- Upon receipt of the Purchasing Card from Bank of America, the Purchasing Card Administrator will conduct a training session with the Cardholder prior to issuing the card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Purchasing Card program.

## 26. CARD MAINTENANCE

- Department Head is to make all maintenance requests to the Purchasing Card Administrator.
- Purchasing Card Administrator will submit all maintenance requests to Bank of America.

## 27. CARD CLOSURE

- a. Lost or Stolen Cards - Cardholder must immediately report the lost/stolen card to Bank of America at ~~1-877-859-7657~~ 1-888-449-2273. Cardholder must also contact the Purchasing Card Administrator who will follow up with Bank of America to ensure the account has been closed.
- b. Terminated or Transferred Employees - Department Head is to secure Purchasing Cards from terminated employees and employees who transfer to another department. The Department Head will immediately notify the Purchasing Card Administrator by phone of the termination or transfer. A request for closing the Cardholder account will be submitted to Bank of America by the Purchasing Card Administrator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the Purchasing Card Administrator for disposal.
- c. Other Card Revokes/Closures - Purchasing Card Administrator will notify Bank of America immediately of all revokes and closures.

## 28. RECONCILIATION, APPROVAL & ALLOCATION OF BILLING

### a. Receipt and Payment of Bank of America Billing

- At the close of the monthly billing cycle, Bank of America will send a paper billing statement to Dawson County.
- Purchasing Card Administrator will review bill and payment in full will be made to Bank of America.
- Accounts Payable will prepare payment voucher for an ACH to be issued to Bank of America. Voucher will be prepared within 5 days after receipt of the Bank of America bill and processed so that payment will reach Bank of America no later than 25 calendar days after the close of the billing cycle of the previous month.
- ACH will be transmitted in accordance with Bank of America's instructions.

### b. Allocation of Purchasing Card Charges to Departments

- A default accounting code will be assigned to each Purchasing Card issued. Bank of America will submit an electronic reporting file to Dawson County which will be used to charge all Cardholder transactions to the default accounting code unless adjustments are made as follows:
- As transactions are made, Cardholders will receive a notification email from Bank of America.
- Cardholder (or Proxy Coder) will log into WORKS, complete the GL codes, insert comments and sign off on the transaction. The transaction will then go automatically to the Manager/Department Head queue.
- The Manager/Department Head will log into WORKS, review the expenditure, verify the coding and sign-off or flag the transaction.

- After the Manager/Department Heads signs off on the transaction, an email must be sent to the Purchasing Card Administrator to make any changes to the GL codes.

## 29. SALES TAX

O.C.G.A. §48-8-3 exempts purchases made by all State jurisdictions from State Sales and Use Tax when payment is made with appropriated funds. Cardholders must present the Department of Revenue Sales and Use Tax Exemption, Form ST-5, to suppliers upon request. This form is available from all Finance Staff.

The requirement for out-of-state suppliers to charge Sales and Use Tax on shipments to purchasers in the State of Georgia does not apply to tax-exempt State Entities. In order to avoid confusion, the cardholder must provide out-of-state suppliers with a copy of the ST-5 prior to placing an order to be shipped into the State of Georgia. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible.

Cardholders are responsible for ensuring that merchants do not charge tax or provide a credit for inadvertent charges.

1. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Sales tax cannot be disputed with the Bank.
2. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.
3. Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

## 30. CARDHOLDER BACKGROUND CHECKS

O.C.G.A. §50-5-83 requires criminal background checks on all employees hired for positions that are eligible for purchasing cards. The results of this background check may result in the denial of a purchasing card being issued.

## 31. CARDHOLDER CREDIT CHECKS

In addition to background checks for all cardholders, O.C.G.A. §50-5-83 requires credit checks on all employees issued a purchasing card. Credit checks will not cause an adverse effect on your credit rating or scores.

## 32. AUDIT

Department Heads or their designee will assemble and forward Cardholders statements, charge slips and receipts to the Purchasing Card Administrator for audit by internal and external auditors. Receipts for purchases must be maintained for 7 years.

**Attachment 1**

**State of Georgia Purchasing, Travel and Electronic Payment Solution**



**Dawson County  
Cardholder Application and Profile Request Form**

Department Name: \_\_\_\_\_

Check the appropriate box: \_\_\_\_\_ Date: \_\_\_\_\_

New Cardholder Request  
 Cardholder Profile Change Request

Card Number: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Cardholder Phone Number: \_\_\_\_\_ Cardholder Email Address: \_\_\_\_\_

Single Transaction Limit: \_\_\_\_\_ Monthly Credit Limit: \_\_\_\_\_

**Department Head can designate up to \$2,999.99**      **Department Head can designate up to \$5,000.00**

Department Head: \_\_\_\_\_ Department Head Signature: \_\_\_\_\_

County Manager Signature: \_\_\_\_\_ Purchase Card Administrator Signature: \_\_\_\_\_

**Form will NOT be considered until all signatures are affixed.  
Send form with original signatures to the Purchasing Card Administrator**

**For Official Use Only**

Background Check Requested on: \_\_\_\_\_ By: \_\_\_\_\_

Background Check Received on: \_\_\_\_\_ By: \_\_\_\_\_

Credit Check Received on: \_\_\_\_\_ By: \_\_\_\_\_

Approved on: \_\_\_\_\_ By: \_\_\_\_\_

Activation # \_\_\_\_\_

Denied on: \_\_\_\_\_ By: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of Georgia Purchasing, Travel and Electronic Payment Solution



Dawson County  
Cardholder Agreement

Dawson County is entrusting you with this Purchasing Card to be used for the legitimate business benefit of the County. It represents trust in you and your empowerment as a responsible agent to safeguard and protect Dawson County assets.

I, \_\_\_\_\_, hereby acknowledge receipt of a Purchasing Card, Card Number XXXX-XXXX-XXXX-\_\_\_\_\_, a VISA® card issued by Bank of America, which will only be used to acquire materials and supplies for Dawson County. I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Policy and Purchasing Card User's Guide. I have received a copy of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Purchasing Card Training.
2. I understand that Dawson County is liable to Bank of America for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize Dawson County to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.
4. I agree to notify Purchasing Card Program Administrator at 706-344-3501 X 42226 or lwhalen@dawsoncounty.org if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.
5. If the Purchasing Card is lost or stolen, I will immediately notify Bank of America at 1-888-449-2273. I will also notify Purchasing Card Program Administrator, in writing, at the first opportunity during normal business hours.
6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that Dawson County may terminate my right to use the Purchasing Card at any time for any reason.
7. I agree to surrender the Purchasing Card immediately upon request or upon termination of employment for any reason.

-Signature Page to Follow-

State of Georgia Purchasing, Travel and Electronic Payment Solution



Dawson County  
Cardholder Agreement Signature Page

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

CARDHOLDER:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_

DEPARTMENT HEAD:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_

PURCHASING CARD ADMINISTRATOR:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_



War Hill Park

Photo by: Michelle Wittmer Grabowski



# RECOMMENDED UPDATES TO THE PURCHASING POLICY ORDINANCE AND PURCHASING CARD PROGRAM

WORK SESSION – NOVEMBER 8, 2018





# Background and Overview



- ❖ The Dawson County Board of Commissioners adopted an amended Purchasing Policy Ordinance on February 2, 2017.
- ❖ Several federal and state laws and regulations have been updated since that time. Other clarifications and updates are being requested as well.
- ❖ A draft Purchasing Policy Ordinance document is attached for review and approval.
- ❖ The Purchasing Card Program Policies and Procedures were last amended on November 22, 2008.
- ❖ A draft Purchasing Card Program Policies and Procedures document is attached for review and approval.

# Highlights of Updates – Purchasing Policy Ordinance



- ❖ Clarified procedures for vendor communication with department staff for sealed solicitations and non-sealed quotes.
- ❖ Defined Notice of Award procedures.
- ❖ Corrected definition of responsive bidder.
- ❖ Defined procedure for cooperative agreement procurements, professional exemptions and used equipment procurements approvals for matter of record.
- ❖ Modified that all bids and proposals released MUST be posted on the Georgia Procurement Registry per O.C.G.A. § 36-80-27 as of July 1, 2018.
- ❖ Clarified procedures for items in lieu of bonds per O.C.G.A. §7-1-14 and issuing addenda to solicitations per O.C.G.A. § 36-91-20 (d).
- ❖ Clarified modifications/corrections of bids and withdrawal of bids per O.C.G.A. § 13-10-22.

# Highlights of Updates – Purchasing Policy Ordinance



- ❖ Defined proposer interviews/presentation meetings for RFP and RFI solicitations.
- ❖ Clarified when a response to a sealed solicitation may be disqualified and when it shall be disqualified.
- ❖ Defined terms and conditions for purchase orders.
- ❖ Clarified procedures for change orders to contracts.
- ❖ Defined vendor annual reviews for contracts.
- ❖ Defined purchasing cards and credit cards for Dawson County Elected Officials as per O.C.G.A. § 16-9-37 and O.C.G.A. § 36-80-24.
- ❖ Included federal and state regulations and requirements when contracting and/or purchasing with federal funds.

# Highlights of Updates – Purchasing Card Program



- ❖ Dates and Name of the State of Georgia Purchasing, Travel and Electronic Card Solution contract.
- ❖ Single Transaction Limits – per the adopted Purchasing Policy Ordinance, all departments limit was increased to \$2,999.99.
- ❖ All services where labor of \$2,500.00 CANNOT be placed on the purchasing card but, must receive a Purchase Order due to the Illegal Immigration laws for reporting per O.C.G.A. § 13-10-91.
- ❖ Added language regarding sales tax exemption per O.C.G.A. §48-8-3; cardholder background checks and credit card checks per O.C.G.A. §50-5-83.

# Staff Recommendation



Staff respectfully requests the Board of Commissioners to approve and adopt the amended Purchasing Policy Ordinance and Purchasing Card Policies and Procedures.

THANK YOU

**Backup material for agenda item:**

6. Presentation of Intergovernmental Agreement with the City of Dawsonville for Municipal Elections- Interim County Attorney

STATE OF GEORGIA  
COUNTY OF DAWSON

**INTERGOVERNMENTAL AGREEMENT BETWEEN DAWSON COUNTY, THE  
DAWSON COUNTY BOARD OF ELECTIONS AND REGISTRATION AND THE CITY  
OF DAWSONVILLE RELATING TO THE 2019 MUNICIPAL ELECTIONS IN THE CITY  
OF DAWSONVILLE**

**THIS INTERGOVERNMENTAL AGREEMENT**, by and between **DAWSON COUNTY**, a county government authorized by the laws of the State of Georgia (hereinafter referred to as the “County”), the **DAWSON COUNTY BOARD OF ELECTIONS AND REGISTRATION**, an appointed Board of Dawson County (hereinafter referred to as the “Board”) and the **CITY OF DAWSONVILLE**, a municipal corporation authorized by the laws of the State of Georgia (hereinafter referred to as the “City”) relating to municipal elections for the City;

**WITNESSETH:**

**WHEREAS**, the County by and through the Board conducts all county-wide and/or state-wide elections within Dawson County; and

**WHEREAS**, the Board has previously assisted the City with the conduct of the City elections; and

**WHEREAS**, the City has requested and the County has agreed to allow its Board to conduct on behalf of the City any city elections called for in the year 2019;

**NOW, THEREFORE**, for and in consideration of the mutual covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

**1.**

With respect to any general municipal election and any specially called municipal election to be held in 2019, the Board shall conduct all such elections for the City at the Offices of the Board or such other precinct locations as determined by the Board.

**2.**

The Board shall perform all duties as set forth and labeled as "County" in Exhibit A attached hereto and incorporated herein by reference. The City shall perform all duties as set forth and labeled as "City" in Exhibit A attached hereto and incorporated herein by reference.

**3.**

The City shall reimburse the County for the expense incurred by the Board associated with any general or special municipal election. Such expenses shall be submitted to the City within sixty (60) days of the conclusion of each election covered by this agreement, and such expenses shall be paid by the City within thirty (30) days of the date of such invoice.

**4.**

As a part of the duties of the Board, it shall perform all duties as superintendent of elections for the City during the term of this agreement; provided, however, that the Board shall have no responsibility hereunder with respect to the matters specifically reserved to the City in Exhibit A.

**5.**

This Contract may be terminated by either party by giving notice to the other party, in writing, of its intent to terminate this Contract no fewer than one hundred twenty (120)



days prior to the effective date of such termination. In the event of termination, any funds due to the County by the City for work performed by the Board through the date of termination shall be paid by the City no later than thirty (30) days following the date of termination of the Contract.

**6.**

All elections conducted for the City by the Board shall be conducted in accordance with the provisions of Title 1 and Title 21 of the Official Code of Georgia Annotated and all other applicable laws.

**IN WITNESS WHEREOF**, the parties hereto have executed this instrument to be effective as of January 1, 2019.

**DAWSON COUNTY**

BY: \_\_\_\_\_  
BILLY THURMOND, CHAIRMAN

ATTEST:

\_\_\_\_\_  
COUNTY CLERK

Date: \_\_\_\_\_

**CITY OF DAWSONVILLE**

BY:   
MIKE EASON, MAYOR

ATTEST:

  
CITY CLERK

Date: 12.17.2018

**DAWSON COUNTY BOARD OF ELECTIONS  
AND REGISTRATION**

BY: \_\_\_\_\_  
          GLEND A FERGUSON, CHAIRPERSON

ATTEST:

\_\_\_\_\_  
ASSISTANT TO BOARD OF ELECTIONS

Date: \_\_\_\_\_

## MUNICIPAL ELECTION STRUCTURE

PERSONNEL	AFFILIATION	DUTIES
<b>CITY/COUNTY:</b>	City	Advertise Call for Election w/Qualifying (city prefers 2 weeks)
<b>COUNTY ELECTION SUPERINTENDENT:</b>	County	Candidate Qualification (fees made payable to City) (Qualifying times: Special called 2.5 days – General 4 days)
<b>COUNTY ELECTION SUPERINTENDENT:</b>	County	Inventory Absentee/Election Supplies
	County/State	Design Ballot
	State	Create Ballot Database – TS/OS
<b>COUNTY TECHNICAL CUSTODIAN:</b>	ES&S	Print OS Ballots; Absentee/Provisional/Challenged
	County	Global Elections Management System (GEMS): Upload Database & Memory Cards Voting Equipment: Logic & Accuracy Procedure (L&A)
<b>COUNTY ELECTION SUPERINTENDENT</b>	County	Publish Sample Ballot
<b>COUNTY ELECTION SUPERINTENDENT</b>	County	Order Municipal Electors List
<b>COUNTY ELECTION SUPERINTENDENT</b>	County	Publish Notice of Election
<b>ADVANCE VOTING PRECINCT BOARD (3) :</b>	County	OS Absentee Mail-in NO ID / NO Reason required
		TS Advance Voting PHOTO ID / NO Reason required
<b>ELECTION DAY PRECINCT BOARD (3):</b>	County	Conduct Election Day Voting – 7 A.M. – 7 P.M.
		County – Chief Manager County – Assistant Managers (2)
<b>ABSENTEE BALLOT TABULATION BOARD (3) :</b>	County	Tabulate votes – OS & TS Voting equipment
		County – Chief Manager County – Assistant Managers (2)
<b>COUNTY TECHNICAL CUSTODIAN</b>	County	Global Elections Management System (GEMS): Download Election Results
<b>PROVISIONAL BALLOT PROCESSING (if applicable)</b>	County	Verify eligibility; process and count- include w/certification
<b>COUNTY ELECTION SUPERINTENDENT / BOER</b>	County	Election Consolidation / Certification

**Exhibit “A”**

**Backup material for agenda item:**

7. Presentation of Revised Intergovernmental Agreement with Pickens County Regarding Fire Protection for the Wildcat Community- Chairman Thurmond

**INTER-GOVERNMENTAL AGREEMENT BETWEEN DAWSON COUNTY,  
GEORGIA AND PICKENS COUNTY, GEORGIA**

**TO CONSTRUCT, OPERATE AND MANAGE A FIRE STATION TO PROVIDE FIRE  
PROTECTION TO THE WILDCAT COMMUNITY**

**WHEREAS**, Dawson County and Pickens County provide fire protection to the citizens of each respective county; and

**WHEREAS**, the Wildcat Community is located in both Dawson County and Pickens County; and

**WHEREAS**, limited fire fighting capabilities exist for the Wildcat Community without the ongoing support of Dawson County and Pickens County; and

**WHEREAS**, Dawson County and Pickens County agree to amend the original Inter-Governmental agreement for fire protection to the Wildcat Community dated October 30, 2008.

**NOW, THEREFORE**, the parties hereto consent and agree as follows:

1. Pickens County shall maintain the previously constructed fire station located on Monument Road (“the fire station”).
2. Pickens County shall provide insurance for the building and contents of the fire station.
3. Pickens County shall assume operation of the fire station and shall operate the fire station as a substation of Pickens County Emergency Services.
4. Dawson County shall transfer title of the existing fire apparatus, known as Engine 8, substantially purchased by the Wildcat Community, and Tender 8 and all contents of station to Pickens County. Pickens County will insure Engine 8 and Tender 8.
5. Dawson County shall leave all existing hoses and equipment currently located on both fire apparatus to Pickens County.
6. Dawson County shall leave the existing radio equipment to Pickens County.
7. Pickens County shall provide training, equipment and workers compensation insurance for accepted volunteer firefighters to serve the fire station.
8. Pickens County and Dawson County may provide cross training as the parties may agree upon from time to time.
9. Pickens County shall provide administrative support and leadership to the fire station.

10. Pickens County shall obtain the necessary Compliance Certification for the fire station from the Georgia Firefighters Standards and Training Council.
11. Pickens County shall pay the cost for telephone and internet. Dawson County shall pay the cost to provide electricity and LP Gas for the fire station.
12. Administrative personnel of Dawson County Emergency Services and Pickens County Fire and Rescue shall share mutual responsibility for administration of this Agreement including the promulgation of necessary regulations, standards, policies or procedures.
13. Dawson County and Pickens County shall utilize the fire station to provide Automatic Aid to adjoining areas in both counties in accord with the current Dawson/Pickens County Automatic Aid Agreement.
14. The terms of this Agreement shall be renewed automatically each year unless 90 days written notice of termination is provided; or a written mutual understanding of both parties is provided.

**IN WITNESS THEREOF**, the parties hereto have set their hands and affixed their seals on the date and year set forth herein.

**ATTEST:**

**DAWSON COUNTY, GEORGIA**

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

\_\_\_\_\_  
Billy Thurmond, Chairman

**DATE:** \_\_\_\_\_

**ATTEST:**

**PICKENS COUNTY**

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

\_\_\_\_\_  
Robert P. Jones, Chairman

**DATE:** \_\_\_\_\_

**Backup material for agenda item:**

8. Presentation of Board Appointments:
  - a. Chestatee-Chattahoochee Resource Conservation & Development Council**
    - i. Sharon Fausett- *reappointment* (Term: January 2019 through December 2022)
    - ii. George Lyons- *reappointment* (Term: January 2019 through December 2022)

Presentation of Board Appointments:

**a. Chestatee-Chattahoochee Resource Conservation & Development Council**

- i. Sharon Fausett- *reappointment* (Term: January 2019 through December 2022)
- ii. George Lyons- *reappointment* (Term: January 2019 through December 2022)



