

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – THURSDAY, JUNE 16, 2022
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

NEW BUSINESS

1. Presentation of Request to Approve and Fund Indigent Defense Invoicing Module- Court Administrator Jason Stephenson
2. Presentation of Request to Approve Additional Funding for Training for Treatment Services Employees- Treatment Services Director Jessi Emmett
3. Presentation of Community Oriented Policing Services (COPS) School Safety Grant- Sheriff Jeff Johnson
4. Presentation of Radio System Upgrade Project for Dawson County- Sheriff's Office Chief Deputy Greg Rowan / Federal Engineering
5. Presentation of Request to Release a Design-Build RFP for an Emergency 9-1-1 / Emergency Operations Center Building- County Manager David Headley
6. Presentation of Request for a Public Works Special Projects Coordinator Position- County Manager David Headley
7. Presentation of Request for Funding to Purchase ESO Fire Reporting Software- Emergency Services Director Danny Thompson
8. Presentation of Request for Title and Grade Change for Planning & Development Administrative Assistant- Planning & Development Director Sharon Farrell
9. Presentation of Request for Title and Grade Change for Planning & Development Business License Technician- Planning & Development Director Sharon Farrell
10. Presentation of a Proposed Agreement Regarding Exchange of Right-of-Way or Interests in Land Related to the County's SR 53 at Thompson Creek Park Road Realignment Project- County Attorney
11. County Manager Report
12. County Attorney Report

****A Voting Session meeting will immediately follow the Work Session meeting.***

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



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Superior Court

Work Session: 06.16.2022

Prepared By: Jason Stephenson

Voting Session: 07.07.2022

Presenter: Jason Stephenson

Public Hearing: Yes _____ No X

Agenda Item Title: Request to Approve and Fund Indigent Defense Invoicing Module

Background Information:

This software module will streamline the invoicing process for court-appointed attorneys by efficiently integrating attorney billing within the current case management software utilized by Dawson County Juvenile Court. Under the agreement, Juvenile Court Activity Tracking System (JCATS) will provide each attorney with a log-in to submit invoicing, make notes, ask questions etc. Once an invoice is submitted into the system, the court is notified and will review; upon acceptance, JCATS will then email the invoice to Accounts Payable for processing as is currently done.

Current Information:

In 2021, Juvenile Court appointments totaled over \$215,000 in billed hours, all of which are thoroughly reviewed, vetted, and approved by Indigent Defense and the Court prior to submission to Accounts Payable.

The basic JCATS case management system is provided by the Council of Juvenile Court Judges at no cost to local counties.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	2150	521304	\$0	\$0	\$8,000	\$0

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 6/8/22

County Manager Authorization: David Headley

Date: 6-8-2022

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Superior Court

Work Session: 06.16.2022

Prepared By: Jessi Emmett

Voting Session: 07.07.2022

Presenter: Jessi Emmett

Public Hearing: Yes

No

Agenda Item Title: Request to Approve Additional Funding for Training

Background Information:

The National Association of Drug Court Professionals hosts a national conference annually, which provides significant education and networking opportunities for staff. This conference is normally held at locations that require air travel and is cost-restrictive to our budget. The 2022 conference will be held in Nashville, TN, which affords a unique opportunity for staff attendance.

Current Information:

Due to the location of this year's conference, we have been able to craft more cost-effective solutions and allow more staff to attend. We are requesting funding to pay for conference registration costs for two staff members totaling \$1,790. We have secured funding to assist with lodging costs and are only seeking funding for conference registration costs.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	2900	523700	\$1,222	\$1,222	\$1,790	\$1,222

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 6/8/22

County Manager Authorization: David Headley

Date: 6-8-2022

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Registration for the NADCP conference is \$895 per person. We requested \$1,920 for registration; however, we received \$1,222. We will be moving \$568 from 250-00-2900-523500 to pay for two employee's registration costs. In years past, the conference has typically been held in places where travel by car is not feasible. With this unique opportunity, we would like to send all four Dawson County Treatment Services employees to the conference.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff

Work Session: June 16, 2022

Prepared By: Sandra Evans

Voting Session: June 16, 2022

Presenter: Jeff Johnson _____

Public Hearing: Yes _____ No _____

Agenda Item Title: Presentation of School Safety Grant

Background Information:

COPS released a school safety grant for law enforcement to apply for up to \$500,000 with a 25% match. The grant will fund:

- "Coordination with law enforcement"
- "Training for local law enforcement officers to prevent student violence against others and self"
- "Metal detectors, locks, lighting, and other deterrent measures"
- "Technology for expedited notification of local law enforcement during an emergency"
- "Any other measure that the COPS Office determines may provide a significant improvement in security"

This information was just received and is a 2-part process with the first step deadline of June 17, 2022.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 6/14/22

County Manager Authorization: David Headley

Date: 6-14-2022

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Thank you for your help.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: EMS/Sheriff's Office

Work Session: 06/16/2022

Prepared By: Melissa Hawk

Voting Session: 07/07/2022

Presenter: Greg Rowan/Federal Engineering

Public Hearing: Yes No

Agenda Item Title: Request to Release RFP for the Installation of the Radio System Upgrade and Set Budget

Background Information:

The citizens of Dawson County voted to pass SPLOST VII on March 16, 2021. This SPLOST holds a Level 2-Countywide project, which is the new Emergency Operations Center/E911 building and radio system upgrade, with a combined \$8,500,000.00 budget. The portions of the SPLOST VII designated toward the radio system upgrade is \$3,000,000.00. This project along with the radio system upgrade must be funded in full prior to any other venture included in the SPLOST VII project list moving forward.

Current Information:

The County has received enough funds to allow the BOC to approve the budget of \$3,000,000.00 for the upgrade of the radio system in conjunction with the EOC/E911 building. Federal Engineering has completed the analysis and preliminary design for the upgrade.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
325	3800	541300			\$3,000,000.00	

Recommendation/Motion: Staff recommends that the BOC choose the option for the radio system upgrade, approve the budget of \$3,000,000.00 from SPLOST VII collections and determine the funding source for the remaining required funds for the upgrade of the radio system, and to allow Purchasing to release a RFP to install the same.

Department Head Authorization: Greg Rowan

Date: 05/26/2022

Department Head Authorization: Danny Thompson

Date: 05/26/2022

Finance Dept. Authorization: Vickie Neikirk

Date: 06/08/2022

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



The Edge of The World

Photo By: Michele DeBlois

RADIO SYSTEM UPGRADE PROJECT FOR DAWSON COUNTY

WORK SESSION – JUNE 16, 2022

Background

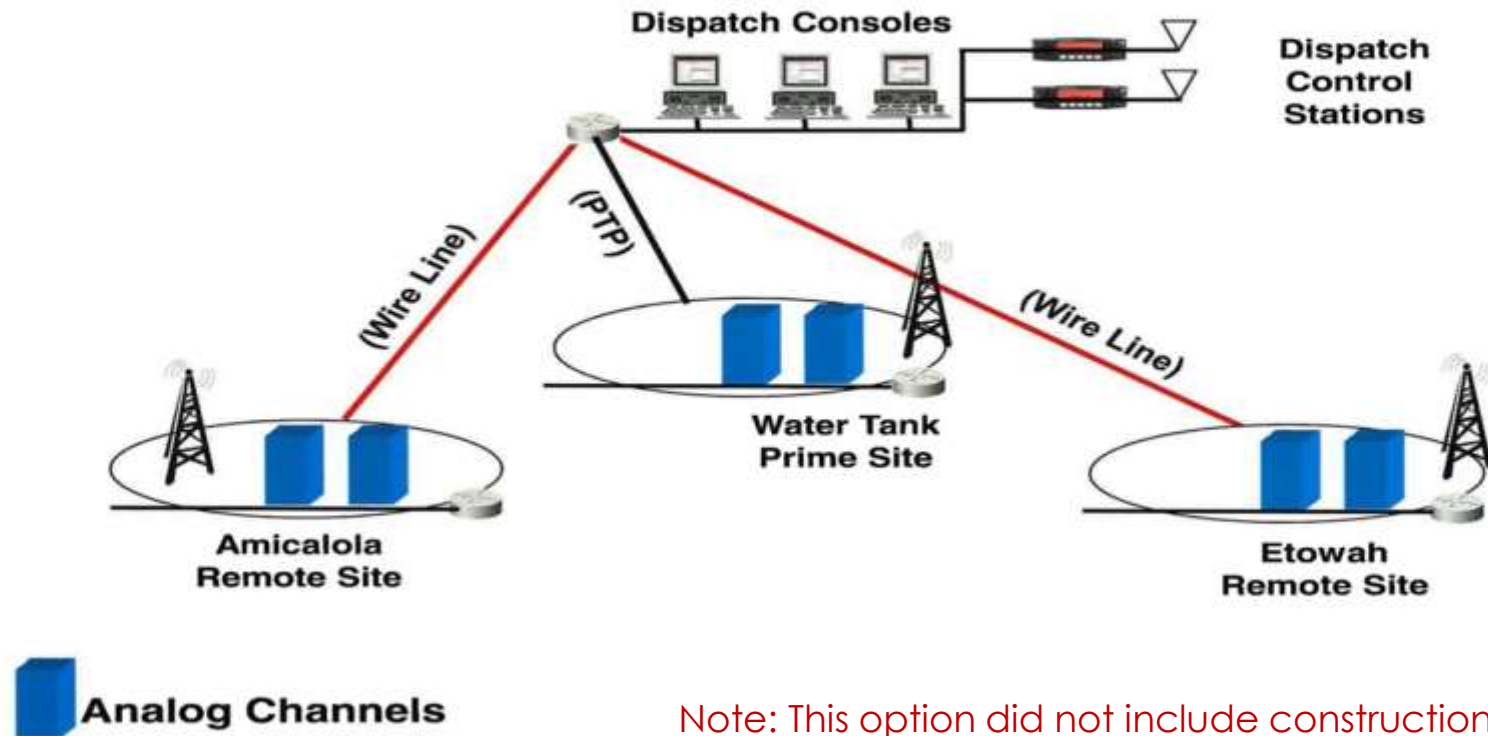
- ❖ During the February 2021 Work and Voting Sessions, the topic of an update to the current radio system was discussed.
- ❖ The Board of Commissioners directed the then Public Works Director/SPLOST Coordinator to determine the cost of contracting with a systems expert consultant.
- ❖ After the completion of an RFI, the Board of Commissioners voted to approve a professional exemption for and enter into an agreement with Federal Engineering to design both a P25 portable VHF and 800 MHz plan.
- ❖ We come to you today to present the findings of the evaluation in a summary format describing each option requested.

2012 Recommended Radio System Upgrade

- ❖ The below would have been accomplished if the four-phase recommendation was followed:
- ❖ Portable Radio In-Vehicle/Residence Coverage of County – 4 Tower Sites
 - ✓ Amicalola Falls - Existing
 - ✓ 250 Foot tower at GA 400, Hwy 53
 - ✓ 250 Foot tower in Downtown Dawsonville
 - ✓ 250 Foot tower in Southwest
- ❖ 6 Channel Seamless Trunked Comms (ALL)
 - ✓ Emergency Services
 - ✓ Sheriff
 - ✓ Board of Education
 - ✓ Public Works
- ❖ APCO Project 25 Standards
 - ✓ Public Safety User Standards
 - ✓ Competitive Subscriber Procurement
 - ✓ Grant Eligibility

Phase Completed by Motorola in 2013

PHASE ONE: Plan A2



Note: This option did not include construction of a fourth tower.

Current Issues with Coverage

- Lack of coverage throughout the county while using portable radios.
- East and West side of the County continue to experience heavy static causing interruption in signal or no signal at all.
- Lack of coverage inside buildings, including fire stations.
- Multiple instances of portable radios not transmitting to the consoles in the center.
- Bleed over on Dawson County Sheriff's Office frequency.
- No repeated tactical channel for working incidents.
- Mobile and portable radios do not pick up north above the Hwy 183/Hwy 136 merge.
- Inability to communicate with Hall/Forsyth/Cherokee Counties.
- No radio identifier
- No emergency button for the Sheriff's Office/Emergency Services/Public Works
 - Note: Although the Board of Commissioners have approved funding for the Sheriff's Office to receive emergency buttons, there is a major incompatibility problem with console to portable radios. Therefore, the installation has not been completed.

Staff Recommendation

Staff respectfully requests the Board to determine:

- ✓ The path for Federal Engineering to take in developing the bid documents and detailed cost estimate for the radio system upgrade.
- ✓ Approve for Purchasing to release the RFP for the work to be completed, using SPLOST VII Funds. The Board will also need to determine the source of the additional funds that will be needed for this project.

-FEDERAL ENGINEERINGS PRESENTATION TO FOLLOW-



Dawson County, Georgia

Comparison of Radio System Alternatives



Targeted Results. Expertly Managed.

FE / County Review

June 16, 2022



Agenda

- Federal Engineering Introduction
- Background
- Alternatives Review
- Cost Sharing Considerations
- Questions?
- Next Steps



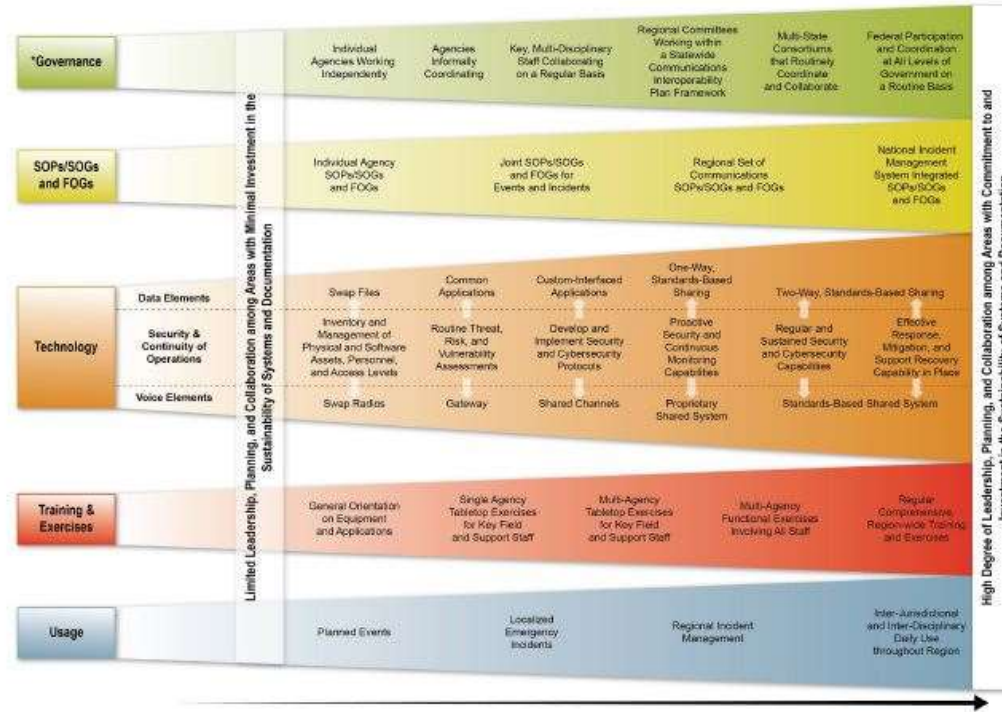
Background

- *Current Radio Network and Technology Assessment Report delivered in February 2022*
- Key concerns - reliability, coverage, capacity, interoperability
- Building on that foundation, **FE** developed the draft *Conceptual Design Plan Report*, delivered in April
- Two system alternatives, both based on Project 25 (P25), de-facto standard for public safety radio communications





Alternatives



*Brochure text updated to include information on Lifecycle Funding within the Governance Section

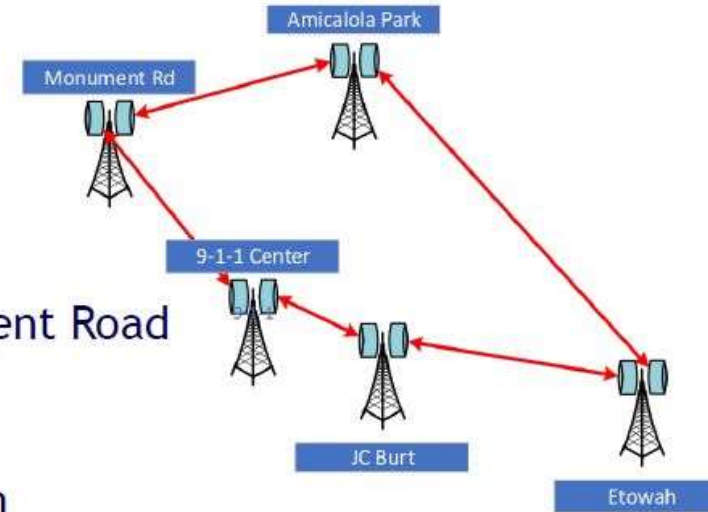
DHS Interoperability Continuum





System Alternative 1

- Very High Frequency (VHF) P25 Phase 2 trunked radio system
- Uses County's three existing radio communications sites
- Adds a greenfield (new) site on Monument Road in Pickens County
- Coverage comparison to existing system

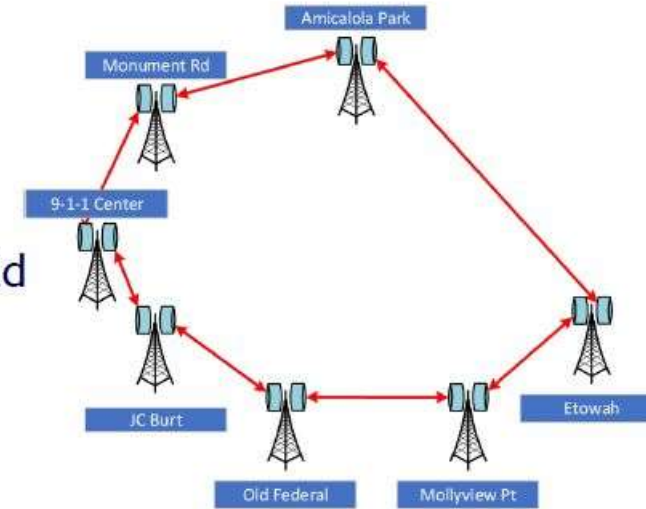


System Description	DAQ	Estimated Coverage Percentages over Dawson County					
		Mobile		Portable On-Street		Portable In-Building	
		Talk-Out %	Talk-In %	Talk-Out %	Talk-In %	Talk-Out %	Talk-In %
Existing County Simulcast System	3.4	92	99	74	31	33	5
Alternative 1 - VHF P25	3.4	98	99	95	74	73	34



System Alternative 2

- 7/800 MHz P25 Phase 2 trunked radio system
 - Leverages the same sites as Alternative 1
 - Adds Mollyview Point (Forsyth County) and Old Federal (Forsyth County)
 - Coverage comparison to existing system

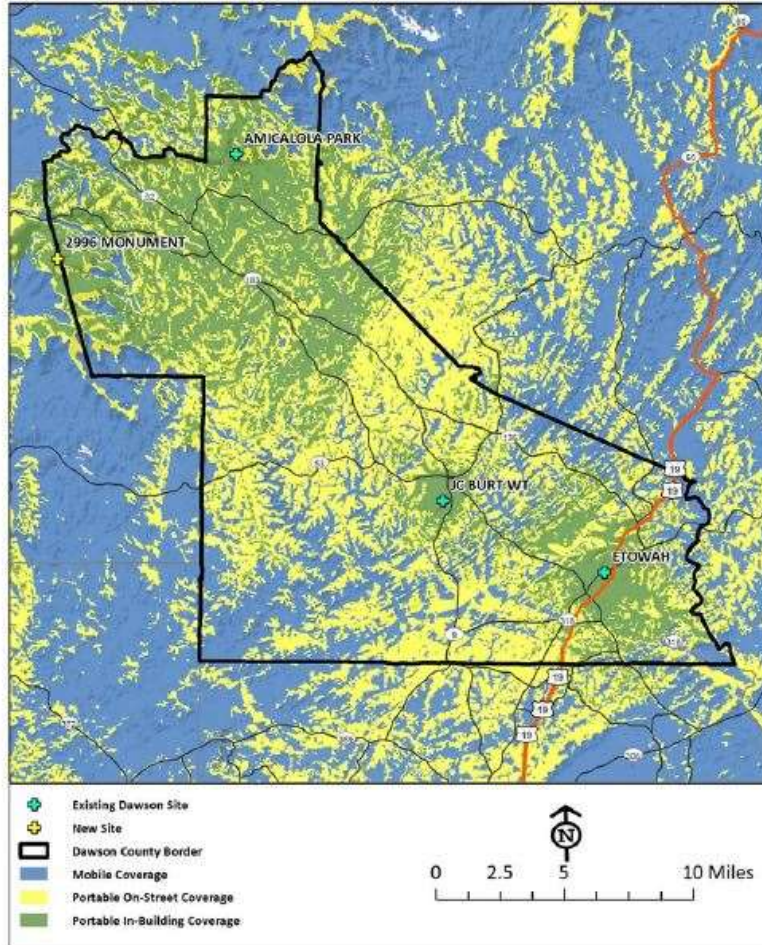


System Description	DAQ	Estimated Coverage Percentages over Dawson County					
		Mobile		Portable On-Street		Portable In-Building	
		Talk-Out %	Talk-In %	Talk-Out %	Talk-In %	Talk-Out %	Talk-In %
Existing County Simulcast System	3.4	92	99	74	31	33	5
Alternative 2 - 700/800 MHz P25	3.4	94	99	76	76	53	48

