

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, FEBRUARY 25, 2016  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of Bid #264-16 IFB Self-Contained Breathing Apparatuses (SCBAs) for Dawson County Emergency Services - Deputy Chief Ricky Rexroat  
  
To view solicitation documents click [here.](#)
2. Presentation of Bid #263-16 RFP Chest Compression Devices for Dawson County Emergency Services - Deputy Chief Ricky Rexroat  
  
To view solicitation documents click [here.](#)
3. Presentation of Bid #262-16 IFB Turn Out Gear for Dawson County Emergency Services - Deputy Chief Tim Satterfield  
  
To view solicitation documents click [here.](#)
4. Presentation of 2015 Board of Commissioners Expenses - Accounting & Budget Manager Natalie Johnson
5. Presentation of 2016 Georgia Transit Association Letter of Support - Senior Center Director Dawn Pruett
6. Presentation of ACCG 2016 Summer Internship Grant - Chief Financial Officer Dena Bosten
7. Presentation of Memorandum of Understanding with WLW Investments, LLC regarding TrueValue - County Attorney Joey Homans
8. County Manager Report
9. County Attorney Report

**Backup material for agenda item:**

1. Presentation of Bid #264-16 IFB Self-Contained Breathing Apparatuses (SCBAs) for Dawson County Emergency Services - Deputy Chief Ricky Rexroat

To view solicitation documents click [here](#).



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Purchasing on behalf of DCES

Presenter: Deputy Chief Ricky Rexroat

Submitted By: Purchasing Director Davida Simpson

Date Submitted: February 16, 2016

Item of Business/Agenda Title: Presentation of Bid #264-16 IFB SCBAs for Dawson County Emergency Services

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: April 28, 2016 is the 90 deadline for BOC to take action

Purpose of Request: To secure product pricing for 11 SCBAs and 52 face pieces for emergency services personnel which was an approved purchase either in budget or the AFG Program.

Department Recommendation: Approve contract as submitted

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: No contract. Purchase Order(s) will be issued after department places orders.

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Total Assistance to Firefighter Grant (AFG) award amount is \$108,455 with 10% match (\$10,845). Of the total amount \$45,000 is allocated for Chest Compression Devices, \$60,000 is allocated for turnout gear, and \$14,300 is allocated for face pieces. AFG expenditures total \$119,300 (\$108,455 grant + \$10,845 match). Department has requested \$10,845 match requirement to be funded by department's General Fund budget.

No

Additionally, the Board of Commissioner approved \$57,830 in the FY 2016 General Fund budget to purchase eleven (11) SCBA.

Amount Requested: \$73,913.24 (\$60,913.24 (SCBA) + \$13,000 (face pieces)) Amount Budgeted: \$72,130 (\$57,830 (GF) + 14,300 (AFG))

Fund Name and Account Number: Face pieces: 250-00-3570-531600-000 (AFG) & SCBAs: 100-00-3500-531600-000 (GF)

#### Administration Staff Authorization

Dept. Head Authorization: Chief Lanier Swafford, DCES

Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/18/2016

County Manager Authorization: Randall Dowling

Work Session Date: \_\_\_\_\_

Comments: Bids can be found at [www.dawsoncounty.org](http://www.dawsoncounty.org)> Bids & RFPs> Bids Under Evaluation. Exhibit B is vendors' price proposal.



**DAWSON COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Presentation of Bid #264-16 IFB SCBAs for Dawson County Emergency Services

**DATE:** February 16, 2016

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

**BUDGET INFORMATION:**

**ANNUAL-** \_\_\_\_\_  
**CAPITAL-** \$57,830 from General Fund (SCBA)  
\$14,300 from AFG Program (face pieces)

**COMMISSION ACTION REQUESTED ON:** March 3, 2016

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**PURPOSE:** To secure product pricing for equipment for Dawson County Emergency Services.

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**HISTORY:** Budget was approved for DCES to purchase 11 SCBAs and 52 face pieces (AFG Program).

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**FACTS AND ISSUES:** Bid was sent out via normal procedures. Recommendation is to award to the most responsive, responsible bidder for the SCBAs and face pieces.

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**OPTIONS:** Approve as submitted (recommended).

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**RECOMMENDED SAMPLE MOTION:** Motion to approve Bid #264-16 IFB SCBAs for Dawson County Emergency Services to the most responsive, responsible bidder Municipal Emergency Services, Inc. for SCBAs and face pieces in the amount of \$73,913.24 for a total expenditure of \$13,000 from the AFG and \$60,913.24 the department budget.

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**DEPARTMENT:** Purchasing on behalf of DCES

Prepared by: Davida Simpson

Director: Lanier Swafford, Chief DCES

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# SCBAs for DCES Bid #264-16 IFB

WORK SESSION FEBRUARY 25, 2016



# Background

- ▶ 2 Different purchases were solicited
  - ▶ 11 Complete sets of SCBAs
  - ▶ 52 Face pieces
- ▶ 2 Different funding sources will be used
- ▶ More efficient to bid together because the same vendors will supply both the SCBAs and face pieces
  - ▶ Face pieces are a part of the complete SCBA package

# Background - SCBAs

- ▶ 11 Complete sets of SCBAs
  - ▶ Board of Commissioners approved the purchase of 11 SCBAs in 2016 out of the General Fund Budget
  - ▶ Budget: \$57,830



# Background - Face Pieces

- ▶ 52 Face pieces with brackets
  - ▶ DCES was awarded grant funds under the Assistance to Firefighters Grant (AFG) Program to go towards the purchase of equipment
  - ▶ Awarded budget \$14,300 for 52 face pieces
- ▶ AFG is written that the lowest, responsive price must be accepted unless there is reasonable justification to do otherwise

# List of Items Bid

- ▶ 11 Complete sets - Self-Contained Breathing Apparatus (SCBAs)
- ▶ 52 - Face pieces with brackets



# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry
- ▶ Emailed notification through vendor registry
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notification through Chamber of Commerce
- ▶ Notified previous vendors
- ▶ **2 bids received**

# Evaluation Committee

- ▶ Chief Lanier Swafford, DCES
- ▶ Deputy Chief Tim Satterfield, DCES
- ▶ Assistant Chief Danny Speaks, DCES
- ▶ Davida Simpson, Purchasing Director (facilitator)

# Pricing

<b>Company</b>	<b>11 SCBAs (complete sets)</b>	<b>Budget \$57,830</b>	<b>52 Face Pieces</b>	<b>Budget \$14,300</b>	<b>Total</b>
<b>Municipal Emergency Services, Inc. (MES)</b>	\$60,913.24	(\$3,083.24)	\$13,000.00	+\$1,300	\$73,913.24
<b>American Safety &amp; Fire House, Inc.</b>	\$64,075.00	(\$7,075.00)	\$13,780.00	+\$520.00	\$77,855.00

The purchase of the SCBAs is \$3,083.24 over budget. This expenditure will come from the Department's General Fund budget.

The purchase of the face pieces is \$1,300 under budget. We have requested a budget move from AFG in order to use towards other AFG approved purchases and anticipate this being approved.

# Recommendation

Staff respectfully requests the Board to award #264-16 IFB SCBAs for Dawson County Emergency Services to the most responsive, responsible bidder Municipal Emergency Services, Inc. for SCBAs and face pieces in the amount of \$73,913.24 for a total expenditure of \$13,000 from the AFG and \$60,913.24 the department budget.



**BID #264-16 IFB SELF-CONTAINED BREATHING APPARATUSES (SCBAS) FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM**

Company Name: MUNICIPAL EMERGENCY SERVICES, INC. (MES)

All pricing must be on the forms provided. Additional information may be attached to this form.

Item for Bid	Price
Eleven (11) SCBAs as defined	\$ 46,332.47
Eleven (11) AV3000HT Face Pieces*	\$ 6,692.67
Eleven (11) 30 Minute Air Tank	\$ 7,888.10
Fifty-two (52) AV3000HT Face Pieces*	\$ 31,922.50
Warranty	5 YEAR ELECTRONICS, 10 YEAR BUMPER TO BUMPER 15 YEAR REDUCER (PER ATTACHED COPY)
Maintenance & Support	MOBILE SERVICE ON SITE FIXED FACILITY, CHARLOTTE, NC
Delivery Time from Purchase Order	30 DAYS
Shipping & Handling	N/A

[Signature]  
Authorized Representative (Signature)

2-5-16  
Date

SEVEN ADAMS / NORTHWEST GEORGIA SAFE REPRESENTATIVE  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET**

## Dauida Simpson

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**From:** Adams, Jeremy <JAdams@mesfire.com>  
**Sent:** Thursday, February 11, 2016 10:24 PM  
**To:** Dauida Simpson  
**Subject:** RE: Dawson County Bid - Clarification Needed

**Categories:** Quotes

Ms. Simpson,  
Please excuse the submitted figure, it's been corrected. The original figure was submitted Per 1 instead of the quantity of 52.

Thank You

### Jeremy Adams

Northwest GA Sales Representative  
Municipal Emergency Services  
Office: 704-599-4601  
Mobile: 770-900-8996  
[jadams@mesfire.com](mailto:jadams@mesfire.com)  
[www.mesfire.com](http://www.mesfire.com)



----- Original message -----

From: "Adams, Jeremy" <[JAdams@mesfire.com](mailto:JAdams@mesfire.com)>  
Date: 02/11/2016 3:48 PM (GMT-05:00)  
To: Dauida Simpson <[DSimpson@dawsoncounty.org](mailto:DSimpson@dawsoncounty.org)>  
Subject: RE: Dawson County Bid - Clarification Needed

Ms. Simpson,

The proposed price is for the facepiece with bracket and doesn't include the options that were specified in the bid proposal. Reference highlighted portion.

“52 each - Scott Face pieces. AV3000HT Face pieces with communications bracket and Voice Amplifier. Red vinyl mask bag. To include fit testing. (Sizes to be determined after bid is awarded.)”

Thanks

### Jeremy Adams

Northwest GA Sales Representative  
Municipal Emergency Services



Office: 704-599-4601

Mobile: 770-900-8996

[jadams@mesfire.com](mailto:jadams@mesfire.com)

[www.mesfire.com](http://www.mesfire.com)



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**From:** Davida Simpson [<mailto:DSimpson@dawsoncounty.org>]  
**Sent:** Thursday, February 11, 2016 2:52 PM  
**To:** Adams, Jeremy <[JAdams@mesfire.com](mailto:JAdams@mesfire.com)>  
**Subject:** RE: Dawson County Bid - Clarification Needed

Jeremy,

We need pricing for only the 52 face pieces with the bracket but without the voice amplifier.

(52) AV3000HT Face Piece without the voice amplifier	\$13,000.00
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*-Davida*

“If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. Please contact me at (706) 344-3501 x42223 or via email at [dsimpson@dawsoncounty.org](mailto:dsimpson@dawsoncounty.org), if you receive this e-mail in error.”

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**From:** Adams, Jeremy [<mailto:JAdams@mesfire.com>]  
**Sent:** Thursday, February 11, 2016 9:08 AM

**To:** Davida Simpson  
**Subject:** RE: Dawson County Bid - Clarification Needed

Ms. Simpson,

Good morning....Please clarify if the Communications Bracket that holds the Voice Amp is needed as well. We can propose a facepiece without Communications Bracket exclusively or leave the bracket in place for any future planning utilizing the Voice Amp.

Thanks

**Jeremy Adams**

Northwest GA Sales Representative

Municipal Emergency Services

Office: 704-599-4601

Mobile: 770-900-8996

[jadams@mesfire.com](mailto:jadams@mesfire.com)

[www.mesfire.com](http://www.mesfire.com)



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**From:** Davida Simpson [<mailto:DSimpson@dawsoncounty.org>]  
**Sent:** Thursday, February 11, 2016 8:46 AM  
**To:** Adams, Jeremy <[JAdams@mesfire.com](mailto:JAdams@mesfire.com)>  
**Subject:** Dawson County Bid - Clarification Needed  
**Importance:** High

Good morning. After reviewing your proposal for Bid #264-16 IFB SCBAs for Dawson County Emergency Services, it was discovered that you priced the AV3000HT Face Piece with the voice amplifier. Can you give us pricing for the AV3000HT Face Piece without the voice amplifier?

(11) AV3000HT Face Piece without the voice amplifier	\$
(52) AV3000HT Face Piece without the voice amplifier	\$

Regards,

Davida Simpson, Purchasing Director

Dawson County Government

25 Justice Way, Suite 2223

Dawsonville, GA 30534

Phone: (706) 344-3501

E-Fax: (706) 531-2728

[dsimpson@dawsoncounty.org](mailto:dsimpson@dawsoncounty.org)

[www.dawsoncounty.org](http://www.dawsoncounty.org)

**Backup material for agenda item:**

2. Presentation of Bid #263-16 RFP Chest Compression Devices for Dawson County  
Emergency Services - Deputy Chief Ricky Rexroat

To view solicitation documents click [here](#).



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Purchasing on behalf of DCES

Presenter: Deputy Chief Ricky Rexroat

Submitted By: Purchasing Director Davida Simpson

Date Submitted: February 16, 2016

Item of Business/Agenda Title: Presentation of Bid #263-16 RFP Chest Compression Devices for Dawson County Emergency Services

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: April 28, 2016 is the 90 deadline for BOC to take action

Purpose of Request: To secure product pricing for 3 mechanical chest compression devices for emergency services which was an approved purchase under the AFG Grant

Department Recommendation: Approve contract as submitted

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: No contract. Purchase Order(s) will be issued after department places orders.

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Total Assistance to Firefighter Grant (AFG) award amount is \$108,455 with 10% match (\$10,845). Of the total amount \$45,000 is allocated for Chest Compression Devices, \$60,000 is allocated for turnout gear, and \$14,300 is allocated for face pieces. AFG expenditures total \$119,300 (\$108,455 grant + \$10,845 match). Department has requested \$10,845 match requirement to be funded by department's General Fund budget.

Amount Requested: \$51,603.06  
Department General Fund budget)

Amount Budgeted: \$45,000 (\$6,603.06 difference to be funded from

Fund Name and Account Number: 250-00-3570-542100-000

### Administration Staff Authorization

Dept. Head Authorization: Chief Lanier Swafford, DCES

Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/18/2016

County Manager Authorization: Randall Dowling

Work Session Date: 02/25/2016

Comments: Bids can be found at [www.dawsoncounty.org](http://www.dawsoncounty.org)> RFPs> Bids Under Evaluation. Exhibit B is vendors' price proposal.





**DAWSON COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Presentation of Bid #263-16 RFP Chest Compression Devices for Dawson County Emergency Services

**DATE:** February 16, 2016

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

**BUDGET INFORMATION:**

**ANNUAL-** \_\_\_\_\_  
**CAPITAL-** \$45,000 from AFG  
\$6,603.06 from General Fund

**COMMISSION ACTION REQUESTED ON:** March 3, 2016

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**PURPOSE:** To secure product pricing for three (3) mechanical chest compression devices which were an approved purchase under the AFG Program.

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**HISTORY:** DCES was awarded funds from the AFG Program in order to purchase much needed equipment. Three (3) mechanical chest compression devices were on the list of approved purchases.

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**FACTS AND ISSUES:** Bid was sent out via normal procedures. Recommendation is to award to the most responsive, responsible bidder for the chest compression devices.

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**OPTIONS:** Approve as submitted (recommended).

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**RECOMMENDED SAMPLE MOTION:** Motion to approve Bid #263-16 RFP Chest Compression Devices for Dawson County Emergency Services to the most responsive, responsible bidder PhysioControl, Inc. in the amount of \$51,603.06.

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**DEPARTMENT:** Purchasing on behalf of DCES

Prepared by:  Davida Simpson

Director:  Chief Lanier Swafford, DCES

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# Chest Compression Devices for DCEs Bid #263-16 RFP

WORK SESSION FEBRUARY 25, 2016





# Background

- ▶ DCES was awarded grant funds under the Assistance to Firefighters Grant (AFG) Program to go towards the purchase of equipment
- ▶ Chest Compression Devices are a critical need of Emergency Services
  - ▶ Awarded budget \$45,000
  - ▶ Bid out three (3) chest compression devices
- ▶ AFG is written that the lowest, responsive price must be accepted unless there is reasonable justification to do otherwise

# Chest Compression Device



# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry
- ▶ Emailed notification through vendor registry
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notification through Chamber of Commerce
- ▶ Notified previous vendors
- ▶ **4 bids received**

# IFB vs RFP

## **IFB – Invitation for Bid**

- ▶ Price is driving force
- ▶ Must go with low bid unless legal justification/rationalization

## **RFP – Request for Proposal**

- ▶ Price may be a factor
- ▶ Other criteria more important than price (technical requirements)
- ▶ Must award bid to the most responsible (can do work), responsive (met requirements & criteria) bidder – best score

# Evaluation Committee

- ▶ Chief Lanier Swafford, DCES
- ▶ Deputy Chief Ricky Rexroat, DCES
- ▶ Battalion Chief Benjie Ensley, DCES
- ▶ Davida Simpson, Purchasing Director (facilitator)

# Evaluation Criteria

Company	Points Allowed	QuadMed	Enerspect Medical	PhysioControl	Zoll Medical Corp
Company Background, Dedicated Team & Staff Experience	15	7.5	7.5	15	15
Service & Support	20	12	12	19	17
References	10	3	3	10	7
Warranty	15	10	10	10	10
Delivery Time	15	15	10	15	15
Price Proposal	25	2	4	1	3
<b>Total Points</b>	<b>100</b>	<b>49.50</b>	<b>46.50</b>	<b>70.00</b>	<b>67.00</b>

# Justification

- ▶ LUCAS device is the device used by Northeast Georgia Medical Center & Heart Group
  - ▶ 8 surrounding counties use LUCAS devices
- ▶ American Heart Association guidelines calls for 100 compressions /minute or greater
  - ▶ LUCAS meets the 100/minute
  - ▶ Auto Pulse offered by Zoll is designed to deliver 80 compressions/minute
- ▶ Replacement parts
  - ▶ LUCAS – Chest Suction Cup (cheaper)verses Auto Pulse Patient Band
- ▶ DCES uses PhysioControl cardiac monitors which interface with the LUCAS device
- ▶ LUCAS device has wall plugs as well as battery
- ▶ References for QuadMed & Enerspect Medical were non-responsive
  - ▶ DCES has no knowledge of product, service delivery or deployment capabilities
- ▶ DCES crews evaluated both types of devices and crews overwhelmingly preferred LUCAS device prior to bid release

# Pricing

Company	3 Chest Compression Devices	3 Batteries	3 Stand-alone Batter Chargers	Replacement of Single Use Patient Parts	Maintenance & Support	Total Cost
<b>QuadMed</b>	\$30,717.00	\$1,455.00	\$2,235.00	\$25.85	\$825.00/year	\$35,232.00
<b>Enerspect Medical</b>	\$27,600.00	\$1,345.50	\$1,989.00	\$83.46	\$885.00/year	\$31,919.50
<b>PhysioControl</b>	\$41,094.00	\$1,923.48	\$3,046.68	\$121.14	\$4,264.00/year	\$51,603.06
<b>Zoll Medical Corp</b>	\$29,686.50	\$4,445.00	\$4,846.50	\$112.50	\$425/unit/visit service charge minimum fee + parts = \$150/hour	\$38,978.00 + service



## Recommendation

Staff respectfully requests the Board to award #263-16 RFP Chest Compression Devices for Dawson County Emergency Services to the most responsive, responsible bidder PhysioControl, Inc. in the amount of \$51,603.06 of which \$45,000.00 will come the AFG Program and \$6,603.06 from the department budget.