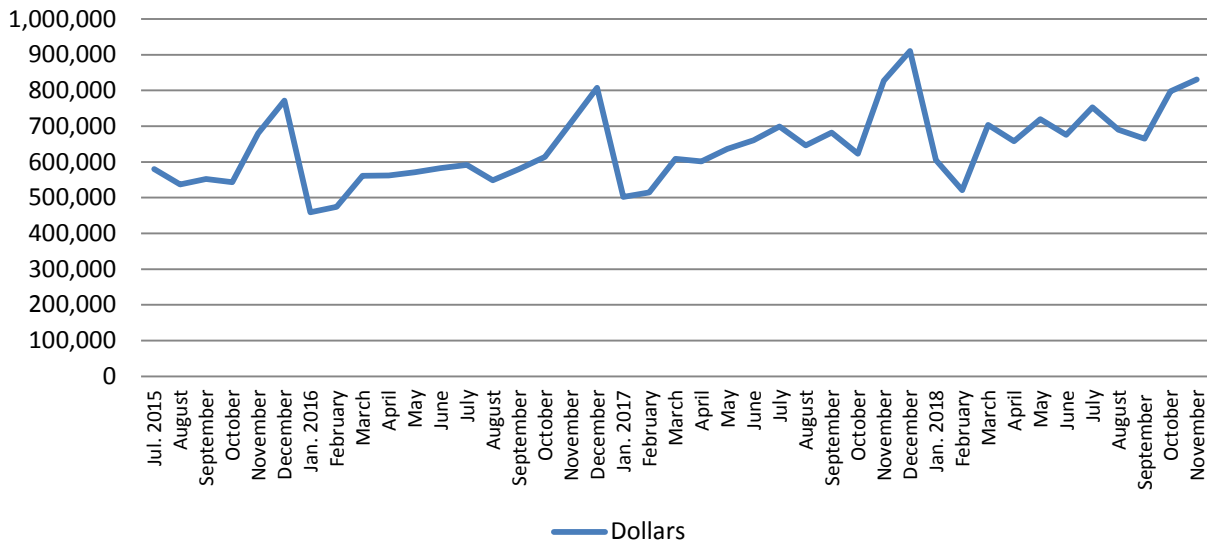
**Backup material for agenda item:**

9. County Manager Report

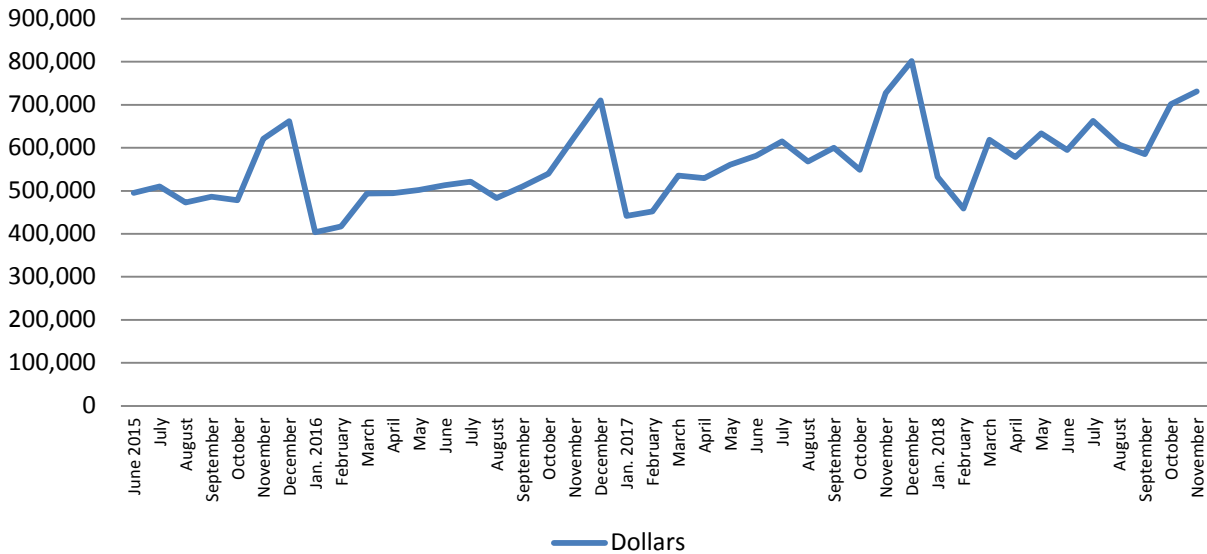


Key Indicator Report  
December 2018

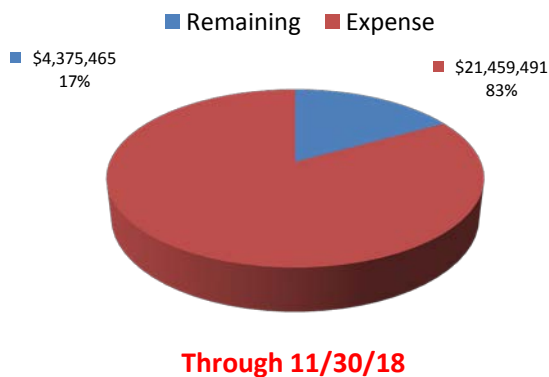
### SPLOST VI COLLECTION CHART



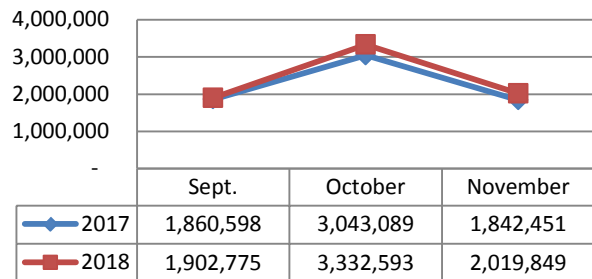
### LOST COLLECTION CHART



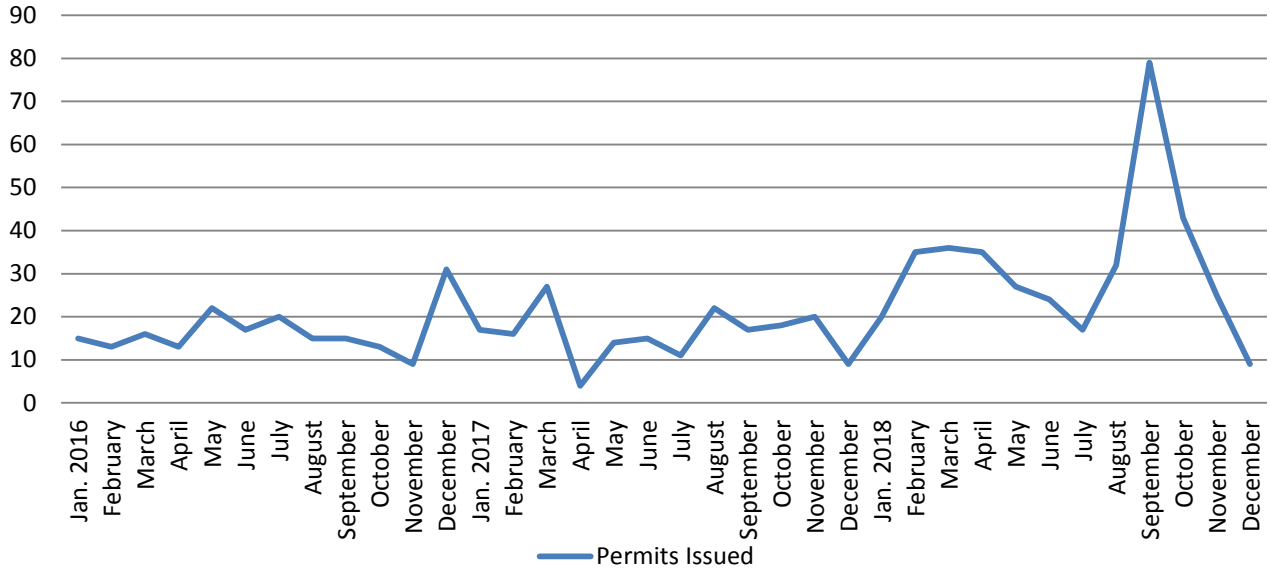
### Budget



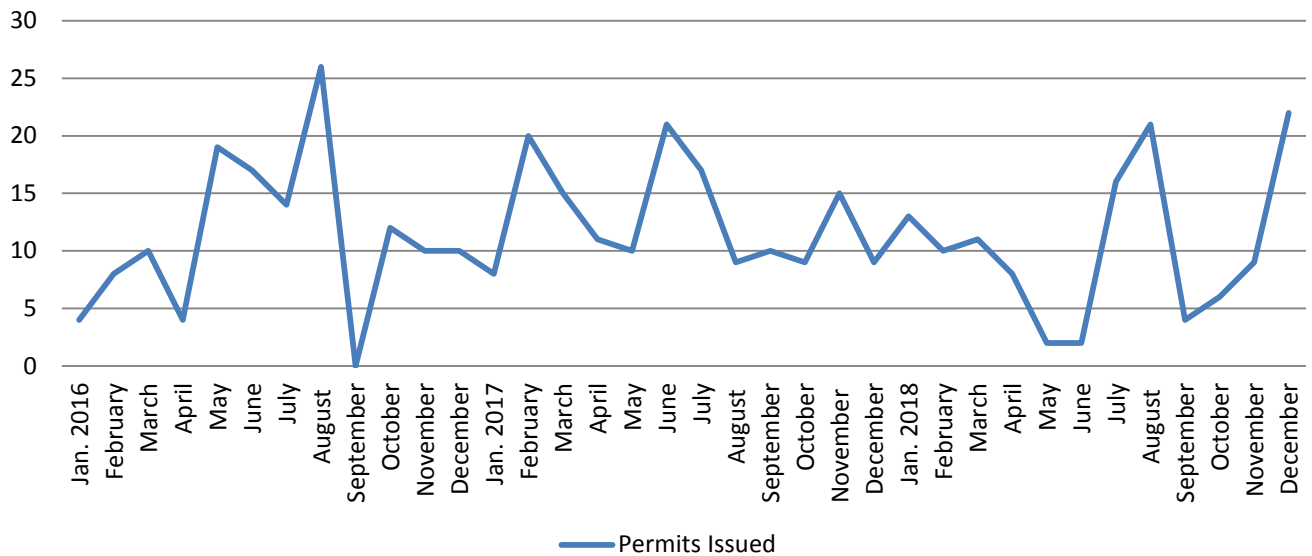
### All Revenue Per Month



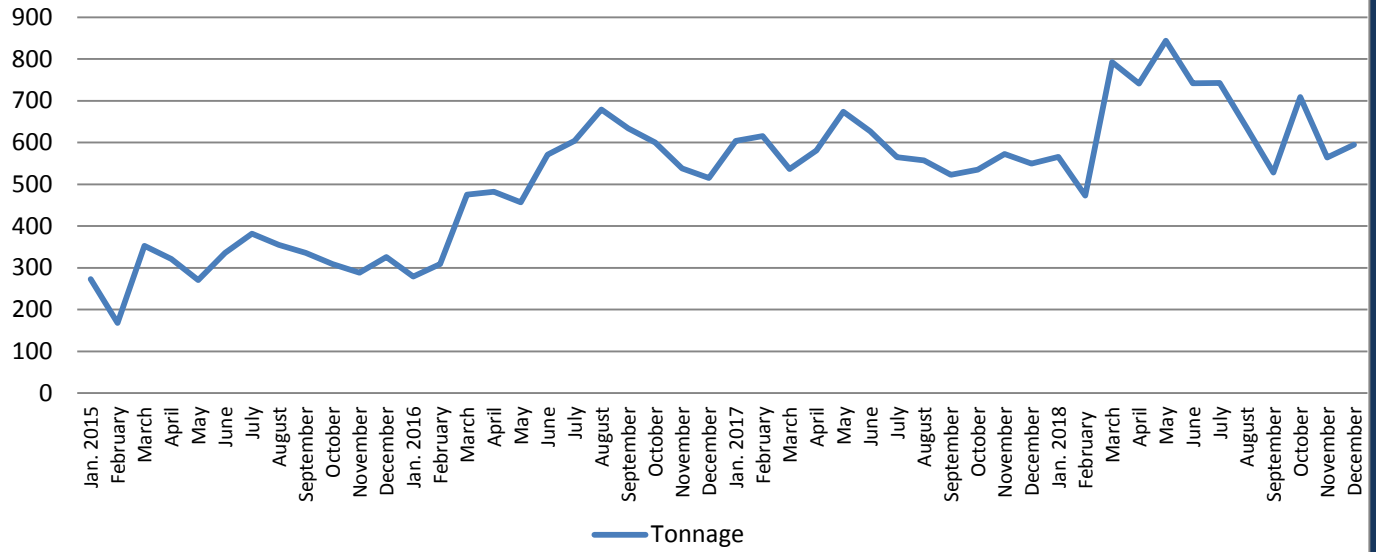
### SINGLE FAMILY HOME BUILDING PERMITS ISSUED



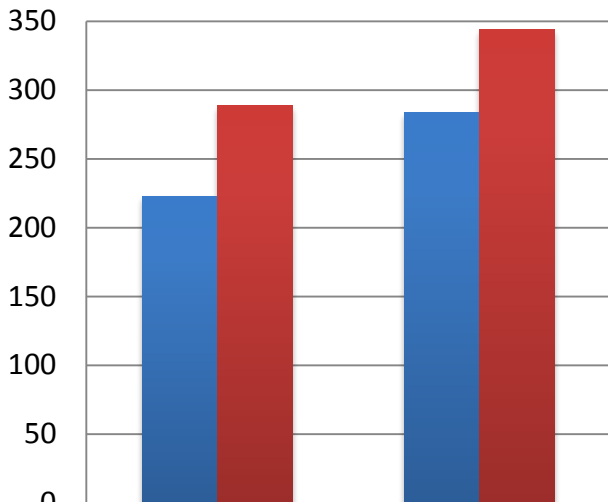
### COMMERCIAL BUILDING PERMITS ISSUED



### TRANSFER STATION TONNAGE COLLECTION

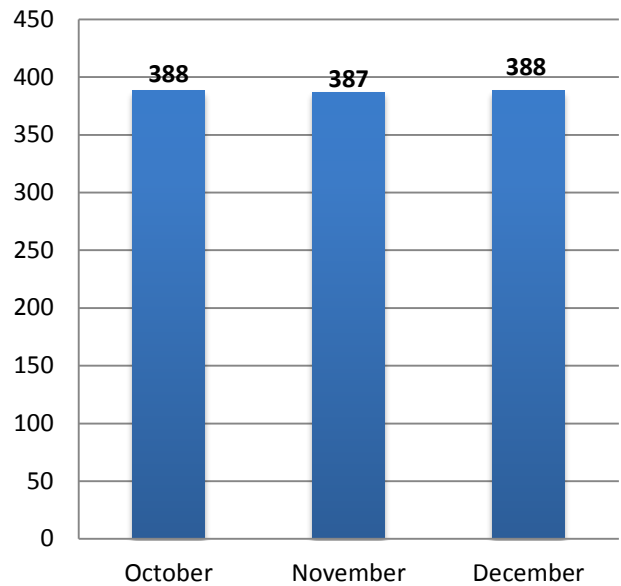


### EMS/Fire Calls for Service

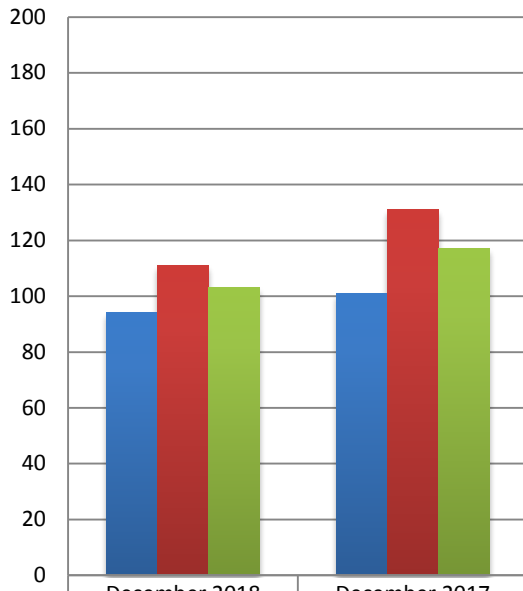


	December 2018	December 2017
EMS	223	284
Fire	289	344

### Number of County Employees

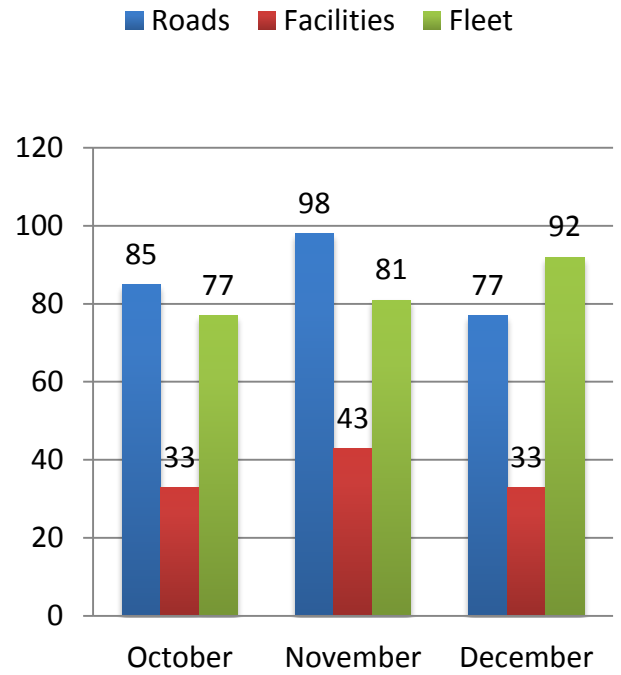


**Inmate Population**



	December 2018	December 2017
Lowest Daily Count	94	101
Highest Daily Count	111	131
Daily Average	103	117

**Repair Requests**





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – December 2018

- **New Applications/Transfers In:** 227
- **Changes/Duplicates:** 4578 (larger numbers due to credit for voting-December Runoff)
- **Cancelled/Transferred Out:** 60
- **Total Processed:** 4865

### HIGHLIGHTS

#### **Voter Registration Projects:**

- Finalizing Election Day voter information for General Election Runoff, post-election duties.
- Process applications that have been held from the November General Election & Runoff cutoff date of October 9th; approximately 1700 applications.

#### **Elections Projects:**

- General Primary Election – May 22, 2018 20% turnout
- General Primary Runoff – July 24, 2018 18.22% turnout
- General Election – November 6, 2018 63.5% turnout
- General Election Runoff – December 4, 2018 25.58% turnout
- General Runoff certification; sealed retention copies to Secretary of State, Clerk of Courts and Election office.
- End of year budget review and purchase of necessary equipment/supplies for the office.
- End of year poll worker celebration luncheon on 12/18/18.
- Final 2018 ethics filings notifications; receive from officials and forward to Ethics Commission.

#### **Highlights of plans for upcoming month:**

- Schedule with vendor to have the Easy Vote modules installed & begin training.
- Cleanup and retention of election equipment and end of year office duties.
- Swearing in office of Board of Elections members January 16, 2019.



## Dawson County Board of Commissioners

### Dawson County Emergency Services Monthly Report – December 2018

Fire Responses	OCT	NOV	DEC	EMS Responses	OCT	NOV	DEC	EMS Revenue		
2016	287	319	297	2016	220	221	235	2017	Dec	\$67,465.47
2017	296	304	344	2017	227	250	284	2018	Dec	\$53,396.39
2018	291	278	289	2018	230	222	223	Dec Decreased 21%		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$1700.00	11	7
City	\$ 400.00	4	1

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	18,363.5 hours	Fire Investigations	2
PR Detail	5	CPR Training per Individual	24
Smoke Detector Installations	0	Stop the Bleed Training per Individual	20
Search & Rescue	0	Child Safety Seat Installations	0
Swift Water Rescue	0	Plan Reviews	4

Types of Fires Total – 5			
Building	2	Chimney/flue fire	0
Structures other than Building	0	Vehicle	0
Outside Equipment	0	Road Freight / Transport Vehicle	0
Cooking Fire	0	Outside Rubbish / Trash /Waste/Dumpster	1
Brush/Grass Fire	2	Off-Road Vehicle/Heavy Equipment	0

Total Water Usage – 1,750 gallons			
Etowah Water	1,750 gallons	Pickens	0 gallons
City of Dawsonville	0 gallons	Big Canoe	0 gallons





## Dawson County Board of Commissioners

### Facilities Monthly Report – December 2018

- **Total Work Orders: 33**
- **Community Service Workers: 2**

#### **HIGHLIGHTS:**

- \*Started Building inspections and repairs of all county building
- \*Completed winter landscaping at Gov Center and Historic Court House
- \*Replaced 23 parking lot lights at Rock Creek
- \* Performed inspections of all roof top exhaust fans at the jail



**MONTHLY REPORT GOVERNMENT CENTER**  
**For Period Covering the Month of December 2018**

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Replaced back side walk concrete	Gov Center
2	Pumped out septic tank (1500 gallon)	Senior Center
3	Cleaned debris - Canoe put in	River Park
4	Completed landscaping	Gov Center/Historic Court Hs
5	Repaired elevator (twice)	Jail
6	Had Townley jet out drains (kitchen)	Jail
7	Started building inspections and repairs	All county buildings
8	Removed/replaced and painted plywood ceiling in places	Fire Station #5
9	Added 80 ft concrete crave to keep water off ball field	VMP Field #1
10	Replaced 23 parking lot lights with the lift	Rock Creek Park
11	Replaced hot water heater	Fire Station #6
12	Repaired floor drain line from second floor inmate excercise area	Jail
13	Preformed inspection of all roof top exhaust fans	Jail
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		

These numbers do not reflect daily/ weekly routine duties to include:

- Cutting of grass and landscape maintenance on all county properties
- Cutting of grass and landscape maintenance on all five (5) parks on the west side of county
- Cleaning of the new government center and other county owned buildings, offices and facilities
- Emptying outside trash receptacles at county owned buildings
- Collecting and recycling of all county buildings, offices and facilities

Noted By: \_\_\_\_\_  
**JAMES TOLBERT**, Facilities Director



## Dawson County Board of Commissioners

### Finance Monthly Report – December 2018

#### **FINANCE HIGHLIGHTS**

- **LOST Collections:** \$731,059 – up 0.47% compared to 2017
- **SPLOST Collections:** \$830,759 – up 0.47% compared to 2017; 19.28% over projections for the month; Total SPLOST VI collections: \$26,272,838
  - \$706,145– County Portion (85%)
  - \$124,614 – City Portion (15%)
- **TAVT:** \$91,463 – up 15.7% compared to 2017
- **See attached Revenue and Expenditure Comparison**
- **Total County Debt:** \$4,568,807 (See attached Debt Summary)
- **Audit Status:** The 2018 audit will begin in January 2019.
- **EMS Billing Collections:** Current
- **Budget Status:** The 2019 Budget was adopted on November 1, 2018.
- **Monthly Donations/Budget Increases:** \$5,354
  - Passport Commissions - \$1,645
  - Donations - \$3,709

#### **PURCHASING HIGHLIGHTS**

##### **Formal Solicitations**

- On-Call Electrical Services

##### **Informal Solicitations**

- None

##### **Quotes for less than \$25,000 this month**

- Gasoline – Fuel Center
- Diesel – Fuel Center
- Upfitting of F250 – Sheriff's Office
- Advanced Gateway Security Suite – IT
- Vehicle Repair – Sheriff's Office
- Painting – Sheriff's Office

##### **Purchases for less than \$25,000 that did not get required quotes this month**

- \$30,141 - Gulf States Distribution (Ammunition) – Sheriff's Office
- \$15,928 – Clyde Armory (Weapons/Accessories) – Sheriff's Office

##### **Pending Projects**

- Gateway Landscape Project
- Rock Gravel Spreader Delivery

##### **Work in Progress**

- Fleet & Public Works Complex
- Gym Exterior Renovations
- Blacks Mill Bridge Replacement

##### **Future Bids**

- New Senior Services Center Construction
- Fire Station 9 Construction
- Other 2019 Bids

##### **Future Bids – SPLOST VI**

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2019 Capital & SPLOST Projects

##### **Purchases for more than \$25,000 that did not get required sealed bids this month**

- \$27,750 – Custom Canine (Canine/Training/Accessories) – Sheriff's Office

## Budget to Actual

	Actual at 11/30/2018	Percent of Budget Actually Collected/ Expended	2018 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 22,054,590	85.37%	\$ 25,834,956	\$ (3,780,366)	-14.63%
Expenditures	21,459,491	83.06%	25,834,956	(4,375,465)	-16.94%
	<u>\$ 595,099</u>	<u>2.30%</u>	<u>\$ -</u>	<u>\$ 595,099</u>	<u>2.30%</u>

**\*NOTE:** Adjustments will be made during the year-end close out. The actual revenue and expenditure totals are subject to change pending normal year-end adjustments such as accruals and results of the audit.

(1) Reporting actuals as of 11/30/2018 because revenue collections are 30 days behind. The LOST revenues for the month of November were received in December.

(2) Change in total budget due to account adjustments:

\$ 25,516,312	Original Budget
\$ 54,638	Donation Carryover Balances
\$ 5,518	January
\$ 4,634	February
\$ 8,938	March
\$ 106,999	April
\$ 4,433	May
\$ 100,071	June
\$ 7,203	July
\$ 3,368	August
\$ 6,480	September
\$ 11,008	October
\$ 5,354	November
<u>\$ 25,834,956</u>	Revised Budget



## Dawson County Board of Commissioners

### Fleet Maintenance and Fuel Center Monthly Report – Dec 2018

#### FLEET

- **Preventative Maintenance Performed: 27**
- **Tires Mounted: 26**
- **Repair Orders Completed: 92**
- **Labor Hours: 218.36**
- **Labor Cost Savings: \$9,393.85**
- (Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 1,286.19**  
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for Dec: \$ 10,680.04**

#### FUEL CENTER

- **Average fuel center price per gallon:**  
Gasoline: \$ 1.80      Diesel: \$ 2.38
- **Fuel Center Usage - Dawson County and Board of Education**  
Gasoline: 8,004.5 gallons; 653 transactions  
Diesel: 6,023.5 gallons; 155 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**  
Gasoline: 1,005.1 gallons; 56 transactions  
Diesel: 471.4 gallons; 14 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 73.83**

#### HIGHLIGHTS



## Dawson County Board of Commissioners

### Fleet Maintenance and Fuel Center 2018 Total Year Report:

#### FLEET

- **Preventative Maintenance Performed: 290**
- **Tires Mounted: 317**
- **Repair Orders Completed: 948**
- **Labor Hours: 2,169.80**
- **Labor Cost Savings: \$93,344.80**
- (Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$23,192.19**  
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for 2018: \$ 116,536.99**

#### FUEL CENTER

- **Average fuel center price per gallon:**

Gasoline: N/A      Diesel: N/A

#### **Fuel Center Usage - Dawson County and Board of Education**

Gasoline: 122,505.8 gallons; 9,418 transactions

Diesel: 87,127.8 gallons; 2,272 transactions

- **Fuel Center Usage - Etowah Water and City of Dawsonville**

Gasoline: 16,064.6 gallons; 789 transactions

Diesel: 5,976.2 gallons; 200 transactions

- **Revenue from Etowah Water and City of Dawsonville: \$1,101.88**



## Dawson County Board of Commissioners

Human Resources Department Monthly Report – December 2018

### POSITION CONTROL

- Positions approved by BOC: 461
- # of filled F/R Positions: 264
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 15
- # of filled P/R Positions: 42
- # of filled P/T Seasonal Positions: 11
- # of Supplemental Positions: 56
- # of Vacant Positions: 45
- #of Frozen Positions: 28
- % of Budgeted/Actual Positions: 84%

### ADDITIONAL INFORMATION

- FMLA/LOA tracking: 3
- WC and/or P & L Claims filed: 2
- Unemployment Claims received: 1
- Performance Evaluations received: 1

### HIGHLIGHTS

#### **Positions Advertised/ Posted: 5**

- Administration- Public Relations Specialist
- Human Resources- HR Specialist
- IT- IT Coordinator
- Magistrate Court- Part-Time Magistrate Judge
- Public Works- GIS Analyst

#### **Applications Received: 61**

#### **New Hires added into system: 3**

- Billy Mahaffey (Re-Hire)- Parks & Rec.
- Donald Lewis- Sheriff's Office
- Vicki Lovingood- Tax Assessor's Office

#### **Terminations Processed: 6**

- Lynn Frey- County Attorney
- Jamerson Kerby- Emergency Services
- Andy Scott- Emergency Services
- John Carter- Sheriff's Office
- Trevor Gordon- Sheriff's Office
- Jonathan Mahan- Sheriff's Office

#### **Additional Highlights for December**

- Participated in Department of Labor Hearing regarding Sheriff's Office Employee
- Hosted CPR Training with Emergency Services
- Continued work on Education Incentive Plan



## Dawson County Board of Commissioners

### Information Technology – December 2018

- **Calls for Service: 104**
- **Service Calls Completed: 104**

#### **Highlights**

- Worked with Duplicating Products on copier project
- Finished implementation of offsite back up
- Upgraded Net Motion server for Sheriff's Office
- Installed Web payment server for Tax Commissioner Office





# DAWSON COUNTY

## Planning and Development Marshal's Office

### Code Compliance/Animal Control Monthly Report

December, 2018

Alcohol License Establishment Inspections: 0

Alcohol Pouring Permits Issued: 10

Animal Control Calls Handled: 51

Animal Bites to Humans Investigated: 2

Animals Quarantined: 2

Animals Taken to DC Humane Society: 39

Dangerous Dog Classifications: 0

Citations Issued: 0

Code Compliance Complaint Calls/In Field Visits: 18 calls and 20 in field visits.

After Hour Calls: 0

Erosion Site Visits: 5

E-911 Addresses Issued: 3

Non-Conforming Signs Removed: 3



## Dawson County Board of Commissioners

### Planning and Development Monthly Report – December 2018

- **Total Building permits Issued**
  - December 2018: 39
  - YTD 2018: 756
  - Single Family New Homes: 9
  - Commercial Buildings: 22
- **Business Licenses Issued:**
  - December 2018: 106
  - YTD 2018: 1825
- **Total Building Inspections Completed:**
  - December 2018: 131
  - YTD 2018: 1956
- **Variances/Zonings Processed:**
  - December 2018: 5
  - YTD 2018: 21
- **Plats Reviewed:**
  - December 2018: 10
  - YTD 2018: 146
- **Total Civil Plan Review Meetings: 3**
  - YTD 2018: 28
- **Total Building Plan Review Meetings: 2**
  - TD 2018: 38
- **Impact Fee Collection**
  - December 2018: \$26,977.28 (all residential)
  - YTD 2018: \$390,195.04



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report – December 2018

- **Youth Sports Participants**
  - December 2018: 828 - up 13% compared to same month last year
  - YTD 2018: 14,763 - up 6.6% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
  - December 2018: 649 - down .6% compared to same month last year
  - YTD 2018: 20,936 - up 4.7% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - December 2018: 902 – up 7.8% compared to same month last year
  - YTD 2018: 19,434 - up 22.3% compared to last year
- **Total Customers Served:**
  - December 2018: 2,379 - up 7% compared to same month last year
  - YTD 2018: 55,133 - up 9.8% compared to last year

### HIGHLIGHTS

#### **Park Projects:**

- No update on the War Hill Park Grant proposal.
- Veterans Memorial Lloyd Crane Rec Center redesign and construction is officially underway and is estimated to be completed in 2 months.
- We are excited to have just filled the 2 new Maintenance Tech positions and will be filling a recently vacated Athletic Assistant position in the near future.
- In the planning phases of replacing the perimeter fencing at Rock Creek Park and Veterans Memorial Park.

#### **Athletic and Program Summary:**

- Additional specialty programs for the month included dance classes, adult Boot Camp, adult F.I.T. class, adult Tai Chi, and adult Yoga.
- Travel Teams will resume practices/games in the near future.
  - 11 total teams registered (baseball, softball, basketball)
- Basketball games took a 2-week break for the holidays and will resume on January 5<sup>th</sup>.

- Breakfast with Santa - December 1<sup>st</sup> at Rock Creek went extremely well! Approximately 750 people attended.

**On the Horizon:**

- Spring Sports Online Registration begins January 2<sup>nd</sup> for baseball, softball, t-ball, track, and volleyball.
- Basketball games resume (from holiday break) on January 5<sup>th</sup>.
- New Pre-School ARTS program begins January 7<sup>th</sup>.
- New family-oriented Storbybook Art program begins January 8<sup>th</sup>.
- Spring Sports Walk-In Registration is February 4<sup>th</sup>-11<sup>th</sup>.
- New Cheerscape program begins February 5<sup>th</sup>.
- Swim Team registration begins February 8<sup>th</sup>.
- Battle of the Best Relay for Life Basketball Tournament is February 8<sup>th</sup>-10<sup>th</sup>.



## Dawson County Board of Commissioners

### Public Works Monthly Report –December 2018

#### **ROADS:**

- Work Orders: 77
- Mowing: 55.1 road miles
- Limbing: 7.86 road miles
- Gravel: 270 tons

#### **PROJECT MANAGEMENT:**

- Blacks Mill Bridge pre-construction meeting completed and continuing utility coordination
- Dawson Forest Wing Wall-construction has commenced
- Lumpkin Campground/HWY 53-construction has commenced
- Veteran's Memorial Park Gym Renovation has commenced
- Public Works Complex final construction drawings completed, construction to commence January 1<sup>st</sup>-currently acquiring permits
- Currently working on the 2018 MS4 Annual Report

#### **TRANSFER STATION:**

- Solid Waste: 595.25 Tons
- Recycling: 17.10 Tons
- Recycling scrap metal: 24.85 Tons



## Dawson County Board of Commissioners

### Dawson County Senior Services Monthly Report – December 2018

#### SENIOR CENTER

- **Home Delivered Meals Served**
  - December 2018: 1,582 up 20% compared to same month last year
  - YTD 2018: 17,626 up 10% compared to last year
- **Congregate Meals Served**
  - December 2018: 515 up 17% compared to same month last year
  - YTD 2018: 6,585 up 2% compared to last year
- **Physical Activity Participation**(Tai Chi, Silver Sneakers, individual fitness)
  - December 2018: 214 down 14% compared to same month last year
  - YTD 2018: 5,683 up 1% compared to last year
- **Lifestyle Management Participation**(art, bridge, bingo, awareness, prevention)
  - December 2018: 285 up 1% compared to same month last year
  - YTD 2018: 3,381 up 11% compared to last year

#### TRANSIT

- **DOT Trips Provided**
  - December 2018: 230 up 2% compared to same month last year
  - YTD 2018: 3,472 up 16% compared to last year
- **Senior Trips Provided**
  - December 2018: 612 down 2% compared to same month last year
  - YTD 2018: 9,267 up 16% compared to last year
- **# of Miles**
  - December 2018: 5,501 down 9% compared to same month last year
  - YTD 2018: 90,268 up 3% compared to last year
- **Gallons of Fuel**
  - December 2018: 655 down 18% compared to same month last year
  - YTD 2018: 10,739 down 2% compared to last year

## **HIGHLIGHTS**

### **Meetings & Events:**

- December 4, 2018: Retired Teachers visited the Senior Center for their annual Christmas BINGO and meeting. They brought gifts and refreshments for the senior clients.
- December 13, 2018: Dawson County Rotary Club brought Santa and his elves to the Senior Center for their annual Christmas Party. Senior clients enjoyed gifts, refreshments, Christmas Carols, and fellowship.
- December 17, 2018: Senior center clients enjoyed a Christmas lunch at the Golden Corral in Cumming.
- Dawson County Senior Services collected over \$5,000 for the Holiday Meal Program to assist with costs for Meals on Wheels.

### **Special Dates Coming Soon:**

- January 4: Special Music with Kenny Williams
- January 9: Dollar General
- January 7, 14, 28: Bingo
- January 2, 16, 30: Wal-Mart
- January 15: Nutrition Education with Michelle
- January 22: Health Education with Dedri
- January 23: Dollar Tree
- January 29: Today's Seniors with Dawn & Krista
- - Tuesday/Thursday: Silver Sneakers
- - Wednesday: Sit and Stretch and Tai Chi
- - Thursday: Bible Study
- - Friday: Special Music
- - Thursday/Friday: Art and Yoga

**Backup material for agenda item:**

1. Comprehensive Plan (*1st of 1 hearing*)





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department:   P&D  

Work Session: 12.13.18

Prepared By:   hg  

Voting Session: 12.20.18

Presenter: J.Kinley                     

Public Hearing: Yes        No       

Agenda Item Title: Presentation of

**Background Information:**

We would like to present the COMP plan to the BOC for approval that would serve the county for the next 5 years.

**Current Information:**

The COMP Plan has been approved by the DCA and is ready to be reviewed and approved. Should the board want/need to make any changes then it is possible to amend the COMP Plan at any time.

Budget Information: Applicable:        Not Applicable:  Budgeted: Yes        No       

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion:       

Department Head Authorization:       

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 12/6/18

County Manager Authorization: DH

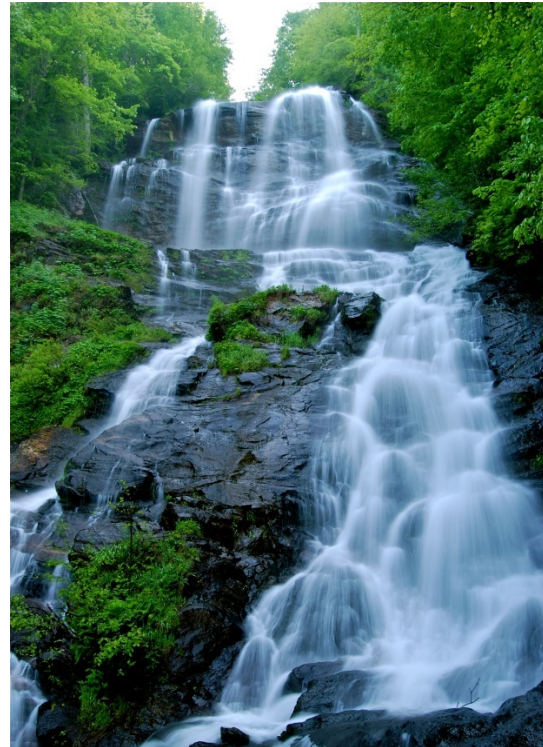
Date: 12/7/18

County Attorney Authorization:       

Date:       

**Comments/Attachments:**

# 2018 Comprehensive Plan Dawson County



**- DRAFT -**

**SEPTEMBER, 2018**

# *2018 Comprehensive Plan*

## **Dawson County**

~

## **Table of Contents**

<b>INTRODUCTION</b>	<b>1</b>
Purpose	1
Scope	1
Plan Elements	2
Public Participation	3
<b>COMMUNITY VISION</b>	<b>6</b>
Community Profile	6
Quality Community Assessment	7
Vision Statement	10
Needs and Opportunities	12
<b>COMMUNITY DEVELOPMENT STRATEGY</b>	<b>18</b>
Broadband Assessment	18
Transportation	19
Development Trends and Influences	22
Environmental Assessment	23
Areas Requiring Special Attention	25
Recommended Character Areas	26
<b>IMPLEMENTATION PROGRAM</b>	<b>46</b>
Policies, Long-Term Objectives and Ongoing Projects	46
Capital Improvement Element / Community Work Program	47
<b>APPENDICES</b>	<b>52</b>



# INTRODUCTION

## Purpose

The purpose of planning and community development is to provide guidance for everyday decision-making by local government officials and other community leaders. This document, the *2018 Comprehensive Plan for Dawson County*, represents the culmination of the efforts to plan for the future well-being of the government, the residents and various stakeholders by identifying the critical, consensus issues and goals for the communities. Implementing the plan will help the community address those critical issues and opportunities while moving towards realization of the unique vision for its future. As outlined by Georgia's planning standards (see below):

### Statewide benefits of comprehensive planning

*(Local) comprehensive planning should be conducted in the context of Georgia's strong and vibrant intergovernmental system that clearly recognizes the important role cities and counties play in fostering the state's image as an attractive place to invest, conduct businesses and raise a family. City and county comprehensive planning enhances coordination at many levels.*

### Local benefits of comprehensive planning

*The highest and best use of comprehensive planning for local governments is to show important relationships between community issues. A local comprehensive plan is a fact-based resource for local constituents that tracks implementation of community-based policies. Furthermore, local comprehensive planning creates an environment of predictability for business and industry, investors, property owners, tax payers and the general public. In addition, the plan helps local governments to recognize and then implement important economic development and revitalization initiatives. For these reasons, the state finds that well-planned communities are better prepared to attract new growth in a highly competitive global market.*

*In short, local planning should recognize that:*

*Assets can be **accentuated** and **improved**;*

*Liabilities can be **mitigated** and **changed** over time; and*

*Potential can be **sought after** and **developed**.*

## Scope

This document addresses the local planning requirements and community development of Dawson County, Georgia. The City of Dawsonville is referenced within this document but only for analytical and narrative purposes as the City has their own comprehensive planning document. Some consideration has also been given to neighboring areas and political entities that influence conditions within the county but unless otherwise indicated all the issues, objectives and opportunities discussed herein are effective solely for Dawson County.



