

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, SEPTEMBER 13, 2018  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of Request for Additional Funds for Coroner's Office- Coroner Ted Bearden
2. Presentation of Veterans Memorial Park Civil Design Update Professional Exemption Request- Public Works Director David McKee / Purchasing Manager Melissa Hawk
3. Presentation of 2019 Board of Commissioners Meeting Schedule- County Clerk Kristen Cloud
4. Presentation of Board Appointment:
  - a. Chief Registrar/Chair of Board of Elections & Registration**
    - i. Glenda Ferguson- *reappointment* (Term: January 2019 through December 2022)
5. County Manager Report

**Backup material for agenda item:**

1. Presentation of Request for Additional Funds for Coroner's Office- Coroner Ted Bearden



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Coroner

Work Session: 9/13/18

Prepared By: Ted Bearden / Natalie Johnson

Voting Session: 9/20/18

Presenter: Ted Bearden

Public Hearing: Yes  No

Agenda Item Title: Request for Additional Funds for Coroner's Office

Background Information:

This is to address the need to amend my 2018 budget I spoke about during my presentation of my 2019 budget.

Current Information:

Currently we have a case load over 30% of where we were at this time in 2017. The amount actually spent in 2017 for Other Services (Transportation)-Morgue was \$25,900 and the amount in the 2018 budget was only \$19,000. The additional amount requested should be close to actual amount needed. I requested another deputy coroner position in my 2019 proposal but would like to begin his salary effective October 1 of 2018. I had no choice but to bring in another deputy in order to maintain an immediate response to any case called in. I am currently paying him on a per case basis from my salary.

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

Fund	Dept.	Acct No.	Acct Name	Budget	Remaining Balance	Requested
100	3700	511100	Salary	\$58,800	\$16,260	\$3,600
100	3700	512200	FICA/Medicare	\$4,407	\$1,161	\$276
100	3700	523900	Other Services - Morgue	\$19,000	\$9,560	\$8,000

Recommendation/Motion: Approve funding of additional deputy coroner for the 4<sup>th</sup> quarter of 2018 and additional morgue services expenses

Department Head Authorization: Ted Bearden

Date: 8-21-18

Finance Dept. Authorization: Nickie Neikuh

Date: 9-4-18

County Manager Authorization: OH

Date: 9-4-18

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

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

Comments/Attachments:

3

**Backup material for agenda item:**

2. Presentation of Veterans Memorial Park Civil Design Update Professional Exemption Request- Public Works Director David McKee / Purchasing Manager Melissa Hawk

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## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 09/13/2018

Prepared By: Melissa Hawk

Voting Session: 09/20/2018

Presenter: David McKee/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: Veterans Memorial Park Civil Design Update Professional Exemption Request

**Background Information:**

Wakefield Beasley & Associates designed the preliminary civil engineering design for the Veterans Memorial Park ballfield dirt relocation and storm water management plan, which was incorporated into the full design plans for the construction of the new Senior Center building.

**Current Information:**

Dawson County Public Works and the Recreation Department are in the beginning stages for the relocation of the current pavilion, playground and update of the walking trail and unused ball field directly across from the Senior Center. It is desirable for a professional exemption to be granted to Wakefield Beasley & Associates to complete its preliminary work on these designs and plans for a cost not to exceed \$53,915. This would relieve the county of the expense for a new firm to become familiar with the site, draw up preliminary plans, and create the complete plans/specifications for an IFB for construction services.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
	SPLOST VI/Senior Center Fund					

**Recommendation/Motion:** To approve a professional exemption to Wakefield Beasley & Associates to complete the design, plans and specifications necessary to complete the renovation project at the Veterans Memorial Park, not to exceed the amount of \$53,915.

Department Head Authorization: \_\_\_\_\_

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

Finance Dept. Authorization: Vickie Neikirk

Date: 9/4/18

County Manager Authorization: DH

Date: 9/4/18

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

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

**Comments/Attachments:**



# DAWSON COUNTY FINANCE DEPARTMENT

## PROFESSIONAL EXEMPTION MEMORANDUM

TO : Billy Thurmond, Chairman, Dawson County Board of Commissioners  
THRU: David Headley, County Manager  
FROM: Melissa Hawk, Purchasing Manager  
RE : Wakefield Beasley & Associates  
DATE: August 14, 2018

David McKee, Public Works Director, and I are requesting that a professional exemption is granted to Wakefield Beasley & Associates to perform services needed by Dawson County for the design of a new pavilion and walking trail and the relocation of the current playground in an amount not to exceed \$53,915.00.

Wakefield Beasley & Associates was the original firm involved in the design to move dirt from the ball field across from the Senior Center and begin a plan on a necessary storm water management design for the CDBG Design of a new Senior Center Building. This new project is directly related and correlates with the Senior Center project.

It would be monetarily advantageous to allow this professional exemption as a new architectural firm would need to first become familiar with the current condition of this area and the Senior Center project that upon completion will impact the current pavilion and playground and then begin the creation of the new study and plan update.

Please initial either the approved or disapproved statement and then sign and date below.

Thank you,

Melissa Hawk  
Dawson County – Purchasing  
Purchasing Manager

Vickie Neikirk  
Chief Financial Officer

Accounting

Accounts Payable

Accounts Receivable

Budget

Grant Administration

Payroll

Purchasing

Dawson County  
Government Center  
25 Justice Way, Suite 2214  
Dawsonville, GA 30534  
Phone 706-344-3501  
Fax 706-531-3504

-Signature Page to Follow-



Vickie Neikirk  
Chief Financial Officer

Accounting

Accounts Payable

Accounts Receivable

Budget

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Dawson County  
Government Center  
25 Justice Way, Suite 2214  
Dawsonville, GA 30534  
Phone 706-344-3501  
Fax 706-531-3504

Chairman, Board of Commissioners

\_\_\_\_ I approve the above professional exemption request.

\_\_\_\_ I disapprove the above professional exemption request.

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

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



A NELSON Company

**PROPOSAL FOR ADDITIONAL SERVICE  
FOR  
ADDITIONAL SCOPE OF WORK  
for  
Additional Grading and Pavilion  
Dawsonville, Georgia**

Requested By:

**Mr. David McKee  
Dawson County  
Director of Public Works  
SPLOST Administrator  
25 Justice Way, Suite 2322  
Dawsonville, GA 30534  
DMcKee@dawsoncounty.org**

August 3, 2018

ARCHITECTURE | INTERIORS | PLANNING

5200 Avalon Blvd, Building 5000, Alpharetta, GA 30009 · 770.209.9393 · [www.wakefieldbeasley.com](http://www.wakefieldbeasley.com)

1





- **SCOPE OF WORK**

NEW PAVILLION AND WALKING TRAIL, AND RELOCATE PLAYGROUND

- A. Design a new pavilion, playground and walking trail located northwest of the newly proposed Senior Center. Regrade an existing baseball field located north of the proposed Senior Center to a lower elevation to acquire fill material for the senior center project.
- B. Replace baseball field with a Multi-Purpose sports field primarily for youth football practice.
- C. Amount of fill will determine size of new area available for pavilion and playground.