**BID #263-16 RFP CHEST COMPRESSION DEVICES FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM**

Company Name: Physio-Control, Inc.

For more information please see Quote #00023535 in Section 3 of this Response for more information

Item for Bid	Price
Three (3) Chest Compression Devices with Attachments and Carrying Cases <small>80579-000024</small>	\$41,094.00
Three (3) Batteries <small>11576-000639</small>	\$1,923.48
Three (3) Standalone Battery Chargers <small>11576-000060</small>	\$3,046.68
Replacement of single patient use parts <small>11576-000048 (Quantity of 1, pack of 3)</small>	\$121.14
Warranty <small>New LUCAS Chest Compression System Devices are covered for 1 year free of charge. For more information please see the Limited Warranty in Section 3 of the Response.</small>	\$ -
Maintenance & Support <small>LUCAS-DCCOMP-L-POS + 52993-000118</small>	\$4,264.00
Delivery Time from Purchase Order <small>45 days after receipt of valid purchase order Subject to availability</small>	
Shipping & Handling	\$185.00
Grand Total	\$50,634.30
Grand Total with optional Qty 3 LUCAS 2 Power Supply Cord (11576-000055), recommended	\$51,603.06

*Namita Joshi*  
Authorized Representative (Signature)

February 3, 2016  
Date

Namita Joshi, Senior Strategic Pricing Analyst  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET**



## Northeast Georgia Medical Center, Inc.

743 Spring Street | Gainesville, Georgia 30501 | 770-219-5416

### HEART & VASCULAR SERVICES

February 12, 2016

To Whom It May Concern:

The current data reported throughout the United States demonstrates the odds of surviving an out of hospital cardiac arrest are less than 8%. With upwards of 360,000 sudden cardiac arrests occurring each year, a mortality rate of 92% is tantamount to an epidemic. Over the many years of advances in emergency cardiac care nothing has been shown to be more effective and more important than chest compressions.

Many factors have been identified that contribute to ineffective chest compressions. In 2010, the American Heart Association reported that after 90 - 120 seconds of manual chest compressions by a single professional rescuer the depth decreased significantly. Chest compressions have shown to decrease in effectiveness in a moving ambulance and must be stopped often to move the patient from one location to another. Emergency Medical Services, especially in the rural setting, often do not have the manpower to rotate rescuers every two minutes while on scene or in an ambulance.

We believe that to change these dreadful statistics we must be proactive and focus on evidence based care. We believe that mechanical compression devices such as the Physio-Control LUCAS device can potentially aid in overcoming these obstacles. With a strong community CPR education program and EMS able to provide uninterrupted and effective chest compressions we believe we can transform our communities through lives saved. Within our regional system we currently have eight counties who have deployed multiple LUCAS devices and we continue to see that number grow.

Thank you for allowing me to recommend Dawson County Emergency Services to pursue the purchase of the LUCAS chest compression devices. I know the personnel there to be committed to improving the survival of out of hospital cardiac arrests in their community and with your assistance they will be given the tools to make that happen. If you have any further questions please do not hesitate to give me a call.

Sincerely,

Jason Grady  
Northeast Georgia Regional STEMI Coordinator  
jason.grady@nghs.com  
678.936.4238

**Backup material for agenda item:**

3. Presentation of Bid #262-16 IFB Turn Out Gear for Dawson County Emergency Services  
- Deputy Chief Tim Satterfield

To view solicitation documents click [here](#).



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Purchasing on behalf of DCES

Presenter: Deputy Chief Tim Satterfield

Submitted By: Purchasing Director Davida Simpson

Date Submitted: February 16, 2016

Item of Business/Agenda Title: Presentation of Bid #262-16 IFB Turn Out Gear for Dawson County Emergency Services

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: April 28, 2016 is the 90 deadline for BOC to take action

Purpose of Request: To secure product pricing for 30 sets of turn out gear for emergency services personnel which was an approved purchase under the AFG Grant

Department Recommendation: Approve contract as submitted

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: No contract. Purchase Order(s) will be issued after department places orders.

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Total Assistance to Firefighter Grant (AFG) award amount is \$108,455 with 10% match (\$10,845). Of the total amount \$45,000 is allocated for Chest Compression Devices, \$60,000 is allocated for turnout gear, and \$14,300 is allocated for face pieces. AFG expenditures total \$119,300 (\$108,455 grant + \$10,845 match). Department has requested \$10,845 match requirement to be funded by department's General Fund budget.

Amount Requested: \$60,087.60

Amount Budgeted: \$60,000

Fund Name and Account Number: 250-00-3570-531600-000

#### Administration Staff Authorization

Dept. Head Authorization: Chief Lanier Swafford, DCES

Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/18/2016

County Manager Authorization: \_\_\_\_\_

Work Session Date: \_\_\_\_\_

Comments: Bids can be found at [www.dawsoncounty.org](http://www.dawsoncounty.org)> Bids & RFPs> Bids Under Evaluation. Exhibit B is vendors' price proposal.



**DAWSON COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Presentation of Bid #262-16 IFB Turn Out Gear for Dawson County Emergency Services

**DATE:** February 16, 2016

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

**BUDGET INFORMATION:**

**ANNUAL-** \_\_\_\_\_  
**CAPITAL-** \$60,000 from AFG and \$87.60 from GF

**COMMISSION ACTION REQUESTED ON:** March 3, 2016

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**PURPOSE:** To secure product pricing for 30 sets of turn out gear for emergency services personnel which was an approved purchase under the AFG Grant

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**HISTORY:** DCES was awarded funds from the AFG Program in order to purchase much needed equipment. 30 sets of Turn Out Gear was one of these approved purchases.

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**FACTS AND ISSUES:** Bid was sent out via normal procedures. Recommendation is to award to the lowest bidder in each category with the exception of the work belt as it needs to be of the same manufacturer as the uniform as to ensure a reliable working uniform.

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**OPTIONS:** Approve as submitted (recommended).

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**RECOMMENDED SAMPLE MOTION:** Motion to approve Bid #265-16 IFB Turn Out Gear for Dawson County Emergency Services to the most responsive, responsible bidders for their respective goods: Georgia Fire & Rescue in the amount of \$43,737.60, Ten-8 in the amount of \$15,690.00, NAFECO in the amount of \$660.00 for a total of \$60,087.60.

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**DEPARTMENT:** Purchasing on behalf of DCES

Prepared by: David Simpson

Director: Chief Lanier Swafford, DCES

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# Turn Out Gear for DCEs Bid #262-16 IFB

WORK SESSION FEBRUARY 25, 2016



# Background

- ▶ DCES was awarded grant funds under the Assistance to Firefighters Grant (AFG) Program to go towards the purchase of equipment
- ▶ Turn Out Gear is a critical need of Emergency Services
  - ▶ Awarded budget \$60,000
  - ▶ 30 sets approved
- ▶ AFG is written that the lowest, responsive price must be accepted unless there is reasonable justification to do otherwise



# List of Items Bid

- ▶ Turn Out Gear – Jackets & Trousers
- ▶ Helmet
- ▶ Fire hoods
- ▶ Boots
- ▶ Gloves
- ▶ Work belt

# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry
- ▶ Emailed notification through vendor registry
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notification through Chamber of Commerce
- ▶ Notified previous vendors
- ▶ **6 bids received**

# Evaluation Committee

- ▶ Deputy Chief Ricky Rexroat, DCES
- ▶ Deputy Chief Tim Satterfield, DCES
- ▶ Quartermaster Bill Tanner, DCES
- ▶ Davida Simpson, Purchasing Director (facilitator)

# Pricing

Company	Turn Out Gear	Helmets	Boots	Gloves	Fire Hood	Work Belt	Delivery Time
Ten-8 Fire & Safety Equipment	\$1,750.00	\$205.00	\$256.00	\$62.00	\$32.00	\$109.35	6 weeks
NAFECO	\$1,250.00	\$244.00	\$309.00	\$71.00	\$22.00	\$129.00	45 days
Municipal Emergency Services	\$1,427.65	\$302.22	\$272.00	\$65.00	\$57.98	\$109.04	30-45 days
Dana Safety Supply	-	-	\$220-\$280	\$82.89	\$26.07	-	30 days
Georgia Fire & Rescue Supply	\$1,348.57	\$212.21	\$329.15	\$54.22	\$26.55	\$109.35	8-10 weeks
Tim Shore	Disqualified – Not Responsive						

**Total cost for 30 sets of complete gear is \$60,087.60 (\$87.60 over FG Budget but within Department budget)**

NAFECO's bid for turn out gear did not meet the specs in the bid. The justification for GA Fire & Rescue Supply work belt is that it goes with the turn out gear in order to work properly. Delivery time is after measurements and order.

# Recommendation

Staff respectfully requests the Board to award #262-16 IFB Turn Out Gear for Dawson County Emergency Services to the most responsive, responsible bidders for their aforementioned goods:

- ▶ Georgia Fire & Rescue in the amount of \$43,737.60
- ▶ Ten-8 in the amount of \$15,690
- ▶ NAFECO in the amount of \$660.00

The total expenditure of \$60,087.60 will come from both the AFG Program at \$60,000 and the department budget at \$87.00.



**BID #262-16 IFB TURN OUT GEAR FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM  
PAGE 1 OF 2**

Company Name: Georgia Fire & Rescue Supply

Vendors to provide pricing for items listed on page 26. All pricing must be on the forms provided.

Turnaround Time (Time from Order to Shipping):	8-10 weeks
Set Up Fees:	0
Standard Shipping Fees:	0
Rush Shipping Fees:	0
Minimum Order:	30
Warehouse Location:	N/A
Discount on Catalog Pricing for Non-Contract Items:	N/A
Do you accept Net 30 payment terms? If no, state acceptable terms:	yes

Ryan B. Wice  
Authorized Representative (Signature)

01/25/2016  
Date

Ryan Wice / Regional Sales Manager  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET**



**BID #262-16 IFB TURN OUT GEAR FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM  
PAGE 2 OF 2**

Company Name: \_\_\_\_\_

<b>ITEM #S</b>	<b>ITEM DESCRIPTION</b>	<b>PRICE FOR 1 OF ITEM NUMBER</b>	<b>PRICE FOR 30 OF ITEM NUMBER</b>
1	Turn Out Uniform: Jacket & Trousers	\$ 1348.57	\$ 40457.10
2	Helmet	\$ 212.21	\$ 6366.30
3	Boots	\$ 329.15	\$ 9874.50
4	Gloves	\$ 54.22	\$ 1626.60
5	Fire Hood	\$ 26.55	\$ 796.50
6	Work Belt	\$ 109.35	\$ 3280.50

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**BID #262-16 IFB TURN OUT GEAR FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM  
PAGE 1 OF 2**

Company Name: Ten 8 Fire & Safety Equipment of Georgia

Vendors to provide pricing for items listed on page 26. All pricing must be on the forms provided.

<b>Turnaround Time (Time from Order to Shipping):</b>	<u>6 weeks ARO completed order</u>
<b>Set Up Fees:</b>	<u>None</u>
<b>Standard Shipping Fees:</b>	<u>included</u>
<b>Rush Shipping Fees:</b>	<u>15%</u>
<b>Minimum Order:</b>	<u>None</u>
<b>Warehouse Location:</b>	<u>Forsyth, Georgia</u>
<b>Discount on Catalog Pricing for Non-Contract Items:</b>	<u>N/A</u>
<b>Do you accept Net 30 payment terms? If no, state acceptable terms:</b>	<u>yes</u>

[Signature]  
Authorized Representative (Signature)

1/28/16  
Date

Edward A Voss, Equipment Sales  
Authorized Representative/Title  
(Print or Type)

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**BID #262-16 IFB TURN OUT GEAR FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM  
PAGE 2 OF 2**

Company Name: \_\_\_\_\_

ITEM #S	ITEM DESCRIPTION	PRICE FOR 1 OF ITEM NUMBER	PRICE FOR 30 OF ITEM NUMBER
1	Turn Out Uniform: Jacket & Trousers	1750 <sup>00</sup>	52,500 <sup>00</sup>
2	Helmet	205 <sup>00</sup>	6,150 <sup>00</sup>
3	Boots	256 <sup>00</sup>	7,680 <sup>00</sup>
4	Gloves	62 <sup>00</sup>	1,860 <sup>00</sup>
5	Fire Hood	32 <sup>00</sup>	960 <sup>00</sup>
6	Work Belt	No Bid	

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**BID #262-16 IFB TURN OUT GEAR FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM  
PAGE 1 OF 2**

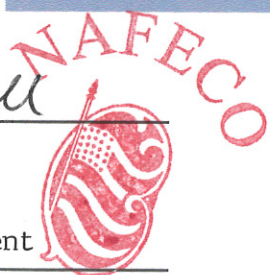
Company Name: NORTH AMERICA FIRE EQUIPMENT CO., INC. (NAFECO)

Vendors to provide pricing for items listed on page 26. All pricing must be on the forms provided.

<b>Turnaround Time (Time from Order to Shipping):</b>	45 Days ARO
<b>Set Up Fees:</b>	N/A
<b>Standard Shipping Fees:</b>	Included (Pricing is FOB: Destination)
<b>Rush Shipping Fees:</b>	Only applicable if Next Day Air Delivery is required.
<b>Minimum Order:</b>	No Minimum
<b>Warehouse Location:</b>	Decatur, AL
<b>Discount on Catalog Pricing for Non-Contract Items:</b>	12%
<b>Do you accept Net 30 payment terms? If no, state acceptable terms:</b>	Yes

*Ronald Woodall* 1/26/16  
 Authorized Representative (Signature) Date

Ronald Woodall, Vice President  
 Authorized Representative/Title  
 (Print or Type)



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**BID #262-16 IFB TURN OUT GEAR FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM  
PAGE 2 OF 2**

Company Name: NORTH AMERICA FIRE EQUIPMENT CO., INC (NAFECO)

ITEM #S	ITEM DESCRIPTION	PRICE FOR 1 OF ITEM NUMBER	PRICE FOR 30 OF ITEM NUMBER
1	Turn Out Uniform: Jacket & Trousers LION LIBERTY	Coat \$699.00 + Pant \$551.00 = \$1,250.00/Set	\$37,500.00
2	Helmet LION LFH2120	\$ 244.00 each **	\$7,320.00 **
3	Boots THOROGOOD 804-6389	\$ 309.00 per pair	\$9,270.00
4	Gloves FIRECRAFT FG-P5000	\$ 71.00 per pair	\$2,130.00
5	Fire Hood MAJESTIC PAC-II-DS-P84	\$ 22.00 each	\$ 660.00
6	Work Belt BALDWINVILLE #590	\$ 129.00 each	\$3,870.00

\*\* OPTION for Custom Leather Front for FF Helmet: Please add \$54.00 each.