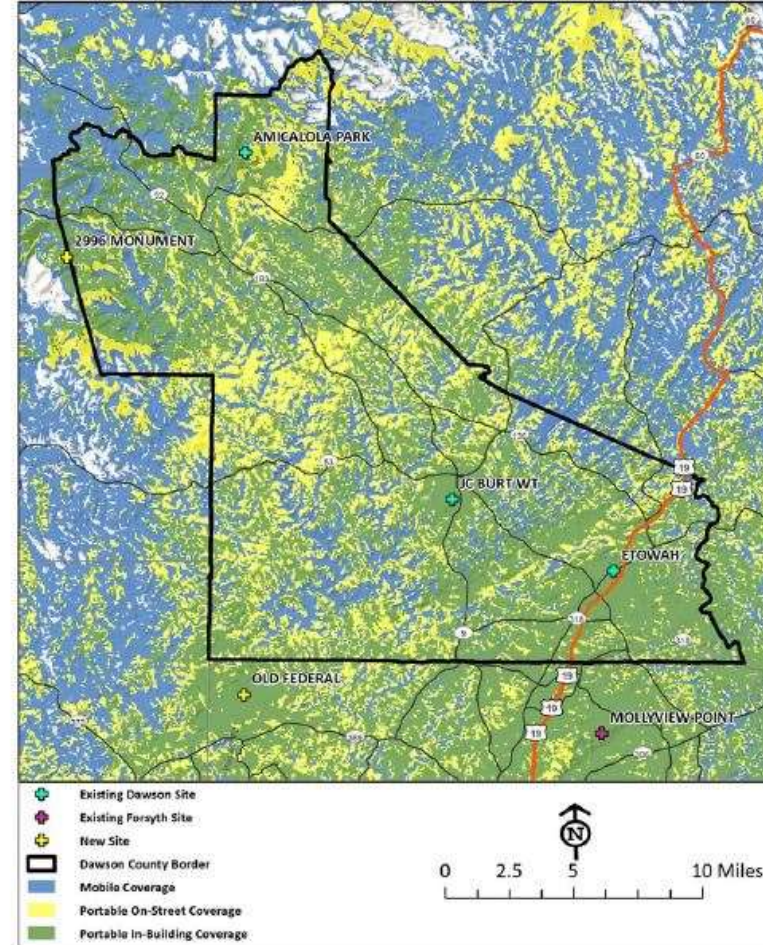


Coverage Comparisons

Dawson County, GA - Potential Coverage of VHF P25 System
Digital VHF P25 Coverage >= DAQ 3.4; Talk-In (radio to site); 95% Reliability



Dawson County, GA - Potential Coverage of 700/800 P25 System
Digital 700/800 MHz P25 Coverage >= DAQ 3.4; Talk-In (radio to site); 95% Reliability





Alternative Considerations

- County could implement either alternative as:
 1. A standalone system, owned and operated by the County
 2. An extension of an existing P25 system owned by an adjacent jurisdiction under a sharing arrangement
- Six surrounding counties use either VHF (3) or 700/800 MHz (3)
- Adjacent P25 based systems are all in the 700/800 MHz band
 - Cherokee & Forsyth counties, part of Cobb County Regional Radio System
 - Hall County, standalone system





Deployment Considerations

- **Alternative 1**
 - Limited VHF spectrum (channels) available
 - Higher potential for noise and interference
 - Transition planning in same band/same channels more complex
 - Less sites needed now, more sites may be needed later
- **Alternative 2**
 - 7/800 MHz Spectrum dedicated for public safety
 - Less potential for noise and interference
 - Transition planning less complex, but some users may need two radios during deployment
 - More sites needed initially



Comparison of Alternatives

Alternative	1: VHF P25 Trunked System					2: 700/800 MHz Trunked System				
	On-Street Coverage		In-Building Coverage		Sites	On-Street Coverage		In-Building Coverage		Sites
	Mobile	98%	Medium	34%	4	Mobile	94%	Medium	48%	6
	Portable	74%				Portable	76%			
Estimated Capital Cost	\$8-11M					\$10-13.5M				
Estimated Support Costs (10 years)	\$1.9M					\$2.4M				

- Alternative 1 has potential additional risks/costs associated with acquiring additional spectrum & overcoming potential interference
- Alternative 2 presents fewer deployment risks, increased opportunities for potential cost sharing/interop with neighboring counties



Cost Sharing Considerations

- Share network core/control site(s)
 - Could reduce capital and support costs
 - Must be on same lifecycle/upgrade cycle
 - Requires interlocal agreement(s)/governance structure(s)
 - Design must be developed with sharing partner(s)
- Share radio tower sites
 - Could reduce site development and support costs
 - Requires interlocal/cost sharing agreements
 - Design must be developed with sharing partner(s)



Questions?



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www.fedeng.com





DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: EMS/Sheriff's Office

Work Session: 06/16/2022

Prepared By: Melissa Hawk

Voting Session: 07/07/2022

Presenter: David Headley

Public Hearing: Yes No

Agenda Item Title: Request to Release RFP for Design-Build of the EOC/911 Building and Set Budget

Background Information:

The citizens of Dawson County voted to pass SPLOST VII on March 16, 2021. This SPLOST holds a Level 2-Countywide project, which is the new Emergency Operations Center/E911 building and radio system upgrade, with a combined \$8,500,000.00 budget. The portions of the SPLOST VII designated toward the center is \$5,500,000.00. This project along with the radio system upgrade must be funded in full prior to any other venture included in the SPLOST VII project list moving forward.

Current Information:

The County has received enough funds to allow the BOC to approve the budget of \$5,500,000.00 for the construction of the EOC/E911 building. EMS and Sheriff's staff have completed the draft design and equipment needs and are ready for Purchasing to release a Design-Build RFP for the construction.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
325	3800	541300			\$5,500,000.00	

Recommendation/Motion: Staff recommends that the BOC approve the budget of \$5,500,000.00 from SPLOST VII collections to fund the construction of the new E911/EOC building and to allow Purchasing to release a RFP to design/build the same.

Department Head Authorization: Greg Rowan

Date: 05/26/2022

Department Head Authorization: Danny Thompson

Date: 05/26/2022

Finance Dept. Authorization: Vickie Neikirk

Date: 6/8/22

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



The Edge of The World

Photo By: Michele DeBlois

Design-Build of the EOC/E911 Building

WORK SESSION – JUNE 16, 2022

Background

- ❖ The citizens of Dawson County voted to pass SPLOST VII on March 16, 2021.
- ❖ This SPLOST holds a Level 2- Countywide project which is the new Emergency Operations Center/E911 building and radio system upgrade, with a combined \$8,500,000.00 budget.
- ❖ The portions of the SPLOST VII designated towards the center is \$5,500,000.00, which have been collected.

Limited Subsurface Investigation (LSI)

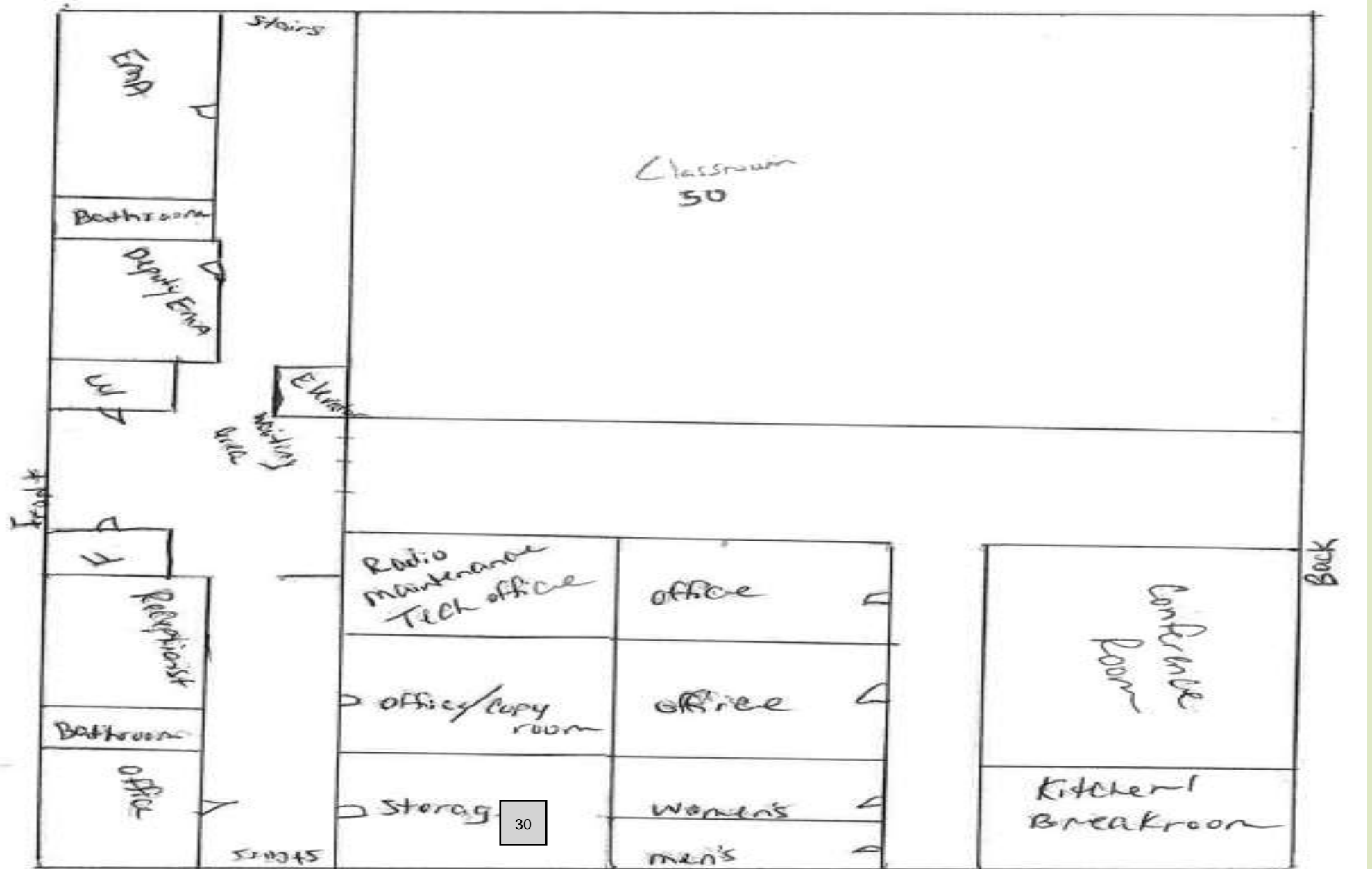
- ❖ Mill Creek Environmental completed a desk top review and issued a Site Health and Safety Plan stating that the County would be at moderate risk in developing the old Facilities/Fleet building site. No issues were found during testing to preclude site from use for the E911/EOC building

- ❖ Mill Creek Environmental completed a LSI on the former Maintenance/Fleet Building property including but, not limited to:
 - Completed 4 soil borings (2 soil samplings per boring) to assess soil and groundwater conditions
 - Borings was drilled to a depth of 30 feet below ground surface
 - The LSI experienced the same result as the desk top review, the County would be at moderate risk in developing the old Facilities/Fleet building site

What's Next?

- ❖ The Emergency Services and the Sheriff's Office staff have visited a few sites that near the needs of the County but, with different layouts for comparison.
- ❖ Each Department have compiled a layout of the respective floors and a list of needed equipment.
- ❖ Receive permission from the BOC to release an RFP for the Design Build of the Facility and budget for the project.

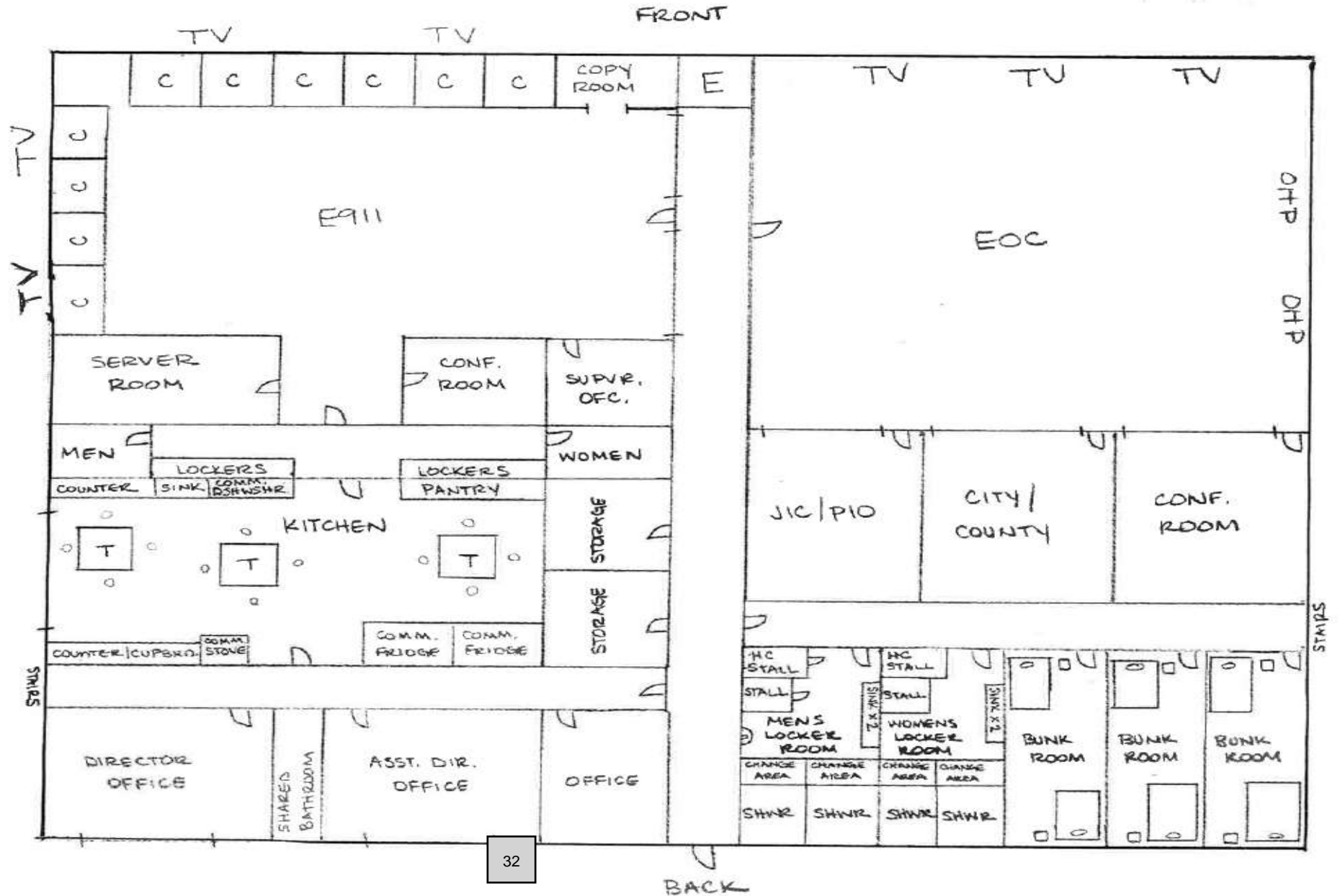
EOC Design Plan



EOC Draft Contents List

- Office Furniture
- Student Desks/Monitors/Chairs
- Interactive Whiteboard
- TVs to Monitor Weather
- Kitchen/Breakroom Furniture/Supplies
- Copier

E911 Design Plan



E911 Draft Contents List

- Office Furniture
- New Consoles, Including Monitors
- Commercial Kitchen, Supplies
- TVs to Monitor Weather
- Server Room
- Bunk Room (Men and Women)
- Security System with Key Card Access, Security Gate for E911 Parking Lot, Cameras
- GCIC Console
- Bathrooms
- Conference Room
- Copier

Staff Recommendation

Staff respectfully requests the Board to approve for Purchasing to release an RFP to Design Build the E911/EOC building, using SPLOST VII Funds.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Administration for Public Works

Work Session: June 16, 2022

Prepared By: David Headley

Voting Session: June 16, 2022

Presenter: David Headley

Public Hearing: Yes No

Agenda Item Title: Presentation of Request for a Public Works Special Projects Coordinator Position

Background Information:

The state determines urbanized areas throughout the state. Under this program, there are mandates required of local governments to meet water quality standards within these designated areas. These requirements will require full-time monitoring, data collection and timely submittals to the state. Each year, the state has the option to increase designated urbanized areas that could encompass an entire county. Program development will need to be established by Dawson County to meet future demands.

Current Information:

This position, a special projects coordinator, will assist the Public Works director with the MS4 management program, as well as project management for capital and SPLOST-assigned projects. The special projects coordinator will plan, coordinate, implement and oversee the county's stormwater quality management program.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: David Headley

Date: 6-8-2022

Finance Dept. Authorization: Vickie Neikirk

Date: 6/9/22

County Manager Authorization: David Headley

Date: 6-8-2022

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

SPECIAL PROJECTS COORDINATOR I

DAWSON COUNTY PUBLIC WORKS

Full-Time/Hourly/Non-Exempt

\$26.56/Hour (\$55,277.00 annually) Total Benefits Salary: \$80,015.85

JOB SUMMARY

This position will assist the Public Works Director with the MS4 Management Program as well as project management for capital, SPLOST-assigned projects. The Special Projects Coordinator plans, coordinates, implements, and oversees the county's stormwater quality management program; ensures county compliance with its federal and state mandated municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit and other federal, state, and local regulations regarding stormwater and surface water quality. Work involves administration and enforcement of county construction and development codes and ordinances. Additionally, the position will assist with project design, development, and supervision of new construction and construction improvements in Dawson County. Responsibilities include oversight on development projects within the county, serving as a liaison to local, regional, and state governmental agencies, as well as to county property owners and the general public. This position will offer the candidate the availability to grow in position through approved education and certification, to a level II and III position.

ESSENTIAL DUTIES

- Plans, coordinates, implements, and oversees the county's Stormwater Management Program (MS4) and related programs, projects, and initiatives.
- Ensures Municipal Separate Storm Sewer (MS4) area compliance with requirements; researches and interprets proposed environmental legislation, lawsuits, and actions by other municipalities for potential impact to county-wide programs and policies.
- Investigates and schedules response or responds to citizen requests and complaints pertaining to stormwater regulations; determines and implements corrective action; may issue notice of violations and/or citations as required to enforce storm water regulations.
- Tracks and monitors all post-construction treatment devices installed in the County MS4 area; develops educational material regarding maintenance of the device and annual reminders to all owners of the devices; coordinates follow-up inspections and enforcement actions as needed; researches and reviews new methods and technologies for mitigating storm water runoff.
- Works with county officials and staff to establish scope of road infrastructure projects for development and construction. Develops and implements projects through completion of construction.
- Supervises, inspects, and evaluates work performed by developers and contractors on in-progress, county-funded and SPLOST-funded projects; ensures work meets specifications and complies with ordinances; communicates with developers and contractors regarding construction problems; amends construction plans and specifications; and updates supervisors as required.

- Reviews construction drawings and bid documents; meets with contractors, architects, and engineers to develop specification on projects and resolve problems concerning compliances with construction codes, regulations, and general engineering principles.
- Provides technical information and assistance to contractors, county staff and the general public pertaining to projects within his or her supervision.
- Conducts special investigations related to traffic, hydrology, and capital improvements.
- Attends commission meetings as needed and advises the Board on Public Works matters, as requested.
- Maintains and updates professional knowledge; reads new laws affecting work and standards; attends training programs, seminars, workshops, and meetings as necessary or required.
- Performs other related duties as required.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Proper road construction.
- Proper ditching and pipe-laying procedures.
- County and department policies and procedures.
- Local building codes and ordinances and relevant state and federal laws.
- Basic principles of civil engineering.
- Principles and techniques of project management.
- Site development standards, road construction details, and be able to demonstrate an understanding of construction drawings and cartography.
- Georgia Department of Transportation specifications and a working knowledge of the state M.U.T.C.D manual.
- State laws, local ordinances, and trade codes governing traffic, and structural engineering and the construction process and ability to interpret such.
- County geography, including the location of roads, streets, subdivisions, and zoned areas.
- Work methods, practices, and techniques in civil and traffic engineering, hydraulic, and detention basin design, development permits, road and site construction, maintenance and performance bonds, soil erosion control methods and requirements and other practices and procedures as related to engineering functions.
- Basic office computer software.