- **SCOPE OF SERVICES**

- A. Task 1 – Schematic Design – Pavilion/Playground and Multi-Purpose Field
  - 1. Modify the current Senior Center Site Development plans last dated 7/2/18 to include a schematic layout of the Pavilion area and Multi-Purpose field.
  - 2. Provide a Preliminary Grading Plan and Preliminary Utility Plan of the Pavilion /Playground area and Multi-Purpose field.
  - 3. Provide a Preliminary Septic layout and new soil survey.
  - 4. Provide preliminary lighting layout.
  - 5. Provide preliminary pavilion design.



B. Task 2 – Design Development – Pavilion/Playground and Multi-Purpose Field

1. Incorporate comments from the Schematic Design Task into the following preliminary drawings:
  - a. Site Plan
  - b. Grading and Drainage Plan
  - c. Utility Plan
  - d. Erosion Control Plans
  - e. Floor plans, roof plans and details
  - f. Septic system plans
  - g. Site lighting plan
  - h. Landscape plan.

2. Coordinate with Owner and Client to address comments.

C. Task 3 – Construction Drawings Update

1. Update the Construction Drawings for the Senior Center last dated 7/2/18 to include the Pavilion /Playground and Multi-Purpose field including: site lighting, site plans, all site civil drawings, landscape plan, septic plans, site utility distribution, electrical service and distribution.

D. Task 4 – Storm Water Management Design and Report Update

1. Storm water management design and analysis for the Pavilion /Playground and Multi-Purpose field.
2. Modify management pond included in the Senior Center Site Development plans dated 7/2/18.



• **COMPENSATION**

For Scope of Services above, we propose the follow fee on a Not To Exceed Basis for each task below.

REVISED GRADING AND DRAINAGE	\$ 22,280
NEW PAVILLION / PLAYGROUND (ARCH/MEP)	11,200
REVISED SEPTIC FOR NEW PAVILLION	2,255
LANDSCAPE DESIGN	3,580
<u>BALL FIELD LIGHTING</u>	<u>14,600</u>
<b>TOTAL</b>	<b>\$ 53,915</b>

EXPENSES ARE INCLUDED ABOVE, NOT TO EXCEED \$2, 200

• **EXCLUSIONS**

- A. Under field drainage system.
- B. Bleachers.
- C. New playground equipment.
- D. Additional storm water management pods.

• **TERMS AND CONDITIONS**

- A. Terms of the existing Contract apply.

END OF ADDITIONAL SEREVICE PROPOSAL

**Backup material for agenda item:**

3. Presentation of 2019 Board of Commissioners Meeting Schedule- County Clerk Kristen Cloud



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: BOC

Work Session: 09.13.18

Prepared By: Kristen Cloud

Voting Session: 09.20.18

Presenter: Kristen Cloud

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

Agenda Item Title: Presentation of 2019 Board of Commissioners Meeting Schedule

Background Information:

**BOC Meetings**

- Voting Sessions- first and third Thursday of each month (6 p.m.)
- Work Sessions- second and fourth Thursday of each month (4 p.m.)
- No fifth Thursday meetings (January, May, August and October 2019)

Current Information:

The proposed 2019 BOC meeting calendar accommodates a couple of holidays, July 4 and Thanksgiving, which fall on Thursday; meetings these weeks will be held on Tuesday. The proposed calendar also accommodates the ACCG Annual Conference in April 2019. Additionally, no meetings are scheduled for the weeks of New Year's and Christmas.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: \_\_\_\_\_

Department Head Authorization: \_\_\_\_\_

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 9/4/18

County Manager Authorization: DH

Date: 9/4/18

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

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

Comments/Attachments:

Dawson County Board of Commissioners Proposed Meeting Calendar 2019

## Dawson County Board of Commissioners Proposed Meeting Calendar 2019

Voting Session	Work Session
	01/10/19
01/17/19	01/24/19
02/07/19	02/14/19
02/21/19	02/28/19
03/07/19	03/14/19
03/21/19	03/28/19
04/04/19	04/11/19
04/18/19	04/23/19 Tuesday *
05/02/19	05/09/19
05/16/19	05/23/19
06/06/19	06/13/19
06/20/19	06/27/19
07/02/19 Tuesday *	07/11/19
07/18/19	07/25/19
08/01/19	08/08/19
08/15/19	08/22/19
09/05/19	09/12/19
09/19/19	09/26/19
10/03/19	10/10/19
10/17/19	10/24/19
11/07/19	11/14/19
11/21/19	11/26/19 Tuesday *
12/05/19	12/12/19
12/19/19	

**Backup material for agenda item:**

4. Presentation of Board Appointment:

**a. Chief Registrar/Chair of Board of Elections & Registration**

- i. Glenda Ferguson- *reappointment* (Term: January 2019 through December 2022)



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Elections & Registration

Work Session: 9/13/18

Prepared By: Board of Elections & Registration

Voting Session: 09/20/18

Presenter: Chairman Thurmond

Public Hearing: Yes  No

Agenda Item Title: Reappointment of Chief Registrar/Chair to the Board of Elections & Registration.

Background Information:

Position is appointed to 4 year terms. First appointed in 2007; Third term ends December 31, 2018.

Pursuant to HB 1913, Act No. 1003, approved April 23, 1998:

*Section 2 (2) The fifth member of the board shall be the person who is serving as chief registrar of the county pursuant to Code Section 21-2-212 on the date this Act first becomes effective in 1998 and shall be so certified as the fifth member by the commissioners.*

*Successors to such member shall be appointed by the commissioners. The fifth member shall be the chairperson of the board.*

Current Information:

Board of Elections & Registration requests reappointment of current Chief Registrar/Chair to the Board, Glenda Ferguson, to the next four year term to begin January 1, 2019

Please see attached letter.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: \_\_\_\_\_

Department Head Authorization: Glenda Ferguson

Date: 08/21/18

Finance Dept. Authorization: Vickie Neikirk

Date: 9/4/18

County Manager Authorization: DH

Date: 9/4/18

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

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

Comments/Attachments:



# DAWSON COUNTY BOARD OF ELECTIONS & REGISTRATION



96 Academy Avenue  
Dawsonville, Georgia 30534

(706) 344-3640 • (706) 344-3642 FAX

Email: [gferguson@dawsoncounty.org](mailto:gferguson@dawsoncounty.org)

Website: [www.dawsoncounty.org](http://www.dawsoncounty.org) – Election info & Voter Registration

Chairperson, Glenda M. Ferguson  
Vice Chairman, Dale Holland  
Secretary, Daniel R. Pichon, III  
Member, Katrina L. Holbrook  
Member, Marie Head

August 20, 2018

Dawson County Board of Commissioners,  
Billy Thurmond, Chairman  
25 Justice Way  
Dawsonville, Georgia 30534

Dear Commissioners,

Pursuant to HB 1913, Act No. 1003, approved April 23, 1998:

*Section 2 (2) The fifth member of the board shall be the person who is serving as chief registrar of the county pursuant to Code Section 21-2-212 on the date this Act first becomes effective in 1998 and shall be so certified as the fifth member by the commissioners. Successors to such member shall be appointed by the commissioners. The fifth member shall be the chairperson of the board.*

*(b) The initial terms of office of the first members of the board shall expire December 31, 2002, and upon the appointment and qualification of their respective successors.*

*Section 4 (a) The appointment of each member shall be evidenced by the appointing authority filing an affidavit with the clerk of the Superior Court of Dawson County no later than 30 days preceding the date on which such member is to take office...*

It is the recommendation of the Board of Elections and Registration that the Commissioners of Dawson County reappoint Mrs. Glenda Ferguson to a continuing four-year term beginning January 1, 2019.