## Plan Elements

This comprehensive plan serves to meet the requirements and intent of the Georgia Department of Community Affairs's "Minimum Standards and Procedures for Local Comprehensive Planning," as amended in 2013, and the Georgia Planning Act of 1989. It is essential that the plan be prepared in compliance with these rules and guidelines in order for the Dawson County to maintain its Qualified Local Government (QLG) status. Further, State law requires that the government update its comprehensive plan every 5 years.

*"The purpose of Minimum Standards is to provide a framework for the development, management and implementation of local comprehensive plans at the local, regional and state government level. They reflect an important state interest: healthy and economically vibrant cities and counties are vital to the state's economic prosperity."*

**(1) Community Goals.** *The purpose of the Community Goals element is to lay out a road map for the community's future, developed through a very public process of involving community leaders and stakeholders in making key decisions about the future of the community. The Community Goals are the most important part of the plan, for they identify the community's direction for the future, and are intended to generate local pride and enthusiasm about the future of the community, thereby leading citizens and leadership to act to ensure that the plan is implemented.*

**(2) Needs and Opportunities.** *This is the locally agreed upon list of Needs and Opportunities the community intends to address. Each of the needs or opportunities that the community identifies as high priority must be followed-up with corresponding implementation measures in the Community Work Program. The list must be developed by involving community stakeholders in carrying out a SWOT (strengths, weaknesses, opportunities, threats) or similar analysis of the community.*

**(3) Community Work Program.** *This element of the comprehensive plan lays out the specific activities the community plans to undertake during the next five years to address the priority Needs and Opportunities, identified Target Areas (if applicable), or to achieve portions of the Community Goals. This includes any activities, initiatives, programs, ordinances, administrative systems (such as site plan review, design review, etc.) to be put in place to implement the plan.*

In addition to the required core elements local comprehensive plans in Georgia must also include 1) an assessment of compliance and consideration for the appropriate regional water plans for each community, and 2) an assessment of their broadband capacity. As of July, 2018 the standards for the broadband element have not been established by the State of Georgia. The intention of the measure, however, is to facilitate the "promotion of the deployment of broadband internet services" throughout each community in recognition of how vital this technology is for economic development. In an effort to provide advance compliance with this standard the County will provide a brief analysis of their needs and objectives regarding broadband technology.

**Consideration of the Regional Water Plan and the Environmental Planning Criteria.** *During the process of preparing its comprehensive plan, each community must review the Regional Water Plan(s) covering its area and the Rules for Environmental Planning Criteria... to determine if there is need to adapt local implementation practices or development regulations to address protection of these important natural resources. The community must certify that it has considered both the Regional*



*Water Plan and the Rules for Environmental Planning Criteria when it transmits the plan to the Regional Commission for review.*

This is to certify that as part of this planning process appropriate staff and decision-makers have reviewed the *Coosa-North Georgia Water Plan*, the *Georgie Mountains Regional Plan*, and the *Georgia State Rules for Environmental Planning Criteria* (O.C.G.A. 12-2-8) and taken them into consideration in formulating this local plan. No conflicts were identified between this document and the other documents

As a community that has adopted a form of development regulations, Dawson County must also include the necessary land use element within their plan to aid in the coordination of their development policies and capital improvement projects.

**Land Use Element.** *The Land Use Element, where required, must include at least one of the two components listed below:*

*(a) Character Areas Map and Defining Narrative. Identify and map the boundaries of existing or potential character areas (see definition in Chapter 110-12-1-.05) covering the entire community, including existing community sub-areas, districts, or neighborhoods.*

*(b) Future Land Use Map and Narrative. Prepare a Future Land Use Map that uses conventional categories or classifications to depict the location (typically parcel by parcel) of specific future land uses. If this option is chosen, prepare the Future Land Use Map using either of the land use classification schemes described below and include a narrative that explains how to interpret the map and each land use category.*

## Public Participation

As a part of the planning process each local government must provide and implement opportunities to encourage public participation. The purpose of this is to insure that citizens and other stakeholders are aware of the planning process, are provided opportunities to comment on the local plan elements, and have adequate access to the process of defining the community's vision, priorities, goals, policies, and implementation strategies.

← → ↻ 🏠 🔒 Not secure | dawsoncounty.org/government/public-notices/comp-plan-advisory-meeting-is-may-21/ ☆ ⌵ ⌵

 **DAWSON COUNTY, GA**  
Where Quality of Life Matters

Home Visitors Residents Business **Government** Departments Citizen Care Contact Us

**Government**

- Boards and Authorities
- Board of Commissioners
- County Clerk
- County Manager
- Elected Officials
- Bids & RFP's
- Calendars

**Dawson County Public Notices**

[Home](#) » [Government](#) » [Public Notices](#) » [Comp Plan Advisory Meeting Is May 21](#)

**Comp Plan Advisory Meeting Is May 21**

The Comprehensive Plan Advisory Meeting will be held at 6 p.m. Monday, May 21, in the Assembly Room, located on the second floor of the Dawson County Government Center (Courthouse). The public is welcome to attend.



At a minimum, the public participation program must provide for: adequate notice to keep the general public informed of the emerging plan; opportunities for the public to provide written comments on the plan; hold the required public hearings; and, provide notice to property owners through advertisements in the newspaper (legal organ) of the planning effort soliciting participation and comments. In addition, the local government must provide opportunities for public participation through other means and methods to help articulate a community vision and develop associated goals and implementation program.

Dawson County’s planning process featured an Advisory Committee of 11 people, with various other staff and local officials participating throughout. The Committee met several times between the fall of 2017 and the summer of 2018, meeting almost monthly to discuss issues, consider updates to material from the existing comprehensive plan, and offering their thoughts on future development concerns. The Committee helped shape the questions and promotion for the online survey process, and engaged other area stakeholders to build the discussion about the plan update in general.

Dawson County also has a standing Long-Range Planning Committee which contributed to the plan update. This committee is responsible for continually assessing needs and issues facing the community well beyond the current horizon, ensuring that local leaders have a regular source for comments about the direction and broad objectives that must be considered as they set policy decisions. This Committee works with the standing Planning Commission and Planning Department staff to provide an additional layer of analysis and exploration to the issues facing Dawson County.

A key component of the public involvement process was an online survey opportunity. The survey was shared via web links and promoted on social media and in the local press by the County, the Dawson County Chamber of Commerce, and other local partners. The online survey featured 28 questions and asked respondents to indicate their thoughts and satisfaction levels with various government services, the prospects for growth and development in the area, and to prioritize local needs on matters such as housing, economic development and natural resource protection. In all the survey produced more than 500 unique responses, the information from which was shared with the Advisory Committee and contributed a great deal to the consideration of Dawson County’s values and priorities.

**Dawson County Comprehensive Plan Update Meeting  
February 20, 2018  
ATTENDANCE SHEET**

PRINT NAME	ADDRESS
1. Jane Graves	224 Park Cove Rd D. GA 30534
2. Jameson Kinley	25 Justice Way
3. Charlotte Allen	115 Kellan Overlook Rd, Dawsonville
4. Tony Passarello	180 Sunset Drive Dawsonville
5. Jason Hamby	1362 Baley Waters Rd. Dawsonville
6. Casey Projewski	415 Highway 53, Suite 100, Dawsonville
7. John Maloney	9 Bear Ridge Dr Dawsonville
8. Chuck Stynes	55 Pearl Chambers Dr, Dawsonville
9.	
10.	



General public meetings, promoted via social media and local news outlets, were also held throughout the process. All of these were held at the County Courthouse and promoted the opportunity for every citizen to comment on any plan element, giving them the chance to explore vital needs and suggest objectives for how the County should grow in the future.

## Advisory Committee

Christie Haynes	Dawson County Chamber of Commerce
Tony Passarello	Citizen/Businessman
Terri Tragesser	Citizen/ Former BOC member/LRPC
Richard Scharf	Citizen/ LRPC
Gary P. Pichon	Citizen/ Former BOC member
Mandy Power	Banking/LRPC
Jane Graves	Citizen/LRPC
Jo Brewer	Education/LRPC
Hugh Stowers	Citizen/LRPC
Tim Costley	Citizen/LRPC
Charlie Tarver	Citizen

## Board of Commissioners

Billy Thurmond, Chair  
 Sharon Fausett  
 Chris Gaines  
 Jimmy Hamby  
 Julie Hughes-Nix

## Planning Commission

Jason Hamby, Chair  
 Emory Dooley  
 Tim Bennett  
 Neil Hornsey  
 John Maloney

## County Staff

David Headley	County Manager
Lynn Frey	County Attorney
Jameson Kinley	GIS Analyst
David McKee	Public Works Director
Kristen Cloud	County Clerk
Jason Streetman	Planning Director
Niki McCall	Planning Staff/ Zoning Administrator
Lamar Adkins	LRPC
Jeff Johnson	Sheriff

BOC = Board of Commissioners  
 LRPC = Long Range Planning Committee





# COMMUNITY VISION

The Minimum Standards and Requirements for Local Comprehensive Planning defines a community vision as something “... intended to paint a picture of what the community desires to become, providing a complete description of the development patterns to be encouraged within the jurisdiction.” It is required as an element of the comprehensive plan so that communities can truly establish a pure and simple ideal for themselves in a format that is easily expressed and understood.

Visioning provides communities with an opportunity to pause and consider the “big picture” as well as to attempt to clearly define their ideal future. Developing a vision means that community has at least tried to identify current values, describe how they’re to be realized in the future and use that image as a foundation for short and long-term planning. As a process this also requires the community to develop a consensus on what conditions to change or to preserve.

## Community Profile

Dawson County is a political jurisdiction of north Georgia encompassing some 200+ square miles. Historically land populated by the Cherokee, Dawson County was founded in 1857 and its County seat (and only municipality) is the City of Dawsonville. As retold on the County’s web site:

*“For the first hundred years of its existence Dawson County remained primarily an agricultural economy, largely due to the lack of railroads or major highways in the area. Dawson County was however a significant source of illegal corn whiskey (known as 'moonshine') for Atlanta during and after the prohibition era. During prohibition, many bootleggers would modify their cars for better speed and handling in order to evade police when delivering their illegal cargo. Even after prohibition the trend continued, as bootleggers were on the run from state revenue agents who sought to tax their illicit operations. Eventually these cars were raced for entertainment (and profit), leading to the birth of modern stock car racing and NASCAR.*

*In 1957, the Appalachian Trail was re-routed to a new endpoint about 8 miles north of Amicalola Falls State Park, establishing the county as a major destination for hikers. At the same time the flooding of the Chattahoochee River plain to form nearby Lake Lanier was completed, resulting in Georgia's largest lake at 39,000 acres. The lake forms the southern end of Dawson County.*

*With the construction of the Georgia 400 highway to Atlanta in the 1980's, the county finally had the major highway that it had lacked for a hundred and twenty years. This transportation route, combined with Lake Lanier, Amicalola Falls and the recent development of the North Georgia Premium Outlets have helped Dawson County transition from a quiet mountain enclave to one of Georgia's fastest growing communities.”*

	2010	2011	2012	2013	2014	2015	2016
<b>Dawson County</b>	<b>22,330</b>	<b>22,209</b>	<b>22,371</b>	<b>22,574</b>	<b>22,891</b>	<b>23,256</b>	<b>23,604</b>
Dawsonville	2,536	2,318	2,291	2,453	2,491	2,520	2,634
Balance of Dawson Co.	19,794	19,891	20,080	20,121	20,400	20,736	20,970



## Quality Community Objectives Assessment

In 1999 the Board of the Department of Community Affairs adopted the Quality Community Objectives (QCOs) as a statement of the development patterns and options that will help Georgia preserve its unique cultural, natural and historic resources while looking to the future and developing to its fullest potential. This assessment should be used a tool by a community to compare how it is progressing toward the sustainable and livable objectives, but no community will be judged on its progress. The questions focus on local ordinances, policies, and organizational strategies intended to create and expand quality growth principles. A majority of positive responses for a particular objective may indicate that the community has in place many of the governmental options for managing development patterns. Negative responses may provide guidance as to how to focus planning and implementation efforts for those governments seeking to achieve these Quality Community Objectives. Should a community decide to pursue a particular objective it may consider this assessment a means of monitoring progress towards achievement.

### 1. Economic Prosperity

Encourage development or expansion of businesses and industries that are suitable for the community. Factors to consider when determining suitability include job skills required; long-term sustainability; linkages to other economic activities in the region; impact on the resources of the area; or prospects for creating job opportunities that meet the needs of a diverse local workforce.

*The County and its partners recognize the importance of a strategic approach to sustaining their strong economy and maintaining the area's vital character. The County supports the Dawson County Chamber of Commerce and the Industrial Building Authority as part of ongoing efforts to support economic development for the community. The County also maintains contact with the Georgia Mountains Regional Commission and the State for pursuit of assistance and outside funding opportunities in support of economic development opportunities.*

### 2. Resource Management

Promote the efficient use of natural resources and identify and protect environmentally sensitive areas of the community. This may be achieved by promoting energy efficiency and renewable energy generation; encouraging green building construction and renovation; utilizing appropriate waste management techniques; fostering water conservation and reuse; or setting environmentally sensitive areas aside as green space or conservation reserves.

*The County maintains contact with the Georgia Mountains Regional Commission and the Department of Natural Resources to work for the protection and promotion of cultural resources in the area. The County also works with the local Extension Service and Natural Resource Conservation Service to assist in local resource protection, as well as employing policies and practices related to State Vital Areas, soil and water conservation, National Wetland Inventory (FIRM) data and other applicable sources to monitor and enforce the preservation of environmentally sensitive areas.*

### 3. Efficient Land Use

Maximize the use of existing infrastructure and minimize the costly conversion of undeveloped land at the periphery of the community. This may be achieved by encouraging development or redevelopment of sites closer to the traditional core of the community; designing new development to minimize the amount of land consumed; carefully planning expansion of public infrastructure; or maintaining open space in agricultural, forestry, or conservation uses.



*Through this planning process, ongoing efforts to update area mapping, and regular communication with Dawsonville, the County worked to ensure local policies support sustainable development that enables economic growth while managing local resources, utilities and infrastructure.*

#### **4. Local Preparedness**

Identify and put in place the prerequisites for the type of future the community seeks to achieve. These prerequisites might include infrastructure (roads, water, sewer) to support or direct new growth; ordinances and regulations to manage growth as desired; leadership and staff capable of responding to opportunities and managing new challenges; or undertaking an all-hazards approach to disaster preparedness and response.

*Through this planning process and ongoing coordination among emergency responders, and through regular communication with other stakeholders (such as the local hospital), the County worked to ensure the community is properly poised to prevent, manage and respond to growth pressures and natural and man-made hazards.*

#### **5. Sense of Place**

Protect and enhance the community's unique qualities. This may be achieved by maintaining the downtown as focal point of the community; fostering compact, walkable, mixed-use development; protecting and revitalizing historic areas of the community; encouraging new development that is compatible with the traditional features of the community; or protecting scenic and natural features that are important to defining the community's character.

*The County will regularly identify and inventory historical sites and structures, and regularly monitor development trends and local land use policies to ensure all is being done to maintain the historic sense of community that defines Dawson County.*

#### **6. Regional Cooperation**

Cooperate with neighboring jurisdictions to address shared needs. This may be achieved by actively participating in regional organizations; identifying joint projects that will result in greater efficiency and less cost to the taxpayer; or developing collaborative solutions for regional issues such as protection of shared natural resources, development of the transportation network, or creation of a tourism plan.

*Dawson County actively coordinates with Dawsonville in maintaining their local Service Delivery Strategy and SPLOST program, and participates with the Georgia Mountains Regional Commission and other appropriate regional organizations. The County also maintains regular contact with various State Departments to ensure knowledge of, and access to, their programs and resources. The County is considered an active partner in regional activities and does not feel threatened or adversely impacted by any regional partners.*

#### **7. Housing Options**

Promote an adequate range of safe, affordable, inclusive, and resource efficient housing in the community. This may be achieved by encouraging development of a variety of housing types, sizes, costs, and densities in each neighborhood; promoting programs to provide housing for residents of all socioeconomic backgrounds, including affordable mortgage finance options; instituting programs to address homelessness issues in the community; or coordinating with local economic development programs to ensure availability of adequate workforce housing in the community.



*Through this and ongoing planning processes the County is actively working to monitor local housing needs and work to enforce policies that promote quality, affordable housing options as needed.*

## **8. Transportation Options**

Address the transportation needs, challenges and opportunities of all community residents. This may be achieved by fostering alternatives to transportation by automobile, including walking, cycling, and transit; employing traffic calming measures throughout the community; requiring adequate connectivity between adjoining developments; or coordinating transportation and land use decision-making within the community.

*A small portion of Dawson County currently receives some oversight through the Atlanta Regional Commission as part of its State mandated responsibilities as the Metropolitan Planning Organization (MPO) for metropolitan Atlanta. Beyond that Dawson County does not have an active, comprehensive transportation planning program but does communicate their concerns and issues to the regional GDOT office and all communities do participate in the public involvement process for the Statewide Transportation Improvement Program (STIP) as able. As the region grows additional transportation planning would be considered a benefit, if not a necessity.*

## **9. Educational Opportunities**

Make educational and training opportunities readily available to enable all community residents to improve their job skills, adapt to technological advances, manage their finances, or pursue life ambitions. This can be achieved by expanding and improving local educational institutions or programs; providing access to other institutions in the region; instituting programs to improve local graduation rates; expanding vocational education programs; or coordinating with local economic development programs to ensure an adequately trained and skilled workforce.

*The County works with the Dawson County School Board and private institutions to ensure access for quality primary and secondary educational facilities and programs for area residents. The County also works with other partners to ensure access to viable post-secondary resources such as the University of North Georgia, Lanier Technical College, and other area educational institutions.*

## **10. Community Health**

Ensure that all community residents, regardless of age, ability, or income, have access to critical goods and services, safe and clean neighborhoods, and good work opportunities. This may be achieved by providing services to support the basic needs of disadvantaged residents, including the disabled; instituting programs to improve public safety; promoting programs that foster better health and fitness; or otherwise providing all residents the opportunity to improve their circumstances in life and to fully participate in the community.

*There are primary care facilities within Dawson County but as yet no emergency medical care. However the County works with facilities in three adjoining counties and with the Dawson County Department of Public Health to ensure access for quality health care facilities and programs for area residents. The governments also work with other partners to monitor residents' needs and requests in providing access to these services as the area grows.*



## Vision Statement

A vision for the community’s future must be included in the comprehensive plan. The community vision is intended to provide a complete picture of what the community desires to become. The community vision must be based on public input, the assessment of current and future needs and be supported by the goals, policies and objectives in the comprehensive plan. In addition, there must be consistency between the community vision and the Georgia Department of Community Affairs Quality Community Objectives as well as consistency with the community visions of other communities within the region.

The following vision statements were derived from the various comments and suggestions raised during public meetings and through the available survey process. They reflect the consistent themes and issues cited in discussions about prioritizing the local residents over pursuit of change and the strong desire to retain the current level of “*small town charm*” that so many people used to affectionately describe their hometown. To the extent that the local governments pursue major projects and policies the citizens participating in the planning process stressed the need to remain focused on the well-being of current residents and to not sacrifice too much of the existing character of the community, as established by the prevailing scale and rustic nature of local development and the strong academic, civic, and other institutions that help bond the community.

For Dawson County, the prevailing theme from respondents was the desire to refine their sense of place and not “*fall victim to metro Atlanta.*” To this end the biggest concern was preserving the landscape and rural nature that defines so much of the county today. Some growth was expected and encouraged but planning process participants expressed a hope that the scale and character of that change would embrace the stark contrast between Dawson and Forsyth County to the south. Effort should be made to protect the scenic areas and agricultural lands from too quickly turning over into bland subdivisions, and new development should seek ways to evoke a more rural, almost Appalachian theme to their design.

*“My community's biggest asset that should be preserved is...”*

<u>Count</u>	<u>Word</u>
42	Small (town)
36	Natural/ Nature
20	Beauty
19	Forest
19	Rural
15	Lake Lanier
15	Community
11	Downtown
10	Trees
8	Agriculture
7	Greenspace

Steps like these, it was said, would help “*keep Dawson Dawson.*” It would also allow the community to grow organically, serving the interests of existing residents first before devoting too many resources chasing new residents. Dawson is evolving as a hometown and has realized many improvements among County and City projects that add to the appeal of living here. Participants wanted to build on this progress and envisioned a community that can grow at a pace modest enough to enable quality by not outpacing capital improvements.

These sentiments meant the general vision for Dawson County had no need for major change at this time. Support was expressed for the statement as capturing the priorities and values for the community, seeking first to preserve the existing character and then working to foster continued progress.



## VISION STATEMENT DAWSON COUNTY

Dawson County, Georgia, envisions a future where residents and visitors feel welcome. The county will be a place that preserves and celebrates special places, scenery, and cultural resources and directs commercial and residential growth to select areas that are prepared with proper infrastructure, and where urban growth is guided to select areas that are economical and efficient to serve with infrastructure and utilities.

Dawson County will maintain its unique character, which includes a mountain heritage, rich scenic beauty, specialty farms, friendly people, and a small town, rural feel. The county will prioritize the protection of natural resources for the use and enjoyment of future generations.

Dawson County will also seek to continually improve as a community by investing wisely in those facilities and services desired by local residents and always striving to provide an affordable, safe, and quality hometown.





## Needs & Opportunities

To achieve its stated vision a community must understand those obstacles and issues that must be addressed in order to reach the goals implied. The comprehensive planning process asks communities to assess the information outlined in an effort to identify issues and opportunities that should be considered when trying to plan for the future. In doing so the communities can more effectively define their objectives and actions to as to better achieve the desired vision.

The following represents a refined listing of Issues and Opportunities for Dawson County. Some may have carried over from the previous plan, but the list has been confirmed and/or refined based on the discussions and analyses throughout the current planning process.

### ➤ *Land Use Management*

With the expectation of continued growth and development, and with the demand from residents to preserve the area’s predominantly rural character, the County must ensure its land use policies are applied in such a way that will concentrate development to areas better suited for more intensive activity. This will include planning and zoning policies, using more resource material to promote preferred development types, an update of greenspace and conservation planning, and working to ensure capital improvements are directed in coordination with an overarching land use and development strategy.

Needs & Opportunities	Mitigation Strategies
<ul style="list-style-type: none"> <li>Need to manage the potential volume of expected growth, via efficient use of utilities and capital improvements.</li> </ul>	<ol style="list-style-type: none"> <li>Update long-term water and sewer plans (2020)</li> <li>Develop road improvement plan (2019)</li> <li>Revise facility and vehicle assessment for fire depts. and law enforcement. (2019)</li> <li>Update Parks and Recreation Master Plan (2021)</li> <li>Update Future Development Strategy (2022)</li> </ol>
<ul style="list-style-type: none"> <li>Need to manage development’s impact on the County’s character of by coordinating land use policies to concentrate growth and preserve rural areas.</li> </ul>	<ol style="list-style-type: none"> <li>Update long-term water and sewer plans (2020)</li> <li>Update Future Development Strategy (2022)</li> <li>Adopt conservation design subdivision regulations (2019)</li> </ol>
<ul style="list-style-type: none"> <li>Need to protect the area’s natural resources in manner that supports the local ecology and Dawson County’s rural character.</li> </ul>	<ol style="list-style-type: none"> <li>Adopt conservation design subdivision regulations (2019)</li> <li>Maintain State Environmental Planning Criteria (Policy)</li> <li>Support the Upper Chattahoochee Riverkeeper and Upper Etowah River Alliance (Policy)</li> </ol>



➤ *Refining our Identity and Sense of Place*

Area residents and stakeholders wish to see Dawson County aspire for a stronger, unique identity and a sense of community by fostering complementary development forms, increased visual cues that define and unify the community, and coordinated use of capital improvements that will enhance the residential appeal of Dawson County.

Needs & Opportunities	Mitigation Strategies
<ul style="list-style-type: none"> <li>Strong demand to preserve the area’s rural character through measures that protect natural resources, support agricultural activity, and concentrates growth and development.</li> </ul>	<ol style="list-style-type: none"> <li>Maintain State Environmental Planning Criteria (Policy)</li> <li>Adopt conservation design subdivision regulations (2019)</li> <li>Support the Upper Chattahoochee Riverkeeper and Upper Etowah River Alliance (Policy)</li> <li>Support the Friends of Amicalola Falls, Appalachian Trail Conservancy, and other natural resource advocates. (Policy)</li> <li>Survey county to identify prime agricultural areas (2019)</li> <li>Establish policy to protect prime agricultural areas from urban scale utilities. (2020)</li> <li>Seek to concentrate development around existing urbanized areas. (Policy)</li> </ol>
<ul style="list-style-type: none"> <li>Strong demand to seek an improving quality of development coming into the county, with an emphasis on styles that maintain rural character.</li> </ul>	<ol style="list-style-type: none"> <li>Develop/Obtain reference material for architectural design guidelines to promote desired forms among developers. (2019)</li> </ol>
<ul style="list-style-type: none"> <li>Need to review and possibly amend property maintenance policies to protect against properties falling into blight and unsafe conditions that adversely impact property values and deter private investment into the community.</li> </ul>	<ol style="list-style-type: none"> <li>Survey code enforcement performance (2019)</li> <li>Hold workshop to review code enforcement practices (2019)</li> <li>Initialize annual report on code enforcement, tracking site visits and violations. (2020)</li> <li>Identify resources to assist homeowners with property revitalization (2020)</li> </ol>
<ul style="list-style-type: none"> <li>Dawson County should pursue parks and public facilities that present a sense of quality and unique brand/identity to the community, and that support and enhance the area’s rural character.</li> </ul>	<ol style="list-style-type: none"> <li>Update Parks and Recreation Master Plan (2021)</li> <li>Develop preferred design elements for County and School Board facilities (2020)</li> </ol>





➤ ***Having a Comprehensive Strategy for Housing***

As part of the demand to strengthen the community as a premier hometown and rural residential destination for families there is a need to ensure Dawson County will attract and sustain quality housing at all economic levels. Efforts must be made to ensure quality workforce housing is available, to ensure the market is viable for reinvestment and maintenance of properties, that there is a plan to attract and accommodate more higher-end housing, and that all residential areas are/feel rooted in the community.

<b>Needs &amp; Opportunities</b>	<b>Mitigation Strategies</b>
<ul style="list-style-type: none"> <li>Dawson County currently does not have sufficient housing to meet projected demands for various special needs housing, such as senior housing (dependent and independent) and entry-level housing.</li> </ul>	<ol style="list-style-type: none"> <li>Develop/ Obtain a market study for senior housing in Dawson Area (2020)</li> <li>Identify target sites best suited for senior housing (based on market study) (2021)</li> <li>Convene forum with builders and banks to discuss entry level housing (2019)</li> </ol>
<ul style="list-style-type: none"> <li>The County must work to improve the quality of distressed and aging housing units by seeking to foster reinvestment and maintenance and providing a climate that attracts better new development.</li> </ul>	<ol style="list-style-type: none"> <li>Convene forum with builders and banks to discuss entry level housing (2019)</li> <li>Identify resources to assist homeowners with property revitalization (2020)</li> </ol>
<ul style="list-style-type: none"> <li>Dawson County needs a strategy to lure higher grade housing units that will increase the variety of local options and improve the prevailing property tax conditions.</li> </ul>	<ol style="list-style-type: none"> <li>Adopt conservation design subdivision regulations (2019)</li> <li>Survey realtors re: potential for high-end housing in Dawson (2019)</li> </ol>



➤ ***Coordinating Economic Development***

In an effort to attract business and industry types that are desired and a best fit for Dawson County, there should be an intentional and coordinated strategy among local economic development stakeholders to ensure the best use of area resources. The County must work with Dawsonville and neighboring jurisdictions to identify suitable land that works with prevailing infrastructure and utilities, while simultaneously coordinating capital improvements as part of a comprehensive land use strategy. The County must also support efforts to improve local education and training resources as well as fostering conditions that make the community attractive as a hometown to employees.