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**Backup material for agenda item:**

4. Presentation of 2015 Board of Commissioners Expenses - Accounting & Budget  
Manager Natalie Johnson



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Finance

Presenter: Natalie Johnson – Accounting & Budget

Submitted By: Natalie Johnson – Accounting & Budget

Date Submitted: 02/16/2016

Item of Business/Agenda Title: Presentation of 2015 Board of Commissioners Expenses

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR X Commission Action Needed.**

Is there a deadline on this item? If so, Explain: \_\_\_\_\_

Purpose of Request: Seek approval of 2015 Board of Commissioners expenses for training, travel, and phone

Department Recommendation: Staff recommends approval

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: \_\_\_\_\_

No

Amount Requested: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_

Fund Name and Account Number: \_\_\_\_\_

Administration Staff Authorization

Dept. Head Authorization: Dena Bosten Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten Date: 02/16/2016

County Manager Authorization: Randall Dowling Work Session Date: 02/25/2016

Comments: \_\_\_\_\_

Attachments: 2015 Board of Commissioners Expense Reports

**Dawson County  
Commissioner Expenses  
12/31/2015**

<b>Commissioner</b>	<b>Amount</b>
Chairman Berg	\$ 3,094.98
Commissioner Fausett	\$ 263.98
Commissioner Hamby	\$ -
Commissioner Nix	\$ 586.00
Commissioner Swafford	<u>\$ 1,717.25</u>
	<u><u>\$ 5,662.21</u></u>

COMM OF ROADS & REVENUE DAWSON CO  
VENDOR ACTIVITY REPORT

FY 2015

BOTH OPEN & PAID VOUCHERS  
CHECK DATES 01/01/2015 TO 02/16/2016 PAY DATES 01/01/2015 TO 02/16/2016  
VENDORS 10149 TO 10149

PURCHASE ORDERS 0 TO 2147483647

VOUCHERS WITH OUTSTANDING CHECKS ONLY

VOUCHER NUMBER	PAY/CHECK DATE	INVOICE NUMBER	POSTING MONTH	INVOICE DATE	PO NUMBER	CHECK NUMBER	INVOICE AMOUNT	
10149 MIKE BERG								
89437	01/15/2015	OCT. 2014 PHONE & MILEAGE	01	01/05/2015		167018	230.36	A
		100-00-1310-523205-000 TELEPHONE				87.00		A
		100-00-1310-523500-000 TRAVEL				143.36		A
89438	01/15/2015	NOV. 2014 PHONE & MILEAGE	01	01/05/2015		167018	171.00	A
		100-00-1310-523205-000 TELEPHONE				87.00		A
		100-00-1310-523500-000 TRAVEL				84.00		A
89439	01/15/2015	DEC. 2014 PHONE & MILEAGE	01	01/05/2015		167018	288.60	A
		100-00-1310-523205-000 TELEPHONE				87.00		A
		100-00-1310-523500-000 TRAVEL				56.00		A
		100-00-1310-523500-000 TRAVEL				145.60		A
91830	05/14/2015	JAN 2015	05	04/28/2015		#		##
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				118.45		
91831	05/14/2015	FEB 2015 PHONE & MILEAGE	05	04/28/2015		168308	191.00	
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				104.00		
91832	05/14/2015	MARCH 2015 PHONE & MILEAGE	05	04/28/2015		168308	138.75	
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				51.75		
91833	05/14/2015	APRIL 2015 PHONE, MILEAGE, 1 NGT LODGING	05	04/28/2015		168308	593.07	
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				506.07		
95241	10/29/2015	MAY 2015 PHN/MILEAG PHONE & MILEAGE	10	10/26/2015		170067	176.13	
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				89.13		
95242	10/29/2015	JUN 2015 PHN/MILEAGE PHONE & MILEAGE/GAINES/ATHENS	10	10/26/2015		170067	210.62	
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				123.62		
95243	10/29/2015	JUL 2015 PHN/MILEAGE PHONE & MILEAGE/GAINESVILLE	10	10/26/2015		170067	167.50	
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				80.50		
95244	10/29/2015	AUG 2015 PHN PHONE	10	10/26/2015		170067	87.00	
		100-00-1310-523205-000 TELEPHONE				87.00		
95245	10/29/2015	SEPT 2015 PHN/MILE PHONE & MILEAGE	10	10/26/2015		170067	184.17	
		100-00-1310-523205-000 TELEPHONE				87.00		
		100-00-1310-523500-000 TRAVEL				97.17		
96682	01/14/2016	OCT. 2015 TRAVEL/PHN PHN/MILEAGE/LODGING	01	01/03/2016		170840	731.54	A
		100-00-1310-523205-000 TELEPHONE				87.00		A
		100-00-1310-523500-000 TRAVEL				569.79		A
		100-00-1310-523500-000 TRAVEL				74.75		A
96683	01/14/2016	NOV. 2015 TRAVEL/PHN PHN/MILEAGE	01	01/03/2016		170840	173.25	A
		100-00-1310-523205-000 TELEPHONE				87.00		A
		100-00-1310-523500-000 TRAVEL				86.25		A

96684	01/14/2016	DEC. 2015 TRAVEL/PHN	01	01/03/2016	170840	236.50	A
		PHN/MILEAGE					
		100-00-1310-523205-000 TELEPHONE			87.00		A
		100-00-1310-523500-000 TRAVEL			149.50		A
						<u>3,784.94</u>	
						<u><u>3,784.94</u></u>	
					TOTAL VOUCHERS:	<u><u>3,784.94</u></u>	
					TOTAL OPEN VOUCHERS:	0.00	
					TOTAL PAID VOUCHERS:	3,784.94	
					LESS 2014 ACCRUALS:	689.96	
						<u><u>3,094.98</u></u>	



FY 2015

COMM OF ROADS & REVENUE DAWSON CO  
 VENDOR ACTIVITY REPORT

BOTH OPEN & PAID VOUCHERS  
 CHECK DATES 01/01/2015 TO 12/31/2015 PAY DATES 01/01/2015 TO 12/31/2015  
 VENDORS 13870 TO 13870  
 PURCHASE ORDERS 0 TO 2147483647  
 VOUCHERS WITH OUTSTANDING CHECKS ONLY

<u>VOUCHER NUMBER</u>	<u>PAY/CHECK DATE</u>	<u>INVOICE NUMBER</u>	<u>POSTING MONTH</u>	<u>INVOICE DATE</u>	<u>PO</u>	<u>CHECK NUMBER</u>	<u>INVOICE AMOUNT</u>
13870 SHARON R. FAUSETT							
90238	02/19/2015	2/8 & 0 MILEAGE CORE CURRICULUM TRAINING	02	02/12/2015		167424	82.80
		100-00-1310-523500-000 TRAVEL				82.80	
90848	03/26/2015	3/11-15 MILEAGE/FEE LLI-MILEAGE & RESORT FEE	03	03/20/2015		167792	99.85
		100-00-1310-523500-000 TRAVEL				99.85	
96241	12/17/2015	12/2-4 MILEAGE/MEALS PROP APPR & TAXATION CLASS	12	12/04/2015		170613	81.33
		100-00-1310-523500-000 TRAVEL				81.33	
							263.98
TOTAL							263.98
TOTAL OPEN VOUCHERS:							0.00
TOTAL PAID VOUCHERS:							263.98

FY 2015

COMM OF ROADS & REVENUE DAWSON CO  
 VENDOR ACTIVITY REPORT

BOTH OPEN & PAID VOUCHERS  
 CHECK DATES 01/01/2015 TO 01/31/2016 PAY DATES 01/01/2015 TO 01/31/2016  
 VENDORS 11162 TO 11162

PURCHASE ORDERS 0 TO 2147483647

VOUCHERS WITH OUTSTANDING CHECKS ONLY

VOUCHER NUMBER	PAY/CHECK DATE	INVOICE NUMBER	POSTING MONTH	INVOICE DATE	PO NUMBER	CHECK NUMBER	INVOICE AMOUNT	
11162 JULIE NIX								
89615	01/22/2015	DEC. 2014 CELL PHONE PLAN	01	01/14/2015		167080	53.00	A
		100-00-1310-523205-000 TELEPHONE				53.00		A
90056	02/12/2015	JAN. 2015 CELL PHN PLAN	02	02/05/2015		167351	53.00	
		100-00-1320-523205-000 TELEPHONE				53.00		
90747	03/19/2015	FEB. 2015 PHN PHONE PLAN	03	03/12/2015		167694	63.00	
		100-00-1310-523205-000 TELEPHONE				63.00		
91139	04/09/2015	MARCH 2015 PHN REIMBURSEMENT	04	04/02/2015		167919	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
92093	05/21/2015	APRIL 2015 PHN REIMBURSEMENT	05	04/14/2015		168389	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
92471	06/11/2015	MAY 2015 PHONE REIMBURSEMENT	06	06/04/2015		168620	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
92981	07/09/2015	JUNE 2015 PHONE REIMBURSEMENT	07	07/02/2015		168892	47.00	
		100-00-1310-523500-000 TRAVEL				47.00		
93714	08/13/2015	JULY 2015 PHONE REIMBURSEMENT	08	08/06/2015		169249	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
94464	09/24/2015	AUG. 2015 PHONE PLAN	09	09/17/2015		169686	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
94900	10/15/2015	SEPT. 2015 PHN PLAN	10	10/01/2015		169891	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
95565	11/12/2015	OCT 2015 PHN PLAN	11	10/05/2015		170195	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
95989	12/10/2015	NOV 2015 PHN PLAN	12	12/03/2015		170499	47.00	
		100-00-1310-523205-000 TELEPHONE				47.00		
96895	01/21/2016	DEC 2015 PHN PLAN	01	01/14/2016		170918	47.00	A
		100-00-1310-523205-000 TELEPHONE				47.00		A
							<u>639.00</u>	
						TOTAL VOUCHERS:	<u>639.00</u>	
						TOTAL OPEN VOUCHERS:	0.00	
						TOTAL PAID VOUCHERS:	639.00	
						LESS 2014 ACCRUALS:	53.00	
							<u><u>586.00</u></u>	

FY 2015

COMM OF ROADS & REVENUE DAWSON CO  
VENDOR ACTIVITY REPORT

BOTH OPEN & PAID VOUCHERS  
CHECK DATES 01/01/2015 TO 01/31/2016 PAY DATES 01/01/2015 TO 01/31/2016  
VENDORS 12952 TO 12952

PURCHASE ORDERS 0 TO 2147483647

VOUCHERS WITH OUTSTANDING CHECKS ONLY

VOUCHER NUMBER	PAY/CHECK DATE	INVOICE NUMBER	POSTING MONTH	INVOICE DATE	PO NUMBER	CHECK NUMBER	INVOICE AMOUNT	
XXX-XX-2355								
12952 JAMES C. SWAFFORD								
89440	01/15/2015	DEC. 2014 PHONE REIMBURSEMENT	01	01/06/2015		167012	45.00	A
		100-00-1310-523205-000 TELEPHONE				45.00		A
90239	02/19/2015	2/9,10 TRAV-JAN. PHN MILEAGE & PHONE	02	02/10/2015		167406	85.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
		100-00-1310-523500-000 TRAVEL				40.00		
90724	03/19/2015	FEB. 2015 PHN PHONE PLAN	03	03/16/2015		167692	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
91140	04/09/2015	MARCH 2015 PHONE PLAN	04	04/03/2015		167914	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
91578	04/30/2015	ACCG CONF TRAVEL MILEAGE & PARKING FEE	04	04/23/2015		168166	441.65	
		100-00-1310-523500-000 TRAVEL				441.65		
92123	05/28/2015	APRIL 2015 PHONE PLAN	05	05/21/2015		168463	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
92440	06/11/2015	MAY 2015 PHONE PLAN	06	06/04/2015		168618	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
92926	07/09/2015	JUNE 2015 phone reimbursement	07	07/02/2015		168889	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
93593	08/13/2015	JULY 2015 PHONE PLAN	08	08/05/2015		169243	45.00	
		100-00-1320-523205-000 TELEPHONE				45.00		
93906	08/27/2015	8/18,19 MILEAGE MILLEDGEVILLE & ATLANTA	08	08/20/2015		169406	251.45	
		100-00-1310-523500-000 TRAVEL				251.45		
94463	09/24/2015	AUG. 2015 PHONE PLAN	09	09/10/2015		169684	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
95098	10/22/2015	10/6-10 ACCG & PHN SEPT. PHN PLAN, MILEAGE/FEES JEKYLL ISL	10	10/15/2015		169971	489.15	
		100-00-1310-523205-000 TELEPHONE				45.00		
		100-00-1310-523500-000 TRAVEL				444.15		
95746	11/19/2015	OCT. 2015 PHN PHONE PLAN REIMBURSEMENT	11	11/16/2015		170313	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
96106	12/10/2015	NOV. 2015 PHN PLAN REIMBURSEMENT	12	12/03/2015		170496	45.00	
		100-00-1310-523205-000 TELEPHONE				45.00		
96680	01/14/2016	DEC 2015 PHN REIMBURSEMENT	01	01/04/2016		170837	45.00	A
		100-00-1310-523205-000 TELEPHONE				45.00		A
							1,762.25	
							<u>1,762.25</u>	
							<u>1,762.25</u>	
							TOTAL OPEN VOUCHERS:	0.00
							TOTAL PAID VOUCHERS:	1,762.25
							LESS 2014 ACCRUALS:	45.00
							<u>1,717.25</u>	

**Backup material for agenda item:**

5. Presentation of 2016 Georgia Transit Association Letter of Support - Senior Center  
Director Dawn Pruett



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Transit

Presenter: Dawn Pruett

Submitted By: Dawn Pruett

Date Submitted: 2-11-2016

Item of Business/Agenda Title: 2016 Georgia Transit Association Letter of Support

Attach an Executive Summary fully describing all elements of the item of business.  (Attached)

### THE ITEM IS FOR:

Work Session presentation only  
(no action needed)

OR

Commission Action Needed.

Is there a deadline on this item? If so, Explain:

Purpose of Request: To approved Letter of Support for Georgia Transit Association for Chairman of BOC

Department Recommendation: Approval

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information:  
 No

If funding is involved, are funds approved within the current budget? If Yes, Finance Authorization is Required Below.

Yes Explanation/ Additional Information: request is for letter of support approval  
 No only. No additional funding is being requested at this time.

Amount Requested: Amount Budgeted: 204,539 for 2016

Fund Name and Account Number: 250-00-5540-XXX-017

### Administration Staff Authorization

Dept. Head Authorization: Dawn Pruett Date: 2-11-16

Finance Dept. Authorization: Dawn Pruett Date: 2-17-16

County Manager Authorization: [Signature] Work Session Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Attachments: Letter of Support



**DAWSON COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** 2016 Georgia Transit Association Letter of Support \_\_\_\_\_

**DATE:** 2-11-2016 \_\_\_\_\_

**BUDGET INFORMATION:**

**ANNUAL-** \_\_\_\_\_  
**CAPITAL-** \_\_\_\_\_

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

**COMMISSION ACTION REQUESTED ON:** \_\_\_\_\_

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**PURPOSE:** To approve 2016 Georgia Transit Association Letter of Support

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**HISTORY:** Dawson Transit received funding (\$264,539 for 2016) as part of Federal Transit Administration Section 5311 Rural Area Program which grants Dawson County a 50/50 Match for Transit Operations.

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**FACTS AND ISSUES:** Funding for FY2016 was not cut for Dawson County.

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**OPTIONS:** 1) Approve letter of support  
2) Do not approve letter of support

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**RECOMMENDED SAMPLE MOTION:** Approve 2016 Georgia Transit Association Letter of Support for BOC Chairman to sign.

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**DEPARTMENT:** Transit

Prepared by: Dawn Pruett \_\_\_\_\_

Director: Dawn Pruett \_\_\_\_\_

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## DAWSONCOUNTY BOARD OF COMMISSIONERS

Mike Berg  
Chairman

Sharon Fausett  
Commissioner  
District One

James Swafford  
Commissioner  
District Two

Jimmy Hamby  
Commissioner  
District Three

Julie Hughes Nix  
Commissioner  
District Four

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Randall Dowling  
County Manager

Danielle Yarbrough  
County Clerk

February 5, 2016

Mr. Robert Hiett  
President, Georgia Transit Association  
318 Cherokee Ave, SE  
Suite 103  
Atlanta, Georgia 30312

Dear Mr. Hiett,

Dawson County supports the Georgia Transit Association (GTA) in advocating for additional funding in response to recent decreases in Federal Transit Administration (FTA) Section 5311 Rural Areas Program operating assistance.

Dawson Transit is the general public transportation service for Dawson County that is available to all residents and provides transportation to various locations within Dawson County and the surrounding area. This important program increases citizen mobility, promotes local businesses, offers contributions to the economy, and improves the quality of life for those that use the service. Additional funding will ensure that this vital program continues to support Dawson County residents' need to be transported to doctor visits, grocery stores, pharmacies, schools, parks, and various other locations.

Thank you for your consideration.

Sincerely,

Mike Berg  
Chairman, Dawson County Board of Commissioners

cc: John Orr, Atlanta Regional Commission

**Backup material for agenda item:**

6. Presentation of ACCG 2016 Summer Internship Grant - Chief Financial Officer Dena Bosten





# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Finance/EMS

Presenter: Dena Bosten

Submitted By: Dena Bosten

Date Submitted: 2-9-16

Item of Business/Agenda Title: ACCG Summer 2016 Internship Grant

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: May 1, 2016 - Grant begins May 1 and departments will need to hire intern

Purpose of Request: Commission approval of the 2016 Summer Intern Grants Awards for the Finance Department and EMS.

Department Recommendation: Approval of grants

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Grant does not require a match. The total award amount is a max of \$4,346 for both grant agreements. (\$2,173 for each grant agreement/department).

No

Amount Requested: \$4,346 (\$2,173 per grant) Amount Budgeted: n/a

Fund Name and Account Number: 250-00-1500-XXXXXX-016 ACCG Intern

### Administration Staff Authorization

Dept. Head Authorization: Dena Bosten/Lanier Swafford Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten Date: 02/16/2016

County Manager Authorization: Randall Dowling Work Session Date: 02/25/2016

Comments: \_\_\_\_\_

Attachments: 2016 Grant Award Packet





**DAWSON COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** ACCG Summer 2016 Internship Grant

**DATE:** 2-6-2016

**RECOMMENDATION**  
 **POLICY DISCUSSION**  
 **STATUS REPORT**  
 **OTHER**

**BUDGET INFORMATION:**

**ANNUAL-** n/a  
**CAPITAL-** n/a

**COMMISSION ACTION REQUESTED ON:** 03-03-2016

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**PURPOSE:** To request approval for Chairman Berg to sign the ACCG Summer 2016 Internship Grants that have been awarded to the Finance and EMS Departments.

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**HISTORY:** This grant program is through ACCG for internships during the summer. This grant has been awarded to Dawson County in previous years, most recently in Summer 2015 to the Park and Recreation Department and EMS Department.

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**FACTS AND ISSUES:** The grant period is May 1, 2016 through September 1, 2016. Interns must work a minimum of 15 hours per week, but the grant will only reimburse up to 200 total hours per intern. Notifications of grant agreements were received on February 5, 2016. In order to move forward, Chairman Berg will need to sign the Finance agreement and the EMS agreement as soon as possible. This will ensure that both departments have ample amount of time to advertise and interview for interns. The grant is 100% reimbursable up to \$2,173.00 (\$4,346 combined).

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**OPTIONS:** 1. Have Chairman Berg sign grant agreement  
2. Do not approve grant agreement

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**RECOMMENDED SAMPLE MOTION:** Motion to approve the agreement for ACCG'S Georgia County Internship Program 2016 Summer Grant and for Chairman Berg to sign agreement.

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**DEPARTMENT:**

Prepared by: \_\_\_\_\_

Director \_\_\_\_\_

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# Civic Affairs Foundation

an **ACCG** initiative

## MEMORANDUM

**To: Georgia County Internship Program (GCIP) Grant Recipients for Summer 2016 Grant Period**

**From: Michele NeSmith, ACCG Research and Policy Development Director**

**Re: County Grant Package**

**Date: February 5, 2016**

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Congratulations on being a grant recipient for the Summer 2016 Georgia County Internship Program (GCIP)! We hope that this internship is mutually beneficial to both the county and intern. The grant period is from May 1, 2016-September 1, 2016. Reimbursement requests with accompanying proof of hire must be submitted to the Foundation no later than Monday, September 19, 2016. **Please read this memo and all the materials included in this packet in their entirety before you submit the requested documents.**

It is very important for the county to establish one point person to manage all the requirements for the GCIP grant. The point person will need to work closely with the Human Resources Department, or the person who manages the county's hiring practices in that there are many employment related forms that must be completed by the county and the intern close to the date of hire.

While the Foundation is aware that it may take time to have your board formally approve the grant agreement, please make every effort to return it as soon as possible. When an intern has been hired, the Foundation should be notified and a copy of the Intern Consent Form and the Intern Information Form should be submitted. The county should not wait until the end of the grant period to submit this information.

