

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA - THURSDAY, APRIL 13, 2017
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

NEW BUSINESS

1. Presentation of Application for Parade and Assembly - *4 H Rabies Clinic* - Planning and Development Director Jason Streetman / Extension Office Coordinator Clark MacAllister
2. Presentation of Planning and Development Budget Amendment Request - *Administrative Assistant* - Planning and Development Director Jason Streetman
3. Presentation of Planning and Development Budget Amendment Request - *Building Inspector* - Planning and Development Director Jason Streetman
4. Discussion of Annual Compensation for County Clerk Position - Dawson County Board of Commissioners
5. County Manager Report
6. County Attorney Report

Backup material for agenda item:

1. Presentation of Application for Parade and Assembly - *4 H Rabies Clinic* - Planning and Development Director Jason Streetman / Extension Office Coordinator Clark MacAllister



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 4/13/17

Prepared By: Ginny Tarver

Voting Session: 4/20/17

Presenter: Jason Streetman

Public Hearing: Yes No

Agenda Item Title: Permit for 4-H Rabies Clinic

Background Information:

In past years, the Extension Office has hosted a rabies clinic for the community in the parking lot of the courthouse. Pets are never loose on the grounds. Rabies shots are administered while pet stays in the vehicle.

Current Information:

The event will be held on Saturday, 4/22/17. The Extension Office is requesting use of the courthouse parking lot from 10am to 1pm.

Budget Information: Applicable: Not Applicable:

Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff recommends allowing the Extension Office to use the courthouse parking for Rabies Clinic on Saturday, April 22, 2017.

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 04/04/2017

County Manager Authorization: David Headley _____

Date: 04/04/2017

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



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

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

Date Received: 3-20-17

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

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

- PARADE
- RALLY
- PUBLIC DEMONSTRATION
- PUBLIC ASSEMBLY
- ROAD CLOSING
- OTHER

1. Name of Event: 4-H Rabies Clinic
2. Location of Event: Dawson County Courthouse Parking Lot TMP # _____
3. Date(s) of Event: 4/22/17
- Time of Event: Start: 10:00 a.m. / p.m. End: 1:00 a.m. / p.m.
4. Provide information listed below for the **main contact person** responsible for the organization of this event:

Name: <u>Clark MacAllister</u>	Title: <u>County Extension Coordinator</u>
Organization: <u>UGA Extension</u>	Telephone #: <u>706-265-2442</u>
Email Address: <u>clarkmac@uga.edu</u>	Cell Phone #: <u>706-429-7673</u>
Address: <u>298 Academy Ave.</u>	City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>

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

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

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

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

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

6. Expected number of participants: _____
7. Physical description of materials to be distributed: Rabies shots for pets
8. How do participants expect to interact with public? Parking cars, giving shots to pets
9. Route of event: (attach a detailed map of the route) Courthouse parking lot off of Shoal Creek Rd.

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

9.b. Size of the parade: _____

10. Will any part of this Event take place **within** the City Limits of Dawsonville? Yes

If YES, do you have a permit for the event from the City? No Date Issued: _____ * Attach Copy