<b>Needs &amp; Opportunities</b>	<b>Mitigation Strategies</b>
<p>The County lacks a formal plan for where to locate and best sustain new and existing industrial development.</p>	<ul style="list-style-type: none"> <li>25. Develop freight traffic study for the county (2020)</li> <li>26. Develop conceptual site plans and funding options for spec industrial parks (2020)</li> <li>27. Develop target industry recruitment strategy in conjunction with Development Authority (2020)</li> </ul>
<p>The County needs a plan that matches utility, infrastructure, and housing development designed specifically to support economic development.</p>	<ul style="list-style-type: none"> <li>1. Update long-term water and sewer plans (2020)</li> <li>2. Develop road improvement plan (2019)</li> <li>3. Develop facility and vehicle assessment for fire depts. and law enforcement. (2019)</li> <li>4. Update Parks and Recreation Master Plan (2021)</li> <li>5. Update Future Development Strategy (2022)</li> <li>28. Develop Broadband and Telecom Plan Utility (2020)</li> </ul>
<p>The County needs to develop a strategy for increased cooperation with regional partners in attracting and sustaining desirable economic development.</p>	<ul style="list-style-type: none"> <li>29. Develop inventory of regional assets; Create marketing tool promoting same. (2019)</li> <li>30. Sustain and expand network of regional economic development partners; Convene regular meetings (Policy)</li> <li>31. Continue to support economic development through partnership with Development Authority of Dawson County, Industrial Building Authority of Dawson County, Dawson County Chamber of Commerce, and the Joint Development Authority of Lumpkin, White, Dawson Counties. (Policy)</li> </ul>



➤ ***Continued Capital Improvement Planning and Coordination***

The County needs to ensure that all capital improvement projects, such as roads, utilities, and public facilities, are pursued in a manner that is both fiscally responsible and designed in a manner that best supports the overall development strategy for the community. Improvements should be limited in areas where high intensity development is less compatible, and should be done so as to yield efficient returns in more populated areas.

<b>Needs &amp; Opportunities</b>	<b>Mitigation Strategies</b>
<p>Planning for all capital improvements must be done in a way that respects other Comp Plan goals, such as regarding the County’s rural character and sustaining new business and industry.</p>	<ul style="list-style-type: none"> <li>6. Adopt conservation design subdivision regulations (2019)</li> <li>10. Survey county to identify prime agricultural areas (2019)</li> <li>11. Establish policy to protect prime agricultural areas from urban scale utilities. (2020)</li> <li>32. Implement 2050 Master Plan for water and sewer (Policy)</li> <li>33. Utilize SPLOST (and comparable measures) to support investment in infrastructure (Policy)</li> <li>12. Seek to concentrate development around existing urbanized areas. (Policy)</li> <li>26. Develop conceptual site plans and funding options for spec industrial parks (2020)</li> </ul>
<p>Dawson County must maintain efforts to ensure fiscal responsibility in the pursuit of, and development of, capital projects.</p>	<ul style="list-style-type: none"> <li>34. Identify/establish a fiscal standard or benchmark for County operations; Promote County performance (2019)</li> <li>35. Establish long-term capital improvement budgets for all departments (2019)</li> </ul>
<p>The plan for all capital improvement projects must be coordinated with other land use goals to ensure they support the protection of natural resources and the rural character of the county.</p>	<ul style="list-style-type: none"> <li>36. Include review of Comprehensive Plan in site location studies for all new County facilities (Policy)</li> <li>37. Develop catalog of funding resources for capital improvement projects (2019)</li> </ul>
<p>Opportunity to expand parks and recreation opportunities</p>	<ul style="list-style-type: none"> <li>4. Update Parks and Recreation Master Plan (2021)</li> <li>38. Report outlining Lake Lanier park opportunities with Army Corps of Engineers. (2020)</li> </ul>



➤ ***Current Capital Improvement Plans***

<b>Needs &amp; Opportunities</b>	<b>Mitigation Strategies</b>
<p><u><i>Parks and Recreation</i></u></p> <ul style="list-style-type: none"> <li>• Need new park land throughout the County</li> <li>• Need 2 new FT maintenance staff</li> <li>• Need 2 new vehicles</li> <li>• Demand for indoor aquatic facility</li> </ul>	<ul style="list-style-type: none"> <li>39. Survey identifying potential properties or target areas for parks/ aquatic facility. (2019)</li> <li>40. Seek funding to increase staff &amp; vehicles (2020)</li> <li>41. Develop preferred specs and budget for indoor aquatic facility (2020)</li> </ul>
<p><u><i>Etowah Water and Sewer Authority</i></u></p> <ul style="list-style-type: none"> <li>• Increase water storage and treatment capacity</li>   <li>• Continue upgrade of service lines</li> <li>• Maintain compliance with State water plans</li> </ul>	<ul style="list-style-type: none"> <li>32. Implement 2050 Master Plan for water and sewer (Policy)</li> <li>42. Complete the Russell Creek Reservoir, water treatment plant expansion and water reclamation facility expansion (2020)</li> <li>43. Maintain participation with North Georgia Water Partnership (Policy)</li> </ul>
<p><u><i>Fire Department</i></u></p> <ul style="list-style-type: none"> <li>• Replace worn out vehicles</li>   <li>• Need to replace radio equipment</li> </ul>	<ul style="list-style-type: none"> <li>44. Replace vehicles in accordance with Fire Department Assessment (Policy) (See CIE)</li> <li>45. Upgrade radio and communications equipment (2020)</li> </ul>
<p><u><i>Public Works</i></u></p> <ul style="list-style-type: none"> <li>• Need additional staff for field work, road and bridge dept., transfer station</li> <li>• Need equipment and commercial vehicles replaced</li> </ul>	<ul style="list-style-type: none"> <li>40. Seek funding to increase staff &amp; vehicles (2020)</li> </ul>



# DEVELOPMENT STRATEGY

## Broadband Assessment

As communities move forward the importance of access to reliable and high-speed, high capacity internet connections cannot be overestimated. Unserved and underserved areas of Georgia will not remain economically competitive without sufficient internet infrastructure, as this technology becomes the default utility for all manners of communication.

To address this issue in 2018 the Georgia General Assembly amended the provisions of local planning in Georgia by passing the "Achieving Connectivity Everywhere (ACE) Act," intended to facilitate the enhancement and extension of high-speed internet access in communities that lack such infrastructure and the vast resources it provides. In time the State will support programs and initiatives aimed at delivering the community improvement and empowerment potential that reliable, high-speed internet access can provide to even the most difficult-to-serve citizens, schools, and businesses. As the first step in planning for this critical, potentially catalytic infrastructure, the "Ace" Act requires all local governments to incorporate the "*promotion of the deployment of broadband internet services*" into their local plan.

In assessing the Dawson County's 2018 access to higher grade broadband technology stakeholders were asked to rate the general satisfaction of existing internet service providers and the County provided information about the general distribution of high capacity lines throughout the area. The majority provider within the area (based on geographic area) is Windstream, for which service ratings were considered below average. Both Windstream and Comcast provide major commercial service in the GA 400 corridor, along arterial roads leading westward into the county and to Dawsonville, and along various roads throughout the unincorporated County. There are, however, several gaps in "last-mile" connectivity along more remote rural roads, particularly with regard to higher speed and higher capacity lines.

The County does have access to the North Georgia Network (NGN), an incorporated cooperative providing a regional fiber optic system with over 1,600 linear miles of infrastructure. The NGN was conceived as part of visions for a more prosperous rural Georgia, with the knowledge that a fiber optic network that is fast, reliable and affordable is vital to modern economic development. The NGN provides infrastructure that loops through the northeast Georgia mountains with 100 gigabit core line and connects to almost all the schools and colleges in the region as well as reaching many government structures and prominent business parks.

Based on survey results, public comments, and stakeholder input, there remains a strong need for improved internet access in rural Dawson County. The County, likewise, supports improvement programs that will expand local network connectivity and enhance network capacity with an eye toward significantly greater growth (and therefore increased demand for internet services) within the areas between Dawsonville, Forsyth County and Lake Lanier.

### Priorities for Future Network Enhancements

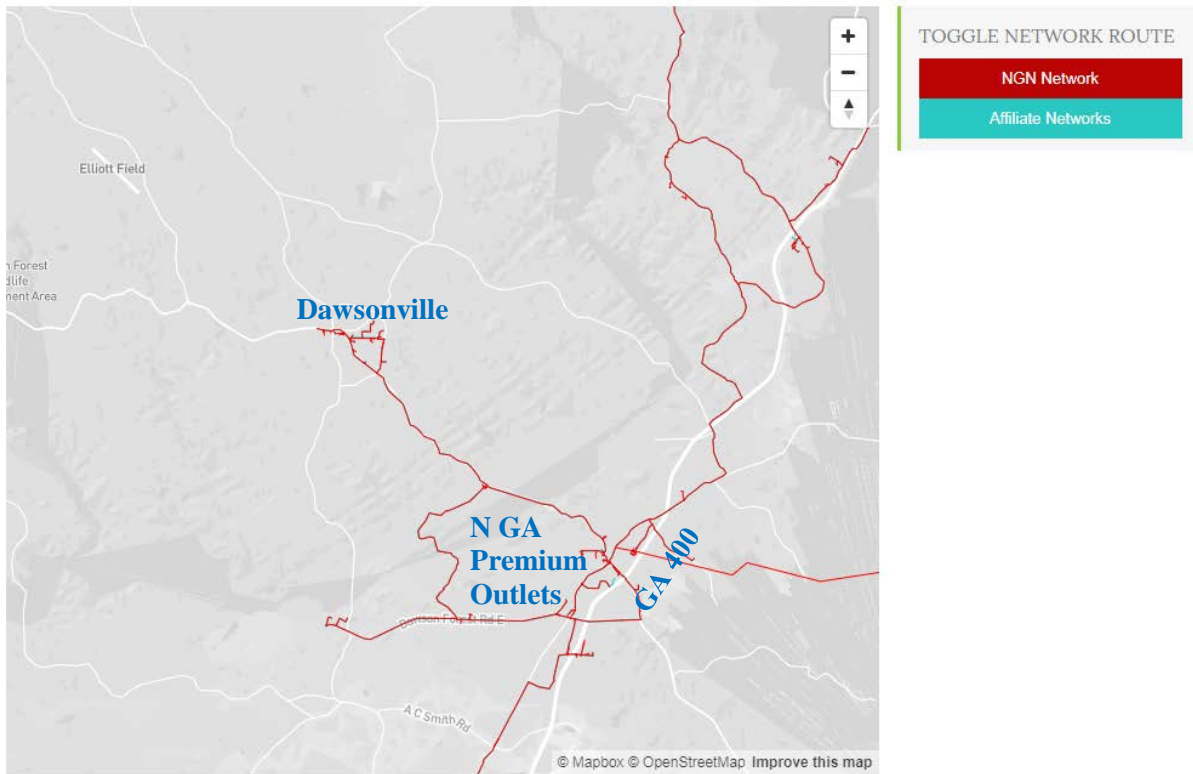
- Ability to increase "last-mile" connections
- Higher-capacity trunk lines westward from NGN
- Expansion of NGN north of Dawsonville



## North Georgia Network Lines in Dawson County

# Network Map

HOME » NETWORK MAP



## Transportation

Transportation concerns the level of accessibility of sites and development, and the demands for transportation facilities and services vary by land use, demographics and other factors. The dynamic nature of accessibility and the various factors that determine functional performance in infrastructure suggest transportation planning requires special attention.

### *Transportation Planning*

After each decennial Census, the Census Bureau updates the designations of urbanized and metropolitan areas, designations that bring with them federal requirement for transportation planning in order to ensure efficient infrastructure networks and to combat air pollution. After the 2010 Census a portion of Dawson County was deemed part of an urbanized area connected with Forsyth County and metro Atlanta, meaning Dawson County was mandated to participate in a Metropolitan Planning Organization (MPO) for transportation modeling and assessment. In Georgia compliance with Federal policy establishing an



MPO rests with the State, which assigned Dawson County to the metropolitan Atlanta region, for which transportation planning is directed by the Atlanta Regional Commission (ARC).

The ARC's *Regional Transportation Plan (RTP)* is the long-range transportation strategy for the 20-county MPO area. The plan is financially constrained, meaning project costs and revenue streams are balanced and therefore eligible for federal assistance. Projects identified within the RTP are then listed as part of the Georgia Department of Transportation's *Transportation Improvement Program (TIP)*. Last updated in 2018, the RTP does not yet identify any capital projects for Dawson County. Part of this is due to the current grade of roads within the urbanized portion, which is largely the GA 400 corridor that has seen recent improvements. Part of this also is the location of the area on the fringe of the metro district, where congestion relief demands priorities lie in other areas. The table below denotes transportation planning priorities for Dawson.

*The portion of Dawson within the MPO*



(MPO materials and reports can be found at [www.atlantaregional.org](http://www.atlantaregional.org))

<b>AR-5307-DA</b>	<b>FTA SECTION 5307/5340 FORMULA FUNDS ALLOCATION FOR DAWSON COUNTY</b>	Jurisdiction	Dawson County	Existing	N/A	Planned	N/A	Length (mi.)	N/A	Network Year	TBD
N/A		Sponsor	Dawson County								
Programmed		Service Type	Transit / Formula Lump Sum	Analysis	Exempt from Air Quality Analysis (40 CFR 93)			LCI	<input type="checkbox"/>	Flex	<input type="checkbox"/>

Status	Year	Fund Type	State	Local	Bonds	Total		
CST	AUTH	2013	Transit Urbanized Area Formula Program	\$13,386	\$0,000	\$3,347	\$0,000	\$16,733
CST	AUTH	2014	Transit Urbanized Area Formula Program	\$14,189	\$0,000	\$3,547	\$0,000	\$17,736
CST	AUTH	2015	Transit Urbanized Area Formula Program	\$14,081	\$0,000	\$3,520	\$0,000	\$17,601
CST	AUTH	2016	Transit Urbanized Area Formula Program	\$13,955	\$0,000	\$3,409	\$0,000	\$17,444
CST	AUTH	2017	Transit Urbanized Area Formula Program	\$14,864	\$0,000	\$3,716	\$0,000	\$18,580
CST		2018	Transit Urbanized Area Formula Program	\$12,671	\$0,000	\$3,168	\$0,000	\$15,839
CST		2019	Transit Urbanized Area Formula Program	\$14,864	\$0,000	\$3,716	\$0,000	\$18,580
CST		2020	Transit Urbanized Area Formula Program	\$13,400	\$0,000	\$3,350	\$0,000	\$16,750
CST		2021	Transit Urbanized Area Formula Program	\$13,400	\$0,000	\$3,350	\$0,000	\$16,750
CST		2022	Transit Urbanized Area Formula Program	\$13,400	\$0,000	\$3,350	\$0,000	\$16,750
CST		2023	Transit Urbanized Area Formula Program	\$13,400	\$0,000	\$3,350	\$0,000	\$16,750
			<b>\$151,610</b>	<b>\$0,000</b>	<b>\$37,903</b>	<b>\$0,000</b>	<b>\$189,513</b>	

## Roads

Assessment of roadway infrastructure involves an inventory of roads by functional classification, a process by which streets and highways are grouped according to the character of service they are intended to provide. Individual roads and streets do not all serve the same function, nor do they manage travel independently but rather as part of a cohesive network. Transportation planning for roads, then, is used to determine how this travel can most efficiently move within the network, and functional classification assists with this process by defining the part that any particular road or street should play in serving the flow of trips through a roadway network.



Dawson County is traversed by several rural arterial roads that provide the critical connections to neighboring communities, medical facilities, and regional economic centers. GA 400, a north-south roadway on the eastern side of the county, is the most critical roadway both for accessing job centers and medical facilities to the south but also for bringing tourists to the mountains and the North Georgia Premium Outlets. The road recently saw an upgraded intersection with SR 53 and is considered functional for the planning time frame. The east-west arterials of SR 53 and SR 136, however, will need monitoring for needed improvements as the county grows. SR 53, in particular, provides access across Lake Lanier, Gainesville, I-985/ GA 365, and further east I-85. This is a critical corridor for freight and tourism traffic and widening this road is currently a long-term project for GDOT.



### *Pedestrian Accessibility*

Pedestrian accessibility refers to the level of connections available within a community to people via walking, biking or other non-motorized means. Traditionally this is provided through sidewalks and trails. At the moment there is little demand for sidewalks outside of Dawsonville. There are some sidewalks available throughout the GA 400 corridor but it varies from development to development. Likewise, some subdivisions within the county have subdivisions but there are no major connections between suburban residential areas and other destinations. There is, however, a growing desire to see trails in the county that might serve both as recreational destinations and as possible point-to-point connectors between population centers and key destinations in the area, such as parks or retail areas. The County will pursue a trails plan within the next 5 years to identify possible routes and funding options.

### *Alternate Transportation*

Dawson Transit has provided residents with public transportation services since the spring of 2001. Dawson Transit currently operates four buses, all ADA compatible and equipped with wheelchair lifts, for use in dial-a-ride transit services. Buses operate on an advanced reservation basis, and on a first come, first serve basis. Buses run from 8:00 a.m. - 4:30 p.m., Monday – Friday, and do not operate on weekends or on special holidays. To date transit services are considered adequate, however as the population grows additional vehicles and/or the possibility of expanded service times may experience more demand.

### *Airports and Rail Service*

Dawsonville and Dawson County are not served by passenger rail service within the County. Amtrak provides the closest passenger rail service along the Norfolk Southern route, which runs northeasterly to Greenville, S.C., and southwesterly to Atlanta. Located east of the County, City of Gainesville is the nearest passenger depot to Dawson County.





Dawsonville and Dawson County are not served by a public-use airport. A privately owned airstrip, Elliot Field, is located within the city. Public use airports in proximity to Dawsonville include Gainesville, Blairsville, Dahlonega, Canton and Jasper.

<u>County</u>	<u>City</u>	<u>ID</u>	<u>Runway Length (ft.)</u>	<u>Runway Width (ft.)</u>	<u>Level*</u>
Hall	Gainesville	GVL	5,500	100	III
Lumpkin	Dahlonega	9A0	3,090	50	I
Pickens	Jasper	JZP	5,000	100	II

Source: Georgia Airport Association

\* Georgia Aviation System (20-year) Plan - all public use airports in Georgia are assigned one of three functional levels as relates to the state's transportation and economic needs:

## Development Trends and Influences

Land use management policies and programs represent guidelines for shaping development patterns that provide for efficient growth while also protecting sensitive social and environmental areas. As such communities should take into account their current and immediately projected conditions and assess the identified needs and issues regarding the built landscape and community services for the area. This section presents an inventory of existing land use patterns and development trends for the community, allowing the local government to produce the most effective policies needed to manage the demands from projected development.

Immediately south of Dawson is Forsyth County, which has routinely been among the fastest growing counties in the US since 2005. Forsyth has doubled in population since 2000 to now more than 200,000 estimated residents. While this has not yet produced huge spillover effects in Dawson County the early signs are showing and most folks in the real estate fields expect Dawson and other parts of northern metro Atlanta to see their share of the suburban and urban expansion within the next few years. Some subdivision development has occurred, both realized and proposed. It has been concentrated along the 400 corridor, Forsyth-Dawson County line, and the City of Dawsonville. The school system has prepared for potential growth and has the capacity to add another 2,000 students without building another school.

Because of the traffic volumes on GA 400 fostering strong commuter ties southward Dawson has seen new residential and retail development along this corridor as part of the early waves coming in, with the outlet mall area now surrounded by additional shopping centers, big box retail stores and varieties of chain dining and shopping options. Particularly at the intersection with Hwy 53, the east/west arterial that leads into Dawsonville and across the lake to Gainesville, this stretch of the GA 400 corridor is the busiest roadway in the county and the hub of current and projected economic activity. Should the County succeed with efforts to foster some minor industrial, technical, or goods production uses in the area then it will serve as a nodal magnet for supporting residential activity.

Dawsonville itself may serve as a center attracting additional development. The City is embracing more urban development forms, has plans for a new park, and is pursuing other downtown attractions. When these factors are combined with the County and School Board's efforts to improve the caliber of civic investments in the area it's possible to better envision Dawsonville growing into a stronger city that may attract residents looking for the small urban form within a rural setting.



North of Dawsonville is a large tract of property that has been available for development since the recession. A former piece of larger timber interests, this property has been proposed for a possible 2,500 unit development. Former plans envisioned this area becoming a form of uptown Dawsonville, featuring a minor commercial and civic center about 3 miles north of downtown Dawsonville. Current plans seem to be leaning towards conservation instead of development.

## Environmental Assessment

The following is provided as a simplified assessment of critical environmental conditions in effect in Dawson County. The locations for any identified conditions can be found on the correlating map.

### Clean Water Act Compliance

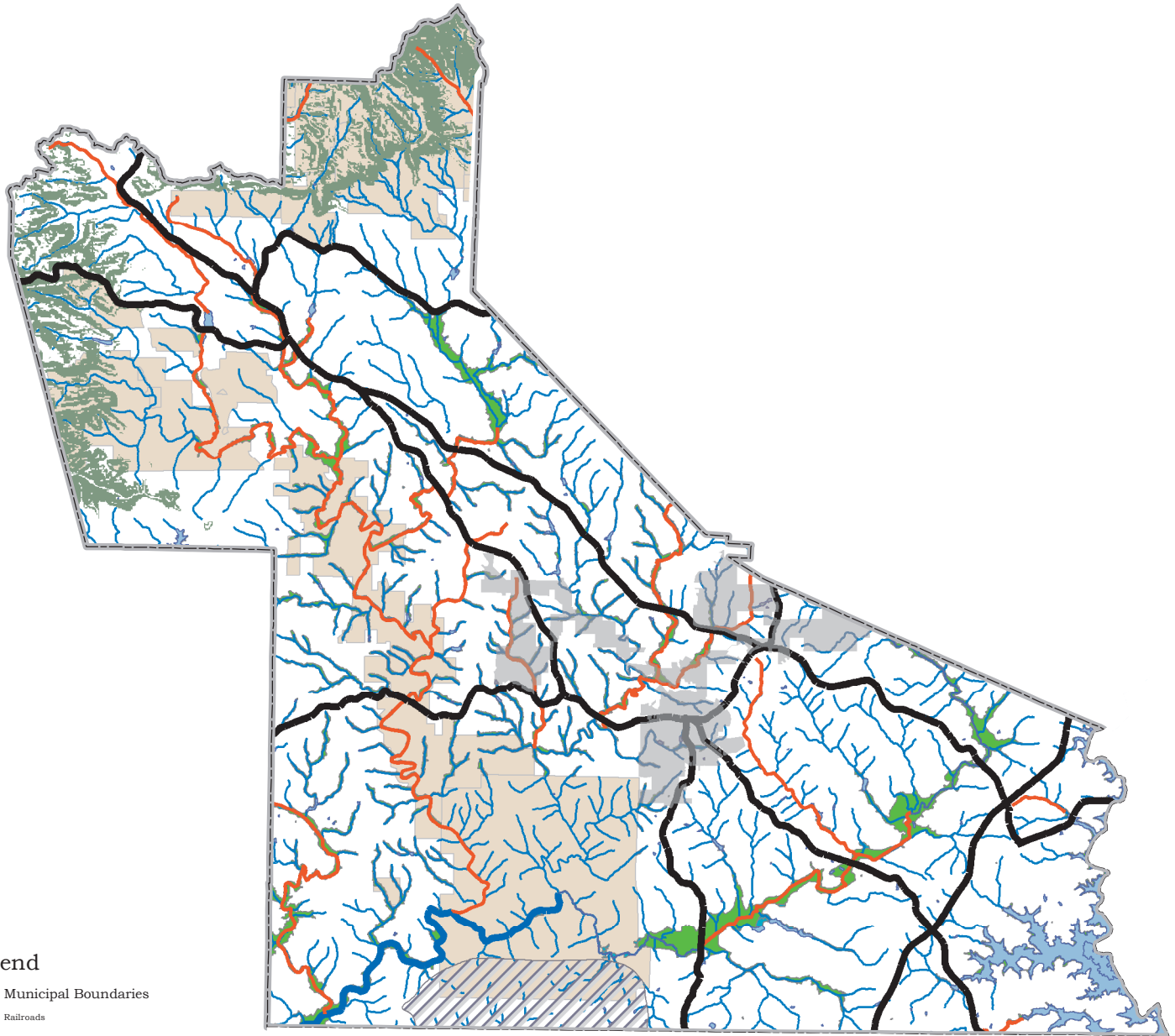
<b>Y</b>	Any “not supporting” 303(d) listed waterbodies? If yes, these waterbodies have been found contaminated to the extent that they are not considered supporting their designated use. As such the local community should seek to manage land uses within the watershed so as to yield healthier water quality.
<b>Y</b>	Any 305(b) listed waterbodies?
<b>N</b>	If yes, do the Implementation Plans/Watershed Management Plans require any outstanding actions from the local government? If so, please include these actions within the Implementation Program.

There are several listed stream segments within Dawson County, predominantly for fecal coliform (bacteria) and for sedimentation, however the County, the City of Dawsonville, and other area stakeholders have worked hard to greatly improve water resource stewardship practices and water quality standards. Regional partners such as the Upper Chattahoochee Riverkeeper, Upper Etowah River Alliance, and North Georgia Water Partnership can assist the County with monitoring best management practices needed and/or employed in the area and aid in local resource management. The County must work with these entities, the Etowah Water and Sewer Authority, and others in working to address the water quality of local streams and rivers, as well as Lake Lanier.

### Environmental Planning Criteria

<b>Y</b>	Water Supply Watersheds	Minimum regulations in place?	<b>Y</b>
<b>Y</b>	Wetlands	Minimum regulations in place?	<b>Y</b>
<b>Y</b>	Groundwater Recharge Areas	Minimum regulations in place?	<b>Y</b>
<b>Y</b>	Protected River Corridors	Minimum regulations in place?	<b>Y</b>
<b>N</b>	Steep Slopes	Minimum regulations in place?	<b>NA</b>
<b>N</b>	Protected Mountains	Minimum regulations in place?	<b>NA</b>
<b>N</b>	Coastal Areas	Minimum regulations in place?	<b>NA</b>

If any required regulations have not yet been established, please list any action items for achieving compliance within the Implementation Program.



**Legend**

- Municipal Boundaries
- Railroads
- Major Roads
- Dawson County Flood Areas
- Ground Water Recharge Areas
- 305b 303d Streams
- Protected Rivers
- Protected Mountains
- Ponds and Lakes
- Streams and Rivers
- National Wetlands Inventory
- Conservation Lands

**Dawson County  
Environmentally Sensitive Areas**





## Areas Requiring Special Attention

Analysis of prevailing trends assists in identifying preferred patterns of growth for the future. Such analyses can identify those areas requiring special attention with regard to management policies, such as natural or cultural resources likely to be intruded upon or otherwise impacted by development.

- *Areas where rapid development or change of land uses is likely to occur*

The area subject to the most immediate and rapidly growing pace of development is the GA 400 corridor and the southern portion of the county along the Forsyth County boundary. This is due to the presence of the outlet mall and the proximity to, and arterial access to, all the other regional economic centers available for commuters. The area is rapidly becoming suburban and features several roadway corridors that are lined with regional shops and offices, driving the local economy and attracting more of the same style of development.

- *Areas where the pace of development has and/or may outpace the availability of community facilities and services, including transportation*

While the GA 400 corridor is growing the area is expected to match or exceed utility demand for the foreseeable future. With recent road improvements to GA 400 itself and the intersection with SR 53, the greatest infrastructure improvements needed are the eventual widening of the east-west connector along GA 53 and the completion of the Dawsonville perimeter road. The Georgia DOT is currently assessing route options for the perimeter road and has long-term plans regarding GA 53.

Broadband capacity, meanwhile, was addressed in its own section.

The other standard questions for Areas Requiring Special Attention (listed below) do not have applicability in Dawson at this time. The county lacks the volume or concentration of impoverished areas or areas targeted for redevelopment. There are select properties scattered across the county that could and will be promoted for adaptive reuse, infill, or revitalization, but these are not clustered so as to form a particular district or target area for a comprehensive effort.

- *Areas in need of redevelopment and/or significant improvements to aesthetics or attractiveness (including strip commercial corridors)*
- *Large abandoned structures or sites, including possible environmental contamination.*
- *Areas with significant infill development opportunities (scattered vacant sites).*
- *Areas of significant disinvestment, levels of poverty, and/or unemployment substantially higher than average levels for the community as a whole*



## Recommended Character Areas

Character area planning is designed to focus on the physical appearance (aesthetics) and function of a particular area. Development strategies are tailored and applied to each individual area. The goal is to enhance the existing character/function or promote a new, more desirable character for the future. Character areas identify portions of the community that have a unique or special character that needs to be preserved or require special attention because of unique development issues

A key component of the comprehensive planning process is the development of a Character Area Map that reflects the community's vision for future growth and development during the course of the planning period. This vision was developed through an extensive public visioning process and expresses the unique character of various portions of the community. The various character areas, then, are intended to support the overall future development strategy by organizing common themes of development patterns throughout the community. They promote the desired development patterns and provide a framework for coordination of capital improvement projects that may impact development.

The following pages present the map and narratives of each Character Area associated with Dawson County. Each identified character area outlines a specific vision or plan that includes the following:

- Written description and pictures or illustrations that identify the patterns and scales of development encouraged in that area.
- Identification of implementation measures to achieve the desired development patterns for the area, including more detailed sub-area planning, new or revised local development regulations, incentives, public investments, and infrastructure improvements.



