

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA – THURSDAY, MAY 20, 2021  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534  
4:00 PM**

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**UNFINISHED BUSINESS**

1. Presentation of an Intergovernmental Agreement Between Dawson County and the City of Dawsonville Concerning Two City-Funded Sheriff's Deputy Positions- Sheriff Jeff Johnson (*Tabled from the May 6, 2021, Voting Session*)

**NEW BUSINESS**

1. Presentation of Department Restructure Due to New Elections System and Senate Bill 202 Omnibus Elections Bill- Chief Registrar / Board of Elections and Registration Chair Glenda Ferguson
2. Presentation of FY 2022 Legacy Link Contract for Nutrition Program Services- Senior Services Director Dawn Johnson
3. Presentation of Request for Fire Safety Fundraiser- Emergency Services Director Danny Thompson
4. Presentation of Request for Funding of Fire Hydrants- Emergency Services Director Danny Thompson
5. Presentation of Fire Station 2 Sanitary Sewer Easement Request for Emergency Repair- Public Works Director Denise Farr
6. Presentation of Application for Parade and Assembly - *Dawson County News' Taste of Dawson* - Planning & Development Director Jameson Kinley
7. Presentation of Comprehensive Plan Update- Planning & Development Director Jameson Kinley
8. Presentation of Board Appointments:
  - a. **Joint Development Authority**
    - i. Mandy Power- *replacing Christie Moore* (Term: June 2021 through December 2022)
    - ii. Brian Trapnell- *reappointment* (Term: June 2021 through December 2024)
9. County Manager Report
10. 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: Sheriff's Office

Work Session: 05/06/2021

Prepared By: Sheriff Jeff Johnson

Voting Session: 05/06/2021

Presenter: Sheriff Jeff Johnson

Public Hearing: Yes \_\_\_\_\_ No \_\_\_\_\_

Agenda Item Title: Request to Approve an IGA with the City of Dawsonville

Background Information:

The City of Dawsonville approved funding (pay and benefits) to staff two deputy positions. These officers will be dedicated to serving the City of Dawsonville.

In order to perform the associated duties and responsibilities, an Intergovernmental Agreement must be in place.

Current Information:

We are asking the BOC to approve this IGA in order to proceed with staffing these additional positions.

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 Merkitt*

Date: *4/27/21*

County Manager Authorization: *Dan Hensley*

Date: *4/27/21*

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

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

Comments/Attachments:

## **INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT**

The City of Dawsonville (hereinafter “City”), the Sheriff of Dawson County (hereinafter “Sheriff”) and the Board of Commissioners of Dawson County (hereinafter “County”) (collectively “Parties” hereby enter into this intergovernmental agreement (the “Agreement”) in accord with OCGA §15-16-13 for the purpose of providing and maintaining law enforcement services within the City as follows:

WHEREAS, the City currently does not have a municipal police force; and

WHEREAS, the City has the power to and provides for public safety expenses within the City of Dawsonville by contract, including intergovernmental agreements;

WHEREAS, the Sheriff exercises duties and powers within the incorporated area of the City and the unincorporated area of Dawson County; and

WHEREAS, Ga. Const. Art. IX, Sec. II, Para. III(a) and OCGA §15-16-13 permit the Sheriff to perform police functions, exercise power, and to render police services for the City pursuant to an agreement; and

WHEREAS, the Constitution of the State of Georgia, Article IX, Section III, Paragraph I, subparagraph (a), provides that any county or municipality of the State of Georgia may contract for any period not exceeding 50 years with each other or with any other public agency, public corporation or public authority for the provision of services, or for the joint or separate use of facilities or equipment when such contracts deal with services, activities, or facilities which the contracting parties are authorized by law to undertake or provide; and

WHEREAS, by duly approving this Agreement and spreading same upon the minutes of each respective governing authority, the County and the City hereby declare that this Agreement serves the best interest of the citizens in each of their respective jurisdictions.

NOW THEREFORE, in consideration of the promises, covenants, and conditions set forth herein, the City, County, and the Sheriff agree as follows:

1. Law Enforcement Services. The Sheriff shall equip and assign two Deputies to provide the following law enforcement services within the City (the “Contract Services”):

(a) the same duties, powers, and arrest authority exercised in the unincorporated area of Dawson County (OCGA §15-16-10(a)(9));

(b) patrol city streets, the City Farmer’s Market, City owned or maintained property including Main Street Park and City utility facilities to enforce speed limits, traffic control devices, parking statutes, ordinances, and regulations and criminal laws;

(c) assist City Code Enforcement and Animal Control personnel by serving citations for ordinance violations and investigating without assistance from the Sheriff’s office; ordinance violations after City personnel exercise good faith efforts to enforce city ordinances;

(d) attend meetings of the City Council, Planning Commission, Historic Preservation Commission, and Downtown Development Authority;

(e) attend City sponsored special events such as Food Truck night, the Christmas special event, and similar events;

(f) provide extra patrol as needed to respond to heavy seasonal or special event traffic or if a resident is away from the residence for an extended period or to protect against reports of criminal activity;

(g) regularly patrol the City to deter crime and to promote driver and pedestrian safety;

(h) interact with residents to increase the likelihood that City residents know individual officers;

(i) investigate suspicious persons and circumstances; and

(j) perform humanitarian acts when available such as assisting stranded motorists, escorting if needed for safety, business and resident welfare checks, and similar community oriented public safety activities.

It is understood by the parties that the above referenced services shall be provided primarily through the Sheriff having two deputies assigned to have their primary responsibility be the incorporated areas of the City of Dawsonville, the shifts for which are not expected to overlap. The foregoing notwithstanding, (1) the City understands and agrees that upon reasonable need the two deputies whose primary responsibility includes the incorporated area of the City of Dawsonville may provide law enforcement services in the unincorporated area of Dawson County; and (2) the Sheriff understands and agrees that depending on the law enforcement needs at any particular time, it may be necessary to provide additional deputies for the provision of law enforcement services in the incorporated area of the City of Dawsonville..

2. Traffic Citations. All tickets or citations issued for violations of state traffic laws shall be returned to Dawson County Probate Court or Superior Court. The County shall receive all revenue from fines levied and collected for traffic violations and not distributed to the State of Georgia pursuant to applicable statutes and regulations.

3. City Ordinance Citations. The City Municipal Court shall retain jurisdiction of City code violations.

4. Compensation for Law Enforcement Services. In accordance with OCGA §15-16-13, the City shall reimburse the County for the costs incurred by the Sheriff in providing the Contract Services (the "Reimbursement Costs") which includes, but is not limited to, compensation of the two deputy sheriffs, cost of retirement benefits and health insurance for those deputies, workers' compensation and other fringe benefits, training costs, materials, supplies, and utilities. The initial amount due from the City is \$6,501.19 per Deputy per month \$13,002.38 total per month, and the amount due may fluctuate based upon the costs identified herein to calculate the amount due from the City. The Sheriff shall notify the City and the

County of changes at least thirty (30) days before the change in the amount due shall be effective. The Reimbursement cost shall be paid on the first of the month in advance for services that will be provided by the Sheriff during the month in which payment is received. By way of example, the payment due on July 1, 2021 shall be payment for services provided for during the month of July 2021.

5. Policies and Procedures. Deputies performing law enforcement services pursuant to this Agreement shall be subject to policies and procedures of the Sheriff only and not the policies and procedures of the City. The Sheriff will supervise deputies performing duties pursuant to this Agreement and shall control all equipment and vehicles utilized in the performance of law enforcement services pursuant to the terms hereof and will provide maintenance and insurance for equipment and vehicles.

6. Term. This Intergovernmental Agreement is entered pursuant to Art. IX, Sec. III, Para. I of the Georgia Constitution and shall commence on the \_\_ day of \_\_\_\_\_, 2021 and expire on the \_\_ day of \_\_\_\_\_, unless prior written notice of intent to terminate is given by the Sheriff, the County, or the City at least \_90\_ days before the date of termination.

7. Notices. Any notice provided pursuant to this Agreement shall be delivered as follows:

Dawson County Sheriff's Office  
19 Tucker Avenue  
Dawsonville, GA 30534

City of Dawsonville  
415 Highway 53 East  
Suite 100  
Dawsonville, GA 30534

Dawson County Board of Commissioners  
25 Justice Way  
Suite 213  
Dawsonville, GA 30534

8. Severability. If any part of this agreement is declared unenforceable or invalid, the remainder shall continue to be valid and enforceable.

9. Entire Agreement. If any provision of this Agreement is held to be invalid, inoperative or unenforceable for any reason, it shall be modified rather than voided, if possible, in order to achieve the intent of the parties hereto to the maximum extent possible. In any event, if any provision this Agreement is held to be invalid, inoperative or unenforceable for any reason, the other provisions of this Agreement shall be deemed valid and operative and, so far as

is reasonable and possible, effect shall be given to the intent manifested by the provision or provisions held invalid or inoperative.

10. This Agreement shall be exclusively for the benefit of the Parties and shall not provide any third parties with any remedy, claim liability, reimbursement, cause of action, or other right.

11. Nothing contained in this Agreement shall be construed to be a waiver of the Parties' sovereign immunities or of any individual's qualified, good faith, or official immunities.

12. Nothing contained in this Agreement shall be construed as creating any individual or personal liability on the part of any of the Parties or their elected or appointed officials, officers, boards, commissions, employers, representatives, consultants, servants, agents, attorneys or volunteers. No such individual shall be personally liable under this Agreement in the event of any default or breach by the Parties or for any amount which may become due by the Parties under the terms of this Agreement. The Parties agree that their sole and exclusive remedy, claim, demand, or suit shall be directed and/or asserted only against Parties and only in their official capacity and not against any elected or appointed official, officers, boards, commissions, employees, representatives, consultants, servants, agents, attorneys, or volunteers.

13. This Agreement shall be deemed to have been made, construed, and enforced in accordance with the laws of the State of Georgia and said laws shall govern the validity of this Agreement and the construction of its terms and interpretation of the rights and duties of the Parties. Any litigation arising out of or any way involving this Agreement shall be heard and decided in the Superior Court of Dawson County.

14. No consent or waiver, express or implied, by any Party to this Agreement to any breach of any covenant, condition or duty of another Party shall be construed as a consent to or waiver of any future breach of the same. No failure of a Party to exercise any power hereunder and no custom or practice of the Parties at variance with the terms hereof, shall be a waiver of a Party's right to demand exact compliance herewith.

15. No Party hereto may assign any function or obligation undertaken by such Party without the written approval of the Parties.

16. Except as expressly limited by the terms of this Agreement, all rights hereunder are in addition to and do not limit those provided at law or in equity.

17. The Parties intend that the relation between them is that of principal-independent contractor. No agent, employee, or servant of Sheriff shall be or shall be deemed to be the employee, agent, servant of City. City is interested only in the results obtained under this Agreement. The manner and means of overseeing the work are under the sole control of Sheriff. None of the benefits provided by City to its employees are available from City to Sheriff or its employees, agents, or servants.



Sheriff Deputy Costs

4.30.21

Annual Cost Per Deputy	
Salary	\$40,731.60
Fica/Medicare	\$3,115.97
Retirement Contributions	\$2,036.58
Group Insurance	\$20,273.16
Life Insurance	\$92.00
Flex Benefit Admin Fees	\$51.00
Workers' Compensation	\$350.00
Administration	\$1,583.33
Training/Equipment	\$9,780.68
	<b>\$78,014.32</b>

Total Annual Cost per Deputy	\$78,014.32
Cost per Deputy per Month	\$6,501.19
<b>Cost of 2 Deputies 2 Two Months</b>	<b>\$26,004.77</b>

Administration/Training & Equipment Cost Breakdown

3300 Sheriff	Admin	Training/Equip
Salary	\$2,490,637.00	
Salary-Overtime	\$90,000.00	
Group Insurance	\$515,468.00	
Fica/Medicare	\$204,609.00	
Retirement Contributions	\$62,155.00	
Workers' Compensation	\$62,000.00	
Life Insurance	\$4,463.00	
Flex Benefit Admin Fees	\$408.00	
Professional Services	\$18,500.00	\$18,500.00
Prof Svcs-Attorney	\$9,000.00	\$9,000.00
Technical Svcs Computer	\$15,000.00	\$15,000.00
Disposal Service	\$1,500.00	\$1,500.00
Vehicle R&M	\$110,000.00	\$110,000.00
Equipment Rental	\$25.00	\$25.00
Telephone	\$90,000.00	\$90,000.00
Postage	\$1,500.00	\$1,500.00



Advertising	\$5,000.00	\$5,000.00	
Printing & Binding	\$2,000.00	\$2,000.00	
Travel	\$8,500.00	\$8,500.00	
Dues & Fees	\$3,000.00		\$3,000.00
Education & Training	\$12,000.00		\$12,000.00
Licenses	\$350.00		\$350.00
General Supplies / Materials	\$17,975.00	\$17,975.00	
Supplies - Champs	\$10,000.00		
General Supplies - Community Proj	\$5,000.00		
Training Supplies	\$25,000.00		\$25,000.00
Gasoline / Diesel / Oil	\$250,000.00		\$250,000.00
Books & Periodicals	\$1,000.00	\$1,000.00	
Small Equipment	\$20,000.00	\$20,000.00	
Uniforms	\$30,000.00		\$30,000.00
Investigations Conting	\$15,000.00		
	\$4,080,090.00	\$190,000.00	\$430,350.00

	<i>Divided by number of employees</i>	<i>Divided by number of deputies</i>
	\$1,583.33	\$9,780.68

Salary based on 2184 hours per year and assuming hourly rate of \$17.13 per hour (starting salary per the salary study)

Total No. Sheriff Employees 120

Total No. Sheriff Deputies 44



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Elections & Registration

Work Session: 05.20.21

Prepared By: Glenda Ferguson

Voting Session: 05.20.21

Presenter: Glenda Ferguson

Public Hearing: Yes  No

Agenda Item Title: Presentation of Department Restructure due to New Election System & SB202 Omnibus Election Bill

**Background Information:**

2020 election year brought a completely new election system in the midst of one of the heaviest election cycles yet. The equipment, though easier for the voting public, brings challenges requiring more poll workers, storage space, new procedural requirements, current staff work overload, etc. to election offices across the state.

**Current Information:**

New election law reform, SB202 Election Omnibus Bill, was passed. Attached is a breakdown of impact this, along with the new voting system, has on the Board of Elections & Registration office. The need for restructure of duties/positions in our office is presented to move forward successfully.

- see attached updated organizational chart
- current vacant position grade change
- request of temporary tech position be made permanent Administrative Assistant position.

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: 5/11/21

County Manager Authorization: David Headley

Date: 5/11/2021

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

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

**Comments/Attachments:**

1. SB202 Impact & Estimated Costs
2. Dominion Warranty Information
3. Board of Elections & Registration Organizational Chart
4. Restructured Job Description(s)

## SB202 “Election Integrity Act” Impact & Estimated Costs:

1. Maintenance of voting equipment annually beginning January 2022 = \$14,711
  - 88 BMD units @ \$136 = \$11,968
  - 8 ImageCast Precinct (ICP) @ \$146 = \$1168
  - 1 ImageCast Central (ICC) @ = \$1200
  - 1 Mobile Ballot Kit #2 (C712 MBP) - \$375

\*Does not include the maintenance or replacement of Poll Pads (16 units) See attached.
  
2. Drop Box Provisions: \$17,280
  - 2022 – 4 probable elections x \$4320 x 4 =
  - 24-hour surveillance during advance voting
  - 17 days x 24 hours at a minimum of \$10 p hour = \$4080 (per election)
  - (1 probable Sunday vote additional \$240)
  - \*\*If only during voting hours: 18 days x 9 hours = \$1620 x 4 = \$6480
  - Hoping to get better clarification of 24 hour or during office hours).
  
3. Security Paper: \$13,399.62
  - 2020 Printing & Binding = 6346.72 x 2 = \$12,693.44
  - Presently costs .13 per page. Estimated to increase from 50% to 300%.
  - \*(For November 2020 8150 ballots ordered. With delivery, set up fee, test deck for Logic & Accuracy testing of equipment cost was \$3,232.65. Projected cost doubled would be \$6465.30 and it potentially goes up from there; this for one major presidential election. This cost is ballot printing only and does NOT include the security paper for advance voting.
  - 10,393 voted advance voting @ .13 = \$1351.09 (doubled is \$2702.18).
  - Three smaller elections in 2020 each with about 1200 advance voters 3600 @.13 = \$468 (doubled is \$936)
  - Security paper for advance voting = \$7706.18
  - Total projected cost =

Note: The State may potentially pick up this cost to counties initially.
  
4. Extended early voting requirements to mandate two Saturdays (previously 1 Saturday when only State & Federal candidates were on the ballot) & potentially one Sunday (major elections only); 9-5 voting at a minimum (previously 9-4). Requires 4-5 poll workers (1 Manager, 2 Assts & 1 clerk, 1 “security” clerk for the ballot drop box. All workers are there at least 1 hour early to open & 15-30 minutes to close (minus 30 min lunch) = 9 hours x \$60 = \$540 x 2 days = \$1080 (this is a minimal crew; major elections could need more). Sunday would add another \$540 plus (2 major elections only). Overtime for staff would increase by 16 hours approximately \$480
  - 2022 extended voting hours cost \$1560 x 4 = \$6240.00
  - Sunday voting \$540 x 2 & \$480 Staff OT = \$1560\$7800
  
5. Questionable litigation costs for SEB takeover of election officials = optional, undetermined amount, if counties election officials are not covered already. \$ ??

6. Voting Equipment Distribution:

...In a statewide general election, the county shall provide at least one voting booth or enclosure for each 250 electors. Revision to the law states all other elections can be based on early voting turnout and then utilize a percentage of machines at the election superintendent's discretion. This requirement produces space challenges and the potential purchase of more equipment. That would require more room for voting & storage, in an already maxed-out facility now.

Scenario for our county:

We would need to utilize the bays in Station 2 on these particular statewide general elections. (already use Sta 6 bays). Central precinct will not accommodate this number of units.

Based on March active voter numbers, breakdown by precinct:

- East = 9312                    37 booths (we used 20 during the Presidential election)
- Central = 10,085            40 booths (20 units used-voting room was maxed out)
- West = 2755                 11 units (8 units at the most).
- Advance Voting =        nothing specifies exact number here. We usually have 10-14.

This totals 88 booths NOT including advance voting. This means we would have to prepare Logic & Accuracy on the advance voting units to reassign and send out to a precinct after the close of advance voting on Friday before the election equipment is distributed on the following Monday. This gives a tight deadline on already strained staff preparing for closeout of advance & the preparation for distribution & then Election Day on into certification by the following Friday. The ideal position would be to purchase an additional 10-14 units to have already tested and scheduled for delivery.

Our thoughts would be to move forward with the restructure of office duties, assigning this task to the Equipment Coordinator; to not purchase and save these funds until absolutely necessary. It may take additional poll workers to assist the process, but still would be a cost savings.

Cost to purchase 10-14 units:

- 14 BMD units @ 3500 ea = \$49,000 (w an annual software fee of \$150 p unit = \$2100)
- 14 BMD Transport Bags @ \$60 = \$840
- 7 UPS backup (2 for each unit) @ \$800 ea = \$5600                    Total: \$55,440

*\*\* There is a hope that 2022 legislation will be presented to allow counties to have more judgment on the distribution of equipment for statewide general elections like the smaller elections, basing amounts of units needed on advance & absentee vote numbers prior to the election. Another reason to hold off on any purchases.*

The Board of Elections will have to visit these upcoming challenges and decide how to best serve the voting citizens. Will look at possibly splitting a precinct(s), moving locations, if possible. We were to this point before this passed, this just magnifies the need.

- 7. Logic & Accuracy testing display Ad:                    4 x \$150 =                    \$600
- Previously the ad was only required as a legal ad (\$10-20 per ad) in the paper for each election (web & door posting). It is now required as a display ad (at least 30 square inches) which increases the cost to approximately \$150 per election.

**Total projected, additional costs for 2022 (thus far):                    \$53,790.62**

Additional duties added to the Election Office:

8. Duplicate ballot “patrol”:  
Election officials will be required to report any third-party absentee ballot application duplicates to the State Election Board (\$100 fine for each). Requiring extra manpower time.
9. Unlimited Voter Challenges:  
Will require more time, mailings and Election Board interaction; cost increase
10. Dominion Technical Support Savings in house:  
Three (3) day Election Day on-site support is \$4500 (includes travel)  
Five (5) day Election Day on-site support is \$8500 (includes travel)  
All other on-site services are \$2000 p day, per person.

\*\* This cost has been averted by hiring the temporary position of Equipment Technician through end of 2021 and below job restructure.

2021 forward –

With the new voting equipment bringing different and additional practices and procedures, our office (as well as most across the State) saw the need to restructure and now that the new voting law has been passed, it confirms the need. Please see attached flow chart and position title change/requests.

#### Election Coordinator

Rachelle will fill the position of Election Coordinator (see attached job description). This will alleviate the need for an Equipment Technician and the cost of a Dominion Tech (#10 above). She has worked with most of the equipment and is well versed in procedures; does training already and troubleshooting. She will familiarize and train for the upload portion. This position really needs the Elections background, not just “technical” experience. Makes perfect sense that Rachelle fills it.

