

**DAWSON COUNTY BOARD OF COMMISSIONERS  
VOTING SESSION AGENDA - THURSDAY, MARCH 8, 2016  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
6:00 PM**

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**A. ROLL CALL**

**B. OPENING PRESENTATION**

**C. INVOCATION**

**D. PLEDGE OF ALLEGIANCE**

**E. ANNOUNCEMENTS**

**F. APPROVAL OF MINUTES**

[Minutes](#) of the Voting Session held on February 18, 2016

**G. APPROVAL OF AGENDA**

**H. PUBLIC COMMENT (3 minute limit/person 15 minutes maximum)**

**I. ALCOHOL LICENSE**

**J. ZONING**

**K. PUBLIC HEARING**

1. Ordinance updating the roadways approved for the use of speed detection devices (*1st of 2 hearings*)

**L. UNFINISHED BUSINESS**

**M. NEW BUSINESS**

1. Consideration of Bid #264-16 IFB Self-Contained Breathing Apparatuses (SCBAs) for Dawson County Emergency Services  
To view solicitation documents click [here](#).
2. Consideration of Bid #263-16 RFP Chest Compression Devices for Dawson County Emergency Services  
To view solicitation documents click [here](#).
3. Consideration of Bid #262-16 IFB Turn Out Gear for Dawson County Emergency Services  
To view solicitation documents click [here](#).
4. Consideration of 2015 Board of Commissioners Expenses
5. Consideration of 2016 Georgia Transit Association Letter of Support
6. Consideration of ACCG 2016 Summer Internship Grant
7. Consideration of Memorandum of Understanding with WLW Investments, LLC regarding road improvements/TrueValue
8. Consideration of Annexation Number 1 01

**N. ADJOURNMENT**

**O. PUBLIC COMMENT**

**Backup material for agenda item:**

Minutes of the Voting Session held on February 18, 2016

**DAWSON COUNTY BOARD OF COMMISSIONERS  
VOTING SESSION MINUTES – FEBRUARY 18, 2016  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
25 JUSTICE WAY, DAWSONVILLE  
6:00PM**

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**ROLL CALL:** Those present were Chairman Berg; Commissioner Fausett, District 1; Commissioner Swafford, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Homans; County Manager Dowling; County Clerk Yarbrough and interested citizens of Dawson County.

**OPENING PRESENTATION:**  
Recognition of Dawson County Fire Explorers Post 58

**INVOCATION:** Chairman Berg

**PLEDGE OF ALLEGIANCE:** Chairman Berg

**ANNOUNCEMENTS:**

- Chairman Berg announced that the annual Leap for Literacy event will be held on Saturday, February 27, 2106 at War Hill Park.
- Chairman Berg also announced that a fund raiser spaghetti dinner will be hosted by Etowah Masonic Lodge No. 222 on Saturday, February 27, 2016 from 11:00 a.m. to 5:00 p.m. at the Masonic Lodge on Bill Elliott Street. Plates will be \$7.00.

**APPROVAL OF MINUTES:**

Motion passed unanimously to approve the minutes from the Voting Session held on February 4, 2016. Swafford/Fausett

**APPROVAL OF THE AGENDA:**

Motion passed unanimously to approve the agenda as presented. Nix/Hamby

**PUBLIC COMMENT:**

None

**ALCOHOL LICENSE HEARING:**

None

**ZONING:**

None

**PUBLIC HEARING:**

None

**UNFINISHED BUSINESS:**

None



**NEW BUSINESS:**

Consideration to move forward with public hearings on March 3, 2016 and March 17, 2016 regarding the Dawson County Speed Limit Ordinance

Motion passed unanimously move forward with public hearings on March 3, 2016 and March 17, 2016 regarding the Dawson County Speed Limit Ordinance. Nix/Swofford

Consideration of Request to Classify Volunteer Firefighters as Employees

Motion passed unanimously to reclassify volunteer firefighters as employees. Hamby/Fausett

Consideration of Employee Voluntary and Supplemental Deductions

Motion made to allow employee voluntary and supplemental deductions. Nix/Hamby

Motion passed unanimously to amend the first motion by allowing Dawson County employees to contribute through payroll deduction to any non-profit organization. Swafford/Hamby

Original motion passed unanimously to allow employee voluntary and supplemental deductions. Nix/Hamby

Board Appointment and Resolution

Motion passed unanimously to approve the appointment of Lisa Carter to the Board of Assessors (replacing Steve Helvick) with a term of January 2016 through December 2019. Fausett/Hamby

Consideration of Dawson Village Way South Survey Proposal

Motion passed unanimously to accept the survey but not the dedication of the road and to continue with the public nuisance lawsuit. Swafford/Hamby

**ADJOURNMENT:**

**PUBLIC COMMENT:**

APPROVE:

ATTEST:

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

\_\_\_\_\_  
Danielle Yarbrough, County Clerk

**Backup material for agenda item:**

1. Ordinance updating the roadways approved for the use of speed detection devices (*1st of 2 hearings*)



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Public Works

Presenter: David McKee

Submitted By: D. McKee

Date Submitted: 2-1-2016

Item of Business/Agenda Title: Dawson County Speed Limit Ordinance

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

**THE ITEM IS FOR:**

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

OR

**Commission Action Needed.**

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

Purpose of Request: Approve the Speed Limit Ordinance to allow the use of Radar and Laser for enforcement

Department Recommendation: Approve the Ordinance as drafted by GDOT

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

Yes

Explanation/ Additional Information: Sent to the County attorney when submitted to the BOC

No

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

Yes

Explanation/ Additional Information: N/A

No

Amount Requested:

Amount Budgeted:

Fund Name and Account Number:

Administration Staff Authorization

Dept. Head Authorization: David McKee

Date: 2-1-2016

Finance Dept. Authorization: Dena Bosten

Date: 2-4-2016

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

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

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



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

**SUBJECT:** Dawson County Speed Limit Ordinance

**DATE:** 2-1-2016

**BUDGET INFORMATION:**

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

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

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

**COMMISSION ACTION REQUESTED ON:** 3-3-2016 following Public Hearing

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**PURPOSE:** Approve the ordinance to allow the sheriffs office to utilize radar and laser for speed detection.

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**HISTORY:** Annual approval of the GDOT road list and ordinance.

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**FACTS AND ISSUES:** Recommend a public hearing on march 3, 2016, The only change to the road list is the reduction in the posted speed limit on GA 400 from Forsyth County line to 1015' east of Harmony Church Rd.

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**OPTIONS:**

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**RECOMMENDED SAMPLE MOTION:** Motion to approve the public hearing Date of 3-3-2016.

After public hearing: Motion to approve the speed limit ordinance.

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**DEPARTMENT:** Public Works

Prepared by: D.McKee

Director D.McKee

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**AN ORDINANCE OF  
THE BOARD OF COMMISSIONERS OF DAWSON COUNTY**

**REQUESTING THAT CERTAIN ROADWAYS BE APPROVED FOR THE USE OF  
SPEED DETECTION DEVICES; TO PROVIDE FOR SEVERABILITY; TO REPEAL  
CONFLICTING ORDINANCE; AND FOR OTHER PURPOSES**

Section I. The Board of Commissioners of Dawson County hereby request of the Georgia State Department of Public Safety that the following roadways be approved for the use of speed detection devices:

***SEE ATTACHED CHARTS***

Section II. All resolutions or parts of resolution in conflict with the terms of this Resolution are hereby repealed but it is hereby provided that any resolution or law which may be applicable hereto and aid in carry out or making effective the intent, purpose, and provisions hereof, which shall be literally construed to be in favor of Dawson County is hereby adopted as a part hereof.

Section III. If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of the resolution shall be declared invalid or unconstitutional by any court of competent jurisdiction, or if the provisions of any part of this resolution as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of the resolution not so held to be invalid, or the application of the resolution to other circumstances not so held to be invalid. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and they do hereby adopt any and all parts as may be held invalid for any reason.

This ordinance and the rules, regulations, provisions, requirements, orders, and

matters established and adopted hereby shall take effect and be in full force and effect from and after the date of the final passage and adoption of this ordinance.

Approved this \_\_\_ day of \_\_\_\_\_, 2016.

**DAWSON COUNTY**

**ATTEST**

By: \_\_\_\_\_  
Mike Berg, Chairman  
Board of Commissioners

By: \_\_\_\_\_  
Danielle Yarborough,  
County Clerk

VOTE:     Yes \_\_\_\_\_  
              No \_\_\_\_\_

Dates of Public Hearings:

Dates of Advertising:

March 3, 2016

March 17, 2016

The Commissioner of Dawson County is hereby requesting that the following roadways be approved for the use of speed detection devices:

**LIST OF ROADWAYS**  
for  
**DAWSON COUNTY**  
**ON-SYSTEM**

STATE ROUTE	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
SR 9		Forsyth County Line	00.00	1287' south of Bannister Road	01.79	01.79	45
SR 9 *** SCHOOL ZONE ***	Riverview Middle School	695' south of Dawson Forest Road	01.06	2665' north of Dawson Forest Road	01.70	00.64	35
SR 9		1287' south of Bannister Road	01.79	222' north of Thompson Road	02.51	00.72	55
SR 9		222' north of Thompson Road	02.51	60' north of Perimeter Rd (South Dawsonville City Limits)	05.57	03.06	45
SR 9	Dawsonville	60' north of Perimeter Rd (South Dawsonville City Limits)	05.57	47' south of Howard Road	06.37	00.80	45
SR 9	Dawsonville	47' south of Howard Road	06.37	183' north of Robinson Road	07.01	00.64	35
SR 9 *** SCHOOL ZONE ***	Dawson County Middle School	610' north of State Route 53	06.69	348' south of Robinson Road	06.91	00.22	35
SR 9	Dawsonville	183' north of Robinson Road	07.01	578' south of Perimeter Rd (North Dawsonville City Limits)	07.13	00.12	45
SR 9		578' south of Perimeter Rd (North Dawsonville City Limits)	07.13	Lumpkin County Line	09.90	02.77	45
SR 9WE	Dawsonville	State Route 9	00.00	State Route 9	00.11	00.11	25
SR 52		Gilmer County Line	00.00	Lumpkin County Line	09.89	09.89	55
SR 53		Pickens County Line	00.00	48' west of Creekstone Ln (West Dawsonville City Limits)	08.25	08.25	55
SR 53	Dawsonville	48' west of Creekstone Ln (West Dawsonville City Limits)	08.25	594' east of Creekstone Lane	08.38	00.13	55
SR 53	Dawsonville	594' east of Creekstone Lane	08.38	129' east of Howser Mill Road	08.70	00.32	45
SR 53	Dawsonville	129' east of Howser Mill Road	08.70	State Route 9	08.92	00.22	35
SR 53	Dawsonville	<i>This section of roadway runs common with State Route 9 from MP 08.92 to MP 09.07 for a total of 00.15 Miles.</i>					