<b>Rural</b>	
<p>The development pattern for this character area consists of rural, undeveloped land likely to face development pressures for lower density (one unit per two plus acres) residential development. These areas typically have limited water/sewer infrastructure and rely on septic systems. In addition, they typically have low pedestrian orientation and access, very large lots, open space, pastoral views and high degree of building separation. Sidewalks, curbs and gutters generally are not compatible with this character area, but conservation subdivisions located here should include pedestrian and bicycle networks and connect to regional multi-use trails. The desired development pattern should seek to:</p> <ul style="list-style-type: none"> <li>• Permit rural cluster or conservation subdivision design that incorporates significant amount of open space</li> <li>• Limit extension of public utilities in these areas</li> <li>• Limit parking in front of properties</li> <li>• Connect to regional network of greenspace and trails, available to pedestrians, bicyclists, and equestrians for both tourism and recreational purposes</li> <li>• Consider the use of drainage swales on paved roads in lieu of curb and gutter</li> <li>• Ensure safe and direct access to major thoroughfares</li> <li>• Provide at least one access point from a County road for a minimum number of homes</li> <li>• Allow unpaved roads and shared driveways that provide access for up to six residences</li> <li>• Support and encourage agricultural industries</li> </ul>	
<i>Future Land Use Categories</i>	<i>Zoning Districts</i>
<ul style="list-style-type: none"> <li>• Rural Residential</li> <li>• Sub-rural Residential</li> <li>• Parks, Recreation and Conservation</li> <li>• Forestry</li> <li>• Agriculture</li> </ul>	<ul style="list-style-type: none"> <li>• RSR (for Sub-Rural Residential with 1.5 acre lot minimum on septic and well; one acre on septic and public water)</li> <li>• RRE (lot min. of 1.5 acres or three acres in sbdv.)</li> <li>• Residential Agritulture</li> </ul>
<i>Strategies</i>	
<ul style="list-style-type: none"> <li>• Develop Greenspace Master Plan</li> <li>• Develop Bike/Pedestrian/Greenways Master Plan</li> <li>• Adopt conservation subdivision regulations</li> <li>• Adopt Best Management Practices (BMP) for stormwater run-off</li> <li>• Update development regulations to address drainage and impervious surface requirements</li> </ul>	





## Rural Corridor

The development pattern for this character area consists of developed or undeveloped land paralleling the route of a major thoroughfare that has significant natural, historic or cultural features, and scenic or pastoral views with a distinct rural character. Rural Corridor character area covers 300 feet of property on each side of these major thoroughfares (i.e. Georgia 53, 9 and 136). Small nodes of commercial development with small, enclosed retail trade and service are appropriate at important intersections. These nodes maintain the rural character with appropriate building designs. The desired development pattern should seek to:

- Limit extension of public utilities in these areas
- Enact guidelines for new development that enhance the scenic value of the corridor and addresses landscaping and architectural design
- Consider the use of drainage swales for paved roads in lieu of curb and gutter
- Encourage compatible architectural styles that maintain the regional rural character and do not include franchise or corporate architecture
- Limit parking in front of commercial properties
- Ensure major commercial or employment centers do not encroach on residential development
- Connect to regional network of greenspace and trails, available to pedestrians, bicyclists, and equestrians for both tourism and recreational purposes
- Provide pedestrian linkages to adjacent and nearby residential or commercial districts
- Provide bicycle accommodations
- Consolidate driveways and use directional signage to clustered developments
- Institute driveway controls and access management standards to facilitate traffic flow
- Separate through-traffic from local traffic
- Plan for future expansion as the surrounding area grows
- Allow unpaved roads and shared driveways that provide access for up to six residences

<i>Future Land Use Categories</i>	<i>Zoning Districts</i>
<ul style="list-style-type: none"> <li>• Parks, Recreation and Conservation</li> <li>• Forestry</li> <li>• Agriculture</li> <li>• Exurban Residential</li> <li>• Rural Residential</li> <li>• Suburban and Lakefront Residential</li> <li>• Office Professional</li> <li>• Crossroads Commercial</li> </ul>	<ul style="list-style-type: none"> <li>• C-RB, C-CB (for Crossroads Commercial)</li> <li>• Other Scenic Corridors Overlay Districts needed</li> </ul>

### *Strategies*

- Adopt regulations for Scenic Corridors
- Adopt Georgia 53 Corridor Overlay
- Develop Master Bike/Pedestrian/Greenways Plan
- Update development regulations to address drainage and impervious surface requirements







## Planned Community

The development pattern of this character area may consist of the resort variety, like Big Canoe, which has increasingly become home to permanent as well as seasonal residents and golf course communities such as Chestatee and Crystal Falls. Planned residential communities provide unique, flexible, creative and imaginative arrangements and site plans that result in predominantly single family residential development. The desired development pattern should seek to:

- Encourage higher density housing types within walking distance of services and amenities within and adjacent to the community
- Emphasize connectivity with adjacent subdivisions and/or commercial developments in the layout of new developments
- Design for walkability throughout, encouraging creative pedestrian networks
- Create interconnected pattern of streets and trails extending into surrounding neighborhoods for cars, bikes, golf carts, and pedestrians
- Limit truck traffic in congested areas by redirecting it to higher capacity roads
- Separate through-traffic from local traffic
- Examine potential for traffic calming techniques on major corridors to facilitate enhanced pedestrian use (including safe crossings)
- Encourage strong connectivity and continuity between each master planned development
- Use access management strategies in appropriate locations e.g. requiring new subdivisions to be developed with an internal street system and no private driveways accessing the highway; for lots adjacent to arterial streets, encourage alley access to allow the building to
- face highway with automobile access to the rear

<i>Future Land Use Categories</i>	<i>Zoning Districts</i>
<ul style="list-style-type: none"> <li>• Planned Community</li> <li>• Residential</li> <li>• Parks/ Amenity Areas</li> <li>• Conservation</li> </ul>	<ul style="list-style-type: none"> <li>• R-PC</li> </ul>

## Strategies

- Adopt a gateway and signage master plan for planned communities
- Adopt a circulation master plan that defines how the street, sidewalk, and path network will look and how it will connect to surrounding neighborhoods
- Update county's regulations to require interconnected streets, parking, driveways, sidewalks, greenways, and trails for planned communities
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm





## Lakeside Residential

The development pattern of this character area consists of suburban residential subdivision development surrounding Lake Lanier. Stormwater runoff becomes an issue in this area because it drains into the lake that provides drinking water for Metropolitan Atlanta and supports the habitat of a variety of species. The desired development pattern should seek to:

- Employ stringent requirements for water quality enhancement measures on individual sites
- Incorporate regional (i.e., serving multiple sites) water quality enhancement areas to intercept stormwater and improve water quality as it flows from development areas into the lake. These regional facilities would be located along the tributaries between Georgia 400 and the lake's shoreline and would likely consist of wetlands, retention ponds, biofiltration swales, and other best management practices for water quality protection
- Set aside land for a network of greenways/trails for use by non-motorized users that link to similar character areas
- Connect to regional network of greenspace and trails, available to pedestrians, bicyclists, and equestrians for both tourism and recreational purposes
- Encourage strong connectivity and continuity between each master planned development
- Develop vehicular and pedestrian/bike connections to retail/commercial serves (where possible) as well as internal street connectivity, connectivity to adjacent
- properties/subdivisions and multiple site access points
- Promote street design that fosters traffic calming such as narrower residential streets, on- street parking and addition of bicycle and pedestrian facilities
- Minimize impervious surfaces in environmentally sensitive areas
- Encourage County/GDOT to follow best management practices for erosion and sedimentation, as defined in the Georgia Erosion and Sedimentation Act
- Encourage use of pervious materials for driveways and other hard surface areas
- Reduce or eliminate parking space requirements; encourage pervious surfaces where possible
- Set acceptable environmental and fiscal impacts for extension of streets and utilities

### Future Land Use Categories

- Suburban and Lakeside Residential

### Zoning Districts

- RL (Min. lot sizes: 1.5 acres on well; .75 acres public water)

### Strategies

- Adopt Best Mgmt Practices to protect water quality from stormwater runoff and sedimentation
- Update development regulations to address drainage and impervious surface requirements
- Develop Bike/Pedestrian/Greenways Master Plan
- Investigate establishing a local government stormwater utility
- Implement strategies, studies, and plans that call for water quality protection on a regional basis (i.e., all counties in the Lake Lanier basin)
- Set specific time frames for adding additional staff (e.g., water quality engineer) to
- Implement water quality enhancement projects and enforce water quality standards during the development plans review process





## Suburban Residential

The development pattern of this character area consists of locations where pressures for the typical types of suburban residential subdivision development are greatest (due to availability of water and sewer service). Guidelines are needed to encourage pedestrian-friendly neighborhoods that are accessible to transit (when it becomes available), adequate open space, strategically placed civic buildings, a connected system of streets and housing choices. The desired development pattern should seek to:

- Incorporate regional (i.e., serving multiple sites) water quality enhancement areas to intercept stormwater and improve water quality as it flows from development areas into the lake. These regional facilities would be located along the tributaries of the Etowah River and would likely consist of wetlands, retention ponds, biofiltration swales, and other best management practices for water quality protection
- Incorporate master planned mixed-uses blending residential development with schools, parks, recreation, retail businesses and services, linked in a compact pattern that encourages walking and minimizes the need for auto trips within the subdivision
- Locate schools, community centers, or well-designed small commercial activity centers at suitable locations within walking distance of residence
- Promote moderate density, traditional neighborhood development (TND) style residential subdivisions
- Employ design features that encourage safe, accessible streets such as narrower streets, on-street parking, sidewalks, street trees and landscaped raised medians for minor collectors and wider streets
- Encourage comparable architectural styles that maintain the regional character and do not include franchise or corporate architecture
- Establish strong connectivity within, and continuity between, each master planned development to disperse traffic and shorten trips (may include minimizing or prohibiting cul-de-sacs) to disperse traffic in a more traditional grid pattern and to shorten walking/biking trips
- Provide safe facilities for pedestrians, school buses, and bicyclists using the road right-of-way
- Enhance the pedestrian-friendly environment by adding sidewalks and creating other pedestrian-friendly multi-use trail/bike routes linking neighboring communities and major destinations such as libraries, neighborhood centers, health facilities, commercial clusters, parks, schools, etc.
- Add traffic calming improvements, sidewalks and increased street interconnections to improve walkability within existing neighborhoods
- Separate through-traffic from local traffic
- Use access management strategies in appropriate locations
- Limit truck traffic in congested areas by redirecting it to higher capacity roads and designating truck routes where appropriate
- Encourage on-street parking and shared parking
- Limit driveway spacing along the highway frontage and align driveways where needed to improve traffic flow
- Require residential subdivisions accessing the highway to be interconnected
- Ensure that residential development does not encroach on major employment centers
- Require traffic studies for developments with more than 200,000 square feet



<i>Future Land Use Categories</i>	<i>Zoning Districts</i>
<ul style="list-style-type: none"> <li>• Parks, Recreation and Conservation</li> <li>• Suburban and Lakefront Residential</li> <li>• Crossroads Commercial</li> <li>• Village Activity Center</li> </ul>	<ul style="list-style-type: none"> <li>• C-RB and C-CB (for Crossroads Commercial)</li> <li>• RS (lot size minimum of 1.50 acres on septic and well; 1 acre on septic and public water; 1 acre on public water and sewer)</li> <li>• MUV (2.8 Units per acre overall density neutral)</li> </ul>
<b>Strategies</b>	
<ul style="list-style-type: none"> <li>• Adopt Traditional Neighborhood Development ordinance</li> <li>• Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm</li> <li>• Adopt a collector street plan</li> <li>• Adopt sidewalk requirements</li> <li>• Develop Greenspace Master Plan</li> <li>• Update traffic study requirements</li> <li>• Develop Bike/Pedestrian/Greenways Master Plan</li> <li>• Update development regulations to address drainage and impervious surface requirements</li> </ul>	





### Cultural Mixed Use

The development pattern for this character area consists of sites of local cultural significance that will experience growth related to the cultural resources. These areas in the future will include a mixture of uses that support the cultural resources. This character area includes Southern Catholic College, Dawson County Park and Bowen Arts Center as well as vacant property located near each. The desired development pattern should seek to:

- Require developments accessing the highway to be interconnected
- Encourage shared driveways and inter-parcel access for adjacent commercial uses
- Limit driveway spacing along the highway frontage and align driveways wherever possible
- Examine potential for traffic calming techniques on major corridors to facilitate enhanced pedestrian use (including safe crossings)
- Provide safe facilities for pedestrians, school buses, and bicyclists using the road right-of-way
- Create safe, convenient pedestrian and bicycle connections to the adjacent neighborhoods and subdivisions
- Create a network of interconnected streets and parking lots
- Incorporate sidewalks, crosswalks, and bike paths

### Future Land Use Categories

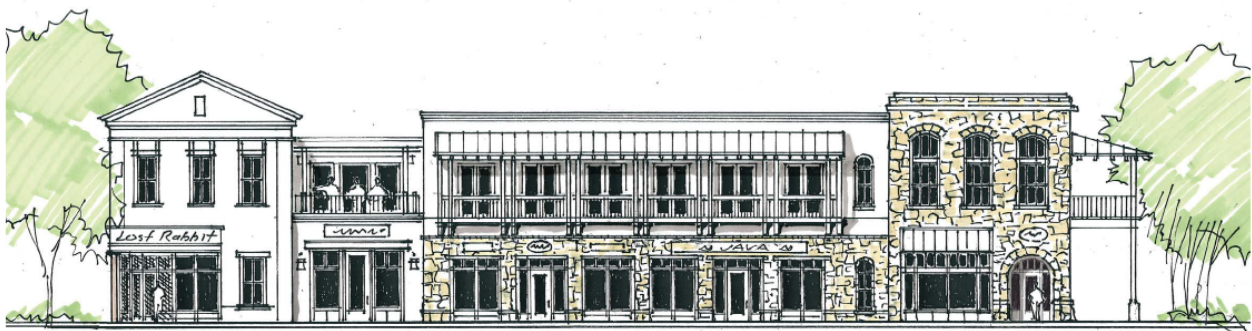
- Parks, Recreation and Conservation
- Sub-rural Residential
- Suburban and Lakefront Residential
- Village Activity Center

### Zoning Districts

- Zoning Districts
- MUV (2.8 Units per acre overall density neutral)
- Traditional Neighborhood
- Sense of Place

### Strategies

- Develop an Access Management Plan for the corridor
- Develop a Bike/Pedestrian/Greenways Master Plan
- Adopt ordinance for shared parking, inter-parcel access and driveway requirements









### Mixed Use Corridor

The development pattern for this character area includes developed or undeveloped land on both sides of lands designated along Georgia 9 and 400. This area includes retail centers, office and employment areas usually located on large tracts of land with campus or unified development, mixed use activity centers, multi-family development, light industrial and other associated uses. The desired development pattern should seek to:

- Locate employment centers in areas with ample sewer capacity, with direct access to major arterials
- Provide suitable transitions to surrounding residential uses
- Establish a grid pattern of public streets with block lengths between 300 and 600 feet
- Locate employment centers on land that has good access to GA 400 and other high-capacity highways, utilities and infrastructure
- Emphasize connectivity with adjacent subdivisions and/or commercial developments in the layout of new developments
- Create a network of interconnected streets and parking lots
- Provide safe facilities for pedestrians, school buses, and bicyclists using the road right-of-way
- Create safe, convenient pedestrian and bicycle connections to neighborhoods and subdivisions that are adjacent to the commercial corridors
- Incorporate sidewalks, crosswalks and bike paths
- Require dedicated right-of-way
- Limit driveway spacing along the highway frontage and align driveways where needed to improve traffic flow
- Encourage shared driveways and inter-parcel access for adjacent commercial uses
- Require residential subdivisions accessing the highway to be interconnected and to provide at least two entrances
- Encourage shared parking lots between uses
- Relate road alignment to topography
- Ensure environmental protection

### Future Land Use Categories

- Parks, Recreation and Conservation
- Urban Residential
- Multi-family Residential
- Office Professional
- Commercial Highway
- Light Industrial
- Campus-style Business Park
- Urban Activity Center

### Zoning Districts

- RMF (multi-family residential 6 units per acre density neutral)
- C-OI (Office Professional)
- C-HB; C-PCD (Commercial)
- C-IR (Light Industrial)
- Georgia 400 Corridor Design Overlay
- New district needed for Campus Style Business Park
- MUV (2.8 Units per acre overall density neutral)
- New overlay needed for Georgia 53 corridor RT (1.5 Acre lot minimum on septic and well; .75 acres on septic and public water; .40 acre on public water and public sewer)



## Strategies

- Adopt ordinance for shared parking, inter-parcel access and driveway requirements
- Adopt Campus Style Business Park zoning district
- Adopt Urban Activity Center zoning district
- Adopt Georgia 53 overlay zoning district
- Create an access management and driveway control master plan for corridors that allow signalized intersections every 600 to 1,200 feet without intervening curb cuts





## Industrial

Industrial districts are established where some light industrial operations such as warehousing and low-intensity manufacturing can occur without objectionable impacts such as noise, vibration, smoke, dust, gas, fumes, odors, and radiation and that do not create fire or explosion hazards or other objectionable conditions. They are to be located in areas with close proximity to arterial highways and/or adjacent access roads, with particular attention paid to traffic patterns and schedules for any heavy freight vehicles. Where possible, these uses should include compatible passive use greenspaces and possible pedestrian connections to adjacent development if appropriate. The desired development pattern should seek to:

- Locate employment centers in areas with ample sewer capacity, with direct access to major arterials
- Provide suitable transitions to surrounding residential uses
- Locate employment centers on land that has good access to GA 400 and other high-capacity highways, utilities and infrastructure
- Create a network of interconnected streets and parking lots
- Incorporate sidewalks, crosswalks and bike paths as appropriate
- Require dedicated right-of-way
- Limit driveway spacing along the highway frontage and align driveways where needed to improve traffic flow
- Encourage shared driveways and inter-parcel access for adjacent commercial uses
- Encourage shared parking lots between uses
- Ensure environmental protection

<i>Future Land Use Categories</i>	<i>Zoning Districts</i>
<ul style="list-style-type: none"> <li>• Light Industrial</li> <li>• Warehousing</li> <li>• Research &amp; Development Centers</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial</li> <li>• Warehouse</li> </ul>

### *Strategies*

- Adopt ordinance for shared parking, inter-parcel access and driveway requirements
- Adopt Campus Style Business Park zoning district
- Adopt Georgia 53 overlay zoning district
- Create an access management and driveway control master plan for corridors that allow signalized intersections every 600 to 1,200 feet without intervening curb cuts





## Conservation

Undeveloped natural lands, agricultural lands, forest lands and environmentally sensitive lands not suitable for suburban development make up the bulk of the Conservation character area. These areas include river corridors, scenic views, steep slopes, flood plains, wetlands, watersheds, wildlife management areas and other environmentally sensitive areas. Development in the Conservation character area may include very low density residential development served by septic systems. Sidewalks, curbs and gutters are not compatible, but pedestrian access and connectivity can take place with multi-use trails. The desired development pattern should seek to:

- Promote the use of conservation easements
- Maintain large lot sizes to protect farmland, open space and environmentally-sensitive areas
- Follow best management practices for erosion and sedimentation, as defined in the Georgia Erosion and Sedimentation Act
- Minimize impervious surfaces in environmentally sensitive areas
- Discourage extension of public utilities, especially sewer, that would encourage development in these areas
- Support only the extensions of streets and utilities based on acceptable environmental and fiscal impacts and planned uses
- Widen roads only when absolutely necessary and only with designs that will minimize the visual impact
- Limit truck traffic in congested areas by redirecting it to higher capacity roads
- Set aside land for a network of greenways/trails for use by non-motorized users that link to similar character areas
- Interconnect adjacent trails, recreation areas, and greenspace where possible
- Provide appropriate way finding along trails
- Limit the amount of curb-cuts
- Require paved roads to use drainage swales in lieu of curb and gutter

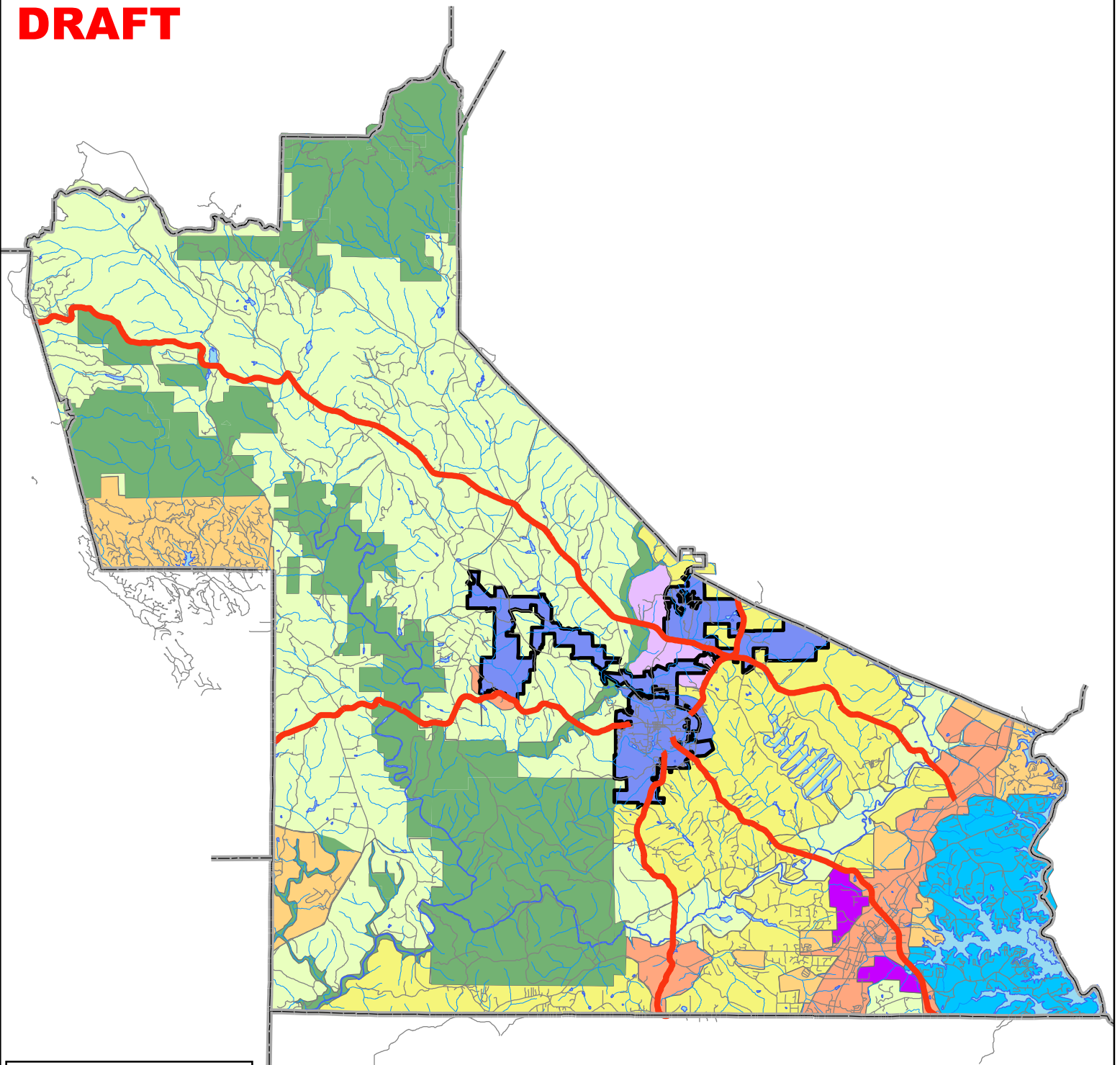
<i>Future Land Use Categories</i>	<i>Zoning Districts</i>
<ul style="list-style-type: none"> <li>• Forestry</li> <li>• Agriculture</li> <li>• Exurban Residential</li> </ul>	<ul style="list-style-type: none"> <li>• R-A (lot size minimum of 1.5 acres or five acres in subdivisions)</li> <li>• RRE (lot size minimum of 1.5 acres or three acres in subdivisions)</li> </ul>

### *Strategies*

- Adopt Scenic Corridor Overlay zoning
- Adopt Best Management Practices (BMP) for addressing storm water run-off
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Designate historic and scenic corridors, and provide for a thorough impact assessment process in these designated areas
- Prepare a Bike/Pedestrian/Greenways Master Plan
- Update development regulations to address drainage and impervious surface requirements



**DRAFT**



- Legend**
- RuralCorridor
  - Reservoir
- Character Areas**
- Rural Residential
  - Suburban Residential
  - Lake Residential
  - Planned Community
  - Mixed-Use Corridor
  - City of Dawsonville and Growth Area
  - Mixed Use Cultural
  - Light Industrial
  - Conservation

**DRAFT**

**Dawson County  
Character Areas**





## IMPLEMENTATION PROGRAM

The Implementation Program is the overall strategy for achieving the Community Vision and for addressing each of the Community Needs and Opportunities. It identifies specific measures, both short and long-term, that must be undertaken by the community in order realize the community's goals. Identifying these items helps the community organize their actions

Because Dawson County employs an Impact fee ordinance they have a Capital Improvement Element that is updated every year. This includes their financial reports, the required capital improvement schedule, and the Community Work Program. For Dawson County, this update was originally produced in conjunction with an independent consultant, Ross and Associates, and is presented here in full as an appendix.

### **Policies, Long-Term Activities and Ongoing Programs**

One type of action a community can establish to achieve its vision is the establishment of policy. These are those ongoing principles and practices that the community will observe in order to realize specific objectives. Some policies may compliment single action-items while others may provide ongoing guidance and direction to local government officials for making decisions consistent with achieving the Community Vision or addressing Community Issues and Opportunities.

In addition, communities may also establish long-term or ongoing programs and activities that support identified objectives. These measures may compliment policies or may simply be action items that must be employed more than once. These are recognized here so as to distinguish their need and conditions apart from the single-action items and to identify any required special terms or context.

The following items have been identified as policies, general objections and directions for Dawson County that will be used as guidelines for general, long-term practices for the respective government.

*Note: Identifying numbers, if applicable, corresponds to the item as referenced in the Needs and Opportunities section or Implementation Strategies for Character Areas.*

7. Maintain State Environmental Planning Criteria
8. Support the Upper Chattahoochee Riverkeeper and Upper Etowah River Alliance
9. Support the Friends of Amicalola Falls, Appalachian Trail Conservancy, and other natural resource advocates.
12. Seek to concentrate development around existing urbanized areas.
30. Sustain and expand network of regional economic development partners; Convene regular meetings
31. Continue to support economic development through partnership with Development Authority of Dawson County, Industrial Building Authority of Dawson County, Dawson County Chamber of Commerce, and the Joint Development Authority of Lumpkin, White, Dawson Counties.
32. Implement 2050 Master Plan for water and sewer
33. Utilize SPLOST (and comparable measures) to support investment in infrastructure
36. Include review of Comprehensive Plan in site location studies for all new County facilities



43. Maintain participation with North Georgia Water Partnership
44. Replace vehicles in accordance with Fire Department Assessment (See CIE)
  - Continue to support the School Board and local post-secondary education institutions
  - Work with the Army Corps of Engineers and Georgia DNR to maintain the integrity and capacity of Lake Lanier

## **Community Work Program**

The third forward-thinking element of the Implementation Program is the Community Work Program (STWP). This identifies specific implementation actions the local government or other entities intend to take during the first five-year time frame of the planning period. This can include any ordinances, administrative systems, community improvements or investments, financing arrangements, or other programs or initiatives to be put in place to realize the plan goals.