SKILLED IN:

- Storm water management
- Supervision of infrastructure projects

- Civil Engineering Principals
- Achieving proper grade and compaction
- Reading plats and maps
- Verbal and written communication
- Plan review
- Time management skills with a proven ability to meet deadlines

ABILITY TO:

- Read and interpret blueprints, maps, survey notes and other records typically associated with construction and land development.
- Perform deed and title research.
- Plan/construction review.
- Develop bid specifications and work with county staff to develop bid documents.
- Operate a printer and map reproduction machines.
- Compile simple engineering data and statistics.
- Interpret maps.
- Organize and manage multiple projects and priorities.
- Review, understand, and interpret design drawings, site plans, construction specifications, cost estimates, engineering plans, maps, plats, surveys, and contracts documents to determine compliance with county ordinances and policies.
- Comprehend and apply advanced mathematical principles.

GUIDELINES

County ordinances, construction plans, relevant state laws, SPLOST state laws, zoning regulations, and standard codes for road construction. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY

The work consists of varied project management duties. The variety and number of codes that are to be followed and the need to interpret them for county staff, contractors, and the public contribute to the complexity of the work.

CONTACTS

- Contacts are typically with co-workers, other county employees, builders, general contractors, property owners, business owner, developers, attorneys, local elected officials, architects, design professionals, law enforcement, federal and state officials, surveyors, engineers, and the general public.
- Contacts are typically given and exchange information, motivate personnel, resolve problems, provide services, negotiate and settle matters.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to ensure professional project management of infrastructure projects are met, as well as to proactively provide expertise to local governmental entities and the general public.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 10 pounds regularly and up to 30 pounds occasionally, use tools or equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

Environmental Factors: The work is typically performed in an office and outdoors, where the employee may be exposed to noise, dust, dirt, and inclement weather. Some work may require the use of protective devices such as mask, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Director of Public Works assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final result.

MINIMUM QUALIFICATIONS

- MS4 Stormwater Inspector Certification or ability to acquire within one year.
- Soil and Erosion Control Certification or ability to acquire within a reasonable time frame.
- Five years of experience in project management and construction monitoring as related to infrastructure improvements, primarily in drainage, utilities installation, and roadway design preferred.
- Associates degree or higher degree of learning in a related field preferred; or any equivalent of education and experience that provides the minimum level of qualifications stated above.
- Experience with MS-4 stormwater monitoring and reporting a plus.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated and must maintain a satisfactory driving record.
- Applicant must be able to pass a Background Check and Drug Screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____

**STORMWATER MS4 MANAGER / INSPECTOR-New Position
(MS4 AREA ONLY)**

1) Public Outreach and Education

- * School Presentations / Activity Books
- * Trunk or Treat
- * Adopt a Mile
- * Dawson County Recycling Program
- * Facebook Posts (Weekly)
- * Dawson County Webpage Updates

2) Public Involvement

- * Tire Amnesty Day Program
- * Shore Sweep Program
- * Rivers Alive Clean Up
- * Electronic Recycling Permit
- * Storm Drain Stenciling

3) Illicit Discharge and Elimination

- * Locate, Categorize & Document points of Illicit Discharge
- * Label, Categorize & Evaluate all Catch Basins, Inlets, Flumes, Junction Boxes and ditches
- * Once identified, Inspect and Evaluate each storm structure on a by-yearly basis
- * Provide & Track Public Reporting of IDDE
- * IDDE Form Provided on Dawson County Website for reporting & tracking
- * Locate, Identify and Evaluate all Outfalls
- * Locate & Identify all County Roads containing Outfalls
- * Provide Outfall Screening & Sampling

4) Construction Site Discharge Controls

- All Commercial Sites within MS4 Area
- All Major Residential Developments within MS4 Area
- All Minor Residential Developments within MS4 Area
- * other residential developments are the responsibility of Planning

5) Post Construction Controls for New Developments

- * Provide Monitoring of all Community Service Roads
- * Provide reports pertaining to County & Public Involvement relating to MS4 Housekeeping
- * Enforce requirements through regular inspections
- * Continue awareness programs with HOA's & Commercial MGT Companies

6) Good House Keeping & Pollution Prevention

- * Provide Public Reporting System IDDE
- * Track all IDDE Complaints & provide explanation of process used for resolution & compliance
- * Inventory & Inspections of County owned facilities
- * Monitor problematic areas
- * Monitor Webpage Activity

STORMWATER MS4 INSPECTOR
(Will be required if MS4 Area Increases)

1) Illicit Discharge and Elimination

- * Locate, Categorize & Document points of Illicit Discharge
- * Label, Categorize & Evaluate all Catch Basins, Inlets, Flumes, Junction Boxes and ditches
- * Once identified, Inspect and Evaluate each storm structure on a by-yearly basis
- * Provide & Track Public Reporting of IDDE
- * IDDE Form Provided on Dawson County Website for reporting & tracking
- * Locate, Identify and Evaluate all Outfalls
- * Locate & Identify all County Roads containing Outfalls
- * Provide Outfall Screening & Sampling

2) Construction Site Discharge Controls

- All Commercial Sites within MS4 Area
- All Major Residential Developments within MS4 Area
- All Minor Residential Developments within MS4 Area
- * other residential developments are the responsibility of Planning

3) Post Construction Controls for New Developments

- * Provide Monitoring of all Community Service Roads
- * Provide reports pertaining to County & Public Involvement relating to MS4 Housekeeping
- * Enforce requirements through regular inspections

4) Good House Keeping & Pollution Prevention

- * Trall all IDDE Complaints & provide explanation of process used for resolution & compliance
- * Inventory & Inspections of County owned facilities
- * Monitor problematic areas

Responsibilities for Inspections and Reporting (EPD Compliance) outside the MS4 Area will need to be determined. If this responsibility falls to PW, additional review and inspection staff will be needed.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **06.16.22**

Prepared By: **Danny Thompson**

Voting Session: **07.07.22**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

Agenda Item Title: **ESO Software Program request**

Background Information:

Dawson County Fire/EMS has utilized the software program "Firehouse" for over a decade. Over the years this program has experienced upgrades, and the current version we use is a cloud-based system. ESO purchased the rights to Firehouse in 2021 and advised all clients that they would stop servicing the software program once a suitable replacement was designed. As of late 2021, ESO designed a web-based version that meets National Fire Incident Reporting System (NFIRS) requirements.

Current Information:

We currently utilize ESO, patient care reporting system (PCR). We are looking to stay with ESO as a sole source provider for not only our PCR but NFIRS, asset inventory, truck maintenance, inspections, pre-plans, arson investigations and Fire/EMS online training. The total cost for everything is \$37,434.05 annually. We need to proceed with the changeover so we can begin the migration process of all our existing data. We are asking for approval of \$22,202.68 for the remainder of this to start the transition. The transition is expected to take approximately 90 days, at which point all employees will have training on the new version. We have had the software program reviewed by IT and have its approval with the newer system.

Budget Information: Applicable: _____ Not Applicable: _____ Budgeted: Yes _____ No **X**

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve agenda item

Department Head Authorization: **FDI**

Date: _____

Finance Dept. Authorization: **Vickie Neikirk**

Date: **6/6/22**

County Manager Authorization: _____

Date: _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

VN- If approved, budget for this would come from GF fund balance in FY 22 and then be a budgeted item each year following.



Quote Date: 05/18/2022
 Customer Name: Dawson County Emergency Services
 Quote #: Q-68355
 Quote Expiration date: 08/16/2022
 ESO Account Manager: Max Gehman

CUSTOMER CONTACT

Customer Dawson County Emergency Services
 Name Dawn Phillips
 Email dphillips@dawsoncounty.org
 Phone 706-344-3666 ext 44501

BILLING CONTACT

Payor Dawson County Emergency Services
 Name Dawn Phillips
 Address 393 Memory Lane
 Dawsonville GA, 30534
 Email dphillips@dawsoncounty.org
 Billing Frequency Annual
 Phone 706-344-3666 ext 44501
 Initial Term 12 months

Special Terms and Notes:

Notwithstanding anything to the contrary in this Quote, the Terms and Conditions or any other agreement between the parties, the following shall apply:

- 1) Customer and ESO intend and agree that this Quote adopts and incorporates the terms and conditions of the MSLA as amended by the Addendum to MSLA (1219166-R03) (the 'Agreement') executed by the parties on February 19, 2019.
- 2) The initial Term shall begin on June 1st, 2022. 100% of the One-time Fees shall be invoiced on or about Effective Date and annual Recurring Fees shall be invoiced on a prorata basis through September 30th, 2022. Thereafter, 100% of the annual Recurring Fees shall be due on October 1st, 2022 (Subscription Start Date) and on its 12-month anniversary for any renewal terms.

Fire RMS Bundle

Product	Price	Discount	Total	Fee Type
FIRE RMS Bundle	\$16,999.00	(\$849.95)	\$16,149.05	Recurring
RMS Bundle - ESO Fire Incidents RMS Bundle - ESO Inspections RMS Bundle - ESO Properties RMS Bundle - Personnel Management RMS Bundle - ESO Hydrants RMS Bundle - ESO Activities				

On Demand Learning

Product	Volume	Price	Discount	Total	Fee Type
On Demand Learning	100 Employees	\$3,495.00	(\$0.00)	\$3,495.00	Recurring

Asset Management/Checklist

Product	Volume	Price	Discount	Total	Fee Type
Assets-Checklist Bundle	24 Vehicles	\$5,995.00	(\$0.00)	\$5,995.00	Recurring
Asset Management and Checklist - Training and Implementation	24 Vehicles	\$1,495.00	(\$1,495.00)	\$0.00	One-time

Fire

Product	Volume	Price	Discount	Total	Fee Type
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*Additional fees may be applied by Customer's billing or CAD vendor. 44 certain integrations or interfaces, and Customer is encouraged to discuss this with the applicable vendor.



Quote Date: 05/18/2022
 Customer Name: Dawson County Emergency Services
 Quote #: Q-68355
 Quote Expiration date: 08/16/2022
 ESO Account Manager: Max Gehman

Fire Incidents CAD Integration	5500 Incidents	\$2,495.00	(\$0.00)	\$2,495.00	Recurring
Fire Incidents NFIRS Data Import	5500 Incidents	\$3,995.00	(\$3,995.00)	\$0.00	One-time
Properties/Inspections Data Import	6 Stations	\$1,970.00	(\$1,970.00)	\$0.00	One-time
Fire Setup & Online Training	1 Sessions	\$595.00	(\$595.00)	\$0.00	One-time

Education

Product	Volume	Price	Discount	Total	Fee Type
EMS1 & FireRescue1 Academy with ESO Integration	100 Employees	\$9,300.00	(\$0.00)	\$9,300.00	Recurring

Total Recurring Fees	\$	38,284.00
Total One-Time Fees	\$	8,055.00
Discounts	\$	(8,904.95)
TOTAL FEES	\$	37,434.05



Quote Date: 05/18/2022
 Customer Name: Dawson County Emergency Services
 Quote #: Q-68355
 Quote Expiration date: 08/16/2022
 ESO Account Manager: Max Gehman

TERMS AND CONDITIONS:

1. If the Customer indicated above has an ESO Master Subscription and License Agreement (MSLA) dated on or after February 20, 2017, then that MSLA will govern this Quote. **Otherwise, Customer intends and agrees that this Quote adopts and incorporates the terms and conditions of the MSLA and associated HIPAA business associate agreement hosted at the following web address, and that the products and services ordered above are subject thereto:**

<https://www.eso.com/legal-terms/>

2. The Effective Date of this Quote shall be the final date of signature.

3. Customer shall be responsible for the payment of all Fees listed herein. If Customer has elected to use a Third Party Payor (as indicated above as Payor) and such party has executed an appropriate agreement with ESO, ESO shall accept payment of Fees from such Third Party Payor.

Dawson County Emergency Services

Signature: _____

Print Name: _____

Title: _____

Date: _____

For Fire, Personnel Management, On Demand Learning, Asset Management/Checklist, Education, the following payment terms apply:
 Fees are invoiced at the Billing Frequency 15 days after the Effective Date, with recurring fees due on the anniversary.



Quote Date: 05/18/2022
Customer Name: Dawson County Emergency Services
Quote #: Q-68355
Quote Expiration date: 08/16/2022
ESO Account Manager: Max Gehman

On Demand Learning

Product	Description
On Demand Learning	Unlimited, online training for all ESO products.

Education

Product	Description
EMS1 & FireRescue1 Academy with ESO Integration	Track and report training and access to accredited CAPCE and NFPA standards online courses, with ESO integration.



Quote Date: 05/18/2022
Customer Name: Dawson County Emergency Services
Quote #: Q-68355
Quote valid until: 08/16/2022
ESO Account Manager: Max Gehman

Please fill in your contact information below:

	Name	Email	Phone
Primary Business Contact			
Invoicing Contact			
Legal Contact			
Software Administrator Contact			
Privacy HIPAA Contact			
Tax Exempt	YES OR NO	If YES, return Exempt Certificate with Agreement	
Purchase Order Required?	YES OR NO	If YES, return PO with Agreement	

Please email the signed sales order to legal@eso.com and your sales representative.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning and Development

Work Session: 06-16-22

Prepared By: S.O. Farrell, Director

Voting Session: 06-16-22

Presenter: S.O. Farrell

Public Hearing: NO

Agenda Item Title: Presentation of title and grade change for the Administrative Assistant to *Development Services Office Manager*, to a paygrade of 117.

Background Information:

The position requires a working knowledge of land use, permitting, impact fee collection, budgeting and staffing. This is not a supervisory classification but is expected to perform leadership activities. Successful performance influences the efficient operation of the department. Over the years the responsibilities have expanded, yet the job description was not amended to reflect the degree of difficulty.

Current Information:

Work involves coordinating the receipt and review of Impact Fees, ensuring compliance with applicable policies and collection. The lead liaison with IT and the permit software vendor. Lead customer service in permitting and research. Works under limited supervision, with considerable latitude for independent judgment.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: *S.O. Farrell*

Date: 5/25/2022

Finance Dept. Authorization: *Vickie Nubert*

Date: *6/8/22*

County Manager Authorization: *DW*

Date: *6/8/22*

County Attorney Authorization: n/a

Date: _____

Comments/Attachments:

Organizational Chart; job description



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

DEVELOPMENT SERVICES OFFICE MANAGER

DAWSON COUNTY PLANNING AND DEVELOPMENT

Full-Time/Hourly/Non-Exempt

\$22.96 - \$35.61 Hourly

JOB SUMMARY

The Development Services Office Manager is responsible for providing staff direction and support in addition to specialized duties relating to management support. The office manager provides staff a direct contact point for software training, records management, staff assistance, and customer conflict resolution. The office manager provides service to the public, developers, contractors, engineers, and other customers in person and over the telephone. This is not a supervisory classification but may be expected to perform leadership activities as required.

ESSENTIAL DUTIES

- Budgets, summaries, and analyses as requested by the Director.
- Tracks and checks Impact Fees collected with building permits.
- Coordinates permitting software updates and staff training.
- Liaison to IT and software vendor for permitting and land use software.
- Responsible for Compliance with the Georgia Records Act,
- Serves as Records Management coordinator for the Department.
- Monitors off-site records.
- Responds to inquiries, requests, questions and problems from the Director, or other government agencies and departments.
- Coordinates payroll completion and submittal
- End of month reporting of department activities
- Tracks County vehicle maintenance and service.
- Processes department invoices; Orders and purchases office supplies and uniforms
- Creation of forms and the maintaining of departmental forms and files on line.
- Responds to telephone and in-office inquires related to permits, applications, plan review, soil erosion, property maps, and other matters, as needed.
- Transmits reports to U.S. Census Bureau.
- Accumulates, validates, and maintains departmental records including case files, permits, plans.
- Conforms with state record retention requirements by digitally formatting, maintaining, and purging records.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- Building, urban planning, and engineering terminology and general practices.
- Basic municipal finance operations and procedures.
- Records management procedures.
- Building inspection requirements.
- Dawson County Impact Fee Ordinance
- State of Georgia Retention Schedules.
- Microsoft Office products and other relevant technologies i.e., Energov.

SKILLED IN:

- Organization; establishing and maintaining records.
- Handling high volume of complex work; preparing a variety of material and prioritizing work load.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with co-workers, management, contractors, vendors and the general public.
- Performing mathematical and accounting calculations.

ABILITY TO:

- Operate a variety of standard office equipment including a computer terminal, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.
- Communicate effectively and courteously with the public, both verbally and in writing.
- Tactfully deal with upset customers, including those that may have limited or no knowledge of the building industry and its requirements.
- Proficiently perform computerized word processing, comprehension, summarizing, and writing/editing.
- Establish and maintain effective working relationships with County staff and the general public

COMPLEXITY

The work consists of related technical and administrative duties. The volume of duties performed and time constraints contribute to the complexity of the work.

CONTACTS

- Contacts are typically co-workers, other county employees, managers, builders, land use planners, contractors and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide administrative support for the department in the areas of budget management, impact fee collection, records management, permitting and service to the public, developers, contractors, engineers, and other customers.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The work is typically performed in office settings. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This is not a supervisory classification but may be expected to perform leadership activities as required. Successful performance influences the efficient operation of the department. The Office Manager with oversight of the Planning Director coordinates work in terms of general instructions.

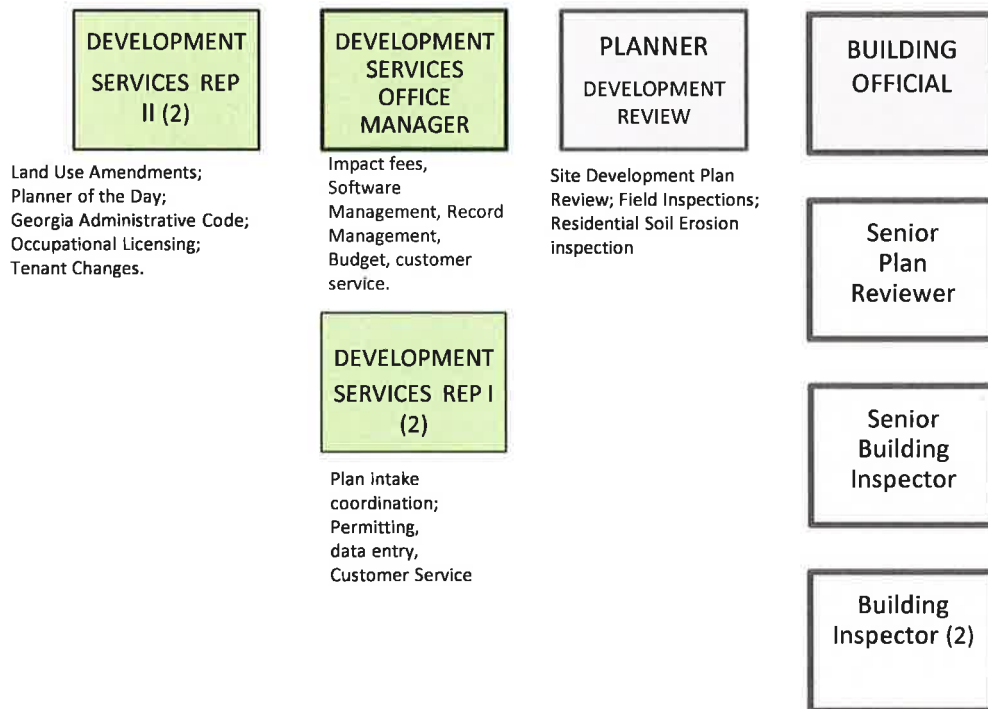
MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must possess an Associate's Degree plus a minimum of four years' experience in a related field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position.
- Specialized training in the field of work, in addition to basic skills typically associated with an associate degree in a related field preferred.
- Excellent verbal and written communication skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Microsoft Office proficient; Energov Permitting software (or equivalent)
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PLANNING & DEVELOPMENT

Director



Organizational Chart
June 2022



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning and Development

Work Session: 06-16-22

Prepared By: S.O. Farrell, Director

Voting Session: 06-16-22

Presenter: S.O. Farrell

Public Hearing: NO

Agenda Item Title: Presentation of title and grade change for the *Business License Technician to Development Services Representative II*, to a paygrade of 116.