Enclosed in this packet is the grant agreement, a list of frequently asked questions, an intern consent form, an intern information form, grant reimbursement form, an E-Verify usage and acknowledgement form, a grant checklist, a copy of your county's original grant application, and an intern supervisor's guide.

**In order to receive the grant funds, the county must submit the following to the Foundation:**

- 1) Signed Grant Agreement – as soon as possible**
- 2) Signed Intern Consent Form – at the beginning of the internship**
- 3) Signed and Completed Intern Information Form – at the beginning of the internship**
- 4) Proof of Hire (offer letter and a copy of the E-Verify Usage and Acknowledgement Form) – by September 19, 2016**

5) Signed and Completed Grant Reimbursement Form – by September 19, 2016

6) Proof of Payment-by September 19, 2016

**There is one major change in the grant packet from subsequent grants. In lieu of providing a copy of the E-Verify confirmation from USCIS as proof of using E-Verify, the county is now required to submit the E-Verify Acknowledgement and Usage Form (included in the grant packet). This form must be submitted as part of the proof of hire requirement and failure to do so will result in forfeiture of the grant.**

Once the county has submitted this information, the Foundation will issue grant funds for the wages, worker's compensation coverage and Federal Insurance Contributions Act (FICA) for the county internship positions that have been approved by the Foundation. The money provided for FICA and worker's compensation must be used for these purposes. The county is required to cover all interns hired through the GCIP under their workers compensation policy. **Please note that your county will not receive any grant funding until you have submitted ALL the requested information and provide proof that an intern has been hired.**

Over the course of the internship, the Foundation will be checking in with the internship supervisor(s) for your county to ensure that the internship is going smoothly. The Foundation will also be visiting certain counties in order to interview the intern(s) and supervisor(s) and to take photos to promote the program. All visits will be scheduled prior to arrival. If you have any questions or concerns, please contact me at [mnesmith@accg.org](mailto:mnesmith@accg.org) or at 404-522-5022.

Thanks again for your participation in this program.

# Civic Affairs Foundation

an **ACCG** initiative

## Georgia County Internship Program (GCIP) County Check List

- Read all provided information before completing required forms
- Sign and submit Grant Agreement to the Foundation as soon as possible
- Once hired, verify intern's employment status through E-Verify
- Complete, sign and submit the **Intern Information Form** to the Foundation at the beginning of the internship (must be signed by intern and intern supervisor)
- Intern to complete and sign **Intern Consent Form** and submit to the Foundation at the beginning of the internship
- Submit proof of hire (copy of Offer Letter and E-Verify Usage and Acknowledgement Form) to the Foundation by **September 19, 2016**
- Submit proof of payment to the Foundation by **September 19, 2016**

# Civic Affairs Foundation

an **ACCG** initiative

## GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

This **AGREEMENT** is made and entered into by and between the **ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC.** (“the **FOUNDATION**”), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and \_\_\_\_\_ County (“**COUNTY**”), having its principal office at \_\_\_\_\_. In exchange for valuable consideration, the parties agree as follows.

### **I. GENERAL TERMS.**

#### **A. Agreement Term:**

This **AGREEMENT** shall be effective as of May 1, 2016, and shall terminate on September 1, 2016, unless terminated earlier under other provisions of this **AGREEMENT**.

#### **B. Purpose of Agreement:**

The **FOUNDATION** is providing grant funding through the Georgia County Government Internship Program for approved projects to the **COUNTY** to defray the costs of internships for undergraduate students, graduate students and recent graduates employed by the **COUNTY** from May 1, 2016 until September 1, 2016. This **AGREEMENT** provides the terms and conditions under which the **COUNTY** may employ an intern funded by this grant.

### **II. COMPENSATION.**

In exchange for the **COUNTY** hiring undergraduate students, graduate students and recent graduates to perform projects as provided for in the approved grant application and to learn about the operations of county government, the **FOUNDATION** shall provide funding to the **COUNTY** as follows:

**A. Use of Grant Funds.** Funding provided by the grant shall be exclusively used to pay the wages and employment costs for interns approved by the **FOUNDATION** for the **COUNTY** to participate in an up to 200 hour paid internship per intern to be performed between May 1, 2016, and September 1, 2016.



**1. Amount of Compensation.**

- a. **Hourly Rate.** Interns funded in whole or in part by this grant shall be paid a minimum of \$10.00 per hour. The **FOUNDATION** shall reimburse the **COUNTY** for the cost of wages at the rate of \$10.00 per hour for each hour worked up to 200 hours, for a maximum of reimbursement of \$2,000.00, unless the **COUNTY** has agreed to pay a percentage of the costs.

If the **COUNTY** has agreed to pay a percentage of the costs for wages as provided for in their approved grant application the **COUNTY** shall be responsible for paying that percentage and the **FOUNDATION** will provide a reimbursement for the remainder of the costs.

The **COUNTY** may pay the intern at a higher rate than \$10 per hour at its own expense as provided for in their approved grant application or as established at a later time by the **COUNTY**. In either case, the **COUNTY** shall be responsible for payment for all the costs above the hourly rate of \$10 per hour, including worker's compensation and FICA.

- b. **Workers Compensation.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost to cover the intern under the **COUNTY'S** worker's compensation plan at the rate of \$1 per \$100.00 of wages at the rate of \$10 per hour that are eligible for grant reimbursement up to a maximum reimbursement rate of \$20.00. The **COUNTY** shall be responsible for worker's compensation costs for wages provided in excess of \$10 per hour as provided for in their approved grant application or as established at a later time by the **COUNTY**.
- c. **FICA.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost of paying Federal Insurance Contributions Act (FICA) at a maximum reimbursement of \$153. If the **COUNTY** has agreed to provide additional funding above the \$10 per hour rate as provided for in their approved grant application or as established at a later time by the **COUNTY**, the **COUNTY** shall pay the FICA costs for the additional funding.

2. **Proof of Payment of Intern.** Upon completion of the internship and before September 19, 2016, the **COUNTY** shall provide the following information to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form; (3) proof of payment for each payment period for every intern receiving funding through this **AGREEMENT**; and (4) signed and completed reimbursement form provided by the **FOUNDATION**. All proof of payment information shall be submitted by September 19, 2016 in order to be eligible to receive grant reimbursement.

3. **Additional Compensation for Intern.** The **COUNTY** may supplement the funds provided under this **AGREEMENT** in order to increase the hourly wages of the intern. Notification of the supplement along with supporting information documenting the

increase shall be submitted to the **FOUNDATION** if not previously provided for in the approved grant application. The **COUNTY** may also increase the hours worked by the intern, in which case the **COUNTY** is required to pay for any hours worked beyond 200 hours, as well as any overtime worked in accordance with the Fair Labor Standards Act. The **COUNTY** shall be responsible for the additional FICA and workers' compensation coverage for the additional wages. No grant reimbursement will be provided to the **COUNTY** by the **FOUNDATION** for any hours worked beyond 200 hours or for FICA costs or worker's compensation coverage beyond the 200 hour period or beyond the \$10 per hour rate.

### **III. Obligations of COUNTY:**

- A. Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved grant application submitted by the **COUNTY** and be afforded the opportunity to learn about the operations of county government.
- B. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this **AGREEMENT**, the **COUNTY** must hire an undergraduate student, graduate student, or recent graduate as an employee to perform the projects as provided for in the approved grant application. The **COUNTY** may not hire an intern as an independent contractor.
- C. Withholdings, Coverage and Wage Requirements.** The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern's earnings and for withholding the employee share of applicable FICA costs. The intern must be paid at least \$10.00 per hour and be covered by the **COUNTY'S** workers' compensation plan.
- D. Nondiscrimination in Employment Practices.** The **COUNTY** agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age, or national origin. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- E. Compliance with Applicable Provisions of Federal and State Laws and Regulations**
  - 1. **The Americans with Disabilities Act.** The **COUNTY** agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
  - 2. **Compliance with Other Applicable Laws.** The **COUNTY** shall comply with all applicable federal, state and local laws, rules and regulations regarding the intern(s) hired under this **AGREEMENT**.

3. **Fair Labor Standards Act**
4. **Public Law 104-191**, August 21, 1996: **Health Insurance Portability and Accountability Act of 1996 (HIPPA)**.
5. **Walsh-Healy Act**, 41 U.S.C. 35 et seq.
6. **Service Contract Act of 1965**, 41 U.S.C. 351-58, as amended by P.L. 92-473 and P.L. 94-489
7. **Vietnam Era Veterans and Rehabilitation Assistance Act**, P.L. 107-288.
8. **Public Law 109-234, Salary and Bonus Limitations.**
9. **Georgia Security and Immigration Compliance Act.** The COUNTY agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).

**F. Duty to Notify FOUNDATION.** It shall be the duty of the COUNTY to notify the FOUNDATION if an intern quits or is terminated by the COUNTY within five (5) days of separation.

#### **IV. Contract Modification/Alteration**

No amendment, modification or alteration of this AGREEMENT shall be valid or effective unless such modification is made in writing and signed by both parties.

#### **V. Termination**

- A. **Due to default or for cause.** The FOUNDATION may terminate this AGREEMENT at any time if the COUNTY fails to perform any of its obligations under this AGREEMENT and fails to cure any breach within 10 days of a notice to terminate by the FOUNDATION. The COUNTY shall be required to submit the final contract expenditure report not later than 20 days after the effective date of written notice of termination. The COUNTY shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied. The above remedies are in addition to any other remedies provided by law or the terms of this contract.
- B. **Early Separation of Intern.** Should the intern funded by this grant be separated from the COUNTY'S employment prior to the expiration of this AGREEMENT, this AGREEMENT shall terminate within 20 days of the separation unless another undergraduate student, graduate student, or recent graduate is hired to continue and

complete the internship within the grant period and at least 100 hours are remaining of the internship.

#### **VI. Access to Records, Records Retention, and Investigation**

- A. The state, federal government and **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for five years from submission of final expenditure report. If any litigation, claim, or audit is started before the expiration of the five-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- B. The **COUNTY** agrees that the **FOUNDATION** has full authority to investigate any allegation of misconduct in performance of duties arising from the contract made against an employee of the **COUNTY**. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** full access to its records and by allowing its employees to be interviewed during such investigations.

#### **VII. Hold Harmless Clause**

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION** and the Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

#### **VIII. Program Publicity and COUNTY Participation**

- A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.
- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The **COUNTY** additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program conducted by or on behalf of the **COUNTY** must be reviewed and approved by the **FOUNDATION**.

## **IX. Nepotism**

Counties that have a nepotism policy for their new hires are required to apply that policy to the hire of any intern through the Georgia County Internship Program that is paid through this grant. In the absence of such a policy, the county shall refrain from hiring interns who are closely related by blood or marriage to an elected or appointed county government official or who has a hiring or supervisory role over the intern. Counties should also apply their personnel policies on dating in the workplace to any intern hired through this grant. Counties that fail to follow these requirements will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities.

## **X. Campaign and Other Impermissible Activities**

Interns hired through the Georgia County Internship Program and paid for through this grant are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the county. Interns are further not permitted to run personal errands for county officials and staff or work on projects that are unrelated to county government. Counties that fail to follow these requirements will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities.

## **XI. Miscellaneous Provisions**

- A. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION** or the Association County Commissioners of Georgia (ACCG).
- B. Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.
- D. The ACCG is not a party to this contract. Any work done on behalf of the **FOUNDATION** by the ACCG is performed solely in an administrative capacity. As such, nothing contained in this **AGREEMENT** shall be construed to constitute the ACCG or any of its employees, agents, or subcontractors as a partner, employee, or agent of the **COUNTY** nor shall the **COUNTY** have any authority to bind the ACCG in any respect.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

## **XII. CONTRACT EXHIBIT INCLUSION:**

This contract includes the following exhibits, which are attached and incorporated herein by reference:

- Exhibit A      Intern Consent Form
- Exhibit B      Intern Information Form

- Exhibit C Frequently Asked Questions about GCIP Internships
- Exhibit D Reimbursement Form
- Exhibit E E-Verify Usage Acknowledgement Form
- Exhibit F County Grant Application


**COUNTY:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Name

This \_\_\_ day of \_\_\_\_\_, 201\_\_

**FOUNDATION:**

  
\_\_\_\_\_  
Ross King, Foundation Secretary-Treasurer

Ross King  
\_\_\_\_\_  
Name

This 5th day of February, 2016

# Civic Affairs Foundation

an **ACCG** initiative

## Georgia County Internship Program (GCIP)

### INTERN CONSENT FORM

I, \_\_\_\_\_, authorize the ACCG Civic Affairs Foundation, Inc. and \_\_\_\_\_ County to use my name, college or university, year in school, major, terms of employment, image, quotations, internship evaluation, interviews and any other pertinent information related to my internship in the Georgia County Internship Program for reporting, promotional and data collection and analysis purposes, which may include, but is not limited to social networking sites, brochures, publications, press releases, videos, photographs and other forms of print and digital media.

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date

# Civic Affairs Foundation

an **ACCG** initiative

GEORGIA COUNTY INTERNSHIP PROGRAM INTERN INFORMATION FORM		
COUNTY INFORMATION		
Name of Supervisor:	Title:	
County:	Department:	
Street Address:		
City:	State:	ZIP Code:
Phone Number:	Email Address:	
INTERNSHIP POSITION INFORMATION		
Full Name of Intern (Hired):		
Street Address:		
City:	State:	ZIP Code:
Phone Number:	Personal Email address:	
College/University Student Attends:	Program or Major:	Expected Year of Graduation:
Post Graduation Plans:		
Intern Position Title:	Department:	
Start Date:	End Date:	Hours Worked Per Week:
SIGNATURES		
Signature of County Supervisor:	Date:	
Signature of Hired Intern:	Date:	

*This form must be completed in full for each intern that the County has hired who is being paid through Georgia County Internship Program grant funds. No funding will be granted without this form.*



# Civic Affairs Foundation

an **ACCG** initiative

## Georgia County Internship Program (GCIP) Frequently Asked Questions

### **Who should be the grant contact person for my county?**

It is up to the county to determine the point person for any given position. It is strongly recommended that the human resources director, clerk or grant coordinator be considered for this position and that at the very least they are consulted throughout the process considering that several components of the grant may require their participation.

### **Can applications be submitted that only contain projects that impact certain geographic parts of the county, such as a particular district?**

While there are no prohibitions against submitting such applications, it is recommended that a project's impact be applicable to the county as a whole. In that the Foundation has limited resources, there are a finite number of grants available. As such, not every county can receive a grant which makes it difficult to justify awarding a grant that only impacts a particular district of a county.

### **Can a commissioner submit a GCIP grant application?**

Yes, however, the projects submitted must not be personal in nature, such as campaign work or projects unrelated to county operations and should be applicable to the county as a whole and not a particular district. If the intern is to work with the board of commissioners, it may be best to have the chair serve as the supervisor unless the commissioner who has applied for the grant is the point person for the project(s) requested.

### **Will the grant contract need to be approved by the board of commissioners?**

This will depend on the county's policy. Some counties require all contracts to go before the board whereas others have a dollar amount requirement. Whatever the policy is for the county should be the policy that is followed. If the county has a grant administrator, consult with him or her to ensure that the proper guidelines for the county are being followed.

### **What qualifications does an intern have to meet?**

The program is open to undergraduate and graduate students from a variety of educational backgrounds, provided a student's abilities are appropriate to the intern project proposed by the county. Since county governments provide a wide range of services, counties are encouraged to be

creative in proposing internship opportunities across diverse areas of study from engineering and law to human resources and veterinary sciences.

Recent college graduates may be selected for an internship provided they can provide proof that their graduation was within six months of the start date of the internship. High school students and recent high school graduates who have not yet started college are not eligible.

**How many hours should an intern work and how should this time be scheduled?**

GCIP grant funds will pay internship costs for up to a maximum of 200 internship hours. It will be up to the county and the intern to determine the work schedule in terms of the number of hours worked per week and total number of weeks to be worked. It is recommended that the minimum number of hours worked per week is 15.

Interns are not required to work the total 200 hours in order for the county to receive the grant, although the Foundation will only reimburse the county under the grant based on the actual number of hours worked if less than 200. Also, if a grant for multiple interns is awarded to a county, this does not mean each intern has to work the same schedule or the same number of hours as long as the total number of hours worked under the grant does not exceed 200 for any one intern. Further, if a county was awarded a grant for one intern and later determined that more than one intern was needed, the grant can be split into two 100 hour internships as long as the county abides by all the requirements of the grant agreement. If the county needs to split the grant, the Foundation must be contacted first to ensure that the requested split meets all the grant requirements.

A student may start an internship at any time during the applicable Grant Period. Students must complete their internship no later than the last day of the applicable Grant Period.

While GCIP grant funds cannot be provided past the applicable Grant Period, a county and an intern are allowed to extend the duration of any particular internship based on mutual agreement. All expenses incurred beyond the grant period will be paid by the county.

**How much do interns get paid under GCIP and how is this funded?**

The wage for interns paid using GCIP grant funds is \$10.00 per hour. Grant funding also will pay counties for the employer share of FICA costs associated with an intern. An intern paid using GCIP grant funds must be covered under the county's Worker's Compensation Plan, but this cost also will be reimbursable to the county.

Given the 200 maximum on internship hours that may be funded from a GCIP grant, total hourly pay per intern may not exceed \$2,000. This amount does not include the employer share of FICA costs and Worker Compensation coverage that will be reimbursed as part of the grant.

If a county wants to pay an intern more than \$10 per hour, that amount over \$10 will need to be paid by the county along with the additional FICA and worker's compensation costs applicable to the additional salary. The GCIP grant does not cover wages paid over \$10 per hour nor does it pay for more than 200 hours of employment during any grant period.

### **What are counties responsible for if they receive a GCIP grant?**

Counties are responsible for withholding all applicable state and federal income taxes on a GCIP intern's earnings and for withholding the employee share of applicable FICA costs. Counties must make timely payments of these monies withheld (as well as any other payroll taxes due) to the appropriate federal and state agencies.

Counties are also responsible for 1) submitting the prerequisite grant paperwork to the Foundation in a timely manner, 2) verifying the intern's eligibility to work for the county through E-Verify and 3) adhering to the grant agreement requirements.

Counties are further required to provide adequate work space for an intern and to provide an intern supervisor. Depending on the project, a county also may have to provide equipment, technical assistance or training to the intern.