DRAFT



Action	2019	2020	2021	2022	2023	Responsible Agency	Projected Cost	Funding Options
<b>Impact Fee Eligible Projects</b>								
<b>Library Services</b>								
Purchase collection materials	X	X	X	X	X	Dawson Co. Library	\$195,503	99.5% impact fees; SPLOST
<b>Parks &amp; Recreation</b>								
Acquire park land						Parks & Rec. Dept.	\$800,000	84.76% impact fees; SPLOST
Senior Rec Center						Senior Services	\$401,251	100% impact fees
<b>Law Enforcement</b>								
New Jail						Sherriff's Office	\$45,715.05	100% impact fees
<b>Fire Protection</b>								
Purchase fire engine for Stn 4						Emergency Services	\$400,000	100% impact fees
Purchase medic vehicle for Stn 4						Emergency Services	\$250,000	100% impact fees
Purchase medic vehicle for Stn 5						Emergency Services	\$250,000	100% impact fees
Purchase fire engine for Stn. 10						Emergency Services	\$400,000	100% impact fees
Purchase tender for Stn. 10						Emergency Services	\$300,000	100% impact fees
Install fire hydrants	X	X	X	X	X	Etowah Water and Sewer Authority	\$237,900	100% impact fees
<b>Road Improvements</b>								
Kelly Bridge Road, full depth reclamation and widening both lanes	X					Public Works	\$2,200,000	44.68% impact fees; SPLOST
Lumpkin Campground Road, lane addition and lane widening		X				Public Works	\$4,000,000	44.68% impact fees; SPLOST
Red Rider Road, right-of-way acquisition and road widening		X				Public Works	\$1,200,000	44.68% impact fees; SPLOST
Sweetwater Juno Road, road widening and resurfacing		X				Public Works	\$1,300,000	44.68% impact fees; SPLOST
Couch Road, road widening and resurfacing			X			Public Works	\$3,500,000	44.68% impact fees; SPLOST
Grant Road East, up-grade dirt to pavement and road widening			X			Public Works	\$800,000	44.68% impact fees; SPLOST
Shoal Creek – Road & Bridge, replacement w/ additional lanes and weight limit increase			X			Public Works	\$2,500,000	44.68% impact fees; SPLOST
Amicalola River – Goshen Church Bridge, replacement w/ additional lanes and weight limit increase				X		Public Works	\$1,500,000	44.68% impact fees; SPLOST



Whitmire Drive West, add third (center turn) lane.				X	Public Works	\$800,000	44.68% impact fees; SPLOST
Transportation Plan	X	X	X		Public Works	NA	Prepared by staff
Update impact fee Capital Improvements Element with road improvements			X	X	Public Works	TBD	General Fund
<b>Items from Needs and Opportunities Section</b>							
1. Update long-term water and sewer plans		X			Etowah Water and Sewer Authority	\$10,000	General Fund; Grants & Loans
2. Develop road improvement plan	X				Public Works	\$5,000	General Fund; GDOT
3. Revise facility and vehicle assessment for fire depts. and law enforcement.	X				Planning Dept.	\$5,000	General Fund; DCA
4. Update Parks and Recreation Master Plan			X		Parks & Rec. Dept.	\$5,000	General Fund; DCA
5. Update Future Development Strategy				X	Planning Dept.	\$1,000	General Fund; DCA
6. Adopt conservation design subdivision regulations	X				Planning Dept.	\$1,000	General Fund; DCA
10. Survey county to identify prime agricultural areas	X				Planning Dept.	\$1,000	General Fund
11. Establish policy to protect prime agricultural areas from urban scale utilities.		X			Planning Dept.	\$1,000	General Fund
13. Develop/Obtain reference material for architectural design guidelines to promote desired forms among developers.	X				Planning Dept.	\$1,000	General Fund
14. Survey code enforcement performance	X				Planning Dept.	\$3,000	General Fund
15. Hold workshop to review code enforcement practices	X				Planning Dept.	NA	NA
16. Initialize annual report on code enforcement, tracking site visits and violations.		X			Planning Dept.	NA	NA
17. Identify resources to assist homeowners with property revitalization		X			Planning Dept.	\$1,000	General Fund
18. Develop preferred design elements for County and School Board facilities		X			Planning Dept.	\$1,000	General Fund
19. Develop/ Obtain a market study for senior housing in Dawson Area		X			Planning Dept.	\$3,000	General Fund
20. Identify target sites best suited for senior housing (based on market study)			X		Planning Dept.	NA	NA
21. Convene forum with builders and banks to discuss entry level housing	X				Planning Dept.	\$1,000	General Fund



22. Convene forum with builders and banks to discuss entry level housing	X				Planning Dept.	\$1,000	General Fund
23. Identify resources to assist homeowners with property revitalization		X			Planning Dept.	\$1,000	General Fund; DCA
24. Survey realtors re: potential for high-end housing in Dawson	X				Planning Dept.	\$1,000	General Fund
25. Develop freight traffic study for the county		X			Planning Dept.	\$10,000	General Fund; GDOT
26. Develop conceptual site plans and funding options for spec industrial parks		X			Planning Dept.	\$10,000	General Fund
27. Develop target industry recruitment strategy in conjunction with Development Authority		X			Planning Dept.	\$5,000	General Fund
28. Develop Broadband and Telecom Plan Utility		X			Planning Dept.	\$5,000	General Fund
29. Develop inventory of regional assets; Create marketing tool promoting same.	X				Dev. Authority	\$1,000	General Fund
34. Identify/establish a fiscal standard or benchmark for County operations; Promote County performance	X				Administration	NA	NA
35. Establish long-term capital improvement budgets for all departments	X				Administration	\$3,000	General Fund
37. Develop catalog of funding resources for capital improvement projects	X				Administration	\$1,000	General Fund
38. Report outlining Lake Lanier park opportunities with Army Corps of Engineers.		X			Planning Dept.	\$10,000	General Fund
39. Survey identifying potential properties or target areas for parks/ aquatic facility.	X				Parks & Rec. Dept.	\$3,000	General Fund
40. Seek funding to increase staff & vehicles		X			Administration	TBD	General Fund; Grants & Loans
41. Develop preferred specs and budget for indoor aquatic facility		X			Parks & Rec. Dept.	\$3,000	General Fund
42. Complete the Russell Creek Reservoir, water treatment plant expansion and water reclamation facility expansion		X			Etowah Water and Sewer Authority	TBD	TBD
45. Upgrade radio and communications equipment		X			Emergency Services	\$100,000	General Fund; Grants & Loans



- Develop Greenspace Master Plan
- Develop Bike/Pedestrian/Greenways Master Plan
- Adopt conservation subdivision regulations
- Adopt Best Management Practices (BMP) for stormwater run-off
- Adopt regulations for Scenic Corridors
- Adopt Georgia 53 Corridor Overlay
- Adopt a gateway and signage master plan for planned communities
- Adopt a circulation master plan that defines how the street, sidewalk, and path network will look and how it will connect to surrounding neighborhoods
- Update county's regulations to require interconnected streets, parking, driveways, sidewalks, greenways, and trails for planned communities
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Adopt Best Mgmt Practices to protect water quality from stormwater runoff and sedimentation
- Investigate establishing a local government stormwater utility
- Implement strategies, studies, and plans that call for water quality protection on a regional basis (i.e., all counties in the Lake Lanier basin)
- Set specific time frames for adding additional staff (e.g., water quality engineer) to implement water quality enhancement projects and enforce water quality standards during the development plans review process
- Adopt Traditional Neighborhood Development ordinance
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Adopt a collector street plan
- Adopt sidewalk requirements
- Update traffic study requirements
- Develop an Access Management Plan for the Cultural mixed Use corridor
- Adopt ordinance for shared parking, inter-parcel access and driveway requirements
- Adopt Campus Style Business Park zoning district
- Adopt Urban Activity Center zoning district
- Create an access management and driveway control master plan for corridors that allow signalized intersections every 600 to 1,200 feet without intervening curb cuts
- Adopt Scenic Corridor Overlay zoning
- Adopt Best Management Practices (BMP) for addressing storm water run-off
- Adopt a policy framework to prevent encroachment of inappropriate automobile-oriented development that would adversely affect the quality of life and public realm
- Designate historic and scenic corridors, and provide for a thorough impact assessment process in these designated areas
- Update development regulations to address drainage and impervious surface requirements



# **APPENDICES**

**County Data Sheet**

**Area Labor Profile for Dawson County**

**Summary of Comprehensive Plan Survey Results**

**Committee/ Public Forum Sign-in Sheets**

**DRAFT**



**County Data Sheet**

DRAFT





## DAWSON COUNTY, GEORGIA

### TOTAL POPULATION

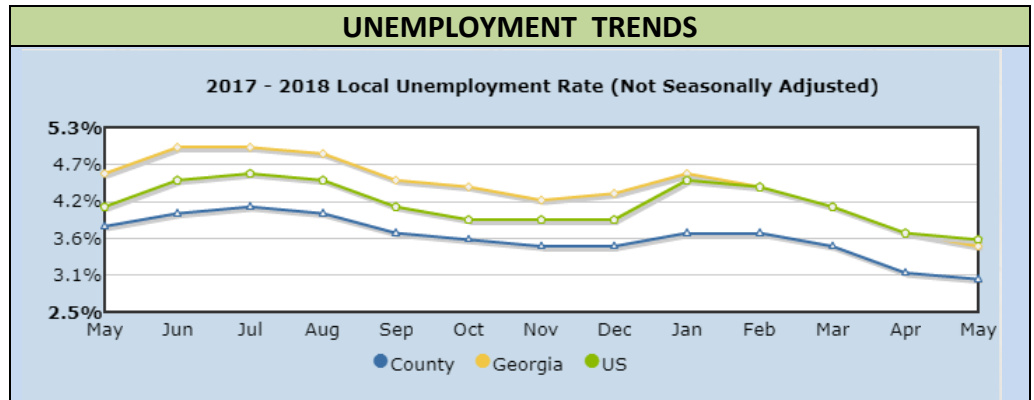
	2010	2016	CHANGE		AGE DISTRIBUTION 2016
			#	%	
Georgia	9,713,521	10,310,371	596,850	6.1%	< 18 yo 21.4%
GMRC Region	601,216	670,327	69,111	11.5%	18-64 60.4%
Dawson County	22,287	23,604	1,317	5.9%	65+ 18.2%
Dawsonville city	2,383	2,634	251	10.5%	
Balance of Dawson Co.	19,904	20,970	1,066	5.4%	

### MINIMAL EDUCATION

#### Adults age 25+ - 2016

< 9 <sup>th</sup> Grade	4.5%
9 <sup>th</sup> – 12 <sup>th</sup>	9.0%
HS Graduate	29.0%
Some College	21.9%
Assoc. Degree	5.7%
Bach. Degree	19.2%
Grad. Degree	10.6%

### UNEMPLOYMENT TRENDS



### COMMUTING PATTERNS - 2010

Origination of Dawson Co. Employees			Destination of Dawson Co. Residents		
Origin		Share	Destination		Share
Dawson Co.	GA	48.1%	Dawson Co.	GA	36.2%
Lumpkin Co.	GA	16.4%	Forsyth Co.	GA	24.5%
Forsyth Co.	GA	12.8%	Fulton Co.	GA	12.2%
Hall Co.	GA	9.6%	Hall Co.	GA	7.0%
Fulton Co.	GA	3.1%	Gwinnett Co.	GA	6.1%
White Co.	GA	2.7%	Lumpkin Co.	GA	5.3%
Gwinnett Co.	GA	1.8%	Pickens Co.	GA	1.6%
Cherokee Co.	GA	1.7%	Cobb Co.	GA	1.5%
Pickens Co.	GA	1.0%	DeKalb Co.	GA	1.4%
Other		3.0%	Other		4.3%
<b>Total Trips</b>		<b>7,583</b>	<b>Total Trips</b>		<b>10,071</b>

Demographic data courtesy of the US Bureau of the Census  
 Unemployment Rate courtesy Georgia Department of Labor



**Area Labor Profile for Dawson County**

DRAFT



## Area Labor Profile

# Dawson

# County



Updated: Jun 2018

## Labor Force Activity - 2017

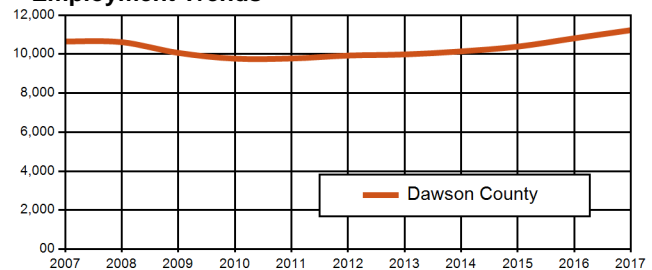
### 2017 ANNUAL AVERAGES

	Labor Force	Employed	Unemployed	Rate
Dawson	11,688	11,231	457	3.9%
Cherokee	129,987	125,131	4,856	3.7%
Fannin	11,006	10,481	525	4.8%
Forsyth	114,728	110,421	4,307	3.8%
Gilmer	11,988	11,387	601	5.0%
Hall	100,338	96,413	3,925	3.9%
Lumpkin	16,756	16,083	673	4.0%
Pickens	14,857	14,220	637	4.3%
<b>Dawson Area</b>	<b>411,348</b>	<b>395,367</b>	<b>15,981</b>	<b>3.9%</b>
Georgia	5,061,399	4,821,622	239,777	4.7%
United States	160,320,000	153,337,000	6,982,000	4.4%

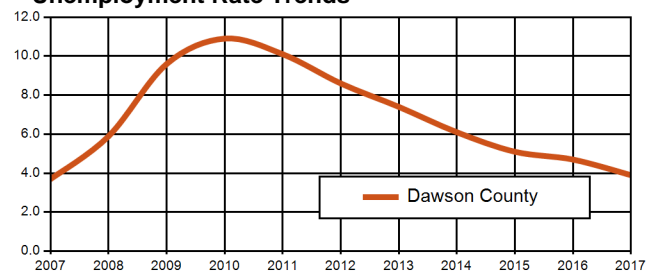
Note: This series reflects the latest information available. Labor Force includes residents of the county who are employed or actively seeking employment.

Source: Georgia Department of Labor; U.S. Bureau of Labor Statistics.

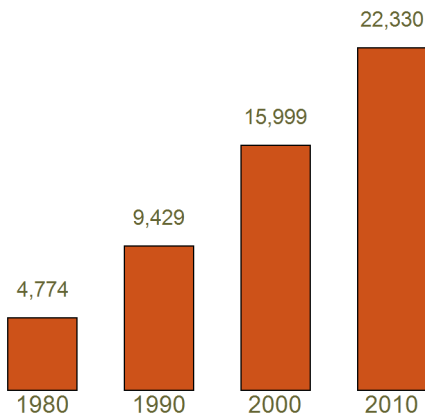
### Employment Trends



### Unemployment Rate Trends



### Population Estimates



### Population

	2010 Census	2017 Rank	2017 Estimate	% Change 2000-2017	2025 Projected*	% Change 2010-2025
<b>Dawson</b>	<b>22,330</b>	<b>76</b>	<b>24,379</b>	<b>9.2</b>	<b>27,977</b>	<b>25.3</b>
City of Dawsonville	2,536					
<b>Dawson Area</b>	<b>703,242</b>		<b>819,711</b>	<b>16.6</b>	<b>963,039</b>	<b>36.9</b>
Georgia	9,687,653		10,429,379	7.7	11,538,707	19.1
United States	308,745,538		325,719,178	5.5	349,439,199	13.2

Source: Population Division, U.S. Census Bureau, \*Governor's Office of Planning and Budget.

**MARK BUTLER - COMMISSIONER, GEORGIA DEPARTMENT OF LABOR**

**Equal Opportunity Employer/Program**

**Auxiliary Aids and Services Available upon Request to Individuals with Disabilities**

**Workforce Statistics & Economic Research; E-mail: [Workforce\\_Info@gdol.ga.gov](mailto:Workforce_Info@gdol.ga.gov) Phone: (404) 232-3875**

# Industry Mix - annual averages of 2017

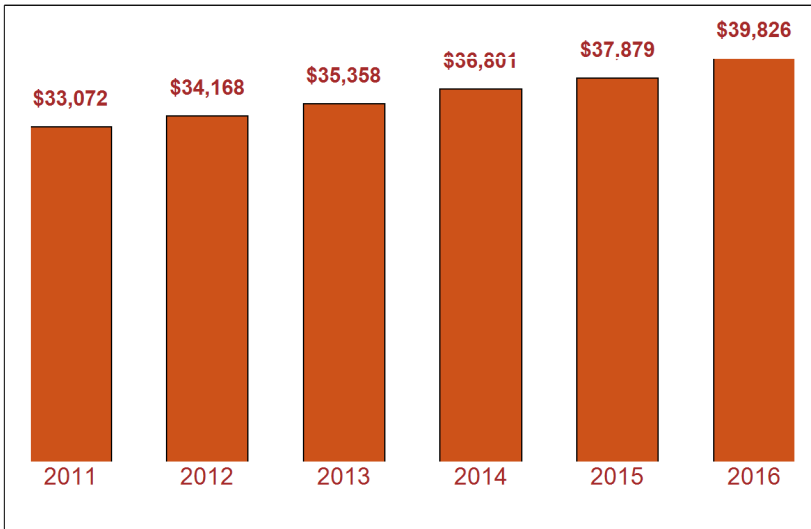
INDUSTRY	Dawson				Dawson Area			
	NUMBER OF FIRMS	EMPLOYMENT		WEEKLY WAGE	NUMBER OF FIRMS	EMPLOYMENT		WEEKLY WAGE
		NUMBER	PERCENT			NUMBER	PERCENT	
<b>Goods-Producing</b>	<b>95</b>	<b>1,244</b>	<b>13.8</b>	<b>808</b>	<b>3,101</b>	<b>54,741</b>	<b>21.5</b>	<b>941</b>
Agriculture, Forestry, Fishing and Hunting	7	18	0.2	508	90	632	0.2	664
Mining, Quarrying, and Oil and Gas Extraction	0	0	0.0	0	16	452	0.2	1,434
Construction	64	231	2.6	877	2,138	16,680	6.6	1,045
Manufacturing	24	995	11.0	798	857	36,978	14.5	893
Food	3	*	*	*	83	15,189	6.0	697
Beverage and Tobacco Product	1	*	*	*	25	494	0.2	848
Printing and Related Support Activities	1	*	*	*	57	1,267	0.5	1,023
Chemical	1	*	*	*	51	1,417	0.6	1,220
Plastics and Rubber Products	2	*	*	*	36	1,786	0.7	840
Nonmetallic Mineral Product	5	36	0.4	692	59	635	0.2	973
Fabricated Metal Product	8	328	3.6	904	127	3,088	1.2	1,076
Furniture and Related Product	1	*	*	*	52	706	0.3	907
Miscellaneous	2	*	*	*	87	1,292	0.5	916
Leather and Allied Product	0	0	0.0	0	3	35	0.0	941
Petroleum and Coal Products	0	0	0.0	0	5	21	0.0	1,103
Paper	0	0	0.0	0	5	84	0.0	847
Apparel	0	0	0.0	0	8	291	0.1	1,003
Textile Mills	0	0	0.0	0	10	481	0.2	778
Primary Metal	0	0	0.0	0	10	1,101	0.4	1,088
Electrical Equipment, Appliance, and Component	0	0	0.0	0	22	1,099	0.4	1,210
Transportation Equipment	0	0	0.0	0	31	2,275	0.9	948
Textile Product Mills	0	0	0.0	0	36	506	0.2	688
Computer and Electronic Product	0	0	0.0	0	41	1,532	0.6	1,499
Wood Product	0	0	0.0	0	49	1,048	0.4	682
Machinery	0	0	0.0	0	60	2,636	1.0	1,096
<b>Service-Providing</b>	<b>536</b>	<b>6,551</b>	<b>72.5</b>	<b>495</b>	<b>15,425</b>	<b>165,941</b>	<b>65.3</b>	<b>826</b>
Utilities	2	*	*	*	26	810	0.3	1,502
Wholesale Trade	27	160	1.8	747	1,335	12,887	5.1	1,343
Retail Trade	175	3,332	36.9	411	2,181	35,460	13.9	531
Transportation and Warehousing	12	35	0.4	872	397	4,800	1.9	943
Information	6	43	0.5	532	259	2,365	0.9	1,290
Finance and Insurance	29	154	1.7	1,092	1,056	6,267	2.5	1,276
Real Estate and Rental and Leasing	24	121	1.3	781	807	2,474	1.0	865
Professional, Scientific, and Technical Services	56	152	1.7	849	2,590	11,629	4.6	1,335
Management of Companies and Enterprises	1	*	*	*	67	1,492	0.6	1,825
Administrative and Support and Waste Management and Remediation Services	31	193	2.1	547	1,152	15,532	6.1	692
Educational Services	4	*	*	*	225	2,671	1.1	606
Health Care and Social Assistance	54	681	7.5	860	1,765	32,214	12.7	997
Arts, Entertainment, and Recreation	13	159	1.8	417	289	3,715	1.5	1,599
Accommodation and Food Services	59	1,318	14.6	337	1,217	26,448	10.4	321
Other Services (except Public Administration)	43	190	2.1	501	1,155	6,398	2.5	613
<b>Unclassified - industry not assigned</b>	<b>30</b>	<b>23</b>	<b>0.3</b>	<b>1,067</b>	<b>903</b>	<b>788</b>	<b>0.3</b>	<b>1,204</b>
<b>Total - Private Sector</b>	<b>661</b>	<b>7,818</b>	<b>86.5</b>	<b>546</b>	<b>18,526</b>	<b>220,682</b>	<b>86.8</b>	<b>855</b>
<b>Total - Government</b>	<b>23</b>	<b>1,218</b>	<b>13.5</b>	<b>681</b>	<b>425</b>	<b>33,613</b>	<b>13.2</b>	<b>807</b>
Federal Government	1	43	0.5	909	59	1,317	0.5	1,149
State Government	10	183	2.0	641	141	4,877	1.9	764
Local Government	12	992	11.0	678	225	27,419	10.8	798
<b>ALL INDUSTRIES</b>	<b>684</b>	<b>9,035</b>	<b>100.0</b>	<b>565</b>	<b>18,951</b>	<b>254,295</b>	<b>100.0</b>	<b>848</b>
<b>ALL INDUSTRIES - Georgia</b>					<b>274,910</b>	<b>4,346,073</b>		<b>1,003</b>

Note: \*Denotes confidential data relating to individual employers and cannot be released. These data use the North American Industrial Classification System (NAICS) categories. Average weekly wage is derived by dividing gross payroll dollars paid to all employees - both hourly and salaried - by the average number of employees who had earnings; average earnings are then divided by the number of weeks in a reporting period to obtain weekly figures. Figures in other columns may not sum accurately due to rounding. All figures are annual averages of 2017.

Source: Georgia Department of Labor. These data represent jobs that are covered by unemployment insurance laws.

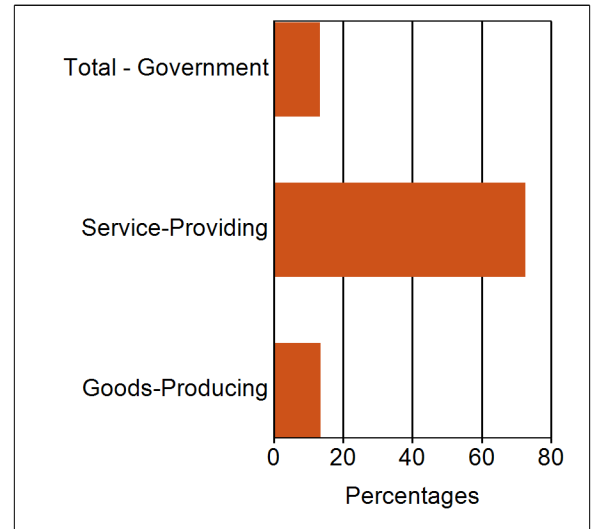
## Dawson Per Capita Income

Source: U.S. Bureau of Economic Analysis



## Dawson Industry Mix 2017

Source: See Industry Mix data on Page 2.



## Top Ten Largest Employers - 2017\*

### Dawson

Btd Manufacturing, Inc.  
 Caretenders Visiting Services  
 Fort Dearborn Company  
 Gold Creek Processing, LLC  
 Michael Kors Retail, Inc.  
 Publix Super Market, Inc.  
 The Home Depot  
 The Kroger Company  
 Under Armour Retail, Inc.  
 Walmart

\*Note: Represents employment covered by unemployment insurance excluding all government agencies except correctional institutions, state and local hospitals, state colleges and universities. Data shown for the Fourth Quarter of 2017. Employers are listed alphabetically by area, not by the number of employees.

Source: Georgia Department of Labor

### Dawson Area

Employer	COUNTY
Fieldale Farms Corporation	Hall
Kubota Manufacturing of America Corporation	Hall
Northeast Georgia Medical Center, Inc.	Hall
Northside Hospital	Forsyth
Northside Hospital	Cherokee
Pilgrim's Pride Corporation	Hall
Tyson Poultry, Inc.	Forsyth
University of North Georgia	Lumpkin
Victory Processing, LLC	Hall
Walmart	Cherokee

## Education of the Labor Force

### Dawson Area

#### PERCENT DISTRIBUTION BY AGE

	PERCENT OF TOTAL	PERCENT DISTRIBUTION BY AGE				
		18-24	25-34	35-44	45-64	65+
Elementary	6.5%	4.5%	7.6%	5.7%	4.6%	12.3%
Some High School	10.2%	19.6%	10.7%	7.8%	7.3%	13.3%
High School Grad/GED	28.1%	33.3%	25.9%	24.1%	28.9%	31.3%
Some College	21.9%	33.3%	22.0%	20.1%	21.4%	17.3%
College Grad 2 Yr	6.3%	3.3%	6.0%	6.9%	7.8%	4.1%
College Grad 4 Yr	19.0%	5.5%	20.9%	25.9%	20.0%	13.8%
Post Graduate Studies	8.0%	0.5%	6.9%	9.6%	9.9%	7.9%
Totals	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Note: Totals are based on the portion of the labor force between ages 18 - 65+. The "Some College" category represents workers with less than two years of college and no degree.

Source: U.S. Census Bureau - 2010 Decennial Census.

# High School Graduates - 2017



	<b>PUBLIC SCHOOLS</b>	<b>PRIVATE SCHOOLS*</b>	<b>TOTAL</b>
Cherokee	2,645	--	2,645
Dawson	247	--	247
Fannin	165	--	165
Forsyth	2,703	--	2,703
Gilmer	238	--	238
Hall	2,062	--	2,062
Lumpkin	222	--	222
Pickens	267	--	267
<b>Dawson Area</b>	<b>8,549</b>	<b>--</b>	<b>8,549</b>

Note: Public schools include city as well as county schools systems.

\* Private schools data is not available for 2017 from Georgia Independent School Association.

Source: The Governor's Office of Student Achievement of Georgia.

# Colleges and Universities

## Dawson Area

### Dawson

Southern Catholic College	<a href="http://www.southerncatholic.org/">http://www.southerncatholic.org/</a>
Dawson Campus (Satellite campus of Lanier Technical College)	<a href="http://www.laniertech.edu">www.laniertech.edu</a>
Southern Catholic College	<a href="http://www.southerncatholic.org">www.southerncatholic.org</a>

### Hall

Brenau University	<a href="http://www.brenau.edu">www.brenau.edu</a>
University of North Georgia	<a href="http://www.gsc.edu">www.gsc.edu</a>
Lanier Technical College	<a href="http://www.laniertech.edu">www.laniertech.edu</a>
Oakwood Campus (Satellite campus of Lanier Technical College)	<a href="http://www.laniertech.edu">www.laniertech.edu</a>

### Cherokee

Canton Campus (Satellite campus of Chattahoochee Technical College)	<a href="http://www.chattahoocheetech.edu">www.chattahoocheetech.edu</a>
Woodstock Campus (Satellite campus of Chattahoochee Technical College)	<a href="http://www.chattahoocheetech.edu">www.chattahoocheetech.edu</a>
Reinhardt University	<a href="http://www.reinhardt.edu">www.reinhardt.edu</a>

### Pickens

Appalachian Campus (Satellite campus of Chattahoochee Technical College)	<a href="http://www.chattahoocheetech.edu">www.chattahoocheetech.edu</a>
--	--

### Forsyth

Forsyth Campus (Satellite campus of Lanier Technical College)	<a href="http://www.laniertech.edu">www.laniertech.edu</a>
---	--

### Lumpkin

University of North Georgia	<a href="http://www.northgeorgia.edu">www.northgeorgia.edu</a>
-----------------------------	--

Note: The colleges and universities listed include public and private institutions. This list is updated periodically as information becomes available.

Source: Integrated Postsecondary Education Data System (IPEDS).

# Technical College Graduates - 2017\*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2015	2016	2017	2015-2016	2016-2017
Accounting Technology/Technician and Bookkeeping°	91	99	126	8.8	27.3
Administrative Assistant and Secretarial Science, General	18	20	25	11.1	25.0
Aesthetics/Esthetician and Skin Care Specialist°	2	182	36	80.0	-13.9

# Technical College Graduates - 2017\*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2015	2016	2017	2015-2016	2016-2017
Allied Health and Medical Assisting Services, Other°	13	24	17	84.6	-29.2
Autobody/Collision and Repair Technology/Technician°	26	26	59	0.0	126.9
Automobile/Automotive Mechanics Technology/Technician°	89	253	182	184.3	-28.1
Business Administration and Management, General°	63	56	109	-11.1	94.6
CAD/CADD Drafting and/or Design Technology/Technician°	6	29	20	383.3	-31.0
Child Care and Support Services Management°	1	5	4	400.0	-20.0
Child Care Provider/Assistant°	81	135	105	66.7	-22.2
Clinical/Medical Laboratory Technician	5	3	1	-40.0	-66.7
Computer Installation and Repair Technology/Technician°	25	44	76	76.0	72.7
Cosmetology/Cosmetologist, General°	131	100	112	-23.7	12.0
Criminal Justice/Safety Studies°	41	46	43	12.2	-6.5
Data Entry/Microcomputer Applications, General°	24	19	69	-20.8	263.2
Data Processing and Data Processing Technology/Technician°	13	32	33	146.2	3.1
Dental Assisting/Assistant	14	14	9	0.0	-35.7
Design and Visual Communications, General°	12	24	26	100.0	8.3
Drafting and Design Technology/Technician, General°	6	24	29	300.0	20.8
Early Childhood Education and Teaching°	27	39	35	44.4	-10.3
Electrical and Power Transmission Installation/Installer, General°	14	10	16	-28.6	60.0
Electrician°	15	10	19	-33.3	90.0
Emergency Medical Technology/Technician (EMT Paramedic)°	59	130	144	120.3	10.8
Entrepreneurship/Entrepreneurial Studies°	5	3	11	-40.0	266.7
Fire Prevention and Safety Technology/Technician°	4	3	3	-25.0	0.0
Fire Science/Fire-fighting°	12	11	28	-8.3	154.5
Fire Services Administration	7	2	5	-71.4	150.0
Graphic Design°	1	12	13	1100.0	8.3
Health Services/Allied Health/Health Sciences, General°	20	83	75	315.0	-9.6
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/°	29	38	54	31.0	42.1
Industrial Mechanics and Maintenance Technology°	62	99	127	59.7	28.3
Interior Design°	34	11	43	-67.6	290.9
Licensed Practical/Vocational Nurse Training	46	21	38	-54.3	81.0
Machine Shop Technology/Assistant°	38	40	54	5.3	35.0
Marketing/Marketing Management, General	6	6	9	0.0	50.0
Mechanic and Repair Technologies/Technicians, Other	5	1	6	-80.0	500.0
Medical Insurance Coding Specialist/Coder°	3	2	9	-33.3	350.0
Medical Office Assistant/Specialist°	17	8	10	-52.9	25.0
Medical Office Management/Administration	1	11	13	-26.7	18.2
Medical/Clinical Assistant	8	183	71	-15.1	-2.7

## Technical College Graduates - 2017\*

PROGRAMS	TOTAL GRADUATES			PERCENT CHANGE	
	2015	2016	2017	2015-2016	2016-2017
Network and System Administration/Administrator°	30	46	36	53.3	-21.7
Nursing Assistant/Aide and Patient Care Assistant/Aide°	117	54	28	-53.8	-48.1
Phlebotomy Technician/Phlebotomist°	13	15	18	15.4	20.0
Professional, Technical, Business, and Scientific Writing°	5	6	4	20.0	-33.3
Radiologic Technology/Science - Radiographer	13	13	19	0.0	46.2
Retailing and Retail Operations°	4	1	4	-75.0	300.0
Selling Skills and Sales Operations°	6	5	7	-16.7	40.0
Surgical Technology/Technologist	8	25	13	212.5	-48.0
Web Page, Digital/Multimedia and Information Resources Design°	2	13	8	550.0	-38.5
Welding Technology/Welder°	127	198	220	55.9	11.1

Definition: All graduates except those listed as technical certificates(°) are diploma and degree graduates. Diploma and degree programs are one to two years in length. Technical certificates are less than a year in length. Duplication may occur due to graduates with multiple awards.