**LIST NUMBER 085-087-2015**

STATE ROUTE	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
SR 53	Dawsonville	State Route 9	09.07	590' east of Main St.	09.58	00.51	35
SR 53	Dawsonville	590' east of Main St.	09.58	87' west of Jack Heard Road(East Dawsonville City Limits)	09.69	00.11	45
SR 53		87' west of Jack Heard Road(East Dawsonville City Limits)	09.69	780' west of Gravitt Apartment Road	10.47	00.78	45
SR 53		780' west of Gravitt Apartment Road	10.47	1167' west of Riverview Drive	13.64	03.17	55
SR 53		1167' west of Riverview Drive	13.64	1776' west of Hightower Pkwy	14.48	00.84	45
SR 53		1776' west of Hightower Pkwy	14.48	1198' west of Dawson Forest Road	15.84	01.36	35
SR 53		1198' west of Dawson Forest Road	15.84	535' east of Dawson Forest Road	16.17	00.33	45
SR 53		535' east of Dawson Forest Road	16.17	Forsyth County Line	17.63	01.46	55
SR 136		Pickens County Line	00.00	Amicalola Creek Bridge	04.46	04.46	45
SR 136		Amicalola Creek Bridge	04.46	Hall County Line	25.95	21.49	55
SR 183		State Route 53	00.00	State Route 136	07.28	07.28	55
SR 183		<i>This section of roadway runs common with State Route 136 from MP 07.28 to MP 08.93 for a total of 1.65 miles.</i>					
SR 183		State Route 136	08.93	State Route 52	10.07	01.14	55
SR 400		Forsyth County Line	42.80	1015' east of Harmony Church Road	46.30	03.50	55
SR 400		1015' east of Harmony Church Road	46.30	Lumpkin County Line	49.94	03.64	65

**OFF-SYSTEM**

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Afton Road		State Route 183	Steve Tate Road	04.20	45
Auraria Road		State Route 136	Dawson/Lumpkin County Line	02.70	55
Bailey Waters Road		State Route 136	State Route 52	03.55	45
Blue Ridge Overlook		State Route 53	Dawson/Forsyth County Line	01.50	55
Burt Creek Road		State Route 136	Shoal Creek Road (County Road 224)	01.50	45
Cothran Road		Etowah River Road	State Route 136	01.20	30
Crane Road		State Route 136	Joe Chester Road	01.08	30
Cowart Road		State Route 53	Dawson/Cherokee County Line	05.70	55
Dawson Forrest Road		Dawson Wildlife Management Area	State Route 9	01.50	40



LIST NUMBER 085-087-2015

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Dawson Forrest Road	Riverview Middle School *** SCHOOL ZONE ***	700' west of Riverview Middle School Driveway	800' east of Riverview Middle School Driveway	00.28	30
Dawson Forrest Road		State Route 9	G. W. Taffer Road	03.40	55
Dawson Forrest Road	Blacks Mill Elementary School *** SCHOOL ZONE ***	900' west of Grizzle Road	185' east of Pinewood Trace	00.25	35
Dawson Forrest Road		G. W. Taffer Road	State Route 53	01.35	45
Etowah River		State Route 53	End of Pavement	02.50	55
Frank Bruce Road		Seed Tick Road	State Route 136	00.95	45
Grizzle Road		Dawson Forest Road	Hugh Stowers Road	01.10	25
Grizzle Road		Hugh Stowers Road	Lumpkin Campground Road	02.25	35
Harmony Church Road		State Route 400	State Route 136	01.00	45
Henry Grady Road		State Route 136	State Route 400	01.10	55
Howser Mill Road		West Dawsonville City Limits	State Route 183	02.80	35
Keith Evans Road		State Route 183	State Route 136	01.60	45
Kelly Bridge Road		State Route 9	Dawson/Cherokee County Line	11.40	55
Kilough Church Road		State Route 400	Robertson Road	01.20	35
Kilough Church Road	Kilough Elementary School *** School Zone ***	100' east of Couch Road	50' west of Clayton Wallace Road	00.35	25
Kilough Church Road		Robertson Road	End at Lake Lanier	00.45	25
Lumpkin Campground Road		Forsyth County Line	Dawson Forest Road	01.54	50
Lumpkin Campground Road		Dawson Forest Road	State Route 53	01.16	40
Lumpkin Campground Road		State Route 53	State Route 400	01.24	45
Nix Bridge Road		Harmony Church Road	Nix Bridge Park at Lake Lanier	02.30	40
North Seed Tick Road		Frank Bruce Road	State Route 136	00.95	35
Old Henry Grady Road		State Route 136	State Route 136	02.10	40
Overlook Drive		Nix Bridge Road	Overlook Circle	00.75	25

LIST NUMBER 085-087-2015

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Perimeter Road		State Route 9 (south of Dawsonville City Limits)	State Route 53	00.65	40
Perimeter Road		State Route 53	State Route 9 (north of Dawsonville City Limits)	01.00	45
Perimeter Road *** SCHOOL ZONE ***	Dawson County High School SCHOOL DAYS ONLY	150' north of State Route 53	500' north of Northern School Drive	00.38	30
Perimeter Road *** SCHOOL ZONE ***	Robinson Elementary & Dawson County Primary	600' south of Allen Street	500' south of State Route 9	00.47	30
Perimeter Road		State Route 9 (north of Dawsonville City Limits)	Dawsonville City Limits (400' west of Melody Lane)	00.30	35
Perimeter Road	Dawsonville	Dawsonville City Limits (400' west of Melody Lane)	Shoal Creek Road ( County Road 224)	00.55	35
Seed Tick Road		Etowah River Road	Frank Bruce Road	01.95	35
Shoal Creek Road	Dawsonville	600' south of Perimeter Road	Dawsonville City Limits(250' North of Shoal Creek Ridge Drive)	00.43	35
Shoal Creek Road		Dawsonville City Limits(250' North of Shoal Creek Ridge Drive)	State Route 136	01.90	45
Steve Tate Road		State Route 136	Dawson/Pickens County Line	04.60	45
Sweetwater Juno Road		State Route 53	State Route 183	04.45	40
Tanner Road		State Route 136	Greenway Road	02.10	40
Thompson Road		State Route 9	State Route 53	02.50	45
War Hill Park Road		State Route 53	War Hill Park at Lake Lanier	03.85	35

**\*\*\*SCHOOL ZONE HOURS ARE EFFECTIVE\*\*\***

A.M. from 45 minutes prior to commencement time to 15 minutes after commencement time-  
**SCHOOL DAYS ONLY**

P.M. from 15 minutes prior to dismissal time to 45 minutes after dismissal time-  
**SCHOOL DAYS ONLY**

ALL LISTS AND PARTS OF LISTS IN CONFLICT WITH THIS LIST ARE HEREBY REPEALED.

Signature of Dawson County Board of Commissions

\_\_\_\_\_  
Mike Berg  
Chairman, Board of Commissioners

\_\_\_\_\_  
Danielle Yarbrough  
County Clerk

Sworn and Subscribed before me  
This \_\_\_ day of \_\_\_\_\_, 2016.

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

**Backup material for agenda item:**

1. Consideration of Bid #264-16 IFB Self-Contained Breathing Apparatuses (SCBAs) for Dawson County Emergency Services

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



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Purchasing on behalf of DCES

Presenter: Deputy Chief Ricky Rexroat

Submitted By: Purchasing Director Davida Simpson

Date Submitted: February 16, 2016

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

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

### THE ITEM IS FOR:

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

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

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

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

Department Recommendation: Approve contract as submitted

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

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

No

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

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

No

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

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

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

### Administration Staff Authorization

Dept. Head Authorization: Chief Lanier Swafford, DCES

Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/18/2016

County Manager Authorization: Randall Dowling

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

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



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

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

**DATE:** February 16, 2016

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

**BUDGET INFORMATION:**

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

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

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

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

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

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

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

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**DEPARTMENT:** Purchasing on behalf of DCES

Prepared by: Davida Simpson

Director: Lanier Swafford, Chief DCES

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# SCBAs for DCES Bid #264-16 IFB

WORK SESSION FEBRUARY 25, 2016





# Background

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

# Background - SCBAs

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

# Background - Face Pieces

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

# List of Items Bid

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



# Acquisition Strategy & Methodology

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

# Evaluation Committee

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

# Pricing

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

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

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

# Recommendation

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





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

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

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

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

[Signature]  
Authorized Representative (Signature)

2-5-16  
Date

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

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

## Dauida Simpson

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

**Categories:** Quotes

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

Thank You

### Jeremy Adams

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



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

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

Ms. Simpson,

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

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

Thanks

### Jeremy Adams

Northwest GA Sales Representative  
Municipal Emergency Services

Office: 704-599-4601

Mobile: 770-900-8996

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

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



---

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

Jeremy,

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

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

*-Davida*

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

---

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

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

Ms. Simpson,

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

Thanks

**Jeremy Adams**

Northwest GA Sales Representative

Municipal Emergency Services

Office: 704-599-4601

Mobile: 770-900-8996

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

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



---

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

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

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

Regards,

Davida Simpson, Purchasing Director

Dawson County Government

25 Justice Way, Suite 2223

Dawsonville, GA 30534

Phone: (706) 344-3501

E-Fax: (706) 531-2728

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

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

**Backup material for agenda item:**

2. Consideration of Bid #263-16 RFP Chest Compression Devices for Dawson County  
Emergency Services

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



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Purchasing on behalf of DCES

Presenter: Deputy Chief Ricky Rexroat

Submitted By: Purchasing Director Davida Simpson

Date Submitted: February 16, 2016

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

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

### THE ITEM IS FOR:

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

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

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

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

Department Recommendation: Approve contract as submitted

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

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

No

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

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

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

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

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

#### Administration Staff Authorization

Dept. Head Authorization: Chief Lanier Swafford, DCES

Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/18/2016

County Manager Authorization: Randall Dowling

Work Session Date: 02/25/2016

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







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

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

**DATE:** February 16, 2016

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

**BUDGET INFORMATION:**

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

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

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

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

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

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

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

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**DEPARTMENT:** Purchasing on behalf of DCES

Prepared by: Davida Simpson

Director: Chief Lanier Swafford, DCES

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

WORK SESSION FEBRUARY 25, 2016



# Background

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

# Chest Compression Device



# Acquisition Strategy & Methodology

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

# IFB vs RFP

## **IFB – Invitation for Bid**

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

## **RFP – Request for Proposal**

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

# Evaluation Committee

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

# Evaluation Criteria

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



# Justification

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

# Pricing

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

## Recommendation

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



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

Company Name: Physio-Control, Inc.