#### Voter Services Specialist

This position was all of what Rachelle is and has been doing and the absentee part of Brittany’s (Rachelle and I will be taking on the Election portions of what Brittany did). Absentee should be with Voter Registration. Our goal is this position will be filled within the next month so that Rachelle and I can begin to train the new person.

#### Administrative Clerk

This full-time position will be requested by making the existing P/T Equipment Technician position full time for the remainder of the year and moving forward.

- **Our department budget will cover any and all of this for the remainder of 2021. Future costs will be presented during the 2022 budget meetings.**



# Georgia Budgetary Warranty Pricing

ImageCast X Ballot Marking Device Warranty (ICX-BMD)*	:	
*Enhanced Warranty option includes one toner cartridge annually	:	\$136.00 per unit
ImageCast Precinct Warranty (ICP)	:	\$146.00 per unit
ImageCast Central Warranty (ICC)	:	\$1,200.00 per unit
Mobile Ballot Printer Kit #2 Warranty (MBP)	:	\$375.00 per unit

# Georgia Extended Warranty

## Annual Pricing

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ImageCast X Ballot Marking Device Extended Warranty (ICX-BMD) (*Extended Warranty includes one HP toner cartridge per unit. See below.)	\$136.00 per unit*
ImageCast Precinct Extended Warranty (ICP)	\$146.00 per unit
ImageCast Central Extended Warranty (ICC)	\$1,200.00 per unit
Mobile Ballot Printer Kit #2 Extended Warranty (C712 MBP)	\$375.00 per unit
Mobile Ballot Printer Kit #3 Extended Warranty (C931 MBP)	\$1,700.00 per unit

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The detailed Terms and Conditions of the Extended Warranty, including any exclusions, can be found in Section 4.2 of the fully executed GASOS-DVS Contract. A summary of coverage is noted below.

Extended Warranty covers all troubleshooting, telephone and online support, installation assistance, break/fix repair services and replacement of parts, to return the device to good operating order in accordance with the GASOS acceptance policy.

All repairs are performed, and parts replaced at a Dominion Repair facility. All repairs are followed by an inspection and verification of completed repair. Shipping costs to the Dominion Repair Facility are borne by the Customer. Return shipping costs back to the Customer are borne by Dominion.

The Customer must enroll all units of each selected device type and provide Dominion with the serial numbers of all devices to be covered by the Warranty.

\*The Extended Warranty for the ICX-BMD provides the customer with one original HP toner cartridge per device, per year. It also includes the option to purchase additional toner cartridges at the discounted rate of \$75.00 per cartridge. For added security and protection Dominion provides the customer with an initial quantity of shipping cartons for ICX and HP units in their transport cases when returned for repair.

## Extended Warranty Program Value to Customer

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### **CASE STUDY EXAMPLE – Dominion ICX BMD:**

Assume a County has 100 ICX BMD units and includes the Hewlett Packard 402dne printer. Extended Warranty cost per BMD device is \$136.00 per unit and this includes one free toner. It can be realistically assumed that the county will purchase at least 1 new toner cartridge for each unit for the 2022 Election Cycle. List price for a toner cartridge from Dominion is \$95.00 per cartridge. Initial toner purchase for the year will cost \$9,500.00 plus shipping.

<i>100 BMD units x \$136.00</i>	<i>\$13,600.00</i>	<i>-includes 1 free toner per printer</i>
<i>Deduct cost of toner</i>	<i><u>-\$9,500.00</u></i>	
<i>Actual Cost of Extended warranty</i>	<i>\$4,100.00</i>	

This equates to \$41.00 per unit, per year, for *total coverage* for both the ICX and HP printer. By enrolling all the ICX BMD devices in the extended Warranty Program, there is a bonus of being able to order additional toner cartridge units at \$75.00 per cartridge throughout the Extended Warranty period, which is a \$20.00 per cartridge discount on any quantity of additional toner cartridges.

### **TIME AND MATERIAL REPAIR COMPARISON**

For time and material repair for a non-warranty unit, the customer is responsible for both outgoing and return shipping. Via FedEx Ground this is typically \$75.00 each way. Dominion's Repair Depot Bench Rate is \$175.00 per hour with a 1-hour minimum. A typical repair will likely involve 2 hours total with the initial evaluation and testing, repair, plus the post-repair testing. For a single ICX BMD repair, the minimum cost would be:

<i>Shipping out/return:</i>	<i>2 x \$75.00</i>	<i>\$150.00</i>
<i>2 hours of Shop Repair</i>	<i>2 x 175.00</i>	<i>\$350.00</i>
<i>Parts replacement as needed (average \$250.00)</i>		<i><u>\$250.00</u></i>
<i>TOTAL ESTIMATED COST FOR 1 REPAIR</i>		<i>\$750.00</i>

This equates to the cost of the Extended Warranty for 18 ICX-BMD devices, but does not include a free toner with the repair, nor does it include the right to purchase toner at \$75.00 per toner cartridge. **If a customer has any combination of 5 or more ICX or Printer repairs in one year, the expense is more than the cost of TOTAL COVERAGE FOR ALL UNITS.** This is without the added benefit of a free toner up front and reduced cost for *all* toner purchases going forward.

By comparison, if a County opted to buy a single replacement ICX BMD system instead of covering all devices with Extended Warranty coverage, the stated contract cost per unit is



\$3,500.00 for a single unit plus approximately \$100.00 shipping. Replacing a single ICX BMD System at this price would equate to almost 90% of the total cost of the Extended Warranty coverage for ALL 100 of the County owned ICX BMD systems. Again, the County does not have the added advantage of discounted toner pricing going forward.

**Conditions of Warranty:**

- \* Extended Warranty Coverage must be contiguous with the expiration of the original Warranty period which ends on December 31, 2021.
- \* The customer must enroll all units of each Device/Machine type in the Extended Warranty Program by the end of the existing Warranty period to be eligible for quoted prices and toner cost benefits.
- \* By enrolling in the initial Extended Warranty and renewing consecutively each year, the customer is guaranteed this price for the balance of the 10-year contract with Georgia with no price increases.
- \* If there is a break in warranty coverage, and the customer desires to resume coverage after this break in the coverage interval, Dominion Voting Systems reserves the right to require an inspection of each device proposed for coverage to determine fitness for warranty coverage at a billable cost to the customer for the inspection.

## **Additional Support Offerings to our Georgia Customers**

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### **Pre-Logic & Accuracy Support Program**

Dominion is offering our Georgia customers a 2021 Service Package to properly prepare the EMS system for Logic and Accuracy Testing.

Our Team will perform a set of eight preparatory steps noted in the attached flyer on each piece of equipment listed.

- \* Call your representative for special Introductory rate offer.

### **On-Site Election Day Support Options:**

Basic Daily Onsite Support	\$2,000.00/day per person
3-Day Election Cycle Onsite Support	\$4,500.00 per person
5-Day Election Week Onsite Support	\$8,500.00 per person

\*By taking advantage of the Dominion Election Day support price of \$4,500.00 for three days customers can realize a savings of \$500 per day over the daily price of \$2,000.00 per day.

\*By taking advantage of the Dominion Election Week support package price of \$8,500.00 for 5 consecutive days, customers receive a total discount of \$1,500.00 over the daily price.

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### **Advantages of Using the Dominion On-site Election Day Support Plans:**

1. The Customer is provided with a Technical Resource that has been trained extensively by DVS on the exact equipment that the customer is utilizing.
2. The Technical Resource has substantive Election Day Experience and is familiar with basic Election Day procedures.
3. The Technical Resource has operational expertise with Dominion equipment on all facets of the Election Cycle, from Logic and Accuracy testing through Canvass.
4. The Technical Resource has direct access to the highest levels of hardware and software support within Dominion if any issues need to be addressed.
5. The Technical Resource provided has direct backup to contact for immediate response to technical or operation questions.
6. The Technical Resources will be deployed anywhere within the State as requested. The customer is not limited to local availability of individuals.

7. The price includes all travel and lodging expenses, regardless of where the Technical Resource is required to work. The customer is not billed for expenses.
8. The Technical Resource provided is flexible. They are equipped and ready to go to wherever within the county that the Election Supervisor requires them, such as outlying precincts or vote centers. These individuals can function as Rovers when needed to do so.



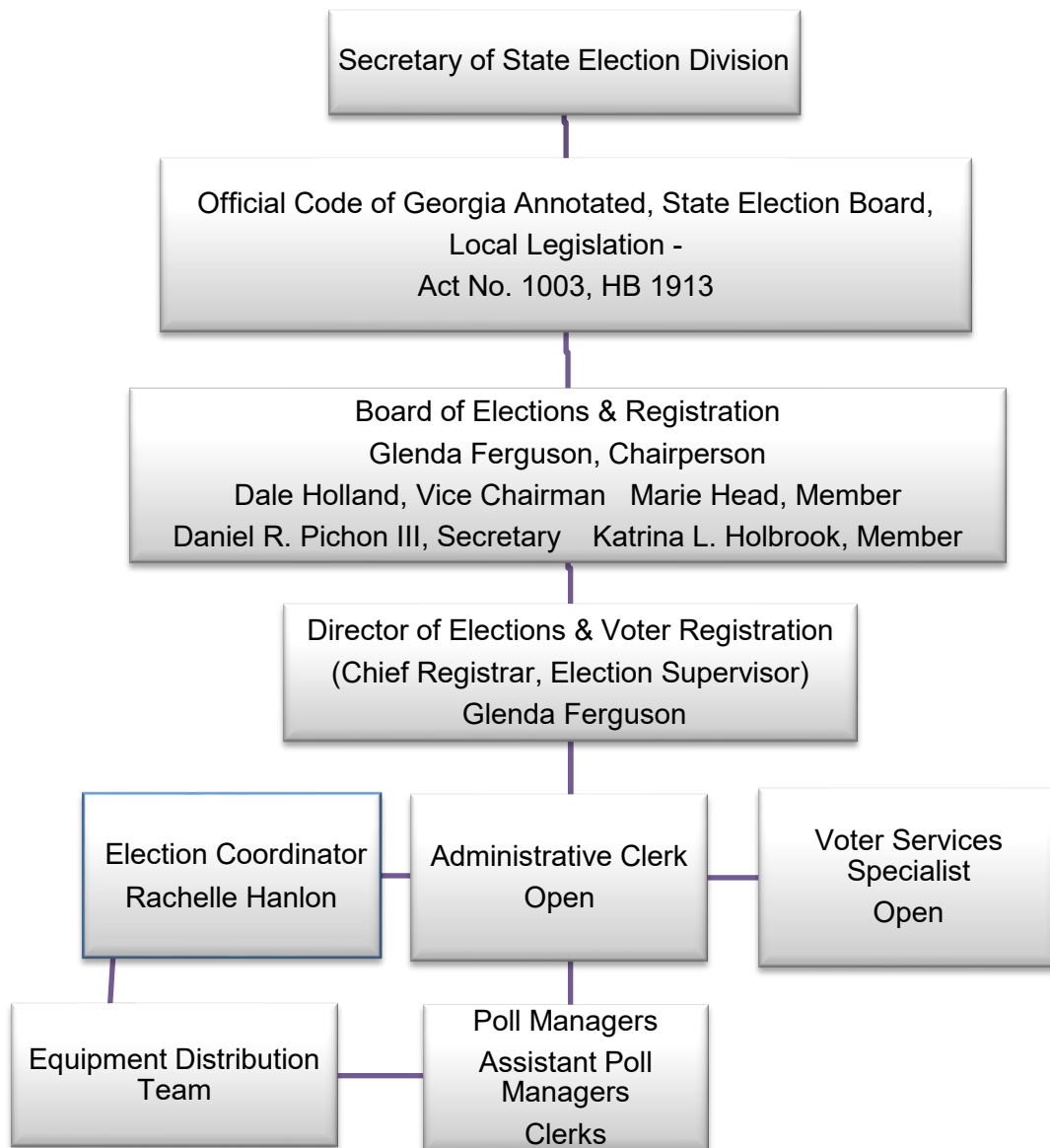
# Organization Chart

## FY 2021-2022

Department:

Board of Elections & Registration

Please complete the below organization chart with titles and names (in the smaller box).





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

## **ELECTION COORDINATOR**

DAWSON COUNTY BOARD OF ELECTIONS & REGISTRATION

Full-Time/Hourly/Non-Exempt

### **JOB SUMMARY**

Perform and/or assist in all necessary duties pursuant to Act #1003 (H.B. 1913) (1998), the Georgia Election Code - Rules and Regulations for Election Officials, the Secretary of State, State Elections Division, Dominion Voting Systems, Georgia Government Transparency & Campaign Finance Commission, U. S. Department of Justice, Legislative Reapportionment Office, Dawson County Policy and Procedure, and the Elections Division Calendar of Events for Election Officials for the current election year.

The essential function of the position within the organization is to oversee the elections division and operations of Dawson County's electronic voting system. The position is responsible for installing, setting up, and maintaining the County's electronic voting system applications and hardware, as well the coordination of elections. The position works under general supervision according to some procedures; decides how and when to complete tasks. Acts as Assistant to the Board of Elections and Registration.

### **ESSENTIAL DUTIES**

This list represents the essential tasks performed by the position. Not to be construed as exclusive or all-inclusive. Other duties may be required and assigned, and are not limited to the following:

- Assists with basic maintenance of computer systems and office equipment; troubleshoots and maintains electronic voting devices.
- Conducts set up and break down of tables and election equipment in preparation for testing and advance voting.
- Conducts logic and accuracy testing of voting equipment, Poll Pad equipment, and Image Cast Precinct Tabulators (ICP); manages operations of the Democracy Suite Election Management System (EMS).
- Interacts with local government officials and the general public to provide election and voter registration services.
- Creates election compact flash cards; prepares Image Cast Central scanning device (ICC) for reception of any absentee and provisional ballots.
- Prepares Mobile Ballot Printer (MBP) for emergency ballot printing; tests for accuracy.
- Loads election projects to EMS sent from Center for Election Systems (CES); review and creates postscript ballot files from election project for all elections.
- Creates all pre- and post-election reports for each election.
- Troubleshoots election equipment throughout advance voting & election day.
- Conducts election night ICC ballot scanning and upload of ICP compact flash cards.

- Maintains security and integrity of all voting equipment and election management server.
- Responsible for the required quarterly charge maintenance of all equipment with required documentation.
- Coordinates, manages and oversees technical inspection for external and internal deficiencies, documents results; contact vendor for repairs, if needed and maintain files as required.
- Prepares and coordinates equipment training for poll worker prior to all elections.
- Responsible for election night reports promptly reported to the State, county website & voting public.
- Function as “back up person” (Election Supervisor/Chief Registrar) in Director’s absence.
- Backup support for Voter Services Specialist.
- Continues to act as the Assistant to the Board of Elections & Registration.
- Assists in primary and elections results certification compilation, accuracy check and breakdown. Seals respective enclosures and forwards to Secretary of State, Clerk of Courts and Election Supervisor/Registrar for archive.
- Responsible for coordinating and setup of advance voting and election day precincts; including the contact and follow-up with precinct custodians and procuring truck for transport.
- Manages all election supplies; ordering, organization and pack out for elections.
- Directly supervises the Election Equipment Distribution Team, with instruction and training, if needed.
- Provides technical and phone support to Poll Managers on election day.
- Assists with balancing and reconciliation during three weeks of advance voting.
- Be GEOC (Georgia Elections Officials Certification) certified and maintain that certification with 12 hours of mandatory classes in both voter registration and elections annually.
- Perform notarization of documents as needed.
- Initiates any action necessary to correct deviations or violations.
- Assists in ensuring compliance with all applicable election guidelines, laws, rules, regulations, standards, policies and procedures.
- Mandated oaths required to perform various offices such as Deputy Registrar, Poll Manager, Election Technician, and Consolidation Team.

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- Democracy Suites Election Management System (EMS)
- Know Ink Poll Pad Equipment.
- Image Cast Precinct Tabulators (ICP)
- Image Cast Precinct Scanner (ICC)
- Election Projects
- Georgia Election Code & State Election Board Rules
- Modern office practices, mathematical skills, procedures and equipment.
- All Microsoft office programs.
- County and departmental policies and procedures.

**SKILLED IN:**

- Excellent customer service.
- Grammatical, clerical, mathematical skills.
- Specialized election-based software applications.
- Machinery/technical aptitude.
- Election procedures (preferred)

**ABILITY TO:**

- Prioritize, plan and organize.
- Select, develop, motivate and effectively utilize knowledge.
- Work various projects under time sensitive deadlines.
- Work overtime, weekends and holidays, as needed.
- Train and oversee seasonal workers.
- Maintain composure under difficult situations.
- Multi-task with efficiency
- Be detailed and discreet.
- Withstand long hours with grace and poise (14-16 hour election days).
- Work under pressure.
- Discern necessary complex information/law
- Maintain trust and security of election information.
- Maintain an effective working relationship with co-workers, election officials and general public.
- Keep a positive attitude.
- Travel for periodic meeting/trainings and maintain GEOC certification annually.

**COMPLEXITY**

Manage setup of the full election equipment process in a timely, efficient, safe, secure manner while maintaining backup support for other internal departments.

Election equipment and software in itself is specialized and requires specific training and technical aptitude. A must is to be able to troubleshoot and reconcile with any given equipment issue in a fast, efficient manner. Accuracy, compliance and transparency, without compromising security, are paramount. Results of major error can result in personal and county legal liability.

**CONTACTS**

- The Georgia Secretary of State, State Elections Division
- Dominion Voting, Easy Vote Solutions and other vendors.
- Voter Registration & Elections offices across the state.
- Department heads, co-workers, general public
- State and local public officials, political party officials, candidates.

**ADA MINIMUM REQUIREMENTS**

**Scope of Performance:**

This position manages the elections process and specializes in the installation, set up, and maintenance of the County’s electronic voting system applications and hardware.

**Physical Ability:**

Requires heavy work involving exerting up to 45 pounds of force on a regular basis and exceptional dexterity and skill in operating machinery, tools, or office and/or electronic voting equipment. The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

**Environmental Factors:**

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, and traffic.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position reports to the Director. The Election Coordinator is responsible for the management and supervision of the Equipment Distribution Team; as well as assists in management of seasonal poll workers.

**MINIMUM QUALIFICATIONS**

- Requires high school diploma or GED; prefer college or vocational school education in computer applications, computer science, or a closely related field or experience equivalent to. Prefer three years of experience in the field of elections and/or voter registration,
- Shall be able to read, write, and speak the English language.
- Possess a valid Georgia driver license and maintain 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.

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

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_



## PERSONNEL CHANGE REQUEST

Department: Board of Elections & Registration Position Title: Election Coordinator

Priority # High Request Type: Title

Salary Grade Requested: 112

Current Salary Amount (if existing position): 40,530.34

Additional Salary Requested: 4,168.86

Total Salary for Position: \$ 44,699.20

## SALARY & BENEFIT COST CALCULATION

4,168.86	Additional Salary Requested
318.92	Taxes
208.44	Retirement
4,696.22	Total Additional Personnel Costs

## ADDITIONAL EQUIPMENT REQUESTED

**\*\*Do not add these estimated costs to your department's operating budget.**

EQUIPMENT DESCRIPTION	ESTIMATED COST
<i>(Example: phone, computer, printer, uniform, gun, fire safety suit, etc.)</i>	
N/A	

## JUSTIFICATION

Please provide a short explanation of your request below.

- Increase of duties; taking on the role of Election Coordinator to include the duties of the Equipment Technician.
- Adjusting present salary; still less than the \$25 p hour for the Equipment Technical position.
- Previously titled Deputy Reigstrar



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

## **VOTER SERVICES SPECIALIST**

DAWSON COUNTY BOARD OF ELECTIONS & REGISTRATION

Full-Time/Hourly/Non-Exempt

### **JOB SUMMARY**

Perform and/or assist in all necessary duties pursuant to Act #1003 (H.B. 1913) (1998), the Georgia Election Code - Rules and Regulations for Election Officials, the Secretary of State, State Elections Division, Dominion Voting Systems, Georgia Government Transparency & Campaign Finance Commission, U. S. Department of Justice, Legislative Reapportionment Office, Dawson County Policy and Procedure, and the Elections Division Calendar of Events for Election Officials for the current election year.

Is responsible to administer daily operations of voter registration requirements to accomplish accurate voter registration records and all-inclusive electors list. To function as the Absentee Ballot Clerk for all primaries and elections. Provide backup assistance to administration and election processes.

\*All primary duties are cross trained with all in-office staff: Director, Election Coordinator & Administrative Assistant.