Background Information:

In 2006, when the position was created the issuance of a Business License was not as complex nor did the county have the type businesses that require compliance with the state administrative codes. The position requires a working knowledge of current business status regarding legality of operating in Dawson County, i.e., land use regulations; conditional uses and violations; development activities; utility use; fire safety inspections, tenant changes, distance requirements and confidentiality of information.

Current Information:

Work involves coordinating the receipt and review of license applications; ensuring compliance with applicable policies, zoning, Georgia Administrative codes, and statutes. Works under limited supervision, with considerable latitude for independent judgment.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: *S.O. Farrell*

Date: 5/25/2022

Finance Dept. Authorization: *Licki Nerub*

Date: *4/8/22*

County Manager Authorization: *DAF*

Date: *4/8/22*

County Attorney Authorization: n/a

Date: _____

Comments/Attachments:

Organizational Chart; job description



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

DEVELOPMENT SERVICES REPRESENTATIVE II
DAWSON COUNTY PLANNING AND DEVELOPMENT

Full-Time/Hourly/Non-Exempt
\$21.86 - \$33.92 Hourly
\$45,476.00 - \$70,549.00 Annually

JOB SUMMARY

Provide technical information and assistance to the public, professionals, elected and appointed officials. Communicate effectively and courteously with the public, both verbally and in writing. Provides customer service to business owners, developers, contractors, surveyors, attorneys and others in person, over the telephone, and via the internet. A person in this position is assigned to perform duties in the Land Use Amendment processing or Occupational Licensing service category.

ESSENTIAL DUTIES – LAND USE AMENDMENTS

- Learn, explain, and enforce: policies, procedures, and functions of the Land Use Amendment section.
- Understand and utilize the Dawson County Land Use Code.
- Receives and processes zoning and variance applications.
- Prepares and distributes information packets to internal departments as well as Planning Commission, Board of Commissioners, and others as directed.
- Reviews case applications to ensure completeness and accuracy.
- Coordinates and tracks the exchange of information between other departments and agencies.
- Staff liaison to the Dawson County Planning Commission.
- Creates staff reports for variance requests.
- Attends Planning Commission meetings and records and distributes meeting minutes.
- Provides notification to applicants of Planning Commission decisions.
- Advises the general public regarding the development and zoning processes.
- Provides information to the public regarding applications, either by telephone or in person.
- Issues Zoning Conformance Letters
- Prepares reports as needed.
- Assists the Planning Director with special projects and analyses as requested.
- Assists in the issuance of occupational licenses as necessary.
- Maintains all land use amendment files.
- Complete required International Code Council ICC training.
- Answers telephones as needed.
- Performs other related duties as assigned.

ESSENTIAL DUTIES – OCCUPATIONAL LICENSING

- Interpret and enforce occupational revenue/license ordinances.
- Ensure the county maintains compliance with the Georgia Immigration Reform Act.
- Updates County business records concerning business locations and licensing status.
- Researches records to determine compliance with licensing regulations;
- or to resolve disputes with business owners.
- Identifies businesses that have not obtained proper licensing.
- Prepares routine correspondence to customers concerning their business licensing.
- Assists customers in person and on the telephone with license and fee inquiries.

- Works in partnership with the Georgia Department of Revenue License Compliance; and
- the Georgia Secretary of State's Office
- Learn and explain occupational tax and regulatory codes.
- Learn, explain, and enforce: policies, procedures, and functions of the Occupational Licensing section.
- Understand and utilize the Dawson County Land Use Code.
- Read County maps and understand zoning identification.
- Effectively and courteously communicate with the public both verbally and in writing often under stressful circumstances.
- Comprehend and make inferences from written material and verbal and/or written instructions.
- Make mathematical calculations and draw logical conclusions.
- Provide thoughtful and thorough analysis.
- Assists in the processing of land use amendments as necessary.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Proficiently use electronic communication and have good comprehension, summarizing and writing/editing skills.
- Complete required Georgia Association of Business Tax Officials training.
- Reviews applications to ensure completeness and accuracy.
- Coordinates and tracks the exchange of information between other departments and agencies.
- Assists the Planning and Development Director with special projects and analyses as requested.
- Input data into and maintain licensing software.

KNOWLEDGE/ SKILLS / ABILITY

Knowledge:

Land Use, Building, and engineering terminology and practices.
 Basic knowledge of site plans, construction drawings, and surveys.
 Dawson County Land Use regulations.
 Microsoft Office products and other relevant technologies.

Skills:

Tactfully deal with upset customers, including those that may have limited knowledge of the building industry and its requirements.
 Proficiently perform computerized word processing, comprehension, summarizing, and writing/editing.
 Research and enforce the Georgia Administrative Code
 Make mathematical calculations and draw logical conclusions.
 Establish and maintain effective working relationships with County staff and the general public.

ESSENTIAL FUNCTIONS:

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:
 Responds to questions about County ordinances and policies.
 Communicates with and assists the public in submittal requirements.
 Calculates fees, accepts and receives payments owed to the County.
 Retrieves, inputs, and monitors data and history by accessing numerous databases.
 Supports other staff members and, as a team player, assists other personnel as needed.
 Reviews submittals for completeness: Receives and reviews digital and paper documents
 Researches history of properties for past users, zoning history, easements and recorded documents.
 Prepares and scans documents for public internet access.

COMPLEXITY

The work consists of related technical and organizational duties. The number of state and local guidelines to be followed contributes to the complexity of the work. Guidelines include the county ordinances, department policies and procedures, building and construction codes, zoning regulations, land use law, and relevant state and

federal laws. These guidelines are generally clear and specific, but may require some interpretation in application.

CONTACTS

Contacts are typically co-workers, other county employees, surveyors, builders, contractors and the public. Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to review permit applications and issue permits and business licenses. Successful performance contributes to the efficient operation of the department.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The work is typically performed in office settings. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This job classification is non-supervisory.

The Development Services Representative II is the second level in the Development Services Representative class series. This classification is distinguished from the Development Services Representative I in that a person in this position will have achieved certification from the International Code Council (ICC) as a Permit Technician, and Level 1A GSWCC certification, have customer service contact experience and be able to perform additional duties as outlined.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

Education and Experience: Applicant must possess a high school diploma or GED equivalent plus a minimum of two years' experience in a related field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position. One year experience in permitting processes or one year experience in technical and/or customer support preferably in construction, architecture, engineering or planning, including high volume public contact.

Preferred: Experience in a municipal or government setting.

Licensing, Certifications and Other Requirements: possess the International Code Council (ICC) Permit Technician certification or ability to obtain one within one year.

Preferred: Associates Degree

Other pertinent licenses and/or certifications may be required of some positions depending on services assignment.

Planning & Development

POS #	GRADE	Min	Max	POSITION	Occupant	Request	#
7410-009	14	19.83	30.76	Zoning Administrator	Gee	Title & Grade Change	1
	16	21.86	33.92	DEVELOPMENT SERVICES REP II			
7410-010	11	17.13	26.58	Admin Assistant	vacant	Title & Grade Change	2
	17	22.96	35.61	DEVELOPMENT SERVICES OFFICE MANAGER			
7410-013	8	14.80	22.96	Business License Technician	vacant	Title & Grade Change	3
	16	21.86	33.92	DEVELOPMENT SERVICES REP II			
7410-011				Permit Specialist	Edwards	Title Change	4
				DEVELOPMENT SERVICES REP I			
7410-012				Permit Specialist	Honn	Title Change	5
				DEVELOPMENT SERVICES REP I			

**AGREEMENT REGARDING EXCHANGE OF RIGHT-OF-WAY
OR INTERESTS IN LAND**

This Agreement is entered into as of the ____ day of _____, 2022, by and between **DAWSON COUNTY, GEORGIA**, a political subdivision of the State of Georgia (hereinafter referred to as “Dawson County”), on the one hand, and **ROCKY PHILLIPS HUGHES, KAREN G. HUGHES, and BGH1 PROPERTIES, LLC**, a Georgia limited liability company (hereinafter collectively referred to as “Owner”). Dawson County and Owner may be referred to herein individually as a “Party” or collectively as the “Parties.”

The purpose of this Agreement is to set forth the responsibilities and obligations of each party as such concern the exchange of certain properties or interests for right-of-way purposes:

W I T N E S S E T H:

WHEREAS, Dawson County is required to realign a section of Thompson Creek Park Road (the “Project”) in conjunction with an intersection improvement project to be completed by the Georgia Department of Transportation (i.e., SR 53 @ Dawson Forest Road Roundabout Project); and

WHEREAS, such realignment of Thompson Creek Park Road will utilize a portion of Owner's property (the “New Right-of-Way”) as depicted and as described in Exhibit “A,” attached hereto and incorporated herein by reference; and

WHEREAS, O.C.G.A. Section 32-3-3(b) authorizes Counties to enter into agreements with private persons for the exchange of real property or interests for public road purposes where: 1) the exchange serves the best interest of the public; and 2) the right-of-way or interest to be acquired by the County is shown by appraisal to equal or exceed in value the right-of-way or interest to be alienated by the County; and

WHEREAS, Dawson County, in exchange for the New Right-of-Way, together with any and all temporary and permanent easements required for the Project as shown on the attached Exhibit “A,” will transfer to Owner its interest in that area of Thompson Creek Park Road being replaced by the realignment (the “Exchange Property”) as depicted and as described in Exhibit “B,” which Exchange Property will, upon realignment of Thompson Creek Park Road, no longer serve any public interest; and

WHEREAS, Owner owns all real property abutting the Exchange Property.

NOW, THEREFORE, it is agreed by and between Dawson County and Owner as follows:

**ARTICLE I.
EXCHANGE OF PROPERTY**

The Parties agree that pursuant to O.C.G.A. Section 32-3-3(b):

- (1) Within thirty (30) days of the date of approval of this Agreement by the Dawson County Board of Commissioners, Owner shall properly execute and deliver a right-

of-way deed to Dawson County for the New Right-of-Way (substantially in the form attached marked Exhibit “C”), together with any and all permanent easements and temporary construction easements required for the Project (substantially in the forms attached marked Exhibits “D” and “E,” respectively) as shown on the attached Exhibit “A”; and

- (2) Upon completion of the Project, Dawson County shall properly execute and deliver a quitclaim deed transferring the Exchange Property to Owner (substantially in the form attached marked Exhibit “F”).

Dawson County's obligations under this Article shall be contingent upon Owner's performance of its obligations under this Article. The approval of this Agreement by the Board of Commissioners shall authorize the Chairman of the Board of Commissioners to execute all documents necessary to close this transaction.

ARTICLE II. MISCELLANEOUS

Section 2.1. Assignment. Neither party shall, without written consent of the other party, assign or transfer this Agreement or any rights or obligations hereunder.

Section 2.2. Amendment. The terms of this Agreement shall not be altered, amended, or modified except in writing signed by duly authorized officers or representatives of the parties.

Section 2.3. Construction of Agreement. This Agreement shall be construed under the laws of the State of Georgia.

Section 2.4. Severability. If any paragraph, subparagraph, sentence, clause, phrase, or any portion of this Agreement shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to effect the portions of this Agreement not held to be invalid. It is hereby declared to be the intent of the parties to provide for separable and divisible parts, and they do hereby adopt any and all parts hereof as may not be held invalid for any reason.

Section 2.5. Notice.

Any notice of communications hereunder shall be in writing and shall be deemed to have been delivered when deposited in the United States mail, registered or certified, addressed as follows:

Owner:

BGH1 Properties, LLC
Attn: Billy G. Hughes, III
33 Parkside Circle
Dawsonville, GA 30534

Rocky Phillips Hughes
224 Thompson Creek Park Rd
Dawsonville, GA 30534

Karen G. Hughes
441 Herman Sosebee Rd
Dawsonville, GA 30534

Dawson County:

Public Works Director
Dawson County Public Works
60 Transportation Lane
Dawsonville, GA 30534

Copy to:

Jeffrey M. Strickland, Esq.
Jarrard & Davis, LLP
222 Webb Street
Cumming, GA 30040

Or to such other address as either party may designate for itself by written notice to the other party from time to time.

Section 2.6. No Third-Party Rights. This Agreement shall be exclusively for the benefit of Owner and Dawson County and shall not provide any third parties with any remedy, claim, liability, reimbursement, cause of action, or other right.

Section 2.7. Uncontrollable Circumstance. The performance of either party hereunder shall be excused if such party is reasonably precluded from performance by the occurrence of an Uncontrollable Circumstances, which shall be defined as follows: Any act, event, or condition, or any combination thereof, that is beyond the reasonable control of the party relying on the same and that materially interferes with the performance of the party's obligations, to include, but not

be limited to, (a) acts of God; (b) fire, flood, hurricane, tornado, and earthquakes; (c) the failure of any utility provider to provide and maintain utility services through no fault of the party; and (d) the preemption, confiscation, diversion, destruction, or other interference in possession or performance or supply of materials or services, by or on behalf of, or with the authority of, a governmental body in connection with a declared or asserted public emergency or any condemnation or other taking by eminent domain or similar action of any portion of any property described in Exhibit "A" or Exhibit "B" by an entity other than one of the parties.

A party relying on the occurrence of an Uncontrollable Circumstance as an excuse for non-performance shall as soon as is reasonably possible upon becoming aware of such an event and its consequences notify the other party of the occurrence of such event and its consequences and shall take all reasonable efforts to eliminate the cause of such non-performance and to resume full performance in accordance with this Agreement.

Section 2.8. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original. It shall not be necessary that each signatory sign the name counterpart as long as each has signed an identical counterpart.

Section 2.9. Authority to Enter Agreement. Each of the individuals who execute this Agreement agree and represent that he is authorized to execute this Agreement on behalf of the respective entity. Accordingly, Dawson County and Owner both waive and release any right to contest the enforceability of this Agreement based upon the execution and/or approval thereof.

Section 2.10. Time of the Essence. Time is of the essence of this Agreement.

[remainder of this page intentionally left blank]

[signature page follows]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed under seal as of the date first written above.

OWNER:

BGH1 PROPERTIES, LLC, a Georgia limited liability company

Signed, sealed, and delivered in the presence of:

By: _____ (seal)
Billy G. Hughes, III, Manager

Unofficial Witness

(Notary Seal)

Notary Public
My commission expires:

Signed, sealed, and delivered in the presence of:

ROCKY PHILLIPS HUGHES (seal)

Unofficial Witness

(Notary Seal)

Notary Public
My commission expires:

Signed, sealed, and delivered in the presence of:

KAREN G. HUGHES (seal)

Unofficial Witness

(Notary Seal)

Notary Public
My commission expires:

[SIGNATURES CONTINUED FROM PREVIOUS PAGE]

COUNTY:

DAWSON COUNTY, GEORGIA, by and through the Board of Commissioners

By: _____
Billy Thurman, Chairman

(County Seal)

Attest:

Kristen Cloud, County Clerk

Signed, sealed, and delivered this _____
day of _____, 2022,
in the presence of:

Unofficial Witness

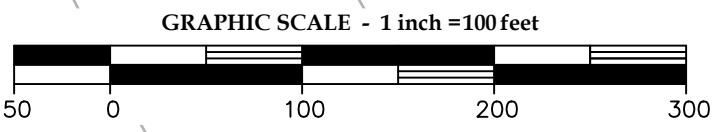
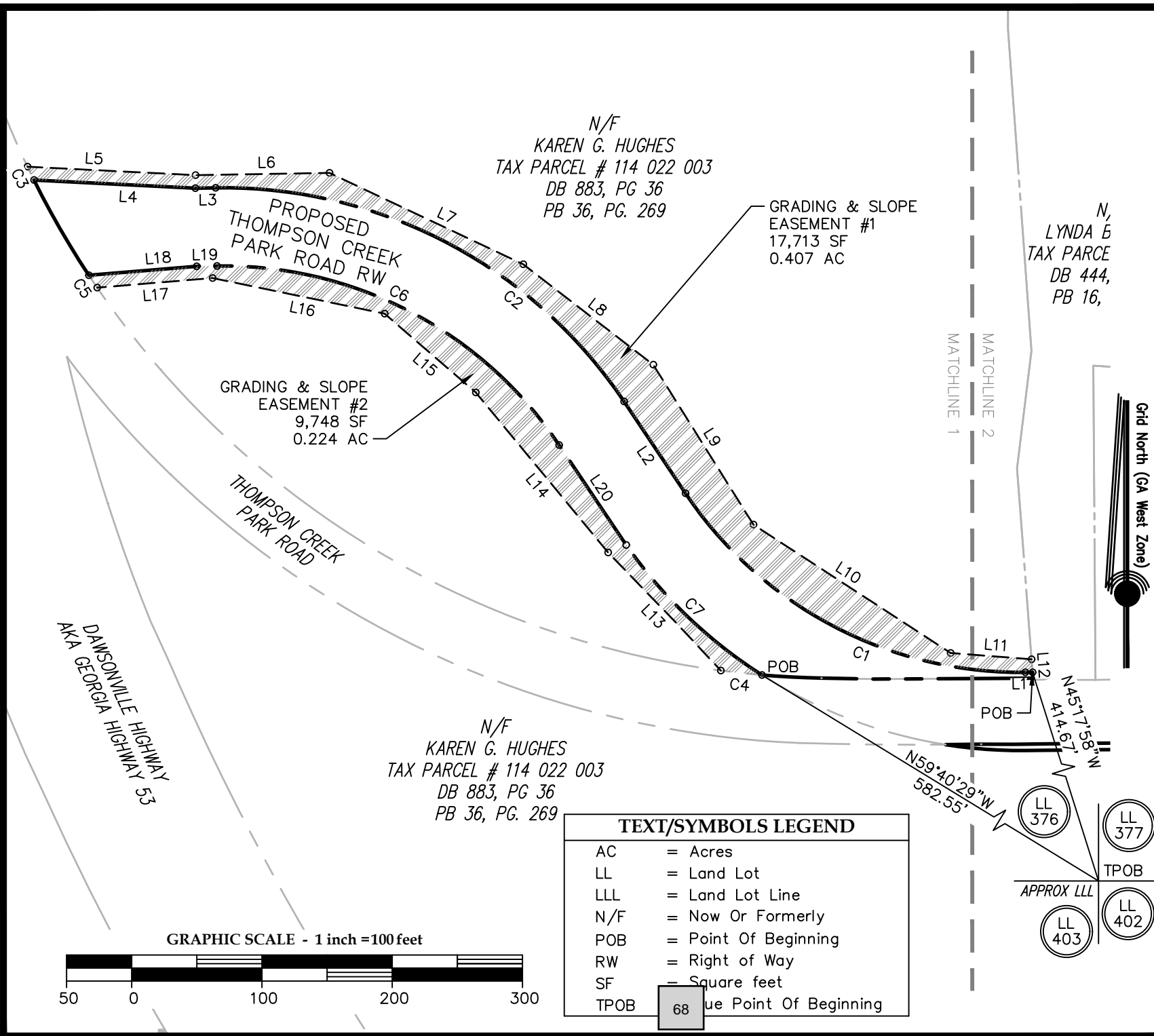
Notary Public
My commission expires:

(Notary Seal)

EXHIBIT A

Real Property Interests/Areas to be Conveyed from Owner

INTEREST	SQ. FT.	ACRES
Right of Way Area:		
RW for Road Realignment #1	46,001	1.056
RW for Road Realignment #2	1,257	0.029
Total	47,258	1.085
Permanent Easements:		
Sight Distance Easement (Perm. Ease.)	5,963	0.137
Drainage Easement #1 (Perm. Ease.)	740	0.017
Drainage Easement #2 (Perm. Ease.)	992	0.023
Total	7,695	0.177
Temporary Construction Easements:		
Grading & Slope Easement #1 (Temp. Ease.)	17,713	0.407
Grading & Slope Easement #2 (Temp. Ease.)	9,748	0.224
Grading & Slope Easement #3 (Temp. Ease.)	3,797	0.087
Driveway Access Easement #1 (Temp. Ease.)	1,088	0.025
Driveway Access Easement #2 (Temp. Ease.)	1,502	0.034
Total	33,848	0.777



TEXT/SYMBOLS LEGEND

AC	= Acres
LL	= Land Lot
LLL	= Land Lot Line
N/F	= Now Or Formerly
POB	= Point Of Beginning
RW	= Right of Way
SF	= Square feet
TPOB	= True Point Of Beginning

ENSITE CIVIL CONSULTING, LLC

131 Prominence Court, Suite 230
Dawsonville, GA 30534
Mobile: 770-597-8813
Contact: Corey Guthrie, PE
Email: Corey.Guthrie@ensiteconsulting.com