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

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

*Namita Joshi*  
\_\_\_\_\_  
Authorized Representative (Signature)

February 3, 2016  
\_\_\_\_\_  
Date

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

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



## Northeast Georgia Medical Center, Inc.

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

### HEART & VASCULAR SERVICES

February 12, 2016

To Whom It May Concern:

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

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

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

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

Sincerely,

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

**Backup material for agenda item:**

3. Consideration of Bid #262-16 IFB Turn Out Gear for Dawson County Emergency Services

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



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Purchasing on behalf of DCES

Presenter: Deputy Chief Tim Satterfield

Submitted By: Purchasing Director Davida Simpson

Date Submitted: February 16, 2016

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

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

### THE ITEM IS FOR:

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

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

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

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

Department Recommendation: Approve contract as submitted

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

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

No

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

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

Amount Requested: \$60,087.60

Amount Budgeted: \$60,000

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

#### Administration Staff Authorization

Dept. Head Authorization: Chief Lanier Swafford, DCES

Date: 02/16/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/18/2016

County Manager Authorization: \_\_\_\_\_ Work Session Date: \_\_\_\_\_

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



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

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

**DATE:** February 16, 2016

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

**BUDGET INFORMATION:**

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

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

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

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

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

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

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

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**DEPARTMENT:** Purchasing on behalf of DCES

Prepared by: David Simpson

Director: Chief Lanier Swafford, DCES

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

WORK SESSION FEBRUARY 25, 2016



# Background

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

# List of Items Bid

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

# Acquisition Strategy & Methodology

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

# Evaluation Committee

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

# Pricing

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

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

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

## Recommendation

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

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

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



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

Company Name: Georgia Fire & Rescue Supply

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

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

Ryan B. Wice  
Authorized Representative (Signature)

01/25/2016  
Date

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

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

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

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

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

Company Name: Ten 8 Fire & Safety Equipment of Georgia

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

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

[Signature]  
Authorized Representative (Signature)

1/28/16  
Date

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

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



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

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

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

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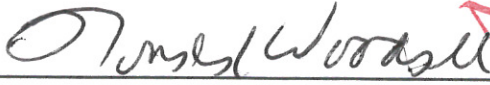


**BID #262-16 IFB TURN OUT GEAR FOR  
DAWSON COUNTY EMERGENCY SERVICES  
VENDOR'S PRICE PROPOSAL FORM  
PAGE 1 OF 2**

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


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

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

  
Authorized Representative (Signature)

1/26/16  
 Date

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



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

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

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

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

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

**Backup material for agenda item:**

4. Consideration of 2015 Board of Commissioners Expenses



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Finance

Presenter: Natalie Johnson – Accounting & Budget

Submitted By: Natalie Johnson – Accounting & Budget

Date Submitted: 02/16/2016

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

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

### THE ITEM IS FOR:

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

**OR X Commission Action Needed.**

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

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

Department Recommendation: Staff recommends approval

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

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

No

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

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

No

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

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

Administration Staff Authorization

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

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

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

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

Attachments: 2015 Board of Commissioners Expense Reports

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

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



COMM OF ROADS & REVENUE DAWSON CO  
VENDOR ACTIVITY REPORT

FY 2015

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

PURCHASE ORDERS 0 TO 2147483647

VOUCHERS WITH OUTSTANDING CHECKS ONLY

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

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

FY 2015

COMM OF ROADS & REVENUE DAWSON CO  
 VENDOR ACTIVITY REPORT

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

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

FY 2015

COMM OF ROADS & REVENUE DAWSON CO  
 VENDOR ACTIVITY REPORT

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

PURCHASE ORDERS 0 TO 2147483647

VOUCHERS WITH OUTSTANDING CHECKS ONLY

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

FY 2015

COMM OF ROADS & REVENUE DAWSON CO  
 VENDOR ACTIVITY REPORT

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

PURCHASE ORDERS 0 TO 2147483647

VOUCHERS WITH OUTSTANDING CHECKS ONLY

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

**Backup material for agenda item:**

5. Consideration of 2016 Georgia Transit Association Letter of Support



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Transit

Presenter: Dawn Pruett

Submitted By: Dawn Pruett

Date Submitted: 2-11-2016

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

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

### THE ITEM IS FOR:

Work Session presentation only  
(no action needed)

OR

Commission Action Needed.

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

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

Department Recommendation: Approval

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

Yes Explanation/ Additional Information:  
 No

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

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

Amount Requested: Amount Budgeted: 204,539 for 2016

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

### Administration Staff Authorization

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

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

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

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

Attachments: Letter of Support



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

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

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

**BUDGET INFORMATION:**

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

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

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

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

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

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

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

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

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**DEPARTMENT:** Transit

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

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





## DAWSONCOUNTY BOARD OF COMMISSIONERS

Mike Berg  
Chairman

Sharon Fausett  
Commissioner  
District One

James Swafford  
Commissioner  
District Two

Jimmy Hamby  
Commissioner  
District Three

Julie Hughes Nix  
Commissioner  
District Four

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Randall Dowling  
County Manager

Danielle Yarbrough  
County Clerk

February 5, 2016

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

Dear Mr. Hiatt,

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

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

Thank you for your consideration.

Sincerely,

Mike Berg  
Chairman, Dawson County Board of Commissioners

cc: John Orr, Atlanta Regional Commission

**Backup material for agenda item:**

6. Consideration of ACCG 2016 Summer Internship Grant



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Finance/EMS

Presenter: Dena Bosten

Submitted By: Dena Bosten

Date Submitted: 2-9-16

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

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

### THE ITEM IS FOR:

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

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

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

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

Department Recommendation: Approval of grants

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

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

No

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

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

No

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

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

### Administration Staff Authorization

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

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

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

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

Attachments: 2016 Grant Award Packet





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

**SUBJECT:** ACCG Summer 2016 Internship Grant

**DATE:** 2-6-2016

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

**BUDGET INFORMATION:**

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

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

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

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

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

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

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

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**DEPARTMENT:**

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

Director \_\_\_\_\_

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# Civic Affairs Foundation

an **ACCG** initiative

## MEMORANDUM

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

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

**Re: County Grant Package**

**Date: February 5, 2016**

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

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

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

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

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

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

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

6) Proof of Payment-by September 19, 2016

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

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

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

Thanks again for your participation in this program.



# Civic Affairs Foundation

an **ACCG** initiative

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

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

# Civic Affairs Foundation

an **ACCG** initiative

## GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

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

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

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

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

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

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

### **II. COMPENSATION.**

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

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

**1. Amount of Compensation.**

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

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

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

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

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

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



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

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

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

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

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

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

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

#### **V. Termination**

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



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

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

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

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

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

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

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

## **IX. Nepotism**

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

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

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

## **XI. Miscellaneous Provisions**

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

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

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

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

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

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

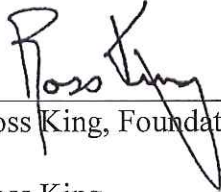
**COUNTY:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Name

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

**FOUNDATION:**

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

Ross King

\_\_\_\_\_  
Name

This 5th day of February, 2016



# Civic Affairs Foundation

an **ACCG** initiative

## Georgia County Internship Program (GCIP)

### INTERN CONSENT FORM

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

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

\_\_\_\_\_  
Date

# Civic Affairs Foundation

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

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

# Civic Affairs Foundation

an **ACCG** initiative

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Who is responsible for recruiting interns?**

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

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

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

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

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

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



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

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

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

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

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

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

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

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

# Civic Affairs Foundation

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

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

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

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

### Intern Information

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Civic Affairs Foundation

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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



# Civic Affairs Foundation

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

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

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

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

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

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

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## The Interview Process

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

### *Sample Intern Interview Questions*

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

## Sample Internship Offer Letter

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

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

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

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

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

Sincerely,

\_\_\_\_\_

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



## Sample Internship Rejection Letter

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

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

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

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

Sincerely,

\_\_\_\_\_

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

## Before the Intern Arrives – Checklist

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

### Prepare an Intern Manual

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

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

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

Sample Internship Project Plan

\_\_\_\_\_ County

**Project Assigned:**

\_\_\_\_\_

**Project Details:**

\_\_\_\_\_

**Project Deadline:**

\_\_\_\_\_

**Recommended Resources:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**Mid-Project Review Date:**

\_\_\_\_\_

**(Insert time frame) Tasks:**

\_\_\_\_\_

**Final Project Review Date:**

\_\_\_\_\_

### Processing the Intern on Arrival

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

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

### Establishing Goals for the Internship

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

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

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



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

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

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

**Project Deadline:** End of Internship

### Sample Project Schedule:

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

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

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

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

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

**Georgia County Internship Program Evaluation**

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

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

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

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

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

### **Considerations for Future Internships**

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

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

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

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

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

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

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

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

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

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

# Civic Affairs Foundation

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## Georgia County Internship Program Grant Application Summer 2016

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

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

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

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

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

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

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

### **Section I**

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

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



# Civic Affairs Foundation

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

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

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

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

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

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

# Civic Affairs Foundation

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

## Section II

### Project Information

Internship position title: Community Risk Reduction Intern

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

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

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

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

**Backup material for agenda item:**

7. Consideration of Memorandum of Understanding with WLW Investments, LLC regarding TrueValue





# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

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

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

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

Department: Count Attorney

Presenter: County Attorney Joey Homans

Submitted By: Danielle Yarbrough

Date Submitted: 02/19/16

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

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

### THE ITEM IS FOR:

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

**OR X Commission Action Needed.**

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

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

Department Recommendation:

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

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

No

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

Yes

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

No

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

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

Amount Budgeted: \$0

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

### Administration Staff Authorization

Dept. Head Authorization: Joey Homans

Date: 02/19/2016

Finance Dept. Authorization: Dena Bosten

Date: 02/19/2016

County Manager Authorization: Randall Dowling

Work Session Date: 02/25/2016

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

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Attachments: MOU

## **Memorandum of Understanding**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WLW Investments, LLC

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

SIGNATURES ON THE FOLLOWING PAGE

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

Dawson County by:

ATTEST:

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

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

WLW Investments, LLC by:

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

Title:



# Exhibit A

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

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

## LIMITED WARRANTY DEED

STATE OF GEORGIA,  
COUNTY OF LUMPKIN.

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

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

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

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

WD ) 17 Ad Fee  
2 / 165.00  
✓

Page Two  
Limited Warranty Deed

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

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

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

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

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

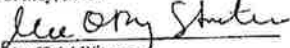
IN WITNESS WHEREOF, the said party of the first part, acting by and through its duly authorized officers, has hereunto set its hand and seal, the day and year above written.

Mosaic Capital, L.L.C.