### **ESSENTIAL DUTIES**

Not to be construed as exclusive or all-inclusive. Other duties may be required and assigned, and are not limited to the following:

- Backup phone contact. Customer Service.
- Administer daily operations of voter registration: voter applications from walk-ins, mail and bulk from Secretary of State's mandatory sites (i.e., DDS, Libraries, Health Department, etc.)
- Process applications through ElectionNet computer system, additions, changes, transfers and deletion of electors as required in maintaining updated data on the electors list.
- Overseas the disposition of conflicting voter registration information.
- Tabulates and records the total number of registered voters, per precinct, for monthly reports and ballot order information for primaries and elections.
- Responsible for all aspects of absentee by mail voting from initial application to ballot return.
- Supplies all advance/absentee by mail statistical reports for daily balancing during advance voting and early opening and processing of absentee ballots.
- Responsible for the storage and security of absentee by mail ballots.
- Overseas absentee ballot application "rollover" voter process.
- Process and monitors UOCAVA (Uniform & Overseas Citizens Absentee Voting Act) voting.
- Responsible for follow up and executing all email responses of absentee requests.
- Easy Vote voting software manager; maintain performance, security and training.

- Responsible for instruction and transaction of sales of elector's lists.
- Responsible for processing walk-in voter photo ID; management and maintenance.
- Coordinate voter registration drives.
- Train as Deputy Registrar every principal, president, etc. of any high school, college, or university. Perform other related duties as assigned.
- Responsible for daily downloading of current voter's list by from the Secretary of State FTP site for voting registration records, aX's software and Easy Absentee software.
- Assists with petition verification.
- Assists with all public requests.
- Performs complex clerical duties such as classifying, consolidating, summarizing, sorting, filing and distributing documents and information.
- Assists with technical and phone support to Poll Managers on election day.
- Assists with balancing and reconciliation during three weeks of advance voting.
- Backup poll official during advance voting and election day voting.
- Assists in primary and elections results certification compilation, accuracy check and breakdown. Seals respective enclosures and forwards to Secretary of State, Clerk of Courts and Election Supervisor/Registrar for archive.
- Assists, as needed, the Election Coordinator with logic & accuracy testing of equipment and other election duties.
- Be GEOC (Georgia Elections Officials Certification) certified and maintain that certification with 12 hours of mandatory classes in both voter registration and elections annually.
- Perform notarization of documents as needed.
- Initiates any action necessary to correct deviations or violations.
- Assists in ensuring compliance with all applicable election guidelines, laws, rules, regulations, standards, policies and procedures.
- Mandated oaths required to perform various offices such as Deputy Registrar, Poll Manager, Election Technician, and Consolidation Team.
- Functions in the capacity of the State Mandated Election Superintendent/Chief Registrar "back up person" in the absence of both the Director and Election Coordinator..

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- Local, state and federal laws related to elections, voter registration & absentee voting.
- Administrative methods and techniques for daily office use, election and absentee voting.
- Modern office practices, mathematical skills, procedures and equipment.
- All Microsoft office programs.
- County and departmental policies and procedures.

### **SKILLED IN:**

- Excellent Customer Service, both by phone and in person.
- Maintaining records and files with accuracy and discernment of security.
- Operating computers/various programs and software. Internet/email.
- Website and social media support/updates.
- Skilled in written and verbal communications.
- Operating modern office equipment, such as a computer, facsimile machine, copier, postage machine.

#### **ABILITY TO:**

- Prioritize, plan and organize.
- Select, develop, motivate and effectively utilize knowledge.
- Read maps, district/precinct line information.
- Work various projects under time sensitive deadlines.
- Work overtime, weekends and holidays, as needed.
- Be flexible, multi-task.
- Maintain composure and diffuse explosive situations.
- Withstand long hours with grace and poise (14-16 hour election days).
- Work under pressure.
- Discern necessary complex information/law
- Maintain trust and security of election information.
- Maintain an effective working relationship with co-workers, election officials and general public.
- Keep a positive attitude.
- Travel for periodic meeting/trainings and maintain GEOC certification annually.

#### **COMPLEXITY**

Voter Registration and absentee balloting requires great attention to detail. Interruption can contribute to complexity (i.e., walk in traffic and phones). There are multiple mandates of voter registration and election law to adhere to that require continual research that is time consuming, but necessary and can be challenging to meet deadlines. There are various check factors/reports in place to reconcile voting numbers that must be adhered to and balanced. Voter Registration and Election positions are unique and are often underestimated in skill and amount of work involved.

Election equipment and software in itself is specialized and requires specific training and technical aptitude. A must is to be able to troubleshoot and reconcile with any given equipment issue in a fast, efficient manner. Accuracy, compliance and transparency, without compromising security, are paramount. Results of major error can result in personal and county legal liability.

#### **CONTACTS**

- The Georgia Secretary of State, State Elections Division
- Dominion Voting Systems, Easy Vote Solutions and other vendors
- State Ethics Commission
- U. S. Department of Justice

- Legislative Reapportionment Office
- Voter Registration & Election Offices across the State
- Department heads, co-workers, general public/Commission & County Manager.
- High School officials/students; polling staff/office staff
- State and local public officials, political party officials, candidates.

## **ADA MINIMUM REQUIREMENTS**

### **Scope of Performance:**

This position specializes in all aspects of voter registration and absentee by mail, map and district information, advance in person assistance, election preparation, computation and certification. In addition, to provide support to the Director and Election Coordinator. A position that is cross trained in the office to assist in all areas. Successful performance ensures accurate voter registration records, fair secure elections with honesty, high integrity and public confidence.

### **Physical Ability:**

Must be physically able to operate a variety of machinery and equipment including standard office equipment such as a telephone, computer terminal and printer, facsimile, and copier. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 5 pounds regularly and up to 45 pounds occasionally.

### **Environmental Factors:**

The work is typically performed in office settings.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position reports directly to the Director. It entails backup supervisory and management responsibilities to include the schedule, training and point of contact for poll workers and office staff in the Director and/or Election Coordinator's absence.

## **MINIMUM QUALIFICATIONS**

- Applicant must be at least 18 years of age.
- 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.
- Experience working with Public and/or County Government preferred.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.

- Must be flexible and able to attend out of town training.
- Possess a valid Georgia driver license and maintain 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.

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

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

## PERSONNEL CHANGE REQUEST

Department: Board of Elections & Registration Position Title: Voter Services Specialist

Priority # High Request Type: Title & Grade change

Salary Grade Requested: 110

Current Salary Amount (if existing position): 35,242.90

Less Salary Requested: (1,962.90)

Total Salary for Position: \$ 33,280.00 (\$16.00 ph)  
(15.54-24.05)

## SALARY & BENEFIT COST CALCULATION

(1,962.90)	Less Salary Requested
(150.16)	Taxes
(98.15)	Retirement
(2,211.21)	Total Less Personnel Costs

## ADDITIONAL EQUIPMENT REQUESTED

**\*\*Do not add these estimated costs to your department's operating budget.**

EQUIPMENT DESCRIPTION	ESTIMATED COST
(Example: phone, computer, printer, uniform, gun, fire safety suit, etc.)	
N/A	

## JUSTIFICATION

Please provide a short explanation of your request below.

- Increase of duties; combining absentee mailing processes with voter registration.
- Salary decrease adjusted to reflect previous employee longevity.
- Previously titled Elections Clerk (Grade 108).



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

## **ADMINISTRATIVE CLERK**

DAWSON COUNTY BOARD OF ELECTIONS & REGISTRATION

Full-Time/ Hourly/ Non-Exempt

### **JOB SUMMARY**

Perform and/or assist in all necessary duties pursuant to Act #1003 (H.B. 1913) (1998), the Georgia Election Code - Rules and Regulations for Election Officials, the Secretary of State, State Elections Division, Election Systems & Software, State Ethics Commission, U. S. Department of Justice, Legislative Reapportionment Office, Dawson County Policy and Procedure, and the Elections Division Calendar of Events for Election Officials for the current election year.

To provide administrative support to the Director, the Board of Elections & Registration, Election Coordinator and Voter Services Specialist, as needed. To function as the key point of contact for citizens; backup assistance with voter registration and election processes.

\*All primary duties are cross trained with all in-office staff: Director, Election Coordinator, Voter Services Specialist.

### **ESSENTIAL DUTIES**

Not to be construed as exclusive or all-inclusive. Other duties may be required and assigned, and are not limited to the following:

- Initial phone contact and in person; great customer service.
- Responsible for incoming and outgoing mail; date stamp and distribution.
- Maintain purchase orders; receipt, copy and filing.
- In charge of record retention; clean up and destruction when needed.
- Manages filing/maintenance of hard copy card files on all registered voters residing in the county past and present, maintaining confidentiality of private and personal information.
- Assists with daily operations of voter registration: voter registration applications from walk-ins, individual mail-ins, state mandates sites (DDS, Library, Health Department, etc.)
- Assists with data entry of applications through ElectionNet computer system: additions, changes, transfers and deletions of electors as required in maintaining electors list data.
- Assists with voter photo ID management.
- Utilizes aX's scanning software; indexes each record into aX's scanning system after Voter Services Specialist scans them in.
- Assists with daily downloading of current voter's list by from the Secretary of State FTP site for voting registration records, aX's software and Easy Absentee software.
- Tabulate and record the total number of voters, per precinct, for each primary or election ballot printing numbers and necessary monthly reports when relating to absentee by mail voting.



- Assists with setup and of poll worker training for each primary or election; training support.
- Assists with election day precinct distribution and setup.
- Responsible for office supplies; order and organization.
- Assist in voting room for advance voting when needed.
- Acts as Reconciliation Clerk documenting and receiving all election day supplies from Poll Managers at close of primaries and elections.
- Assists with petition verification.
- Assists with all public requests.
- Performs complex clerical duties such as classifying, consolidating, summarizing, sorting, filing and distributing documents and information.
- Assists with candidate information and ethics report filing software support.
- Responsible for website maintenance support and social media posts/updates.
- Is the department representative to the Safety Committee.
- Initiates any action necessary to correct deviations or violations.
- Assists in ensuring compliance with all applicable election guidelines, laws, rules, regulations, standards, policies and procedures.
- Assists in primary and elections results certification compilation, accuracy check and breakdown.

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- Local, state and federal laws related to elections, voter registration & absentee voting.
- Administrative methods and techniques for daily office use, election and absentee voting.
- Modern office practices, mathematical skills, procedures and equipment.
- All Microsoft office programs.
- County and departmental policies and procedures.

### **SKILLED IN:**

- Excellent customer service, both by phone and in person.
- Maintaining records and files with accuracy and discernment of security.
- Operating computers/various programs and software. Internet/email.
- Website and social media support/updates.
- Skilled in written and verbal communications.
- Operating modern office equipment, such as a computer, facsimile machine, copier, postage machine.

### **ABILITY TO:**

- Prioritize, plan and organize.
- Select, develop, motivate and effectively utilize knowledge.
- Read maps, district/precinct line information.
- Work various projects under time sensitive deadlines.

- Work overtime, weekends and holidays, as needed.
- Be flexible, multi-task.
- Maintain composure and diffuse explosive situations.
- Withstand long hours with grace and poise (14-16 hour election days).
- Work under pressure.
- Discern necessary complex information/law
- Maintain trust and security of election information.
- Maintain an effective working relationship with co-workers, election officials and general public.
- Keep a positive attitude.

## CONTACTS

- The Georgia Secretary of State, State Elections Division
- Election Systems & Software, Easy Vote Solutions and other vendors
- State Ethics Commission
- Voter Registration & Election Offices across the State
- Department heads, co-workers, general public
- State and local public officials, political party officials, candidates.

## ADA MINIMUM REQUIREMENTS

### **Scope of Performance:**

This position is to provide administrative and secretarial support to the Director, the Board of Elections, Election Coordinator and Voter Services Specialist; a website/social media specialist, first point of contact with voters. Successful performance ensures accurate voter registration records, fair secure elections with honesty, high integrity and public confidence.

### **Physical Ability:**

Must be physically able to operate a variety of machinery and equipment including standard office equipment such as a telephone, computer terminal and printer, facsimile, and copier. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 5 pounds regularly and up to 45 pounds occasionally.

### **Environmental Factors:**

The work is typically performed in office settings.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position reports directly to the Director. It entails no supervisory and management responsibilities.

**MINIMUM QUALIFICATIONS**

- Applicant must be at least 18 years of age.
- Possess a high school diploma or GED equivalent. Experience which provides a sufficient level of understanding of the essential duties of the position is required.
- Experience working with public and/or County Government preferred.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Must be flexible and able to attend out of town training, if needed.
- Possess a valid Georgia driver license and maintain 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.

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

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

\_\_\_\_\_

## PERSONNEL CHANGE REQUEST

Department: Board of Elections & Registration Position Title: Administrative Clerk

Priority # High Request Type: Title, Grade, Temporary to Permanent

Salary Grade Requested: 105

Current Salary Amount (if existing position): 4,875.00 (listed under contract labor)

Additional Salary Requested: 4,912.27 (6 months of salary below)

Total Salary for Position: \$ 27,040.00 (\$13.00 ph)  
(12.17-18.85)

## SALARY & BENEFIT COST CALCULATION

4,912.27	Additional Salary Requested
375.79	Taxes
245.61	Retirement
5,533.67	Total Additional Personnel Costs

## ADDITIONAL EQUIPMENT REQUESTED

**\*\*Do not add these estimated costs to your department's operating budget.**

EQUIPMENT DESCRIPTION	ESTIMATED COST
<i>(Example: phone, computer, printer, uniform, gun, fire safety suit, etc.)</i>	
N/A	

## JUSTIFICATION

Please provide a short explanation of your request below.

- Current Temporary Equipment Technician position duties will transfer to the existing Election Coordinator position (leaving the temporary position open).
- Temporary position request to change to Administrative Assistant position (Grade 105) and be made full time.



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services

Work Session: May 20, 2021

Prepared By: Dawn Johnson

Voting Session: June 3, 2021

Presenter: Dawn Johnson

Public Hearing: Yes      NoX

Agenda Item Title: Approval of FY 2022 Legacy Link Contract

Background Information:

Contract allows for county to receive federal/state funds for meals served to senior clients, daily management expenses at the center, and respite care.

Current Information:

FY 2022 Contract: federal/state funds - \$199,045; county match - \$460,839.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve the FY 2022 Legacy Link Contract.

Department Head Authorization: Dawn Johnson

Date: 5-7-2021

Finance Dept. Authorization: Vickie Neikirk

Date: 5/12/21

County Manager Authorization: David Headley

Date: 5/12/2021

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

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

Comments/Attachments:



April 28, 2021

Mr. Billy Thurmond, Chairman  
Dawson County Board of Commissioners  
25 Justice Way Suite 2313  
Dawsonville, GA 30534

Dear Mr. Thurmond:

Enclosed are two (2) original copies of the Nutrition Program Services Contract for FY-2022 between The Legacy link, Inc. and the Dawson County Commission. This Contract is for the period of July 1, 2021 – June 30, 2022.

After the contracts have been reviewed and approved, **please sign, and notarize both copies and return both copies to The Legacy Link, Inc.**, Ms. Melissa Armstrong, Chief Executive Officer/AAA Director of The Legacy Link, Inc., will also sign them. A fully executed copy will then be returned to your office.

Please let me know if you have any questions about the enclosed. My phone number is (678) 677-8511 or email me at [lgearls@legacylink.org](mailto:lgearls@legacylink.org). We are pleased to continue working with the Dawson County Commission to provide quality services to the elderly citizens of the Georgia Mountains region.

Sincerely,

A handwritten signature in cursive script that reads "Linda Earls Clark".

Linda Earls Clark  
Financial Specialist

Enclosure

Parties: The Legacy Link, Inc.  
P.O. Box 1480  
4080 Mundy Mill Road  
Oakwood, Georgia 30566  
Phone No: 770-538-2650

Dawson County Commission  
25 Justice Way, Suite 2313  
Dawsonville, Georgia 30534  
Phone No: 706-344-3501

Subject: Nutrition Program

Term: July 1, 2021 to June 30, 2022

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**AGREEMENT**

THIS AGREEMENT entered into this First day of July, 2021 between THE LEGACY LINK, INC., hereinafter referred to as the "Legacy", and the DAWSON COUNTY COMMISSION, hereinafter referred to as the "Contractor".

**W I T N E S S E T H:**

WHEREAS, the Legacy has entered into an Agreement with the Department of Human Services of the State of Georgia for the purpose of carrying out a component of the Legacy Link, Inc., Area Agency on Aging Plan; and

WHEREAS, this component of said Area Plan on Aging is the provision of Nutrition and Nutrition Screening services to the elderly; and

WHEREAS, this component of said Area Plan also includes the provision of Alzheimer Respite

WHEREAS, the Legacy and the Contractor desire to enter into an Agreement to provide the aforementioned Nutrition, and Nutrition Screening services in Dawson County;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto do hereby agree as follows;

1. Term. The term of this Agreement shall be from July 1, 2021 to 12:00 Midnight, Eastern Daylight Time, June 30, 2022.

2. Description of Services. The Contractor shall, in a satisfactory and proper manner as determined by the Legacy, perform the services described below with preference given to low income

minority and rural elderly.

(a) Operation of one (1) nutrition program site to be located in Dawson County;

(b) Operation of the nutrition site includes serving one meal a day, five days a week (250 days per year) as specified in the Grant Application incorporated herein, for a total of 9,200 units of congregate nutrition services to 80 elderly persons, 31,100 units of home-delivered nutrition services to 125 elderly persons, providing client assessment for services, nutrition education and any other activities which seem necessary to educate and inform the elderly of services in the community and/or to bring independence and dignity into their lives.

(c) Provide Alzheimer Respite Services for elderly persons in Forsyth County as described in the Legacy Link, Inc., Area Agency Plan for the period July 1, 2021 to June 30, 2022. Services must be performed as provided in Section "D" of Title III of the Older Americans Act of 1965 as amended. A total of 2,925 units of Alzheimer Respite services to 5 persons in Dawson County. The hours of operation for Alzheimer Respite services are Mondays, Tuesdays and Wednesday from 10:00 a.m. to 02:00 p.m.

3. Supervision and Administration. The intent of the parties being that all funds provided hereunder to the Contractor be utilized for the provision of services, the Contractor shall be responsible for all administrative support incurred in the provision of the above-mentioned services and shall provide supervision and administration necessary for the provision of said services, and shall provide all costs of administrative support, supervision and administration in not less than the dollar amount specified in The Legacy Link Area Agency on Aging plan and continuation proposal for July 1, 2021 to June 30, 2022.

4. Reports.

(a) A financial report containing a statement of all



expenditures for the preceding month, a statement of cumulative expenditures under the Agreement to date, and a statement of all unexpended funds on hand shall be submitted by the Contractor to the Legacy by the fifth business day of the following month commencing with a report for the month of July, 2021.

(b) A program report describing services rendered pursuant to this Agreement during the preceding month shall be submitted by the Contractor to the Legacy on or before the fifth business day of the following month commencing with a report for the month of July, 2021.

(c) All reports shall be prepared on such forms and in such a manner as shall be prescribed by the Legacy.

(d) The Legacy reserves the right to refuse to accept or honor any report not timely filed.

5. Compensation.

(a) Subject to the timely filing of the reports described in paragraph four (4), and subject to payment by the Department of Human Services to the Legacy of the appropriate funds, the Legacy shall, on or before the twenty fifth day of each month commencing with the month of August, 2021, reimburse the Contractor for actual expenditures made pursuant to the Agreement for each preceding month based on the aforementioned financial report.

(b) The total compensation paid by the Legacy to the Contractor for nutrition site operation pursuant to this Agreement shall not exceed Sixty Thousand One Hundred Seventy Four Dollars (\$60,174.00).

(c) The Legacy agrees to provide federal and state funds for congregate meals in the amount of Sixteen Thousand Eight Hundred Sixty Four Dollars (\$16,864.00) and federal and state funds for home-delivered meals in the amount of Forty Eight Thousand Five Hundred Fifteen Dollars (\$48,515.00).

(d) The total compensation paid by the Legacy to the Contractor for Alzheimer Respite services pursuant to this agreement shall not exceed Sixteen Thousand Two Hundred Fifty Eight Dollars (\$16,258.00)

6. Non-Federal Funds.

(a) As a condition of this Agreement, the Contractor agrees to insure non-federal funds in the amount of Four Thousand Four Hundred Twenty Four Dollars (\$4,424.00) will be available for nutrition site operations, and One Thousand Eight Hundred Six Dollars (\$1,806.00) for Alzheimer services.

(b) The Contractor further agrees to insure local cash based on actual cost per meal and available federal and state funds for 9,200 congregate and 31,100 home-delivered meals.

The minimum cash requirement for the term of the Agreement being Nineteen Thousand Five Hundred Sixty Eight Dollars (\$19,568.00) for congregate meals and Seventy Five Thousand Eight Hundred Eighty Five Dollars (\$75,885.00) for home-delivered meals.

The Contractor shall provide the necessary non-match local resources required for the provision of the services listed in Paragraph two (2) of this contract, this amount being Three Hundred Nineteen Thousand Eight Hundred Six Dollars (\$319,806.00).

(c) Any donations collected during the term of this Agreement which are in excess of the local cash requirement must be used by the Contractor to expand services under this Agreement.

7. Unexpended Funds. Upon expiration or termination of this Agreement for any reason, all unexpended funds held by the Contractor shall revert immediately to the Legacy.

8. Right to Withhold Payment. The Legacy reserves the right to withhold contract payments under this Agreement if it appears to the Legacy that the Contractor is failing to substantially comply with the quality of service or the specified completion schedule of its duties required under this agreement, and/or to require further proof of reimbursable expenses prior to payment thereof, and/or require improvement at the discretion of the Legacy in the programmatic performance of service delivery.