Source: Technical College System of Georgia

\*Data shown represents Annual 2015, 2016, and 2017.

Note: Please visit TCSG website for any college configuration changes.

## Georgia Department of Labor Location(s)

### Career Center(s)

2756 Atlanta Hwy  
Gainesville, GA 30504

**Phone:** (770) 535 - 5484      **Fax:** (770) 531 - 5699

For copies of Area Labor Profiles, please visit our website at: <http://dol.georgia.gov> or contact Workforce Statistics & Economic Research, Georgia Department of Labor, 148 Andrew Young International Blvd N.E. Atlanta, GA. 30303-1751. Phone: 404-232-3875; Fax: 404-232-3888 or Email us at [workforce\\_info@gdol.ga.gov](mailto:workforce_info@gdol.ga.gov)



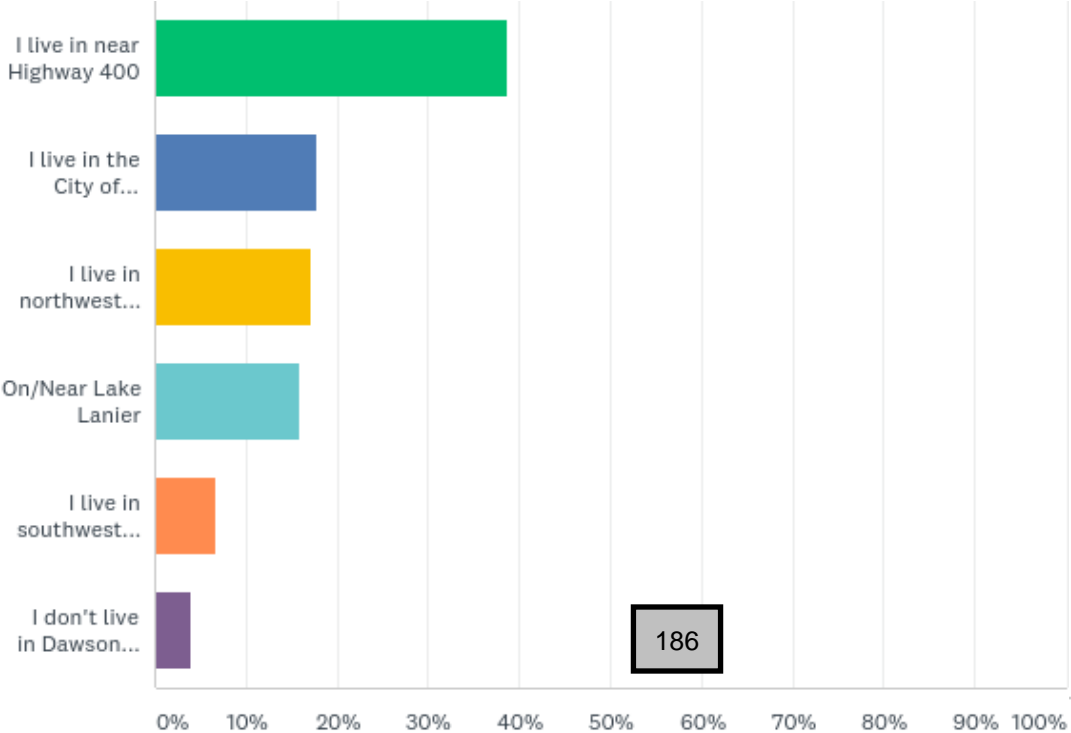


**Summary of Comprehensive Plan Survey Results**

DRAFT

# Q1: In which part of Dawson County do you live?

Answered: 509 Skipped: 3



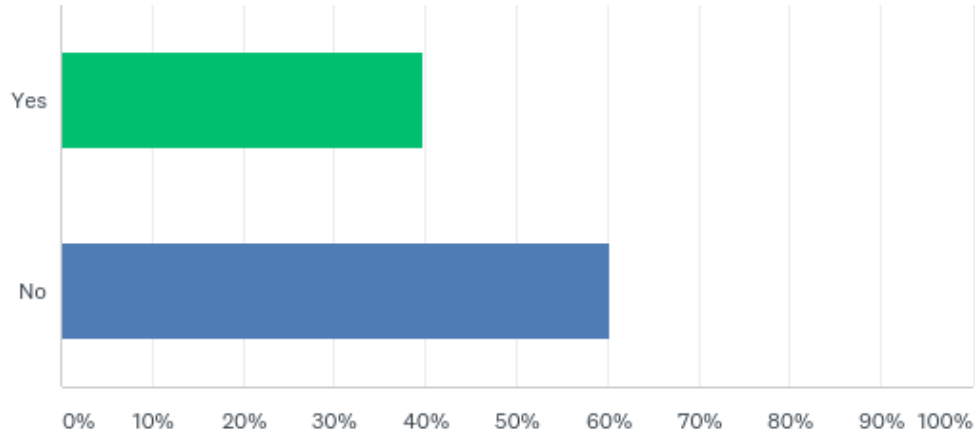
# Q1: In which part of Dawson County do you live?

Answered: 509 Skipped: 3

ANSWER CHOICES	RESPONSES	
I live in near Highway 400	38.70%	197
I live in the City of Dawsonville	17.68%	90
I live in northwest Dawson County	17.09%	87
On/Near Lake Lanier	15.91%	81
I live in southwest Dawson County	6.68%	34
I don't live in Dawson County	3.93%	20
<b>TOTAL</b>		<b>509</b>

## Q2: Does your household have any children under age 18?

Answered: 505 Skipped: 7



188

## Q2: Does your household have any children under age 18?

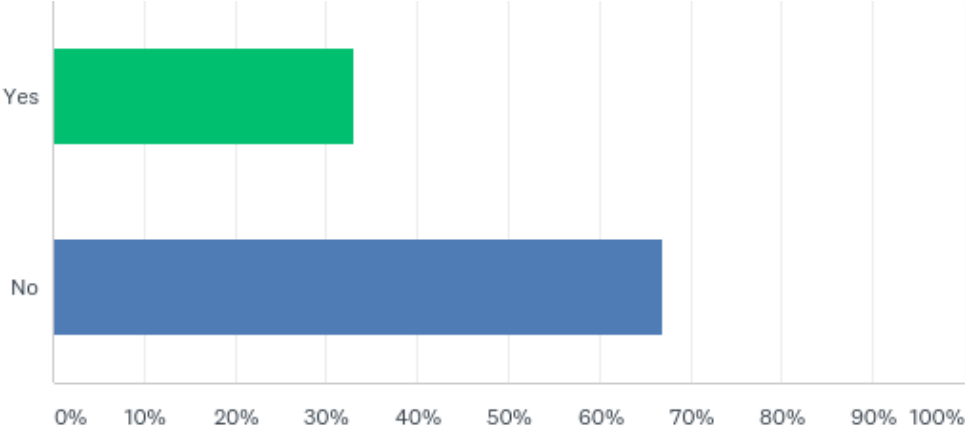
Answered: 505 Skipped: 7

ANSWER CHOICES	RESPONSES	
Yes	39.80%	201
No	60.20%	304
TOTAL		505

189

# Q3: Does your household have any seniors age 65 or older?

Answered: 508 Skipped: 4



### Q3: Does your household have any seniors age 65 or older?

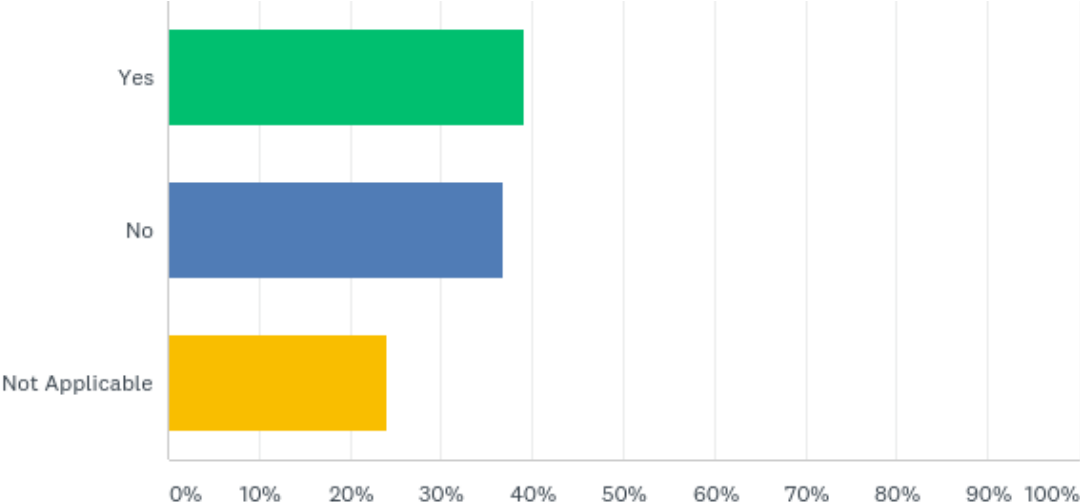
Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
Yes	33.07%	168
No	66.93%	340
TOTAL		508

191

# Q4: Is your place of employment within Dawson County?

Answered: 510 Skipped: 2





# Q4: Is your place of employment within Dawson County?

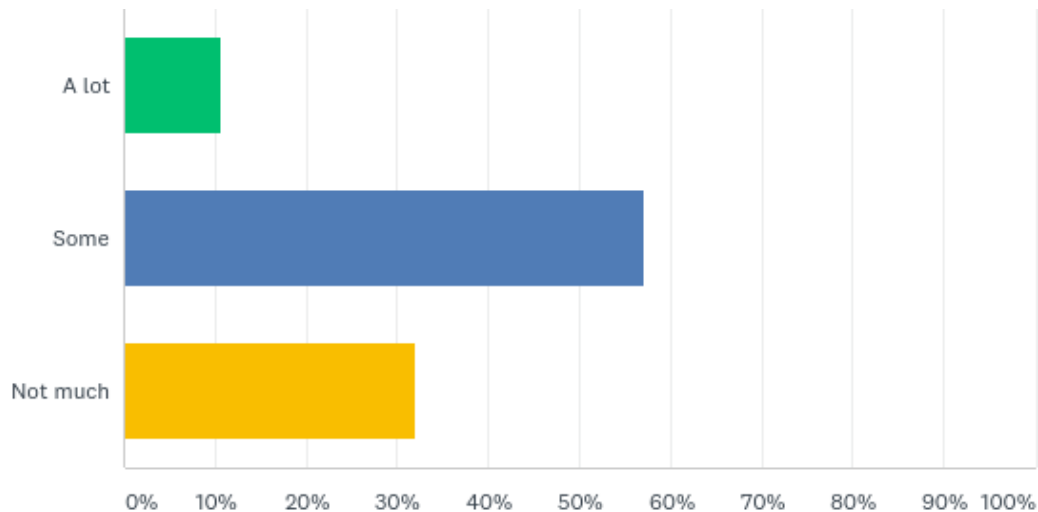
Answered: 510 Skipped: 2

ANSWER CHOICES	RESPONSES	
Yes	39.02%	199
No	36.86%	188
Not Applicable	24.12%	123
<b>TOTAL</b>		<b>510</b>

193

# RESIDENTIAL development would you like to see come to Dawson County?

Answered: 511 Skipped: 1



194

# RESIDENTIAL development would you like to see come to Dawson County?

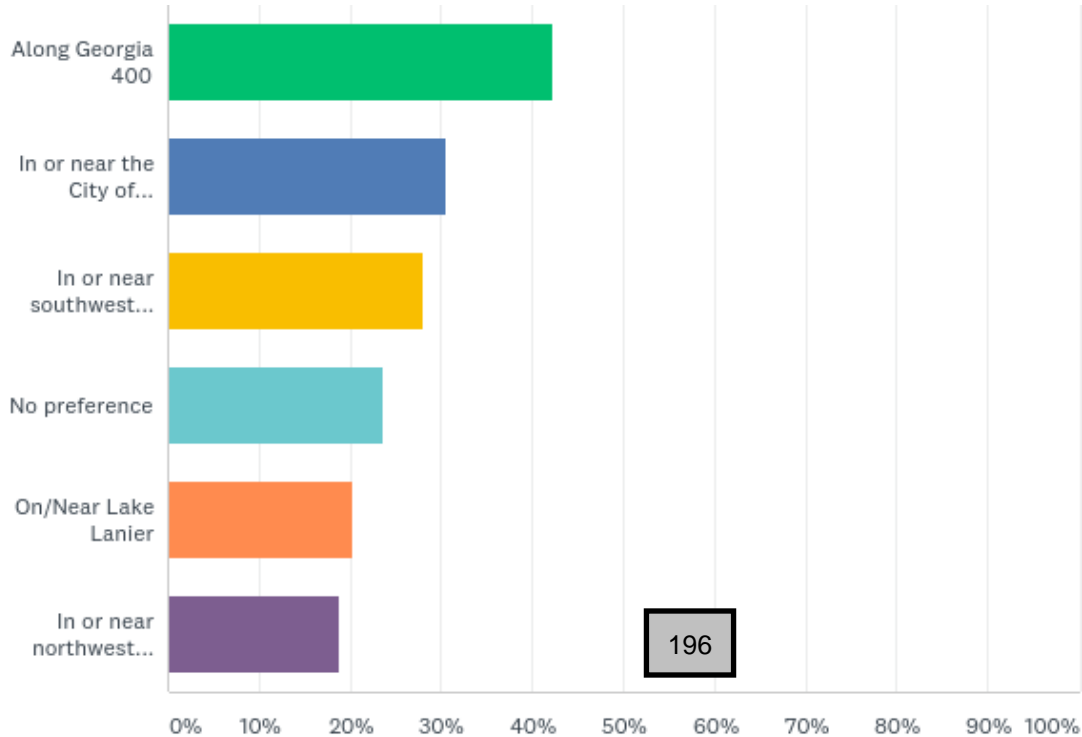
Answered: 511 Skipped: 1

ANSWER CHOICES	RESPONSES	
A lot	10.76%	55
Some	57.14%	292
Not much	32.09%	164
TOTAL		511

195

# ...and DeKalb County can attract new jobs and growth to certain areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 509 Skipped: 3



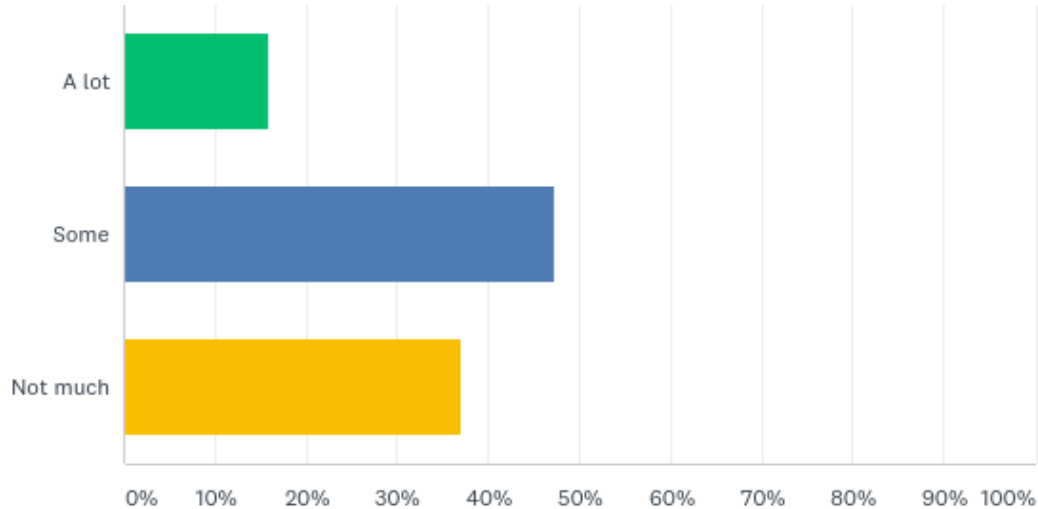
# Which parts of the County should receive that growth? (Choose all that apply)

Answered: 509 Skipped: 3

ANSWER CHOICES	RESPONSES	
Along Georgia 400	42.24%	215
In or near the City of Dawsonville	30.65%	156
In or near southwest Dawson County	28.09%	143
No preference	23.58%	120
On/Near Lake Lanier	20.24%	103
In or near northwest Dawson County	18.86%	96
Total Respondents: 509		

# Q7: How much new COMMERCIAL development would you like to see come to Dawson County?

Answered: 506 Skipped: 6



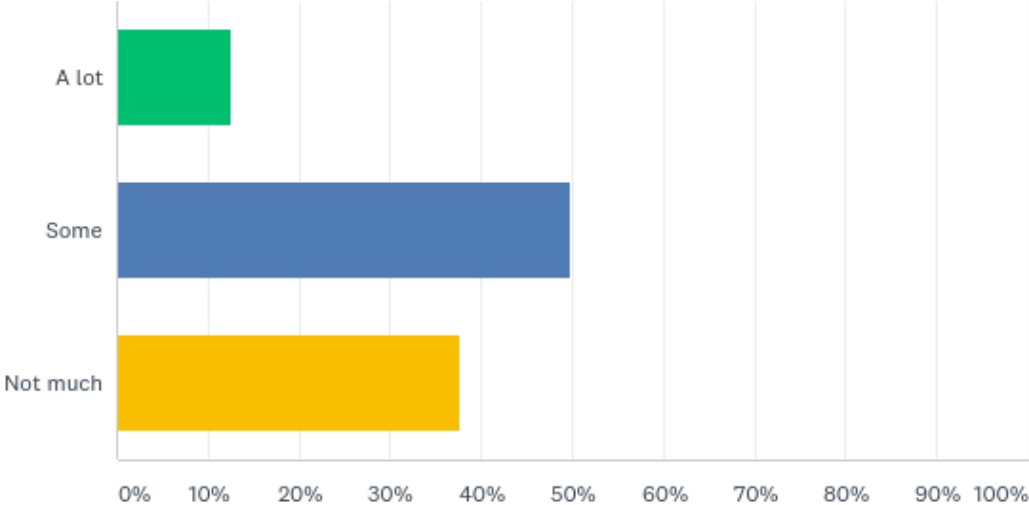
# Q7: How much new COMMERCIAL development would you like to see come to Dawson County?

Answered: 506 Skipped: 6

ANSWER CHOICES	RESPONSES	
A lot	15.81%	80
Some	47.23%	239
Not much	36.96%	187
TOTAL		506

# Q8: How much new INDUSTRIAL development would you like to see come to Dawson County?

Answered: 508 Skipped: 4



200



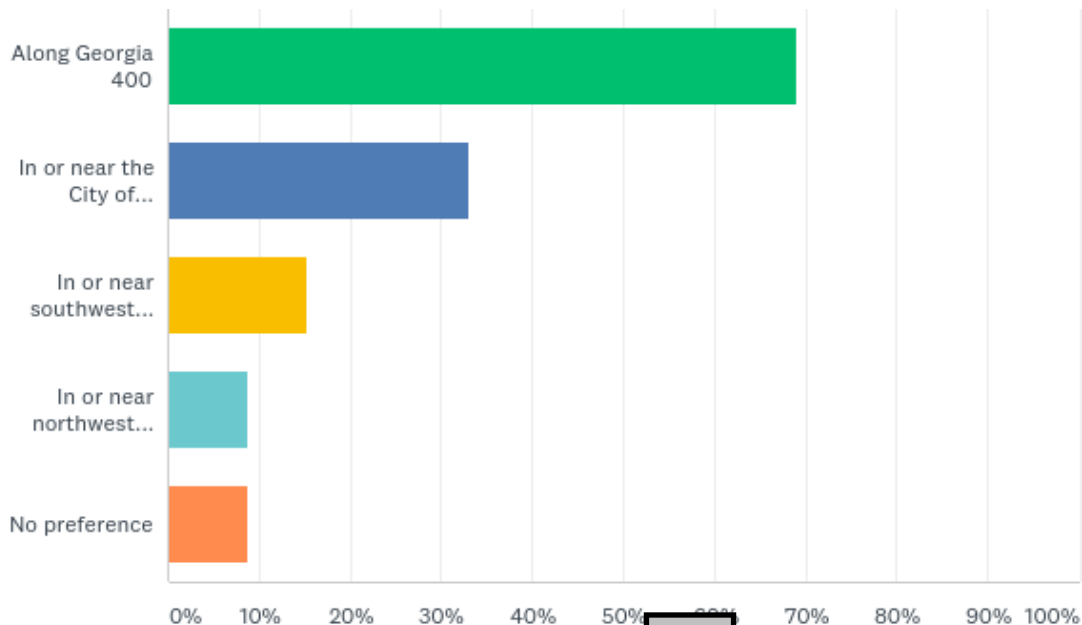
# Q8: How much new INDUSTRIAL development would you like to see come to Dawson County?

Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
A lot	12.60%	64
Some	49.80%	253
Not much	37.60%	191
TOTAL		508

# ... areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 508 Skipped: 4



202

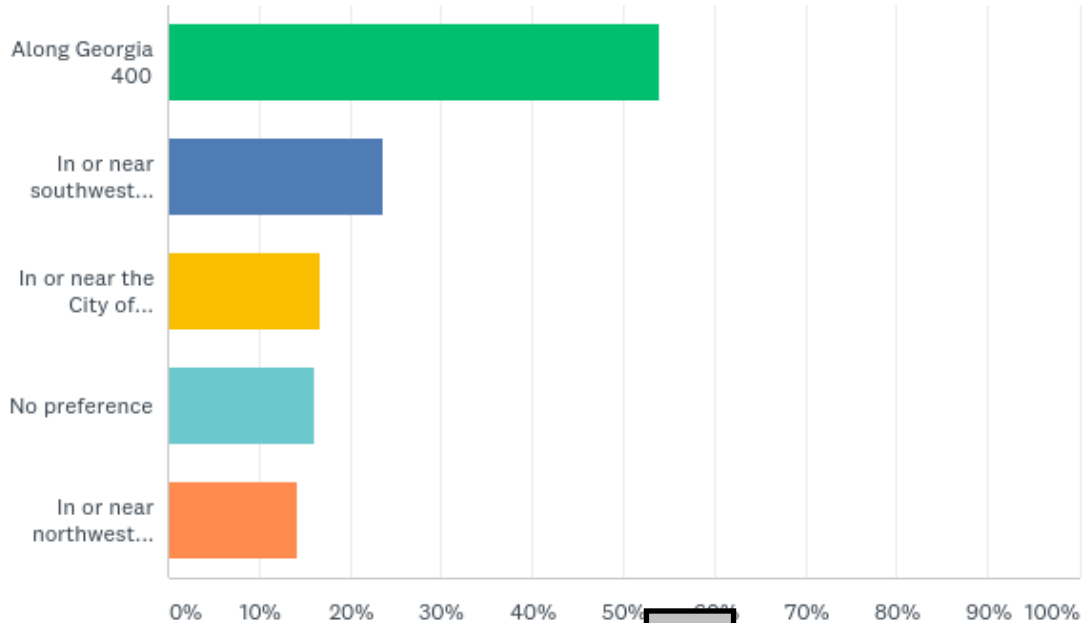
# areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
Along Georgia 400	69.09%	351
In or near the City of Dawsonville	33.07%	168
In or near southwest Dawson County	15.35%	78
In or near northwest Dawson County	8.86%	45
No preference	8.86%	45
Total Respondents: 508		

# Question: How can the County direct future growth to certain areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 505 Skipped: 7



204

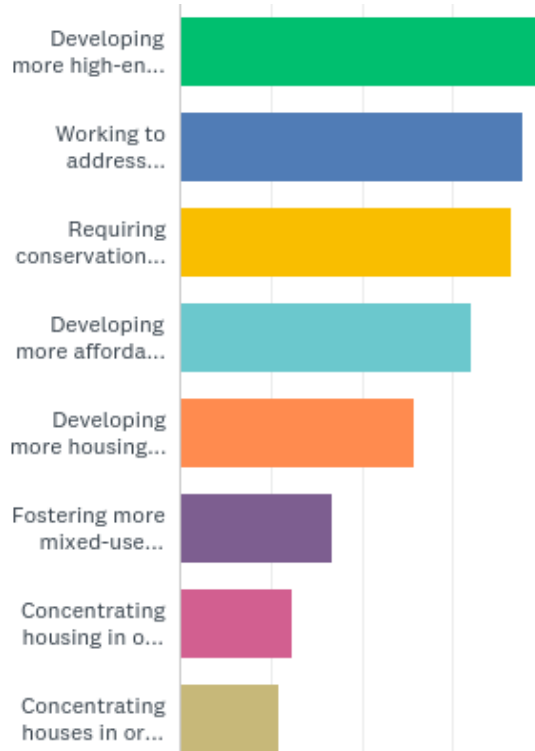
# Question: Dawson County can attract more growth to certain areas, which parts of the County should receive that growth? (Choose all that apply)

Answered: 505 Skipped: 7

ANSWER CHOICES	RESPONSES	
Along Georgia 400	54.06%	273
In or near southwest Dawson County	23.56%	119
In or near the City of Dawsonville	16.63%	84
No preference	16.04%	81
In or near northwest Dawson County	14.26%	72
Total Respondents: 505		

# Q11: Our top two priorities with regard to housing should be...

Answered: 511 Skipped: 1



206

# Q11: Our top two priorities with regard to housing should be...

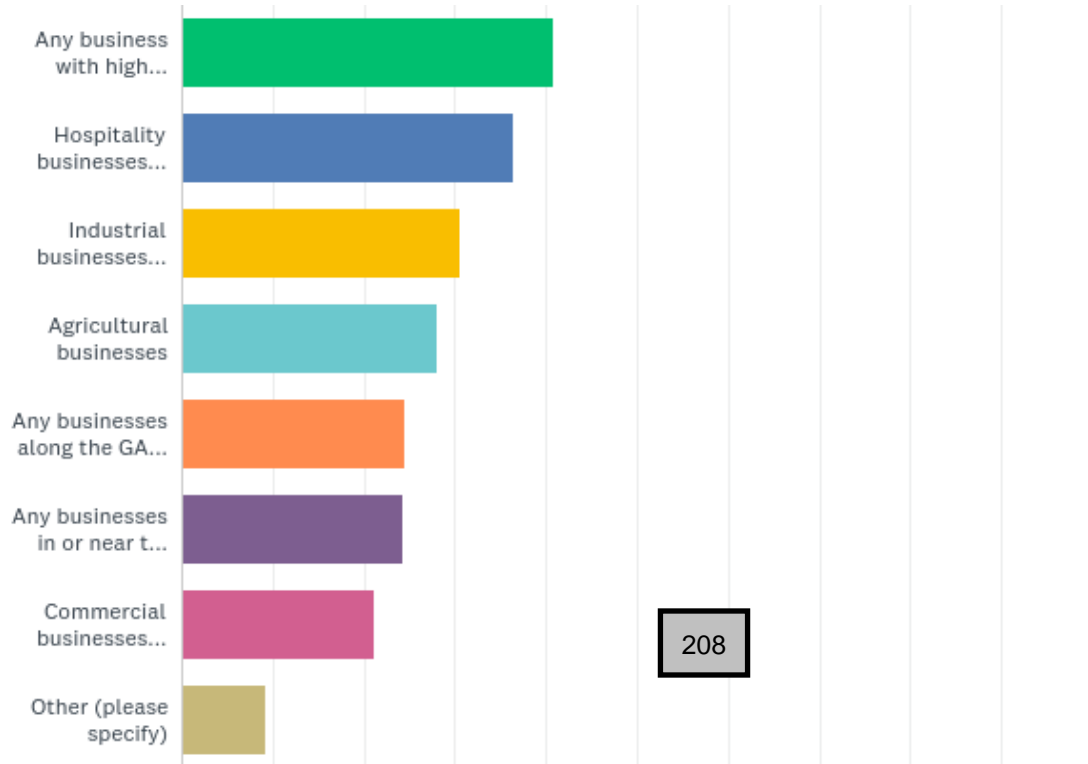
Answered: 511 Skipped: 1

ANSWER CHOICES	RESPONSES	
Developing more high-end housing ( > \$300,000)	39.53%	202
Working to address dilapidated properties	37.57%	192
Requiring conservation design subdivisions	36.40%	186
Developing more affordable single family housing ( < \$180,000)	32.09%	164
Developing more housing options for seniors	25.64%	131
Fostering more mixed-use development	16.83%	86
Concentrating housing in or near GA 400	12.33%	63
Concentrating houses in or near the City of Dawsonville	10.96%	56
Other (please specify)	9.78%	50
Developing more rental options	8.22%	42
Developing more apartments	3.33%	17
Total Respondents: 511		

207

# Q12: Our top two priorities with regard to economic development should be attracting or sustaining...

Answered: 507 Skipped: 5





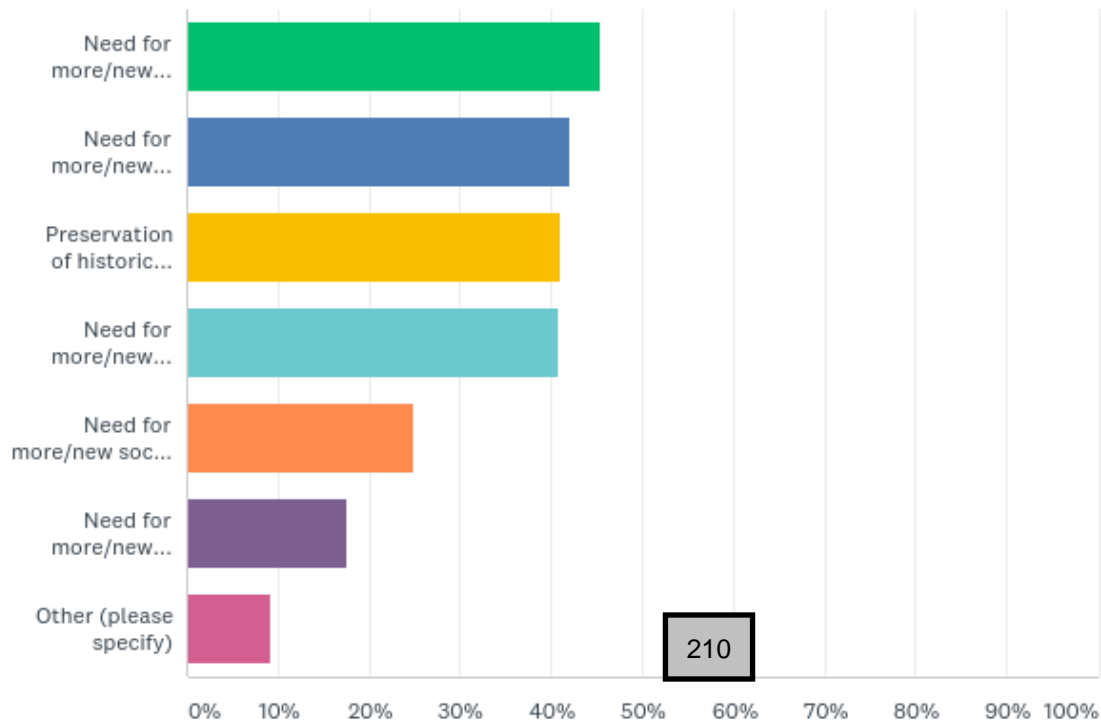
# Q12: Our top two priorities with regard to economic development should be attracting or sustaining...