By:

 (SEAL)  
Name: John George Mansour  
Title: Manager

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

  
Unofficial Witness

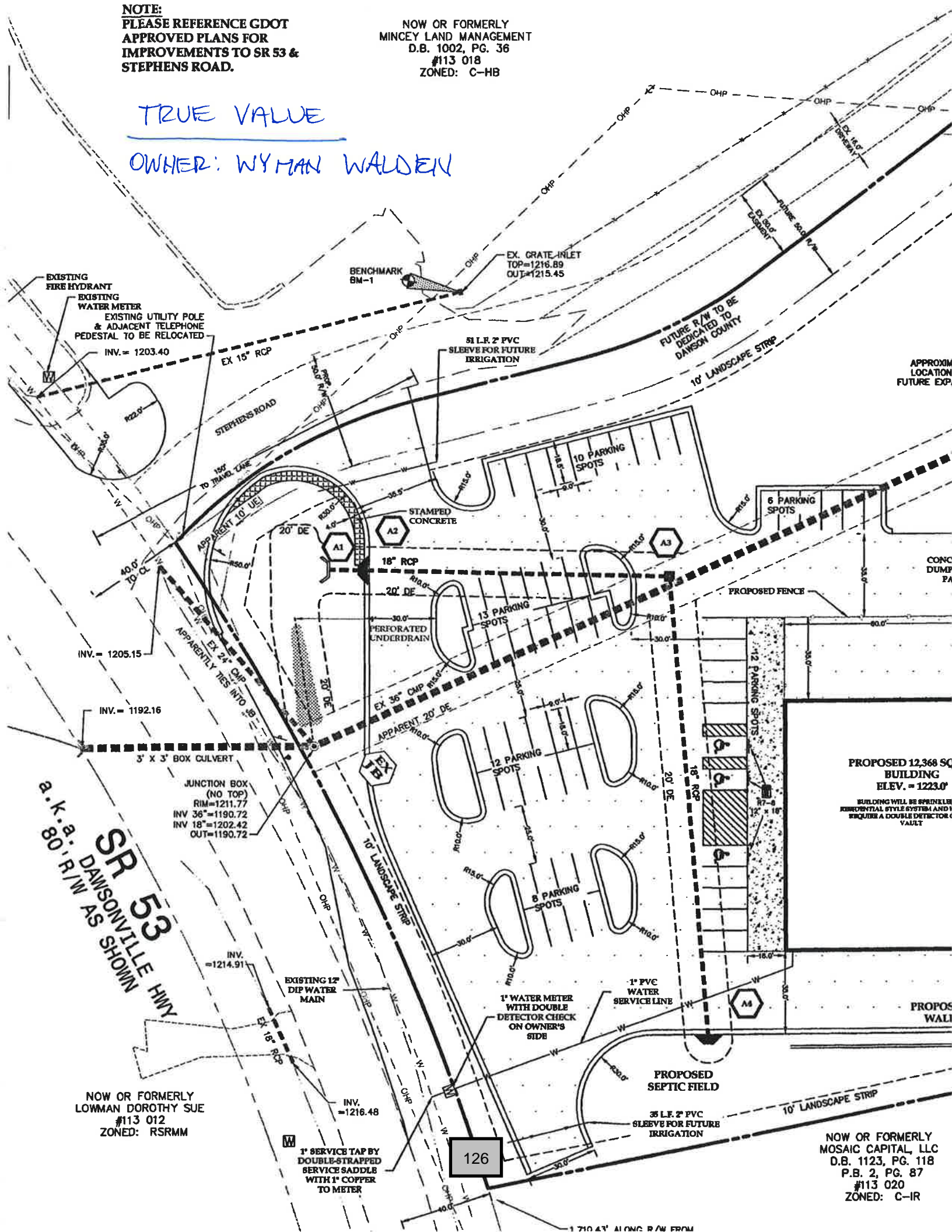
  
Notary Public  
Commission Expires: 11/4/17



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

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

TRUE VALUE  
 OWNER: WYMAN WALDEN



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

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

126

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



# GEORGIA D.O.T. PLANS

## for: SR 53 TRUE VALUE

Land Lot 224  
S. 1/2 13th District, 1st Section  
Dawson County, Georgia  
Parcel 113 019

**APPROVED**  
DEPARTMENT OF TRANSPORTATION

*Brent E. Cook*  
**BRENT E. COOK**

**DISTRICT ENGINEER**

**Signing & Safety Requirements  
Per MUTCD**

**EXISTING PAVEMENT TO BE  
OVERLAYED PER D.O.T. INSPECTOR**

**SAW CUT AT WHITE LINE**

### GA D.O.T. REQUIREMENTS

THE WORK AUTHORIZED MUST BE COMPLETED WITHIN THREE MONTHS AND BE COMPLETED WITHIN TWELVE MONTHS ON A SCHEDULE SATISFACTORY TO THE DEPARTMENT FROM THE PERMIT APPROVAL DATE, AND ALSO BE COMPLETED BEFORE THIS FACILITY IS OPEN TO THE PUBLIC.

THE FOLLOWING WILL NOT BE ALLOWED ON D.O.T. RIGHT OF WAY: (1) DIVERSION OF ADDITIONAL DRAINAGE AREA ONTO THE RIGHT OF WAY, OR INCREASE IN THE CFS OF EXISTING DRAINAGE AREAS, (2) GRADINGS EXCEPT AS SHOWN ON THE PERMIT PLAN, (3) BARRIERS, (4) SIGNAGE, (5) STRUCTURES, (6) OTHER STRUCTURES WHICH ARE DESIGNED, INTENDED OR USED TO ALTER THE ORIGIN, (7) LANDSCAPING WITHOUT PRE-APPROVAL OF THE LANDSCAPE PLAN.

ALL EXISTING UTILITIES WHICH WOULD BE UNDER NEW PAVEMENT OR IN ANY OTHER POSITION SHALL BE RELOCATED BEFORE FINAL GRADING OR PAVING AND AT NO COST TO D.O.T. OR AN APPROVED RETENTION LETTER FROM THE UTILITY OWNER.

CONSTRUCTION OF EROSION CONTROL BARRIERS PER GEORGIA DEPARTMENT OF NATURAL RESOURCES CODE 391-3-7 AND SHALL BE MAINTAINED UNTIL PERMANENT VEGETATION IS ESTABLISHED.

APPLICANT SHALL RESTORE ALL EXISTING TREES AND REGRASS TO D.O.T. SPECIFICATIONS ALL STATE RIGHT-OF-WAY THAT IS DISTURBED DURING WORK AUTHORIZED HEREIN.

THE PERMIT APPLICANT IS RESPONSIBLE FOR REPLACEMENT OF ALL EXISTING PAVEMENT DAMAGED BY PERMIT CONSTRUCTION AND THE ADDITION OF NEW PAVEMENT MARKINGS AND OR SIGNS AS SHOWN ON THE APPROVED PLAN, OR CURRENT MUTCD GUIDELINES.

ALL CURBED ISLANDS SHALL BE FILLED TO THE TOP OF CURB WITH TOP SOIL, AND GRASSED. NOTE: THIS APPROVAL DOES NOT ALLOW ANY WORK ON STATE RIGHT-OF-WAY IN CONNECTION WITH UTILITY LINES (SANITARY SEWER, WATER, TELEPHONE, GAS, ETC.)

REQUIRED PAVEMENT SPECIFICATIONS

11	1 1/4" SUPERPAVE
12	2" SUPERPAVE
13	3" SUPERPAVE
14	GRADED AGGREGATE BASE COURSE

### NOTICE

THIS PERMIT IS APPROVED SUBJECT TO THE REVISIONS AND COMMENTS SHOWN IN RED ON THE ATTACHED PLAN COPY AND SHALL REMAIN VALID UPON COMPLIANCE WITH THESE.

NO WORK WILL BE ACCOMPLISHED UNDER THIS PERMIT WITHIN THE CONSTRUCTION LIMITS OF ANY DOT PROJECT WITHOUT WRITTEN APPROVAL OF THE PERMIT INSPECTOR.

THE MAINTENANCE OF THE DRIVEWAY FROM THE NORMAL EDGE OF PAVEMENT IS THE RESPONSIBILITY OF THE PERMITTEE.

OVERLAY SHALL BE AS DIRECTED BY DOT PERMIT INSPECTOR.

ALL SIDEWALKS, CROSSWALKS AND RAMPS SHALL MEET ADA STANDARDS DOT DETAILS.

THE APPLICANT IS RESPONSIBLE TO OBTAIN ALL NECESSARY ENVIRONMENTAL APPROVALS PRIOR TO ANY WORK ON STATE R.W.

### SIGHT DISTANCE CERTIFICATION

I, the undersigned, hereby certify the sight distance for the project is designed with adequate distance. The regulated speed limit on the approaching thoroughfare is 35 mph. The designed sight distance provides visibility of greater than 500 feet to the left and greater than 500 feet to the right. The sight distance shall be measured from a point of 15 feet from the edge of pavement and 3.5 feet in height above the roadway.

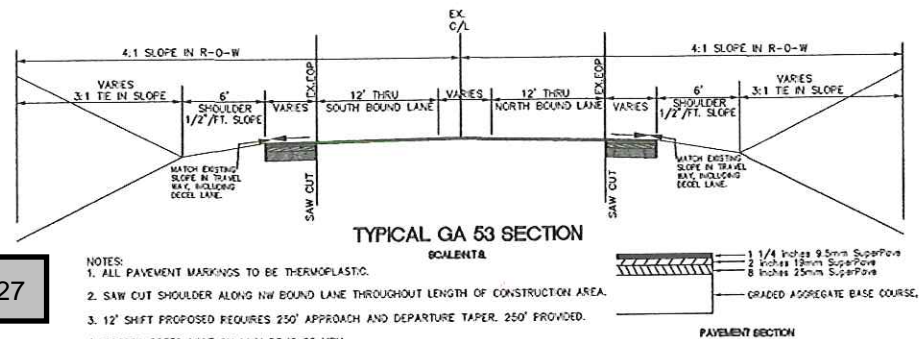
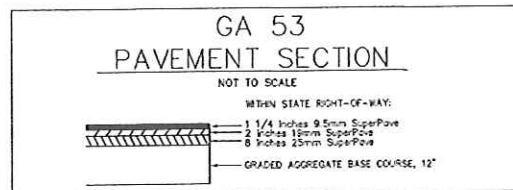
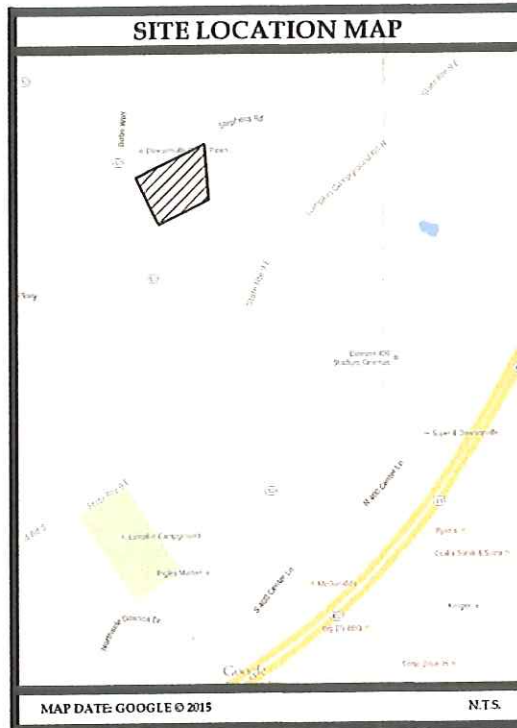
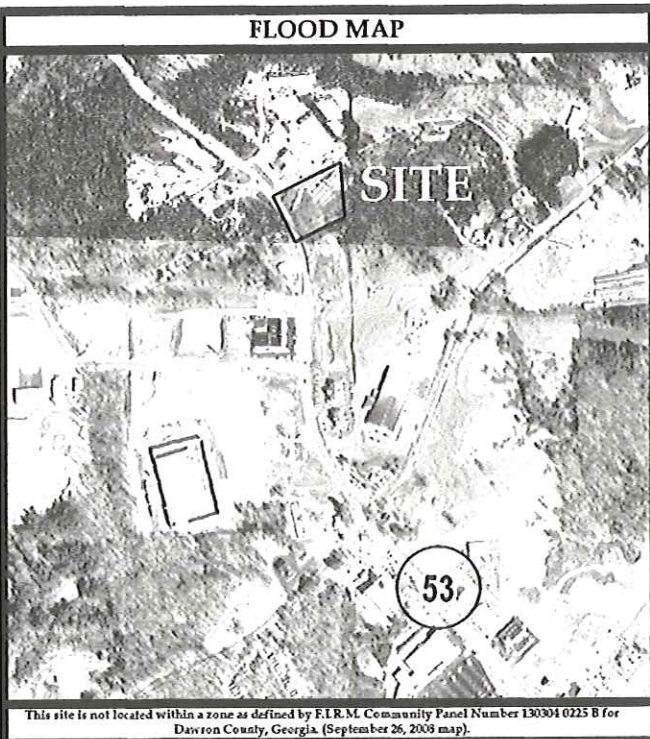
*[Signature]*