9. Collection of Audit Exceptions. The Contractor agrees that

the Legacy may withhold net payments equal to the amount which has been identified by an audit notwithstanding the fact that such audit exception is made against a prior or current contract or subcontract. The Contractor may also repay the Legacy for the total exception by check.

10. Compliance with Laws and Regulations; Incorporation of Documents and Laws. The contracts and other documents, and the federal and state laws, regulations, guidelines, opinions, and standards listed below, as now or hereafter amended, are hereby incorporated into and made a part of this Agreement by reference. The Contractor shall comply with all of the foregoing in undertaking all of the obligations and duties assumed by it under this Agreement. The Contractor further assumes responsibility for full compliance with such laws, regulations, guidelines, opinions, and standards and agrees to fully reimburse the Legacy for any loss of funds or other resources resulting from noncompliance on the part of the Contractor, its agents, servants, or employees. The following documents are incorporated into, and made a part of, this Agreement by reference thereto:

(a) The Legacy Link, Inc., Area Agency on Aging Plan for July 1, 2021 to June 30, 2022.

(b) Agreement between the Legacy and the Georgia Department of Human Services to implement applicable provisions of the Older Americans Act of 1965, as amended.

(c) Georgia Office of Aging Title III Manual of Policies and Procedures

(d) 45 CFR - Part 74 Administration of Grants;

(e) Official Code of Georgia Annotated Sections 45-10-20 through 45-10-28 (Conflict of Interest);

(f) 45 CFR - Part 80 Civil Rights;

(g) 45 CFR - Part 92;

(h) Office of Management and Budget, Circular A-102;

(i) The "Single Audit Act of 1984" (PL 98-502);

(j) Reimbursement of travel expenses under this Agreement must

not exceed rates in Statewide Travel Regulations.

(k) Section 1352 of PL 101-12 Prohibitions and Requirements Related to lobbying);

(l) Opinions of the Attorney General of Georgia;

(m) All other applicable federal, state and local laws, ordinances, resolutions and regulations.

11. Purchasing. All of the Contractor's purchases of supplies, equipment or services under this Agreement must be accomplished in accordance with 45 CFR - Part 74 Administration of Grants.

12. Maintenance of Records. The Contractor shall maintain such records and accounts, including property, personnel, and financial reports as deemed necessary by the Legacy to assure a proper accounting of all program funds, including both federal and nonfederal matching funds expended to enable the Legacy to comply with all federal and state financial accountability requirements. Contractor record retention requirements are five years from submission of final expenditure report. If any litigation, claims or audit is started before the expiration of five years, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved. These records shall be retained in a manner and for the period specified in 45 CFR - Part 74 Administration of Grants.

(a) At any time during normal business hours and as often as the Legacy may deem necessary, there shall be made available to the Legacy all of the Contractor's records with respect to all matters covered by this Agreement, and the Contractor will permit the Legacy or its designated representative to audit, examine and make excerpts from invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to matters covered by this Agreement.

13. Property. A property inventory record, including source of funds for acquisition, date of acquisition, cost of acquisition,

description, model and serial numbers, shall be maintained accurately by the Contractor in such form and manner as shall be specified by the Legacy on all non-expendable items of personal property acquired in whole or in part with funds disbursed pursuant to this Agreement. The Contractor shall report the acquisition of any property to the Legacy on Department of Human Services Form #5111. This report shall be made within 30 days of acquisition. Upon termination of this Agreement, an inventory report will be submitted to the Legacy for determination by the Legacy as to disposition of the personal property. The Contractor shall be responsible for reporting to the Legacy the loss, damage, theft or destruction of any property and for replacing and repairing such items.

14. Intangible Property, Inventions, Patents and Copyrights. The Contractor agrees that if patentable items, patent rights, processes, or inventions are produced in the course of work funded by this contract, to report such facts in writing promptly and fully to the Legacy. The Federal agency and the Georgia Department of Human Services shall determine whether protection on the invention or discovery shall be sought. The Federal agency and the Georgia Department of Human Services will also determine how the rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with Public Law 96-517, OMB Circular A-124 as printed in 47 FR 7556.

15. Non-discrimination in Employment or Services.

(a) The Contractor agrees that it shall not discriminate against any persons in the provision of any services or in any terms or conditions of employment on the basis of political affiliation, race, color, religion, national origin, sex, age or handicap and will comply with all applicable Federal and State laws, rules, regulations and guidelines prohibiting discrimination.

(b) The Contractor shall adopt and implement an acceptable Affirmative Action Plan and shall furnish to the Legacy a copy of such plan.

(c) The Contractor further agrees that where the Legacy is bound to compliance in any matter related to this Contract the Contractor will comply and will take such measures as the Legacy or the above laws, rules, guidelines and regulations indicate as being required to assure compliance.

(d) It is expressly understood that upon receipt of evidence of any such discrimination, the Legacy shall have the right to immediately terminate this Agreement.

(e) The Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities or services for clients with disabilities. The Contractor agrees to require any subcontractor performing services funded through this contract to comply with all provisions of the federal and state laws, rules, regulations and policies described in this paragraph.

16. Workers' Compensation Insurance. The Contractor warrants to the Legacy that adequate workers' compensation insurance in the amount and form required by Georgia law is maintained on all employees of the Contractor. Upon the request of the Legacy, the Contractor shall furnish to the Legacy a certificate of insurance verifying the existence of the aforementioned insurance.

17. Criminal Records Investigations: The Contractor agrees that, for the filling of positions or classes of positions having direct care responsibilities for services rendered under this contract, applicants selected for such positions shall undergo a criminal record history investigation which shall include a fingerprint record check pursuant to the provisions of Code Section 49-2-14 of the Official Code of Georgia Annotated. The Contractor will provide the forms which will include the required data from the applicant. The Contractor agrees to obtain the required information (which will include two proper sets of fingerprints on each applicant) and

transmit said fingerprints directly to the Georgia Crime Information Center together with the fee as required by said center for a determination made pursuant to Code Section 49-2-14 of the Official Code of Georgia Annotated or any other relevant statutes or regulations. After receiving the information from the Georgia Crime Information Center or any other appropriate source, the Legacy will review any derogatory information and, if the crime is one which is prohibited by duly published criteria within the Georgia Department of Human Services, the Contractor will be informed and the individual so identified will not be employed for the purpose of providing services under this contract.

18. Confidentiality of Individual Information. The Contractor agrees to abide by all state and federal laws, rules and regulations and policies of the Georgia Department of Human Services respecting confidentiality of individuals' records. The Contractor further agrees not to divulge any information concerning any individual to any unauthorized person without the written consent of the individual client or responsible parent or guardian.

19. AIDS Policy. The contractor agrees not to discriminate against any client who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The Contractor is encouraged to provide or cause to be provided appropriate AIDS training to it's' employees and to seek AIDS technical advice and assistance from appropriate health department office. The Contractor further agrees to refer clients requesting additional AIDS related services or information to the appropriate county health department.

20. Publicity. Any publicity given to the program or services provided herein including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the Contractor shall identify the Legacy Link, Inc. as a sponsoring agency. The Contractor shall not identify the Georgia Department of Human Services as a sponsoring

agency without prior approval. The Contractor shall not display the Georgia Department of Human Services name or logo in any manner without prior written authorization of the Commissioner.

21. Evaluation. The Legacy shall be allowed to carry out such monitoring and evaluation activities of the programs of the Contractor as is determined necessary by the Legacy.

22. Consultant/Study Contract. The Contractor agrees not to release any information, findings, recommendations or other material developed or utilized during or as a result of this contract until the information has been provided to the Legacy and ultimately to the Georgia Department of Human Services. Any research, study, review or analysis of clients served must be reviewed and approved by the Legacy and the Georgia Department of Human Services.

23. Subcontracts. The Contractor shall not subcontract any portion of this Agreement without the express written consent of the Legacy. In the event of any subcontract, the Contractor shall incorporate into and require its subcontractor to comply with all of the provisions of this Agreement, and the Contractor shall remain primarily liable to the Legacy for all duties, obligations and responsibilities assumed by the Contractor under this Agreement and shall not be relieved of any such duties, obligations or responsibilities.

24. Status of Parties as Independent Contractors. Nothing contained in this Agreement shall be construed to constitute the Contractor or any of its employees, servants, agents or subcontractors as a partner, employee, servant or agent of the Legacy, nor shall either party to this Agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent contractor. The Legacy is interested only in the results to be achieved and shall have no control over the actual conduct of the work to be performed.



25. Indemnification. The Contractor shall assume all liability and risks for all damages and injuries to persons or property which shall or may arise or accrue out of the conduct of any activity relating to the performance of this Agreement by the Contractors, its officials, employees, agents, or servants and shall indemnify and save harmless the Legacy from any and all liability, actions, causes of action, suits, damages, attorneys' fees and costs which may arise or accrue out of the conduct of any activity relating to the performance of this Agreement by the Contractor, its official, employees, agents, or servants.

26. Waiver of Immunity. For the purpose of any cause of action that may arise or accrue out of the performance of this Agreement and which may be vested in the Legacy, the Contractor waives any governmental or other immunity which it may possess.

27. Conflict of Interest. The Contractor shall comply with the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibit and regulate certain transactions between certain State officials, employees and the State of Georgia, have not been violated and will not be violated in any respect.

28. Debarment. In accordance with Executive Order 12549, Debarment and Suspension, and implemented at 45CFR Part 76, 100-510, Contractor certifies by signing Annex I that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this contract by any federal department or agency. Contractor further agrees that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", without modification in all lower tier transactions and in all solicitations for lower tier covered transactions.

29. Termination. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party. The Contractor shall be compensated for all services satisfactorily rendered prior to and including the date of termination.

30. Termination Due to Non-Availability of Funds. Notwithstanding any other provision of this Agreement, in the event that any of the funds to be made available to the Legacy by the appropriate federal, state and local sources for carrying out the functions to which this Agreement relates do not become available or in the event the sum of all obligations of the Legacy incurred under this Agreement entered into as of the date of this Agreement become unavailable for disbursement then this Agreement shall immediately terminate without further obligation to the Legacy as of that moment.

31. Entire Agreement; Modification.

(a) This writing contains the entire Agreement of the parties, and no representations are made or relied upon by either party other than those expressly set forth.

(b) No modification, amendment, waiver, termination or discharge hereof shall be binding upon either party unless executed in writing by the parties.

32. Execution in Duplicates. This Agreement is executed in duplicate, and each of the duplicates shall be deemed to be an original and shall have the same force and effect as if it alone had been executed by the parties.

\*\*\*\*\*space left blank intentionally\*\*\*\*\*

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their seals the day and year first above written.

THE LEGACY LINK, INC.

By: \_\_\_\_\_  
Chief Executive Officer/AAA Director

Subscribed and sworn to  
in our presence:

\_\_\_\_\_  
Notary Public

CONTRACTOR:  
DAWSON COUNTY COMMISSION

By: \_\_\_\_\_  
Chairman

Subscribed and sworn to  
in our presence:

\_\_\_\_\_  
Notary Public



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **05.20.21**

Prepared By: **Danny Thompson**

Voting Session: **05.20.21**

Presenter: **Danny Thompson**

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

Agenda Item Title: **Fundraiser for Fire Safety Materials**

Background Information:

Dawson County Fire Safety and Prevention Division is tasked with ensuring the life safety of all residents and visitors in Dawson County. Much of our fire prevention success comes from our various fire safety programs, that engage our youth in the community. This event will allow us to reach out to our community and provide some fire safety educational tips that benefit the entire family. We will also be able to identify those individuals who don't have smoke detectors and coordinate having one installed.

Current Information:

We are requesting to accept donations for future fire safety events. We will have a dunking tank with all of our chief officers participating in the event. We would like to be able to perform these events twice annually if they are successful.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve agenda item

Department Head Authorization: FDI

Date: 5.11.21

Finance Dept. Authorization: Vickie Neikirk

Date: 5/11/21

County Manager Authorization: David Headley

Date: 5/11/2021

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

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

Comments/Attachments:



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **05.20.21**

Prepared By: **Danny Thompson**

Voting Session: **6.3.21**

Presenter: **Danny Thompson**

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

Agenda Item Title: **Funding Fire Hydrants**

Background Information:

Etowah Water & Sewer is expanding its service of water. It is upgrading the existing water line on Price Road. It also will add a line on Henry Grady up to Redmon Ridge.

Current Information:

We request funding for the proposed addition of 7 new fire hydrants in the above listed service delivery areas. These additions provide valuable water in areas that have limited or no water currently. We request that this purchase of \$25,760 be funded from fund balance.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Approve agenda item**

Department Head Authorization: DT

Date: 5.4.21

Finance Dept. Authorization: Vickie Neikirk

Date: 5/11/21

County Manager Authorization: David Headley

Date: 5/11/2021

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

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

Comments/Attachments:



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 5/20/21

Prepared By: Bryan Young

Voting Session: 5/20/21

Presenter: Denise Farr

Public Hearing Yes \_\_\_\_\_ No X

Agenda Item Title: Fire Station 2 Sanitary Sewer Easement Request

**Background Information:**

Facilities Director James Tolbert presented to the board on 3/18/21 the issues regarding the failing septic system at Fire Station 2 located off Highway 53. His recommendation as well as the Public Health Department was to abandon the failing septic system and develop and contract a pumping system from the fire department to a newly proposed sanitary sewer main located across Highway 53 in the Farmington Creek Subdivision.

**Current Information:**

The request is for an additional 35 feet of sanitary sewer easement outside the ROW to install the sewer main. As of this request all DOT permits for encroachment and adjoining parcel easements have been acquired. Legal has already reviewed and accepted the easement document.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approve 35' easement as designed.

Department Head Authorization:

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 5/11/21

County Manager Authorization: David Headley

Date: 05/11/2021

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

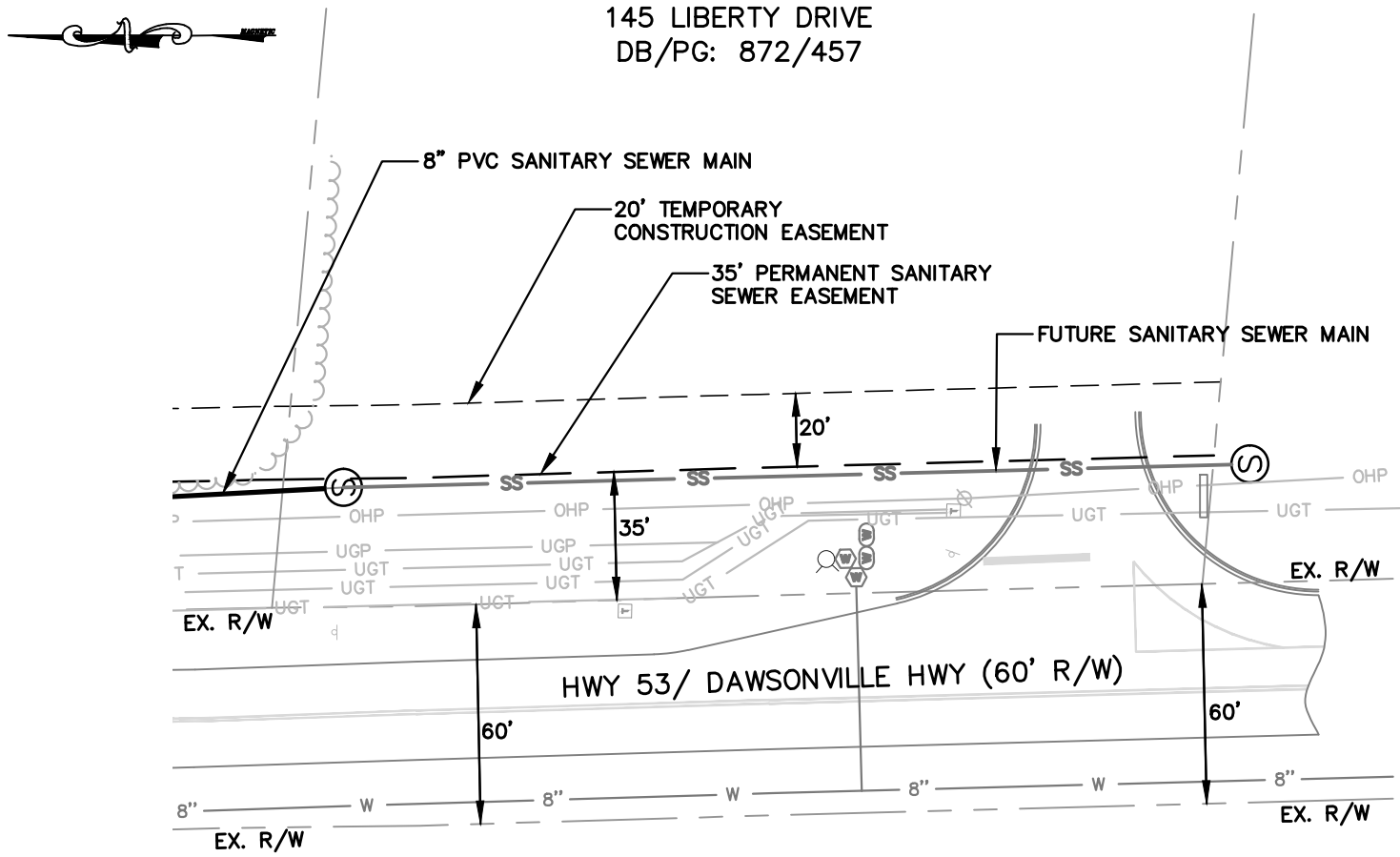
Date: \_\_\_\_\_

**Comments/Attachments:**

A design has been developed by Etowah Water & Sewer showing the newly proposed sanitary sewer main. Dawson County has received a purchase order for \$127,000 for Townley Construction to install the proposed sanitary main and pumping system. The sewer line is to be jack and bored under Highway 53 and ran parallel to 53 to Fire Station 2, and the new 2-inch pumped sanitary service is to be tied into the manhole.

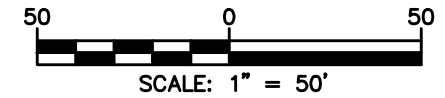
See attached easement document and plans for 54 proposed sanitary line.