PROJECT/TITLE:
ENCLAVE AT DAWSON FOREST
GRADING & SLOPE EASEMENT EXHIBIT A

LAND LOT 376, 13TH DISTRICT
DAWSON COUNTY, GEORGIA
PARCEL 114 033 005

DWG DATE: 2022-02-02

NO.	DESCRIPTION	DATE

SHEET:
1 of 2

CURVE TABLE				
Curve #	Radius	Length	Chord Length	Chord Direction
C1	310.00'	20.00'	20.00'	N42°38'52"W

Line Table		
Line #	Length	Direction
L1	38.30'	N17°22'51"E
L2	20.00'	S72°37'09"E
L3	35.71'	S17°22'51"W
L4	20.17'	N56°11'08"E
L5	49.52'	S33°48'52"E
L6	20.00'	S56°11'08"W
L7	49.52'	N33°48'52"W

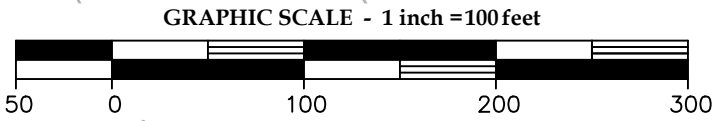
N/F
 KAREN G. HUGHES
 TAX PARCEL # 114 022 003
 DB 883, PG 36
 PB 36, PG. 269

DRAINAGE
 EASEMENT #1
 740 SF
 0.017 AC

DRAINAGE
 EASEMENT #2
 992 SF
 0.023 AC

N/F
 KAREN G. HUGHES
 TAX PARCEL # 114 022 003
 DB 883, PG 36
 PB 36, PG. 269

TEXT/SYMBOLS LEGEND	
AC	= Acres
LL	= Land Lot
LLL	= Land Lot Line
N/F	= Now Or Formerly
POB	= Point Of Beginning
RW	= Right of Way
SF	= Square feet
T	= True Point Of Beginning



ENSITE
 CIVIL CONSULTING, LLC
 131 Prominence Court, Suite 230
 Dawsonville, GA 30534
 Mobile: 770-597-8813
 Contact: Corey Guthrie, PE
 Email: Corey.Guthrie@ensiteconsulting.com

PROJECT/TITLE:
 ENCLAVE AT DAWSON
 FOREST
 DRAINAGE EASEMENT
 EXHIBIT A
 LAND LOT 376, 13TH DISTRICT
 DAWSON COUNTY, GEORGIA
 PARCEL 114 033 005

DWG DATE: 2022-02-02

NO.	DESCRIPTION	DATE

SHEET:
 1 of 1

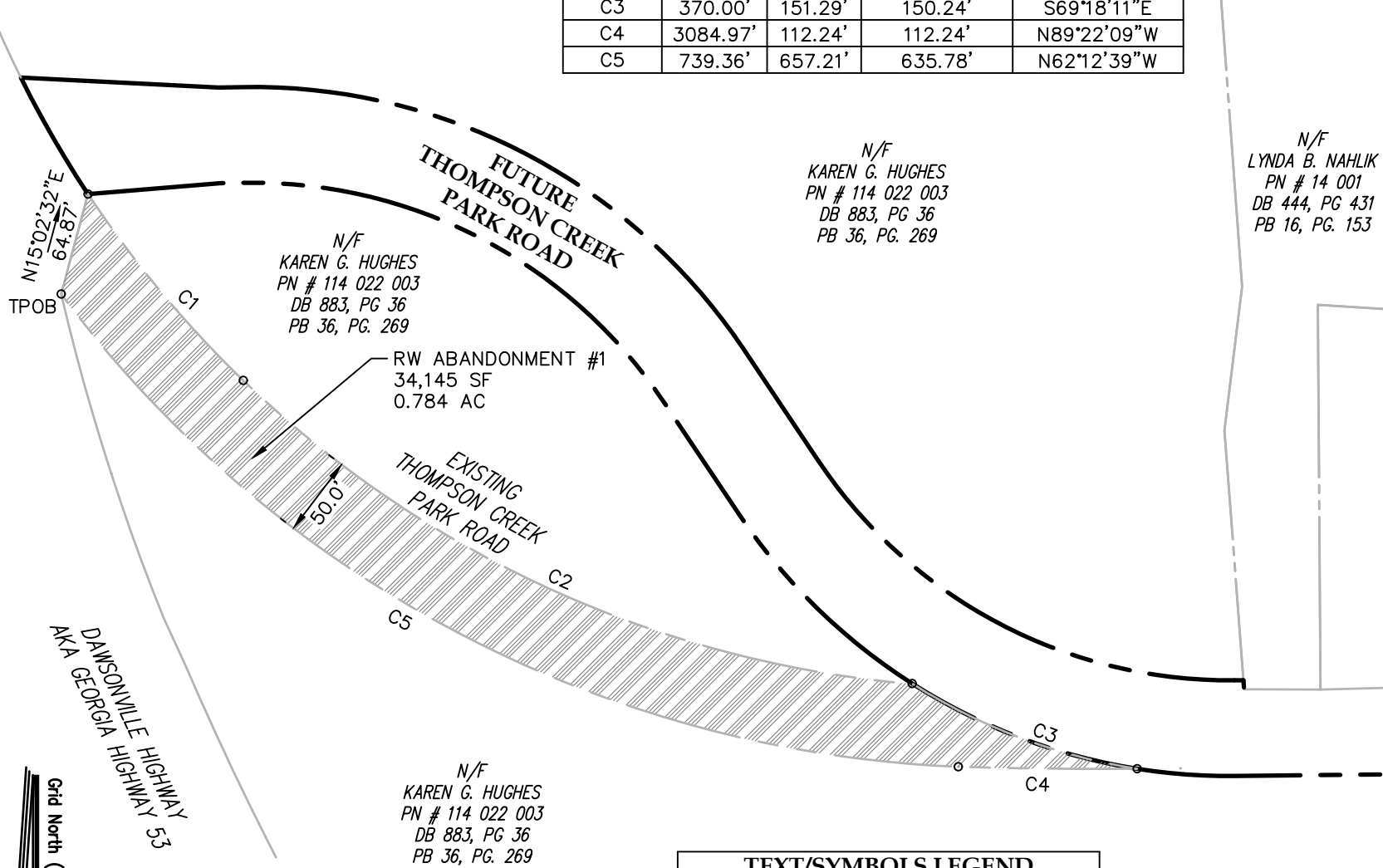
EXHIBIT B

Real Property Interest/Area to be Conveyed from County

INTEREST	SQ. FT.	ACRES
RW Abandonment #1	34,145	0.784

EXHIBIT B
(1 page total)

CURVE TABLE				
Curve #	Radius	Length	Chord Length	Chord Direction
C1	735.32'	75.66'	75.63'	S36°42'16"E
C2	689.36'	546.84'	532.62'	S62°25'25"E
C3	370.00'	151.29'	150.24'	S69°18'11"E
C4	3084.97'	112.24'	112.24'	N89°22'09"W
C5	739.36'	657.21'	635.78'	N62°12'39"W



N/F
KAREN G. HUGHES
PN # 114 022 003
DB 883, PG 36
PB 36, PG. 269

N/F
KAREN G. HUGHES
PN # 114 022 003
DB 883, PG 36
PB 36, PG. 269

RW ABANDONMENT #1
34,145 SF
0.784 AC

N/F
KAREN G. HUGHES
PN # 114 022 003
DB 883, PG 36
PB 36, PG. 269

N/F
LYNDA B. NAHLIK
PN # 14 001
DB 444, PG 431
PB 16, PG. 153

TEXT/SYMBOLS LEGEND	
AC	= Acres
LL	= Land Lot
LLL	= Land Lot Line
N/F	= Now Or Formerly
POB	= Point Of Beginning
RW	= Right of Way
SF	= Square feet
TPOB	= True Point Of Beginning

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ENSITE
CIVIL CONSULTING, LLC

131 Prominence Court, Suite 230
Dawsonville, GA 30594
Mobile: 770-597-8813
Contact: Corey Guthrie, PE
Email: Corey.Guthrie@ensiteconsulting.com

PROJECT/TITLE:
ENCLAVE AT DAWSON
FOREST
RIGHT OF WAY
ABANDONMENT
EXHIBIT A
LAND LOT 376, 13TH DISTRICT
DAWSON COUNTY, GEORGIA
PARCEL 114 033 005

DWG DATE: 2022-02-28

NO.	DESCRIPTION	DATE

SHEET:
1 of 1

EXHIBIT C

FORM OF "RIGHT OF WAY LIMITED WARRANTY DEED"

After recording, please return to:

Jeff Strickland, Esq.
Jarrard & Davis, LLP
222 Webb Street
Cumming, Georgia 30040

**STATE OF GEORGIA
COUNTY OF DAWSON**

RIGHT OF WAY LIMITED WARRANTY DEED

THIS INDENTURE is made this ____ day of _____, 2022, between **ROCKY PHILLIPS HUGHES, KAREN G. HUGHES, and BGH1 PROPERTIES, LLC**, a Georgia limited liability company, hereinafter called “Grantor,” and **DAWSON COUNTY**, a political subdivision of the State of Georgia, hereinafter called “Grantee.” Where the context requires or permits, “Grantor” and “Grantee” shall include their respective heirs, successors and assigns.

WITNESSETH, That, Grantor, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, in hand paid at and before the sealing and delivery of these presents, the receipt and sufficiency of which are hereby acknowledged, has granted, bargained, sold, and conveyed, and by these presents does grant, bargain, sell and convey unto Grantee, all that tract or parcel of land more particularly described as follows:

All that tract or parcel of land lying and being in Land Lot 376 lying on the eastern side of State Highway Route 53 of the 13th Land District, south half of Dawson County, Georgia, being a part of Tax Map No. 114-022-003, and being the proposed **1.056 acres (46,001 square feet)**, marked as “**RW FOR ROAD REALIGNMENT #1**,” and the proposed **0.029 acre (1,257 square feet)**, marked as “**RW FOR ROAD REALIGNMENT #2**,” as more fully described on Exhibit “A” attached hereto and as depicted in the plans prepared by Ensite Civil Consulting, LLC, a copy of which is attached hereto marked Exhibit “B”.

TO HAVE AND TO HOLD the said bargained premises, together with all and singular the rights, members and appurtenances thereof, to the same being, belonging or in any way appertaining, to the only proper use, benefit and behoof of Grantee, forever, in fee simple. Grantor shall warrant and forever defend the right, title and interest in and to said property unto Grantee, their successors and assigns, against the claims of all persons whomsoever arising by, through or under Grantor, but not otherwise.

IN WITNESS WHEREOF, Grantor has executed this Deed under Seal on the date above written.

GRANTOR:

Signed, sealed and delivered
in the presence of:

BGH1 PROPERTIES, LLC

Witness

By: _____ (seal)
Billy G. Hughes, III, Manager

Notary Public
My Commission expires:

(notary seal)

(signatures continue on following page)

(signatures continued from previous page)

GRANTOR (con't):

Signed, sealed and delivered
in the presence of:

_____ (seal)
ROCKY PHILLIPS HUGHES

Witness

Notary Public
My Commission expires:

(notary seal)

Signed, sealed and delivered
in the presence of:

_____ (seal)
KAREN G. HUGHES

Witness

Notary Public
My Commission expires:

(notary seal)

EXHIBIT D

FORM OF "PERMANENT EASEMENTS"

After recording, please return to:

Jeff Strickland, Esq.
Jarrard & Davis, LLP
222 Webb Street
Cumming, Georgia 30040

**STATE OF GEORGIA
COUNTY OF DAWSON**

PERMANENT EASEMENTS

THIS INDENTURE is made this ____ day of _____, 2022, between **ROCKY PHILLIPS HUGHES, KAREN G. HUGHES, and BGH1 PROPERTIES, LLC**, a Georgia limited liability company, (hereinafter collectively referred to as “Grantor”), and **DAWSON COUNTY**, a political subdivision of the State of Georgia, (hereinafter referred to as “Grantee”). “Grantor” and “Grantee” include their respective heirs, successors, executors, administrators, legal representatives and assigns where the context requires.

WITNESSETH, that Grantor, for and in consideration of the sum of One and No/100 Dollar in hand paid at and before the sealing and delivery of these presents, and by these presents, grants unto the Grantee a permanent easement over, under, upon, and across the following described property:

TO-WIT, a total of 7,695 square feet (0.177 acre) of Permanent Easement located in Land Lot 376 lying on the eastern side of State Highway Route 53 of the 13th Land District, south half of Dawson County, Georgia, being a part of Tax Map No. 114-022-003, and being the proposed **5,963 square feet (0.137 acre)**, marked as “**Sight Distance Easement**”; the proposed **740 square feet (0.017 acre)**, marked as “**Drainage Easement #1**”; and the proposed **992 square feet (0.023 acre)**, marked as “**Drainage Easement #2**,” all as more fully described on Exhibit “A” attached hereto and as depicted in the plans prepared by Ensite Civil Consulting, LLC, a copy of which is attached hereto marked Exhibit “B”.

THE PURPOSE of these permanent easements is to protect certain roadway sight distances and drainage easement areas, as per Exhibit A, attached. No landscaping or other improvements may be placed within any of the easement areas described above without the express permission of Dawson County, in its sole discretion.

IN WITNESS WHEREOF the Grantor has signed and sealed this easement the day and year above written.

GRANTOR:

BGH1 PROPERTIES, LLC

Signed, sealed and delivered
in the presence of:

By: _____ (seal)
Billy G. Hughes, III, Manager

Witness

Notary Public
My Commission expires:

(notary seal)

(signatures continue on following page)

(signatures continued from previous page)

GRANTOR (con't):

Signed, sealed and delivered
in the presence of:

ROCKY PHILLIPS HUGHES (seal)

Witness

Notary Public
My Commission expires:

(notary seal)

Signed, sealed and delivered
in the presence of:

KAREN G. HUGHES (seal)

Witness

Notary Public
My Commission expires:

(notary seal)

EXHIBIT E

FORM OF “TEMPORARY CONSTRUCTION EASEMENTS”

After recording, please return to:

Jeff Strickland, Esq.
Jarrard & Davis, LLP
222 Webb Street
Cumming, Georgia 30040

**STATE OF GEORGIA
COUNTY OF DAWSON**

TEMPORARY CONSTRUCTION EASEMENTS

THIS INDENTURE is made this ____ day of _____, 2022, between **ROCKY PHILLIPS HUGHES, KAREN G. HUGHES, and BGH1 PROPERTIES, LLC**, a Georgia limited liability company, (hereinafter collectively referred to as “Grantor”), and **DAWSON COUNTY**, a political subdivision of the State of Georgia, (hereinafter referred to as “Grantee”). “Grantor” and “Grantee” include their respective heirs, successors, executors, administrators, legal representatives and assigns where the context requires.

WITNESSETH, that Grantor, for and in consideration of the sum of One and No/100 Dollar in hand paid at and before the sealing and delivery of these presents, and by these presents, grants unto the Grantee one or more temporary construction easements over, under, upon, and across the following described property:

TO-WIT, a total of 33,848 square feet (0.777 acre) of Temporary Construction Easement located in Land Lot 376 lying on the eastern side of State Highway Route 53 of the 13th Land District, south half of Dawson County, Georgia, being a part of Tax Map No. 114-022-003, and being the proposed **17,713 square feet (0.407 acre)**, marked as “**Grading & Slope Easement #1**”; the proposed **9,748 square feet (0.224 acre)**, marked as “**Grading & Slope Easement #2**”; the proposed **3,797 square feet (0.087 acre)**, marked as “**Grading & Slope Easement #3**,” all as depicted in the plans prepared by Ensite Civil Consulting, LLC, a copy of which is attached hereto marked Exhibit “A”.

THE PURPOSE of this easement is to allow Grantee, or its agents, to construct slopes, fills, and embankments as necessary, in order to support improvements on roadway, as per Exhibit A attached. Also granted is the right to enter upon my land for the purpose of constructing two (2) driveways within the Driveway Access Easement areas (#1 and #2) shown on the attached plat. NOTE: The Temporary Construction Easements granted hereunder shall expire upon completion and acceptance of project.

IN WITNESS WHEREOF the Grantor has signed and sealed this easement the day and year above written.

Signed, sealed and delivered
in the presence of:

GRANTOR:

BGH1 PROPERTIES, LLC

Witness

By: _____ (seal)
Billy G. Hughes, III, Manager

Notary Public
My Commission expires:

(signatures continue on following page)

(notary seal)

(signatures continued from previous page)

GRANTOR (con't):

Signed, sealed and delivered
in the presence of:

ROCKY PHILLIPS HUGHES (seal)

Witness

Notary Public
My Commission expires:

(notary seal)

Signed, sealed and delivered
in the presence of:

KAREN G. HUGHES (seal)

Witness

Notary Public
My Commission expires:

(notary seal)

EXHIBIT F

FORM OF “QUIT CLAIM DEED TO CONVEY BY SURVEY LEGAL”

After recording, please return to:
Shelly Townley Martin, LLC
133 Prominence Court, Suite 110
Dawsonville, Georgia 30534

**STATE OF GEORGIA
COUNTY OF DAWSON**

QUIT CLAIM DEED TO CONVEY BY SURVEY LEGAL

THIS INDENTURE is made this _____ day of _____, 20____, between **DAWSON COUNTY**, a political subdivision of the State of Georgia, as party of the first part, (hereinafter “Grantor”), and **ROCKY PHILLIPS HUGHES, KAREN G. HUGHES, and BGH1 PROPERTIES, LLC**, a Georgia limited liability company (hereinafter “Grantee”).

WITNESSETH: That Grantor, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration in hand paid, the receipt and legal sufficiency of which are hereby acknowledged, has bargained, sold, and does by these presents sell, remise, convey and forever QUIT CLAIM to Grantee, Grantee’s successors and assigns, all of Grantor’s interest in that certain property and improvements and/or appurtenances thereunto attached or serving, to wit:

All that tract or parcel of land lying and being in Land Lot 376 lying on the eastern side of State Highway Route 53 of the 13th Land District, south half of Dawson County, Georgia, and being the proposed **0.784 acre (34,145 square feet)**, marked as “**RW ABANDONMENT #1**,” as more fully described on Exhibit “A” attached hereto and as depicted in the plans prepared by Ensite Civil Consulting, LLC, a copy of which is attached hereto marked Exhibit “B”.

TO HAVE AND TO HOLD the said described premises unto the Grantee so that neither the said Grantor nor Grantor’s successors or assigns, nor any other person or persons claiming under Grantor shall at any time, by any means or ways, have claim or demand any right, title, or interest to the aforesaid described premises or appurtenances, or any rights thereof.

IN WITNESS WHEREOF, Grantor has executed this Deed under Seal on the date above written.

Signed, sealed and delivered
in the presence of:

Witness

Notary Public
My Commission expires:

(notary seal)

GRANTOR:

DAWSON COUNTY, GEORGIA

By: _____ (seal)
Billy Thurmond, Chairman

Attest: _____
Kristen Cloud, County Clerk

(county seal)

AGREEMENT REGARDING **EXCHANGE OF RIGHT-OF-WAY**

(SR 53 @ Thompson Creek Park Road Realignment)

DAWSON COUNTY BOARD OF COMMISSIONERS
JUNE 16, 2022

Background

Dawson County is required to realign a section of Thompson Creek Park Road (the “Project”) in conjunction with an intersection improvement project to be completed by the Georgia Department of Transportation (i.e., SR 53 @ Dawson Forest Road Roundabout Project).

Dawson County, in exchange for the New Right-of-Way, together with any and all temporary and permanent easements required for the Project, will transfer to Owner its interest in that area of Thompson Creek Park Road being replaced by the realignment (the “Exchange Property”), which Exchange Property will, upon realignment of Thompson Creek Park Road, no longer serve any public interest.

O.C.G.A. Section 32-3-3(b) authorizes Counties to enter into agreements with private persons for the exchange of real property or interests for public road purposes where: 1) the exchange serves the best interest of the public; and 2) the right-of-way or interest to be acquired by the County is shown by appraisal to equal or exceed in value the right-of-way or interest to be alienated by the County.