SEPTEMBER 23, 2015  
DATE

SIGNED AND SEALED



GSWCC CERT. # 0000020671  
EXPIRES OCTOBER 21, 2015



DRAWING INDEX	
COVER SHEET & GENERAL NOTES	G1.01
OVERALL SITE PLAN	G2.01
STRIPING & WIDENING PLANS	G3.01
GRADING & EROSION CONTROL PLANS	G4.01

GENERAL NOTES	
1. Developer / Owner / Primary Permittee:	Wyman Walden C/O True Value 1976 HWY 19N Dahlonega, GA 30533 P: 706-654-3222 Email: wyman44@windstream.net
2. Project Engineer:	King Consulting & Development Advisers Corey Guthrie, PE 131 Prominence Court, Suite 230 Dawsonville, GA 30534 P: 678-315-3572 Email: coreyguthrie@kcdconsulting.com
3. Project Surveyor:	Robbie Henderson Surveying & Planning 2990 Hottelaw Rd. Cumming, GA 30041 P: 706-654-2015 Contact: Robbie Henderson, RLS Email: jrobbehenderson@gmail.com Survey information shown on these plans provided to this firm electronically.
4. 24-hour Contact:	Wyman Walden P: 706-654-3222
5. Total Project Area: 2.990 Ac Total Disturbed Area: 1.08 Ac	
6. Zoning Information:	Existing Zoning: RSPUM Setbacks: Front: 60' Setback Rear: 25' Setback & 40' Buffer Side Adjacent to Street: 40' Setback
7. All work shall comply with applicable Federal, State, and Local codes, standards and specifications (latest edition), and applicable building and construction codes. All necessary permits and licenses shall be obtained by the Contractor at his expense, unless previously obtained by the Owner.	
8. All work shall be performed in a finished and workmanlike manner to the entire satisfaction of the Owner and in accordance with the best recognized trade practices.	
9. Deviations from these plans without prior consent of the Owner or his/her representative may be cause for the work to be unacceptable.	
10. If the Contractor, in the course of work, finds any discrepancy between the plans and the physical conditions of the facility, or any errors or omissions in the plans or the layout as given by the Engineer, it shall be his or her duty to immediately inform the Engineer, in writing, and the Engineer will promptly verify the same. Any work done after such discovery, until otherwise authorized, will be at the Contractor's risk.	

JIM KING CONSULTING & DEVELOPMENT ADVISERS  
131 PROMINENCE COURT, SUITE 230  
DAWSONVILLE, GA 30534  
L. 678-315-3572 F. 678-546-1675

OWNER/DEVELOPER:  
**WYMAN WALDEN**  
C/O TRUE VALUE  
1976 HWY 19N  
DAHLONEGA, GA 30533  
PHONE: (706) 654-3222

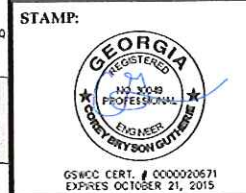
24-HOUR CONTACT:  
**WYMAN WALDEN**  
(706) 654-3222  
EMAIL:  
wymanw44@windstream.net

PROJECT:  
**SR 53  
TRUE  
VALUE**

LOCATED IN:  
LAND LOT 224  
S 1/2 13TH DISTRICT,  
1ST SECTION,  
DAWSON COUNTY, GEORGIA

SHEET TITLE:  
**COVER SHEET**

DRAWING DATE: 2015-10-23



### SHEET REVISIONS

NO.	DESCRIPTION	DATE
1	SUBMIT TO GA D.O.T.	09/23/15
2	COMMENTS ADDRESSED	11/23/15

SHEET:  
**G1.01**



JIM KING CONSULTING & DEVELOPMENT ADVISERS  
 131 PRINCEDENCE COURT, SUITE 230  
 DAWSONVILLE, GA 30534  
 L 678-316-3572 F. 678-546-1876

OWNER/DEVELOPER:  
**WYMAN WALDEN**  
 C/O TRUE VALUE  
 1976 HWY 19N  
 DAHLONEGA, GA 30533  
 PHONE: (706) 864-3222

24-HOUR CONTACT:  
**WYMAN WALDEN**  
 (706) 864-3222  
 EMAIL:  
 wymanw44@windstream.net

PROJECT:  
**SR 53  
 TRUE  
 VALUE**

LOCATED IN:  
 LAND LOT 224  
 S 1/4 13TH DISTRICT,  
 1ST SECTION,  
 DAWSON COUNTY, GEORGIA

SHEET TITLE:  
**OVERALL  
 SITE PLAN**

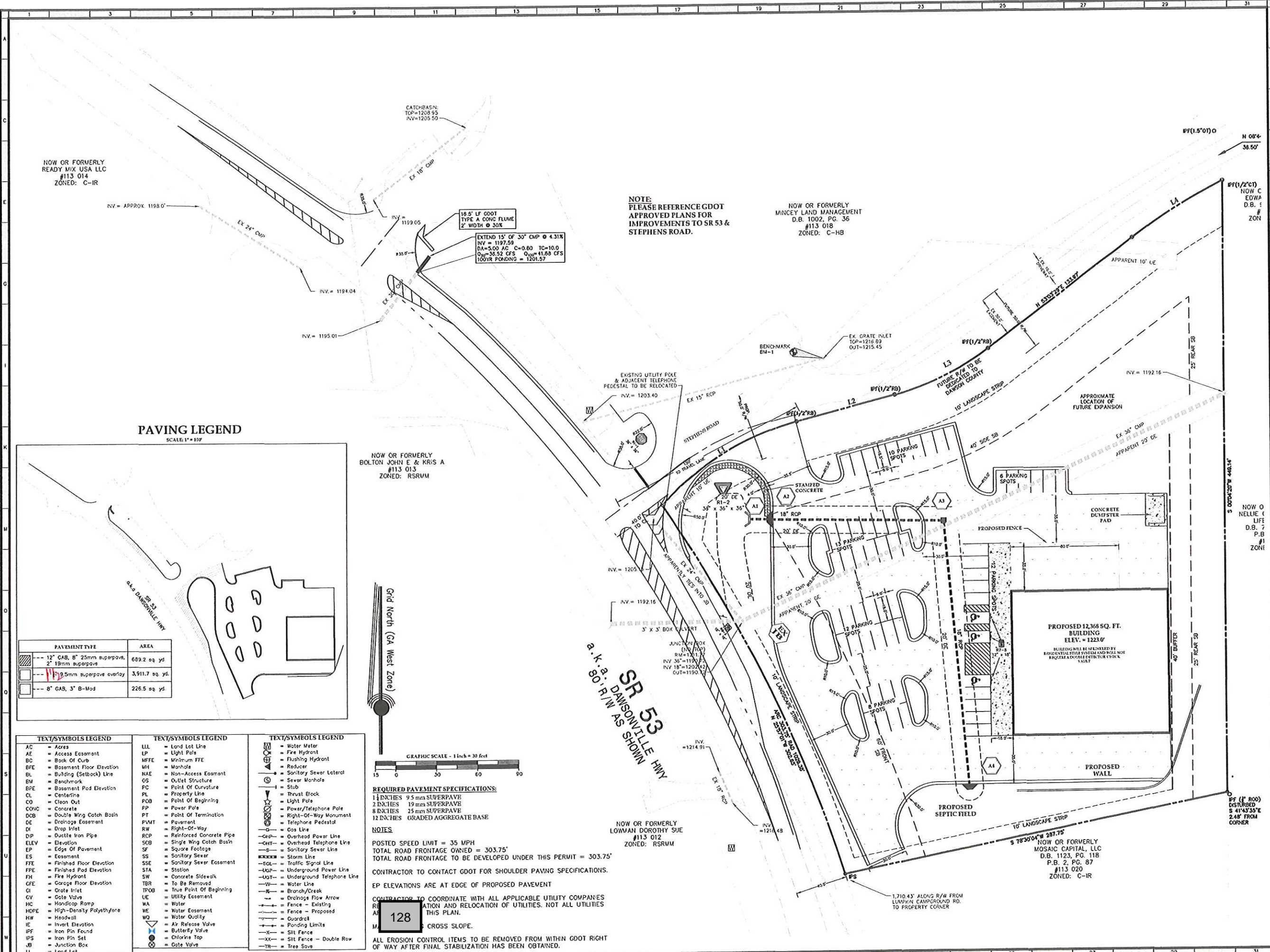
DRAWING DATE: 2015-10-23

STAMP:  
  
 COREY BRYSON  
 ENGINEER  
 GSWCC CERT. # 0000020671  
 EXPIRES OCTOBER 21, 2015

SHEET REVISIONS

NO.	DESCRIPTION	DATE
1	SUBMIT TO GA D.O.T.	09/17/15
2	COMMENTS ADDRESSED	12/21/15

SHEET:  
**G2.01**



NOW OR FORMERLY  
 READY MIX USA LLC  
 #113 014  
 ZONED: C-IR

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

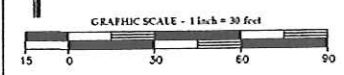
NOW OR FORMERLY  
 MINCEY LAND MANAGEMENT  
 D.B. 1002, PG. 36  
 #113 018  
 ZONED: C-HB

NOW OR FORMERLY  
 BOLTON JOHN E & KRIS A  
 #113 013  
 ZONED: RSRVM

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

NOW OR FORMERLY  
 LOWMAN DOROTHY SJE  
 #113 012  
 ZONED: RSRVM

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



128



JIM KING CONSULTING & DEVELOPMENT ADVISERS  
131 FREDERICK COURT, SUITE 230  
DAWSONVILLE, GA 30534  
L 678-315-3572 F 678-545-1576

OWNER/DEVELOPER:  
**WYMAN WALDEN**  
C/O TRUE VALUE  
1976 HWY 19N  
DAHLONEGA, GA 30533  
PHONE: (706) 864-3222

24-HOUR CONTACT:  
**WYMAN WALDEN**  
(706) 864-3222  
EMAIL:  
wymanw44@windstream.net

PROJECT:  
**SR 53  
TRUE  
VALUE**

LOCATED IN:  
LAND LOT 224  
S 1/4 13TH DISTRICT,  
1ST SECTION,  
DAWSON COUNTY, GEORGIA

SHEET TITLE:  
**STRIPING &  
WIDENING  
PLAN**

DRAWING DATE: 2015-10-23

STAMP:

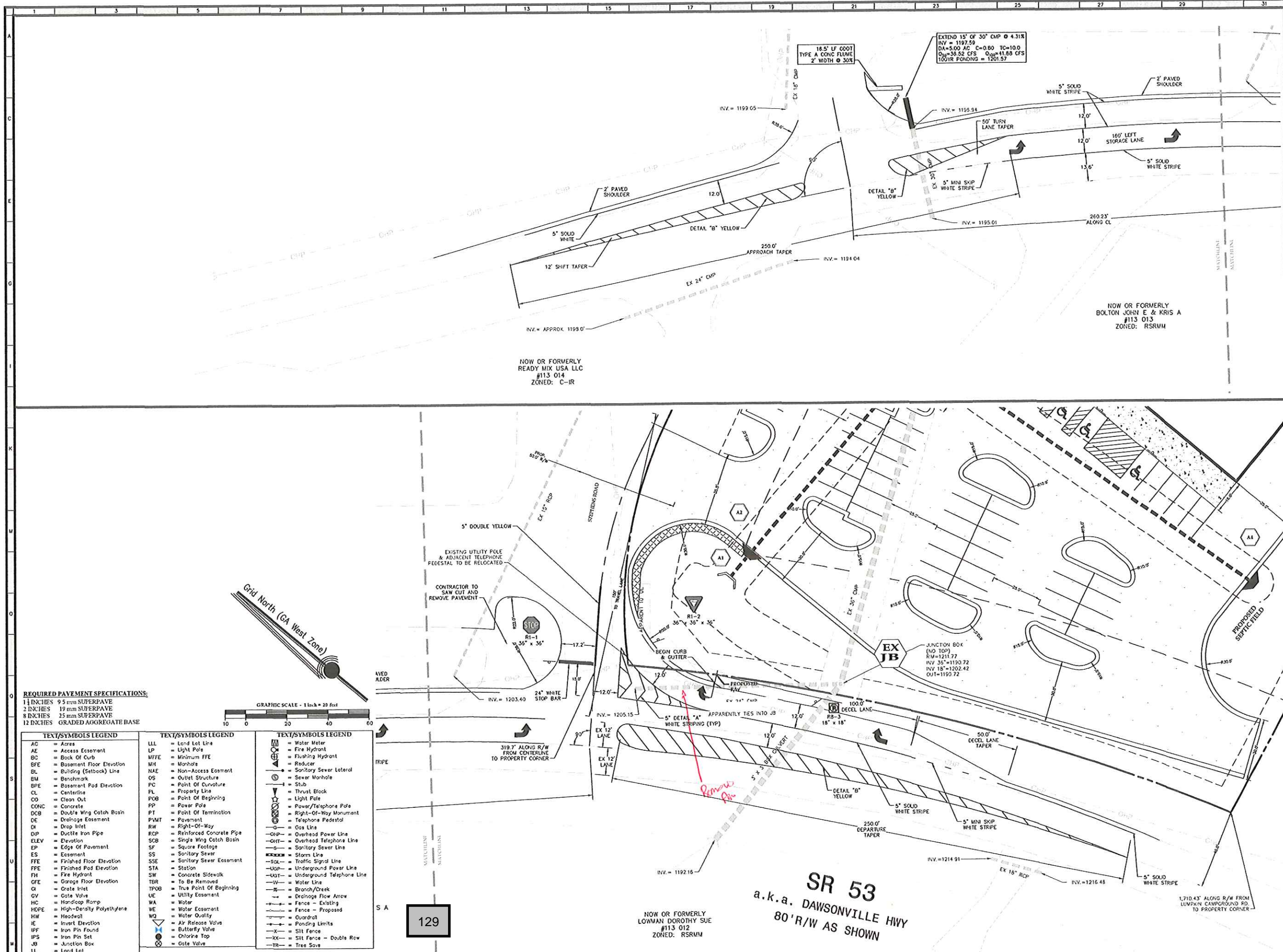


GSWCC CERT. # 0000020571  
EXPIRES OCTOBER 21, 2015

SHEET REVISIONS

NO.	DESCRIPTION	DATE
1	SUBMIT TO GA D.O.T.	08/21/15
2	COMMENTS ADDRESSED	10/21/15

SHEET:  
**G3.01**



**REQUIRED PAVEMENT SPECIFICATIONS:**  
1 1/2 INCHES 9.5 mm SUPERPAVE  
2 INCHES 19 mm SUPERPAVE  
8 INCHES 25 mm SUPERPAVE  
12 INCHES GRADED AGGREGATE BASE



TEXT/SYMBOLS LEGEND		TEXT/SYMBOLS LEGEND		TEXT/SYMBOLS LEGEND	
AC = Acres	AE = Access Easement	BC = Back Of Curb	BFE = Basement Floor Elevation	BL = Building (Setback) Line	BM = Benchmark
BPE = Basement Pod Elevation	CL = Centerline	CO = Clean Out	CONC = Concrete	DCB = Double Wing Catch Basin	DE = Drainage Easement
DI = Drop Inlet	DP = Ductile Iron Pipe	ELEV = Elevation	EP = Edge Of Pavement	ES = Easement	FFE = Finished Floor Elevation
FH = Fire Hydrant	GFE = Garage Floor Elevation	GI = Gate Inlet	GV = Gate Valve	HC = Handicap Ramp	HDPPE = High-Density Polyethylene
HW = Headwall	IE = Invert Elevation	IFF = Iron Pin Found	IPS = Iron Pin Set	JB = Junction Box	LL = Land Lot
LLL = Land Lot Line	LP = Light Pole	MFE = Minimum FFE	MH = Manhole	NAE = Non-Access Easement	OS = Outlet Structure
PC = Point Of Curvature	PL = Property Line	POB = Point Of Beginning	PP = Power Pole	PT = Point Of Termination	PVMT = Pavement
RW = Right-Of-Way	RCP = Reinforced Concrete Pipe	SCB = Single Wing Catch Basin	SF = Square Footage	SS = Sanitary Sewer	SSE = Sanitary Sewer Easement
SW = Station	SW = Concrete Sidewalk	TBR = To Be Removed	TPOB = True Point Of Beginning	UE = Utility Easement	WA = Water
WE = Water Easement	WO = Water Quality	WQ = Water Quality	WV = Air Release Valve	WV = Butterfly Valve	WV = Chlorine Top
WV = Chlorine Top	WV = Gate Valve	WM = Water Meter	WH = Fire Hydrant	WH = Flushing Hydrant	WH = Reducer
WH = Sanitary Sewer Lateral	WH = Stab	WH = Thrust Block	WH = Light Pole	WH = Power/Telephone Pole	WH = Right-Of-Way Monument
WH = Telephone Pedestal	WH = Gas Line	WH = Overhead Power Line	WH = Overhead Telephone Line	WH = Sanitary Sewer Line	WH = Storm Line
WH = Traffic Signal Line	WH = Undergound Power Line	WH = Undergound Telephone Line	WH = Water Line	WH = Branch/Creek	WH = Drainage Flow Arrow
WH = Fence - Existing	WH = Fence - Proposed	WH = Guardrail	WH = Ponding Limits	WH = Sit Fence	WH = Sit Fence - Double Row
WH = Tree Save					

129

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

NOW OR FORMERLY  
LOWMAN DOROTHY SUE  
#113 012  
ZONED: RSRUM

JIM KING CONSULTING & DEVELOPMENT ADVISERS  
 131 FRENCHMERE COURT, SUITE 233  
 DAWSONVILLE, GA 30534  
 L 678-315-3772 F. 678-546-1576

OWNER/DEVELOPER:  
**WYMAN WALDEN**  
 C/O TRUE VALUE  
 1976 HWY 19N  
 DAHLONEGA, GA 30533  
 PHONE: (706) 864-3222

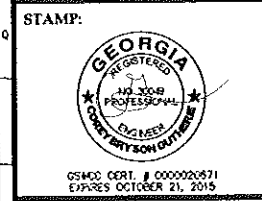
24-HOUR CONTACT:  
**WYMAN WALDEN**  
 (706) 864-3222  
 EMAIL:  
 wymanw44@windstream.net

PROJECT:  
**SR 53  
 TRUE  
 VALUE**

LOCATED IN:  
 LAND LOT 224  
 S 13TH DISTRICT,  
 1ST SECTION,  
 DAWSON COUNTY, GEORGIA

SHEET TITLE:  
**GRADING &  
 EROSION  
 PLAN**

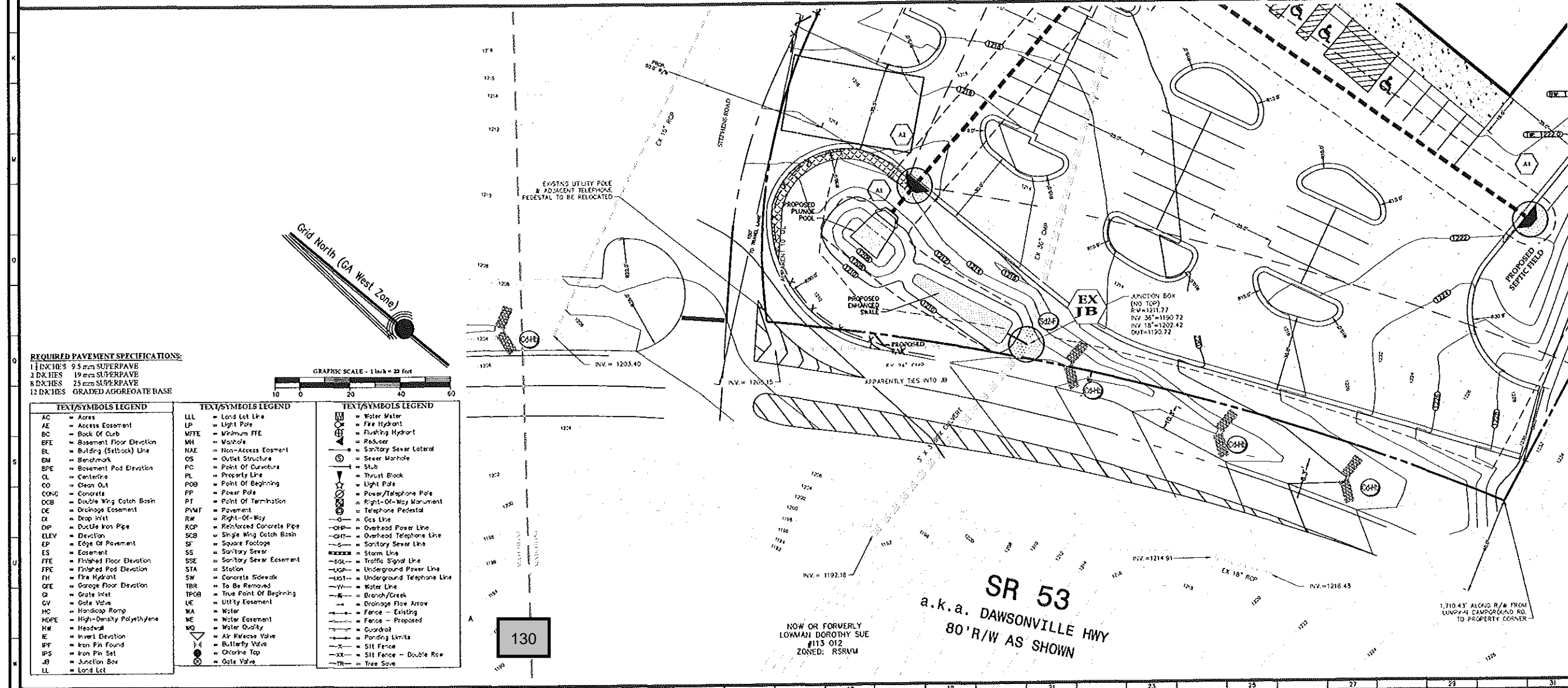
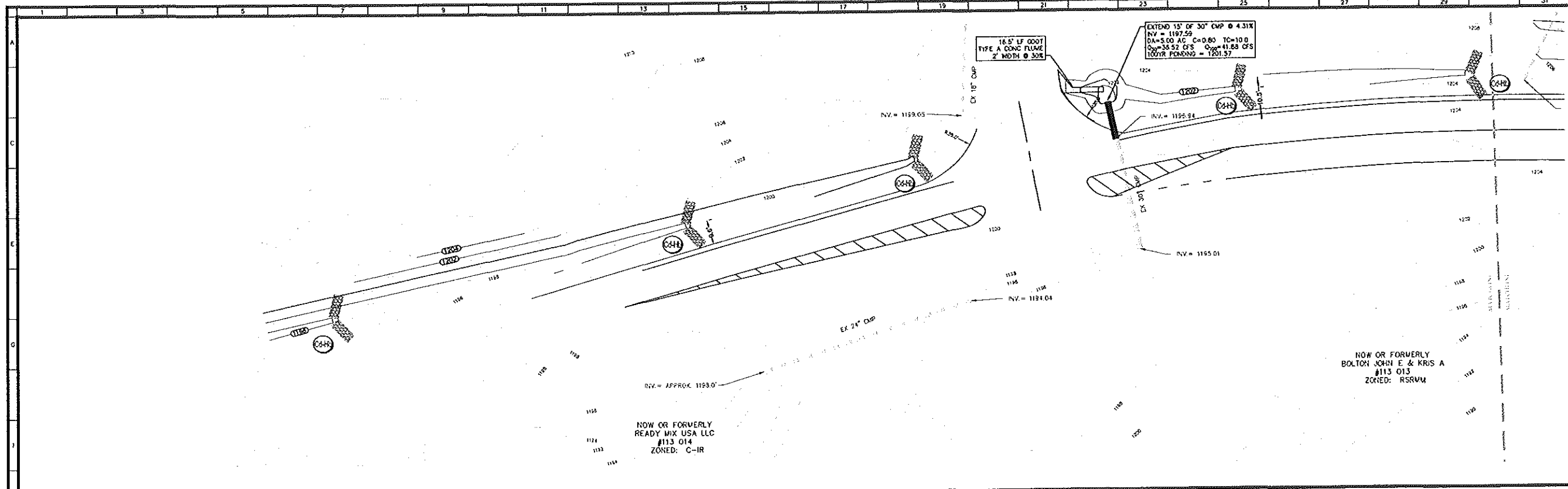
DRAWING DATE: 2015-10-23