Answered: 507 Skipped: 5

ANSWER CHOICES	RESPONSES	
Any business with high paying jobs	40.83%	207
Hospitality businesses (hotels, dining, attractions, etc)	36.49%	185
Industrial businesses (manufacturing, warehousing, etc)	30.57%	155
Agricultural businesses	28.01%	142
Any businesses along the GA 400 corridor	24.46%	124
Any businesses in or near the City of Dawsonville	24.26%	123
Commercial businesses (retail, services, etc)	21.10%	107
Other (please specify)	9.27%	47
Total Respondents: 507		

# Q13: Our top two priorities regarding cultural amenities should be...

Answered: 506 Skipped: 6



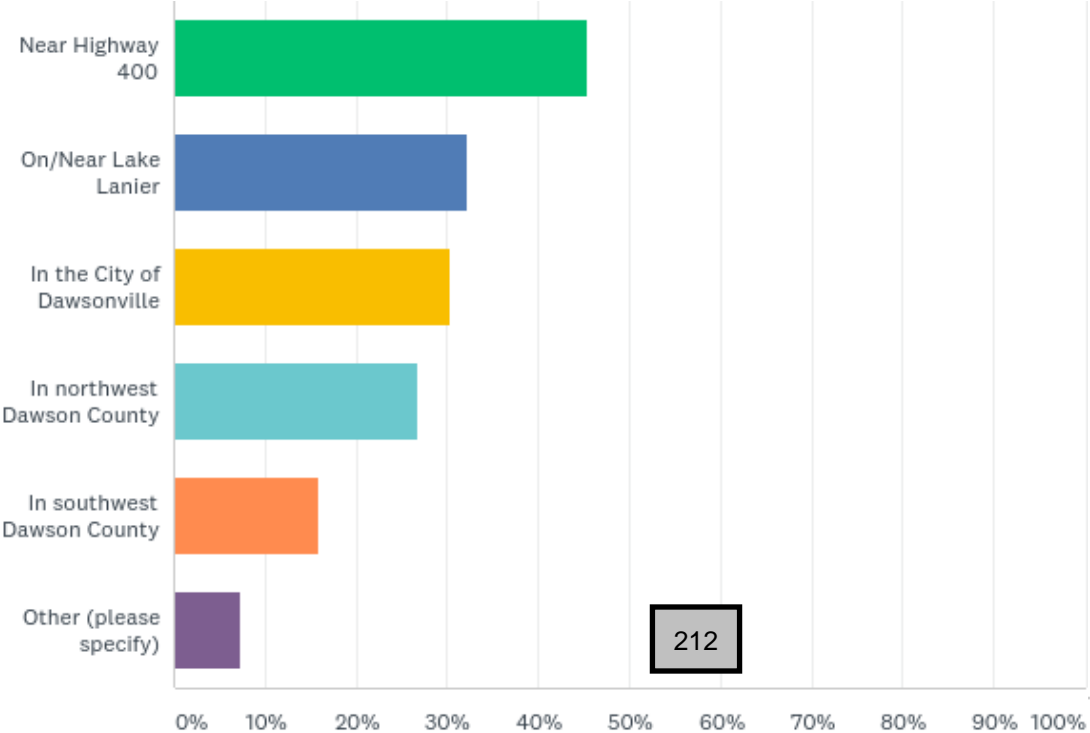
# Q13: Our top two priorities regarding cultural amenities should be...

Answered: 506 Skipped: 6

ANSWER CHOICES	RESPONSES	
Need for more/new passive use parks and recreation areas	45.45%	230
Need for more/new entertainment options	42.09%	213
Preservation of historic sites and resources	40.91%	207
Need for more/new recreational trails	40.71%	206
Need for more/new social events in our community	24.90%	126
Need for more/new athletic facilities	17.59%	89
Other (please specify)	9.29%	47
Total Respondents: 506		

# Q14: Which parts of Dawson County need more/new parks?

Answered: 484 Skipped: 28



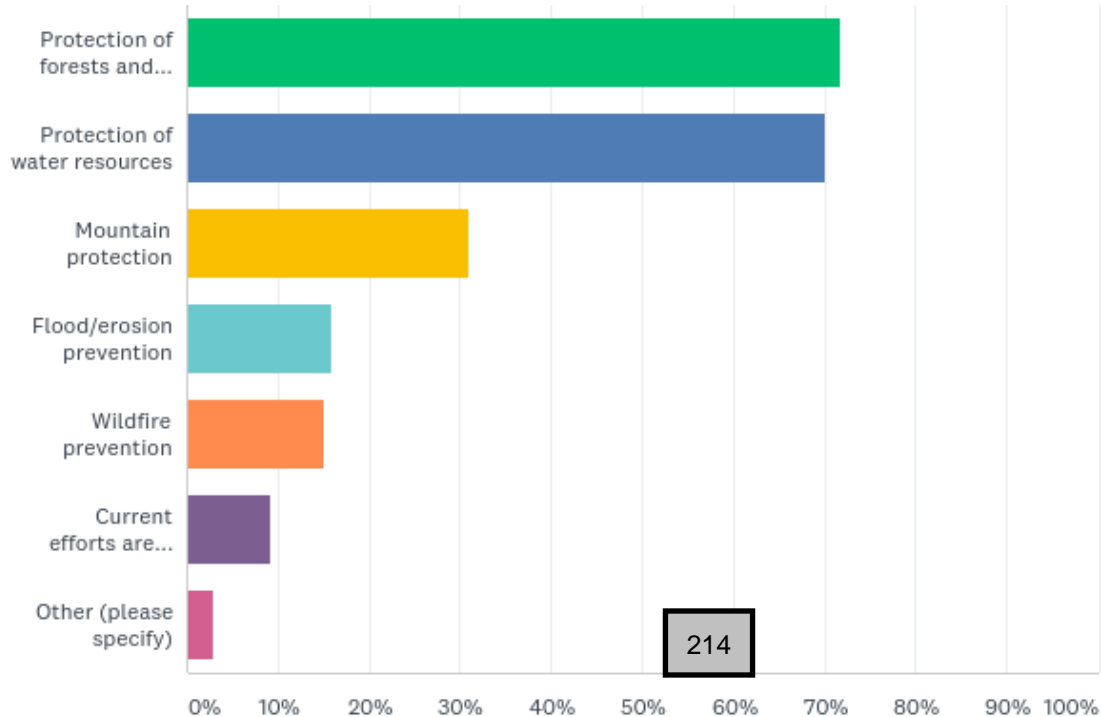
# Q14: Which parts of Dawson County need more/new parks?

Answered: 484 Skipped: 28

ANSWER CHOICES	RESPONSES	
Near Highway 400	45.45%	220
On/Near Lake Lanier	32.23%	156
In the City of Dawsonville	30.37%	147
In northwest Dawson County	26.86%	130
In southwest Dawson County	15.91%	77
Other (please specify)	7.23%	35
Total Respondents: 484		

# Q15: Our top two priorities regarding natural resources should be...

Answered: 508 Skipped: 4



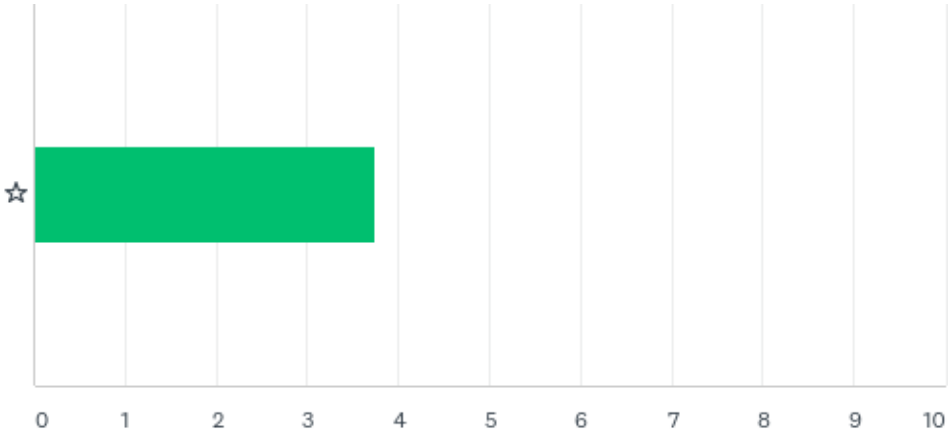
# Q15: Our top two priorities regarding natural resources should be...

Answered: 508 Skipped: 4

ANSWER CHOICES	RESPONSES	
Protection of forests and wildlife areas	71.65%	364
Protection of water resources	70.08%	356
Mountain protection	30.91%	157
Flood/erosion prevention	15.94%	81
Wildfire prevention	14.96%	76
Current efforts are sufficient	9.25%	47
Other (please specify)	2.95%	15
Total Respondents: 508		

# Q18: Please rate the quality of your public water service. (Leave blank if you do not use public water.)

Answered: 377 Skipped: 135



216



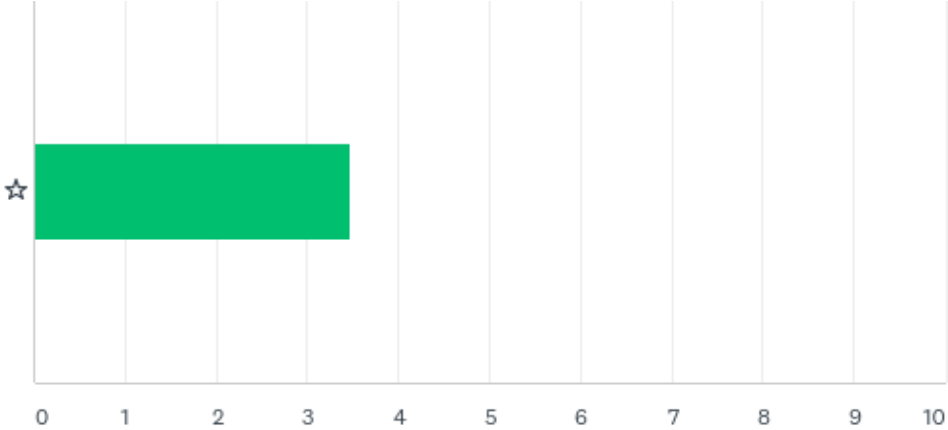
# Q18: Please rate the quality of your public water service. (Leave blank if you do not use public water.)

Answered: 377 Skipped: 135

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.65% 10	4.77% 18	36.07% 136	28.38% 107	28.12% 106	377	3.75

# Q19: Please rate the quality of your public sewer service. (Leave blank if you do not use public sewer.)

Answered: 175 Skipped: 337



218

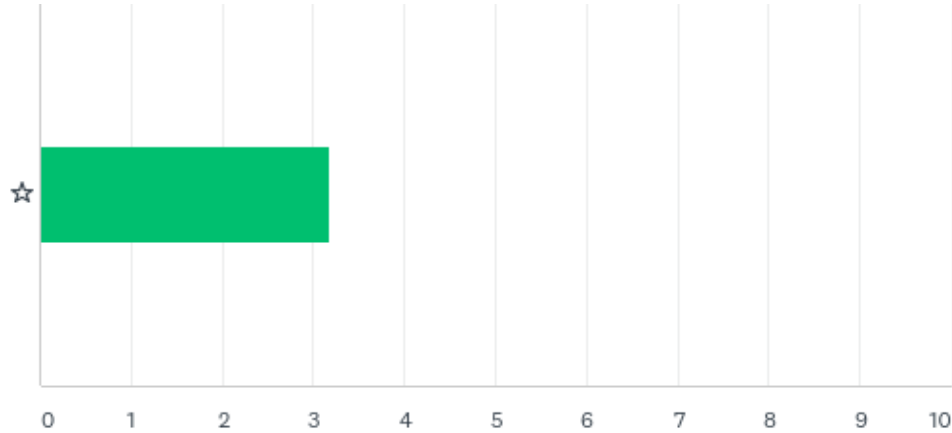
# Q19: Please rate the quality of your public sewer service. (Leave blank if you do not use public sewer.)

Answered: 175 Skipped: 337

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	8.00% 14	6.29% 11	42.29% 74	17.71% 31	25.71% 45	175	3.47

# Q20: Please rate the quality of your parks and recreation facilities and services.

Answered: 488 Skipped: 24



220

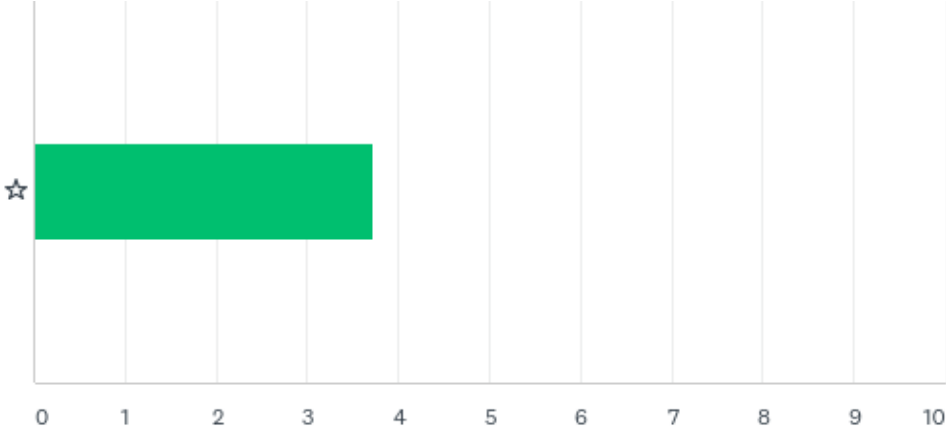
# Q20: Please rate the quality of your parks and recreation facilities and services.

Answered: 488 Skipped: 24

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	6.56% 32	13.73% 67	47.13% 230	21.72% 106	10.86% 53	488	3.17

# Q21: Please rate the quality of your law enforcement services.

Answered: 495 Skipped: 17



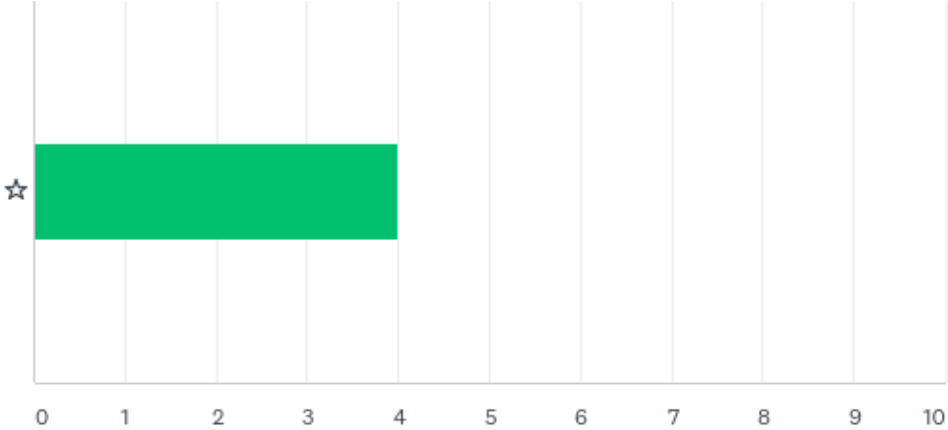
## Q21: Please rate the quality of your law enforcement services.

Answered: 495 Skipped: 17

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.22% 11	8.28% 41	29.09% 144	34.95% 173	25.45% 126	495	3.73

# Q22: Please rate the quality of your fire protection/ EMS services.

Answered: 493 Skipped: 19





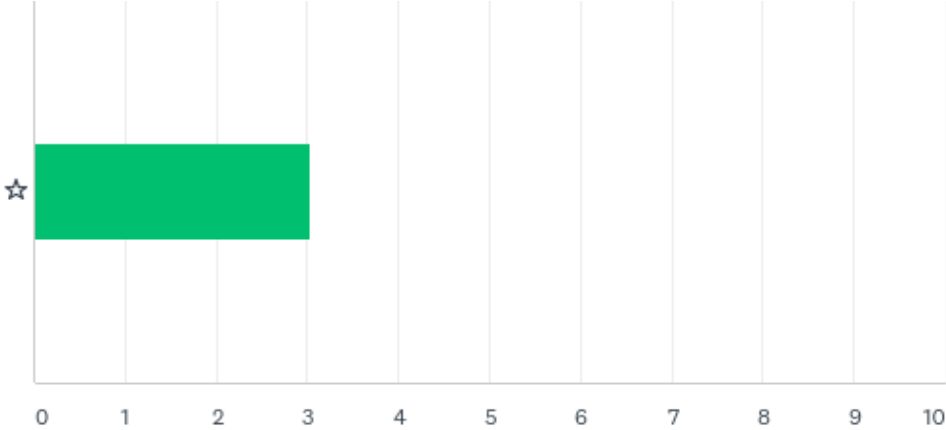
## Q22: Please rate the quality of your fire protection/ EMS services.

Answered: 493 Skipped: 19

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.03% 10	2.64% 13	24.75% 122	35.29% 174	35.29% 174	493	3.99

# Q23: Please rate the quality of your local roads.

Answered: 501 Skipped: 11



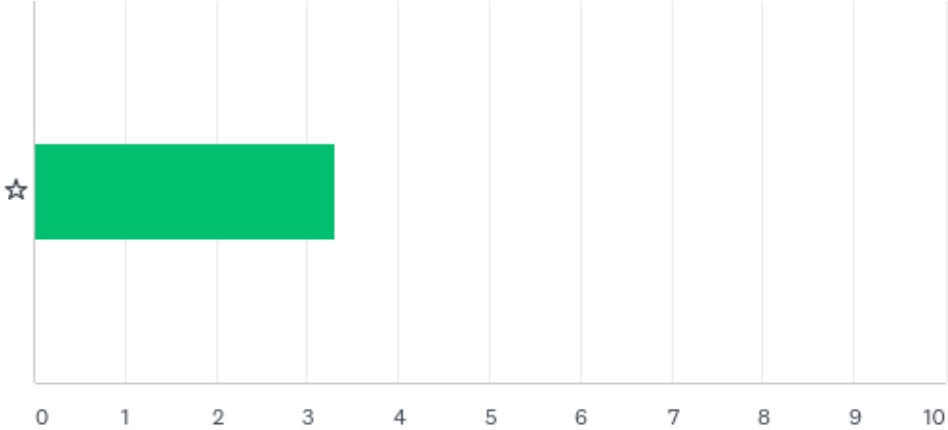
# Q23: Please rate the quality of your local roads.

Answered: 501 Skipped: 11

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELENT	TOTAL	WEIGHTED AVERAGE
☆	7.19% 36	14.37% 72	49.70% 249	24.75% 124	3.99% 20	501	3.04

# Q24: Please rate the quality of your general government services.

Answered: 497 Skipped: 15



228

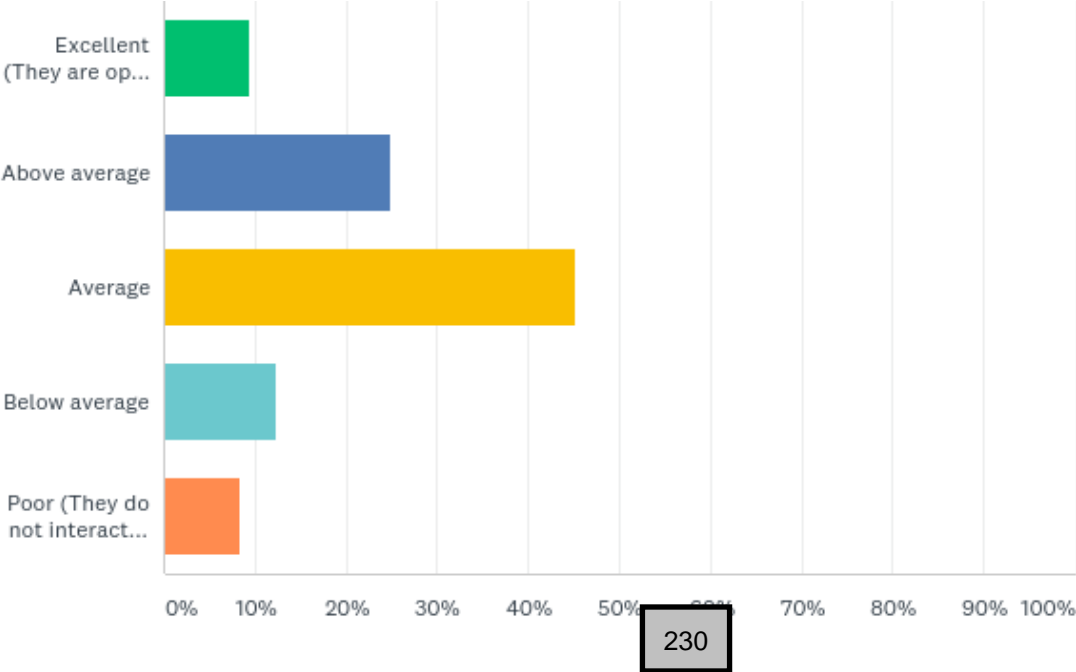
# Q24: Please rate the quality of your general government services.

Answered: 497 Skipped: 15

	POOR	(NO LABEL)	AVERAGE	(NO LABEL)	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	5.03% 25	9.46% 47	44.87% 223	30.38% 151	10.26% 51	497	3.31

# Q25: How well do you rate your local government with regards to openness and communicating with the public?

Answered: 496 Skipped: 16



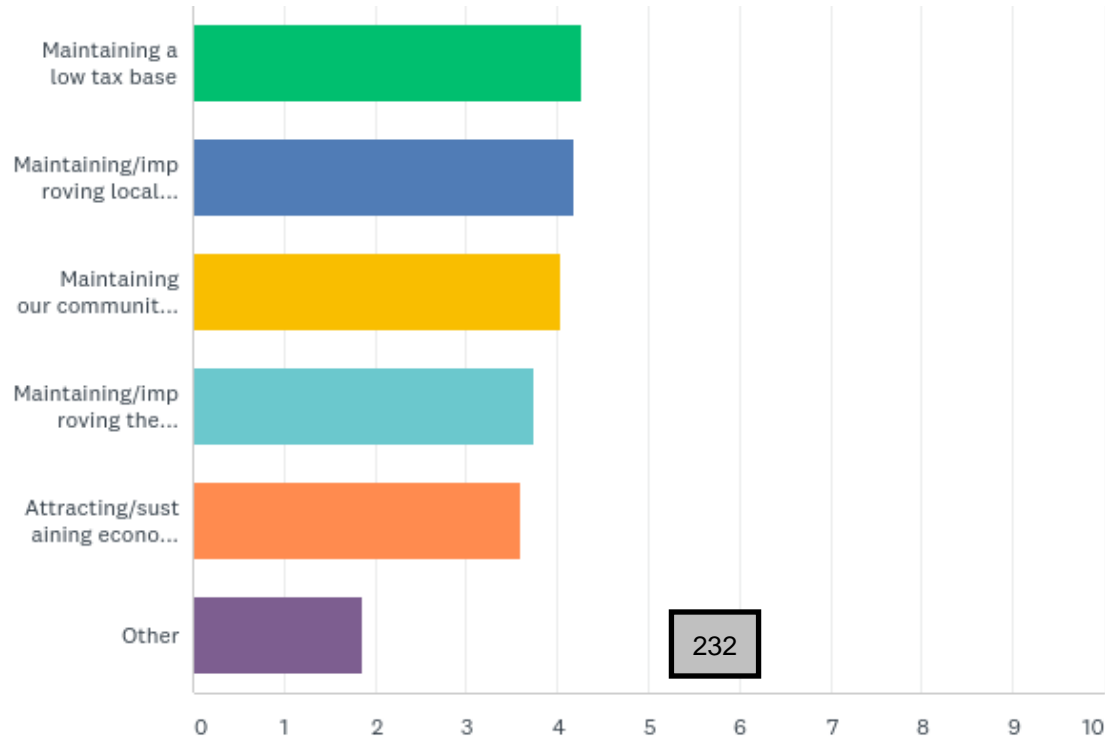
# Q25: How well do you rate your local government with regards to openness and communicating with the public?

Answered: 496 Skipped: 16

ANSWER CHOICES	RESPONSES	
Excellent (They are open to requests and responsive to needs.)	9.48%	47
Above average	24.80%	123
Average	45.16%	224
Below average	12.30%	61
Poor (They do not interact well with the public and I feel they don't listen.)	8.27%	41
<b>TOTAL</b>		<b>496</b>

# Q27: For your local government, please rank the following objectives in terms of priority, with 1 being most important.

Answered: 495 Skipped: 17





## Q27: For your local government, please rank the following objectives in terms of priority, with 1 being most important.

Answered: 495 Skipped: 17

	1	2	3	4	5	6	TOTAL	SCORE
Maintaining a low tax base	28.34% 123	20.51% 89	18.20% 79	17.97% 78	11.75% 51	3.23% 14	434	4.26
Maintaining/improving local safety	23.19% 109	25.96% 122	17.87% 84	14.68% 69	15.32% 72	2.98% 14	470	4.18
Maintaining our community's rural character	27.10% 126	19.78% 92	12.26% 57	16.13% 75	20.00% 93	4.73% 22	465	4.04
Maintaining/improving the quality of local facilities and services	8.87% 40	16.19% 73	32.37% 146	27.72% 125	13.53% 61	1.33% 6	451	3.75
Attracting/sustaining economic development	15.77% 70	16.89% 75	16.89% 75	18.24% 81	25.90% 115	6.31% 28	444	3.59
Other	9.77% 17	2.30% 4	4.60% 8	2.87% 5	9.77% 17	70.69% 123	174	1.87

233



**Committee/ Public Forum Sign-in Sheets**

DRAFT

Dawson County Comprehensive Plan Update Meeting

February 20, 2018

ATTENDANCE SHEET

PRINT NAME	ADDRESS
1. Jane Graves	224 Park Cove Rd. D. GA 30534
2. Jameson Kinley	25 Justice Way
3. Charlotte A. Aiken	115 Kivon Overlook Rd, Dawsonville
4. Tony Passarello	180 Sunset Drive Dawsonville
5. Jason Hamby	1362 Bailey Waters Rd. Dawsonville
6. Casey Mrozowski	415 Highway 53 <del>W</del> , suite 100, Dawsonville
7. John Maloney	9 River Point Dr Dawsonville
8. Chuck Slagter	55 Pearl Chambers Pr. Dawsonville
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	

Dawson County Comprehensive Plan Update Meeting

March 19, 2018

ATTENDANCE SHEET

PRINT NAME	ADDRESS
1. Tony Passarello	180 Sweet Dr
2. Alire Dean	Dawson County News
3. Steve Lawler	old Hwy 60 rd
4. Sherrill Turner	Bailey Waters Rd
5. Lisa Johnson	Hwy 136
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	

5/21

Dawson Plan Mt4

Name

LYDIA + DWAYNE MESSERSCHMIDT LMESS72@yahoo.com

Allie Dean - Dawson County News

Charlie T ARVEN CTARVEN@WINDSTREAM.NET

Tony Passarello tpassarello7@gmail.com

Denise Ray dray@bigcane.net.com

Jane Graves

Lucretia Graves

Christie Snyser

Carolyn Tourgnier star.fire@icloud.com

Donna Blackwell

Dawson County Comprehensive Update Meeting

July 23, 2018

ATTENDANCE SHEET

PRINT NAME	ADDRESS
1. Tony Passarello	180 Sunset Drive
2. Hugh Stowers	800 Hugh Stowers Road
3. Terri Traylor	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	