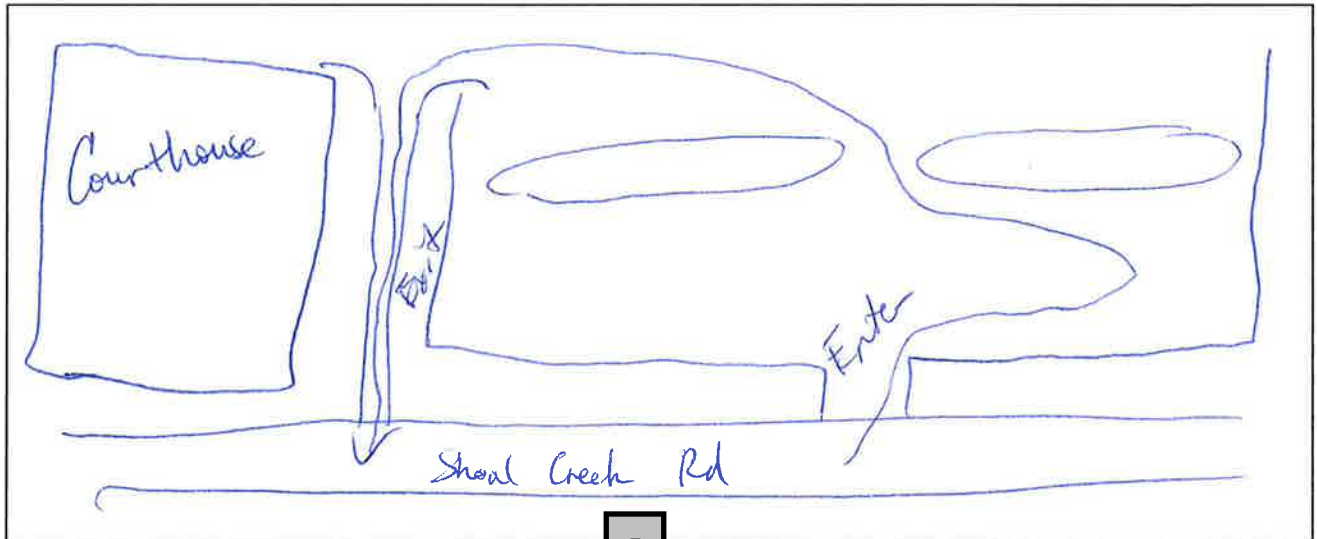
11. Do you anticipate any unusual problems concerning either police protection or traffic congestion as a consequence of the event? _____ Yes No If YES, please explain in detail: _____

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

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

Participants will park in parking lot, exit vehicle to register and pay, then drive to vet area. Vets will then administer shots to pets.

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



What participation, if any, do you expect from Dawson County Emergency Services? N/A

What participation, if any, do you expect from the Dawson County Sheriff Department? N/A

Insurance Requirements:

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

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

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

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

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

Additional information/comments about liability insurance: _____

Additional information/comments about this application: _____

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

APPLICATION:

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

RELEASE & WAIVER OF LIABILITY:

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

AGREEMENT FOR FINANCIAL RESPONSIBILITY:

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

Clark MacAllister

Applicant's Printed Name

Sworn to and subscribed before me
this 8th day of March 2017.

Clark MacAllister

Applicant's Signature

Margan Miller

Notary Public, State of Georgia

My Commission Expires: 11/18/2017

Margan Miller
Notary Public
State of Georgia
Dawson County
My Comm expires 11-18-17

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



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

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

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

Name of Event: 4-H Rabies Clinic Date(s) of Event: 4/22/17

Any anticipated problems with proposed route? _____

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

How many personnel will be required for this event? _____

Estimated cost for personnel: _____

Number and type of vehicles required: _____

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

Estimated cost for equipment: _____

Additional comments/concerns: _____

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

By: [Signature] Date: 20 March 17



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

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

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

Name of Event: 4-H Rabies Clinic Date(s) of Event: 4/22/17

Any anticipated problems with proposed route? NONE

Any anticipated problems with the designated location for participants to assemble? NONE

How many officers will be required for this event? 0

Estimated cost for officers: 0

Number of vehicles required: 0

Type of procedures and equipment needed for the health and safety needs of the participants and the viewing public: NONE

Estimated cost for equipment: 0

Additional comments/concerns/recommendations: NONE

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

By: [Signature] 9 Date: 03/20/2017



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

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

MARSHAL: _____

APPROVED: YES NO By: _____ Date: _____

PUBLIC WORKS: _____

APPROVED: YES NO By: _____ Date: _____

ENVIRONMENTAL HEALTH: _____

APPROVED: YES NO By: _____ Date: _____

PARKS & RECREATION: _____

APPROVED: YES NO By: _____ Date: _____



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

Office Use Only:

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

Department	Printed Name	Signature for Approval	Date
Sheriff Dept.	JEFF JOHNSON	<i>[Signature]</i>	3/20/2017
Emergency Services	Laurier Swafford	<i>[Signature]</i>	20 March 17
Marshal's Office	Jason Streetman	<i>[Signature]</i>	20 MARCH 2017
Public Works Dept.			
Environmental Health			
Parks and Recreation			
State Park Office			
Georgia Dept. of Transportation			