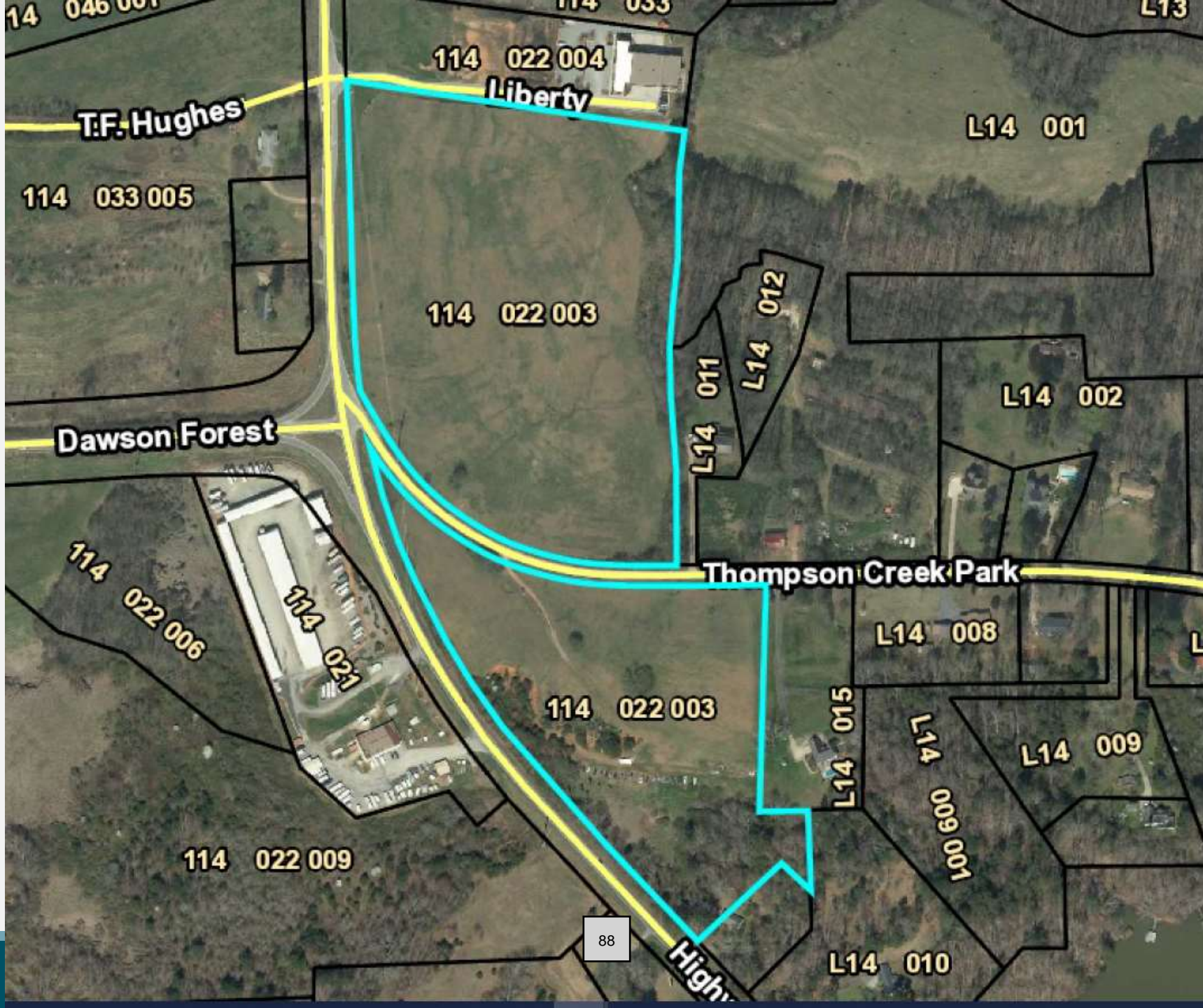
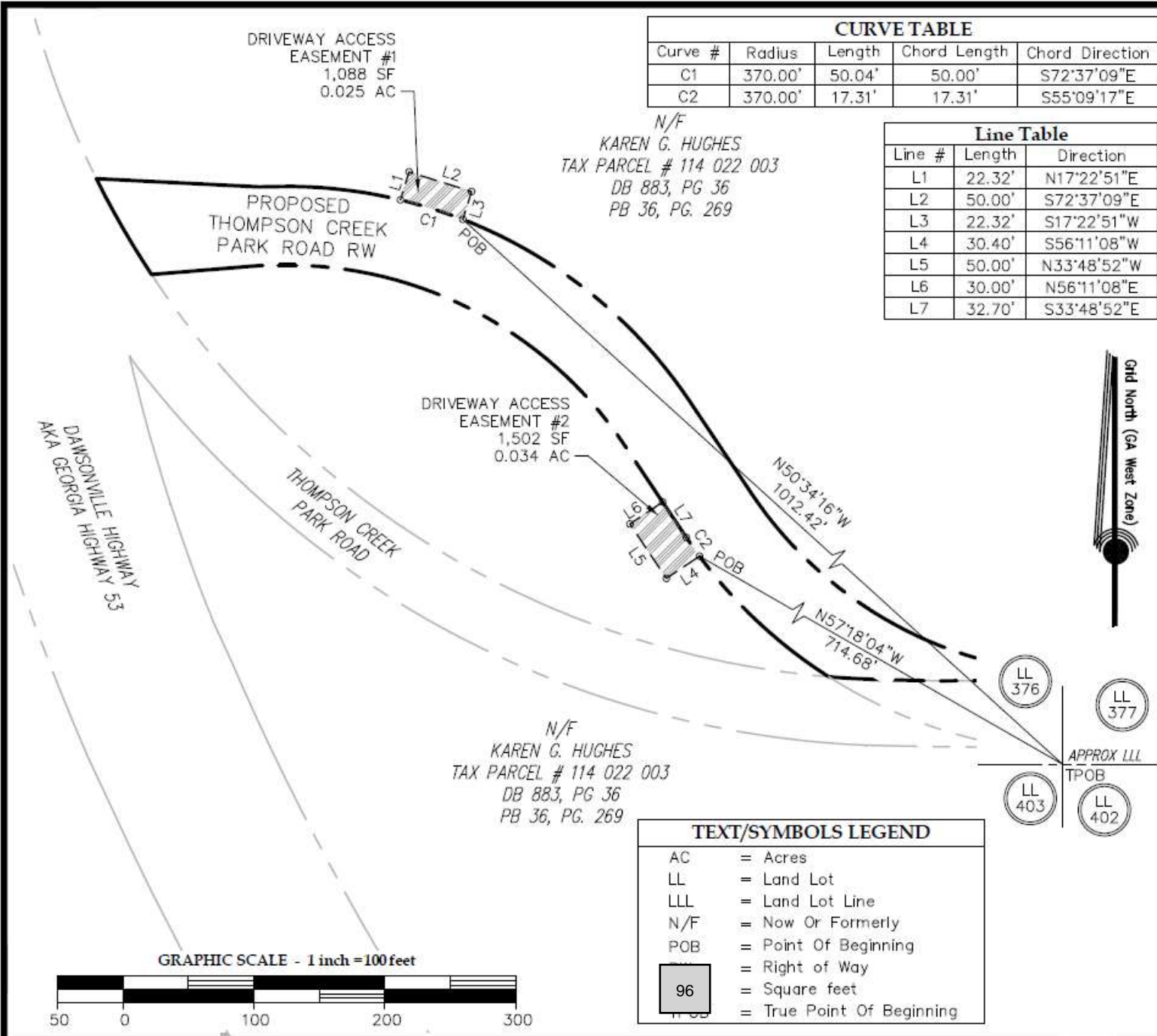


EXHIBIT A

Real Property Interests/Areas to be Conveyed from Owner

INTEREST	SQ. FT.	ACRES
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Grading & Slope Easement #2 (Temp. Ease.)	9,748	0.224
Grading & Slope Easement #3 (Temp. Ease.)	3,797	0.087
Driveway Access Easement #1 (Temp. Ease.)	1,088	0.025
Driveway Access Easement #2 (Temp. Ease.)	1,502	0.034
Total	33,848	0.777



CURVE TABLE				
Curve #	Radius	Length	Chord Length	Chord Direction
C1	370.00'	50.04'	50.00'	S72°37'09"E
C2	370.00'	17.31'	17.31'	S55°09'17"E

Line Table		
Line #	Length	Direction
L1	22.32'	N17°22'51"E
L2	50.00'	S72°37'09"E
L3	22.32'	S17°22'51"W
L4	30.40'	S56°11'08"W
L5	50.00'	N33°48'52"W
L6	30.00'	N56°11'08"E
L7	32.70'	S33°48'52"E

TEXT/SYMBOLS LEGEND	
AC	= Acres
LL	= Land Lot
LLL	= Land Lot Line
N/F	= Now Or Formerly
POB	= Point Of Beginning
—	= Right of Way
96	= Square feet
—	= True Point Of Beginning

ENSITE
CIVIL CONSULTING, LLC

131 Prominence Court, Suite 230
Dawsonville, GA 30534
Mobile: 770-597-8813
Contact: Corey Guthrie, PE
Email: Corey.Guthrie@ensiteconsulting.com

PROJECT/TITLE:
ENCLAVE AT DAWSON FOREST DRIVEWAY ACCESS EASEMENT EXHIBIT A
LAND LOT 376, 13TH DISTRICT DAWSON COUNTY, GEORGIA
PARCEL 114 033 005

DWG DATE: 2022-02-02

NO.	DESCRIPTION	DATE

SHEET:
1 of 1

FILE: 20017P

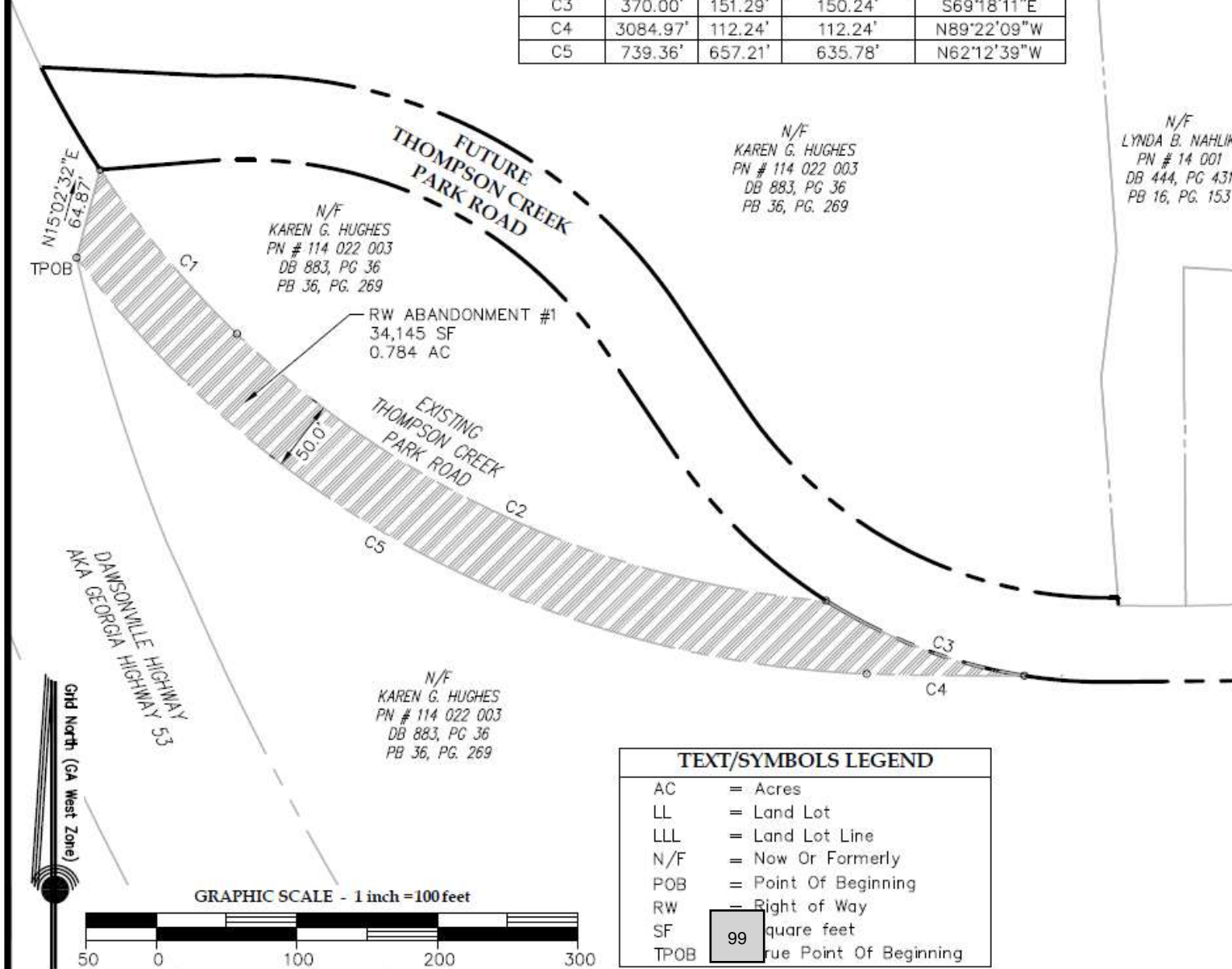
EXHIBIT B

Real Property Interest/Area to be Conveyed from County

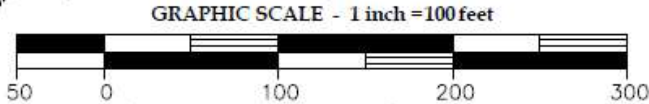
INTEREST	SQ. FT.	ACRES
RW Abandonment #1	34,145	0.784

EXHIBIT B
(1 page total)

CURVE TABLE				
Curve #	Radius	Length	Chord Length	Chord Direction
C1	735.32'	75.66'	75.63'	S36°42'16"E
C2	689.36'	546.84'	532.62'	S62°25'25"E
C3	370.00'	151.29'	150.24'	S69°18'11"E
C4	3084.97'	112.24'	112.24'	N89°22'09"W
C5	739.36'	657.21'	635.78'	N62°12'39"W



TEXT/SYMBOLS LEGEND	
AC	= Acres
LL	= Land Lot
LLL	= Land Lot Line
N/F	= Now Or Formerly
POB	= Point Of Beginning
RW	= Right of Way
SF	= square feet
TPOB	= True Point Of Beginning



EN SITE	CIVIL CONSULTING, LLC
	131 Prominence Court, Suite 230 Dawsonville, GA 30534 Mobile: 770-597-8813 Contact: Corey Guthrie, PE Email: Corey.Guthrie@ensiteconsulting.com
PROJECT/TITLE: ENCLAVE AT DAWSON FOREST RIGHT OF WAY ABANDONMENT EXHIBIT A LAND LOT 376, 13TH DISTRICT DAWSON COUNTY, GEORGIA PARCEL 114 033 005	
DWG DATE: 2022-02-28	
NO.	DATE
DESCRIPTION	
SHEET: 1 of 1	

O.C.G.A. § 32-3-3 (Acquisition by donation, transfer, devise, exchange, prescription, or from government; acquisition by county or municipality for department) provides, in part, that:

“(b) **Any state agency, county, or municipality is authorized, for public road purposes, to enter into agreements with other state agencies, counties, or municipalities, with the federal government, and with private persons for the exchange of real property or interests therein for public road purposes. Such exchange shall not be consummated unless the exchange serves the best interest of the public and unless the property or interest to be acquired in exchange is appraised as being of equal value to, or of greater value than, the property or interest to be exchanged.**”

March 2022 Appraisal Information

What the County will be giving up:

0.784 acres / 34,145 sq. ft. land

Valued at \$ 94,080.00

What the County will be receiving:

1.085 acres / 47,258 sq. ft. land

0.177 acre / 7,695 sq. ft. permanent
easement area

0.777 acre / 33,848 sq. ft. temporary
construction easement area

Valued at \$ 159,468.00

Agreement

An agreement has been prepared between ROCKY PHILLIPS HUGHES, KAREN G. HUGHES, and BGH1 PROPERTIES, LLC (the “Owner” parties) and Dawson County (“County”).

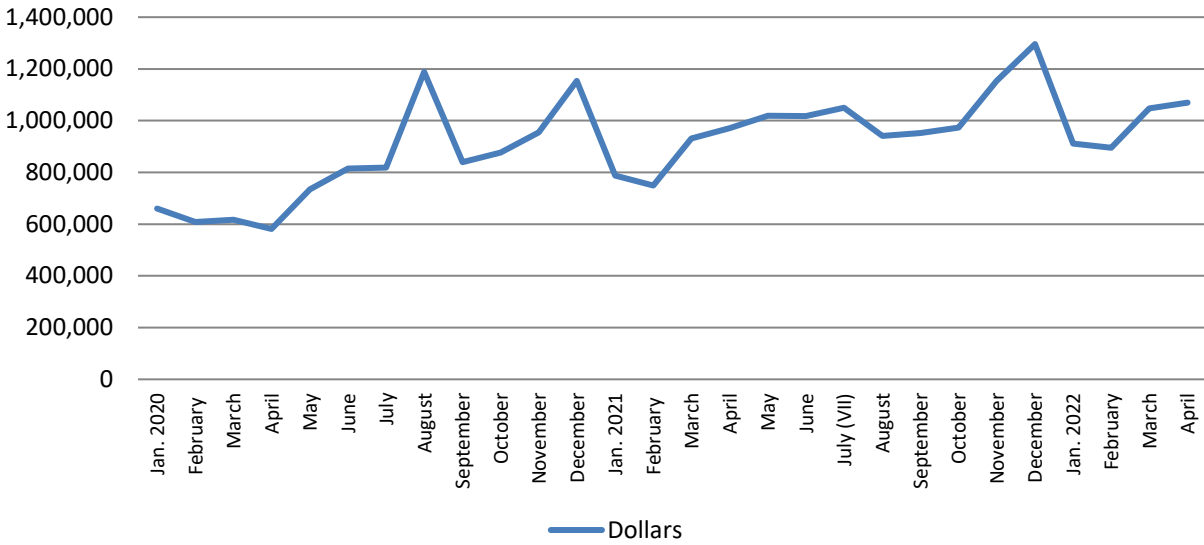
Within thirty (30) days of the date of approval of this Agreement by the Dawson County Board of Commissioners, Owner shall properly execute and deliver a right-of-way deed to Dawson County for the New Right-of-Way, together with any and all permanent easements and temporary construction easements required for the Project.

Upon completion of the Project, Dawson County shall properly execute and deliver a quitclaim deed transferring the Exchange Property to Owner.

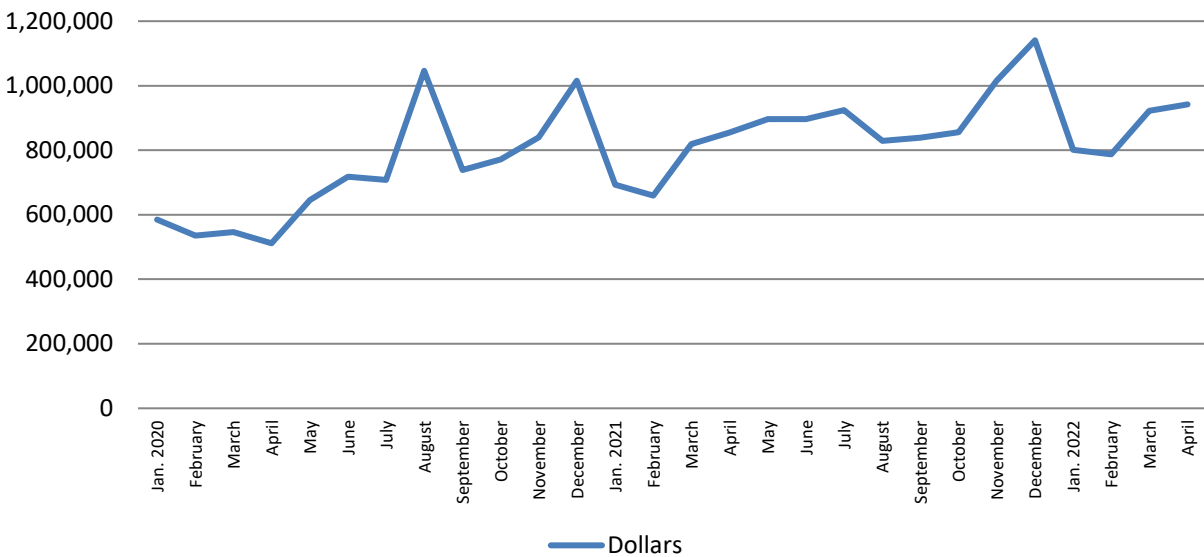


Key Indicator Report
May 2022

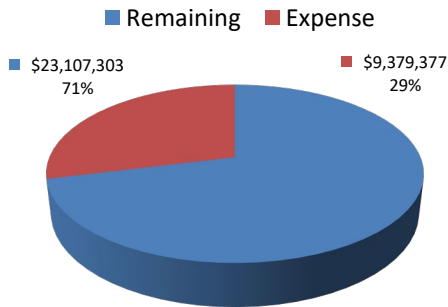
SPLOST VI and VII COLLECTION CHART



LOST COLLECTION CHART

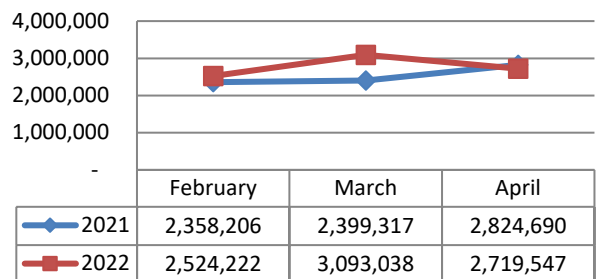


Budget

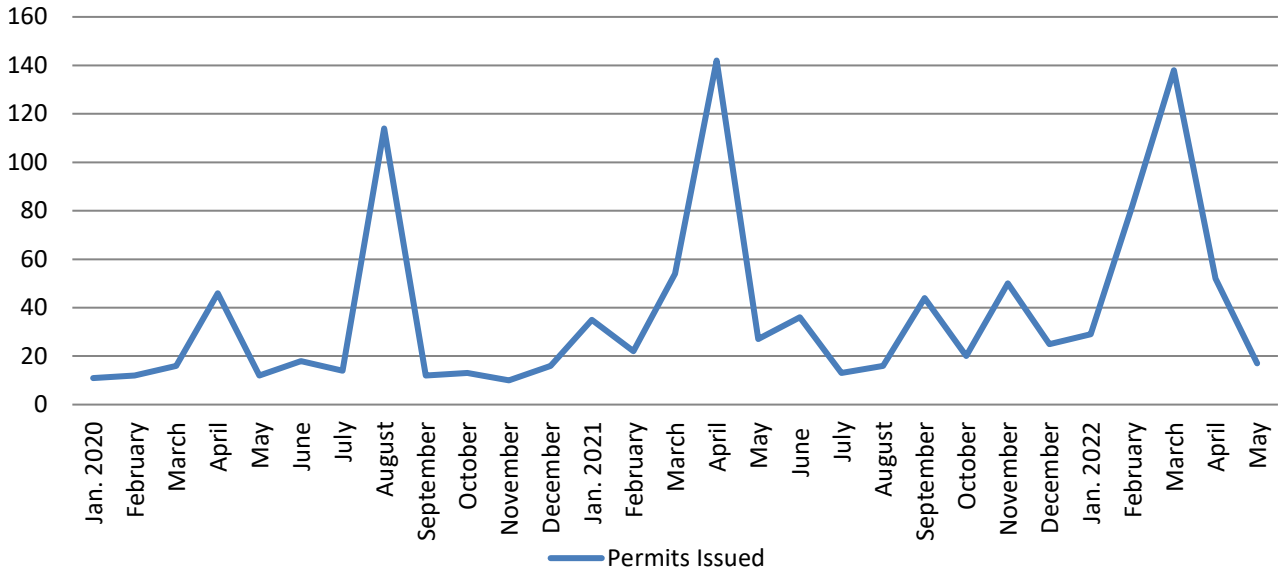


Through 04/30/2022

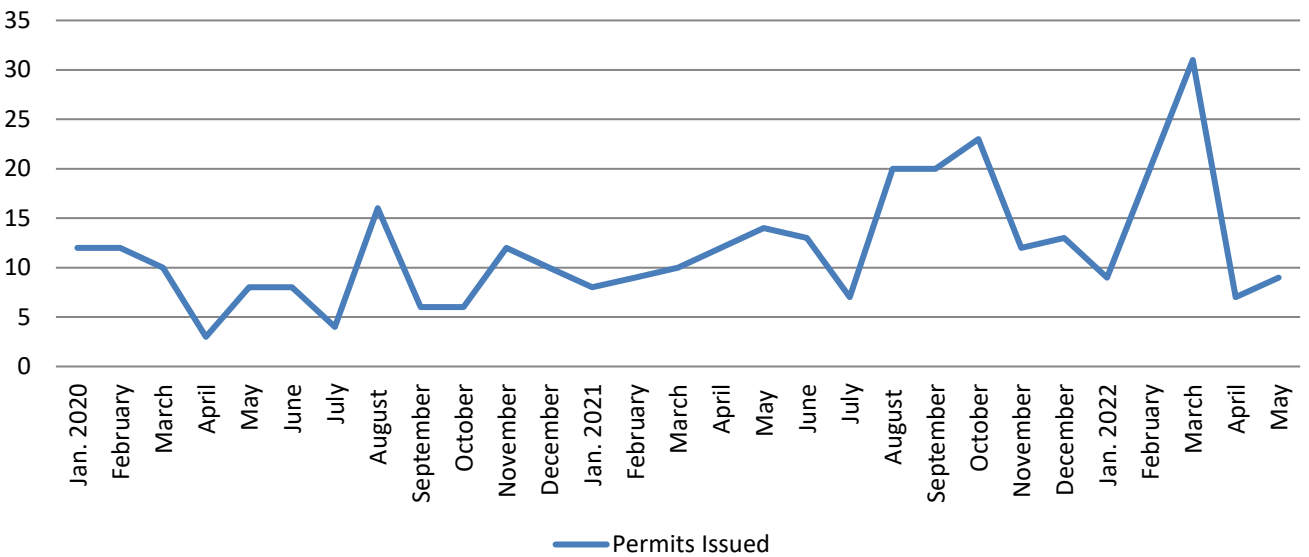
All Revenue Per Month



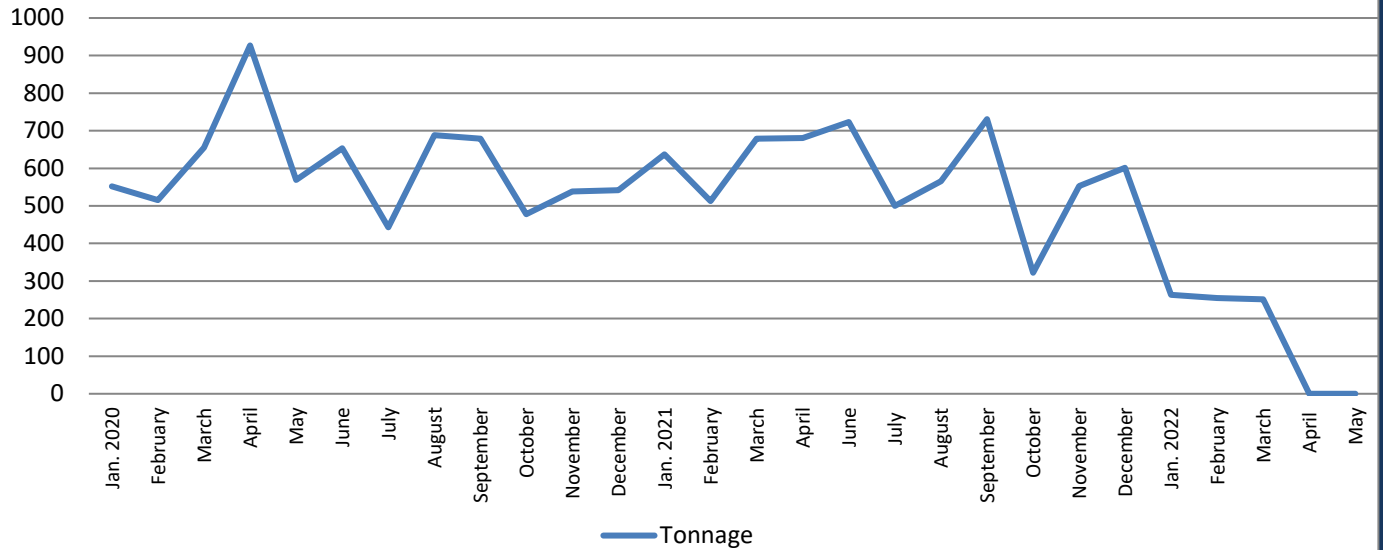
SINGLE-FAMILY HOME BUILDING PERMITS ISSUED



COMMERCIAL BUILDING PERMITS ISSUED

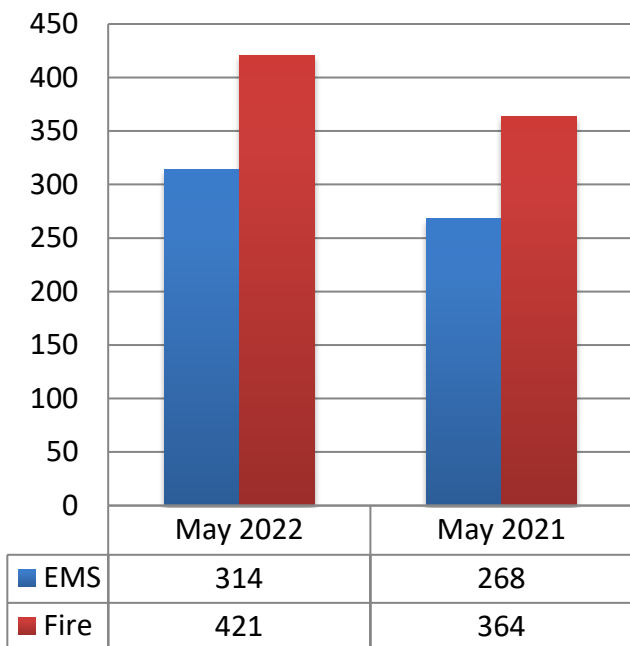


TRANSFER STATION TONNAGE COLLECTION

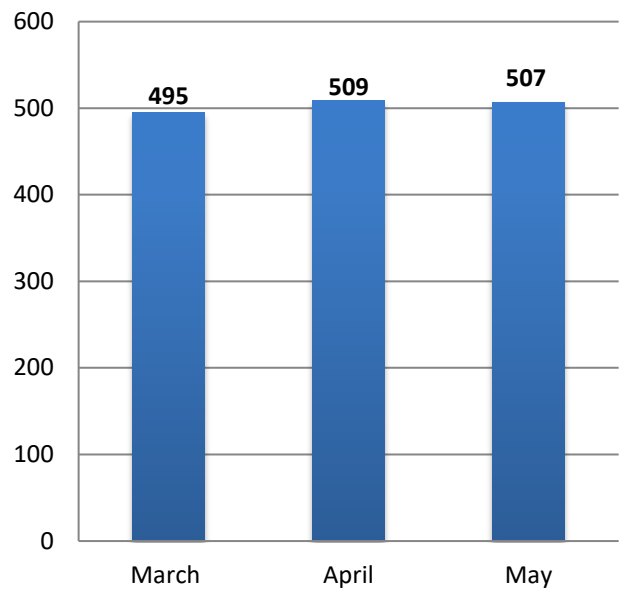


**No Transfer Station Tonnage Collection Report submitted for April or May 2022.*

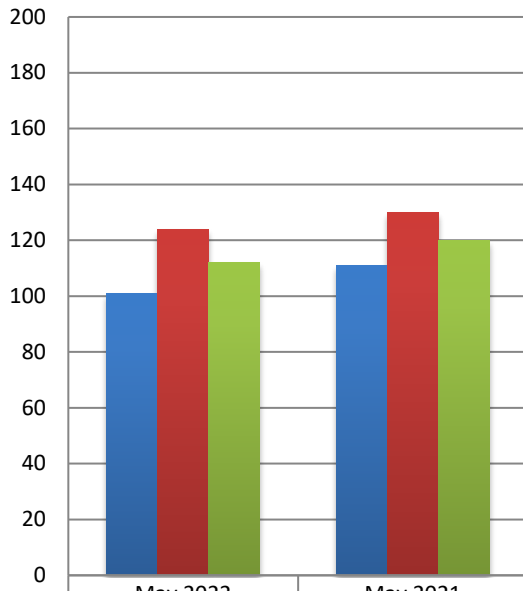
EMS/Fire Calls for Service



Number of County Employees

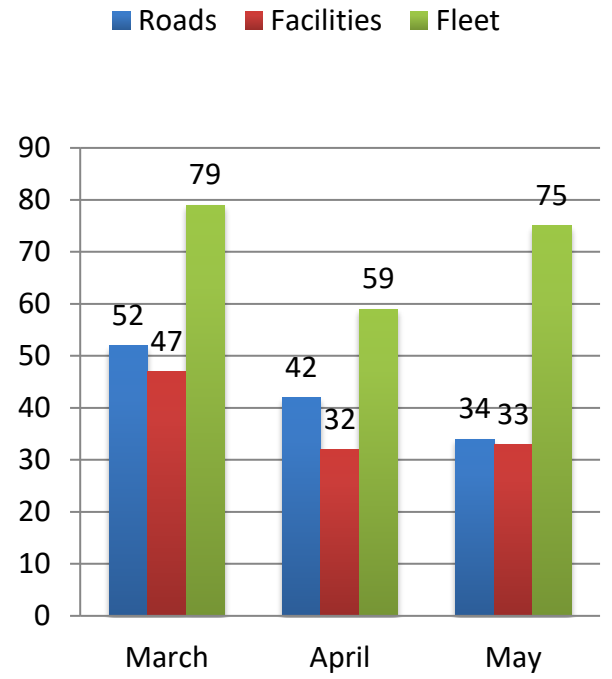


Inmate Population



Lowest Daily Count	101	111
Highest Daily Count	124	130
Daily Average	112	120

Repair Requests





Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – May 2022

Fire Responses	MAR	APR	MAY		EMS Responses	MAR	APR	MAY		EMS Revenue		
2020	287	272	320		2020	208	195	235		2021	MAY	\$53,756.25
2021	359	351	364		2021	240	280	268		2022	MAY	\$89,069.29
2022	443	411	421		2022	324	310	314		65.7% increase from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$4342.00	8	45
City	\$825.00	2	12

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	1,365 hours	Fire Investigations	4
PR Detail	1	CPR Training per Individual	14
Smoke Detector Installations	2	Stop the Bleed Training per Individual	0
Public Education (Schools)	0	Child Safety Seat Installations	1
Search & Rescue / Water Rescue	1	Plan Reviews	13

Types of Fires Total – 10			
(11) 111-118: Structure Fire Building, Cooking, Chimney- Flue, Incinerator, Fuel Burner-Boiler	3	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	2
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	0	(15) 151-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	2
(13) 131-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	2	(16) 161-164: Special Outside Fire Storage, Equipment, Gas/Vapor, Mailbox	1

Total Water Usage – 0 gallons			
Etowah Water	0 gallons	Pickens County	0 gallons
City of Dawsonville	0 gallons	Big Canoe	0 gallons
Forsyth County	0 gallons	Other	0 gallons



DAWSON COUNTY, GA

Where Quality of Life Matters

FACILITIES DEPARTMENT

MONTHLY REPORT

For Period Covering the Month of May 2022

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Repaired water leak	Jail
2	Repaired hole in floor	Health Dept.
3	Hood inspection completed on Jail, New and Old Senior Ctr., Fire Station #1	County Building
4	Repaired HVAC	K9 Building
5	Major A/C repairs in Data Room	Govt. Center
6	Pressure washed outside of building	Fire Station #1
7	Repaired MAJOR water leak outside	New Senior Center
8	Trimmed 140+ shrubs	Govt. Center
9	Met with New Jail regarding HVAC Contract	Jail
10	Working on HVAC	New Jail/911
11	Cameras repaired	KH Long Vet. Memorial Pav.
12	Garage doors repaired	Fire Stations #3, #6, #8
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 33	Facilities
27	Total Community Service for the month = 0	Facilities

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

Cutting of grass and landscape maintenance on all county properties

Cutting of grass and landscape maintenance on all five (5) parks on the west side of county

Cleaning of the new government center and other county owned buildings, offices and facilities

Collecting and recycling of all county buildings, offices and facilities



Dawson County Board of Commissioners

Facilities Monthly Report –May 2022

- Total Work Orders: 33
- Community Service Workers: 0

HIGHLIGHTS:

- *Repaired MAJOR water leak outside at New Senior Center
- *Trimmed 140+ shrubs at Government Center

Dawson County Board of Commissioners

Finance Monthly Report – May 2022

FINANCE HIGHLIGHTS

- **LOST Collections:** \$941,923 – up 10.2% compared to April 2021
- **SPLOST Collections:** \$1,070,088 – up 10.2% compared to April 2021; Total SPLOST VII collections: \$10,289,842 (County = \$264,626 / City = \$805,462)
- **TAVT:** \$229,378 – up 4.8% compared to April 2021
- **See attached Revenue and Expenditure Comparison for 2022**
- **Total County Debt:** \$1,915,000 (See attached Debt Summary)
- **Audit Status:** Auditors preparing financial statements
- **EMS Billing Collections:** \$104,065.53 for April 2022; \$375,740 YTD
- **Budget Status:** FY 2022 Budget approved 11/18/2021
- **Monthly Donations/Budget Increases:** \$212,746
 - Passport Fees - \$9,170
 - Donations - \$1,471
 - Cyber Security Contract (Use of Fund Balance) - \$48,240
 - Office 365 (Use of Fund Balance) - \$44,750
 - Emergency Generator Repair & Rental (Use of Fund Balance) - \$47,373
 - ACCG Workers Comp Safety Funds - \$61,742

PURCHASING HIGHLIGHTS

Formal Solicitations

- NEPA Environmental Assessment/Master Plan Update for War Hill Park – Park & Rec

Informal Solicitations

- None

Quotes for less than \$25,000 this month

- Gasoline – Fleet Maintenance
- Diesel – Fleet Maintenance
- Calcium Chloride – Roads
- Cheer Uniforms – Park & Rec

Purchase for less than \$25,000 that did not receive required quotes

- None

Pending Projects

- Awaiting Delivery of New Vehicles
- Comprehensive Upgrade of Security System
- Radio System Upgrade Plans
- All-Inclusive Health Care Services
- Environmental Assessment/Master Plan Update for War Hill Park

Work in Progress

- Land Use Resolution Update
- 400 Overlay Update
- 53 Overlay
- Road Rehabilitation
- Etowah River Canoe Ramp

Future Bids

- Install Soil Vapor Extraction System at Closed Landfill
- Inmate Banking/Commissary
- Inmate Food Services

Future Bids – SPLOST VI

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2022 Capital & SPLOST Projects

Purchase for more than \$25,000 that did not receive required sealed bids

- None

Budget to Actual

	Actual at 4/30/2022	Percent of Budget Actually Collected/ Expended	2022 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 9,741,051	29.98%	\$ 32,486,680	\$ (22,745,629)	-70.02%
Expenditures	9,379,377	28.87%	32,486,680	(23,107,303)	-71.13%
	<u>\$ 361,675</u>	<u>1.11%</u>	<u>\$ -</u>	<u>\$ 361,675</u>	<u>1.11%</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 4/30/2022 because revenue collections are 30 days behind. The LOST revenues for the month of April were received in May.

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

\$ 32,486,680	Original Budget
\$ 2,302,959	Carryover Balances
\$ (29,833)	January
\$ 126,493	February
\$ 14,292	March
\$ 212,746	April
	May
	June
	July
	August
	September
	October
	November
	December
<u>\$ 35,113,337</u>	Revised Budget

**ACTUAL COMPARISON
JANUARY - DECEMBER 2022**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2021 REVENUE	1,404,244	2,358,206	2,399,317	2,824,690	2,662,284	2,442,165	2,621,534	2,721,316	2,812,122	4,533,072	2,920,562	4,583,317	34,282,828
2022 REVENUE	1,404,244	2,524,222	3,093,038	2,719,547									9,741,051
% CHANGE	0%												-72%
2021 EXPENSE	1,985,299	2,033,065	2,512,136	2,268,779	2,264,957	2,532,193	3,103,383	2,289,953	2,573,384	2,146,187	2,255,732	3,497,579	29,462,647
2022 EXPENSE	2,260,506	2,651,571	2,148,311	2,318,988									9,379,377
%CHANGE	14%												-68%
2022 Total Rev-Exp	\$ (856,262)	\$ (127,349)	\$ 944,726	\$ 400,559	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,675

REVENUE
 YTD 2021 8,986,456
 YTD 2022 9,741,051
 % Changed 8.40%

EXPEDITURES
 YTD 2021 8,799,279
 YTD 2022 9,379,377
 % Changed 6.59%

*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.