DAWSON COUNTY  
 145 LIBERTY DRIVE  
 DB/PG: 872/457



**REQUESTED TEMPORARY EASEMENT AREA:**  
 ±5,085 SQ. FT. (0.12 ACRES)

**REQUESTED PERMANENT EASEMENT AREA:**  
 ±8,900 SQ. FT. (0.20 ACRES)

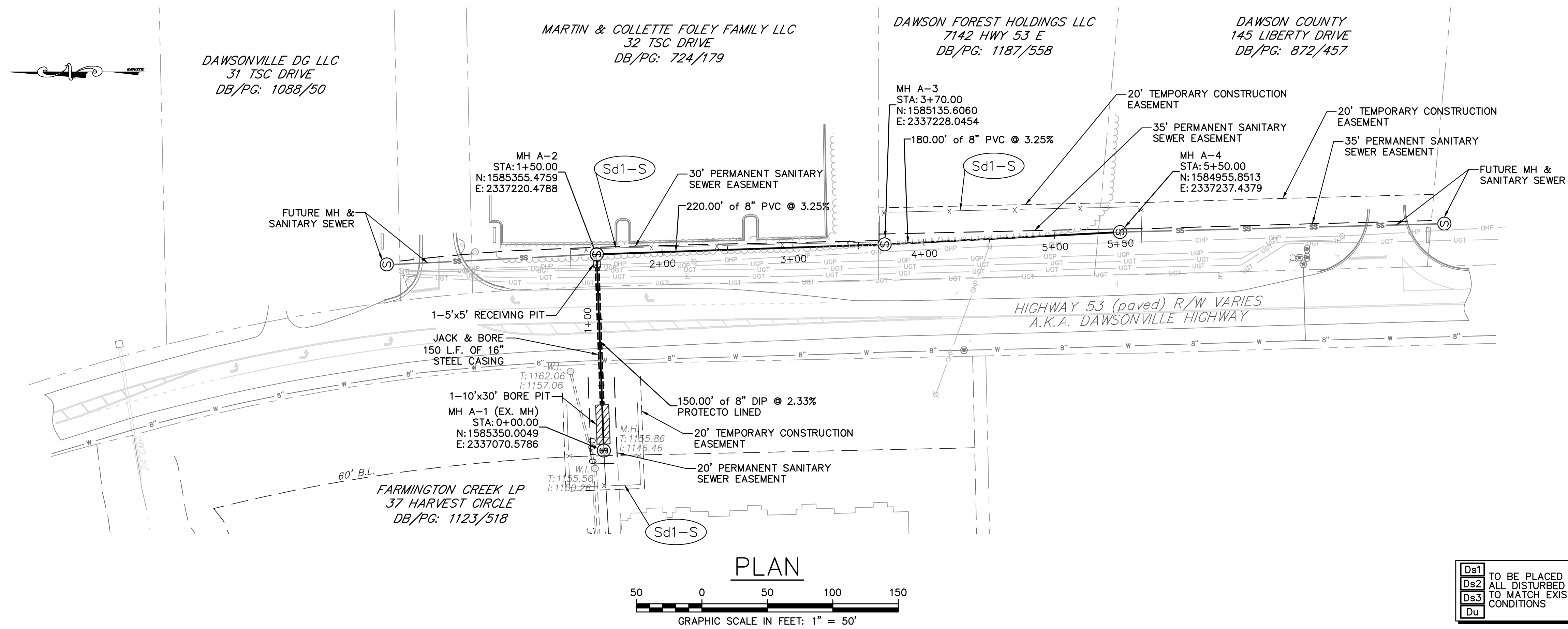


**PERMANENT SANITARY SEWER EASEMENT  
 EXHIBIT "A"**

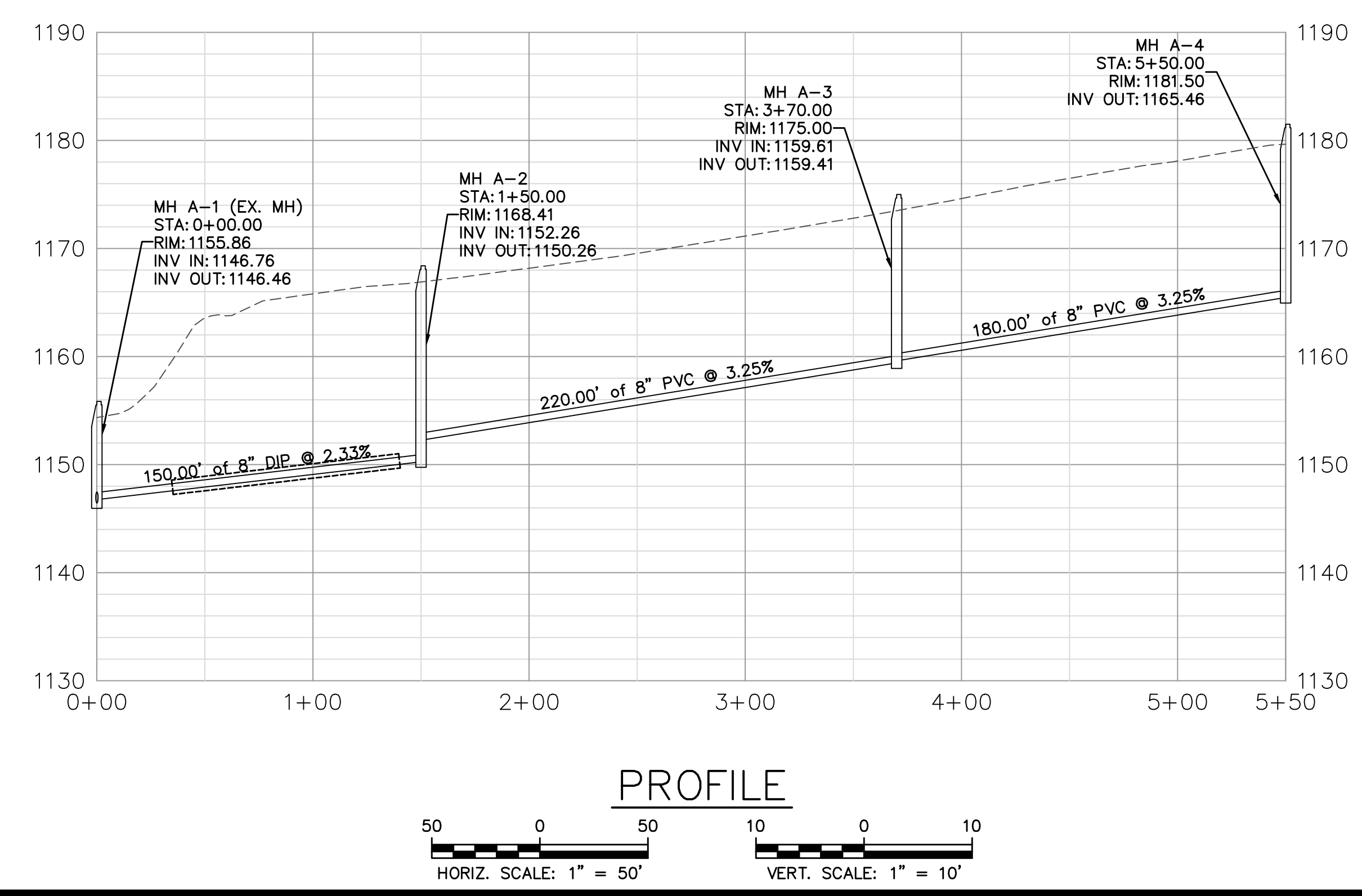
**SANITARY SEWER SYSTEM IMPROVEMENTS  
 FOR THE  
 ETOWAH WATER & SEWER AUTHORITY  
 DAWSON COUNTY, GEORGIA**



**B.E. BREVITY ENGINEERING, LLC**  
 CIVIL ENGINEERING SERVICES  
 P.O. BOX 2924 DULUTH, GA 30096 | (678) 430-2573  
 | PETER 1-24-25 | JOHN 3-16-17, 14-6



Ds1	TO BE PLACED ON ALL DISTURBED AREAS
Ds2	TO MATCH EXISTING CONDITIONS
Ds3	
Du	



REVISIONS		
NO.	DATE	DESCRIPTION OF REVISION



**8-INCH GRAVITY SANITARY SEWER PLAN & PROFILE**

**BREVITY ENGINEERING, LLC**  
 CIVIL ENGINEERING SERVICES  
 P.O. BOX 2924 DULUTH, GA 30096 | (678) 430-2573  
 1 PETER 1:24-25 | JOHN 3:16-17, 14:6



**SR 53/ DAWSONVILLE HIGHWAY  
 SANITARY SEWER SYSTEM EXTENSION**  
 TO SERVE  
**DAWSON COUNTY FIRE STATION NO. 2**  
 FOR THE  
**ETOWAH WATER & SEWER AUTHORITY**  
 DAWSON COUNTY, GEORGIA

DSGN:	CMB
DRWN:	CMB
SCALE:	AS SHOWN
DWG. NAME:	22101 - FS2 SSE
PROJ. NO.:	22101
DATE:	APRIL 2021
SHEET NO.:	1
	OF 2 SHEETS



This space is for the use of the Dawson County Superior Court Clerk's Office.

**EASEMENT AGREEMENT**

GEORGIA, DAWSON COUNTY

This grant of easement made this \_\_\_\_ day of \_\_\_\_\_, 2021, from **Dawson County**, a political subdivision of the State of Georgia, hereinafter called Grantor, to **Etowah Water and Sewer Authority**, a Political Subdivision of the State of Georgia, hereinafter called Grantee.

WITNESSETH, that Grantor for and in consideration of the sum of \$10.00 and other valuable considerations in hand paid, at and before the sealing and delivery of these presents, does grant, bargain, sell and convey unto Grantee an easement and perpetual right of way over and under the property of the Grantor being in Land Lot **341** in the **South half of the 13th** District, **1st** Section, Dawson County, Georgia. The permanent easement covered by this instrument extends **35 feet** from the existing right of way in State Route 53. The temporary construction easement covered by this instrument extends an additional **20 feet** from the permanent easement for use during construction, which temporary easement shall expire upon completion of construction. The easement begins and ends where the sanitary sewer line enters and leaves the property. Said easement is depicted on attached EXHIBIT A.

The easement covered by this instrument is for the purpose of a sanitary sewer line, together with the right to go upon said land to install said sanitary sewer, to inspect, maintain, repair or replace the same, as may from time to time be necessary; provided that it shall be a condition of this easement that Grantee shall leave the property in a clean and good condition shall restore at its sole expense any areas disturbed by Grantee's use to the condition in which such areas existed immediately prior to Grantee's use as nearly as practicable, and provided further that Grantee's use of the easement shall not impair operation of Grantor's use of the property as a fire station, including the need for uninterrupted ingress and egress.

The Permanent Easement rights and privileges set forth herein shall be perpetual.

The instrument shall be binding on, and shall inure to, the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto.

The Grantor does hereby covenant that they are lawfully seized and possessed of the real estate above described, and hold title in the name(s) of Grantors shown below.

In witness whereof, said GRANTOR has hereunto signed this agreement on the date written above.

**WITNESS**

**GRANTOR**

By: \_\_\_\_\_  
Printed Name

DAWSON COUNTY, GEORGIA

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Billy Thurmond, Chairman

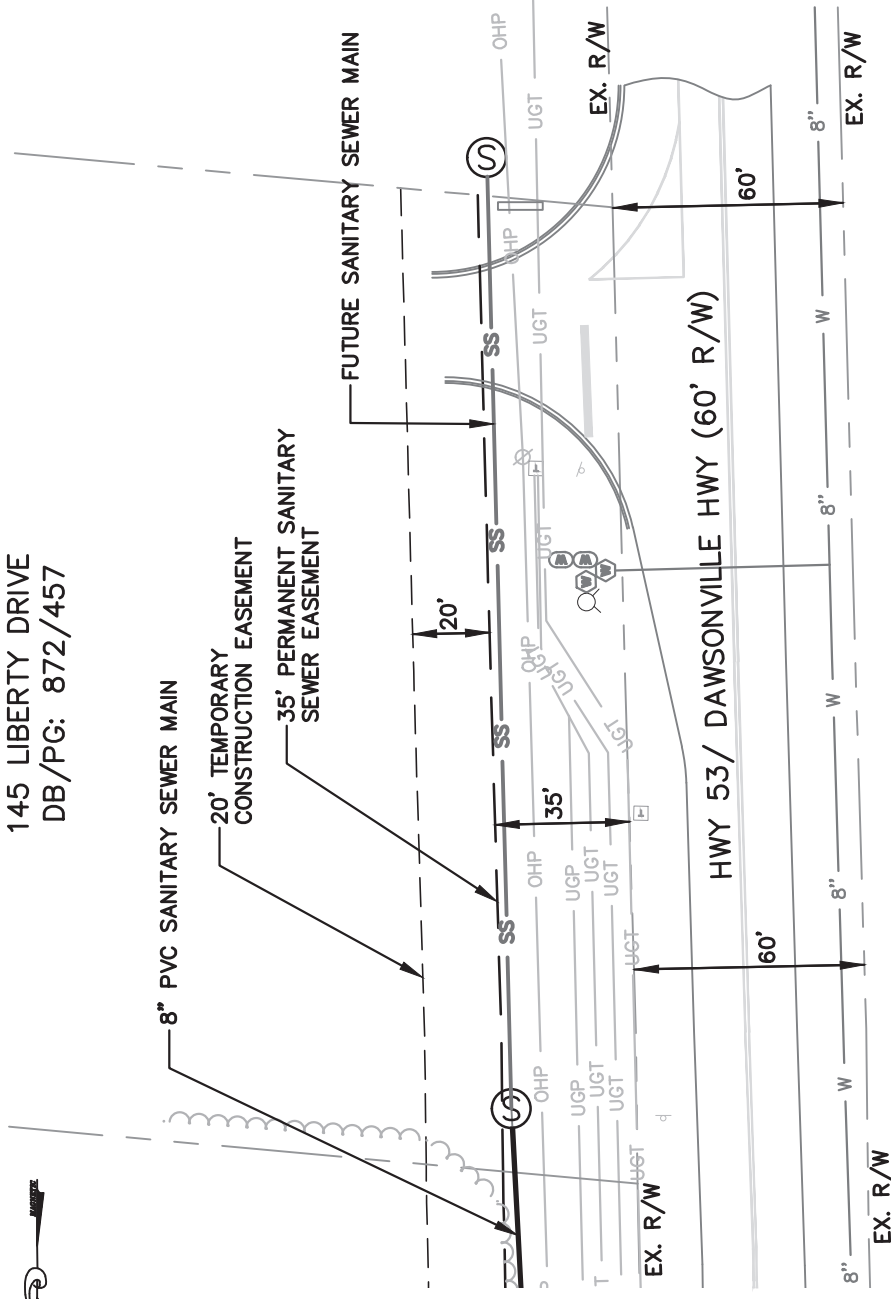
By: \_\_\_\_\_  
Notary Public

Attest: \_\_\_\_\_  
Kristen Cloud, Clerk to the Board

My commission expires: \_\_\_\_\_ (Seal)



DAWSON COUNTY  
145 LIBERTY DRIVE  
DB/PG: 872/457



REQUESTED TEMPORARY EASEMENT AREA:	±5,085 SQ. FT. (0.12 ACRES)
REQUESTED PERMANENT EASEMENT AREA:	±8,900 SQ. FT. (0.20 ACRES)



**PERMANENT SANITARY SEWER EASEMENT  
EXHIBIT "A"**

**BREVITY ENGINEERING, LLC**  
CIVIL ENGINEERING SERVICES  
P.O. BOX 2924 DULUTH, GA 30096 | (770) 410-2573  
| PETER | 224-25 | JOHN | 316-17-1446

**SANITARY SEWER SYSTEM IMPROVEMENTS**  
FOR THE  
**ETOWAH WATER & SEWER AUTHORITY**  
DAWSON COUNTY, GEORGIA

**Etowah**  
WATER & SEWER AUTHORITY  
"Excellence in every drop"



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 5/20/2021

Prepared By: Harmony Gee

Voting Session: 6/3/2021

Presenter: Jameson Kinley

Public Hearing: Yes  No

Agenda Item Title: Presentation of Parade & Assembly Permit for Dawson News Taste of Dawson

**Background Information:**

The Dawson County News has rented Veterans Memorial Park for the Taste of Dawson event that will be held on June 12, 2021.

**Current Information:**

N/A

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: 5/11/21

County Manager Authorization: David Headley

Date: 5/11/2021

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

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

**Comments/Attachments:**



Dawson County  
 Planning & Development  
 25 Justice Way, Suite 2322  
 Dawsonville, GA 30534  
 (706) 344-3500

Permit for  
 Parades, Public Assemblies,  
 Demonstrations, and Rallies  
 In Public Places

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

**Applicant answers all questions on pages 1-4; attach separate sheet(s) if necessary.**

**Application must be received a minimum of 30 days prior to event and must be complete and legible.**

PARADE    RALLY    PUBLIC DEMONSTRATION    PUBLIC ASSEMBLY    ROAD CLOSING    OTHER

- Name of Event: Taste of Dawson
- Location of Event: Veterans Memorial Park      TMP # \_\_\_\_\_
- Date(s) of Event: June 12, 2021
- Time of Event: Start: 11 a.m. / p.m.      End: 4 a.m. / p.m.
- Provide information listed below for the **main contact person** responsible for the organization of this event:

Name: <u>Alexander Popp</u>	Title: <u>Editor</u>
Organization: <u>Dawson County News</u>	Telephone #: [REDACTED]
Email Address: <u>apopp@dawsonnews.com</u>	Cell Phone #: [REDACTED]
Address: <u>30 Shoul Creek Road</u> City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>	

- Provide information listed below for any **key personnel** involved in coordinating this event. Also, provide information listed below on each officer of the club, organization, corporation or partnership requesting this event. Attach a separate sheet if necessary.

Name: <u>Stephanie Woody</u>	Title: <u>Publisher</u>
Organization: <u>Dawson County News</u>	Telephone #: [REDACTED]
Address: <u>302 Veterans Memorial Blvd</u> City: <u>Cumming</u> State: <u>GA</u> Zip Code: <u>30040</u>	

Name: <u>Leah Nelson</u>	Title: <u>Director of Revenue</u>
Organization: <u>Metro Market Media</u>	Telephone #: [REDACTED]
Address: <u>302 Veterans Memorial Blvd</u> City: <u>Cumming</u> State: <u>GA</u> Zip Code: <u>30040</u>	

Name:	Title:
Organization:	Telephone #:
Address: _____ City: _____ State: _____ Zip Code: _____	

Name:	Title:
Organization:	Telephone #:
Address: _____ City: <u>60</u> State: _____ Zip Code: _____	

6. Expected number of participants: 200 - 400
7. Physical description of materials to be distributed: Food & drink from Food trucks & Vendors
8. How do participants expect to interact with public? —
9. Route of event: (attach a detailed map of the route) —

9.a. Number and type of units in parade: —

9.b. Size of the parade: —

10. Will any part of this Event take place within the City Limits of Dawsonville? No

If YES, do you have a permit for the event from the City? — Date Issued: — \* Attach Copy

11. Do you anticipate any unusual problems concerning either police protection or traffic congestion as a consequence of the event? — Yes  No  If YES, please explain in detail: —

12. List all prior parades or public assemblies, demonstrations or rallies in a public place within Dawson County for which you obtained a permit: (Also include dates – attach separate sheet, if necessary). —

**Details:** Please outline what your event will involve: (number of people / life safety issues / vendors / cooking / tents / rides / handicap parking / egress) – *attach separate sheet if necessary.*

We are proposing to host a day of Food Trucks, Food vendors, and special events at Veterans Memorial Park. We expect between 5-10 self reliant Food Trucks & 15-30 restaurant vendors from the Dawson County/North Georgia area. Parking would remain the same at the Park, we expect approx. 200-400 attendees.

**Route or Lay Out:** (attach a detailed site plan)



The Red Area will feature Local Food Trucks-they will be serving their menu as well as one special item they chose for our Visitors to try to help them win the Taste of Dawson.

The Yellow Area (the Large Pavilion) will feature local Restaurants- they will be serving tasting of their most popular dishes for our visitors to try so that they can vote which is the Taste of Dawson, this area will also feature local craft and retail vendors as well.

What participation, if any, do you expect from Dawson County Emergency Services? None  
We will need to have our vendors / Food Trucks inspected  
by the Dawson County Fire Marshall's Office

What participation, if any, do you expect from the Dawson County Sheriff Department? None

**Insurance Requirements:**

In compliance with Ordinance Section VII (C), an applicant for a permit shall obtain liability insurance from an insurer licensed in the State of Georgia for the parade, public assembly, demonstration or rally in a public place, if one or more of the following criteria exists:

1. The use, participation, exhibition, or showing of live animals;
2. The use, participation, exhibition, or showing of automobiles of any size or description, motorcycles, tractors, bicycles, or similar conveyances;
3. The use of a stage, platform, bleachers, or grandstands that will be erected for the event;
4. The use of inflatable apparatus used for jumping, bouncing, or similar activities;
5. The use of roller coasters, bungee jumping, or similar activities; or
6. Vendors or concessions.

Does your parade, non-spontaneous private assembly, demonstration, or rally in a public place meet any of the criteria above?  Yes  No If yes, which one(s)? Vendors

Any applicant required to provide insurance shall provide Dawson County with a copy of the Certificate of Insurance from an insurer authorized and **licensed by the State of Georgia**. Dawson County shall be added as an additional named insured for the event on the Certificate of Insurance by the carrier. The minimum policy limits shall be **\$1,000,000.00 per incident** and **\$2,000,000.00 aggregate** for the entire event. All costs for insurance and naming Dawson County as an additional named insured shall be borne solely by the applicant. Such insurance shall protect Dawson County from any and all claims for damages to property and/or bodily injury or death.

Is the Certificate of Liability Insurance attached?  Yes  No  Not applicable to this event

Additional information/comments about liability insurance: Liability insurance for this  
event has been applied for, we will provide more information  
vs it is received.

Additional information/comments about this application:

**APPLICANT'S SIGNATURE FOR THE PERMIT APPLICATION; RELEASE & WAIVER OF LIABILITY;  
AND AGREEMENT FOR FINANCIAL RESPONSIBILITY.**

**APPLICATION:**

OATH: I hereby swear and affirm that the information provided with this application for parade, public assembly, demonstration, or rally is true and correct to the best of my knowledge. In addition, I agree to abide by all regulations of the ordinance and to advise all participants of the conditions of the permit.

**RELEASE & WAIVER OF LIABILITY:**

The permit holder shall indemnify and hold Dawson County harmless from any claim, demand, or cause of action that may arise from activities associated with the event. I acknowledge that I understand this Release, and I hereby agree for myself and on behalf of the Applicant to indemnify and hold harmless Dawson County, Georgia and its agents, officers, and employees, individually and jointly, from and against any claim for injury (including, but not limited to, personal injury and property damage), loss, inconvenience, or damage suffered or sustained by any individual, including but not limited to, business owners, patrons, participants of the parade, public assembly, demonstration, or rally, and spectators participating in and/or occurring during the event, unless the claim for injury is caused by intentional misconduct of an individual, agent, officer, or employee of Dawson County.

**AGREEMENT FOR FINANCIAL RESPONSIBILITY:**

The undersigned agrees to be solely responsible for cleaning affected areas littered during the activity, providing sufficient parking and storage areas for motor vehicles, providing temporary toilet facilities, and providing other similar special and extraordinary items deemed necessary for the permitted activity by Dawson County to keep the area of the event safe and sanitary. However, Dawson County shall not require individuals, organizations, or groups of persons to provide personnel for normal governmental functions such as traffic control, police protection, or other activities or expenses associated with the maintenance of public order. If additional requirements are placed upon an applicant and if such requirements are not met, then Dawson County may revoke the issued permit and/or deny any subsequent permit requested by the applicant. Dawson County shall be entitled to recover from the applicant any sum expended by Dawson County for extraordinary expenses not provided by the applicant. The additional expense may include, but not be limited to, Dawson County utilizing off-duty personnel or providing equipment or resources from other areas of the county to supplement equipment or resources already present.