## Board of Elections and Registration:

Vice Chairman, Dale Holland  
Secretary, Daniel R. Pichon, III  
Member, Katrina L. Holbrook  
Member, Marie Head

*Daniel R. Pichon III*  
*Katrina Holbrook*  
*Marie Head*

cc: Sharon Fausett, District 1  
Chris Gaines, District 2  
Jimmy Hamby, District 3  
Julie Hughes-Nix, District 4  
Lynn Frey, Dawson County Attorney

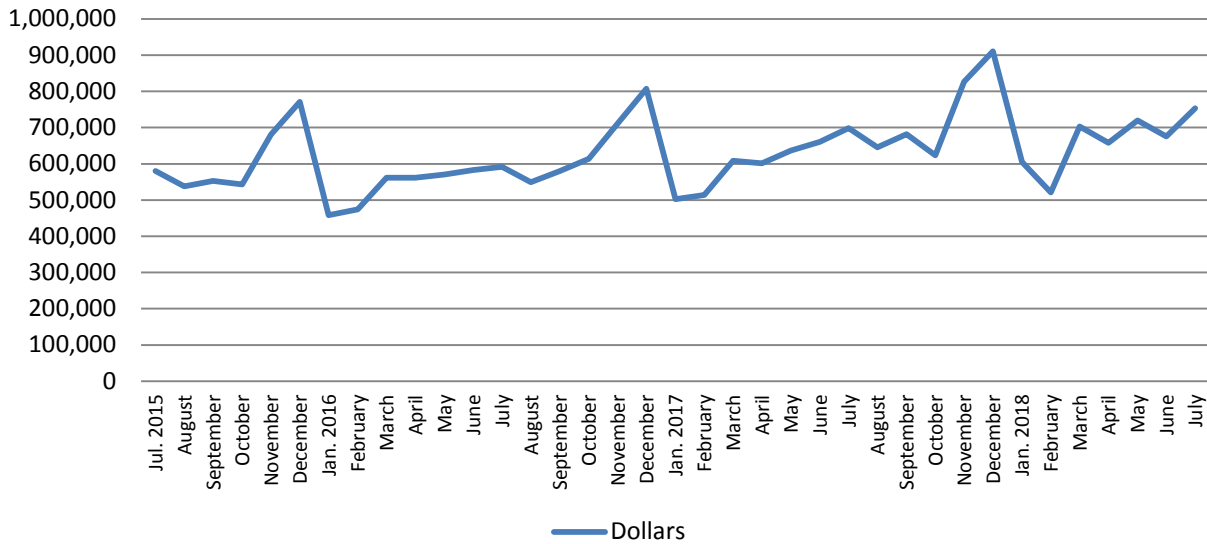
**Backup material for agenda item:**

5. County Manager Report

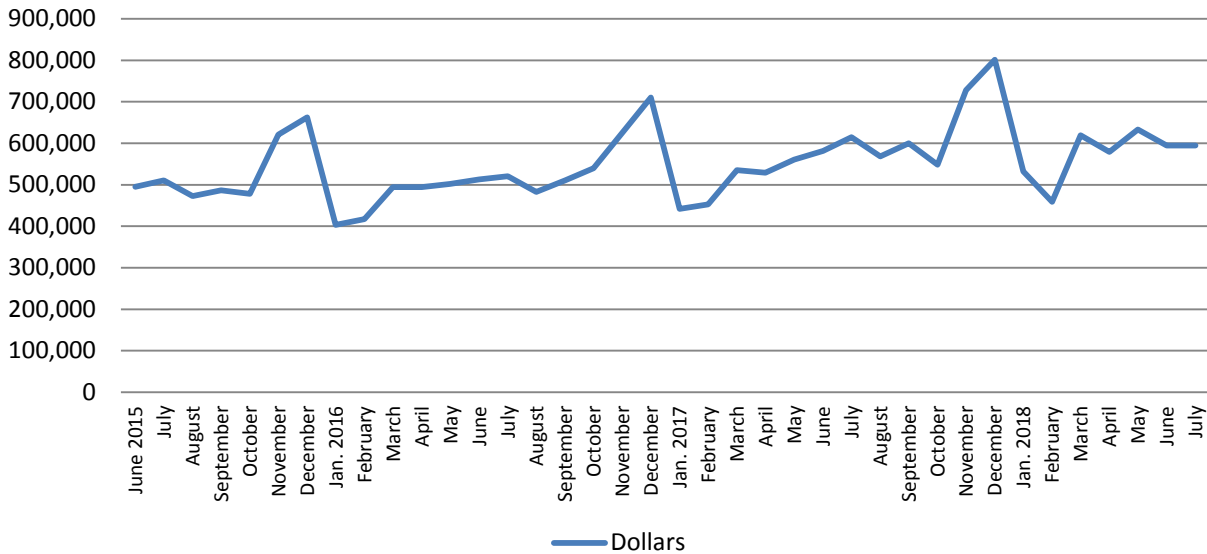


Key Indicator Report  
August 2018

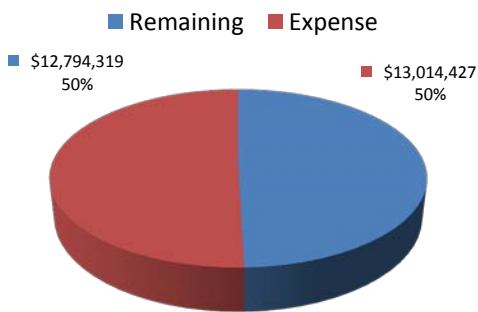
### SPLOST VI COLLECTION CHART



### LOST COLLECTION CHART

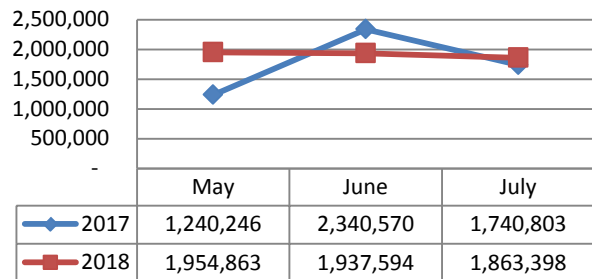


### Budget

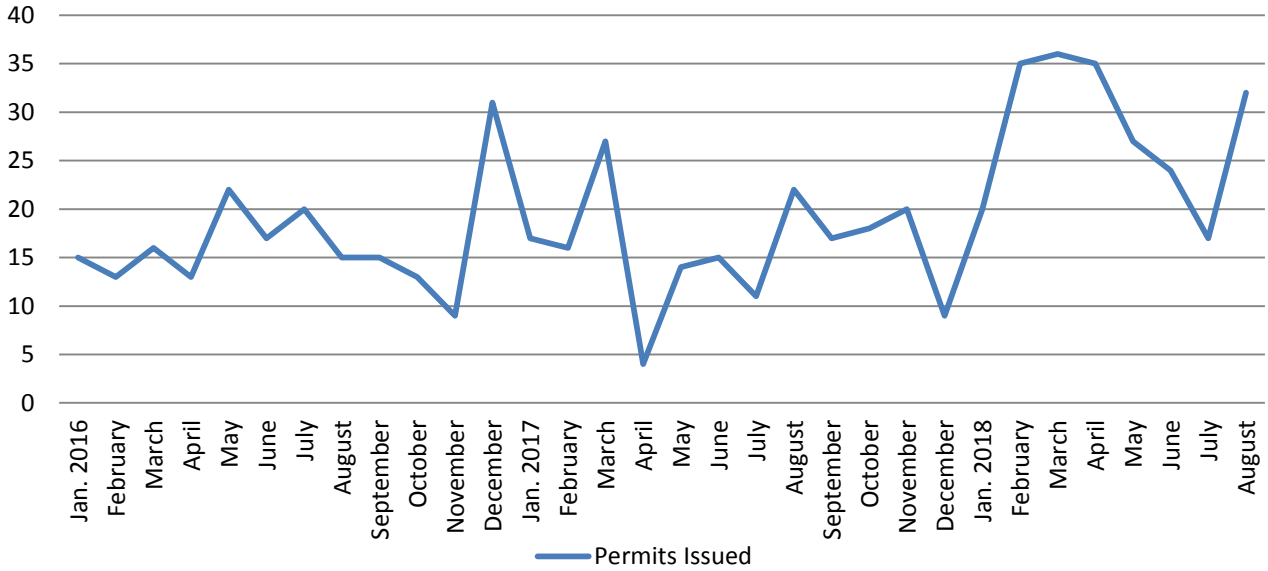


Through 7/31/18

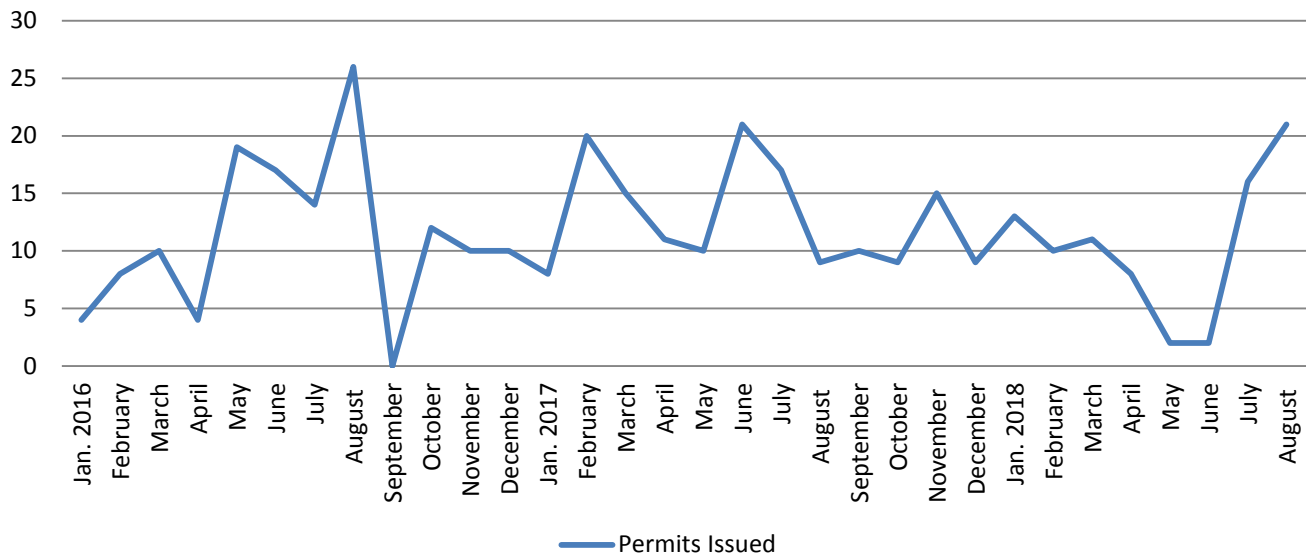
### All Revenue Per Month



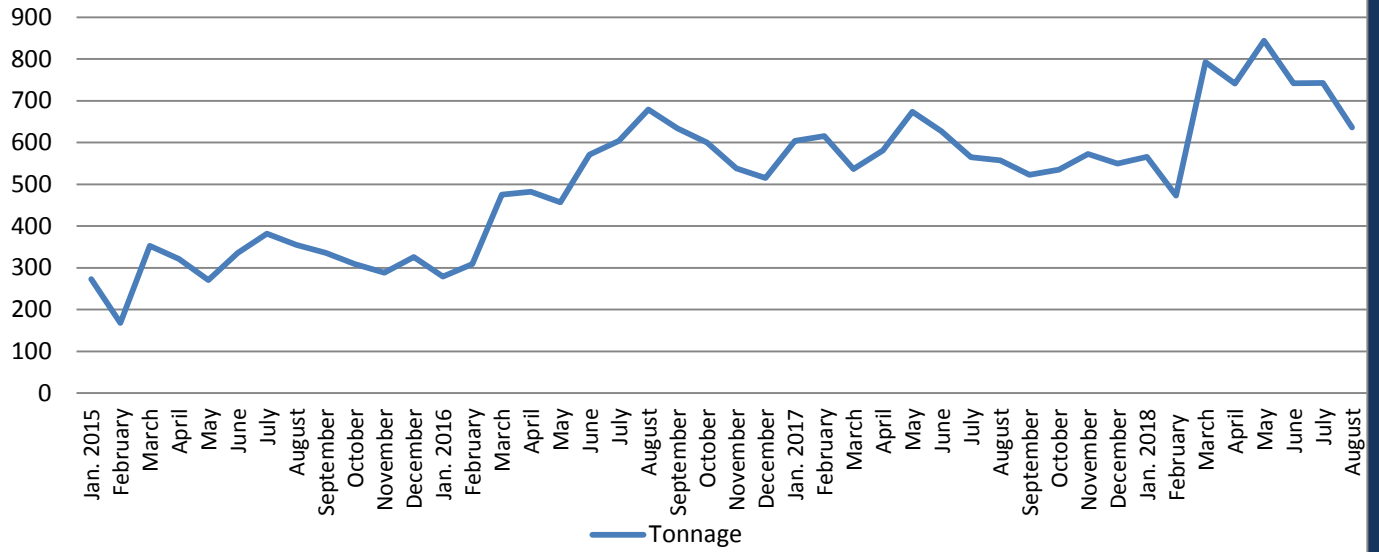
**SINGLE FAMILY HOME BUILDING PERMITS ISSUED**



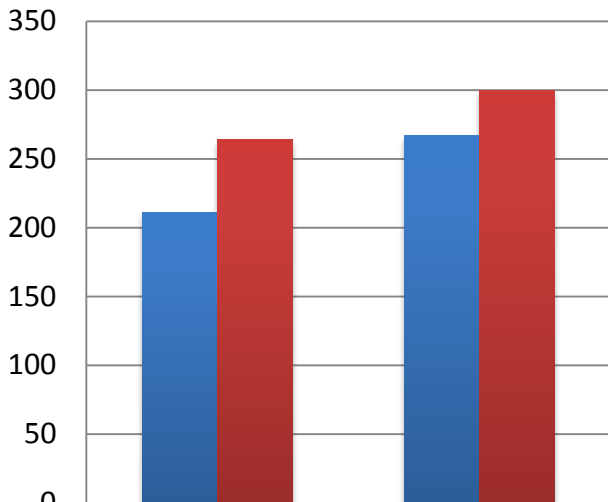