If a student wants to obtain academic credit for the internship, it will be the responsibility of the county to work with the student and the student's academic institution to fulfill this requirement. The Foundation is not responsible for securing academic credit or certifying work performed by the intern for this purpose.

### **What if my county has already hired an intern for the grant period?**

If a county already has identified a college intern for a specific Grant Period, the county is eligible to receive grant funding for that intern as long as it submits all required application materials by the applicable deadline and is selected to receive a grant. Note that the internship must be completed within the applicable Grant Period.

### **Who is responsible for recruiting interns?**

It will be the responsibility of the county to collect and review internship applications, and interview and hire the intern.

The Foundation will assist in identifying potential interns by posting county positions on its website [www.civicaffairs.org](http://www.civicaffairs.org) to provide statewide exposure to interested students. If needed, the Foundation also will assist a county with its intern search process by contacting colleges, universities and technical colleges in your area.

### **What happens if a county isn't able to recruit an intern for its GCIP grant?**

If no intern can be identified, the GCIP grant will be rescinded for that grant period.

### **What happens if an intern is fired or quits before the term of employment is completed?**

The county is required to notify the Foundation within five business days of termination of the intern. If the county is able to find an intern to fulfill the rest of the internship within the grant period, it may do so. If another intern is not found, the Foundation will reimburse the county for the time that the original intern worked for the county as long as the prerequisite paperwork is submitted as provided for in the grant agreement.

**Can interns be hired to exclusively perform solely administrative or clerical work or to perform the duties of a full-time or part-time position that is currently unfilled?**

No. Interns cannot be hired to perform solely administrative or clerical work or to perform the work of a particular unfilled existing position. The internship must be project-oriented. Although some administrative work may be required if related to the internship project, such work cannot be the basis for the internship.

**Can interns be hired to perform private projects for commissioners?**

No. Interns are not allowed to work on projects that are not county-related. In particular, interns funded by GCIP are prohibited from participating in any type of political campaign work. The purpose of the internship is for the student to learn about county government through a project that benefits the county as a whole.

**Can interns be hired through the grant if they are related to someone who is working for the county in a supervisory role or in an elected or appointed position?**

No. Nepotism is not allowed under the terms of the grant. Counties that have a nepotism policy for their new hires are required to apply that policy to the hire of any intern through the Georgia County Internship Program that is paid through a GCIP grant. In the absence of such a policy, the Foundation requires that counties refrain from hiring interns who are closely related by blood or marriage to a county elected or appointed official or who has a hiring or supervisory role over the intern. Further, no intern who is known to be romantically involved with a county employee should be hired.

**What is the new E-Verify Acknowledgement and Usage Form and why does my county have to submit it?**

In prior grants cycles, counties were required to submit a copy of the E-Verify confirmation received by the county from USCIS to show that the county used E-Verify to verify the intern's employment eligibility as required by law. Oftentimes counties were submitting information way beyond what was required such as a copy of the I9 form, copies of driver's licenses, passports, and social security cards, all of which are sensitive information and should not have been disclosed. In an effort to prove compliance with E-Verify without divulging sensitive and private information, the E-Verify Acknowledgement and Usage Form has been created for counties to submit in lieu of the E-Verify confirmation by USCIS. This form must be submitted as part of the proof of hire requirement and failure to do so will result in forfeiture of the grant.

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## Georgia County Internship Program (GCIP) Grant Reimbursement Request Form

Grant reimbursements will be mailed to the county at the end of the contract period, upon proper completion and submission of the requested grant materials.

**County Requesting Reimbursement:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Intern Information**

**Name:** \_\_\_\_\_

**Department Hired:** \_\_\_\_\_

**Number of Hours Worked:** \_\_\_\_\_

**Total Amount of Reimbursement Requested:** \_\_\_\_\_

(Intern wages are paid through the grant at a rate of \$10.00 per hour for a maximum reimbursement rate of \$2000 for a 200 hour internship. Worker’s Compensation is calculated at \$1 per \$100 salary for a maximum reimbursement rate of \$20. F.I.C.A. is calculated at a rate of .0765% multiplied by salary for a maximum reimbursement rate of \$153. The county should receive the maximum reimbursement amount of \$2173 for an intern working the maximum number of hours with no county wage supplements. All interns are required to be covered under the county’s Workers Compensation Plan. The funds provided for Workers Compensation and for F.I.C.A. must be used for those purposes. Any wages paid at a rate higher than \$10 per hour shall be paid by the county as well as the cost of FICA and Worker’s Compensation associated with wages above that rate.)

I, \_\_\_\_\_, swear and attest that the information provided in this request is accurate to the best of my knowledge. I further understand that I am required to submit proof of payment by submitting pay stubs and any additional documentation that confirms the funds were properly administered by September, 19, 2016.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted in lieu of the E-Verify confirmation and along with a copy of the offer letter will complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver's license, passport, or social security card to satisfy this requirement.

I, \_\_\_\_\_, acknowledge that \_\_\_\_\_ County used the E-Verify program to verify the employment eligibility of \_\_\_\_\_, GCIP summer intern, on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
County Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Verify Number

\_\_\_\_\_  
Date of E-Verify Authorization

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## Georgia County Internship Program County Intern Supervisor's Guide

### *Welcome to the Georgia County Internship Program!*

We are excited that you have decided to hire an intern for your county through the Georgia County Internship Program. Over the following months, you will have the opportunity to work with a student who is interested in learning about how communities and governments operate at the local level. Outside of working for a county or city it is very difficult for students to learn practical lessons about local government. It is our hope that this internship with your county not only will provide a valuable education on the operations of local government, but may also help to motivate the student to consider a career in public service.

Serving as an Internship Supervisor is a big responsibility and will require a significant time commitment. As an Internship Supervisor, it is necessary to oversee all daily assignments and projects, provide direction and feedback and ensure that the intern has adequate workspace and needed resources. It is your responsibility that all the requirements for the program are met. These requirements are necessary to ensure that the student gets the most out of his or her internship experience.

The best way to have a successful internship program is to prepare as much as you can for the intern before he or she arrives. Please take a moment to look over the materials contained within this manual. These materials were prepared to ensure that you have adequate resources to take you from the interview process through to the exit evaluation. We encourage you to use these materials both to help you prepare for the arrival of your intern and to keep your intern on task so that projects are completed in a timely manner.

We wish you the best of luck with your program and hope that you decide to participate in the Georgia County Internship Program in the future. Please continue to visit our website at [www.civicaffairs.org](http://www.civicaffairs.org) to learn more about project ideas and how other counties are utilizing interns.

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## The Interview Process

Once you receive applications for the internship position you posted through the Georgia County Internship Program website, you will need to begin the interview process. Please schedule at least thirty minutes per interview in order to provide ample time to get to know each student. Once you have scheduled an interview, be sure to send a reminder confirmation along with directions to your office to the interviewee. It may be beneficial to include parking information, especially if your department does not have adequate parking available.

### *Sample Intern Interview Questions*

1. What attracted you to this internship opportunity?
2. How does this internship fit into your schedule and educational goals?
3. What do you hope to gain from this experience?
4. Do you have any knowledge or experience with local government issues?
5. [Describe position/ project details] What coursework or former work/volunteer experience do you think best prepared you for a position like this?
6. Do you have experience working with customers/clients?
7. Any questions?

## Sample Internship Offer Letter

Dear \_\_\_\_\_,

It is with great pleasure that I offer you the position of \_\_\_\_\_ intern with \_\_\_\_\_ County. The intent of the Georgia County Internship Program is to provide outstanding students the opportunity to receive a “hands on” understanding of the inner workings of county government.

The position that you are being offered begins \_\_\_\_\_ and ends \_\_\_\_\_. During your internship, I will be your supervisor and will review your progress toward the timely completion of all assignments on a regular basis. By accepting this position, you are committing to work \_\_\_\_\_ hours a week on a regular weekly schedule to be determined at the start of the internship. You will be responsible for notifying me in advance if you will be absent on days that you are scheduled to be in the office. You will be paid \_\_\_\_\_ (weekly/monthly) at an hourly rate of \$\_\_\_\_ (there are no benefits associated with this position.) As part of the \_\_\_\_\_ County team, it will be important to note and adhere to \_\_\_\_\_ County’s standards regarding office conduct and work rules.

The projects that you are assigned will involve issues affecting county governments. These projects will be substantially, if not completely, your responsibility. At least one of these projects will result in a tangible work product at the completion of the internship. In addition, you may be assigned smaller research-related and administrative duties. It is our intention to ensure that the work that you will be assigned will result in a meaningful learning experience for you.

I look forward to working with you, and I thank you in advance for your contribution to \_\_\_\_\_ County.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ County Internship Supervisor

## Sample Internship Rejection Letter

Dear \_\_\_\_\_,

I enjoyed meeting with you on \_\_\_\_\_ in regards to the \_\_\_\_\_ internship position with \_\_\_\_\_ County. I was very impressed with your resume and qualifications, and thought that you presented yourself in a very professional manner over the course of the interview.

We received numerous applications for this position and in that we had many well qualified applicants, it was difficult to make the final selection. While your credentials were impressive, we have chosen another candidate at this time.

Please remember that you may re-apply for another internship position in the future as those become available. I wish you the best of luck with your future academic and career endeavors.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ County Internship Supervisor

## Before the Intern Arrives – Checklist

Prior to the new intern's arrival, it will be helpful to address some of the items listed below to ensure that the intern will be able to function in and around the office once he or she starts work. By completing these items ahead of time, you will be able to smoothly transition the intern into your office so that he or she can begin daily activities and assignments immediately upon arrival.

### Prepare an Intern Manual

**Intern Manuals are a great way to provide your intern with basic information about your office and its operation. The following list suggests general information that should be applicable for most offices. It may be helpful, in the event your intern is the first for your county, that you have the intern put together a more thorough manual as a project so that you can use it with future interns.**

- Intern Expectations (Duties, Hours, Dress Code, Timesheets/Payroll, etc.)
- Office Personnel and Procedures Manual, if available
- Office Staff Information (Phones numbers, Office numbers)
- "How To" Section (How to operate phones, copier, fax, scanners, etc.)
- Transportation (Parking, Transit options)
- Local Areas of Interests (Lunch options, Nearby ATMs/Banks)
- Helpful Resources for completing assignments (Websites, Manuals, etc.)

- Develop a timeline of assignments and projects, including tentative due dates** (see the sample Work Plan)
- Set aside space for the intern to work** (desk, office, cubicle, etc.)
- Set up passwords for computers and/or phones if needed**
- Order name badge or employee ID if required**
- Send email to the intern regarding the 1<sup>st</sup> day of work** (provide instructions on any documentation the intern needs to bring if it is a paid position, appropriate dress, where to park, where to report to, etc.)
- Set up a New Intern Breakfast/Luncheon to introduce the intern to the office staff** (if resources are available)
- Make arrangements with the Human Resources Department to schedule a time for the intern to be properly processed on the first day** (fill out county personnel information and, if applicable, grant paperwork)

Sample Internship Project Plan

\_\_\_\_\_ County

**Project Assigned:**

\_\_\_\_\_

**Project Details:**

\_\_\_\_\_

**Project Deadline:**

\_\_\_\_\_

**Recommended Resources:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**Mid-Project Review Date:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**Final Project Review Date:**

\_\_\_\_\_

### Processing the Intern on Arrival

Once the intern arrives, the Human Resources Department will need to meet with the intern so that he or she can fill out all applicable paperwork required by the county and, if applicable, required by the GCIP grant. All interns must be covered under the county's workers compensation plan and should be processed as an employee of the county. Interns should be verified through the E-Verify program just as any other new hire for the county.

**GCIP grant-paid interns are also required to submit the Intern Consent form and Intern Information form to the ACCG Civic Affairs Foundation as part of their paperwork.**

### Establishing Goals for the Internship

On the first day of work, it is very important to meet with the intern in order to establish the goals that you want him or her to achieve during the internship. This should include discussion of projects, proposed timelines, available resources and general information about your expectations.

Furthermore, it is also very important over the course of the internship that you schedule periodic and regular meetings to ensure that the intern is meeting the required plan of action.

The following page provides a sample work plan you may wish to use for your county's program. Note that your work plan may not need to be as detailed as the one shown below, but it should contain at least one mid-term review of the project and the intern's performance. Not only will a work plan help the intern stay on track, it will also help you to adjust the workload in the event you need the intern to focus on certain tasks more than others due to changing priorities.

## Sample Internship Work Schedule (for a 12 Week Internship)

**Sample Project Assigned:** Create a Record Retention Schedule and Record Management Database and Provide Instructions on How to Use Both

**Project Details:** By using Microsoft Access, create a database which will store all records for the county manager's office that provides for searchable categories. Using the local government retention schedule provided by Georgia Archives, develop a retention plan for all the records provided within the county manager's office.

**Project Deadline:** End of Internship

### Sample Project Schedule:

**Weeks 1-4:** Review all records currently in manager's office. Provide an inventory of each record.

**Weeks 5-6:** Using the local government retention schedule listed on the Georgia Archives website, divide all records inventoried into categories based on the schedule.

**Weeks 7-8:** Meet with county manager and IT director about the records inventoried and discuss implementation of the retention schedule. Discuss suggested schedules for the documents identified and create schedule based on meeting outcome.

**Weeks 9-10:** Create database and input approved inventory list by category. Create queries as needed.

**Weeks 11-12:** Draft directions on how to use database and retention schedule

**Georgia County Internship Program Evaluation**

*(To be given to the intern at the completion of his/her internship)*

**Dear Intern: Please respond to the following questions in as much detail as possible with regard to your internship. This information will be used to improve the program in the future. Please return the completed form via email to [mnesmith@accg.org](mailto:mnesmith@accg.org) or fax to 404.525.2477 addressed to ACCG Civic Affairs Foundation. Thank you for your feedback and suggestions.**

**Name:** \_\_\_\_\_

**County of internship:** \_\_\_\_\_

- 1) What were your major internship responsibilities as you understood them? Please specify.
  
  
  
  
  
  
  
  
  
  
- 2) What percentage of your time did you spend working on your major responsibilities on a regular basis? Please approximate percentage of time.
  
  
  
  
  
  
  
  
  
  
- 3) What do you believe were your most significant successes during the internship? Please specify.
  
  
  
  
  
  
  
  
  
  
- 4) What obstacles did you face, if any, in performing your internship duties? Please specify.
  
  
  
  
  
  
  
  
  
  
- 5) What specific skills, experiences or knowledge did you gain during the internship? Do you believe these be useful in helping you meet your future career goals and, if so, how?
  
  
  
  
  
  
  
  
  
  
- 6) What steps or changes do you believe would help improve the Georgia County Internship Program and/or the county internship experience for future participants? Please specify.



### Considerations for Future Internships

The ACCG Civic Affairs Foundation hopes that your county's experience with the Georgia County Internship Program is a success. Before submitting an application for future GCIP grants, it may be helpful to review the following questions to ensure that your county is getting the most out of the program.

#### **Questions about the Project(s) Assigned:**

1. Was the intern able to complete the project assigned within the time allowed? If not, why?
2. Did the intern have too much "down time"? Was sufficient work available for the intern?
3. Was the type of project assigned suitable for college undergraduate or graduate students? Was it too challenging or not challenging enough?
4. Is there enough project work available for a future internship?
5. What type of future projects does your office need assistance with that would be suitable for an intern?

#### **Questions about Supervision of the Intern:**

1. Did your schedule permit you to be available to assist the intern by answering questions and/or providing input on a project?
2. Were you able to provide the intern with detailed, clear instructions on how to complete a project?
3. Did the intern have other staff members who could answer questions and provide assistance?
4. Should you increase or decrease the number of interns requested for the GCIP grant period based on your availability to supervise?

#### **Questions about Possible Future Requests for GCIP Intern Grant Support:**

1. Did the previous intern have the right skill set for your office?
2. Should you change the skill or academic qualifications required for the next intern?
3. Are undergraduate or graduate students better suited for the types of projects that your office provides?
4. Did the applicants that interviewed for the previous internship meet your expectations and/or have the right type of qualifications for the position?
5. Was your previous internship posting detailed enough to generate interest?
6. Should your next internship posting be for a paid or unpaid position?

The main project for the grant period will be reconciling our capital assets to our accounting system and insurance listing. Several assets in our system lack identifying information and/or may no longer be in service or in our possession. Therefore, the intern will take a report from our accounting system and insurance policy, physically identify each asset, and gather appropriate identifying information to update our asset records. An intern is needed for this project because it will require additional time and resources to physically locate the asset and update the asset records. The citizens of Dawson County will benefit from this project because it will ensure accurate financial reporting and could potentially result in cost savings to the citizens if it is determined we are insuring items that are no longer in our possession.

Another project would be updating financial policies for Dawson County. The current Accounts Payable policy hasn't been updated since 2009. Our purchasing card policy was implemented in 2008, and we do not have active receipting, payroll or grant policies. These policies are necessary to ensure compliance with regulations and consistent transaction processing. Additional resources are necessary to draft these policies because this project would require time to monitor current policies and to research similar policies in other counties. Dawson County citizens would benefit from this project because updated policies would offer guidance for processing transactions, which ultimately ensures tax dollars are being utilized in the most efficient and effective manner.

The ideal candidate will be enrolled in an accounting degree program and have a basic understanding of accounting concepts. S/He should also be detail oriented and organized. This position will likely require interaction with County officials to ascertain specific information about assets and/or certain processes for composing policies. Therefore, the ideal candidate must have strong written and verbal communication skills.

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## Georgia County Internship Program Grant Application Summer 2016

Applicants should read the entire GCIP Application Packet prior to completing this form.

**This application has two sections. Section I requires the applicant to provide answers to a series of questions and Section II requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.**

The application deadline for summer 2016 GCIP grants is Friday, October 16, 2015.

Applications should be sent to **Ms. Michele NeSmith** at the Foundation via email to [mnesmith@accg.org](mailto:mnesmith@accg.org), by FAX to 404-589-7879 (note Ms. NeSmith as the recipient), or by mail to:

Civic Affairs Foundation  
191 Peachtree Street NE, Suite 700  
Atlanta, GA 30303

**Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.**

**Reminder: Interns should be currently enrolled in college as undergraduate or graduate students, or have recently graduated from college within one year of the grant period. High school students are not eligible. Interns cannot work more than 200 total hours during the grant period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.**

### Section I

Number of interns requested for your department:	One
--	-----

County Name:	Dawson County
Provide County E-Verify Number:	121884

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Are you submitting an application that includes a partner? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
List partners:	
Is your partner a nonprofit, college or university? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
List contribution level	<input type="checkbox"/> \$500 (25%) <input type="checkbox"/> Other
<i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities.)</i>	

Name of Primary Contact: Lanier Swafford	
County:	Dawson County
Department:	Emergency Services
Position:	Chief
Address:	393 Memory Lane, Dawsonville, GA 30534
Email:	lswafford@dawsoncounty.org
Phone:	706-344-3666

Is the county providing partial funding of the amount needed to fund the internship? (Total cost of the internship is \$2000 plus FICA and WC) <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
What amount?	\$: <input type="text"/>
<b>OR</b>	
Is the county providing additional funding? (on top of the grant amount) <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>	
What amount?	\$: <input type="text"/>

Who will be the supervisor for the intern?	
<input type="checkbox"/> Same as primary county contact	
<input checked="" type="checkbox"/> Other	
Name:	Tim Satterfield
Department:	Emergency Services
Position:	Deputy Chief
Address:	393 Memory Lane, Dawsonville, GA 30534
Email:	tsatterfield@dawsoncounty.org
Phone:	706-344-3666

Has this individual previously supervised interns? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>
---

Is adequate space available to support an intern? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>
Will outside technical assistance be required for the intern to complete the project? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>
If Yes, who will provide it: <input type="text"/>
Has your county previously had an intern? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>
Has your county ever had an intern in this field? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>

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Did your county previously receive a Georgia County Internship Program (GCIP) grant for interns?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there a college or university located in your county?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a technical college located in your county?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)	
Experience with Microsoft operating systems, scanners, printers, writing and speaking skills. Successful applicant should have a solid understanding of a professional workplace and the dress and demeanor that is expected.	
Will any special training be provided to the intern?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	Basic training specific to the task assigned will be available.

## Section II

### Project Information

Internship position title: Community Risk Reduction Intern

**In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship.** More information can be found in the GCIP Application Process and Guidelines document

Dawson County Emergency Service is seeking an intern applicant to assist the department in Community Risk Reduction efforts. The applicant would review historical data to determine high risk threats and areas of greatest concern throughout the county. During the intern period, the applicant would be responsible for the above, presentation of their findings to superiors, and seek to develop and deliver plans and programs to address and reduce the risk.

**For questions, email [mnesmith@accg.org](mailto:mnesmith@accg.org) or call (404)522-5022 ext. 195**

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of private donors. The Foundation is a nonprofit organization established as an initiative by ACCG, Georgia's county association. For more information, visit [www.civicaffairs.org](http://www.civicaffairs.org).

**Backup material for agenda item:**

7. Presentation of Memorandum of Understanding with WLW Investments, LLC regarding TrueValue - County Attorney Joey Homans



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Count Attorney

Presenter: County Attorney Joey Homans

Submitted By: Danielle Yarbrough

Date Submitted: 02/19/16

Item of Business/Agenda Title: Presentation of MOU with WLW Investments, LLC (Highway 53 East Road Improvements)

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR X Commission Action Needed.**

Is there a deadline on this item? If so, Explain:

Purpose of Request: Discussion of contract with WLW Investments, LLC for road improvements to Highway 53 East

Department Recommendation:

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes

Explanation/ Additional Information: Estimated LMIG grant award amount is \$105,000 with \$45,000 as 30% required match. WLW Investments, LLC will pay the \$45,000 match to Dawson County. Dawson County will

No

serve as fiscal agent of grant funds and will administer the grant. WLW Investments, LLC will pay Dawson County \$7,500 administrative expenses if the building is not completed and 14 full-time employees hired within two years of completion of the road improvements for Highway 53 East.

Amount Requested: \$150,000 estimated total project cost

Amount Budgeted: \$0

Fund Name and Account Number: 250-00-4226-XXXXXX-ECO

### Administration Staff Authorization

Dept. Head Authorization: Joey Homans

Date: 02/19/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/19/2016

County Manager Authorization: Randall Dowling

Work Session Date: 02/25/2016

Comments: \_\_\_\_\_

---

Attachments: MOU



## **Memorandum of Understanding**

WHEREAS, WLW Investments, LLC owns tax parcel number 113-019 in Dawson County which is more fully described in "Exhibit A" that is attached hereto and incorporated herein by reference; and

WHEREAS, local maintenance improvement grant funds from the State of Georgia are available for road improvements to Highway 53 East adjacent to and near tax parcel number 113-019; and

WHEREAS, local maintenance improvement grant funds from the State of Georgia must be administered by Dawson County in the unincorporated area of Dawson County; and

WHEREAS, the parties hereto seek to set forth the agreement of the parties regarding WLW Investments, LLC reimbursing Dawson County for Dawson County's required amount to qualify for local maintenance improvement grant funds from the State of Georgia for the Highway 53 East project adjacent to and near tax parcel number 113-019.

NOW, THEREFORE, Dawson County and WLW Investments, LLC agree as follows:

1. **Application for Funds.** Dawson County shall cooperate with WLW Investments, LLC and the State of Georgia to submit documents applying for local maintenance and improvement grant funds from the State of Georgia for road improvements to Highway 53 East adjacent to and near tax parcel number 113-019. Dawson County shall serve as the local government fiscal agent for the local maintenance and improvement grant funds referenced herein.

2. Payment from WLW Investments, LLC. WLW Investments, LLC shall pay to Dawson County the thirty percent (30%) match required for local maintenance and improvement grant funds by O.C.G.A. § 32-5-27 and LMIG general guidelines and rules plus administrative fees and costs of \$7,500.00. WLW Investments, LLC shall pay Dawson County the sum of Fifty Two Thousand Five Hundred Dollars (\$52,500.00) upon execution of this memorandum of understanding. The parties acknowledge, consent, and agree that the sum of Fifty Two Thousand Five Hundred Dollars (\$52,500.00) is based upon a total estimated project cost of One Hundred Fifty Thousand Dollars (\$150,000.00) and that funds shall be reimbursed to WLW Investments, LLC if the total project cost is less than One Hundred Fifty Thousand Dollars (\$150,000.00) based upon a thirty percent (30%) match, and WLW Investments, LLC hereby agrees to pay additional funds to Dawson County if the total project cost exceeds One Hundred Fifty Thousand Dollars (\$150,000.00). The project shall cease immediately if the project costs exceed One Hundred Fifty Thousand Dollars (\$150,000.00) and WLW Investments, LLC fails to pay Dawson County the amount required to complete the project.

3. Term. The parties consent and agree that the terms hereof shall remain in effect through December 31, 2016. Dawson County shall reimburse WLW Investments, LLC the amount paid by WLW Investments, LLC if the State of Georgia does not proceed with the Highway 53 East Project adjacent to and near tax parcel number 113-019 as contemplated by the parties. This memorandum of understanding may be renewed beginning January 1, 2017 if the Highway 53 East Project adjacent to and near

tax parcel number 113-019 has not been completed by December 31, 2016. Any such renewal shall be subject to the terms and conditions set forth herein.

4. LMIG Certification. The parties certify that the parties have read and understand regulations that apply to distribution of LMIG funds described herein and that the parties shall comply with such rules and regulations. WLW Investments, LLC agrees to comply with any applicable federal and/or state environmental protection laws so that the project may proceed.

5. Indemnification. WLW Investments, LLC shall be responsible for any claim, damage, loss or expense attributable to negligent acts, errors, or omissions of WLW Investments, LLC related to the Highway East 53 Project adjacent to and near tax parcel number 113-019. WLW Investments, LLC agrees to hold harmless and indemnify Dawson County from all suits or claims that may arise from any loss attributable to negligent acts, errors, or omissions of WLW Investments, LLC described herein.

6. Duty to Comply. If WLW Investments, LLC fails to comply with the general guidelines and rules related to local maintenance and improvement grant funds or fails to comply with the County's application for such funds or fails to cooperate with the auditor or fails to maintain and retain sufficient records, then the State of Georgia may, at its discretion, prohibit the use of LMIG funds and may pursue any available legal remedy to obtain reimbursement of the LMIG funds disbursed as described herein, and WLW Investments, LLC acknowledges that in such event no refund shall be owed from

Dawson County to WLW Investments, LLC and that WLW Investments, LLC shall be solely responsible for reimbursement to the State of Georgia.

7. Severability. If any paragraph or any term hereof is declared unenforceable or unconstitutional for any reason whatsoever, then the remaining paragraphs and provisions shall remain valid and enforceable.

8. Notices. Any notice that must be provided in accord with the terms hereof or in accord with statute, rules, and regulations governing the local maintenance improvement grant funds of the State of Georgia shall be provided to the following address:

Dawson County  
c/o County Manager  
25 Justice Way  
Dawsonville, GA 30534

WLW Investments, LLC

9. Authority. Dawson County hereby warrants that Dawson County maintains authority to enter into this contract. WLW Investments, LLC hereby warrants that WLW Investments, LLC maintains authority to enter into this contract and has taken appropriate action to authorize entering into this contract and memorandum of understanding.

SIGNATURES ON THE FOLLOWING PAGE

This \_\_\_ day of \_\_\_\_\_, 2016.

Dawson County by:

ATTEST:

\_\_\_\_\_  
Mike Berg, Chairman

\_\_\_\_\_  
Danielle Yarbrough

WLW Investments, LLC by:

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

Title:

# Exhibit A

Filed in Office: 06/06/2015 10:45AM  
Deed Doc: WD  
Bk 01155 Pg 0209-0210  
Georgia Transfer Tax Paid : \$165.00  
Justin Power Clerk of Court  
Dawson County  
0422015000637

After recording return to:  
Horne & Edelberg, P.C.  
PO Box 37  
Dahlonega, GA 30533

## LIMITED WARRANTY DEED

STATE OF GEORGIA,  
COUNTY OF LUMPKIN.

THIS INDENTURE made this 29th day of May in the Year of Our Lord Two Thousand Fifteen (2015) between Mosaic Capital, L.L.C., a limited liability company organized under the laws of the State of Georgia, acting by and through its duly authorized manager, of the first part, and WLW Investments, LLC, a limited liability company organized under the laws of the State of Georgia, of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of TEN AND 00/100s DOLLARS (\$10.00) and Other Valuable Consideration, in hand paid, at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said party of the second part, its successors and assigns, the following-described property:

All that tract or parcel of land lying and being in Land Lot 224 of the South Half of the 13th District, 1st Section of Dawson County, Georgia, consisting of 2.9891 acres, more or less, and being more particularly set out as Tract I on a plat of survey dated April 7, 2014, last revised August 19, 2014, prepared for Mosaic Capital, L.L.C., by Valerie M. Gibson, Georgia Registered Land Surveyor, a copy of which is attached hereto as Exhibit "A", and is incorporated herein by reference for a more detailed description. This property is more particularly described as follows:

To find the true point of beginning, begin at an iron pin at the corner common to Land Lots 194, 195, 223 and 224 of said district and section, thence run along the East line of Land Lot 224 South 00° 29' 11" West 427.48 feet to an iron pin, which is the true point of beginning. From said true point of beginning, continue along said East land lot line South 00° 36' 44" West 449.16 feet to an iron pin; thence leaving said land lot line, run South 79° 02' 14" West 287.75 feet to a point located on the eastern right of way of GA Highway 53; thence run along said right of way along the arc of a 1029.38 foot radius curve to the left, an arc distance of 303.75 feet to point (said arc being subtended by a chord bearing North 25° 24' 51" West, a chord distance of 302.65 feet); thence leaving said right of way, run along the arc of a 205.08 foot radius curve to the right, an arc distance of 118.09 feet to an iron pin (said arc being subtended by a chord bearing North 59° 22' 04" East, a chord distance of 116.47 feet); thence run North 76° 02' 12" East 75.00 feet to an iron pin; thence run along the arc of a 198.42 foot radius curve to the left, an arc distance

WD ) 17 Ad Gcc  
2 / 165.00+T  
✓

Page Two  
Limited Warranty Deed

of 77.39 feet to an iron pin (said arc being subtended by a chord bearing North 64° 47' 41" East a chord distance of 76.90 feet); thence run North 53° 32' 43" East 133.88 feet to an iron pin; thence run along the arc of a 441.06 foot radius curve to the right, an arc distance of 78.45 feet to an iron pin located on the East line of Land Lot 224 (said arc being subtended by a chord bearing North 58° 39' 24" East, a chord distance of 78.35 feet), which is the true point of beginning.

This property is conveyed subject to all easements for roads and utilities in use or of record, including, but not limited to that 20' drainage easement and the power easements set out the above referenced plat of survey.

This property is also set out as Lot 8 of the J. A. Bruce Estate on the plat of survey recorded in Plat Book 2, Page 87, Dawson County Records.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining to the only proper use, benefit and behoof of the said party of the second part, its successors and assigns, forever, in Fee Simple.

AND THE SAID party of the first part, for its successors and assigns, will warrant and forever defend the right and title to the above described property, unto the said party of the second part, its successors and assigns, against the claims of all persons claiming under the Grantor.

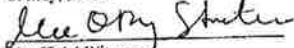
IN WITNESS WHEREOF, the said party of the first part, acting by and through its duly authorized officers, has hereunto set its hand and seal, the day and year above written.


Mosaic Capital, L.L.C.

By:

 (SEAL)  
Name: John George Mansour  
Title: Manager

Signed, sealed and delivered  
in our presence this 28 day  
of May, 2015.

  
Unofficial Witness

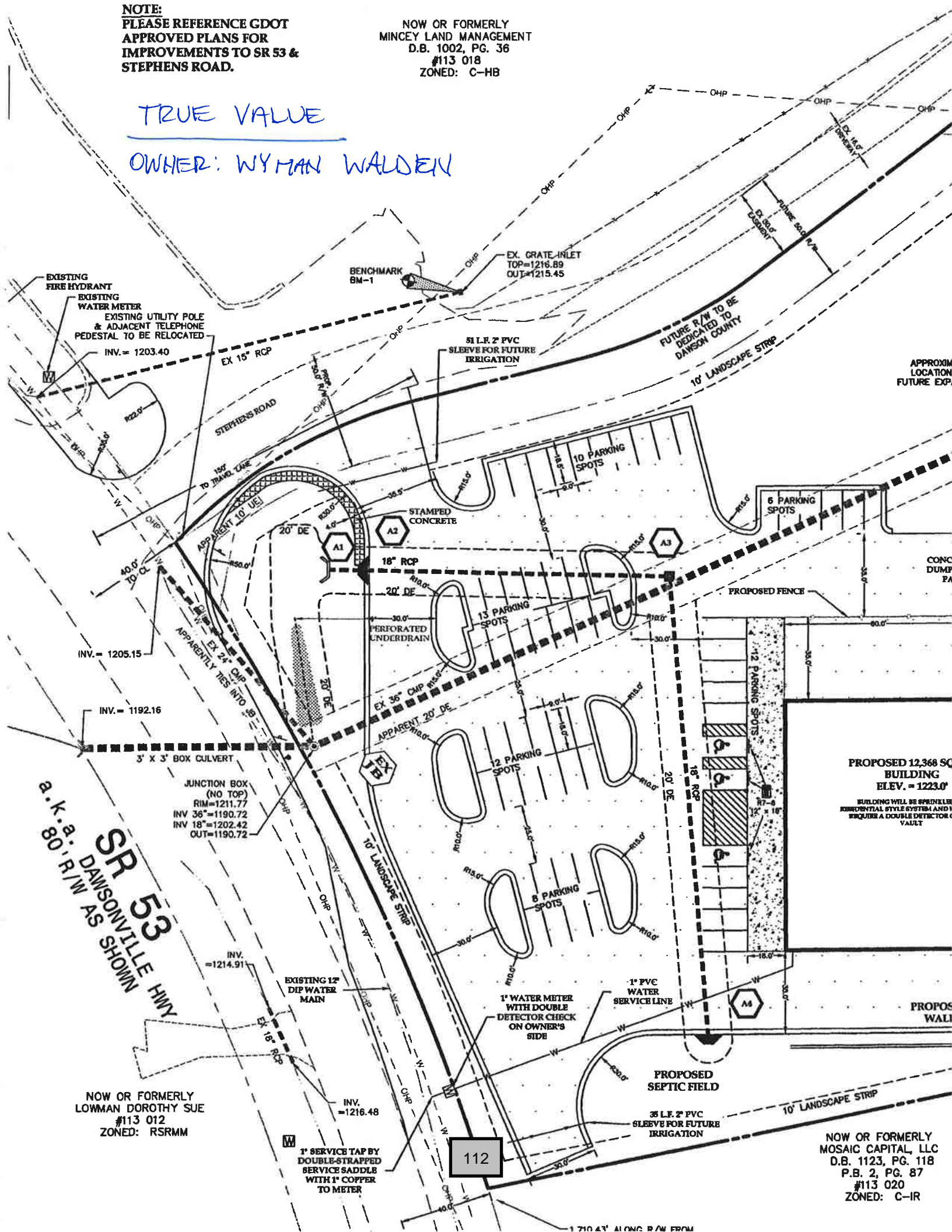
  
Notary Public  
Commission Expires: 11/4/17



**NOTE:**  
**PLEASE REFERENCE GDOT**  
**APPROVED PLANS FOR**  
**IMPROVEMENTS TO SR 53 &**  
**STEPHENS ROAD.**

**NOW OR FORMERLY**  
**MINCEY LAND MANAGEMENT**  
**D.B. 1002, PG. 36**  
**#113 018**  
**ZONED: C-HB**

TRUE VALUE  
 OWNER: WYMAN WALDEN



a.k.a. **SR 53**  
 80' R/W AS SHOWN

**NOW OR FORMERLY**  
**LOWMAN DOROTHY SUE**  
**#113 012**  
**ZONED: RSRMM**

112

**PROPOSED 12,368 SQ.**  
**BUILDING**  
**ELEV. = 1223.0'**  
 BUILDING WILL BE SPRINKLER  
 RESIDENTIAL STYLE SYSTEM AND  
 REQUIRE A DOUBLE DETECTOR  
 VAULT

**NOW OR FORMERLY**  
**MOSAIC CAPITAL, LLC**  
**D.B. 1123, PG. 118**  
**P.B. 2, PG. 87**  
**#113 020**  
**ZONED: C-IR**



**Backup material for agenda item:**

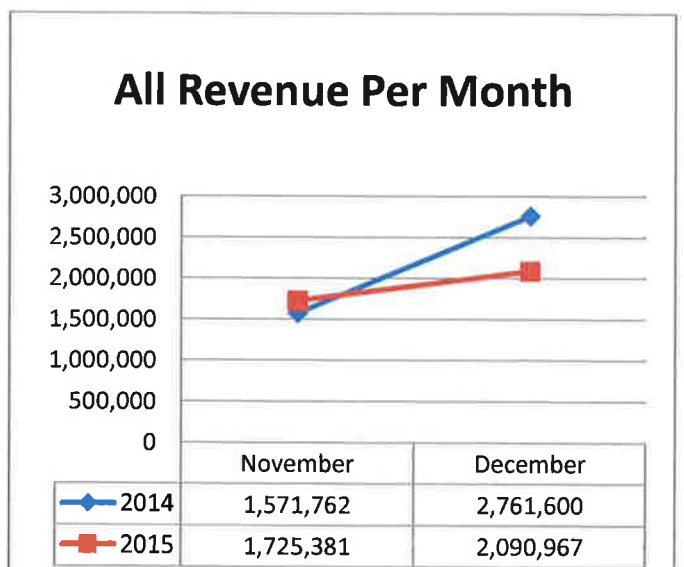
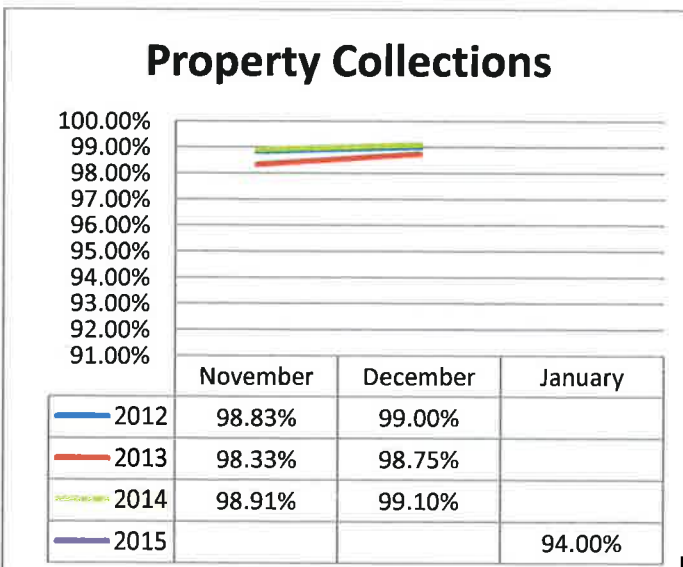
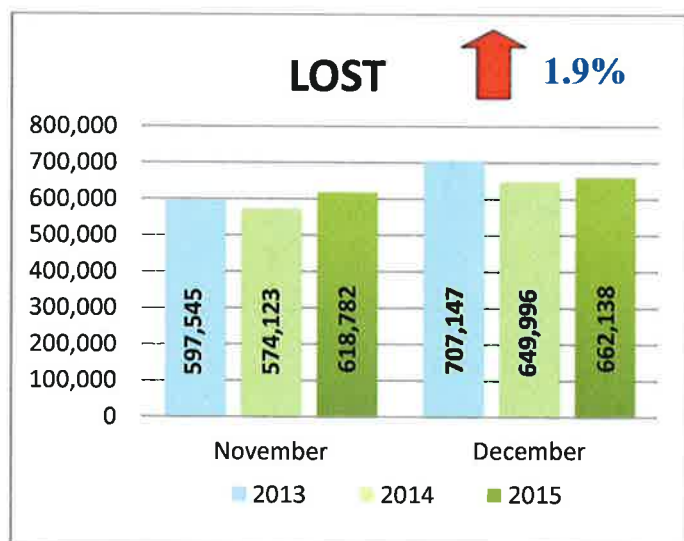
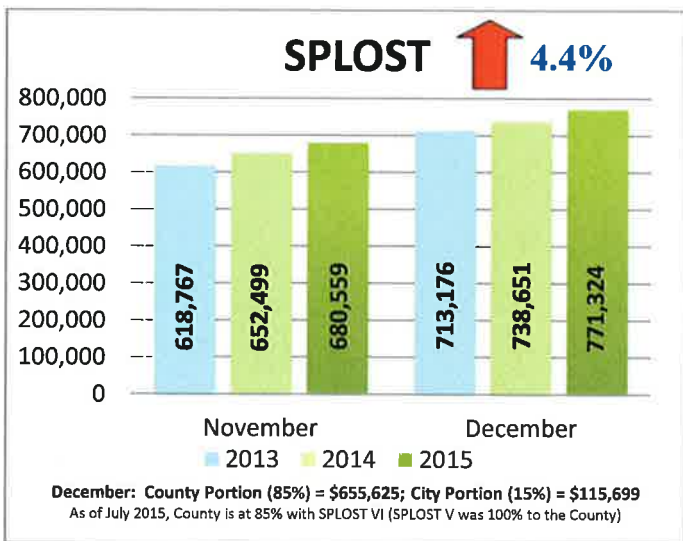
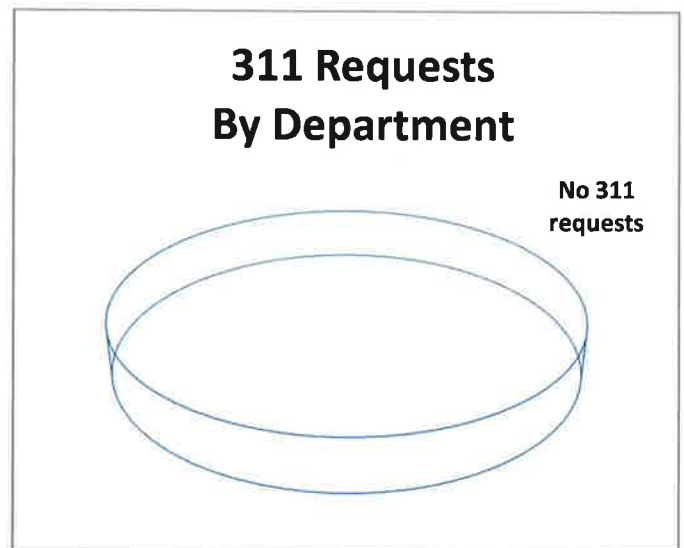
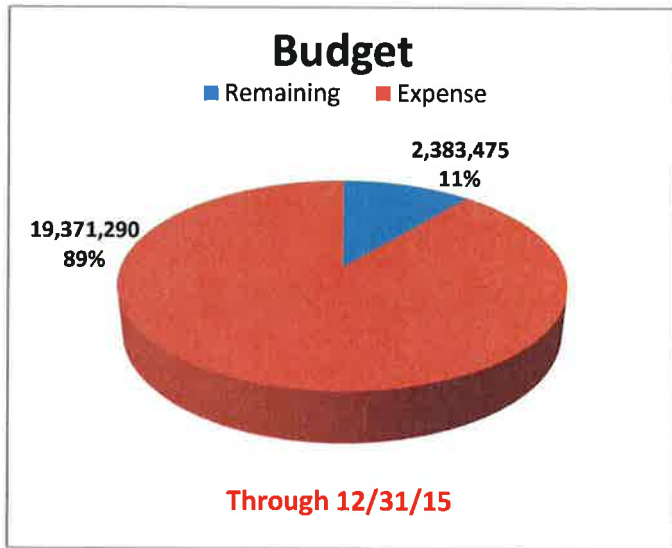
8. County Manager Report



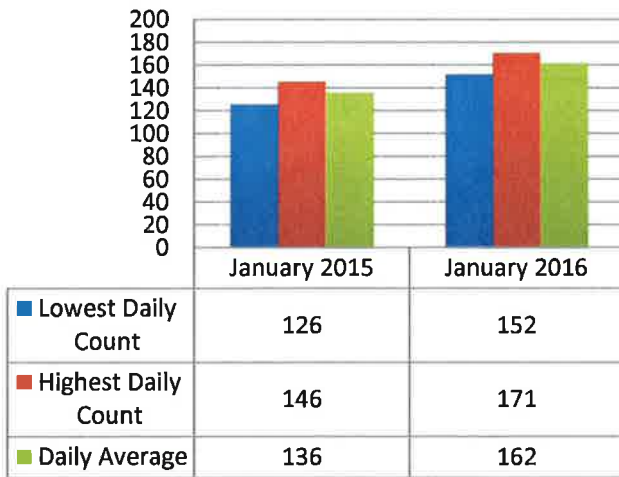
Key Indicator Report

January 2016

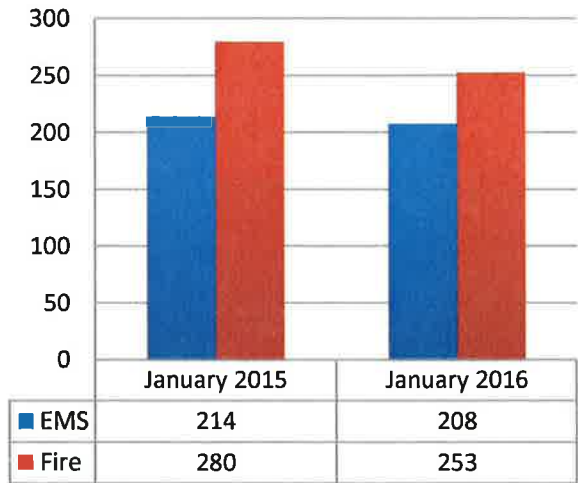
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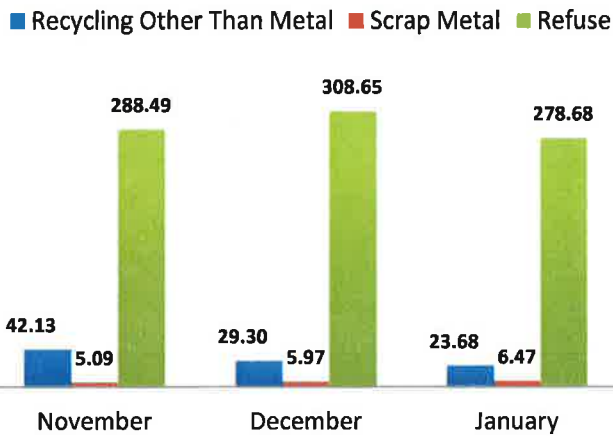
### Inmate Population



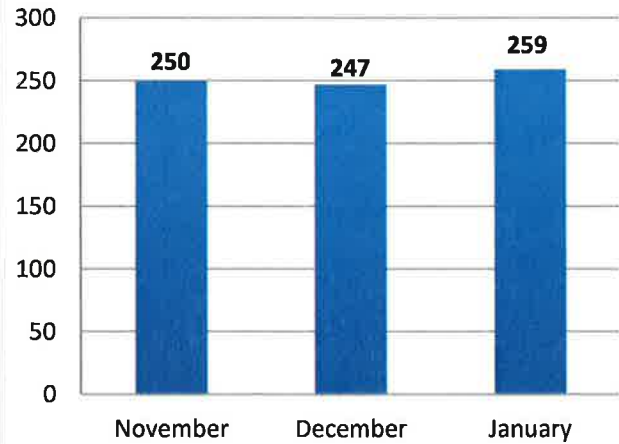
### EMS/Fire Calls for Service



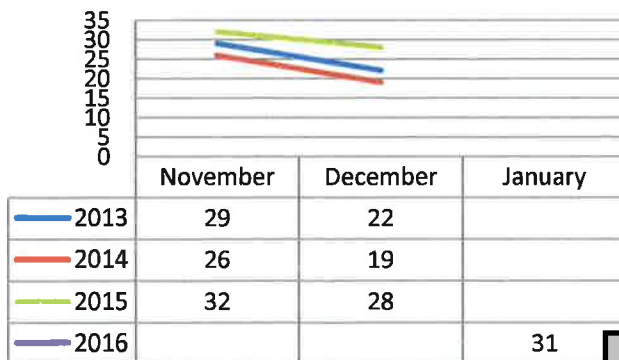
### Recycling



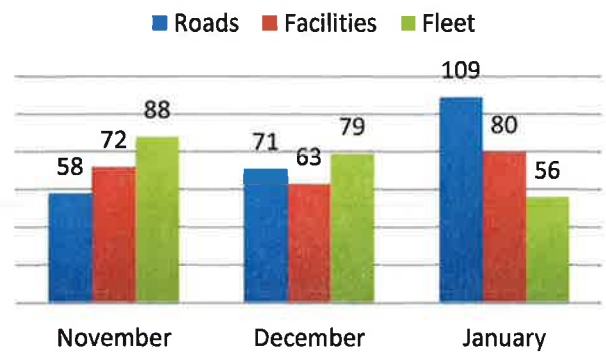
### Number of Employees



### Permits Issued (Planning & Development)



### Repair Requests (Public Works)





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – January 2016

- **New Applications/Transfers In: 226**
- **Changes/Duplicates: 357**
- **Cancelled/Transferred Out: 110**
- **Total Processed: 693**

### HIGHLIGHTS

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

- Finalizing records for Voter Registration cutoff for the Presidential Preference Primary on February 1<sup>st</sup> (additions, changes, new street and/or changes, pending information, etc.)
- Preparing past voter history lists/records for potential candidate requests.
- Absentee by mail requests: 114 mailed - 52 received back (as of 2/5/16)
- OLVR (Online Voter Registration) Applications. The Secretary of State reported a record number of approximately 12,000 OLVR apps on January 24/25<sup>th</sup>, statewide. Dawson County:

For the month of January 2016 = 109 OLVR apps ~ February 2016 (thus far) = 50 Total

\* The *full* year of 2015 was only 148 (appears online registration is successful).

#### **Elections Projects:**

<u>Election Schedule for 2016:</u>	<u>Date</u>	<u>VR Cutoff</u>	<u>Advance Voting</u>
Presidential Preference Primary	3/1/16	2/1/16	2/8–2/26 (M-F~ 8a-5p) ~Sat 2/20 (9a-4p)
General Primary/Special Election	5/24/16	4/26/16	5/2–5/20 (M-F~8a-5p)~ Sat 5/14 (9a-4p)
General Primary Runoff	7/26/16	4/26/16	7/5–7/22 (M-F~8a-5p)
General/Special Election	11/8/16	10/11/16	10/17–11/4 (M-F~8a-5p) ~ Sat 10/29 (9a-4p)
General Election Runoff	12/6/16	10/11/16	As soon as possible after certification of General.
General Runoff (Federal Offices)	1/10/17	10/11/16	12/19/16-1/6/17 (8a-5p) ~ Sat 12/19/16 (9a-4p)

- Qualifying information complete and being presented to interested potential candidates (Qualifying for General Primary/local elections is March 7-11, 2016).
- Notifying & receiving required reports from public officials/candidates of ethics reporting.

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

##### **Presidential Preference Primary preparation:**

- Poll Worker/Manager training in February (3<sup>rd</sup> & 16<sup>th</sup> – potentially more, if needed). Present new Poll Worker Manual with extensive training for new & seasoned poll workers.
- Advance Voting – February 8-26, 2016 with one Saturday vote on 2/20.
- Packing election supplies and other duties in preparation for “PPP” Day of Election.



## Dawson County Board of Commissioners

### Emergency Services Monthly Report – January 2016

<b>Fire Responses:</b>	November	December	January
2014	278	269	268
2015	253	324	280
2016			253

<b>EMS Responses:</b>	November	December	January
2014	202	199	193
2015	181	256	214
2016			208

#### **Plan Reviews: 6**

#### **EMS Revenue:**

- December 2014: \$50,130.36
- December 2015: \$45,819.92
- 9.14 % Decrease

#### **Plan Review and Inspection Revenue Total: \$3,267.97**

- County: \$3,167.97
- City: \$100.00

#### **Business Inspections Total: 21**

- County Follow up: 1
- City Follow up: 0
- County Final Inspection: 1
- City Final Inspection: 1
- County Annual Inspections: 18
- City Annual Inspections: 0

### **HIGHLIGHTS**

#### **Dawson County Emergency Services Projects:**

- Training hours completed by staff: 963.50
- PR Details: 5
- Smoke detector installations: 8
- Search and Rescue: 2
- Fire hydrant flow test, service and painting continues as weather allows
- Fire investigation: 3
- CPR People Trained: 40; Advanced Cardiac Life Support: 40; Pediatric Advanced Life Support: 40
- Child Safety Seat Installations: 3
- Total water usage: 13,000 (EWSA: 10,000 gallons, city: 3,000 gallons, Pickens: 0, Cherokee: 0)



## Dawson County Board of Commissioners

### Facilities Monthly Report – January 2016

- **Total Work Orders: 80**
- **Community Service Workers: 4**

#### **HIGHLIGHTS:**

- Major repair and work for EMS – Fire Station #3, special project renovation & repair of the building (exterior and interior)
- Completed preventative maintenance on all Dawson County elevators
- Roads, parking lots and sidewalks - ice/snow treatment
- Installation of new heating unit at the bay area of Fire Station #4



## Dawson County Board of Commissioners

Finance Monthly Report – January 2016

### FINANCE HIGHLIGHTS

- **LOST Collections:** \$662,138 – up 1.9%\* compared to 2014.
  - **SPLOST Total Collections:** \$771,324 – up 4.4%\* compared to 2014. *(The County's portion of SPLOST collections are down 11.2% due to the change in distribution from 100% for SPLOST V to 85% for SPLOST VI as of July 2015.)*
    - \$655,625 – County Portion (85%)
    - \$115,699 – City Portion (15%)
- \*Difference in increases between LOST and SPLOST are attributed to audit amounts applied*
- **TAVT:** \$100,841 – up 1.4% compared to 2014
  - **See attached Revenue and Expenditure Comparison for 2015**
  - • **Total County Debt:** \$3,835,821.91 (See attached Debt Summary)
  - **Audit Status:** Auditors here week of January 25 for preliminary fieldwork; returning Mar.21 – Apr 1.
  - **Budget Status:** FY 2016-2018 Budget was approved November 5, 2015.