Alexander Popp  
Applicant's Printed Name

Sworn to and subscribed before me  
this 12 day of May 2021.

Alex Popp  
Applicant's Signature

Christina Maeann Rose  
Notary Public, State of Georgia

My Commission Expires: Sept 22, 2024



**Note to Applicant: Once your permit is processed, Planning & Development will notify you of the meeting dates for the Board of Commissioner's work session and voting session. You are required to attend both meetings.**





**Dawson County  
Planning & Development**  
25 Justice Way, Suite 2322  
(706) 344-3500

**Permit for  
Parades, Public Assemblies,  
Demonstrations, and Rallies  
In Public Places**  
**(EMERGENCY SERVICES)**

**EMERGENCY SERVICES: Please complete this sheet and return it to Dawson County Planning and Development. (Please attach additional sheet, if necessary.)**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Any anticipated problems with proposed route? \_\_\_\_\_

\_\_\_\_\_

Any anticipated problems with the designated location for participants to assemble? \_\_\_\_\_

\_\_\_\_\_

How many personnel will be required for this event? \_\_\_\_\_

\_\_\_\_\_

Estimated cost for personnel: \_\_\_\_\_

\_\_\_\_\_

Number and type of vehicles required: \_\_\_\_\_

\_\_\_\_\_

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: \_\_\_\_\_

\_\_\_\_\_

Estimated cost for equipment: \_\_\_\_\_

\_\_\_\_\_

Additional comments/concerns: \_\_\_\_\_

\_\_\_\_\_

**Emergency Services: APPROVED:  YES  NO (Please also sign off on page 8 of application.)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Dawson County  
 Planning & Development**  
 25 Justice Way, Suite 2322  
 Dawsonville, GA 30534  
 (706) 344-3500

**Permit for  
 Parades, Public Assemblies,  
 Demonstrations, and Rallies  
 In Public Places**  
**(SHERIFF DEPARTMENT)**

**SHERIFF DEPARTMENT: Please complete this sheet and return it to Dawson County Planning and Development. (Please attach additional sheet, if necessary.)**

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Any anticipated problems with proposed route? \_\_\_\_\_

\_\_\_\_\_

Any anticipated problems with the designated location for participants to assemble? \_\_\_\_\_

\_\_\_\_\_

How many officers will be required for this event? \_\_\_\_\_

\_\_\_\_\_

Estimated cost for officers: \_\_\_\_\_

\_\_\_\_\_

Number of vehicles required: \_\_\_\_\_

\_\_\_\_\_

Type of procedures and equipment needed for the health and safety needs of the participants and the viewing public: \_\_\_\_\_

\_\_\_\_\_

Estimated cost for equipment: \_\_\_\_\_

\_\_\_\_\_

Additional comments/concerns/recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sheriff Department: APPROVED:  YES  NO (Please also sign off on page 8 of application.)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Dawson County  
Planning & Development**  
25 Justice Way, Suite 2322  
Dawsonville, GA 30534  
(706) 344-3500

**Permit for  
Parades, Public Assemblies,  
Demonstrations, and Rallies  
In Public Places**  
*(Marshal / Public Works / Environmental  
Health / Parks & Recreation)*

**PLEASE PROVIDE COMMENTS AND APPROVALS BELOW (Attach additional sheet if necessary)  
(Please also sign off on page 8 of the application.)**

**MARSHAL:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED:  YES  NO By: \_\_\_\_\_ Date: \_\_\_\_\_

**PUBLIC WORKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED:  YES  NO By: \_\_\_\_\_ Date: \_\_\_\_\_

**ENVIRONMENTAL HEALTH:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED:  YES  NO By: \_\_\_\_\_ Date: \_\_\_\_\_

**PARKS & RECREATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED:  YES  NO By: \_\_\_\_\_ Date: \_\_\_\_\_



**Dawson County**  
**Planning & Development**  
 25 Justice Way, Suite 2322  
 Dawsonville, GA 30534  
 (706) 344-3500

**Permit for**  
**Parades, Public Assemblies,**  
**Demonstrations, and Rallies**  
**In Public Places**  
  
**(APPROVALS)**

**Office Use Only:**

If applicable to the event, the following departments have reviewed and approved this event:

Department	Printed Name	Signature for Approval	Date
Sheriff Dept.			
Emergency Services			
Marshal's Office			
Public Works Dept.			
Environmental Health			
Parks and Recreation			
State Park Office			
Georgia Dept. of Transportation			

Dawson County Board of Commissioners:

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

Voting Session Date: \_\_\_\_\_

Approved:

Attest:

\_\_\_\_\_  
 Billy Thurmond, Chairman  
 Dawson County Board of Commissioners

\_\_\_\_\_  
 Kristen Cloud, County Clerk

cc: (as applicable)

Applicant  
 County Attorney  
 Sheriff Dept.  
 Emergency Services

Marshal Dept.  
 Environmental Health  
 Public Works  
 Parks and Recreation

GA DOT (Brent Cook)  
 GA State Parks

PERMIT # \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 05/20/2021

Prepared By: Harmony Gee

Voting Session: 6/3/2021

Presenter: Jameson Kinley

Public Hearing: Yes No

Agenda Item Title: Presentation of Update to the Dawson County Comprehensive Plan

**Background Information:**

The Comprehensive Plan was last updated in 2018.

**Current Information:**

With the update to the Land Use Resolution and the addition of two new residential and one commercial zoning classifications, the plan is in need of an update.

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: 5/11/21

County Manager Authorization: David Headley

Date: 5/11/2021

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

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

**Comments/Attachments:**



# DAWSON COUNTY BOARD OF COMMISSIONERS Planning and Development

May 10, 2021

Planning

Chairman Billy Thurmond, Dawson County Board of Commissioners

Zoning

Re: Dawson County Comprehensive Plan

Code Enforcement

Sir,

GIS

In accordance with the regulations set forth by the State of Georgia regarding updating of a comprehensive plan, I have requested a public hearing to initiate our update process.

Building Permits  
and  
Inspections

As you are aware the current comprehensive plan for Dawson County was adopted January 24<sup>th</sup> 2019. The Georgia Department of Community Affairs requires that a comprehensive plan be updated every five years with the next update required by October 31, 2023.

Business Licenses

The Dawson County Planning and Development staff respectfully request your approval to begin an update of the comprehensive plan now. While an update is not required at this time, several critical elements of our current plan require attention. As you are aware the current plan was adopted in the midst of major staff transitions within the Planning Department, these transitions coupled with the required due date for the plan update lead to a document that lacks the depth of its predecessors.

Alcohol Licenses

911 Mapping

Additionally, it is becoming increasingly apparent that the ridged structure of a future land use map prevents plasticity in the zoning process and does not reflect the organic growth Dawson County is experiencing. The idea of a comprehensive plan is to manage, direct and nurture growth in a way that the citizen's wishes for the county's future can be best accomplished. Future Land Use Maps have become more and more contrary to this goal. We shall therefore be directing our efforts into creating a comprehensive character area map for Dawson County.

Animal Control

Character areas, as defined by DCA are specific geographical areas that meet the following criteria:

- They have unique or special characteristics;
- They have potential to evolve into a unique area when provided specific and intentional guidance; or
- They require special attention due to unique development issues.

Dawson County has several distinct character areas which exist due to and sometimes regardless of our (the governmental body's) regulatory effect. These areas have unique features, unique peoples and or unique geographical boundaries. Each has a special

Dawsonville County  
Government Center  
25 Justice Way  
Suite 2322  
Dawsonville, GA 30534  
Phone 706-344-3604  
Fax 706-344-3652



Planning

Zoning

Code Enforcement

GIS

Building Permits  
and  
Inspections

Business Licenses

Alcohol Licenses

911 Mapping

Animal Control

Dawsonville County  
Government Center  
25 Justice Way  
Suite 2322  
Dawsonville, GA 30534  
Phone 706-344-3604  
Fax 706-344-3652

essence, a unique appeal and each has unique problems which require the encouraging touch of planning in order to facilitate quality growth over time.

For those who might be less inclined to proceed with a change to the comprehensive plan due to the relative newness of the current one may I quote President Dwight Eisenhower, who said, "planning is everything, the plan is nothing." We must always be ready to throw out the bathwater when we can no longer see the baby and start fresh. We must always be ready to step back, rethink and rework a plan. No plan can stand on its own, it must be watered and pruned or it is nothing but weeds.

Sincerely,



Robbie Irvin  
County Planner

Cc: Jameson Kinley, Director, Planning and Development  
Harmony Gee, Zoning Administrator  
Kristen Cloud, County Clerk  
David Headley, County Manager  
Dawson County Board of Commissioners

# 2021 Comprehensive Plan Update Project Timeline

## Milestones

No.	Column1	date	Milestone
1		5/5/2021	Clock Starts
		5/19/2021	Comp Plan Committee Meeting
		5/20/2021	BOC Work Session
		6/3/2021	BOC Public Hearing
		6/28/2021	Comp Plan Committee Meeting
		6/28/2021	Citizen Survey Questions Finalized
		7/12/2021	Comp Plan Committee Meeting
		7/12/2021	Public Input Received From Survey
		7/19/2021	Comp Plan Committee Meeting
		7/19/2021	Citizen Input Reviewed
		7/26/2021	A.M. Public Meeting
		8/2/2021	Comp Plan Committee Meeting
		8/2/2021	Citizen Input Reviewed
		8/2/2021	Draft Comp Plan
		8/2/2021	P.M. Public Meeting
		8/16/2021	Comp Plan Committee Meeting
		8/16/2021	Review Public Meeting Input
		8/23/2021	Comp Plan Committee Meeting
		8/23/2021	Final Draft
		9/21/2021	Planning Commission Meeting
	10/7/2021	BOC Public Hearing	
	10/21/2021	BOC Public Hearing (if necessary)	

## Tasks

No.	Start Date	End Date	Task
1	5/5/2021	5/12/2021	Timeline Established
	5/19/2021	8/23/2021	Comp Plan Committee Meetings Survey Results Received and Draft Plan Established
	6/21/2021	7/19/2021	Plan Established
	7/26/2021	8/23/2021	Public Input Meetings and Final Draft
	9/1/2021	9/21/2021	Planning Commission
	10/1/2021	10/21/2021	BOC Public Hearings
	10/22/2021	12/31/2021	Comp Plan Signed and Implimented



# Dawson County

Character Areas

## Legend

- Big Canoe
- Big Savannah
- Blue Ridge Residential
- Chestatee
- County Meets City
- Etowah Valley
- Foothills Agricultural
- High-Residential South
- Kilough
- Mountain Living
- Nix
- North 400 Commercial
- South 400 Commercial
- The Cove
- Toto
- War Hill Lakeside
- Westward

Google Earth

© 2021 Google

Dawson

State Route 9e

19

400

53

73

60

136

249

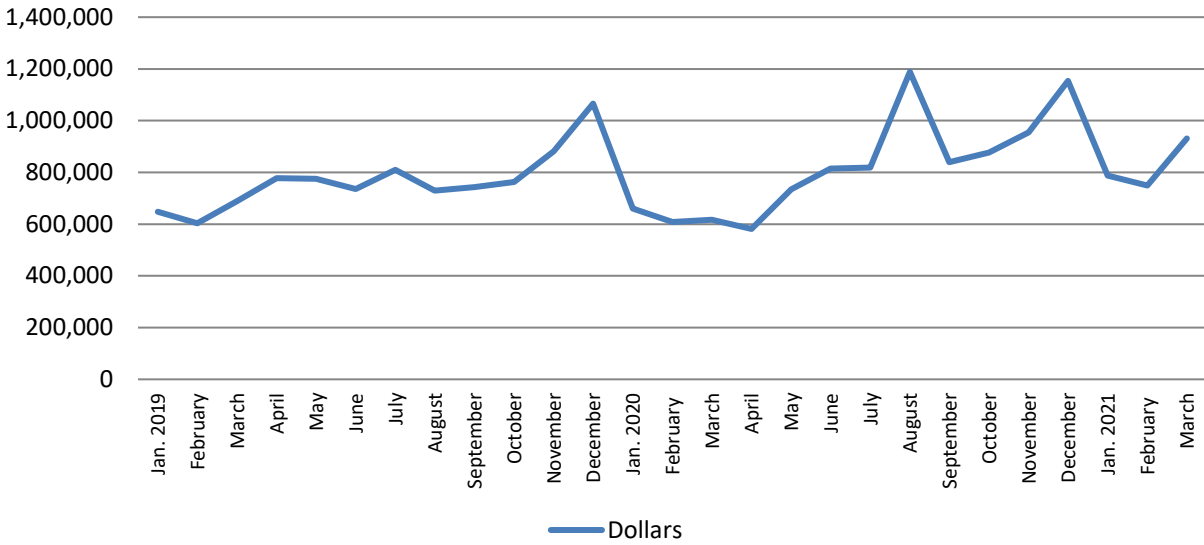


9 mi

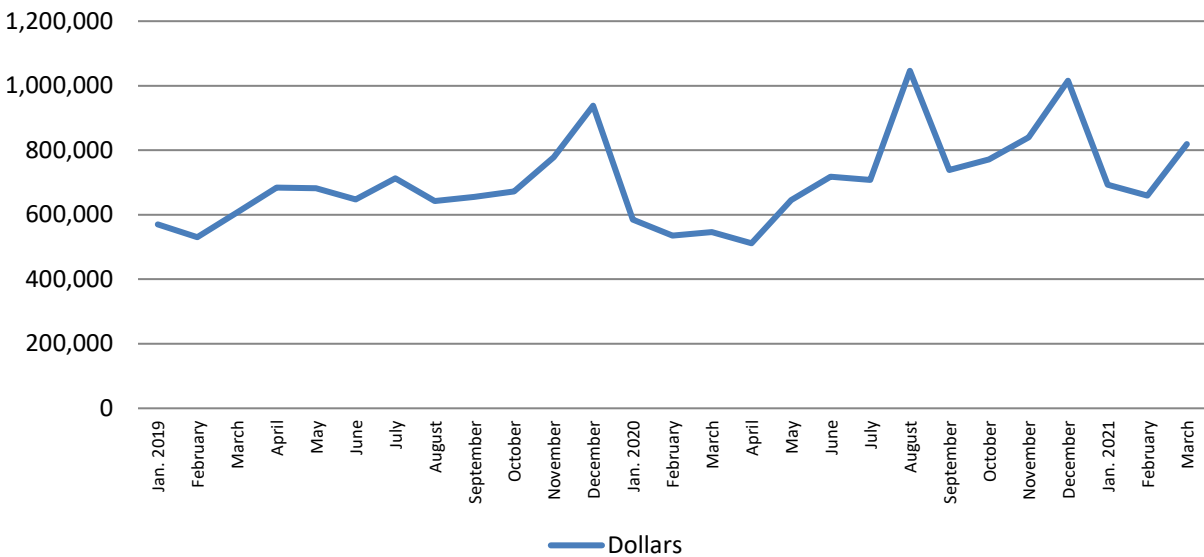


Key Indicator Report  
April 2021

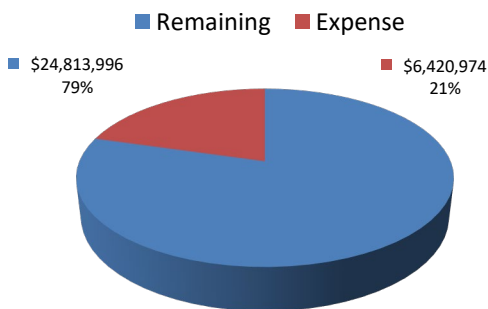
### SPLOST VI COLLECTION CHART



### LOST COLLECTION CHART

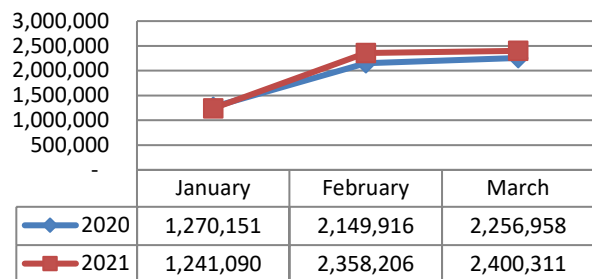


### Budget

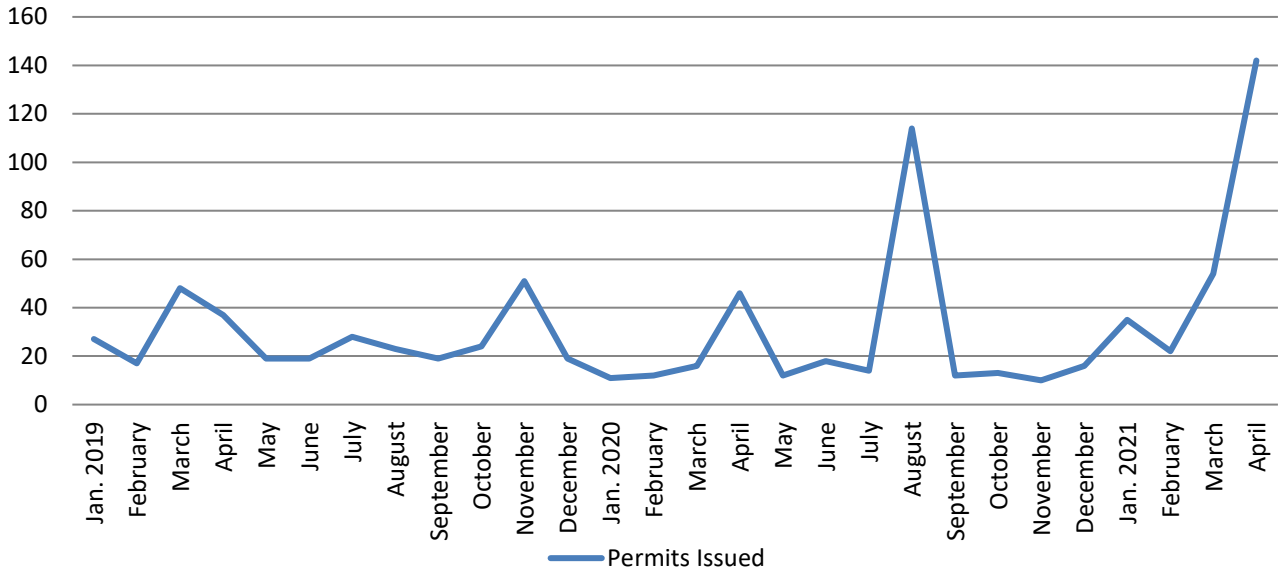


Through 03/31/2021

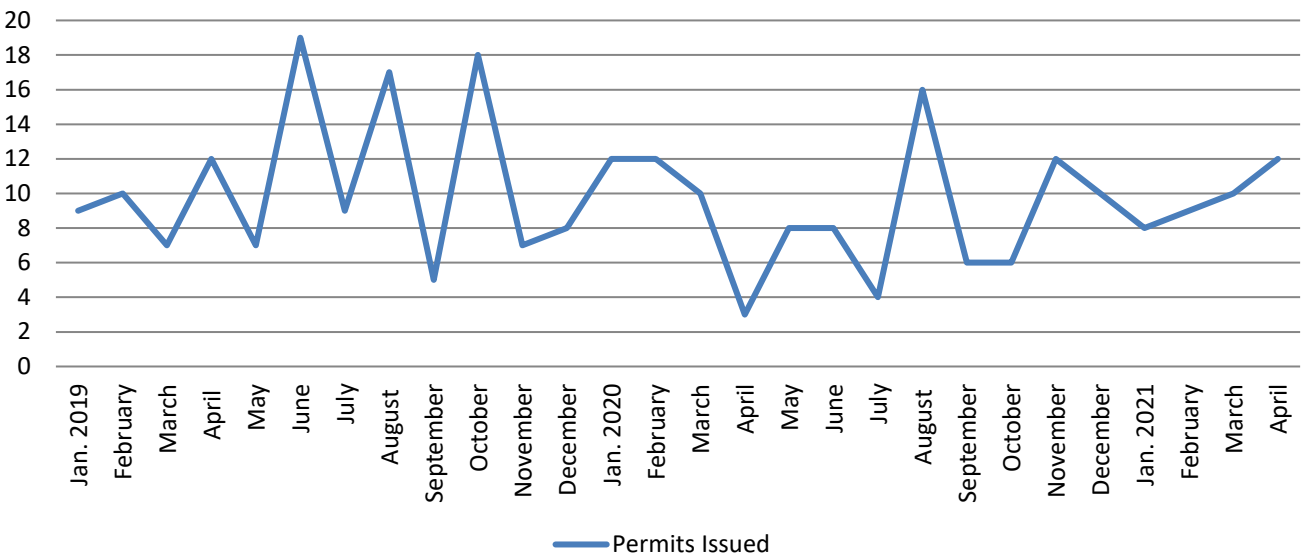
### All Revenue Per Month



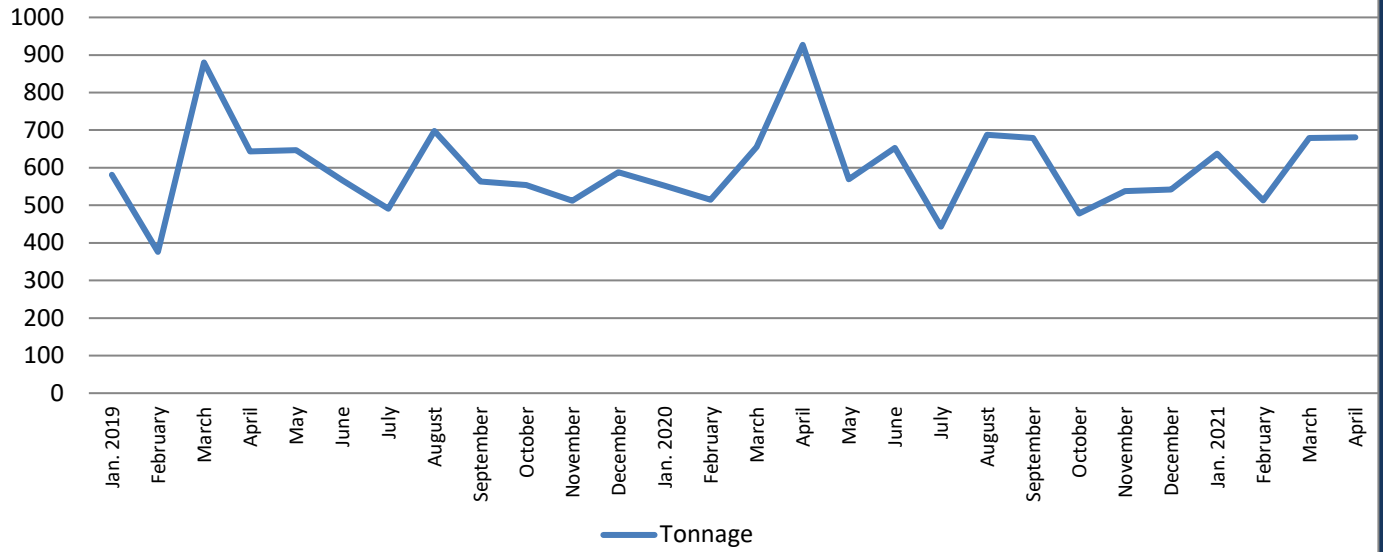
**SINGLE-FAMILY HOME BUILDING PERMITS ISSUED**



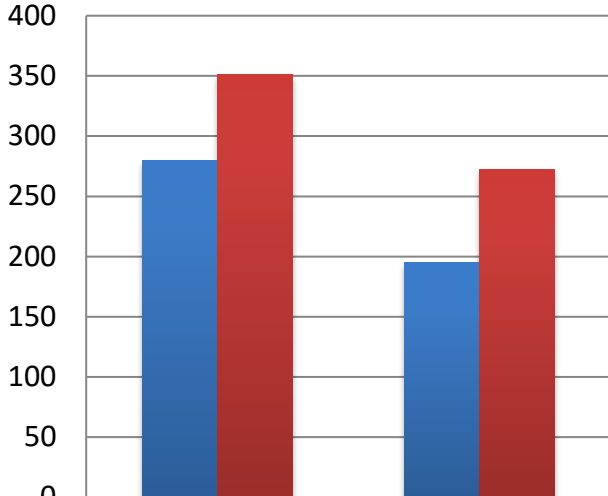
**COMMERCIAL BUILDING PERMITS ISSUED**



### TRANSFER STATION TONNAGE COLLECTION

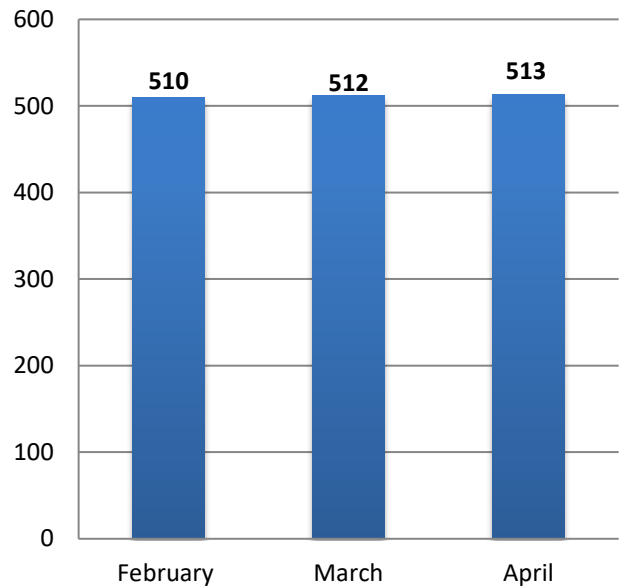


### EMS/Fire Calls for Service

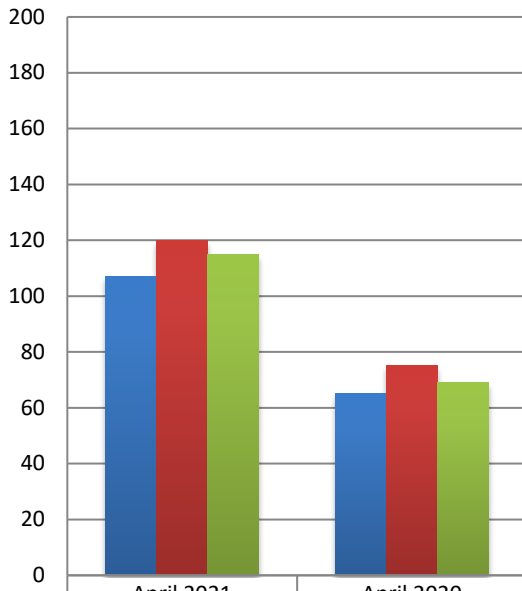


■ EMS	280	195
■ Fire	351	272

### Number of County Employees



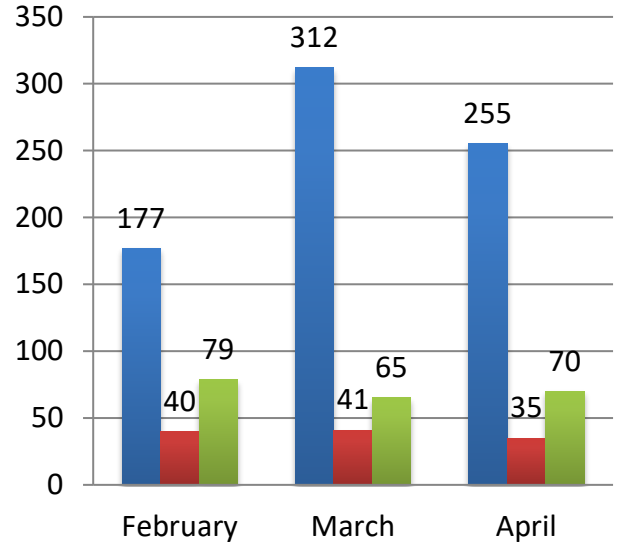
**Inmate Population**



Lowest Daily Count	107	65
Highest Daily Count	120	75
Daily Average	115	69

**Repair Requests**

■ Roads ■ Facilities ■ Fleet





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – April 2021

- **New Applications/Transfers In: 348**
- **Changes/Duplicates: 196**
- **Cancelled/Transferred Out: 94**
- **Total Processed: 638**

### **HIGHLIGHTS**

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

- Continuing to organize & clean out retention deadline files.
- Continuation of 2020 backlog of voter registration entry, scanning & filing being done daily.
- Processing backlog of delete files (moved out of county/state, felon, deceased).

#### **Elections Projects:**

- 2021 Election Calendar (remaining):
  - Municipal General Election November 2, 2021
    - Qualifying dates for two city council seats August 16-19 8:30-4:30 daily.
    - Voter registration cutoff October 5, 2021
    - Advance Voting October 12-29, 2021 8a-5p M-F
- Finalizing/updating November Municipal General Election task list with the new election bill changes.
- Following SB 202 Omnibus Election Law; interpreting and implementing necessary changes.
- Continual clean up and storage restructure from overflow of continuous 2020 into 2021 elections.

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

- Update necessary information in preparation of municipal candidate qualifying packets.
- Continuing to dissect, analyze and implement the passing of SB 202 Omnibus Election bill and how it will affect costs, impact and the restructure of duties within our office. An overview summary is being prepared.
- Advertise and interview for filling a key position within the department.
- Board of Elections & Registration monthly meeting is scheduled for May 19, 2021 at 9:30 a.m. at 96 Academy Avenue.



## Dawson County Board of Commissioners

### Dawson County Emergency Services Monthly Report – April 2021

Fire Responses	FEB	MAR	APR		EMS Responses	FEB	MAR	APR		EMS Revenue		
2019	276	306	292		2019	211	250	230		2020	APR	\$44,465.59
2020	290	287	272		2020	213	208	195		2021	APR	\$44,671.03
2021	308	359	351		2021	242	240	280		.4% increase from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$3,188.00	11	109
City	\$300.00	1	17

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	1,224.25 hours	Fire Investigations	0
PR Detail	3	CPR Training per Individual	0
Smoke Detector Installations	1	Stop the Bleed Training per Individual	0
Search & Rescue	1	Child Safety Seat Installations	1
Swift Water /Water Rescue	0	Plan Reviews	9

Types of Fires Total – 14			
(11) 111-118: Structure Fire Building, Cooking, Chimney- Flue, Incinerator, Fuel Burner-Boiler	0	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	9
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	1	(15) 151-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	1
(13) 131-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	1	(16) 161-164: Special Outside Fire Storage, Equipment, Gas/Vapor, Mailbox	2

Total Water Usage – 425.50 gallons			
Etowah Water	425.50 gallons	Pickens County	0 gallons
City of Dawsonville	0 gallons	Big Canoe	0 gallons
Forsyth County	0 gallons	Other	0 gallons





## Dawson County Board of Commissioners

### Facilities Monthly Report –April 2021

- **Total Work Orders: 35**
- **Community Service Workers: 1**

#### **HIGHLIGHTS:**

- \* Pro tec Fire Alarm testing/hood inspections
- \*HVAC preventative maintenance inspections by Gee - All county buildings
- \* Decks and Ramps at K-9 completed
- \* Facilities employees are back to work after a month long bout of positive COVID cases



**FACILITIES DEPARTMENT**

**MONTHLY REPORT**

For Period Covering the Month of April 2021

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Pro tec Fire Alarm testing/hood inspections	Public Works/New Senior Ctr
2	HVAC preventative maintenance inspections by Gee - All county buildings	County Wide
3	Had outside doors at Fire Station #8 all keyed alike	Fire Station #8
4	On-going communication with Etowah for easement permit for septic	Fire Station #2
5	Patch wall/painted room 108 at East Precinct	East Precinct
6	Replaced compressor on HVAC unit	Environmental Health
7	Decks and Ramps at K-9 completed	K-9
8		
9	Facilities employees are back to work after a month long bout of COVID cases	Facilities
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 35	Facilities
27	Total Community Service for the month = 1	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
- Emptying outside trash receptacles at county owned buildings
- Collecting and recycling of all county buildings, offices and facilities

# Dawson County Board of Commissioners

Finance Monthly Report – April 2021

## FINANCE HIGHLIGHTS

- **LOST Collections:** \$819,160 – up 49.98% compared to 2020
- **SPLOST Collections:** \$930,667 – up 50.84% compared to 2020; Total SPLOST VI projection of \$46 million reached in 2020; Total SPLOST VI collections: \$48,774,889
  - \$791,067– County Portion (85%)
  - \$139,600– City Portion (15%)
- **TAVT:** \$246,536 – up 50.7% compared to 2020
- **See attached Revenue and Expenditure Comparison for 2021**
- **Total County Debt:** \$2,467,813 (See attached Debt Summary)
- **Audit Status:** 2020 audit in process
- **EMS Billing Collections:** \$60,678 for March 2021; \$176,608 YTD
- **Budget Status:** FY 2021 Budget approved 12/3/2020
- **Monthly Donations/Budget Increases:** \$249,377
  - Consultants for Comprehensive Security System Upgrade - \$94,500
  - Emergency Sewer Repair at Fire Station #2 - \$141,000
  - Passport Fees - \$2,555
  - Donations - \$4,605
  - Reimbursement on Damaged Property - \$6,717

## PURCHASING HIGHLIGHTS

### **Formal Solicitations**

- Heavy Equipment Maintenance & Repairs – Fleet
- Unified Solutions for Inmate Communication – Sheriff’s Office

### **Informal Solicitations**

- None

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

- Gasoline – Fleet Maintenance
- Diesel – Fleet Maintenance
- Thermal Imaging Camera/Battery – Emergency Svcs
- Calcium Chloride Pellets - Roads

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

- None

### **Pending Projects**

- Inmate Commissary & Banking Services
- Inmate Telephone/iPads
- Awaiting Delivery of New Vehicles
- Comprehensive Upgrade of Security System

### **Work in Progress**

- Land Use Resolution Update
- 400 Overlay Update
- 53 Overlay
- Energov Update

### **Future Bids**

- Rock Creek Park Turf for 3 Soccer Fields
- Install Soil Vapor Extraction System at Closed Landfill
- Security Maintenance at Dawson County Government Center & Sheriff’s Office

### **Future Bids – SPLOST VI**

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2021 Capital & SPLOST Projects

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

- None

### Budget to Actual

	Actual at 3/31/2021	Percent of Budget Actually Collected/ Expended	2021 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 5,999,607	19.21%	\$ 31,234,970	\$ (25,235,363)	-80.79%
Expenditures	6,420,974	20.56%	31,234,970	(24,813,996)	-79.44%
	<u>\$ (421,368)</u>	<u>-1.35%</u>	<u>\$ -</u>	<u>\$ (421,368)</u>	<u>-1.35%</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 3/31/2021 because revenue collections are 30 days behind. The LOST revenues for the month of March 2021 were received in April 2021.

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

\$ 30,788,031	Original Budget
\$ 151,209	Carryover Balances
\$ 1,941	January
\$ 44,412	February
\$ 249,377	March
	April
	May
	June
	July
	August
	September
	October
	November
	December
<u>\$ 31,234,970</u>	Revised Budget

**ACTUAL COMPARISON  
JANUARY - DECEMBER 2021**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2020 REVENUE	1,270,151	2,149,916	2,256,958	1,984,127	2,046,586	2,284,093	2,423,070	2,467,239	2,841,996	6,357,842	2,624,293	4,138,047	32,844,319
2021 REVENUE	1,241,090	2,358,206	2,400,311										5,999,607
<b>% CHANGE</b>	<b>-2%</b>												
2020 EXPENSE	1,891,343	3,111,473	2,310,296	1,947,487	1,975,746	2,299,611	2,239,179	1,380,393	2,517,171	3,109,636	2,113,825	3,386,130	28,282,290
2021 EXPENSE	1,977,515	2,033,313	2,410,146										6,420,974
<b>%CHANGE</b>	<b>5%</b>												
<b>2021 Total Rev-Exp</b>	<b>\$ (736,425)</b>												
	<b>\$ 324,892</b>												
	<b>\$ (9,835)</b>												
	<b>- \$</b>												
	<b>- \$</b>												
	<b>- \$</b>												
	<b>- \$</b>												
	<b>- \$</b>												
	<b>- \$</b>												
	<b>- \$</b>												
	<b>- \$</b>												
	<b>(421,368)</b>												

**REVENUE**  
YTD 2020 5,677,025  
YTD 2021 5,999,607  
% Changed 5.68%

**EXPEDITURES**  
YTD 2020 7,313,112  
YTD 2021 6,420,974  
% Changed -12.20%

\*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	2020									2021								
	2020 LOST	\$ CHANGE	%CHANGE	TAVT	TAVT \$ CHANGE	TAVT % CHANGE	TOTAL OF LOST & TAVT	\$ CHANGE	% CHANGE	2021 LOST	\$ CHANGE	%CHANGE	TAVT	TAVT \$ CHANGE	TAVT % CHANGE	TOTAL OF LOST & TAVT	\$ CHANGE	% CHANGE
JANUARY	585,076	14,660	2.57%	197,780	77,111	63.9%	782,856	91,771	13.28%	693,527	108,451	18.54%	190,308	(7,472)	-3.8%	883,834	100,979	12.90%
FEBRUARY	535,152	4,785	0.9%	162,878	66,319	68.7%	698,029	71,104	11.3%	659,451	124,300	23.23%	181,007	18,129	11.1%	840,458	142,429	20.40%
MARCH	546,172	(61,078)	-10.1%	163,568	57,003	53.5%	709,740	(4,076)	-0.6%	819,160	272,988	49.98%	246,536	82,968	50.7%	1,065,696	355,956	50.15%
APRIL	511,547	(172,733)	-25.2%	103,305	(56,401)	-35.3%	614,852	(229,134)	-27.1%									
MAY	645,955	(36,605)	-5.4%	164,494	58,439	55.1%	810,449	21,833	2.8%									
JUNE	717,680	69,992	10.8%	193,280	54,739	39.5%	910,959	124,731	15.9%									
JULY	707,901	(4,797)	-0.7%	171,205	12,706	8.0%	879,106	7,908	0.9%									
AUGUST	1,046,184	403,971	62.9%	171,212	14,294	9.1%	1,217,396	418,265	52.3%									
SEPTEMBER	739,021	83,636	12.8%	173,450	23,718	15.8%	912,471	107,354	13.3%									
OCTOBER	771,452	99,518	14.8%	185,115	27,059	17.1%	956,567	126,577	15.3%									
NOVEMBER	839,832	61,344	7.9%	181,214	52,912	41.2%	1,021,046	114,256	12.6%									
DECEMBER	1,015,493	77,095	8.22%	190,308	41,699	28.1%	1,205,801	118,794	10.9%									
Prorata Distribution(June)	606	(2,684)	-81.6%		0		606	(2,684)										
Prorata Distribution (Dec.)	1,100	(1,135)	-50.8%		0		1,100	(1,135)										
<b>TOTAL</b>	<b>\$ 8,663,171</b>	<b>\$ 535,967</b>		<b>\$2,057,809</b>			<b>10,720,980</b>	<b>\$966,700</b>		<b>\$ 2,172,138</b>	<b>\$ 505,739</b>		<b>\$617,851</b>			<b>2,789,989</b>	<b>\$599,363</b>	

FY21 LOST & TAVT	2,789,989
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

FY20 ACTUAL TO DATE	\$1,666,399
FY21 ACTUAL TO DATE	\$2,172,138
\$ DIFFERENCE	505,739
% DIFFERENCE	30.35%

FY20 ACTUAL TO DATE	\$1,480,885
FY21 ACTUAL TO DATE	\$2,789,989
\$ DIFFERENCE	1,309,104
% DIFFERENCE	88.40%

**SPLOST 6**

SPLOST COLLECTIONS BY SALES MONTH	Total Actual	Total Actual	Total Actual	Total Actual	Total Actual	Total Actual	County	City	%	Total Actual	County	City	%	2021	2021 Actuals
	2015	2016	2017	2018	2019	2020	(85%)	(15%)	Change 2020	2021	(85%)	(15%)	Change 2021	Projections	vs. Projections
JANUARY		458,716	502,157	604,751	648,202	659,726	560,767	98,959	1.78%	787,979	669,783	118,197	19.44%		Total SPLOST VI projection of \$46 million reached in 2020
FEBRUARY		474,268	514,143	521,238	602,699	607,910	516,724	91,187	0.9%	749,380	636,973	112,407	23.27%		
MARCH		561,400	608,288	703,497	688,532	616,984	524,437	92,548	-10.4%	930,667	791,067	139,600	50.84%		
APRIL		561,619	601,645	657,805	777,630	581,347	494,145	87,202	-25.2%		-	-	-100.0%		
MAY		570,679	636,807	719,926	775,252	733,999	623,899	110,100	-5.3%		-	-	-100.0%		
JUNE		582,823	660,473	675,757	735,862	815,415	693,103	122,312	10.8%		-	-	-100.0%		
JULY	579,906	591,982	698,736	753,150	809,891	819,086	696,223	122,863	1.1%		-	-	-100.0%		
AUGUST	537,416	549,012	645,796	690,198	728,964	1,188,750	1,010,438	178,313	63.1%		-	-	-100.0%		
SEPTEMBER	552,590	580,089	682,219	665,171	743,147	839,517	713,589	125,928	13.0%		-	-	-100.0%		
OCTOBER	543,321	613,703	623,291	797,261	762,365	876,561	745,077	131,484	15.0%		-	-	-100.0%		
NOVEMBER	678,241	710,648	826,862	830,759	882,055	954,260	811,121	143,139	8.2%		-	-	-100.0%		
DECEMBER	771,324	807,105	910,697	958,016	1,065,726	1,153,910	980,823	173,086	8.3%		-	-	-100.0%		
Prorata Distribution (June)	2,318	1,707	1,031	2,607	3,739	687	584	103	-81.6%		-	-	-100.0%		
Prorata Distribution (Dec.)		1,135	959	4,753	2,542	1,248	1,061	187	-50.9%		-	-	-100.0%		
SPLOST Jet Fuel Tax (July)				2,861											
<b>TOTAL</b>	<b>6,708,332</b>	<b>\$7,064,885</b>	<b>\$7,913,104</b>	<b>\$8,587,749</b>	<b>\$9,226,607</b>	<b>\$9,849,401</b>	<b>\$8,371,991</b>	<b>\$1,477,410</b>		<b>\$2,468,027</b>	<b>\$2,097,823</b>	<b>\$370,204</b>		<b>-</b>	

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 \$ 2,468,027

**Total SPLOST 6 Collections to date: \$48,774,889**

**DAWSON COUNTY  
DEBT SCHEDULE**

4/30/2021

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINAL PMT	PRINCIPAL BAL AT 12/31/2020	NEW LOANS IN 2021	2021 PMTS TO DATE		BALANCE DUE	PENDING 2021 PAYMENTS		PROJECTED BAL AT 12/31/2021	NOTES
							PRINCIPAL	INTEREST		PRINCIPAL	INTEREST		
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012	3/1/2027	2,475,000.00	-	275,000.00	36,630.00	2,200,000.00	-	32,560.00	2,200,000.00	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	330,100.39		62,287.89	9,605.92	267,812.50			267,812.50	Pumper was purchased January 2018. First annual payment from SPLOST VI paid Jan 12, 2019. Annual Payments made in January each year.
<b>Totals</b>					\$ 2,805,100.39	\$ -	\$ 337,287.89	\$ 46,235.92	\$ 2,467,812.50	\$ -	\$ 32,560.00	\$ 2,467,812.50	





## Dawson County Board of Commissioners

### Fleet Maintenance and Fuel Center Monthly Report – April 2021

#### FLEET

- **Preventative Maintenance Performed: 34**
- **Tires Mounted: 18**
- **Repair Orders Completed: 70**
- **Labor Hours: 232.75**
- **Labor Cost Savings: \$ 12,801.25**  
(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: \$ 3,907.41**  
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for Feb: \$ 16,708.66**

#### FUEL CENTER

- **Average Fuel Center Price Per Gallon:**  
Gasoline: \$ 2.33  
Diesel: \$ 2.25
- **Fuel Center Usage - Dawson County and Board of Education**  
Gasoline: 13,497.7 gallons; 941 transactions  
Diesel: 7,734.8gallons; 204 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**  
Gasoline: 1,447.4 gallons; 71 transactions  
Diesel: 701.7 gallons; 21 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 107.45**

#### HIGHLIGHTS

- We are continuing to keep Fleet Services clean by sanitizing all commonly used areas.



## Dawson County Board of Commissioners

### Human Resources Department Key Indicator Monthly Report – April 2021

#### **POSITION CONTROL**

- Positions approved by BOC: 629
- # of filled F/R Positions: 274
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 19
- # of filled P/R Positions: 86
- # of filled P/T Positions: 75
- # of Supplemental Positions: 59
- # of Vacant Positions: 67
- #of Frozen Positions: 27
- % of Budgeted/Actual Positions: 85.28%

#### **ADDITIONAL INFORMATION**

- FMLA/LOA/Military tracking: 2/0/2
- Unemployment Claims received: 1
- Property & Liability Claims: 4
- Worker's Compensation Claims: 2
- Performance Evaluations received: 0

#### **HIGHLIGHTS**

##### **Positions Advertised/Posted: 10**

- Emergency Services—Firefighter/Paramedic (Full Time) – 7
- Emergency Services – Firefighter/EMT (Full Time) -- 3
- Parks & Recreation – PT Support Staff Worker – 1
- Parks & Recreation – Lifeguard/Pool Concession Attendant -- 2
- Parks & Recreation – Parks Maintenance Worker -- 4
- Parks & Recreation – Athletic Assistant -- 9
- Senior Services – Transit Driver -- 4
- Public Works – Roads Operator I – 3
- Facilities – Building Maintenance Mechanic -- 2
- Sheriff's Office – Detention Officer – N/A
- General Application – 1

##### **Applications Received: 36**

##### **New Hires added into system: 14**

- Hayley Alicia Estes – Emergency Services – Full Time Firefighter/Paramedic
- Dennis E. Anderson – Emergency Services – Part Time Firefighter/Paramedic
- Rustin Tanner Fagan – Emergency Services – Full Time Firefighter/EMT
- Jacob Christopher Edwards – Emergency Services – Part Time Firefighter/EMT
- Zakary Kyle Holbrook – Emergency Services – Part Time Firefighter/EMT
- Denise Farr – Public Works – Director
- Dylan A. Montecalvo – Public Works – Roads Operator I
- Robert Eugene Hixson – Senior Services – Transit Driver
- Yajaira Briones – Public Defender – Investigator/Admin
- Anthony Lee Cantrell – Public Defender – Investigator
- Pamela K Kenney – Public Defender – Social Worker
- Robert McNeill – Public Defender – Assistant Public Defender
- Jonathan T. Mahan – Sheriff's Office – Detention Officer
- Chris Wendell Clements – Tax Commissioner – Part Time Tax & Tag Specialist

##### **Termination/Resignation/Retirement Processed:6**

- Brittany Payne – Elections – Clerk
- Ethan Rhinehart – Emergency Services – FT FF/EMT
- Gary Millholland – Public Works – Foreman
- Ron Moden – Senior Services – Transit Driver

- Jason Hogan – Sheriff’s Office – First Lt. Detention
- Ronnie Howard – Sheriff’s Office – Detention Officer

**Promotions: 1 Transfers: 0 Re-Classed: 5 Personnel Updates: 66**

**Additional Highlights April:**

- Completion of Safety Action Plan for ACCG Safety Discount
- Preliminary work on ACCG GSIWCF Safety Grant
- Collaborations with NFP regarding insurance renewal
- Collaborations with NFP & Harris Local Government regarding automated insurance and benefits upload



## Dawson County Board of Commissioners

Information Technology –April 2021

- **Calls for Service:129**
- **Service Calls Completed: 129**

### Highlights

- Courtroom A, B, C & D upgrade quotes, review and meetings
- IT online forms updated to be more stream-lined and produce better report data
- Increase in courtroom requests as jury trials restart
- Working with DCSO on planning for additional body cams and required data storage
- Planning for and started county-wide wireless network infrastructure upgrade
- Began county-wide network security clean-up



## Dawson County Board of Commissioners

### Planning and Development Monthly Report – April 2021

	JAN	FEB	MAR	APR	TOTAL
<b>BUILDING PERMITS</b>	<b>85</b>	<b>58</b>	<b>84</b>	<b>177</b>	<b>404</b>
<b>HOUSE</b>	<b>35</b>	<b>22</b>	<b>54</b>	<b>142</b>	<b>253</b>
<b>GARAGE - POLE SHED</b>	<b>10</b>	<b>6</b>	<b>0</b>	<b>4</b>	<b>20</b>
<b>STORAGE BUILDING</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>ADDITIONS/REMODELS</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>36</b>
<b>FARM BUILDING</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>RETAIL - COMMERCIAL</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>39</b>
<b>MISC</b>	<b>19</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>52</b>
<b>MULTI - FAMILY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MOBILE HOME</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>9</b>
<b>ELECTRICAL</b>	<b>70</b>	<b>55</b>	<b>76</b>	<b>182</b>	<b>383</b>
<b>PLUMBING</b>	<b>48</b>	<b>34</b>	<b>63</b>	<b>148</b>	<b>293</b>
<b>HEATING &amp; AIR</b>	<b>47</b>	<b>29</b>	<b>63</b>	<b>145</b>	<b>284</b>
<b>ZONING/VARIANCES</b>	<b>5</b>	<b>12</b>	<b>2</b>	<b>3</b>	<b>22</b>
<b>PLAN REVIEW - PLATS</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>11</b>	<b>20</b>
<b>PLAN REVIEW - SITE</b>	<b>2</b>	<b>1</b>	<b>11</b>	<b>5</b>	<b>19</b>
<b>PLAN REVIEW - BUILDING</b>	<b>8</b>	<b>7</b>	<b>4</b>	<b>9</b>	<b>28</b>
<b>PLAN REVIEW - SIGN</b>	<b>2</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>21</b>
<b>GRADING PERMITS-FULL</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>10</b>	<b>31</b>
<b>GRADING PERMITS-AGRI</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>BUSINESS LICENSE</b>	<b>293</b>	<b>173</b>	<b>267</b>	<b>154</b>	<b>887</b>
<b>SIGNS</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>10</b>	<b>23</b>
<b>SHORT-TERM RENTAL</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>10</b>
<b>BED &amp; BREAKFAST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PARADE/ASSEMBLY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>TIMBER HARVESTING</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

- **Impact Fee Collection**

- April Residential: \$361,619.99
- April Commercial: \$0
- YTD 2021: \$646,987.42

- **Revenue**

- Planning
  - April 2021: \$185,673.38
  - YTD 2021: \$440,838.10

- Business Licenses
  - April 2021: \$19,830.80
  - YTD 2021: \$151,102.29

As of April 2021	2020	2021	%
	PERMITS	PERMITS	2020 to 2021
<b>BUILDING PERMITS</b>	208	404	<b>94%</b>
HOUSE	85	253	<b>198%</b>
<b>GARAGE-POLE SHED-BARN</b>	14	20	<b>43%</b>
STORAGE BUILDING	7	1	<b>-86%</b>
<b>ADDITIONS/REMODELS</b>	22	36	<b>64%</b>
FARM BUILDING	1	3	<b>200%</b>
<b>RETAIL-COMMERCIAL</b>	37	39	<b>5%</b>
MISC.	42	52	<b>24%</b>
MULTI-FAMILY	0	0	<b>0%</b>
MOBILE HOME	8	9	<b>13%</b>
ELECTRICAL	158	383	<b>142%</b>
PLUMBING	108	293	<b>171%</b>
HEATING & AIR	106	284	<b>168%</b>
<b>ZONING/VARIANCES</b>	4	22	<b>450%</b>
PLAN REVIEW - PLATS	28	20	<b>-29%</b>
PLAN REVIEW - SITE	3	19	<b>533%</b>
PLAN REVIEW - BUILDING	18	28	<b>56%</b>
PLAN REVIEW - SIGN	4	21	<b>425%</b>
<b>GRADING PERMITS-FULL</b>	13	31	<b>138%</b>
<b>GRADING PERMITS-AGRI</b>	1	1	<b>0%</b>
<b>BUSINESS LICENSE</b>	776	887	<b>14%</b>
SIGNS	18	23	<b>28%</b>
<b>SHORT-TEM RENTAL</b>	12	10	<b>-17%</b>
BED & BREAKFST	0	0	<b>0%</b>
PARADE/ASSEMBLY	0	2	<b>200%</b>
<b>TIMBER HARVESTING</b>	1	1	<b>0%</b>

## Marshal's Office 2021 Monthly Report

Activity	January	February	March	April	May	June	July	August	September	October	November	December	Total Activities or Revenues
Animal Control Cases	23	22	45	23									113
Animal Bites Investigated	1	2	4	4									11
Animals Quarantined	1	2	4	3									10
Animals Taken to DC Humane Society	13	11	48	13									85
Animal Control Citations Issued	0	0	2	3									5
Animal Control Court Cases	0	2	0	1									3
Code Compliance Cases	26	20	17	0									63
Erosion Site Visits	4	4	5	4									17
Code Compliance Citations Issued	0	0	1	2									3
Non-Conforming Signs Removed or Signage letters sent	0	42	0	60									102
Open Records Requests	1	2	2	3									8
Code Enforcement Letters Mailed	8	6	5	12									31
Alcohol Pouring Permits Issued	39	30	67	28									0
Alcohol License/Vape Audit Site Visits	0	0	28	4									0
Alcohol Phone Calls or e-mails	0	0	0	0									0
Certified Business Letters Mailed	2	5	3	0									10
Code Compliance Court Cases	0	0	0	37									37
Short term Rental Letters Mailed - e-mails beginning in March	4	6	4	6									20
Short Term Rental Renewals	3	3	0	1									7
New Short Term Rentals	1	1	2	1									5
Sign Reviews Conducted	1	7	4	17									29
Signs Purchased	1	5	3	10									19
Monthly Short-term Rental Revenues	800.00	800	400	409.4									\$ 2,409.40
Monthly Donation Box Revenues	0.00	100	0	0									\$ -
Monthly Excise Tax Revenues	\$ 39,012.8	40110.91	51308.03										\$130,431.71
Monthly Pouring Permit Revenues	670.00	600.00	1340.00	540.00									\$ 3,150.00
Monthly Magistrate Revenues	0.00	100.00	0.00	150.00									\$ 250.00
Monthly Marshal's Revenues, (STOP WORK, Dangerous Dog, etc., APPEALS)	200.00	0.00	300.00	200.00									\$ 700.00
Monthly Sign Revenues	150.00	1050.00	900.00	1614.43									\$ 3,714.43



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report – April 2021

- **Youth Sports Participants:**
  - April 2021: 3,002– up infinity% compared to same month last year
  - YTD 2020: 13,680– up 231.0% compared to last year
- **Facility Rentals/Bookings/Scheduled Use:**
  - April 2021: 10,867 – up infinity% compared to same month last year
  - YTD 2020: 23,564 – up 1156.1% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - April 2021: 1,123 – up infinity% compared to same month last year
  - YTD 2020: 6,218 – up 440.2% compared to last year
- **Total Customers Served:**
  - April 2021: 14,992 – up infinity% compared to same month last year
  - YTD 2020: 43,462 – up 507.0% compared to last year

### **HIGHLIGHTS**

#### **Park Projects:**

- A flood control berm is being redesigned at Rock Creek to help with flooding on soccer fields.
- The sinkholes at Rock Creek have been repaired.
- COVID-19 vaccines continue at the Veterans Memorial Park gymnasium, Monday-Friday.

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

- Adult Boot Camp, Pickleball, adult Tai Chi, Tennis clinics, adult Yoga continue to go well.
- Travel Team activities continue to go well.
  - 16 total teams registered (baseball, softball, basketball)
- The EPIC Day program is still suspended until our EPIC establishments fully reopen and allow their clients to return to our program.
- Pickleball open play continues to go well. When weather cooperates, most of the players use the outdoor courts.
- Fall sports online registration began April 1, 2021 for football, cheer, flag football, baseball, softball, t-ball, and instructional league t-ball.



- The annual egg hunt, organized by KARE for Kids, took place on Saturday, April 3, 2021 at Veterans Memorial Park and went really well!
- Spring Break camps at Rock Creek took place April 5-9, 2021.

**On the Horizon:**

- Walk-in registration for football, cheer, and flag football is scheduled for May 3-10, 2021.
- Water Aerobics classes begin May 25, 2021.
- The pool at Veterans Memorial Park and the splash pad at Rock Creek officially open to the public on Saturday, May 29, 2021.
- Swim Lessons begin May 31, 2021.
- The first outdoor movie night of the year is scheduled for Friday, June 4, 2021 at War Hill Park.
- Summer camps begin June 7, 2021.
- Party at the Pool free swim events will be held June 16, 2021 and July 14, 2021.



## Dawson County Board of Commissioners

### Public Works Monthly Report –April 2021

#### **ROADS:**

- Work Orders: 255
- Gravel: 2,389.14 tons
- Limb ROW: 16.8 miles
- MOW ROW: .6 miles

#### **PROJECT MANAGEMENT:**

- Rock Creek Berm Project: The CO for the project was just approved by the board of commissioners for a total project amount of \$126,742.00. The county will coordinate with the contractor to begin the executed work to the berm.
- Harry Sosebee Round-a-bout: Construction of the round-a-bout has already begun with initial staking being performed, Utility lines are being located and moved as necessary to complete the installation of the arch culvert. Dawson County as well as Vertical Earth is waiting on the arch culvert to be fabricated before the road work commences, meeting with Contech has been done to make sure that the culvert meets the requirements of USACE and USFWS
- Burt Creek K9 Building: This project is complete, CO was issued 5/3/21

#### **TRANSFER STATION:**

- Solid Waste: 680.54 Tons
- Recycling: 27.81 Tons
- Recycling Scrap Metal: 275.2 Tons

**Cost Summary By Task**

<b>Task</b>	<b>Activities</b>	<b>Labor Hours</b>	<b>Labor Cost</b>	<b>Eqp Cost</b>	<b>Mat Cost</b>	<b>Con Cost</b>	<b>Overhead</b>	<b>Total Cost</b>
Chipping	5	71.00	\$1,229.42	\$1,045.00	\$553.95	\$0.00	\$0.00	\$2,828.37
Culvert Inspection	3	8.00	\$123.28	\$55.00	\$57.90	\$0.00	\$0.00	\$236.18
Culvert Installation	5	149.00	\$2,445.45	\$550.00	\$2,653.35	\$0.00	\$0.00	\$5,648.80
Culvert Repair	4	29.00	\$457.37	\$495.00	\$905.55	\$0.00	\$0.00	\$1,857.92
Ditch Maintenance	18	276.00	\$4,512.44	\$1,665.00	\$4,318.14	\$0.00	\$0.00	\$10,495.58
Dust Control/Calcium Chloride	10	25.00	\$353.75	\$2,375.00	\$7,461.00	\$0.00	\$0.00	\$10,189.75
Grading	18	227.50	\$3,902.50	\$2,482.50	\$26,704.77	\$0.00	\$0.00	\$33,089.77
Haul Trash	1	4.00	\$55.02	\$110.00	\$0.00	\$0.00	\$0.00	\$165.02
Limb ROW	27	224.00	\$3,365.92	\$690.00	\$0.00	\$0.00	\$0.00	\$4,055.91
Moving Equipment	1	8.00	\$110.04	\$220.00	\$0.00	\$0.00	\$0.00	\$330.04
Mow ROW	4	32.00	\$533.44	\$0.00	\$0.00	\$0.00	\$0.00	\$533.44
MOW TS	1	30.00	\$532.60	\$200.00	\$0.00	\$0.00	\$0.00	\$732.60
Patching	3	27.00	\$418.11	\$0.00	\$336.70	\$0.00	\$0.00	\$754.81
Shoulder Repair	1	30.00	\$501.40	\$275.00	\$347.32	\$0.00	\$0.00	\$1,123.72
Sign Repair/Replace	7	12.00	\$163.15	\$0.00	\$0.00	\$0.00	\$0.00	\$163.15
Tree Removal	1	3.00	\$115.89	\$0.00	\$0.00	\$0.00	\$0.00	\$115.89

<b>Tasks:</b>	<b>16</b>	<b>109</b>	<b>1,155.50</b>	<b>\$10,162.50</b>	<b>\$43,338.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$72,320.95</b>
			<b>\$18,819.78</b>					



## Dawson County Board of Commissioners

### Dawson County Senior Services Monthly Report – April 2021

#### **SENIOR CENTER**

- **Home Delivered Meals Served**
  - April 2021: 2,327
  - YTD 2021: 8,367
- **Congregate Meals Served**
  - April 2021: 399
  - YTD 2021: 1,365
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, Yoga, individual fitness)
  - April 2021: 141
  - YTD 2021: 212
- **Lifestyle Management Participation** (Awareness, Prevention, Virtual Learning)
  - April 2021: 684
  - YTD 2021: 1,683

#### **TRANSIT**

- **DOT Trips Provided**
  - April 2021: 150
  - YTD 2021: 460
- **Senior Trips Provided**
  - April 2021: 351
  - YTD 2021: 1,006
- **# of Miles**
  - April 2021: 5,946
  - YTD 2021: 19,016
- **Gallons of Fuel**
  - April 2021: 661
  - YTD 2021: 2,133

The Ivey Center is open the month of May on Tuesday, Thursday, and Friday for our everyday clients. Dementia Clients are here on Monday, Wednesday, and Friday. Silver Sneaker Classes and our gym are open each day in the Weaver Center. In June, the Ivey Center will open up each day and operate as we did prior to COVID along with the Weaver Center.

**LOST and SPLOST Collections**

Local Option Sales Tax (LOST) collections are up 49.98% for the same month in 2020 and up 30.35% for year to date. Special Purpose Local Option Sales Tax (SPLOST) collections are up 50.84% for the same month in 2020. Total SPLOST VI collections (July 2015 to present) are \$48,774,889.

March collections received in April are as follows:

<b>LOST</b>	<b>\$819,160</b>
<b>SPLOST</b>	<b>\$930,667</b>
County (85%)	\$791,067
City (15%)	\$139,600

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

Presidio	IT	Various Hardware and Software for AV System Upgrade to Courtrooms A, B and D	Cooperative Agreement - Signed by County Manager	Purchase Order	\$162,469.29	Funding Source – IT Capital Budget
Municipal Emergency Services	EMS/Fire	Purchase Hoses/Manifolds with Labor for Universal Emergency Breathing System	Install	Purchase Order	\$8,474.40	Funding Source – Fire Regular Operating Budget

North Georgia Network	Extension Office and Station 7	Upgrade Mbps	Agreement	N/A	No Additional Cost to Monthly Cost for Station 7/\$25 Monthly for Extension Office	Funding Source – Fire Regular Operating Budget/Extension Office Regular Operating Budget
S & L Integrated	IT	Design/Engineering Services for the AV System Upgrade to Courtrooms A, B and D	Agreement	Purchase Order	\$58,500	Funding Source – IT Capital Budget