**COMMERCIAL BUILDING PERMITS ISSUED**



### TRANSFER STATION TONNAGE COLLECTION

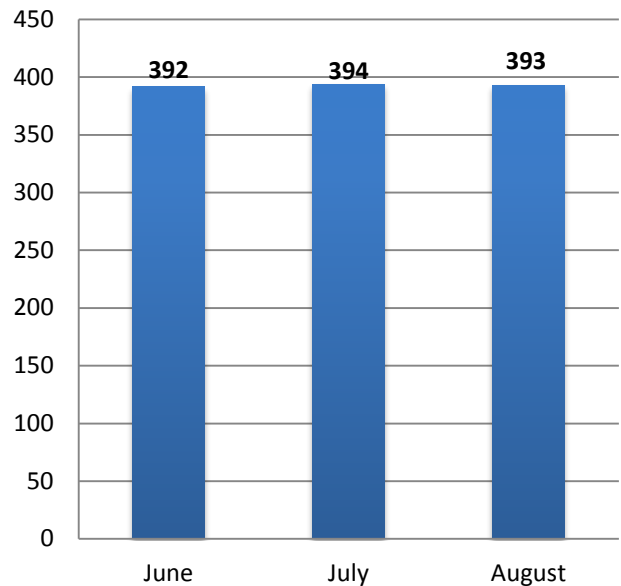


### EMS/Fire Calls for Service

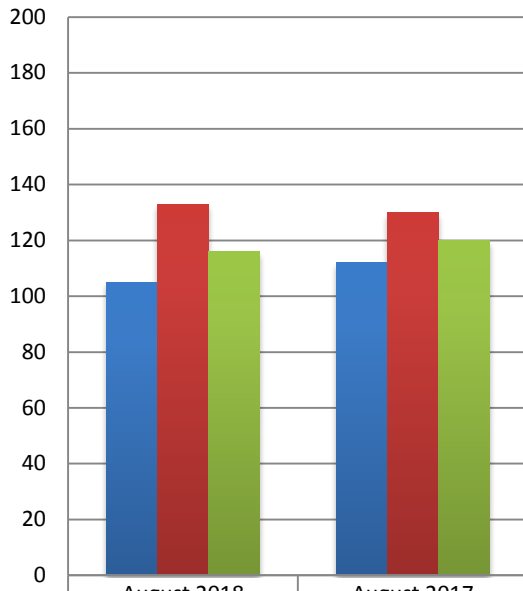


	August 2018	August 2017
EMS	211	267
Fire	264	300

### Number of County Employees

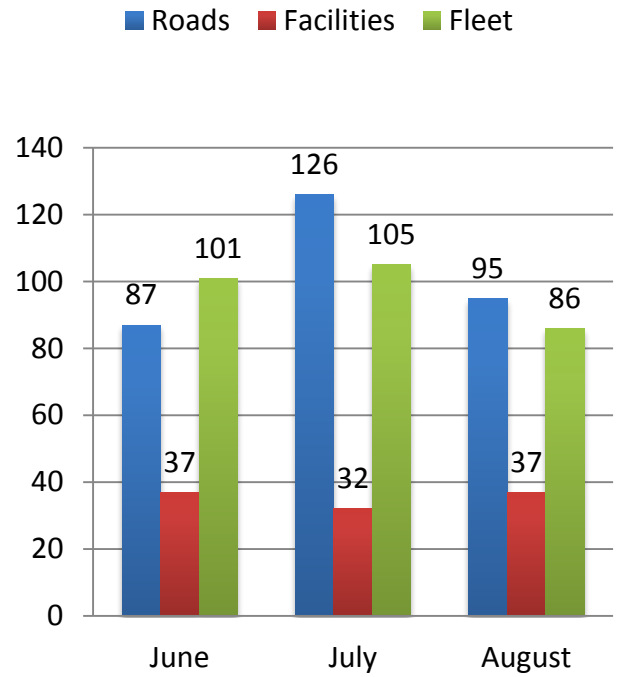


**Inmate Population**



	August 2018	August 2017
Lowest Daily Count	105	112
Highest Daily Count	133	130
Daily Average	116	120

**Repair Requests**





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – August 2018

- **New Applications/Transfers In: 772**
- **Changes/Duplicates: 2887**
- **Cancelled/Transferred Out: 298**
- **Total Processed: 3957**

### HIGHLIGHTS

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

- Process backlog of voter registration applications/changes held since April 24<sup>th</sup> . (law mandates being held until the July Primary Runoff is certified).
- Absentee ballot, by mail, daily requests & processing for the November 6, 2018 General Election.

#### **Elections Projects:**

- General Primary Election – May 22, 2018      20% turnout
- General Primary Runoff – July 24, 2018      18.22% turnout
- General Election – November 6, 2018
  - Voter Registration Cutoff: October 9, 2018 ~ Federal (only if Runoff) December 10, 2018
  - Advance Voting: October 15 – November 2, 2018 ~ M-F 8am – 5pm  
Saturday voting October 27, 2018 , 9am-4pm
- November task list is being worked daily.
- November 6, 2018 General Election ballot proofs have been received, proofed and ready for ballot order.

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

- Finalize ballot order with printer (ES&S) for November 6, 2018 absentee by mail paper ballots.
- Letter of request to local party chair leaders to appoint/reappoint members to the Board of Elections & Registration for the next four year term.
- As Regional Coordinator, implement the next CEQA Region 2 meeting (10 counties involved) being hosted by Forsyth County on September 7, 2018.