SHEET REVISIONS

NO.	DESCRIPTION	DATE
1	SUBMIT TO GA D.O.T.	09/23/15
2	COMMENTS ADDRESSED	11/11/15

SHEET:  
**G4.01**



**REQUIRED PAVEMENT SPECIFICATIONS:**  
 1 1/2 INCHES 9.5 mm SUPERPAVE  
 2 INCHES 19 mm SUPERPAVE  
 8 INCHES 25 mm SUPERPAVE  
 12 INCHES GRADED AGGREGATE BASE

TEXT/SYMBOLS LEGEND		TEXT/SYMBOLS LEGEND		TEXT/SYMBOLS LEGEND	
AC	= Access	LL	= Land Lot Line	WM	= Water Meter
AE	= Access Easement	LP	= Light Pole	WH	= Fire Hydrant
BC	= Back Of Curb	MFE	= Minimum FFE	WHF	= Flushing Hydrant
BFE	= Basement Floor Elevation	MH	= Manhole	W-RED	= Reducer
BL	= Building (Setback) Line	NAE	= Non-Access Easement	WSL	= Sanitary Sewer Lateral
BM	= Benchmark	OS	= Outlet Structure	WMH	= Sewer Manhole
BPE	= Basement Pod Elevation	PC	= Point Of Curvature	W-S	= Slab
CL	= Centerline	PL	= Property Line	WTB	= Thrust Block
CO	= Clean Out	POB	= Point Of Beginning	WP	= Light Pole
CONC	= Concrete	PP	= Power Pole	WPT	= Power/Telephone Pole
DCB	= Double Wing Catch Basin	PT	= Point Of Termination	W-RTW	= Right-Of-Way Monument
DE	= Drainage Easement	PWT	= Pavement	W-T	= Telephone Pedestal
DI	= Drop Inlet	RW	= Right-Of-Way	W-C	= Gas Line
DI	= Ductile Iron Pipe	RCP	= Reinforced Concrete Pipe	W-OP	= Overhead Power Line
ELEV	= Elevation	SCB	= Single Wing Catch Basin	W-OT	= Overhead Telephone Line
EP	= Edge Of Pavement	SF	= Square Footage	W-S	= Sanitary Sewer Line
EV	= Easement	SS	= Sanitary Sewer	W-SL	= Storm Line
FFE	= Finished Floor Elevation	SSE	= Sanitary Sewer Easement	W-TS	= Traffic Signal Line
FFPE	= Finished Pod Elevation	STA	= Station	W-UP	= Underground Power Line
FI	= Fire Hydrant	SW	= Concrete Sidewalk	W-T	= Underground Telephone Line
GFE	= Garage Floor Elevation	TBR	= To Be Removed	W	= Water Line
GI	= Gate Inlet	TPCB	= True Point Of Beginning	W-G	= Branch/Gate
GV	= Gate Valve	UE	= Utility Easement	W-D	= Drainage Flow Arrow
HC	= Handicap Ramp	WA	= Water	W-F	= Fence - Existing
HDPE	= High-Density Polyethylene	WE	= Water Easement	W-P	= Fence - Proposed
HW	= Headwall	WQ	= Water Quality	W-C	= Guardrail
IE	= Invert Elevation	WQ	= Water Quality	W-L	= Ponding Limits
IF	= Iron Pin Found	WQ	= Water Quality	W-S	= Silt Fence
IPF	= Iron Pin Set	WQ	= Water Quality	W-D	= Silt Fence - Double Row
JB	= Junction Box	WQ	= Water Quality	W-T	= Tree Save
LL	= Land Lot				



**Backup material for agenda item:**

8. Consideration of Annexation Number 16-001 - County Attorney Joey Homans

LAW OFFICES  
**FOX, CHANDLER, HOMANS, HICKS & McKINNON, LLP**

125 MAPLE STREET  
GAINESVILLE, GA 30501  
POST OFFICE BOX 2515  
GAINESVILLE, GA 30503  
TELEPHONE (770) 534-7386  
FACSIMILE (770) 534-7415

DAVID A. FOX, P.C.  
ROBERT L. CHANDLER, P.C.  
JOSEPH A. HOMANS  
CATHERINE HENRY HICKS  
GRAHAM McKINNON IV, P.C.

CHERYL H. KELLEY  
THEODORE G. CASSERT

CATHERINE T. CRAWFORD  
OF COUNSEL

DAWSONVILLE ADDRESS:  
POST OFFICE BOX 477  
DAWSONVILLE, GA 30534  
TELEPHONE (706) 265-3090  
FACSIMILE (706) 265-3147

Please Reply to Dawsonville Office  
March 3, 2016

***Via Hand Delivery***

Honorable W. James Grogan, Mayor  
City of Dawsonville  
415 Highway 53 E, Suite 100  
Dawsonville, GA 30534

RE: Property of John R. Daniel, III and Yvette F. Daniel  
Annexation Number 16-001

Dear Mayor Grogan:

The Board of Commissioners of Dawson County by majority vote objects to the proposed annexation pursuant to Application Number 16-001 submitted by John R. Daniel, III and Yvette F. Daniel. This objection is provided in accord with O.C.G.A. § 36-36-113 within 30 days of receipt of the notice of the annexation application from the City.

The annexation application asserts that the City Zoning Classification will be RA. The application further states that the City's Land Use and Zoning Ordinance provides that any land area subsequently added to the incorporated area of Dawsonville shall automatically be classified R-1 (single family residential district) until or unless otherwise classified by amendment to the official zoning map. Therefore, the zoning classification for the property is not established pursuant to the application. Either proposed zoning classification permits a change in land use from the uses permitted under the County's zoning district of Residential Exurban/Agriculture (RA), and either City zoning district will permit an increase in density. Either proposed change in permissible land use will result in a substantial change in the intensity of the allowable use of the property and a change to the density suggested for the property by the County's comprehensive land use plan and permitted for the property pursuant to the County's zoning ordinance and land use ordinance. Evidence of the financial impact forming the basis for this objection shall be provided in a timely manner after the City zoning classification upon annexation is clarified.

March 3, 2016  
Page 2

Finally, the application asserts that the size of the property is 79.98 acres, but also references the survey recorded in Plat Book 82, Page 14 and the deed recorded in Deed Book 1079, Page 529. The plat referenced within the application shows 80 acres, and the property description attached to the annexation application likewise references 80 acres. The tax map attached to the petition shows the parcel as 79.98 acres. The only reason for referencing this circumstance is to assure that .02 acres is not left as an unincorporated island. I request that you confirm that the entire tract (whether 80 acres or 79.98 acres) is intended to be annexed.

The County will update this response upon receipt of the clarifying information requested herein.

Respectfully,

Joseph A. Homans

JAH/II

cc: Dana Miles

P.O. Box 6  
415 Highway 53 E. Suite 100  
Dawsonville, Georgia 30534



(706) 265-3256  
Fax (706) 265-4214  
[www.dawsonville-ga.gov](http://www.dawsonville-ga.gov)

W. James Grogan  
Mayor

February 23, 2016

**CERTIFIED MAIL**

Mike Berg, Chairman  
Board of Commissioners  
Dawson County  
25 Justice Way, Suite 2313  
Dawsonville, GA 30534

Re: Annexation of Property of John R. Daniel III and Yvette F. Daniel: ANX# 16-001

Dear Mike,

Please be advised that the City of Dawsonville, Georgia, pursuant to authority vested in the Mayor and Council of the City of Dawsonville by Article 2, Chapter 36, Title 36 of the Official Code of Georgia Annotated, received a petition to annex the property referenced above. This annexation petition will be heard during the public hearing segment of the following City Council meetings; March 7, 2016 at 5:00pm and April 4, 2016 at 5:00pm.

This letter has been sent to you by certified mail, return receipt requested, upon receipt of the Annexation Petition of John R. Daniel III and Yvette F. Daniel. Said notice is in compliance with O.C.G.A. §§ 36-36-6, and 36-36-111. Please see the attached copy of the annexation petition and map of the site proposed to be annexed, which are included to allow you to identify the subject area, as well as the intended use of the property.

Pursuant to O.C.G.A. § 36-36-113, upon receipt of this notice Dawson County has thirty (30) calendar days to raise an objection to the proposed use of the above referenced land, and to specify the basis therefore.

Finally, in accord with O.C.G.A. § 36-36-7, Dawson County has five (5) business days from the receipt of this notice to notify the City that there are County-owned public facilities within the area proposed for annexation.

Thank you for your time and attention to this matter, and I look forward to hearing from you regarding this issue. If I may be of assistance in this regard or any other, please do not hesitate to contact me.

Sincerely,

W. James Grogan, Mayor  
City of Dawsonville

Enclosures  
cc: Randall Dowling, County Manager  
Joey Homans, County Attorney



**City of Dawsonville**  
 P.O. Box 6  
 415 Highway 53 East, Suite 100  
 Dawsonville, GA 30534  
 Phone: (706) 265-3256

**Annexation Petition  
 into the  
 City of Dawsonville**

**RECORDED**  
 FEB 18 2016  
 BY: MLC

Annexation # 16-001

**Please Print Clearly**

Applicant Name(s): John R. Daniel, III Yvette F. Daniel

Applicant Mailing Address: 500 Simmons Hill Rd.

City: Milton State: GA Zip: 30004

Applicant Telephone Number(s): (404) 556-8650 (404) 558-0884

Property Owner's Name(s): John R. Daniel, III Yvette F. Daniel

Property Owner's Mailing Address: 500 Simmons Hill Rd.

City: Milton State: GA Zip: 30004

Property Owner's Telephone Number(s): (404) 556-8650 (404) 558-0884

Address of Property to be Annexed: LL 320 321 360 LD 4-1  VACANT LOT

Tax Map & Parcel # 010 022 Property Size in Acres: 79.98 Survey Recorded in Plat Book # 82 Page # 14

Land Lot # 360, 321, 320 District # 4 Section # N/A Legal Recorded in Deed Book # 1079 Page # 529

Current Use of Property: Agricultural

County Zoning Classification: RA City Zoning Classification: RA

**Land Use & Zoning Ordinance, Article VII. General Provisions Sec. 708. Annexation:**

Any land area subsequently added to the incorporated area of Dawsonville shall automatically be classified R-1 (single-family residential district) until or unless otherwise classified by amendment to the official zoning map.

Petition **MUST** include a completed application with signatures and **ALL** attachments.

- An 8 1/2 x 11 copy of the current **RECORDED BOUNDARY SURVEY** of said property showing the contiguity of said property to the existing corporate limits of the City of Dawsonville, GA.
- A copy of the current metes and bounds **LEGAL DESCRIPTION** that matches the boundary survey of the property being annexed.
- Survey **must** be signed and sealed by a Registered Land Surveyor.
- Survey **must** be signed, stamped recorded by the Clerk's Office, Superior Court at the Court House.



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**Annexation Petition  
 into the  
 City of Dawsonville, GA**

Please answer the following questions to meet and comply with the United States Department of Justice, Civil Rights Division, Voting Section, Section 5 of the Voting Rights Act.

1. Intended Use of Land: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial  
 \_\_\_\_\_ Existing Structure(s) \_\_\_\_\_  Vacant  
 \_\_\_\_\_ Other (specify) \_\_\_\_\_
2. Number of persons currently residing on the property: 0;  VACANT  
 Number of persons 18 years or older: N/A; Number of persons registered to vote: \_\_\_\_\_
3. The number of all residents occupying the property:
 

<u>0</u> American Indian	<u>0</u> Alaskan Native
<u>0</u> Asian	<u>0</u> Pacific Islander
<u>0</u> Black, not of Hispanic Origin	<u>0</u> Hispanic
<u>0</u> White, not of Hispanic Origin	<u>X</u> VACANT

Please answer the following questions to meet and comply with the U. S. Department of Commerce, which requires this information to provide Population Estimates.

**ARC Population Estimate Information**

- A. Number of existing housing units: 0 N/A
- B. List of Addresses for each housing unit in the annexed area at the time of the annexation:  
N/A N/A
- C. Disposition of existing structures (e.g. to stay the same, be demolished, moved or converted):  
N/A
- D. Names of affected Subdivision: N/A
- E. Name of affected Multi-Family Complex: N/A
- F. Names of Group Quarters (dormitories, nursing homes, jails, etc.):  
N/A
- G. Names of affected Duplexes: N/A
- H. Names of Mobile Home Parks: N/A





## PROPERTY DESCRIPTION

All that tract or parcel of land lying and being in Land Lots 320, 321 and 360, 4<sup>th</sup> District, Dawson County, Georgia, and being more particularly as follows:

BEGINNING at a 1/2" rebar found at the common corner of Land Lots 291, 292, 321, and 322

THENCE, along the north lines of Land Lots 321 and 320, S86°49'39"E a distance of 2019.60' to a 3/8" rebar found;

THENCE, leaving the north line of Land Lot 320, S02°31'48"W a distance of 1331.03' to a 3/8" rebar found at the south line of Land Lot 320;

THENCE, along the south line of Land Lot 320, N87°29'10"W a distance of 656.30' to a 3/8" rebar found at the common corner of Land Lots 320, 321, 360, and 361;

THENCE, along the east line of Land Lot 360, S03°22'00"W a distance of 1072.26' to a point at the northeasterly right of way of Georgia Highway 53 (60' R/W);

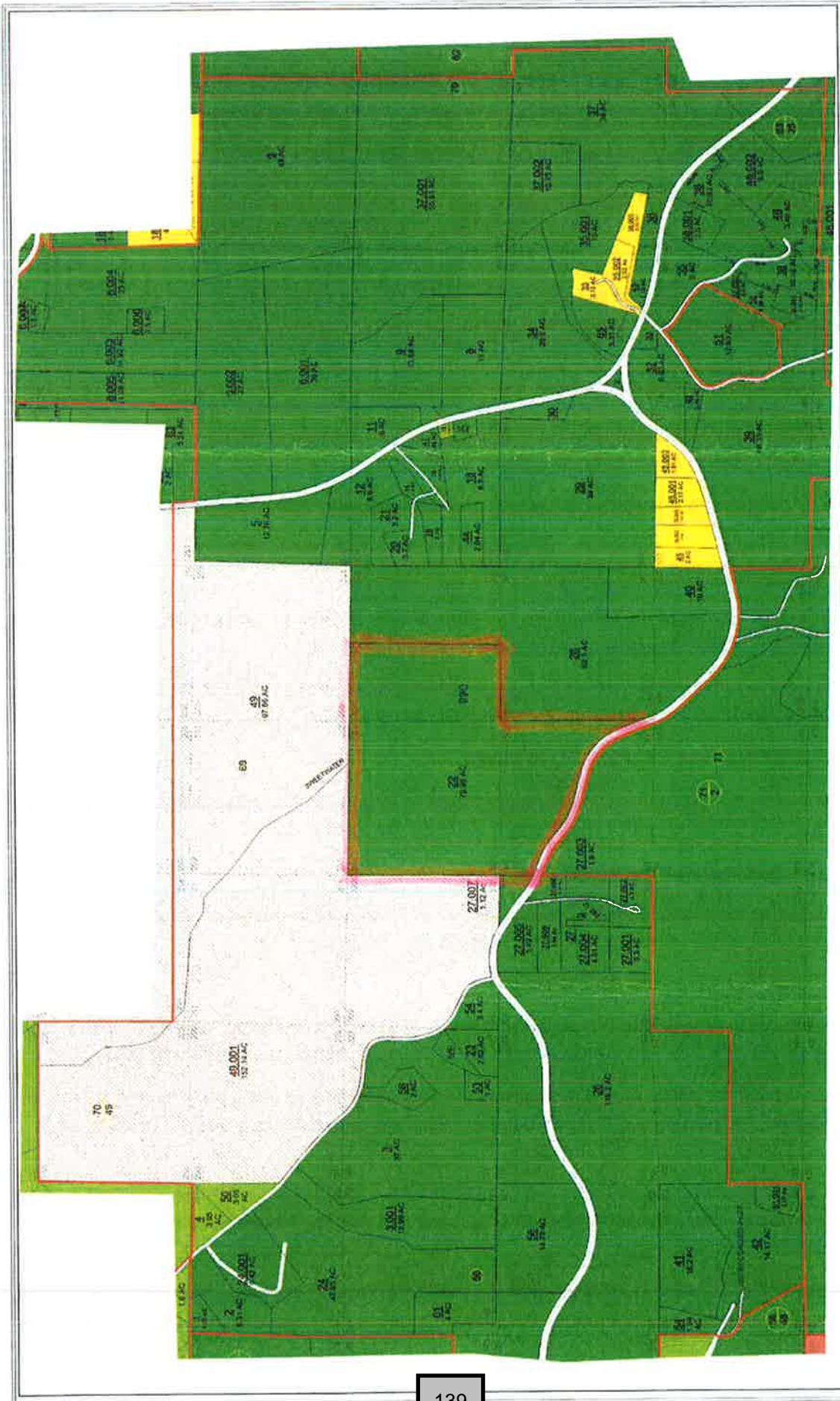
THENCE, along the northeasterly right of way of Georgia Highway 53 the following 9 courses and distances:

- 1) N18°18'20"W a distance of 73.41';
- 2) with a curve turning to the left with an arc length of 369.10', with a radius of 550.99', with a chord bearing of N37°29'47"W, with a chord length of 362.23', to a point;
- 3) with a curve turning to the left with an arc length of 239.39', with a radius of 716.00', with a chord bearing of N66°15'55"W, with a chord length of 238.28', to a point;
- 4) N75°50'37"W a distance of 132.38', to a point;
- 5) with a curve turning to the right with an arc length of 292.51', with a radius of 634.00', with a chord bearing of N62°37'35"W, with a chord length of 289.92', to a point;
- 6) N49°24'34"W a distance of 126.24', to a point;
- 7) with a curve turning to the left with an arc length of 200.85', with a radius of 616.00', with a chord bearing of N58°45'00"W, with a chord length of 199.96', to a point;
- 8) N68°05'27"W a distance of 96.17', to a point;
- 9) with a curve turning to the right with an arc length of 118.15', with a radius of 584.00', with a chord bearing of N62°17'42"W, with a chord length of 117.95', to a point on the west line of Land Lot 360;

THENCE, leaving the northeasterly right of way of Georgia Highway 53 along the west line of Land Lot 360, N02°08'33"E, passing a 3/8" rebar found at 7.82', for a total distance of 269.11' to a 5/8" rebar found at the common corner of Land Lots 321, 322, 359, and 360;

THENCE, along the west line of Land Lot 321, N02°33'06"E a distance of 1320.24' to a 1/2" rebar found at the common corner of Land Lots 291, 292, 321, and 322. Said 1/2" rebar found being the POINT OF BEGINNING;

Said property contains 80.00 Acres more or less and is more fully shown on a survey for John Daniel by Chastain & Associates, P.C. Dated November 12, 2013; Revised February 10, 2016 (Job #213107), as is legally recorded with the Dawson County Clerk of Court, Plat Book # 82, Page # 14.



Scale: 1"= 400'  
 Page 79 of 162  
 MAP 070



**DAWSON COUNTY, GEORGIA**  
**070**

Legend

- Parcel
- Boundary
- Water
- Highway
- Road
- Utility
- Other