### PURCHASING HIGHLIGHTS

#### **Formal Solicitations**

- Inmate Food Service
- Turn Out Gear
- SCBAs
- Chest Compression Devices
- Patrol Vehicles
- IT Servers (Revised)

#### **Informal Solicitations**

- Equipment Reconditioning – Football Helmets
- Equipment Reconditioning – Football Shoulder Pads
- Sign Anchors, Posts and Brackets (Roads Dept)
- Thermal Imaging Camera for DCES (Paid via AFG)
- CAPA “Be the Key” website design, update and upgrade for Family Connection
- Medical Prescriptions to be used by DCES. (Purchased by Dawson County Medical Director)
- Awning connecting DCSO & DCGC
- EMT Advanced Textbooks
- Billboard advertising GA 400 for underage drinking prevention initiative (Family Connection)
- Weed control and fertilization applications at RCP and VMP

#### **Work in Progress**

- Cardiac Monitors (2) – SPLOST VI

#### **Future Bids**

- Vehicles for General Government
- Heavy Truck Repair
- Tractor & Mower Repair
- Ambulance Billing
- Heavy Equipment Repair
- Sports Officials
- HVAC at DCGC
- Paving Equipment Repair
- Standby Services

#### **Future Bids – SPLOST VI**

- Ambulances
- Park Field Repair
- Dawson Forest Road Project (2)
- Skid Steer
- Spreader Body Dump Truck
- Kelly Bridge Road Project (2)
- Dump Trucks
- Old Jail Demolition (SPLOST V)
- Steve Tate Highway Road Project (2)

**Pending Projects - None**



**Budget to Actual  
December Collections Reported in January**

	Actual at 12/31/2015 (1)	Percent of Budget Actually Collected/ Expended	2015 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 19,142,719	87.99%	\$ 21,754,765	\$ (2,612,046)	-12.01%
Expenditures	19,371,290	89.04%	21,754,765	(2,383,475)	-10.96%
	<u>\$ (228,571)</u>	<u>-1.05%</u>	<u>\$ -</u>	<u>\$ (228,571)</u>	<u>-1.05%</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 12/31/2015 because revenue collections are 30 days behind. The LOST revenues for the month of December 2015 were received in January 2016.

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

\$ 21,659,305	Original Budget
\$ 30,401	Donation Carryover Balances
\$ 1,752	January Donations Received
\$ 5,053	February Donations Received
\$ 11,285	March Donations Received
\$ 2,954	April Donations Received
\$ 5,465	May Donations Received
\$ 1,682	June Donations Received
\$ 1,325	July Donations Received
\$ 1,600	August Donations Received
\$ 1,714	September Donations Received
\$ 3,191	October Donations Received
\$ 6,045	November Donations Received
\$ 22,993	December Donations Received
<u>\$ 21,754,765</u>	Revised Budget

**ACTUAL COMPARISON  
JANUARY - DECEMBER 2015**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2014 REVENUE	790,257	1,377,525	1,417,196	1,507,900	1,501,846	1,507,986	1,600,030	1,550,302	1,537,413	2,534,763	1,571,762	2,761,600	19,658,579
2015 REVENUE	820,947	1,521,261	1,480,682	1,617,781	1,596,514	1,714,955	1,607,405	1,671,225	1,608,433	1,687,168	1,725,381	2,090,967	19,142,719
% CHANGE	4%	10%	4%	7%	6%	14%	0%	8%	5%	-33%	10%	-24%	-3%
2014 EXPENSE	1,063,535	1,518,729	1,442,613	1,409,211	1,785,823	1,729,336	1,409,860	1,365,762	1,599,132	1,855,090	1,661,280	1,981,115	18,811,467
2015 EXPENSE	1,105,357	1,407,334	1,444,093	1,552,000	1,759,627	1,794,836	1,567,590	1,440,349	1,785,738	2,050,779	1,583,577	1,860,010	19,371,290
%CHANGE	4%	-7%	0%	10%	-1%	4%	13%	6%	12%	11%	-5%	-6%	3%
2015 Total Rev-Exp \$	(284,410)	113,927	36,589	65,781	(163,113)	(79,881)	19,815	230,876	(177,305)	(363,611)	141,804	230,957	(228,571)

\*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.

REVENUE  
YTD 2014 19,658,579  
YTD 2015 19,142,719  
% Changed -2.62%

EXPENDITURES  
YTD 2014 18,811,467  
YTD 2015 19,371,290  
% Changed 2.98%

**DAWSON COUNTY  
DEBT SCHEDULE  
AS OF 1/31/2016**

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINL PMT	PRINCIPAL BAL AT 12/31/2015	NEW LOANS IN 2016	2016 PMTS TO DATE		BALANCE		PENDING 2016 PAYMENTS		PROJECTED BAL AT 12/31/2016	NOTES
							PRINCIPAL	INTEREST	DUE	PRINCIPAL	INTEREST	AT 12/31/2015		
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012		2,895,000.00	-	-	-	2,895,000.00	15,000.00	88,470.00	2,880,000.00	Partial defeasement of bonds in April 2012 reduced principal by \$1,525,000. Refunded Bonds and received lower interest rate of 2.96% on 5/14/2012. Interest due semi-annually on March 1 and Sept. 1.	
					Debt - this loan is on EWSA's books; however, the County pays the interest from General Fund (about \$3,700 per month)			3,696.75			39,233.25		This loan is on EWSA's books; however, thru an intergovernmental agreement, the County pays the interest. Also, any proceeds from the sale of wetland and stream bank credits the County receives is paid toward the principal of the loan. The current principal amount is \$1,431,000 at an interest rate of 3%. Accrued interest will be paid monthly.	
Hwy 9 S land EWSA Note	Community & Southern Bank	General Fund							744,563.91	94,297.57	29,708.09	650,265.34	12-yr lease/advance for 3 pumper trucks; annual payment of \$124,005.66. Paid off portion in 2015. Awaiting new amortization schedule.	
Fire Truck Lease	Ohkosh Capital	General Fund	1/24/2011	9/24/2022	744,563.91	-	-	-	744,563.91				This amount was approved for vehicle replacement leases in the FY2015 Budget. Eligible departments are working with Purchasing to bid out replacement vehicles.	
Vehicle Replacement Lease	BBAT	General Fund	7/8/2015	7/8/2015	198,258.00	-	-	-	198,258.00	64,492.69	2,806.49	131,765.31		
<b>Totals</b>					<b>\$ 3,835,821.91</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,696.75</b>	<b>\$ 3,835,821.91</b>	<b>\$ 173,790.26</b>	<b>\$ 157,217.83</b>	<b>\$ 3,662,031.65</b>	



## Dawson County Board of Commissioners

### Human Resources Department Monthly Report – January 2016

#### POSITION CONTROL

- Positions approved by BOC: 434
- # of filled F/R Positions: 259
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 7
- # of filled P/R Positions: 42
- # of filled P/T Seasonal Positions: 15
- # of Supplemental Positions: 49
- # of Vacant Positions: 28
- # of Frozen Positions: 34
- % of Budgeted/Actual Positions: 86%

#### ADDITIONAL INFORMATION

- FMLA/LOA tracking: 3
- WC and/or P & L claims filed: 3
- Unemployment claims received: 0
- Performance Evaluations received: 5
- Payroll/Benefit changes keyed: 218

#### HIGHLIGHTS

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

- Emergency Services - Part-Time Firefighter/EMT
- Facilities - Building Maintenance Worker
- Facilities - Grounds Maintenance Worker
- Parks & Recreation - Part-Time Grounds Maintenance Worker
- Public Works - Motor Grader Operator

##### **Applications Received: 35**

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

- Seth Damann (Rehire) - Emergency Services
- Clint Bearden - Magistrate Court
- Jed Mills - Tax Assessor Office

##### **Terminations Processed: 1**

- Marcus Saucier - Public Works

##### **Additional Highlights for January**

- HR Specialist Kristi Hudson completed Level I Safety Coordinator Training through Local Government Risk Management Services
- Began contributing HR articles for Employee Newsletter
- Coordinated hiring process for County Manager position
- Began Spring Wellness Fair planning
- Compiled HR CAFR numbers for Finance
- Completed annual GEBCorp Census
- Continue to update Job Descriptions to ensure all are in ADA compliance
- Completed end-of-year file review



## **Dawson County Board of Commissioners**

### Information Technology Monthly Report – January 2016

- **Calls for Service: 127**
- **Service Calls Completed: 127**
- **Windstream visits: 3**

#### **HIGHLIGHTS:**

- Working on server replacement project
- Coordinating with Forsyth County Fire Department move to Fire Station 2
- Windstream multiple updates due to new employees and departmental moves



## Dawson County Board of Commissioners

### Marshal Monthly Report – January 2016

- **Alcohol License Establishment Inspections: 3**
- **Alcohol Pouring Permits Issued: 27**
- **Animal Control Calls Handled: 136**
- **Animal Bites to Human investigated: 1**
  - 1 Quarantined – Passed
- **Animals Taken to DC Humane Society: 16**
- **Dangerous Dog Classification: 1**
- **Citations Issued: 0**
- **Complaint Calls/In Field Visits: 82**
- **Erosion Site Visits: 7**
- **E-911 Addresses Issued: 3**
- **Non-conforming Signs Removed: 70**

### HIGHLIGHTS

- Sgt. Ken Moss continues to cross train with residential building inspections and pass the residential building inspection test.



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report – January 2016

- **Youth Sports Participants**
  - January 2016: 752 down 2% compared to same month last year.
  - YTD 2016: 752 down 2% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
  - January 2016: 638 up 13% compared to same month last year
  - YTD 2016: 638 up 13% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - January 2016: 105 up 24% compared to same month last year.
  - YTD 2016: 105 up 24% compared to last year.
- **Total Customers Served:**
  - January 2016: 1495 down 1% compared to same month last year
  - YTD 2016: 1495 down 1% compared to last year

### HIGHLIGHTS

#### **Park Projects:**

- All painting projects completed in preparation for spring.
- Quotes obtained and vendor secured for all 2016 weed control and fertilization

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

- Youth basketball games continued, including end of season tournaments in each age group.
- Basketball all-star teams continued practice in preparation for GRPA District tournaments in Feb.
- 1 wrestling match was held at RCP.
- Joey continued his Leadership Dawson participation.
- Additional specialty programs for the month included basketball lessons, dance classes, adult boot camp, Kid Fit, Tai Chi, Kangoo, Yoga, and Zumba.
- Registration began for Spring Sports including baseball, softball, t-ball, instructional league, and track.

#### **On the Horizon:**

- Battle of the Best Basketball Tournament will be held at RCP and VMP February 5<sup>th</sup> and 6<sup>th</sup>.
- Spring Sports Evaluations and Team drafts: February 20<sup>th</sup>.
- Leap for Literacy will be held at WHP on February 27<sup>th</sup>.
- GRPA District Basketball Tournaments: February 25<sup>th</sup> - February 28<sup>th</sup>.
- Youth Volleyball begins in February.
- Next Park Board meeting March 14<sup>th</sup> at 5:30pm.
- Spring Sports Opening Day 2016 will be held March 19<sup>th</sup> at RCP.
- Kare for Kids Community Egg Hunt will be held March 26<sup>th</sup> at VMP.
- WHP Campground will open for the camp season beginning April 1<sup>st</sup>.





Monthly Report Totals - 2016

Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
All Sports Day Camp I	-												0
All Sports Day Camp II	-												0
Basketball Lessons	8												8
Basketball Pre-Try Out Prep Camp	-												0
Battle of the Best Relay for Life Fundraiser	-												0
Boot Camp	22												22
Breakfast with Santa	-												0
Camp of Ballers	-												0
Cheerleading Camp	-												0
Community Egg Hunt	-												0
Dance	40												40
Dance Camp	-												0
Fitness Sampler	6												6
Guard Prep Camp	-												0
Kangoo Power	10												10
Kids Fit	-												0
Lady Tigers Fundamental Basketball Camp (girls)	-												0
Movies in the Park	-												0
Pool Swimmers	-												0
Pups in the Park	-												0
Rotary Day	-												0
Saturday His Dad's Basketball Camp	-												0
Slam	-												0
Slam & Footwork Camp	-												0
Spring Sports Opening Day	-												0
Swim Lessons	-												0
Tai Chi / Kung Fu	5												5
Tennis Lessons	-												0
Tigers Fundamental Basketball Camp (boys)	-												0
Trunk or Treat	-												0
UFA Soccer Camp	-												0
War Hill Park Guests	-												0
Water Aerobics	-												0
Yoga	14												14
Zumba	-												0

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## Dawson County Board of Commissioners

### Planning and Development Monthly Report – January 2016

- **Building permits Issued**
  - January 2016: 31 up 11%
  - YTD 2016: 31 up 15%
- **Business Licenses Issued:**
  - January 2016: 178 up 55%
  - YTD 2016: 178 down 9%
- **Total Building Inspections Completed:**
  - January 2016: 292 flat
  - YTD 2016: 292 up 20%
- **Variiances/Zonings Processed:**
  - January 2016: 6 up 500%
  - YTD 2016: 6 up 100%
- **Plats Reviewed:**
  - January 2016: 10 down 23%
  - YTD 2016: 10 up 25%
- **Total Stormwater/Erosion Inspections: 23**
- **Total Stormwater Warnings/Stop Work Orders Issued: 8**
- **Total Civil Plan Review Meetings: 5**
- **Total Building Plan Review Meetings: 4**

### HIGHLIGHTS

#### **Planning Projects:**

- GATEway Grant landscape plan approved. Received approved plans. Attended kick-off meeting w/GDOT Inspector. Plan to install fall 2016 dependent upon status of approved plans & work on GA 400 in this area.
- Approved 2015 CIE has been submitted to GMRC for uploading to DCA website.
- Stormwater Manager attended 2016 Stormwater Management training in Savannah, GA.

#### **Newly Licensed Businesses:**

- 2 Commercial based businesses
- 8 Home based businesses

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

- February Planning Commission Items: 5 variance cases and 1 rezoning case
- Upcoming Plan Review Meetings:
  - February 4: Big Dog Drilling Addition Site Plan (2<sup>nd</sup> submittal)
  - February 18: Slack Auto Building Addition Plan (Hwy 53 E)
- Meeting with Paul Randall concerning ISO Audit for Planning and Development department on February 9.
- Director Burton will attend Landscape Short Course training in Athens February 3-4.
- Director Burton will attend Leadership Dawson b 10.
- Director Burton will speak at luncheon for Forsyth, Dawson/Lumpkin realtors about relevant updates: Feb 25.

# **Dawson County**

## **January 2016**

### **New Business Licensing**

Dawson County has two (2) new Commercial Businesses that have opened this month.

- 1.** Daniel S. Winter – Doctor of Optometry  
98 Power Center Drive
- 2.** Francesca’s Collections – Retail Women Clothing  
800 Highway 400 South, Suite 930

Home Based Business has eight (8) new locations and Home Office Business Licenses.

- 1.** All Star Towing and Recovery - Towing Services  
625 Grant Ford Drive
- 2.** America’s First Choice - Handyman  
84 Ratcliff Drive
- 3.** Chuck’s Boiler Service – Boiler Repair  
68 Blacks Mill Trace
- 4.** Creative Construction - Carpentry  
30 Audubon Court
- 5.** Crisis Bags – Internet Sales  
97 Nugget Drive
- 6.** Dirty Diggers Rentals – Equipment Rental  
192 Harry Sosebee Road
- 7.** Frankie & Fern – Internet Sales  
411 Sanderlin Mountain Drive South
- 8.** LRV Freight Services – Trucking Services  
771 Vandiviere Road



## Dawson County Board of Commissioners

### Public Works Monthly Report – January 2016

#### **ROADS:**

- Work Orders: 109
- Mowing: 0 miles
- Gravel: 2913.02 tons (from the stockpile)

#### **ENGINEERING:**

- Staff continues to work with DOT and the developers at
  - Dawson Forest Road and State Route 400 intersection
  - Carlisle Road / Whitmire Road and State Route 400 intersection

#### **TRANSFER STATION:**

- Solid Waste: 278.68 tons
- Recycling: 23.68 tons
- Recycling scrap metal: 6.47 tons

#### **FLEET:**

- Repair requests: 56



## Dawson County Board of Commissioners

### Senior Services Monthly Report – January 2016

#### SENIOR CENTER

- **Home Delivered Meals Served**
  - January 2016: 1,313 down 28% compared to same month last year (due to weather)
  - YTD 2016: 1,313
- **Congregate Meals Served**
  - January 2016: 475 down 4% compared to same month last year
  - YTD 2016: 475
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, individual fitness)
  - January 2016: 294 down 14% compared to same month last year
  - YTD 2016: 294
- **Lifestyle Management Participation** (art, bridge, bingo, awareness, prevention)
  - January 2016: 231 down 18% compared to same month last year
  - YTD 2016: 231

#### HIGHLIGHTS

##### January Events:

- Senior Center received a grade of 100 on Food Service Inspection Report from Dawson Co. Health Dept.
- Legacy Link conducted annual review on the Center and Congregate Clients with no deficiencies found.
- Valley Foods was unable to deliver food for 3 days due to weather; Center staff delivered staples to those in need on one day and had food prepared by Kroger on another day.
- Silver Sneakers classes: Tues/Thurs; Bible Study: 1st Tues/every Thurs; Art/Jewelry classes: Thurs/Fri

##### Special Dates Coming Soon:

- February 1, 8, 16, 22, 29: BINGO
- February 3, 17: Walmart
- February 5: Movie & birthday
- February 5: Life Cycles: Depression & SAD
- February 9: Georgia Cares presentation
- February 10: Dollar General
- February 12: Valentine party
- February 19, 26: Movie & snack
- February 23: Dairy Queen
- February 24: Dollar Tree

#### TRANSIT

(Down for the month compared to January 2015: buses did not run for 3 days due to school closing)

- **DOT Trips Provided**
  - January 2016: 229 down 1% compared to same month last year
  - YTD 2016: 229
- **Senior Trips Provided**
  - January 2016: 483 down 44% compared to same month last year
  - YTD 2016: 483
- **# of Miles**
  - January 2016: 6,323 down 20% compared to same month last year
  - YTD 2016: 6,323
- **Gallons of Fuel**
  - January 2016: 787 down 22% compared to same month last year
  - YTD 2016: 787

**Backup material for agenda item:**


9. County Attorney Report

**Fox, Chandler, Homans, Hicks & McKinnon, L.L.P.**

**Memorandum**

To: Dawson County Board of Commissioners

Date: February 25, 2016

From: Joey Homans 

Re: County Attorney Report

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1. Dawson Village Way South. Judge Deal scheduled the trial regarding Dawson Village Way South for April 11. On behalf of the County, I intend to present evidence through David McKee and the Planning Department to establish that the condition of the road creates a public hazard that must be repaired and the cost of those repairs. Ricky Bryan, on behalf of the owner, continues to discuss this matter with me. I suggested to Ricky that the owner agree regarding the cost to repair the road, a judgment that will be filed as a lien against the property, and that when the judgment amount has paid the County will accept dedication of the road.

Joey