## Dawson County Board of Commissioners

### Dawson County Emergency Services Monthly Report – August 2018

**Fire Responses:** June July Aug

2016 256 287 256

2017 279 306 300

2018 305 309 264

**EMS Responses:** June July Aug

2016 194 216 215

2017 229 269 267

2018 255 244 211

**EMS Revenue:**

July 2017 - \$ 43,299.81

July 2018 - \$ 59,665.43

- 37.8% Increase

**Plan Review and Inspection Revenue Total: \$**

- County: \$ 2000.00
- City: \$ 0.00

**Business Inspections Total:**

- County Final Inspection: 12
- City Final Inspection: 4
- County Annual Inspections/County Follow up: 5
- City Annual Inspections/City Follow up: 2

## **HIGHLIGHTS**

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

- Training hours completed by staff: 927 hours
- PR Details: 2
- Smoke detector installations: 0
- Search and Rescue: 1 (in water)
- Swift Water Rescue: 0
- Fire investigation: 0
- Individuals trained in CPR: 0
- Individuals trained in Stop the Bleed: 0
- Child Safety Seat Installations: 1
- Total water usage: 12,255 gallons
- EWSA: 12,255 gallons
- City: 0 gallons
- Pickens: 0 gallons
- Big Canoe: 0 gallons
- Fires: 5 total
  - Building – 0
  - Structures other than Building – 0
  - Cooking Fire - 1
  - Brush/Grass – 1
  - Incinerator Overload - 1
  - Vehicle – 1
  - Road Freight/Transport Vehicle -0
  - Outside Rubbish – 1
  - Trash/Waste – 0
  - Dumpster - 0



## Dawson County Board of Commissioners

### Facilities Monthly Report – August 2018

- **Total Work Orders: 37**
- **Community Service Workers: 2**

#### **HIGHLIGHTS:**

- \*Office area built out for Voter Registration
- \*Sherriff's office had four AC units installed on roof
- \*Met with Commissioners to present Facilities and IT Budget
- \*Met with Architect and Contractor for Public Works/Fleet Building
- \*Trimmed all landscaping around county buildings
- \*Assisted Duncan Exterminators and Orkin with Bed Bug infestation at Fire Stations 1-2-3-4-6 and 7 (ongoing)



**MONTHLY REPORT GOVERNMENT CENTER**  
**For Period Covering the Month of August 2018**

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Protec - FM 200 Inspection	Gov Center
2	Accurate Control- Security PM	Gov Center
3	Generator Maintenance-check anti freeze (found block heater overheating)	Gov Center
4	Paver - clean off front of bldg paver area	Gov Center
5	Roof drain -construct a drain liner to prevent leakage	Jail
6	Butler Building - Riser leak in sprinkler system	Butler Building
7	Check interior lighting at Govern Ctr as needed	Gov Center
8	Check boilers, chillers, and review at computer all GC HVAC machinery	Gov Center
9	Grounds- spray round up where needed	Gov Center
10	Carpets - clean carpets (on-going)	Gov Center
11	Sheriff service - jail tunnel door- not latching	Jail
12	Sheriff service - inmate holding cell - no flush	Jail
13	Govern Ctr roof leak into DA office (monitoring)	Gov Center
14	Govern Ctr FPB236 Grand jury area - HVAC- adjust damper position	Gov Center
15	Kitchen -oven repair	Jail
16	Kitchen- steam table drain plugged	Jail
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		

*These numbers do not reflect daily/ weekly routine duties*

Noted By: \_\_\_\_\_  
**JAMES TOLBERT**, Facilities Director

# AUGUST 2018

## DETENTION CENTER

1. Powers Heating and Air replaced roof top Air Conditioner Units 1, 2, 3, and 4. That services the detention center inmate pods.
2. B-1 cell door not showing closed and secured, and can be opened by inmates. Found that the door came out of alignment. Adjusted door roller assembly, and door closure micro switch. Tested door, working normally, and shows closed and secured.
3. Performed monthly inspection of roof top exhaust fans. Replaced V-belts on several units. Also found unit 17 making a lot of noise. Upon inspection worn motor mounts on unit 17. Adjusted motor mounting assembly to quite the noise.
4. Dishwasher in the kitchen not working. Inspected and tested dishwasher and found blown fuse due to a bad fuse block. Replaced fuse block with a new one. Dishwasher working good.
5. CR-9 Passageway door not showing secured in central control. Adjusted door and tightened all hardware. Door working normal, and secured.
6. CR-6 Passageway door does not show secured in central control. Found bad door closed micro switch. Replaced, and adjusted switch as required. Door working normally and secured.
7. Accurate Controls here August 9<sup>th</sup> and 10<sup>th</sup> to test camera system in central control. Also tested all CPU's and monitors.
8. No hot water in F pod showers. Tested shower water supply system and found bad mixing valve. Replaced valve with a new one. Tested system and adjusted valve as required. Showers working normally.
9. D and H pods air conditioning not working. Called Powers heating & air. Found bad blower motor on #1 air conditioner. Replaced motor, a/c working normal.
10. Both coolers in the Kitchen not working. Temperatures are 40-50 degrees, should be 32 degrees. Inspected and found a tripped circuit breaker. Reset breaker, and the coolers working normally, Temperatures are back down to 32 degrees.
11. BR-15 and BR-16 toilets in booking clogged and not draining. Plunged and used auger to clear the drains. But could not clear the blockage. Townley Plumbing called into snake the drain lines, and unclog the toilets.
12. M1 door lock not working electrically or manually with the key sometimes. Inspected and found broken spring and bracket for the lockbolt assembly. Removed and repaired lock assembly and reinstalled. Door lock works normally.
13. Whaley foods here AUG 30<sup>th</sup> to diagnose two ovens in the kitchen that are not working. Repaired lower oven, ordered parts for upper oven.
14. Elite here AUG 31<sup>st</sup> to fix air conditioner unit #11 for admin offices. Found bad compressor, ordering the parts and will return when the parts come in.