Dawson County Board of Commissioners: ~~_____~~

Work Session Date: _____

Voting Session Date: _____

Approved: _____

Attest: _____

~~Mike Berg, Chairman~~ *Billy Thurmond*
Dawson County Board of Commissioners

Danielle Yarbrough, County Clerk

cc: (as applicable)

Applicant
County Attorney
Sheriff Dept.
Emergency Services

Marshal Dept.
Environmental Health
Public Works
Parks and Recreation

GA DOT (Brent Cook)
GA State Parks

PERMIT # _____

DATE ISSUED: _____

STATE OF GEORGIA
DEPARTMENT OF ADMINISTRATIVE SERVICES
CERTIFICATE OF INSURANCE

Name and Address of Agency Department of Administrative Services Risk Management Services P.O. Box 38198, Capitol Hill Station Atlanta, Georgia 30334	Coverages Afforded By: Company Letter A State of Ga. Risk Management Services <hr/> Company Letter B Great American Insurance Company <hr/> Company Letter C <hr/> Company Letter D <hr/> Company Letter E
Name and Address of Insured Board of Regents University of Georgia 4435 Atlanta Highway Bogart, Georgia 30622	

This certificate is given as a matter of information only and confers no rights upon the certificate holder. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions and conditions of such policy(ies). This certificate does not amend, extend or otherwise alter the coverages afforded by the policy(ies) described herein.

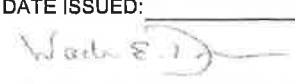
COMPANY LETTER	TYPES OF INSURANCE	POLICY NUMBER	POLICY EXPIRES	LIMITS APPLY SEPARATELY PER POLICY
A	COV. LIABILITY (GL, MEDICAL MALPRACTICE) A TORT CLAIMS LIABILITY POLICY. State agency or Authority is insured when sued in state courts.	TCP 401-14-17	6/30/2017	BODILY INJURY & PROPERTY DAMAGE & PERSONAL INJURY COMBINED PER PERSON \$1,000,000 AGGREGATE \$3,000,000 OCCURRENCE POLICIES (X)
A	B EMPLOYEE LIABILITY POLICY. Employee is insured when sued individually.	CGL 401-14-17	6/30/2017	
	C STATE AUTHORITY POLICY. Coverage applies when Authority is sued in federal court			
Contractual and/or Additional Insured Coverage applies to Certificate Holder if policy A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> is checked.				
A	COV. AUTOMOBILE LIABILITY COVERAGE D Owned, rented, and non-owned automobiles when Agency or Authority is sued in state court or employee is sued in federal court	TCP 401-14-17	6/30/2017	C.S.L. PER PERSON \$1,000,000 AGGREGATE \$3,000,000
	E Physical Damage Coverage			Other than Coll. 500 Ded. Coll. 500 Ded.
	F Excess Authority Coverage when Authority is sued in federal court G Excess Contractual and /or additional insured coverage when certificate holder is sued in federal or state court yes <input type="checkbox"/> no <input type="checkbox"/>			LIMITS SHOWN INCLUDE THE LIMITS OF LIABILITY SHOWN UNDER COVERAGES C-D FOR AUTHORITIES ONLY SINGLE LIMIT LIABILITY:
A	H WORKER'S COMP. COVERAGE	SELF-INSURED	NONE	STATUTE
B	COV. MISC. COVERAGE I Property J Other (Fidelity Bond)	GVT 554-39-95-16	6/30/2017	\$50,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES
 Contractual Liability is NOT provided and the Certificate Holder is NOT an additional insured. Coverage applies to state employees while performing state assigned duties.

CANCELLATION:
 In the event of cancellation of the policy(ies) described herein, Risk Management Services will endeavor to provide 30 days written notice to the certificate holder, however Risk Management Services assumes no legal responsibility for failure to do so.

NAME AND ADDRESS OF CERTIFICATE HOLDER

To Whom It May Concern

DATE ISSUED: 6/28/2016

 AUTHORIZED REPRESENTATIVE

Backup material for agenda item:

2. Presentation of Planning and Development Budget Amendment Request - *Administrative Assistant* - Planning and Development Director Jason Streetman



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Pln. & Dev.