DAWSON COUNTY LOST COLLECTION ANALYSIS

LOST COLLECTIONS BY SALES MONTH	2021								
	TAVT			TOTAL OF LOST & TAVT					
	2021 LOST	\$ CHANGE	%CHANGE	TAVT	\$ CHANGE	TAVT % CHANGE	TAVT	\$ CHANGE	% CHANGE
JANUARY	693,527	108,451	18.54%	190,308	(7,472)	-3.8%	883,834	100,979	12.90%
FEBRUARY	659,451	124,300	23.23%	181,007	18,129	11.1%	840,458	142,429	20.40%
MARCH	819,160	272,988	49.98%	246,536	82,968	50.7%	1,065,696	355,956	50.15%
APRIL	854,327	342,780	67.01%	218,835	115,530	111.8%	1,073,162	458,310	74.54%
MAY	896,340	250,384	38.76%	218,332	53,839	32.7%	1,114,672	304,223	37.5%
JUNE	895,943	178,263	24.84%	217,706	24,427	12.6%	1,113,649	202,690	22.3%
JULY	923,876	215,975	30.51%	188,197	16,992	9.9%	1,112,073	232,966	26.5%
AUGUST	828,631	(217,553)	-20.79%	213,580	42,368	24.7%	1,042,211	(175,185)	-14.4%
SEPTEMBER	838,437	99,416	13.45%	213,535	40,085	23.1%	1,051,973	139,501	15.3%
OCTOBER	856,016	84,564	10.96%	220,277	35,162	19.0%	1,076,293	119,726	12.5%
NOVEMBER	1,015,873	176,041	20.96%	171,995	(9,219)	-5.1%	1,187,868	166,821	16.3%
DECEMBER	1,140,733	125,241	12.33%	223,920	33,613	17.7%	1,364,654	158,853	13.2%
Prorata Distribution(June)	1,144	538	88.67%						
Prorata Distribution(Dec.)	692	(409)	-37.14%						
TOTAL	\$ 10,424,150	\$ 1,760,979		\$2,504,229			12,926,543	\$2,207,269	

LOST COLLECTIONS BY SALES MONTH	2022								
	TAVT			TOTAL OF LOST & TAVT					
	2022 LOST	\$ CHANGE	%CHANGE	TAVT	\$ CHANGE	TAVT % CHANGE	TAVT	\$ CHANGE	% CHANGE
JANUARY	801,629	108,102	15.6%	180,716	(9,592)	-5.0%	982,344	98,510	11.1%
FEBRUARY	787,733	128,281	19.5%	211,339	30,332	16.8%	999,071	158,613	18.9%
MARCH	921,813	102,653	12.5%	265,697	19,162	7.8%	1,187,510	121,814	11.4%
APRIL	941,923	87,597	10.3%	229,378	10,543	4.8%	1,171,301	98,140	9.1%
TOTAL	\$ 3,453,097	\$ 426,633		\$887,130			4,340,227	\$477,077	

FY22 LOST & TAVT	4,340,227
FY21 LOST & TAVT	\$ 12,926,543
FY20 LOST & TAVT	\$ 10,720,980
FY19 LOST & TAVT	\$ 9,755,416
FY18 LOST & TAVT	\$ 8,871,741
FY17 LOST & TAVT	\$ 8,094,043
FY16 LOST & TAVT	\$ 7,147,120
FY15 LOST & TAVT	\$ 7,024,812
FY14 LOST & TAVT	\$ 6,771,602
FY13 LOST & TAVT	\$ 6,287,973
FY12 CONVERTED	\$ 5,763,005
FY12	\$ 5,632,027
FY11	\$ 5,244,606
FY10	\$ 4,939,542
FY09	\$ 4,789,221
FY08	\$ 5,015,881
FY07	\$ 5,621,760
FY06	\$ 5,608,446
FY05	\$ 4,426,013
FY04	\$ 3,527,663

BELOW FIGURES INCLUDE	
TAVT CALCULATIONS	
FY21 ACTUAL TO DATE	\$3,026,465
FY22 ACTUAL TO DATE	\$3,453,097
\$ DIFFERENCE	426,633
% DIFFERENCE	14.1%

FY21 ACTUAL TO DATE	\$3,863,150
FY22 ACTUAL TO DATE	\$4,340,227
\$ DIFFERENCE	477,077
% DIFFERENCE	12.3%

SPLOST 6						
SPLOST COLLECTIONS BY SALES MONTH	Total Actual	County		%	2021	2021 Actuals
	2021	(85%)	City (15%)	Change	Projections	vs. Projections
JANUARY	787,979	669,783	118,197	19.44%		
FEBRUARY	749,380	636,973	112,407	23.27%		
MARCH	930,667	791,067	139,600	50.84%		
APRIL	970,671	825,071	145,601	66.97%		
MAY	1,018,430	865,666	152,765	38.75%		
JUNE	1,017,979	865,282	152,697	24.84%		
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
Prorata Distribution (June)	1,304	1,108	196	89.7%		
Prorata Distribution (Dec.)						
SPLOST Jet Fuel Tax (July)						
TOTAL	\$5,476,412	\$4,654,950	\$ 821,462			

SPLOST 7						
SPLOST COLLECTIONS BY SALES MONTH	Total Actual	County		%	2021	2021 Actuals
	2021	(85%)	City (15%)	Change	Projections	vs. Projections
JANUARY	910,941	910,941		15.6%		
FEBRUARY	894,728	894,728		19.4%		
MARCH	1,047,001	327,247	719,754	12.5%		
APRIL	1,070,088	264,626	805,462	10.2%		
MAY				-100.0%		
JUNE						
JULY	1,049,558	1,049,558		28.14%		
AUGUST	941,469	941,469		-20.80%		
SEPTEMBER	952,448	952,448		13.45%		
OCTOBER	972,563	972,563		10.95%		
NOVEMBER	1,154,214	1,154,214		20.95%		
DECEMBER	1,296,045	1,296,045		12.32%		
Prorata Distribution (June)						
Prorata Distribution (Dec.)	787	787				
SPLOST Jet Fuel Tax (July)						
TOTAL	\$6,367,083	\$6,367,084	\$ -			

Total Collections (%)	
County	City
14.82%	85.18%

2015 \$ 3,665,116
 2016 \$ 7,064,885
 2017 \$ 7,913,104
 2018 \$ 8,587,749
 2019 \$ 9,226,607
 2020 \$ 9,849,401
 2021 \$ 5,476,412
 Total SPLOST 6 Collections to date: #####

2021 \$ 6,367,083
 2022 \$ 3,922,759
 2023
 2024
 2025
 2026
 2027
 Total SPLOST 7 Collections to date: \$ 10,289,842

**DAWSON COUNTY
DEBT SCHEDULE**

5/31/2022

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINAL PMT	PRINCIPAL BAL AT 12/31/2021	NEW LOANS IN 2022	2022 PMTS TO DATE		BALANCE DUE	PENDING 2022 PAYMENTS		PROJECTED BAL AT 12/31/2022	NOTES
							PRINCIPAL	INTEREST		PRINCIPAL	INTEREST		
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012	3/1/2027	2,200,000.00	-	285,000.00	32,559.99	1,915,000.00	-	28,342.01	1,915,000.00	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.
Fire Pumper Truck	BB & T	SPLOST VI	1/12/2018	1/12/2025	267,812.50		267,812.50	7,793.34	-		-	-	Pumper was purchased January 2018. First annual payment from SPLOST VI paid Jan 12, 2019. Annual payments made in January each year. BOC voted to pay off loan during FY 22 Budget process using SPLOST Overage. Payoff occurred 1/12/22
Totals					\$ 2,467,812.50	\$ -	\$ 552,812.50	\$ 40,353.33	\$ 1,915,000.00	\$ -	\$ 28,342.01	\$ 1,915,000.00	



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report – May 2022

FLEET

- **Preventative Maintenance Performed: 32**
- **Tires Mounted: 10**
- **Repair Orders Completed: 75**
- **Labor Hours: 330.50**
- **Labor Cost Savings: \$ 18,177.50**
(Comparison of the Fleet Maintenance rate of \$25.00 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 1,908.40**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for May: \$ 20,085.90**

FUEL CENTER

- **Average Fuel Center Price Per Gallon:**
Gasoline: \$ 3.60
Diesel: \$ 4.80
- **Fuel Center Usage - Dawson County and Board of Education**
Gasoline: 13,522.8 gallons; 924 transactions
Diesel: 7,732.9 gallons; 214 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
Gasoline: 1,376.2 gallons; 70 transactions
Diesel: 536.8 gallons; 17 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 95.65**

HIGHLIGHTS

- Fuel costs are continuing to remain above average.
- Upfitted golf cart for Sheriff's Junior Law Enforcement Academy so they can teach the class.
- Added additional safety lights to the Marshal's Animal Control truck.



Dawson County Board of Commissioners

Human Resources Department Key Indicator Monthly Report – May 2022

POSITION CONTROL

- Positions approved by BOC: 613
- # of filled F/R Positions: 309
- # of filled F/T Positions: 1
- # of filled Grant Funded Positions: 13
- # of filled P/R Positions: 67
- # of filled P/T Positions: 66
- # of Supplemental Positions: 52
- # of Vacant Positions: 105
- #of Frozen Positions: 23
- % of Budgeted/Actual Positions: 82.87%

ADDITIONAL INFORMATION

- FMLA/LOA/Military tracking: 3/0/2
- Unemployment Claims received: 0
- Property & Liability Claims: New: 1 - Open:8
- Worker's Compensation Claims: New: 2 - Open:9
- Performance Evaluations received: 0

HIGHLIGHTS

Positions Advertised/Posted: 48

- Public Works – Project Manager – 2
- Public Works – Director – 1
- Facilities – Administrative Specialist – 4
- Public Works – Roads Operator III – 3
- Public Defender – Legal Assistant – 2
- Planning & Development – Senior Plan Reviewer – 2
- Emergency Service – Community Risk Reduction Specialist (CRRS) - 2
- Emergency Services—Firefighter/Paramedic – 0
- Emergency Services – Firefighter/EMT – 6
- Public Works – Roads Operator II – 1
- Public Works – Transfer Station Operator I – 3
- Juvenile Court – Senior Judicial Assistant – 3
- Tax Assessor – Senior Property Appraiser – 1
- District Attorney – Administrative Clerk – 9
- Clerk of Court – Deputy Court Clerk (Admin) – 3
- Human Resource – Human Resource Specialist – 5
- Facilities – Custodian - 1
- Sheriff's Office – Detention Officer – N/A
- Sheriff's Office – Deputy Sheriff – N/A
- Other – 0

Applications Received: 48 Other: 0

New Hires added into system: 11

- Brandon Bell – Emergency Services – PT Firefighter/EMT
- Phillip Sledge – Sheriff's Office – Patrol
- Ellen Reece – Sheriff's Office – Detention Officer
- Danielle Patel – Public Defender – Legal Assistant
- Annsley Anglin – Superior Court – Bailiff
- Jeffery Hahn – Public Works – Director
- Allen Mobley – Sheriff's Officer - Detention Lieutenant
- Molly Guillory – Juvenile Court – Intern
- Ashley Dowdle – Facilities – Administrative Spe

- Hayden Payne – Parks & Rec – Lifeguard
- Aré Bliss – Parks & Rec – Lifeguard

Termination/Resignation/Retirement Processed: 9

- Nicholas Morfa – Emergency Services – FF/EMT
- Hunter Burks – Public Works – Roads Operator I
- Denise Farr – Public Works – Director
- Sherri Maxwell – Facilities – Administrative Specialist
- Autumn Carter – District Attorney – Administrative Clerk
- Michael Wharton – Sheriff's Office – Detention Officer
- Sean Graham – Emergency Services – FF/Paramedic
- Michael Ostrowski – Emergency Services – FF/EMT
- Brandon Harkness – Facilities - Custodian

Promotions:3 Transfers:1 Re-Classed:1 Personnel/Payroll Updates: 14

Additional Highlights:

- Completed annual insurance renewal process
- Preliminary preparations for Open Enrollment



Dawson County Board of Commissioners

Information Technology –May 2022

- **Calls for Service: 132**
- **Service Calls Completed: 132**

Highlight

- Finished configuration and testing of the County Intranet (Dawson Connect)
- Courtroom C streaming upgrades complete
- IT Department digital filing system reworked and organized
- Started roll-out of Office 365 and the .gov e-mail addresses
- Cyber security tweaks including shifting to SSLVPN remote connections instead of Splashtop and traditional VPNs

Marshal's Office 2022 Monthly Report

Activity	JAN	FEB	MAR	APR	MAY	Total Activities / Revenues
Total Open Cases (Note 1)	158	190	180	233	257	
Code Cases Opened	50	70	71	78	62	331
Code Cases Closed (Note 2)	34	38	81	54	214	421
Code Enforcement Cases	21	37	35	65	25	183
Erosion Control Complaint Cases	9	11	11	1	2	34
Sign Complaint Cases	1	0	1	2	2	6
Alcohol Audits	0	0	0	0	0	0
Donation Box Audits	0	0	0	0	0	0
Vape Audits	0	0	0	0	0	0
Code Enforcement STOP Work Orders/Citations Issued (Note 3)	2	11	11	2	5	31
Code Enforcement Court Cases	0	0	0	1	1	2
New Animal Control Cases	29	33	31	31	37	161
Animal Cruelty Investigations	4	4	1	1	5	15
Animal Bite Investigations	2	2	4	5	2	15
Animals Quarantined	1	2	4	5	2	14
Animals transported to DC Humane Society	16	8	30	32	25	111
Animal Control Citations Issued	0	0	0	0	1	1
Animal Control Court Cases	0	0	0	0	0	0
New Short Term Rentals	3	8	0	7	3	21
Short Term Rental Renewals	4	6	5	2	3	20
Short term Rental Letters Sent	65	2	6	3	9	85
Alcohol Pouring Permits Issued	31	17	32	34	59	173
Open Record Requests	7	2	7	3	4	23
Short-term Rental Revenues	1,200.00	2,300.00	1,500.00	8,100.00	1,800.00	\$ 14,900.00
Donation Box Revenues	0.00	0.00	0.00	0.00	0.00	\$ -
Excise Tax Revenues (30)	41,736.88	44,396.95	50,990.52	39,198.65		\$ 176,323.00
Pouring Permit Revenues	620.00	340.00	960.00	710.00	1,465.00	\$ 4,095.00
Magistrate Revenues	0.00	0.00	0.00	0.00	0.00	\$ -
STOP WORK, Dangerous Dog, Appeals,	400.00	2,400.00	2,000.00	200.00	600.00	\$ 5,600.00
Sign Revenues	900.00	0.00	n/a	n/a	n/a	\$ 900.00

Note 1: Energov software update provided new Open Case Total for April-Present (updated for this KIR) which included numerous open cases dating between 2005-present. Total is number of cases 2019-present that are open/in-progress.

Note 2: 102 cases closed were pre-2019 / 112 cases closed were from 2019-Present. Increase due to 2005-2018 open cold cases that were administratively closed.

Note 3: 1-Stop Work Order / 4 Citations: 2-erosion, 1-solid waste, 1-Living in RV/Non-Dwelling Structure

2022 DAWSON COUNTY PERMITS

	JAN	FEB	MAR	APR	MAY	TOTAL
BUILDING PERMITS	61	131	201	67	59	519
SINGLE FAMILY	29	82	138	52	17	318
ACCESSORY STRUCTURE	4	4	4	2	9	23
ADDITIONS/REMODELS	7	8	13	5	5	38
FARM BUILDING	2	1	1	0	0	4
RETAIL - COMMERCIAL	9	20	31	7	9	76
MISC	10	16	14	1	22	63
MULTI - FAMILY	0	0	0	0	0	0
MOBILE HOME	0	3	1	1	2	7
<i>ELECTRICAL</i>	50	99	196	65	45	455
<i>PLUMBING</i>	36	90	161	53	25	365
<i>HEATING & AIR</i>	35	80	163	55	27	360
ZONING/VARIANCES	6	11	7	1	7	32
PLAN REVIEW - PLATS	1	12	28	16	19	76
PLAN REVIEW - SITE	0	5	2	2	3	12
PLAN REVIEW - BUILDING	5	10	8	0	3	26
PLAN REVIEW - SIGN	6	4	1	11	9	31
GRADING PERMITS-FULL	6	8	11	4	16	45
GRADING PERMITS-AGRI	0	0	1	0	0	1
BUSINESS LICENSE	214	134	183	104	145	780
SIGN PERMITS	6	3	1	11	8	29
SHORT-TERM RENTAL	6	14	3	8	5	36



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – May 2022

- **Youth Sports Participants:**
 - May 2022: 3,404 – down 1.3% compared to same month last year
 - YTD 2022: 15,981 – down 0.4% compared to last year
- **Facility Rentals/Bookings/Scheduled Use:**
 - May 2022: 2,940 – down 40.2% compared to same month last year
 - YTD 2022: 9,267 – down 67.4% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - May 2022: 632 – up 39.8% compared to same month last year
 - YTD 2022: 3,124 – down 53.2% compared to last year
- **Total Customers Served:**
 - May 2022: 6,976 – down 63.7% compared to same month last year
 - YTD 2022: 28,372 – down 49.9% compared to last year

HIGHLIGHTS

Park Projects:

- The River Park Canoe Put-in river entry area will be replaced in the upcoming months.
- A family restroom will be added to the Small Pavilion at Rock Creek in the upcoming months, courtesy of the Rotary Club of Dawson County.
- The former t-ball field at Veterans Memorial Park was converted into a dog park and looks great!

Athletic and Program Summary:

- Adult Boot Camp, Krav Maga, Kids Yoga, Pickleball, Tai Chi, Tennis clinics, Volleyball lessons, Yoga continue to go well.
- Travel Team activities continue to go well.
 - 13 total teams registered (baseball, softball, basketball, tennis)
- Pickleball open play continues to go well.
- Pool party reservations begin May 2nd, about 90% of the available pool rental dates were booked by the end of the day. In the weeks following, the remaining dates were booked and we are now full.
- Football and cheer registration ended May 9th and yielded 7 football teams and 6 cheer squads.

- The pool at Veterans Memorial Park and the splash pad at Rock Creek opened May 28th and have been very busy!
- Flag football registration was extended to May 31st to try to increase the participation for the leagues. Pending the turn-out of the surrounding agencies that offer this program, we will have a combined 4th/5th grade team and a 6th-8th grade team.
- Swim lessons began May 31st and are completely booked for the entire summer.
- The swim team began their practice season on May 31st and will go until the end of July, hosting 1 home meet in June.

On the Horizon:

- The first outdoor movie of the year is scheduled for Friday, June 3rd at War Hill Park and will be showing The Boss Baby: Family Business. Admission is free.
- Our summer camps start the week of June 6th and go into the week of July 18th.
- Kona Ice will be back at Rock Creek again this summer for their weekly visits – arriving on Tuesdays and Thursdays, June 7th-July 21st.
- We will continue for a 2nd year with our summer Party at the Pool events, scheduled for Wednesday, June 15th and Wednesday, July 13th. Admission is free.
- The 50th Anniversary Celebration, originally scheduled in conjunction with our annual Opening Day event earlier this year was rescheduled for Saturday, July 16th; however, due to some recently discovered scheduling conflicts, we may be changing the date to later in the summer.



Dawson County Board of Commissioners

Public Works Monthly Report – May 2022

Work orders: 34
Gravel: GAB: 210.00 TN
Limb Row : 1 mile
MOW ROW: 460.490 miles
Solid Waste: 256.8 TN
Recycling Tires: 11.17 TN
Recycling Scrap Metal: 20,020 lbs

Recycling: We have not received anything from them yet so I do not have a number.



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – May 2022

SENIOR CENTER

- **Home Delivered Meals Served**
 - May 2022: 2,728
 - YTD 2022: 15,414
- **Congregate Meals Served**
 - May 2022: 460
 - YTD 2022: 2,191
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, Yoga, individual fitness)
 - May 2022: 433
 - YTD 2022: 2,020
- **Lifestyle Management Participation** (Awareness, Prevention, Virtual Learning)
 - May 2022: 1,279
 - YTD 2022: 5,587

TRANSIT

- **DOT Trips Provided**
 - May 2022: 315
 - YTD 2022: 1,342
- **Senior Trips Provided**
 - May 2022: 626
 - YTD 2022: 2,975
- **# Of Miles**
 - May 2022: 8,319
 - YTD 2022: 42,760
- **Gallons of Fuel**
 - May 2022: 930
 - YTD 2022: 4,869

LOST and SPLOST Collections

Local Option Sales Tax (LOST) collections are up 10.2% for the same month in 2021 and up 14.1% for 2022 year to date. Special Purpose Local Option Sales Tax (SPLOST) collections are up 10.2% for the same month in 2021. Total SPLOST VII collections (July 2021 to present) are \$10,289,842.

April collections received in May are as follows:

LOST	\$941,923
SPLOST	\$1,070,088
County	\$264,626
City	\$805,462

Items Approved by the County Manager or Chief Financial Officer Since Last Report

Groupe LaCasse, LLC	Sheriff's Office Staff	Furniture	Cooperative Agreement	Purchase Order	\$10,968.63	Funding Source – Jail Budget
Canon USA, Installer is Duplicating Products	Northeast Judicial Circuit	Copier	Cooperative Agreement	Purchase Order	\$5,906.80	Funding Source – Juvenile and Superior Courts Regular Operating Budget