# Dawson County Board of Commissioners

## Finance Monthly Report – August 2018

### **FINANCE HIGHLIGHTS**

- **LOST Collections:** \$662,762 – up 7.79% compared to 2017
- **SPLOST Collections:** \$753,150 – up 7.79% compared to 2017; 16.6% over projections for July 2018; Total SPLOST VI collections: \$23,284,696
  - \$640,178– County Portion (85%)
  - \$112,972 – City Portion (15%)
- **TAVT:** \$110,777 – up 37.5% compared to 2017
- **See attached Revenue and Expenditure Comparison**
- **Total County Debt:** \$4,149,686 (See attached Debt Summary)
- **Audit Status:** The 2017 audit is complete.
- **EMS Billing Collections:** Reports not yet available
- **Budget Status:** The budget hearings are complete. The Chairman is preparing his 2019 Proposed Budget Presentation.
- **Monthly Donations/Budget Increases:** \$7,203
  - Passport Commissions - \$2,030
  - Donations - \$5,173

### **PURCHASING HIGHLIGHTS**

#### **Formal Solicitations**

- Audit Services – Finance
- Blacks Mill Road Bridge – Public Works
- GATEway Landscape Project – Public Works
- Hot Asphaltic Mix – Public Works
- Course Aggregate – Public Works
- VMP Gym Exterior Renovation – Park & Rec

#### **Informal Solicitations**

- 2018 Dodge Charger Upfitting – Sheriff's Office

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

- Gasoline – Fuel Center
- Diesel – Fuel Center
- Radars and Lasers – Board of Commissioners
- 100 Computers/Adapters – IT
- Labor to Install Replacement Computers – IT
- Large Plotter/Scanner – Planning
- Computers & Scanners – Magistrate Court

#### **Purchases for less than \$25,000 that did not get required quotes this month**

- None

#### **Pending Projects**

- Offender Home Monitoring
- NexGen 911 Consultant
- Heavy Equipment Maintenance & Repair

- Park Concessions
- Tractor & Mowing Equipment
- Youth Sports & Event Photography

#### **Work in Progress**

- Vehicles – Sheriff's Office
- Pool House Rebuild – Park & Rec
- VMP Parking Lot – Public Works
- Fleet & Public Works Complex

#### **Future Bids**

- New Senior Services Center Construction
- Fire Station 9 Construction
- Other 2018 Bids

#### **Future Bids – SPLOST VI**

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2018 SPLOST Projects

#### **Purchases for more than \$25,000 that did not get required sealed bids this month**

- None

### Budget to Actual

	Actual at 7/31/2018	Percent of Budget Actually Collected/ Expended	2018 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 12,539,655	48.59%	\$ 25,808,746	\$ (13,269,091)	-51.41%
Expenditures	13,014,427	50.43%	25,808,746	(12,794,319)	-49.57%
	<u>\$ (474,772)</u>	<u>-1.84%</u>	<u>\$ -</u>	<u>\$ (474,772)</u>	<u>-1.84%</u>

**\*NOTE:** Adjustments will be made during the year-end close out. The actual revenue and expenditure totals are subject to change pending normal year-end adjustments such as accruals and results of the audit.

(1) Reporting actuals as of 7/31/2018 because revenue collections are 30 days behind. The LOST revenues for the month of July were received in August.

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

\$ 25,516,312	Original Budget
\$ 54,638	Donation Carryover Balances
\$ 5,518	January
\$ 4,634	February
\$ 8,938	March
\$ 106,999	April
\$ 4,433	May
\$ 100,071	June
\$ 7,203	July
<u>\$ 25,808,746</u>	Revised Budget



## Dawson County Board of Commissioners

### Fleet Maintenance and Fuel Center Monthly Report – Aug 2018

#### FLEET

- **Preventative Maintenance Performed: 21**
- **Tires Mounted: 26**
- **Repair Orders Completed: 86**
- **Labor Hours: 187.65**
- **Labor Cost Savings: \$8,072.70**
- (Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 1,614.54**  
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for Aug: \$ 9,687.24**

#### FUEL CENTER

- **Average fuel center price per gallon:**
  - Gasoline: \$ 2.31
  - Diesel: \$ 2.50
- **Fuel Center Usage - Dawson County and Board of Education**
  - Gasoline: 10,911.08 gallons; 826 transactions
  - Diesel: 10,362.02 gallons; 256 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
  - Gasoline: 1,690.01 gallons; 86 transactions
  - Diesel: 682.05 gallons; 21 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 118.60**

#### HIGHLIGHTS

- We are moving forward with the Fleet building and are looking forward to the finish product.





## Dawson County Board of Commissioners

### Human Resources Department Monthly Report – August 2018

#### **POSITION CONTROL**

- Positions approved by BOC: 460
- # of filled F/R Positions: 273
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 16
- # of filled P/R Positions: 39
- # of filled P/T Seasonal Positions: 11
- # of Supplemental Positions: 54
- # of Vacant Positions: 40
- # of Frozen Positions: 27
- % of Budgeted/Actual Positions: 85%

#### **ADDITIONAL INFORMATION**

- FMLA/LOA tracking: 10
- WC and/or P & L Claims filed: 3
- Unemployment Claims received: 1
- Performance Evaluations received: 24

#### **HIGHLIGHTS**

##### **Positions Advertised/ Posted: 8**

- Emergency Services- Community Risk Reduction Specialist
- Emergency Services- FT FF/EMT
- Parks & Rec.- Parks & Rec. Support Staff
- Planning & Development- Director
- Public Works- Operator I
- Public Works- Operator II
- Public Works- Projects Manager
- Senior Services- Meals-On-Wheels Driver

##### **Applications Received: 27**

##### **New Hires added into system: 8**

- Carey Maney- Emergency Services
- Nicole Pittman- Finance
- Harmony Gee- Planning & Development
- Craig Hester- Public Works
- Hunter Sears- Public Works
- Travis Kanehl- Tax Assessor
- Amy French- Tax Commissioner
- Lary Souther- Senior Services

##### **Terminations Processed: 8**

- Joseph Lawson- Emergency Services
- Stephen Sears- Emergency Services
- Niki McCall- Planning & Development
- Jason Streetman- Planning & Development
- Tom Farrell- Senior Services
- Luciano Betancourt- Sheriff's Office
- Hunter Griffin- Sheriff's Office
- Matthew Webb- Sheriff's Office

##### **Additional Highlights for August**

- Presented 2019 HR & Risk Management Budget Request to BOC
- Presented 2019 Holiday & Payroll Calendar to BOC
- Finalized Employee Flu Shot Clinic details
- Completed U.S. Census Bureau Retirement Survey



## Dawson County Board of Commissioners

### Information Technology – August 2018

- **Calls for Service: 139**
- **Service Calls Completed: 139**

#### Highlights

- Replaced Magistrate computers
- Worked on image for new Dell computers



# DAWSON COUNTY

## Planning and Development Marshal's Office

### Code Enforcement/Animal Control Monthly Report

August, 2018

Alcohol License Establishment Inspections: 0

Alcohol Pouring Permits Issued: 70

Animal Control Calls Handled: 52

Animal Bites To Humans Investigated: 3

Animals Quarantined: 3

Animals Taken to DC Humane Society: 36

Dangerous Dog Classifications: 0

Citations Issued: 0

Code Enforcement Complaint Calls/In Field Visits: 43 calls and 38 field visits

After Hour Calls: 0

Erosion Site Visits: 5

E-911 Addresses Issued: 32

Non-Conforming Signs Removed: 3



## Dawson County Board of Commissioners

### Planning and Development Monthly Report – August 2018

- **Total Building permits Issued**
  - August 2018: 80
  - YTD 2018: 509
  - Single Family New Homes: 32
  - Commercial Buildings: 21
- **Business Licenses Issued:**
  - August 2018: 200
  - YTD 2018: 1451
- **Total Building Inspections Completed:**
  - August 2018: 523
  - YTD 2018: 4112
- **Variances/Zonings Processed:**
  - August 2018: 3
  - YTD 2018: 15
- **Plats Reviewed:**
  - August 2018: 15
  - YTD 2018: 109
- **Total Civil Plan Review Meetings: 9**
- **Total Building Plan Review Meetings: 6**



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report – August 2018

- **Youth Sports Participants**
  - August 2018: 1,053 – up 3.9% compared to same month last year
  - YTD 2018: 10,076 - up 2.8% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
  - August 2018: 1,763 - down 10.4% compared to same month last year
  - YTD 2018: 16,181 - up 5.5% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - August 2018: 827 - up 38% compared to same month last year
  - YTD 2018: 14,775 - up 26.3% compared to last year
- **Total Customers Served:**
  - August 2018: 3,643 - up 1.8% compared to same month last year
  - YTD 2018: 41,032 - up 11.4% compared to last year

### HIGHLIGHTS

#### **Park Special Events:**

- The final Movies in the Park event took place on August 10<sup>th</sup>
  - Approximately 300 people attended

#### **Park Projects:**

- Tennis court resurfacing was completed and courts were open for use by August 6<sup>th</sup>.

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

- Additional specialty programs for the month included swim lessons, dance classes, volleyball camp, cheer camp, adult boot camp, senior SilverSplash, adult Tai Chi, adult Water Aerobics and adult Yoga.
- Travel Teams began their new season August 1<sup>st</sup>
  - 11 total teams registered (baseball, softball, basketball)
- Beginner Tai Chi classes began August 6<sup>th</sup>.
- Beginner Tennis Apprentice began August 7<sup>th</sup>.
- Water Aerobics Session 3 began August 7<sup>th</sup> and finished August 30<sup>th</sup>.

- Fall baseball, softball, t-ball registration ended August 8<sup>th</sup>
  - 321 total participants.
- Dance season at Rock Creek began August 13<sup>th</sup>.
- Fall baseball, softball, t-ball evaluations were held August 17-21; all teams were drafted by August 22<sup>nd</sup>.
- Football games began August 25<sup>th</sup>.
- Fall baseball, softball, t-ball practices began August 25<sup>th</sup>.
- SilverSplash ended August 31<sup>st</sup>.

**On the Horizon:**

- Pool at Veterans and Splash Pad at Rock Creek are now closed for public use; pool cover will go on in the upcoming weeks.
- Parks & Rec. Open House is scheduled for September 5<sup>th</sup> at Rock Creek.
- Fall baseball, softball, t-ball games at Rock Creek begin September 15<sup>th</sup>.
  - Teams playing in the Forsyth County league will begin as early as September 10<sup>th</sup>.
- Winter Sports online registration begins September 10<sup>th</sup>; walk-in registration is October 1<sup>st</sup>-8<sup>th</sup>.
- Trunk or Treat is scheduled for October 31<sup>st</sup> at Rock Creek.
- Campsites at War Hill Park will close October 31<sup>st</sup>.
- Winter Sports practices begin week of November 5<sup>th</sup>
- Breakfast with Santa is scheduled for December 1<sup>st</sup> at Rock Creek.
- Basketball games begin week of December 3<sup>rd</sup>. V
- Veterans Memorial Lloyd Crane Basketball Facility will undergo redesign and construction on the facing of the building. Bids will be secured in late October with construction beginning in early November. Project is estimated at a two-month project.



## **Dawson County Board of Commissioners**

### **Public Works Monthly Report –August 2018**

#### **ROADS:**

- Work Orders: 95
- Mowing: 77.81 road miles
- Gravel: 1003 tons
- LMIG repaving work has been completed.

#### **ENGINEERING/GIS:**

- Assisted Other Departments with GIS needs
- Assisted public with maps and GIS requests
- Completed and Submitted 2020 Census
- Attended Georgia Floodplain Management Conference
- Continued working Culvert analysis
- North Georgia Intern started-started culvert analysis in the field

#### **TRANSFER STATION:**

- Solid Waste: 635.62 Tons
- Recycling: 19.11 Tons
- Recycling scrap metal: 6.58 Tons



## Dawson County Board of Commissioners

### Dawson County Senior Services Monthly Report – August 2018

#### SENIOR CENTER

- **Home Delivered Meals Served**
  - August 2018: 1,568 up 9% compared to same month last year
  - YTD 2018: 11,390 up 6% compared to last year
- **Congregate Meals Served**
  - August 2018: 645 up 5% compared to same month last year
  - YTD 2018: 4,350 down 5% compared to last year
- **Physical Activity Participation**(Tai Chi, Silver Sneakers, individual fitness)
  - August 2018: 683 up 4% compared to same month last year
  - YTD 2018: 4,321 up 4% compared to last year
- **Lifestyle Management Participation**(art, bridge, bingo, awareness, prevention)
  - August 2018: 281 up 10% compared to same month last year
  - YTD 2018: 2,287 up 14% compared to last year

#### TRANSIT

- **DOT Trips Provided**
  - August 2018: 288 up 34% compared to same month last year
  - YTD 2018: 2,423 up 22% compared to last year
- **Senior Trips Provided**
  - August 2018: 814 down 13% compared to same month last year
  - YTD 2018: 6,582 up 16% compared to last year
- **# of Miles**
  - August 2018: 8,517 down 2% compared to same month last year
  - YTD 2018: 63,166 up 5% compared to last year
- **Gallons of Fuel**
  - August 2018: 1,037 down 12% compared to same month last year
  - YTD 2018: 7,497 up 2% compared to last year



## **HIGHLIGHTS**

### **August Meetings & Events:**

- August 15: Senior Center clients visited the UNG Planetarium in Dahlonega for a field trip along with North Georgia Assisted Living and Banks County Senior Center.
- August 21: USDA Home Repair Presentation
- August 24: Dawson County received confirmation that CDBG awarded for new senior center.
- August 27-31: Dawn Pruett, Director attended Meals on Wheels Conference in Charlotte, NC
- August 21: Legacy Link hosted Farmer's Market for Congregate Clients at the center.

### **Special Dates Coming Soon:**

- September 10, 17, 24: Bingo
- September 12: Dollar General
- September 26: Glo Crest Dairy and Creamery Trip
- September 25: Nutrition Education with Michelle
- September 5, 19: Wal-Mart
- September 14: Dog Therapy
- September 12: Health Education with Dedri
- September 11: Assistance Technology Lab by Legacy Link
- September 18: Today's Seniors with Dawn & Krista
- September 11: Flu Shots
- September Tuesday/Thursday: Silver Sneakers
- September Wednesday: Sit and Stretch and Tai Chi
- September Thursday: Bible Study
- September Friday: Special Music
- September Thursday/Friday: Art and Yoga