Work Session: 04/13/2017

Prepared By: J. Streetman

Voting Session: 04/20/2017

Presenter: J. Streetman

Public Hearing: Yes No

Agenda Item Title: Budget amendment for critical personnel- Administrative Assistant

Background Information:

The pln. & dev. Dept. saw an increase in revenue of 32%- from \$545k in 2015 to \$720k in 2016. Walk in customer traffic has increased by 41% for Jan-Mar 2016 (653) to Jan-Mar 2017 (922). Using the increased 1st qtr. walk in #'s, revenue is expected to also be higher by year end 2017. This uptick in revenue and customer traffic has increased permitting, inspections and admin workload. I have employees working through lunch, coming in early and staying late, just to get work done.

Current Information:

I am requesting an administrative assistant to assist in: answering the phone, greeting the public, accepting & keying in permits, scheduling inspections, ordering supplies, processing & reviewing business and alcohol license to include background inspections and processing excise tax. Assisting the planning director in admin support on special projects and creating/coordinating the planning commission meetings and BOC agenda items

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
					\$52,000	

Recommendation/Motion: _____

Department Head Authorization: J. Streetman

Date: 04/04/17

Finance Dept. Authorization: Vickie Neikirk

Date: 4/4/2017

County Manager Authorization: David Headley

Date: 04/04/2017 _____

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

I am requesting a budget amendment in the amount of approximately \$52,000 which breaks down to the lowest salary for an administrative assistant of \$32,951.00 + \$19,049 for benefits.

Backup material for agenda item:

3. Presentation of Planning and Development Budget Amendment Request - *Building Inspector* - Planning and Development Director Jason Streetman



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Pln. & Dev.

Work Session: 04/13/2017

Prepared By: J. Streetman

Voting Session: 04/20/2017

Presenter: J. Streetman

Public Hearing: Yes No

Agenda Item Title: Budget amendment for critical personnel- Building Inspector

Background Information:

The pln. & dev. Dept. saw an increase in revenue of 32%- from \$545k in 2015 to \$720k in 2016. Walk in customer traffic has increased by 41% for Jan-Mar 2016 (653) to Jan-Mar 2017 (922). Using the increased 1st qtr. walk in #'s, revenue is expected to also be higher by year end 2017. This uptick in revenue and customer traffic has increased permitting, and inspections. This increase has my inspector working through lunch, coming in early and staying late, just to get work done.

Current Information:

I am requesting an additional building inspector to assist in increased building inspections due to an increase in residential & commercial development. The pln. & dev. dept. is in process of reviewing & approving new commercial development along with several hundred single family homes & apartments. This increase means more inspections than one inspector can do in a day resulting in the county marshal doing inspections and putting him behind in code enforcement duties.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
					\$55,800	

Recommendation/Motion: _____

Department Head Authorization: J. Streetman

Date: 04/04/17

Finance Dept. Authorization: Vickie Neikirk

Date: 04/04/2017

County Manager Authorization: David Headley

Date: 04/04/2017

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

I am requesting a budget amendment in the amount of approximately \$55,800 which breaks down to the lowest salary for a building inspector of \$36,558.00 + \$19,242 for benefits.

Backup material for agenda item:

4. Discussion of Annual Compensation for County Clerk Position - Dawson County Board of Commissioners



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioners

Work Session: 04/13/17

Prepared By: Danielle Yarbrough

Voting Session: 04/20/17

Presenter: Board of Commissioners

Public Hearing: Yes No

Agenda Item Title: Discussion of Annual Compensation for County Clerk Position

Background Information:

Historically the County Clerk position has always been a full-time position, but since 2012, it has been combined with other full-time positions.

Current Information:

The recent salary study recommended a salary range of \$38,962 to \$60,392 for the County Clerk position based upon its daily duties. The current pay for the County Clerk position is \$5,000 annually.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to increase the pay for the County Clerk position from \$5,000 a year to \$10,000 a year.

Department Head Authorization: Board of Commissioners

Date: 04/04/17

Finance Dept. Authorization: Vickie Neikirk

Date: 04/04/2017

County Manager Authorization: David Headley

Date: 04/04/2017

County Attorney Authorization:

Date:

Comments/Attachments: