

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

NEW BUSINESS

1. Presentation of RFP #377-21 - Construction Services-Comprehensive Security System Upgrade for Dawson County- Sheriff's Major Greg Rowan / Purchasing Manager Melissa Hawk
2. Presentation of the Creation of a New Traffic Bureau Division- Court Administrator Jason Stephenson
3. Presentation of Request to Upgrade Part-Time Tax Commissioner's Clerk Position to Full-Time Position- Tax Commissioner Nicole Stewart
4. Presentation of Request to Update Tax Commissioner's Resolutions- Tax Commissioner Nicole Stewart
5. Presentation of Request to Apply for Georgia Forestry Grant- Emergency Services Director Danny Thompson
6. Presentation of 2021 Dawson County Surplus List- Fleet Services Director Shannon Harben
7. Presentation of Rate Adjustments for Recreation Programs- Parks & Recreation Director Matt Payne
8. Presentation of a Proposed Short-Term Rental / Bed and Breakfast Establishment Ordinance- Planning & Development Director Sharon Farrell
9. Presentation of RFP #394-21 - Delinquent Debt Collection for EMS Billing- Purchasing Manager Melissa Hawk
10. Presentation of a Resolution Authorizing the Disposition of Certain County Property by Sealed Bid in Accordance with O.C.G.A § 36-9-3(a)- County Attorney Angela Davis
11. County Manager Report
12. County Attorney Report

****Executive Session may follow the Work Session meeting.***

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



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: 11/04/2021

Prepared By: Melissa Hawk

Voting Session: 11/18/2021

Presenter: Greg Rowan

Public Hearing: Yes No

Agenda Item Title: RFP #377-21 - Construction Services-Comprehensive Security System Upgrade for Dawson County

Background Information:

Dawson County currently utilizes an integrated security and control system installed and maintained by Accurate Control, which has been in place since approximately 2007 at the Law Enforcement Center, to include the Jail and since 2011 at the Government Center.

The current equipment is obsolete and becoming harder and harder to obtain parts to allow Accurate Control to maintain workability of the systems. Accurate Control's maintenance manager and technicians have stated the systems have come to a point where the county needs to consider a total upgrade of the comprehensive security system.

Current Information:

Per approval of the BOC, an RFP was released for the construction services to perform the comprehensive security system upgrade. The RFP opened on August 26, 2021, with 3 proposals being submitted. After a thorough evaluation, including Zoom meeting with each proposer, the Evaluation Team has determined that the offer received by SWC fits the needs of the County. South Western Communications also received the highest total score of 79.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: The Sheriff's Office respectfully requests the Board to accept the officers received, approve a contract to South Western Communications, for the Comprehensive Security System Upgrade project, not to exceed \$2,075,409.40, utilizing the Capital Funds in the amount of \$1,405,500.00 previously approved and \$669,909.40 from General Fund fund balance, to be reimbursed by the SPLOST VII funds approved for the upgrade.

Department Head Authorization: Jeff Johnson

Date: 10/26/2021

Finance Dept. Authorization: Vickie Neikirk

Date: 10/27/21

County Manager Authorization: David Headley

Date: 10-27-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



The Edge of The World

Photo By: Michele DeBlois

RFP #377-21 COMPREHENSIVE SECURITY SYSTEM UPGRADE FOR DAWSON COUNTY

WORK SESSION – November 4, 2021

Background and Overview

- ❖ On January 21, 2021, the Board approved the funding, in the amount of \$1,500,000.00 to contract with a security system consultant and for the upgrade of the current system at the Government Center and the Law Enforcement Center.
- ❖ The Board approved the professional exemption for the services of Tanner and Hoskins Consultants to work with staff in developing the scope of work and design for the upgrade.
- ❖ A Request for Proposal of the upgrade of the system was released on July 22, 2021.

Procurement Approach and Procedure

BID ACCORDING TO POLICY

- ✓ Advertised in Legal Organ
- ✓ Posted on County Website
- ✓ Posted on Georgia Procurement Registry
- ✓ Emailed notification through vendor registry
- ✓ Notification through County's Facebook and Twitter accounts
- ✓ Notification through Chamber of Commerce
- ❑ **3 Proposals were received**

Scope of Work

- ❖ A brief summary of the Scope of Work includes:
 - ✓ Test current equipment
 - ✓ Run new CAT 6 wiring
 - ✓ Provide the latest available version of all equipment and software at time of installation
 - ✓ Provide quality assurance and quality control, including testing and inspection of new equipment and software
 - ✓ Provide training of equipment and software installed to pertinent staff
 - ✓ Provide a comprehensive support/repair and maintenance agreement

Scope of Work

- ❖ As the project developed, several items were added to ensure the system met the needs of Sheriff's Office staff. They are as follows:
 - ✓ Secure Doors – a total of 15
 - ✓ Additional cameras both indoor and outdoor
 - ✓ Added new camera client stations in the courthouse
 - ✓ Added cameras to the Butler Building
 - ✓ Added cameras to the Historic Courthouse
 - ✓ Added cameras to the K-9 building
 - ✓ Added elevator controls

Summary of Scores

COMPANY	COMPANY BACKGROUND AND STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING /APPROACH TO SCOPE OF WORK	REFERENCES	MANAGEMENT PLAN	TECHNICAL SCORE	Cost/ FINANCIAL	Total SCORE
A E SECURITY GROUP	36	86	78	40	29	48	25	73
JOHNSON CONTROLS	48	97	99	39	45	57	9	66
SOUTH WESTERN COMMUNICATIONS, INC	47	100	99	46	45	59	20	79

Note: Rounded up to the nearest whole number

Offers Received

Tasks	A E SECURITY GROUP	JOHNSON CONTROLS	SOUTH WESTERN COMMUNICATIONS
Turn-Key Comprehensive Security System Upgrade-Installation	\$542,361.20	\$834,300.00	\$767,102.40
Turn-Key Comprehensive Security System Upgrade-All Equipment Required	\$1,200,000.00	\$1,157,800.00	\$1,254,031.00
Turn-Key Comprehensive Security System Upgrade-All Software Required	\$75,261.00	\$162,900.00	\$52,818.00
Software/Hardware Training	\$3,800.00	\$1,960.00	\$1,458.00
Service/Maintenance Support - Year After Warranty Period - Five Year Total	\$75,261.00	\$926,250.00	\$203,930.00
Total	\$1,896,683.20	\$3,083,210.00	\$2,279,339.40

Note: South Western Communications offered the manufacturer and product preferred by the Sheriff's Office staff. AE Security Group and Johnson Controls offered a mixture of the preferred and approved alternate manufacturer and products.

Staff Recommendation

The Sheriff's Office Staff respectfully requests the Board to accept the offers received, approve a contract to South Western Communications, for the Comprehensive Security System Upgrade project, not to exceed \$2,075,409.40, utilizing the Capital Funds in the amount of \$1,405,500.00 previously approved and \$669,909.40 from General Fund fund balance, to be reimbursed by the SPLOST VII funds approved for the upgrade.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Superior Court

Work Session: 11.04.2021

Prepared By: Jason Stephenson

Voting Session: 11.18.2021

Presenter: Jason Stephenson

Public Hearing: Yes _____ No _____

Agenda Item Title: Presentation of New Traffic Bureau Division

Background Information:

Dawson County Superior Court will create a Traffic Bureau Division beginning in January 2022, and citations will be heard and paid in Superior Court rather than Probate Court as is currently done. This new process, planned in coordination with Probate Court, Magistrate Court, and the Clerk of Courts, will facilitate a uniform misdemeanor citation system, provide a consistent pattern of hearing and trial dates, and broaden accessibility to the court system for paying and/or contesting alleged violations.

Current Information:

Transferring traffic citations to Superior Court will result in the Clerk of Courts office absorbing approximately 4,000 additional cases annually. Funding is requested for a Traffic Bureau Deputy Clerk position, along with several one-time expenses associated with relocating the current Law Library and repurposing its existing space as an office and file storage area. Specific requests are included in the Comments section below.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 10/27/21

County Manager Authorization: David Headley

Date: 10-27-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Total Requested Budget Adjustment: \$95,019.58

Traffic Bureau Deputy Clerk Position (Clerk of Courts)

- Requested salary \$36,936.90
- FICA/Medicare \$2,825.67
- Retirement \$1,846.85
- Health Insurance \$20,273.16
- Flex Spending \$45

Total Salary and Benefits: \$62,019.58

One-Time Transfer, Relocation and Renovation Expenses

- Law Library Relocation: \$8,000
 - o New network wiring and connections
 - o Computer desks
 - o Bookshelf
 - o Signage
- New Traffic Bureau Office and Storage: \$25,000
 - o Two workstations
 - o Two computers, scanners, and a printer
 - o Case management software licensing and conversion
 - o New sliding window and counter
 - o Window blinds
 - o File folders and storage

Total One-Time Costs: \$33,000



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Tax Commissioner

Work Session: 11.04.2021

Prepared By: Nicole Stewart

Voting Session: 11.18.2021

Presenter: Nicole Stewart

Public Hearing: Yes No

Agenda Item Title: Presentation of request to move part time to full time

Background Information:

We have a part time clerk position that is impossible to keep filled. The last 4 years we have had 7 different people in this position. It is hard to find someone to do this job part time. It is a hard job to learn and it is very fast pace. Due to the importance of accuracy in motor vehicle you want someone who will do a good job.

Current Information:

Current salary is \$21,840 and total additional cost (pay increase, retirement, and insurance) is \$33,223.76 - \$15.54 an hour. I would like to hire this employee before the end of the year.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 10/26/21

County Manager Authorization: David Headley

Date: 10-26-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Tax Commissioner

Work Session: 11.04.2021

Prepared By: Nicole Stewart

Voting Session: 11.18.2021

Presenter: Nicole Stewart

Public Hearing: Yes x No _____

Agenda Item Title: Presentation of request to update Tax Commissioner's resolutions

Background Information:

My office has current resolutions that are listed the Tax Commissioner's Office, not my name. I would like to add my name in case anyone would like to question my resolutions.

Current Information:

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 10/26/21

County Manager Authorization: David Headley

Date: 10-26-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **11.04.21**

Prepared By: **Danny Thompson**

Voting Session: **11.18.21**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

Agenda Item Title: **VFA 50/50 Grant**

Background Information:

The Georgia Forestry Commission annually opens up a 50/50 grant program to smaller rural communities in Georgia. The maximum allowed on this grant is \$10,000. The grant period closes on December 1, 2020.

Current Information:

Dawson County Fire/EMS is seeking permission to apply to the Forestry Grant. We were awarded this grant last year, and this year seek to purchase replacement fire hose and emergency lighting for our apparatus. This grant will not be awarded until spring of 2022. We have funds available to meet the match.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Approve agenda item**

Department Head Authorization: FDI

Date: 10.18.21

Finance Dept. Authorization: Vickie Neikirk

Date: 10/26/21

County Manager Authorization: David Headley

Date: 10-26-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



**GEORGIA FORESTRY COMMISSION VOLUNTEER FIRE ASSISTANCE
GRANT APPLICATION**

Name of Community Organization **Dawson County Fire & Emergency Services**

*Federal ID Number **58-6011882**

COMMUNITY CONTACT INFORMATION

Contact Name: **Danny Thompson**

Address: **393 Memory Lane**

City: **Dawsonville** Zip Code: **30534** County: **Dawson**

Phone (primary): **706-344-3666** Phone (other): **678-410-1738**

Email: **dthompson@dawsoncounty.org** Fax: _____

Fire Department: **Dawson County**

Fire Chief: **Danny Thompson** Phone: **706-344-3666 Ext 44504**

Is the community in question bordered by any federally controlled land, such as a national park or forest? **Yes** If not, how close is the nearest one? _____ miles

Other Community Contacts:

Name	Title	Phone
Billy Thurmond	Chairman of the BOC	706-344-3500
David Headley	County Manager	706-344-3500
Vicki Niekirk	Chief Financial Officer	706-344-3500

*If the community applying for grant money does not have a Federal ID number, the community will need to apply for one by going to <http://www.irs.gov/index.html>

PROJECT DESCRIPTION

We are applying for a Georgia Forestry Volunteer Fire Assistance Grant to:

We are replacing some older fire hose, upgrading nozzles and adding emergency light to several vehicles.

\$ Amount applying for **\$5,000.00**

Please attach a short narrative on the situation(s) you want to mitigate and your expected results from completing this project. Include a timeline for completion, who is responsible, amount being requested, and measures of project accomplishments.

Estimated time it will take to complete this project: **6 Month(s)**

Anticipated date to start this project: **60 Days from date of award**

Anticipated date the project will be finished: **August 2022**

Please attach a proposed timeline with milestones that need to be reached. All local governing bodies and authorities, if applicable, must approve all projects. Attach letters of approval as needed.


Authorized signature: _____ Date: _____

Position: **Chairman – Dawson County Board of Commissioners**

Other signatures, as required by the community:

Authorized signature: _____ Date: _____

Position: **Fire Chief**

Authorized signature:  Date: 10-18-2021

Position: _____

Authorized signature: _____ Date: _____

Position: _____

Return completed application to:

Emily Hamilton
GA Forestry Commission RFD
5645 Riggins Mill Rd
Dry Branch, GA 31020
Or ehamilton@gfc.state.ga.us

Phone: 478-751-3504

RFD Staff Only

GRANT # _____ CONTACT _____

AMOUNT OF AWARD RECEIVED _____

APPROVAL SIGNATURE _____

APPENDIX A

AGREEMENT ADDENDUM

FFATA (Federal Funding Accountability and Transparency Act)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. Federal awards include grants, sub grants, loans, awards, cooperative agreements and other forms of financial assistance as well as contracts, subcontracts, purchase orders, task orders, and delivery orders. The legislation does not require inclusion of individual transactions below \$25,000 or credit card transactions before October 1, 2008.

Definitions

- A. "FFATA funds" means funds expended or obligated from appropriations The Federal Funding Accountability and Transparency Act.
- B. "Contractor" is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee, or sub-grantee, who has furnished or seeks to furnish goods, supplies, services, or leased space, or who has performed or seeks to perform construction activity under contract, subcontract, grant, or sub-grant with the Georgia Forestry Commission, or with a person under contract, subcontract, grant, or sub-grant with the Georgia Forestry Commission. The term contractor may include a permit, licensee, or any agency, political subdivision, instrumentality, public authority, or other entity of the Georgia Forestry Commission.

FFATA Terms & Conditions

1. Revisions to Requirements. Contractor acknowledges that this Addendum may be revised pursuant to ongoing guidance from the relevant Federal agency or Georgia Forestry Commission regarding requirements for FFATA funds. Contractor agrees to abide by any such revisions upon receipt of written notification from the Georgia Forestry Commission of the revisions, which will automatically become a material part of this Addendum, without the necessity of either party executing any further instrument.
2. Reporting Requirements – To meet the reporting requirements of FFATA and ensure transparency and accountability in the use of funds provided through FFATA. Activities carried out and results achieved with FFATA funds will be tracked carefully, reported clearly and quantifiably.

In an effort to meet this requirement, all project information will be reported by GFC at www.fsrs.gov/

Detailed information on any subcontracts or sub-grants awarded by the Contractor must include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109–282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget;

Contractor may be required to submit backup documentation for expenditures of FFATA funds including such items as timecards and invoices. Contractor shall provide copies of backup documentation at the request of the Georgia Forestry Commission upon.

3. Registrations and Identification Information

(a) Contractor must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded with FFATA funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

(b) If applicable, the Contractor agrees to separately identify to each sub-contractor and document at the time of award of contract or approval of application and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of FFATA funds.

4. Flow Down Requirement. Contractor must include these FFATA Terms and Conditions in any sub-contract, sub-grants, loans and cooperative agreements.

5. Prohibition on Use of Funds. FFATA Section 1604 states no FFATA funds may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool, or any other items prohibited by FFATA.

6. Wage Rate Requirements. FFATA requires that all laborers employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to FFATA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act). Will comply with the Copeland Act (40 U.S.C. Section 276C and 18 U.S.C. Section 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. Section 327-333), regarding labor standards for federally assisted construction sub-agreements.

7. Whistleblower Provision.

(a) An employee of any non-Federal employer receiving covered funds may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or such other person working for the employer who has the authority to investigate, discover, or terminate misconduct), a court or grand jury, the head of a Federal agency, or their representatives, information that the employee reasonably believes is evidence of:

(1) gross mismanagement of an agency contract, agreement or grant relating to covered funds;

(2) a gross waste of covered funds;

(3) a substantial and specific danger to public health or safety related to the implementation or use of covered funds;

(4) an abuse of authority related to the implementation or use of covered funds; or

(5) a violation of law, rule, or regulation related to an agency contract or agreement (including the competition for or negotiation of a contract) or grant, awarded or issued relating to covered funds.

(b) A person who believes that the person has been subjected to a reprisal prohibited by subsection (a) may submit a complaint regarding the reprisal to the appropriate U.S. Office of the Inspector General.

9. False Claims Act. Contractors and subcontractors shall promptly refer to the U.S. Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those funds.

10. Environmental and Preservation Requirements. The Contractor shall comply with all applicable Federal, State, and local environmental and historic preservation (EHP) requirements and shall provide any information requested by the awarding Federal agency to ensure compliance with applicable laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, the Clean Air Act, the Federal Water Pollution and Control Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). Failure of the Contractor to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding. The Contractor shall not undertake any project having

the potential to impact EHP resources without the prior approval of the awarding Federal agency, including but not limited to communication towers, physical security enhancements, new construction, and modification to buildings that are 50 years old or greater. The Contractor must comply with all conditions placed on the project as a result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Contractor must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the Contractor will immediately cease construction in that area and notify the Georgia Forestry Commission. Any construction activities that have been initiated prior to the full environmental and historic preservation review will result in a non-compliance finding.

11. No Contracts/Agreements with Debarred or Suspended Entities. The Contractor shall not enter into any contract or subcontract with any party that has been debarred or suspended from either:

- (a) contracting with the Federal Government or the State of Georgia; or
- (b) participating in any Federal or State of Georgia assistance programs.

12. Prohibition on Lobbying.

(a) The Contractor covenants and agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency, or a Member of Congress, or an employee of an Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative Agreement; and, the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative Agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the contractor/grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with it's instructions.

(c) Section 319 of Public Law 101-121 (31 U.S.C. Section 1352) and any applicable regulations are incorporated by reference and the Contractor agrees to comply with all the provisions thereof, including any amendments to the Interim Final Rule that may hereafter be issued.

13. Nondiscrimination Provisions. The Contractor covenants and agrees that no person shall be denied benefits of, or otherwise be subjected to discrimination in connection with the Contractor's performance under this Agreement. Accordingly, and to the extent applicable, the Contractor covenants and agrees to comply with the following on the basis of:

- (a) Race, color or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.) as implemented by applicable regulations.
- (b) Race, color, religion, sex, or national origin, in Executive Order 11246 (3 CFR, 1964-1965 Comp. pg. 339), as implemented by applicable regulations.
- (c) Sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), as implemented by applicable regulations.

- (d) Age, in The Age Discrimination Act of 1975 (42 U.S.C. Section 6101 et seq.), as implemented by applicable regulations.
- (e) Handicap, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by applicable regulations.
- (f) Drug abuse, the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-225) as amended.
- (g) Alcohol abuse or alcoholism, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended.
- (h) Confidentiality of alcohol and drug abuse patient records, Section 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C., Section 290 dd-3 and 290 ee3).
- (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and

14. DBE Provisions. The Contractor shall comply with all applicable federal Disadvantaged Business Enterprises (DBE) requirements related to DBE programs. In the event this Contract/Agreement is a grant Contract not covered by federal DBE requirements, the Contractor shall use reasonable and good faith efforts to solicit and utilize DGS-certified Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) for those contracting, subcontracting and purchase opportunities that exist and report utilization to DGS.

15. Access to Records. Contractor agrees that with respect to each FFATA Contract using, in whole or in part, FFATA funds, any representative of an appropriate U.S. Inspector General appointed under section 3 or 8G of the Inspector General Act of 1988 (5 U.S.C. App.) or of the U.S. Comptroller General is authorized to examine any records of the Contractor, any of its subcontractors, or any state or local agency administering such contract that pertain to, and involve transactions relating to the contract; and to interview any officer or employee of the contractor, subcontractor or agency regarding such transactions.

16. Access to Information. This section provides authority for the Inspector General or authorized representative during the term of this agreement/contract plus an additional three (3) years thereafter to examine any records or interview any employee or officers working on this agreement/contract. The contractor is advised representatives of the inspector general have the authority to examine any record and interview any employee or officer of the contractor, its subcontractors or other firms working on this agreement/contract. Section 1515(b) further provides nothing in this section shall be interpreted to limit or restrict in any way any existing authority of the inspector general. This agreement/contract and any records or expenditures related thereto may be subject to disclosure under Freedom of Information Act, 5 U.S.C. §552.

17. Right to Inspect. The Office of the State Inspector General shall have access to all records, information, data, reports, plans, projects, matters, contracts, memoranda, correspondence, and any other materials of Georgia Forestry Commission and shall be deemed to be an authorized representative and agent of Georgia Forestry Commission for purposes of determining whether fraud, waste, corruption and abuse have occurred. Contractor agrees to make available, at all reasonable times during the term of this agreement/contract plus an additional three (3) years thereafter, any and all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence and other materials relating to this agreement/contract, for inspection by the Office of the State Inspector General.

18. Each party hereby certifies that it has complied with the Immigration Reform and Compliance Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, O.C.G.A. 13-10-90 et seq., by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> verifying information for all new employees and executing any affidavits by Ga. Comp. R. & Regs. R. 300-10-1-.01 et, Seq

19. Compliance. The Contractor shall comply with all applicable laws, regulations and program guidance. A non-exclusive list of statutes, regulations and/or guidance commonly applicable to Federal funds follows:

General

- Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.; 32 CFR part 26, Subpart B
- Copeland "Anti-Kickback Act", 18 U.S.C. Section 874; 29 CFR Part 3
- Contract Work Hours and Safety Standards Act, 40 U.S.C. §§327-330; 29 CFR Part 5
- Americans with Disabilities Act of 1990, as amended; 42 U.S.C. Chapter 126; 28 C.F.R. §35.101 et seq.

Administrative Requirements

- OMB Circular A-102, State and Local Governments (10/07/94, amended 08/28/07) (44 CFR Part 13)
- OMB Circular A-110, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/93, amended 09/30/99) (2 CFR Part 215)

Cost Principles

- OMB Circular A-87, State and Local Governments (05/10/04) (2 CFR Part 225)
- OMB Circular A-21, Educational Institutions (5/10/04) (2 CFR Part 220)
- OMB Circular A-122, Non-Profit Organizations (5/10/04) (2 CFR Part 230)

Audit Requirement

- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (6/24/97, includes revisions published in the Federal Register 6/27/03)

IN WITNESS WHEREOF, the **COMMISSION** and the **AWARDEE** hereto have affixed signatures this 18 day of October, 2021.

WITNESS: K Dawn Phillips AWARDEE

Danny J

K Dawn Phillips
NOTARY PUBLIC
Dawson County, GEORGIA

DATE 10-18-2021



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fleet

Work Session: 11/4/21 _____

Prepared by: Kara Wilkins

Voting Session: 11/18/21

Presenter: Shannon Harben

Public Hearing: Yes _____ No

Agenda Item Title: 2021 Dawson County Surplus List. _____

Background Information:

This is a compilation of dilapidated Dawson County assets. This list consists of Dawson County assets that Dawson County no longer needs and or have met replacement due to policy and or repair cost.

Current Information:

The current 2021 Surplus List is included for consideration for surplus and a detailed list explaining why it's being disposed of.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Dawson County Fleet Services staff recommends approving surplus for disposal on GOV Deals auction site.

Department Head Authorization: Shannon Harben

Date: 10/11/21

Finance Dept. Authorization: Vickie Neikirk

Date: 10/27/21

County Manager Authorization: David Headley

Date: 10-27-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Dawson County BOC 2021 Surplus List

Year	Make	Model	VIN #	Approx Mileage
2007	Ford	Expedition	1FMFU16537LA42125	214,000
1997	Ford	F150	1FTZF18W1WNA25537	173,300
2000	Ford	F150	1FTRF18W2YNB64756	190,000
2003	Ford	F150	1FTRX17W13NA89040	165,000
2008	Ford	F250	1FTSW20568EA07998	111,000

2013	Caterpillar	CT660	1HSJGTKT2DJ199942	106,000
2003	Ford	F250	1FDNW21L53EC35151	133,000
2008	Ford	Sport Trac	1FMEU51E68UA40925	152,500
2007	Ford	Crown Vic	2FAFP73V87X145097	135,000
2007	Chevy	2500HD	1GCHK23D57F163175	250,000
2015	Dodge	Charger	2C3CDXAT4FH845011	80,000
1984	Chevy	Blazer	1G8ED18J7EF191122	*-----
2007	Country Boy	Trailer	5MYEE18297B022896	
1986	Ford	Bronco 2	1FMCU14T4GUB42345	*-----
2002	Nissan	Frontier XE	1N6ED29X12C323705	*-----
2006	Dodge	Durango	1D4HB38N86F122497	*-----
2002	Ford	Crown Vic	2FAFP71W12X131983	179,000
2006	Ford	Crown Vic	2FAFP71W16X133285	125,000
2007	Ford	Crown Vic	2FAFP71WX7X117930	*200,000
2011	Ford	Crown Vic	2FABP7BV5BX110817	152,750
2011	Ford	Crown Vic	2FABP7BV3BX110816	168,000
2011	Ford	Crown Vic	2FABP7BV2BX101900	151,650
2011	Ford	Crown Vic	2FABP7BV9BX153864	128,000
2012	Dodge	Charger	2C3CDXATXCH266682	130,085
2012	Dodge	Charger	2C3CDXAT1CH266683	157,000
2012	Dodge	Charger	2C3CDXAT4DH642813	128,250
		Dump body		*-----
	Bobcat	T770 Skidsteer	AT6311986	1500 Hours
	Bobcat	E63 mini-ex	B34R11544	1200 Hours
	Bobcat	E85 mini-ex	B48411163	2000 Hours

miscellaneous outdated first responder equipment, multiple items to include but, not limited and other related item.

Lot of various office chairs that Facilities needs to remove from storage that are no longer n Various sizes of new tires we no longer have vehicles to support but, cannot return due to a Miscellaneous stocked parts for vehicles Dawson County no longer owns and cannot return

Sheriff miscellaneous disposal items

8 - Medical Beds	1 - Segway
2-Book Shelves	1 - Overhead Projector
20 - Chairs	10 - Patrol Car Partitions
10 - Charger Rear Seats	4 - Medical Lamps
10 - Explorer Rear Seats	1 - White board 16'
3 - Filing Cabinets	2 - Explorer Door Panels (Rear

To remain inservice until the replacement comes in, then be sold on GOV Deals for surplus.

To remain inservice and not be sold unless replacements are approved in the budget proces

* The odometer does not operate

Department	Disposal Justification
Fire	Policy/ repair cost
Facilities	Policy/ repair cost
Fire	Policy/ repair cost
Parks	Remain in service until major repair is needed
Facilities	Internal engine issues not worth repairing due to Policy/ repair cost
Transfer Stat	The engine is failing and truck is a constant expense
Facilities	Policy/ repair cost
Parks	Repair cost/ history
District Att	Policy/ impending repair needed
Road Dept	Policy/ repair cost/ history
Sheriff	Total loss from accident
Sheriff	Policy/ repair cost
Road Dept	Policy/ repair cost
Sheriff Abandoned	No keys, does not run, abandoned recovery
Sheriff Abandoned	No keys, does not run, abandoned recovery
Sheriff Abandoned	No keys, does not run, abandoned recovery
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Sheriff	Policy/ repair cost
Road Dept	Removed from trk, rusted out
Road Dept	Repair cost/ history
Road Dept	Repair cost/ history
Road Dept	Repair cost/ history

d to light bars, cages, electronic equipment

eeded.

ge or other reasons.

due to age. Example Ford Expedition parts.

- Misc. Office Supplies
- 8 - Pictures in Frames
- 1 - Old A/C Unit
- 2 - John Deere Zero Turn Mows
- 10 - Light Bars
- Sirens, Switch Boxes, Wiring

2 - Old Gasoline Generators



S.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Parks & Rec

Work Session: 11/04/2021

Prepared By: Matt Payne

Voting Session: 11/18/21

Presenter: Matt Payne

Public Hearing: Yes No

Agenda Item Title: Presentation of Rate Adjustments for Recreation Programs

Background Information:

The Parks & Recreation department seeks BOC input on rate increases for the 2022 programs.

Current Information:

See attached information

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 10/11/21

County Manager Authorization: David Headley

Date: 10-11-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

2022 DAWSON COUNTY

Recreation Programs & Rental Rates Adjustment Proposal

9&10 Boys Basketball

64 total players

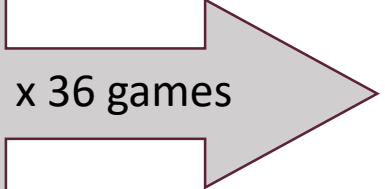
- 8 teams
- 8 players each

36 total games

For a complete season

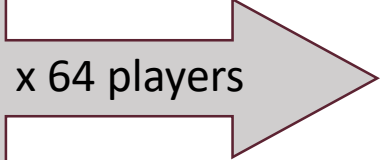


2 referees @ \$28 each = \$54
 +
 2 scorekeepers at \$15 each = \$30
 =
 \$84 per game for
 Referees and scorekeepers



\$3024
 For officials for
 9& 10 Boys season

Jersey = \$ 17 per player
 +
 Shorts = \$ 11 per player
 =
 \$28 per player



\$1792
 For 9&10 Boys
 uniforms

\$3024 officials cost
 +
 \$1792 uniform cost



\$4816
 For 9&10 Boys
 season

\$4816 total expenses
 ÷
 64 players



\$75.25
 Cost per player

PROPOSAL

PROGRAM	2021 FEE	PROPOSED 2022 FEE	MAC AVERAGE FEE	SURROUNDING AVERAGE
Football	\$150	\$175	\$165	\$390
Cheerleading	\$125	\$140	\$125	\$275
Basketball	\$50	\$70	\$75	\$135
Inst. League Basketball	\$10	\$25	\$30	N/A
Wrestling	\$50	\$70	\$70	N/A
Spring Baseball	\$75	\$90	\$80	\$165
Spring Softball	\$75	\$90	\$80	\$165
Spring T-Ball	\$75	\$90	\$80	\$165
Spring Inst. League T-Ball	\$10	\$25	\$30	N/A
Track	\$50	\$70	\$70	\$155
Volleyball	\$50	\$70	\$70	\$250
Fall Baseball	\$60	\$75	\$70	\$95
Fall Softball	\$60	\$75	\$70	\$95
Fall T-Ball	\$60	\$75	\$70	\$95
Fall Inst. League T-Ball	\$10	\$25	\$30	N/A
Travel Practice Only Season	\$350	\$500	N/A	N/A
Travel Practice + Game Season	\$800	\$1000	\$1500	\$1500
Adult Softball	\$475	\$550	\$525	\$625

PROPOSAL

FACILITY & OTHER		2021 FEE	PROPOSED 2022 FEE
ROCK CREEK PARK	Community Room	\$100	\$125
	Classroom	\$50	\$75
	Gymnasiums	\$75	\$100
	Ball Fields	\$100	\$125
	Small Pavilion	\$35	\$60
	Large Pavilion	\$65	\$90
	Tennis Courts	\$65	\$90
	Walking Trail	\$65	\$90
VETERANS MEMORIAL PARK	Gymnasium	\$75	\$100
	Ball Fields	\$100	\$125
	Small Pavilion	\$35	\$60
	Large Pavilion	\$200	\$200
	Tennis Courts	\$65	\$90
	Track	\$65	\$90
	Walking Trail	\$65	\$90
	Swimming Pool	\$30	\$55
OTHER	Meeting Room at Fire Station #2	\$50	\$75
	War Hill Park Campsite	\$16	\$25
	Non-Resident Fee (for rentals & athletic programs)	\$20	\$40

The Parks and Recreation Department,
along with the Recreation Board, respectfully
requests that the Dawson County Board of
Commissioners review and consider
these rate increases to begin in the
2022 fiscal year.

Thank you



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 11.04.2021

Prepared by: Sharon O. Farrell

Voting Session: 11.18.2021

Presenter: Sharon O. Farrell

Public Hearing: Yes x No

Agenda Item Title: Presentation of the proposed short-term rental/bed and breakfast establishment ordinance.

Background Information:

Dawson County adopted a Bed and Breakfast Ordinance in 2004 and a short term rental ordinance in 2020. The codes have been combined and updated to meet state law.

Current Information:

Staff requests consideration to move forward to a public hearing with an ordinance that strengthens standards for permitting and development standards of *Bed and Breakfast Establishments* and *Short-term Rentals* of privately owned residential structures rented to transient occupants, to minimize adverse effects of Short-term Rental uses on surrounding residential neighborhoods.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Approval to place on public hearing agenda

Department Head Authorization: SO.Farrell

Date: 10/27/2021

Finance Dept. Authorization: Vickie Neikirk

Date: 10/27/21

County Manager Authorization: David Headley

Date: 10-27-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

THE BOARD OF COMMISSIONERS OF DAWSON COUNTY, GEORGIA: TO PROVIDE REGULATIONS FOR SHORT-TERM RENTAL AND BED AND BREAKFAST ESTABLISHMENTS; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES AND RESOLUTIONS; AND FOR OTHER PURPOSES.

WHEREAS, the Constitution of the State of Georgia, approved by the voters of the State in November 1983, and effective July 1, 1983, provides in Article IX, Section 2, Paragraph 1 thereof, that the governing authority of the County may adopt clearly reasonable ordinances, resolutions, and regulations; and

WHEREAS, O.C.G.A. § 36-1-20 authorizes the County to adopt ordinances preserving the public health, safety, and welfare, and to adopt appropriate measures to enforce those ordinances; and

WHEREAS, in the interests of the health, safety, and general welfare of the citizens of Dawson County, Georgia, the Board of Commissioners of Dawson County desires to exercise its authority to adopt an ordinance regulating Short-term Rentals and Bed and Breakfast Establishments; and

WHEREAS, appropriate notice and hearing on the ordinance contained herein have been carried out according to general and local law.

NOW, THEREFORE, the Board of Commissioners hereby ordains as follows:

Section 1. The language attached hereto as Exhibit “A,” and incorporated herein by reference as if fully set forth herein, is hereby adopted and approved, and shall be codified as Article V in Chapter 30 of the Code of Dawson County, Georgia.

Section 2. All other ordinances shall continue in full force and effect and shall remain unaffected, except where such ordinance, or part thereof, conflicts herewith, in which case such ordinance, or part thereof, is hereby repealed.

Section 3. It is the express intent of the Board of Commissioners of Dawson County, Georgia that this Ordinance be consistent with both federal and state law. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared severable.

Section 4. This Ordinance shall become effective sixty (60) days following the date of adoption.

BE IT RESOLVED this ____ day of _____, 20 ____.

DAWSON COUNTY

ATTEST

By: _____

Billy Thurmond, Chairman
Board of Commissioners

By: _____

Kristen Cloud
County Clerk

Dates of Public Hearing:

Dates of Advertising:

Exhibit A

Article V. – SHORT-TERM RENTALS AND BED AND BREAKFAST ESTABLISHMENTS

Sec. 30-500 – Purpose

- (a) The purpose of this Article is to establish standards for Bed and Breakfast Establishments and Short-term Rentals of privately owned residential structures rented to transient occupants, minimize adverse effects of Short-term Rental uses on surrounding residential neighborhoods, and preserve the character of neighborhoods in which Short-term Rental use occurs.
- (b) This Article is not intended to regulate hotels, motels, or non-Short-term Rental or non-Bed and Breakfast Establishments including, but not limited to, boarding houses, lodging houses, or rooming houses, or an individual providing long term rental (more than 30 days) of their home.

Sec. 30-501 - Definitions

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant: all persons who are required to sign an application for a Short-term Rental or Bed and Breakfast Establishment permit.

Bed and Breakfast Establishment: A dwelling occupied by a family and used incidentally to provide overnight accommodation and meals to transient travelers, operated by an owner or designated operator-in-residence, with a maximum number of rented units being six.

Bedroom: A room that meets the building code requirements to be used as a sleeping room and for no other primary purpose.

Building Official: An official designated by the county to enforce the provisions of the applicable building code and other applicable laws.

Certificate of Occupancy: A certificate issued by the Building Official of Dawson County indicating that upon examination and inspection at the time of the completion of work done on the dwelling, dwelling unit, building or structure stating the nature of the occupancy permitted, the number of persons for each floor when limited by law, and the allowable load per square foot for each floor in accordance with the provisions of the construction codes.

Hotel: any structure or any portion of a structure, including any lodging house, rooming house, dormitory, Turkish bath, bachelor hotel, studio, hotel, motel, motor hotel, auto court, inn, public club or private club, containing guest rooms and which is occupied, or is intended or designed for occupancy by guests, whether rent is paid in money, goods, labor or otherwise. Such term does not include any jail, hospital, asylum, sanitarium, orphanage, prison, detention center or other buildings in which human beings are housed and detained under legal restraint or for medical reasons.

Hotel/Motel Tax: A state tax imposed on homes being rented for thirty (30) days or less, paid on a monthly basis.

Labeled Floor Plan: A drawing showing the location of the rooms in the home.

Natural Person: A human being as distinguished from a person (as a corporation) created by operation of law.

Noise Ordinance: Regulations that pertain to the amount and duration of noise that affects the community.

Owner: A person that holds legal rights to the Property.

Paid Tax Receipt: A tax receipt showing that the property taxes have been paid on said Property.

Permit Administrator: The employee designated by the Board of Commissioners for the administration of this Article

Property: A residential legal lot of record on which a Short-term Rental or Bed and Breakfast Establishment is intended to be located.

Septic Tank Permit: A document obtained from the Dawson County Health Department showing the size of the tank and number of bedrooms associated with a specific home.

Short-term Rental: An accommodation for transient guests within a dwelling unit, whether the entire unit or any portion thereof, rented for the purpose of overnight lodging, for a period of not less than two (2) nights, and not more than thirty (30) consecutive nights. For purposes of this definition, a Short-term Rental shall include all housing types, but shall exclude Bed and Breakfast Establishments.

Short-term Rental Agent or Bed and Breakfast Agent: a person who is at least 21 years of age designated by the Owner of a Short-term Rental or Bed and Breakfast Establishment on the permit application. Such person shall be available for and responsive to contact 24 hours a day, 7 days a week, and within two (2) hours after being contacted by a duly authorized representative of Dawson County. Such person, firm, or agency shall be legally responsible for ensuring that all occupants and/or guests of a Short-term Rental or Bed and Breakfast Establishment comply with all applicable rules and regulations.

Permittee: a person who obtains a permit for a Short-term Rental or Bed and Breakfast Establishment.

Subdivision: Property that has been divided into three (3) or more smaller pieces.

Tourist Accommodation Permit: A permit issued by Dawson County Environmental Health Office to allow overnight accommodations and breakfast.

Trash: Discarded Matter, Refuse

Zoning: The classification of real property and delineating permitted and prohibited uses of said real property depending on a prescribed zoning classification along with other rules to be followed such as building heights and setbacks.

Sec. 30-502 – Short-term Rental Permit Required

No person shall rent, lease, or otherwise exchange for compensation or advertise for such all or any portion of a dwelling, dwelling unit, building, or structure as a Short-term Rental without first obtaining a Short-term Rental permit pursuant to the regulations contained herein.

Sec. 30-503 – Bed and Breakfast Establishment Permit Required

No person shall rent, lease, or otherwise exchange for compensation all or any portion of a dwelling, dwelling unit, building, or structure as a Bed and Breakfast Establishment without first obtaining a Bed and Breakfast Establishment permit pursuant to the regulations contained herein.

Sec. 30-504 – Application for permit

- (a) An Owner of a proposed Short-term Rental or Bed and Breakfast Establishment shall submit an application for a Short-term Rental permit or a Bed and Breakfast permit to the Dawson County Planning and Development Department. All applications shall be fully completed by the Applicant and sworn to and signed by the Applicant in the presence of

a notary public or other officer authorized to administer oaths. If the Owner is not a Natural Person, then the Applicant must certify he or she has the actual authority to submit the application on behalf of the Owner. All applications shall be on a form specified by Dawson County.

(b) All applications shall be accompanied by a non-refundable application fee as set forth in the Dawson County Planning and Development Fee Schedule.

(c) All applications shall include:

- (1) The name, address, telephone number, and email address of the Owner(s) of record of the Property. If such Owner is not a natural person, the application shall identify all partners, officers, and/or directors of any such entity, including personal contact information for each such Natural Person, including address, telephone number, and email address;
- (2) The address of the Property to be used as a Short-term Rental or Bed and Breakfast Establishment;
- (3) The current zoning classification and Tax Map and Parcel number for the Property;
- (4) The name, address, telephone number, and email address of the designated Short-term Rental Agent or Bed and Breakfast Agent;
- (5) The Owner's sworn acknowledgement that he or she has reviewed and understands all regulations of the County pertaining to the operation of Short-term Rentals and/or Bed and Breakfast Establishments, as applicable;
- (6) The number of off-street parking spaces allotted to the Property;
- (7) The number of bedrooms and approximate square footage in the Short-term Rental or Bed and Breakfast Establishment, and a statement of the maximum number of overnight and daytime occupants, as allowed by this Article;
- (8) The Owner's agreement to use his or her best efforts to assure that use of the Property by Short-term Rental or Bed and Breakfast Establishment occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their property;
- (9) Any other information that this Article requires the Owner to provide to Dawson County as part of the application process. The Permit Administrator or his or her designee shall have the authority to obtain any additional information from the Applicant as necessary to achieve the objectives of this Article.

(d) Attached to and concurrent with submission of the application described in this Section, the Owner shall provide:

- (1) Proof of Owner's current ownership of the Property;

- (2) A Paid Tax Receipt for the most current year taxes paid for the Property;
- (3) If the Property is not serviced by public sewer, a Septic Tank Permit or other appropriate documentation from the Dawson County Environmental Health Office which denotes the number of bedrooms permitted for the Property;
- (4) A Labeled Floor Plan of the dwelling, dwelling unit, building or structure to be used as a Short-term Rental or Bed and Breakfast Establishment;
- (5) A written certification from the Owner verifying compliance with the requirements of Section 30-510;
- (6) A copy of the Owners or Owner's agents' government issued photo identification card (i.e. driver's license or other legal identification card); and
- (7) Proof of insurance for the Short-term Rental and/or Bed and Breakfast Establishment.
- (8) Proof of professional trash service for the Short-term Rental and/or Bed and Breakfast Establishment, with documentation indicating designated trash collection days.

Sec. 30-505 - Grant or denial of application

- (a) Prior to the issuance of a permit under this Article, the Permit Administrator, or his or her designee, shall provide written notice of the application to all owners of record of property adjacent to the Property proposed to be used as a Short-term Rental or Bed and Breakfast Establishment. Such notification shall include:
 - (1) The street address of the proposed Short-term Rental or Bed and Breakfast Establishment;
 - (2) The location of any on-site parking for Short-term Rental or Bed and Breakfast Establishment occupants;
 - (3) Applicable maximum occupancy requirements; and
 - (4) The name of the Property Owner.
- (b) Review of an application submitted under this Article, including renewal applications, shall be conducted by the Permit Administrator, or his or her designee, and a permit shall be issued or the application denied within fifteen (15) business days of receipt of a completed application.
- (c) An application or renewal may be denied if:
 - (1) The Applicant has had any other permit issued under this Article revoked within the immediately preceding twelve (12) month period;
 - (2) The Property is not current on its property taxes;

- (3) There is a history of complaints regarding the Property or the Owner or operator of the Short-term Rental or Bed and Breakfast Establishment, as applicable, as determined in the sole good faith discretion of the Permit Administrator;
 - (4) The Health Department notifies the County of an inadequate septic system or other health concerns;
 - (5) There are violations of the Code of Dawson County, Georgia on the Property;
 - (6) The Homeowner's Association of the relevant neighborhood provides covenants or other legal documents preventing Short-term Rentals or Bed and Breakfast Establishments from operating on the Property; or
 - (7) The Applicant fails to meet the conditions and/or requirements of this Article, or otherwise fails to demonstrate the ability to comply with any other local, state, or federal law.
- (d) A decision to deny a permit shall be provided to the Applicant in writing and delivered to the Applicant by certified mail.

Sec. 30-506 - Duty to notify Dawson County of material change to application

The Owner, Applicant, and/or Permittee maintain a duty to provide written notice to Dawson County of any material change to information listed on the application, which shall be provided within three (3) business days of such change unless otherwise noted in this Article.

Sec. 30-507 – Maximum Occupancies

(a) Short-term Rentals:

- (1) The maximum overnight occupancy (between the hours of 10 p.m. and 8 a.m.) of any Property to be used as a Short-term Rental shall be limited to two (2) persons per bedroom plus two (2) additional persons;
- (2) The maximum daytime occupancy (between the hours of 8 a.m. and 10 p.m.) of any Property to be used as a Short-term Rental shall be the maximum overnight occupancy times two (2). For example, if a five-bedroom house is rented, the maximum occupancy between 8:00 a.m. and 10:00 p.m. would be twelve (12) Short-term Rental overnight occupants and twelve (12) guests, for a total of twenty-four (24) persons.
- (3) Only six (6) bedrooms may be rented regardless of the total number of bedrooms, provided however, that ten (10) bedrooms may be rented on properties of five (5) or more acres, subject to the number of bedrooms noted by the Dawson County Environmental Health Office.

- (b) Bed and Breakfast Establishments: The maximum overnight occupancy of any Property to be used as a Bed and Breakfast Establishment shall be based on the number of bedrooms less one, with an overall maximum of six (6) bedrooms, with no more than two (2) persons per bedroom. For example, if a five-bedroom house is being used as a Bed and Breakfast Establishment, the occupancy would be calculated by not counting one bedroom (caretakers room) and then multiplying the number of remaining bedrooms, four (4) bedrooms, by two (2), with a maximum of eight (8) overnight occupants.
- (c) The maximum occupancies set forth in this section shall be based on the number of bedrooms set forth in the documentation from the Dawson County Environmental Health Office which denotes the number of bedrooms permitted as referenced in Section 30-504(d)(3) above.

Sec. 30-508 – Parking

- (a) No parking for any purposes shall be allowed on the street on which the Short-term Rental or Bed and Breakfast Establishment is located or any adjacent street thereto.
- (b) Sufficient parking must be provided for every Short-term Rental or Bed and Breakfast Establishment occupant to park his or her vehicle off the street with a minimum of one parking space per bedroom;
- (c) No motorhomes, campers or the like shall be parked or hooked up to utilities at any Short-term rental or Bed and Breakfast Establishment property.

Sec. 30-509-Solid Waste

The Owner of any Short-term Rental or Bed and Breakfast Establishment shall provide adequate solid waste receptacles with closable lids to prevent wildlife incursion, as well as professional solid waste collection and disposal services for the Property. Said receptacles shall be secured except on days when trash pickup occurs.

Sec. 30-510- Life Safety and Sanitation

- (a) All designated bedrooms, including egress from all bedrooms, shall comply with all applicable safety codes as were in effect on the date the Short-term Rental or Bed and Breakfast Establishment was issued a Certificate of Occupancy.
- (b) Every bedroom, adjoining hallway, and common area shall be equipped with an operational smoke detector that meets current IRC standards and shall be maintained in good working order at all times. The placement and mounting of each smoke detector shall comply with all applicable requirements of the current IRC.

- (c) Each habitable floor shall be equipped with an operational carbon monoxide detector that meets applicable state law requirements and shall be maintained in good working order at all times.
- (d) Each floor of a Short-term Rental or Bed and Breakfast Establishment shall be equipped with a fire extinguisher that is fully charged, not past expiration date, and that meets all National Fire Protection Association (NFPA) standards, including those as set forth in NFPA 10: Standard for Portable Fire Extinguishers.
- (e) Private swimming pools shall comply with the current International Swimming Pool and Spa Code.
- (f) The Owner shall maintain a house number that is visible from the street at all times.

Sec. 30-511 – Postings on Property

- (a) The following shall be posted in a conspicuous place near the main entry door of the dwelling, dwelling unit, building or structure used as a Short-term Rental or Bed and Breakfast Establishment:
 - (1) The Short-term Rental permit or Bed and Breakfast Establishment permit;
 - (2) The maximum overnight occupancy and maximum daytime occupancy of the Short-term Rental or Bed and Breakfast Establishment;
 - (3) Rules and regulations for occupants to view in order to promote compliance with this Article.
 - (4) Tourist Accommodation Certificate provided by the Dawson County Environmental Health Office (Bed and Breakfast Establishments Only).
 - (5) An emergency exit route map with the 911 emergency number clearly denoted.
 - (6) The number of vehicles which may be parked on the Property.

Sec. 30-512 – Guest Rules

The following are the minimum rules to be published and displayed in a conspicuous place as described in Sec. 30-511(a)(3) of this Article:

- (1) Please respect the neighborhood and your neighbor’s right to quiet enjoyment of their home. Loud music and noise is prohibited by the Dawson County Noise Ordinance. Quiet time: 10 p.m. to 7 a.m. on weekdays and 10:00 p.m. to 8:00 a.m. on weekends and holidays.
- (2) Overnight guests shall not exceed the property’s posted occupancy.

- (3) All rental properties are designed for residential use consistent with the Dawson County Land Use Resolution. Large groups, events, receptions or the like which exceeds the maximum daytime occupancy of the property is prohibited.
- (4) Cars may not be parked on the street and must remain on the property associated with said Short-term Rental or Bed and Breakfast Establishment in designated parking areas.
- (5) Motor homes, campers, etc. are prohibited and may not be parked or hooked up at a Short-term Rental or Bed and Breakfast Establishment.
- (6) Garbage shall be bagged securely and placed in provided trash receptacles. Lids must be secured on trash receptacles to prevent wildlife incursions.

Sec. 30-513 – Additional Requirements

- (a) *Access to a Short-term Rental.* The Property upon which a Short-term Rental or Bed and Breakfast Establishment is located must either front upon, and have access to, a County-maintained road by a minimum fifty (50) feet of road frontage, or if the property is located on a privately-owned road, the property owner must provide written authorization from the owner of the road granting access to County employees with authority to enforce this Article, including employees or agents of the County Marshals Office, Sheriff's Office, Fire Department, and Health Department, which shall authorize gate access, where applicable, for enforcement purposes.
- (b) *Advertising.* Any advertising of a Short-term Rental or Bed and Breakfast Establishment shall conform to information included in the permit and requirements of this Article, and shall include the permit number issued by the County.
- (c) The Short-term Rental or Bed and Breakfast Establishment must have a sewer connection or a septic system in good working order and capable of handling the number of bedrooms approved for rental.

Sec. 30-514 - Short-term Rental Agent; duties

- (a) The Owner of a Short-term Rental shall designate a Short-term Rental Agent on its application for a Short-term Rental permit who has access and authority to assume management of the Short-term Rental and take remedial measures while the Short-term Rental is being rented to an occupant and/or guest.
- (b) An Owner may designate himself or herself as the Short-term Rental Agent, or may designate any other Natural Person over the age of 21. Alternatively, an Owner may retain a managing agent, managing agency, operator, or representative to serve as the Short-term Rental Agent to comply with the requirements of this Section, including, without limitation, the permitting of the Short-term Rental, the management of the Short-term rental, and the compliance with the conditions of the Short-term Rental permit. The Owner

of the Short-term Rental is responsible for compliance with the provisions of this Section, and the failure of an agent to comply with this Section shall be deemed noncompliance by the Owner.

- (c) An Owner may change his or her designation of a Short-term Rental Agent temporarily or permanently; however, there shall only be one such agent for a Property at any given time. To change the designated agent, the Owner shall notify the Dawson County in writing of the new agent's identity, together with all information regarding such person as required by this Article.
- (d) Any change in designation of the Short-term Rental Agent will not take effect until notice has been provided to Dawson County.
- (e) The Short-term Rental Agent shall:
 - (1) Respond to the Property 24 hours a day, 7 days a week, and within two (2) hours following notification from a duly authorized representative of Dawson County of the existence of a violation of this Article or any other provision of this Code, or any disturbance or complaint requiring immediate remedy or abatement regarding the condition, operation, or conduct of occupants of the Short-term Rental. This includes, but is not limited to, notification that occupants of the Short-term Rental have created unreasonable noise or disturbances, engaged in disorderly conduct, or have committed violations of Code of Dawson County, Georgia, or other applicable local, state or federal law pertaining to noise, disorderly conduct, overcrowding, consumption of alcohol, or use of illegal drugs. This is not intended to impose a duty on the Short-term Rental Agent to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation.
 - i. Whether the Short-term Rental Agent shall be required to respond to the Property to address a violation, disturbance, or complaint shall be determined in the discretion of the County officer or employee responding to said violation, disturbance, or complaint.
 - ii. Nothing in this section shall be construed as limiting Dawson County or any officer or employee thereof in responding to any violation, disturbance, or complaint or taking any enforcement action under this Article.
 - (2) Receive and accept service of any notice of violation related to the use or occupancy of the Short-term Rental.
 - (3) Monitor the Short-term Rental for compliance with this Article.

Sec. 30-515 - Bed and Breakfast Establishment Owner/Agent; duties

- (a) The Owner of a Bed and Breakfast Establishment shall designate a Short-term Rental Agent on its application for a Bed and Breakfast Establishment permit who has access and authority to assume management of the Bed and Breakfast Establishment and take remedial measures while the Bed and Breakfast Establishment is being rented to an occupant and/or guest.
- (b) An Owner may designate himself or herself as the Bed and Breakfast Agent, or may designate any other Natural Person over the age of 21. The Owner of the Bed and Breakfast Establishment is responsible for compliance with the provisions of this Section, and the failure of an agent to comply with this section shall be deemed noncompliance by the Owner.
- (c) An Owner may change his or her designation of a Bed and Breakfast Agent temporarily or permanently; however, there shall only be one such agent for a Property at any given time. To change the designated agent, the Owner shall notify the Dawson County in writing of the new agent's identity, together with all information regarding such person as required by this Article.
- (d) Any change in designation of the Bed and Breakfast Agent will not take effect until notice has been provided to Dawson County.
- (e) The Bed and Breakfast Agent shall:
 - (1) Reside on the Property of the Bed and Breakfast Establishment and be at least 21 years of age or older.
 - (2) Respond to the Property 24 hours a day, 7 days a week, and within two (2) hours following notification from a duly authorized representative of Dawson County of the existence of a violation of this Article or any other provision of this Code, or any disturbance or complaint requiring immediate remedy or abatement regarding the condition, operation, or conduct of occupants of the Short-term Rental. This includes, but is not limited to, notification that occupants of the Bed and Breakfast Establishment have created unreasonable noise or disturbances, engaged in disorderly conduct, or have committed violations of the Code of Dawson County, Georgia, or other applicable local, state or federal law pertaining to noise, disorderly conduct, overcrowding, consumption of alcohol, or use of illegal drugs. This is not intended to impose a duty on the Bed and Breakfast Agent to act as a peace officer or otherwise require the agent to place himself or herself in a perilous situation.
 - i. Whether the Bed and Breakfast Agent shall be required to respond to the Property to address a violation, disturbance, or complaint shall be

determined in the discretion of the County officer or employee responding to said violation, disturbance, or complaint.

- ii. Nothing in this section shall be construed as limiting Dawson County or any officer or employee thereof in responding to any violation, disturbance, or complaint or taking any enforcement action under this Article.

(3) Receive and accept service of any notice of violation related to the use or occupancy of the Property.

(4) Monitor the Bed and Breakfast Establishment for compliance with this Article.

Sec. 30-516 - Renewal of permit

- (a) An approved Short-term Rental or Bed and Breakfast Establishment permit shall be valid for a period of three (3) years from the date issued.
- (b) Each application for renewal of a permit shall be approved or denied in accordance with the procedures prescribed in this Article.
- (c) Each application for renewal of a permit shall be submitted by 4:00 p.m. thirty (30) days prior to the permit expiration date. Any Permittee who has not submitted the renewal application and required fee by 4:00 p.m. thirty (30) days prior to the permit expiration date shall pay a late charge as determined by the Dawson County Board of Commissioners and set forth in Dawson County Planning and Development Fee Schedule. If the renewal deadline date falls on a Saturday or Sunday, the renewal deadline shall be the following Monday.
- (d) Any application received after the permit expiration date shall be treated as an initial application and the Applicant shall be required to comply with all rules and regulations for the granting of permits as if no previous permit had been held. This will include, but in no way be limited to, a reassessment of administrative fees and suspension of any and all rental activities during the reapplication process.

Sec. 30-517 – Transfer or Assignment

No person to whom a permit has been issued shall transfer, assign or convey such permit to another person and no permit issued under this Article may be transferred or assigned or used at any location other than the location for which it is issued.

Sec. 30-518 – Cancellation of Permit

Before the expiration of a permit, a Permittee may voluntarily cancel the permit by notifying Dawson County in writing of the intent to cancel the permit. The permit shall become void upon the receipt of written notice of intent to cancel the permit.

Sec. 30-519 – Suspension or Revocation of Certificate – Administrative Penalties

- (a) Any false statements or false information provided in the application is grounds for denial, suspension or revocation of a permit under this Article, including the denial of future applications.
- (b) Any violations or noncompliance with the provisions of this Article are grounds for denial, suspension, or revocation of a permit, including denial of future applications.
- (c) *Discovery of an immediate health hazard.* Upon the discovery of an immediate health hazard to renters, the Permit Administrator shall suspend a permit issued under this Article until the hazard is remedied. If the hazard is not timely corrected, the permit may be revoked.
- (d) Reasons for revocation of a permit include, but are not limited to:
 - (1) Any permit issued under this Article shall be immediately revoked in the case of bankruptcy, receivership or levy of legal process upon the Owner or subject Property.
 - (2) A permit shall be immediately suspended or revoked upon learning that an Applicant furnished fraudulent or untruthful information in the application for a permit, or omits information required in the application for a permit, or fails to pay all fees, taxes, or other charges imposed under the provisions of this Article or other applicable ordinances and laws.
 - (3) A permit may be suspended or revoked in the case of three violations of this Article within a 12-month period.
 - (4) A permit may be suspended or revoked if the Property's use as a Short-term Rental constitutes a public nuisance.
 - (5) A permit shall be immediately suspended upon violation of any zoning, building, health, or safety code provision, and the Owner must demonstrate compliance with the applicable code prior to being eligible for reinstatement or to receive a subsequent permit.
- (e) Any suspension, revocation, or forfeiture of an issued permit shall occur only after notice and opportunity for a hearing before the Board of Commissioners consistent with the procedures set forth in this Article.

Sec. 30-520 - Permit fee

The permit fee shall be a non-refundable fee amount as set forth in the Dawson County Planning and Development Fee Schedule, and as amended by the Dawson County Board of Commissioners from time to time. Permits are valid for three years from the date of issuance.

Sec. 30-521 – Taxes

Short-term Rental and Bed and Breakfast Establishment Owners are subject to state sales tax, County taxes, including but not limited to the hotel/motel tax, and are liable for payment thereof as established by state law and the Code of Dawson County, Georgia. The County may seek to enforce payment of all applicable taxes to the extent provided by law, including injunctive relief.

Sec. 30-522 – Violation and Penalties – upon Citation in Magistrate Court

- (a) Any violation of this Article, including any violation of the Noise Ordinance set forth in the Code of Dawson County, Georgia, shall subject the permit holder to the following progressive actions, except for those violations and occurrences set forth in Section 30-519 that provide for immediate suspension or revocation upon notice and hearing:
 - (1) The first violation within a consecutive 12-month period, which shall result in a fine in magistrate court not to exceed \$ 250.00 and a written warning notice of violation upon a finding of guilt or plea in magistrate court.
 - (2) The second violation within a consecutive 12-month period, which shall result in a fine in magistrate court not to exceed \$ 500.00 and a suspension of the permit for a period of not less than thirty (30) nor more than ninety (90) days upon a finding of guilt or plea in magistrate court.
 - (3) The third violation within a consecutive 12-month period, which shall result in a fine in magistrate court not to exceed \$ 1,000.00 and the revocation of the permit upon a finding of guilt or plea in magistrate court, and the Owner or Short-term Rental Agent/Bed and Breakfast Agent shall not be eligible to reapply for a permit for a period of twelve (12) months from the date of revocation.
- (b) Any violation of the provisions of this Article by the Owner, Short-term Rental Agent/Bed and Breakfast Agent, or, occupants and/or guests of a Short-term Rental or Bed and Breakfast Establishment shall be enforced in magistrate court to the full extent authorized by O.C.G.A. § 36-1-20. Enforcement actions may be brought against occupants and/or guests of a Short-term Rental or Bed and Breakfast Establishment for violations of this Article and any other provision of the Code of Dawson County, Georgia notwithstanding that enforcement actions may also be brought against the Owner or Short-term Rental Agent/Bed and Breakfast Agent responsible for the conduct constituting the violation. A finding of guilt or plea of guilty or nolo contendere for any violation of the provisions of this Article shall subject the Owner of a Short-term Rental or Bed and Breakfast Establishment to the administrative penalties as set forth in Section 30-522(a)(1-3) regardless of whether the finding of guilty is against, or the plea of guilty or nolo contendere was by, the Owner, Short-term Rental Agent/Bed and Breakfast Agent, or occupants and/or guests of a Short-term Rental or Bed and Breakfast Establishment.

- (c) Each day the Short-term Rental or Bed and Breakfast Establishment is advertised, marketed, or rented for overnight accommodation without the necessary permit required under this Article shall constitute a separate violation.
- (d) A property subject to this Article that has been advertised or listed via the internet or other media sources (e.g. www.vrbo.com, www.airbnb.com, etc.) as a Short-term Rental or as a Bed and Breakfast Establishment shall be prima facie evidence the property is being used as a Short-term Rental or Bed and Breakfast Establishment.
- (e) Failure of the Owner or Short-term Rental Agent/Bed and Breakfast Agent to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the Short-term Rental or Bed and Breakfast Establishment in a timely and appropriate manner shall be grounds for imposition of penalties as set forth in this Article. It is not intended that an Owner or Short-term Rental Agent/Bed and Breakfast Agent act as a peace officer or place himself or herself in an at-risk situation.
- (f) In addition to the penalties described above, any person violating the provisions of this Article by operating a Short-term Rental or Bed and Breakfast Establishment without a valid permit under this Article may be prosecuted in magistrate court and upon conviction, shall be subject to a fine in an amount not to exceed \$1,000.00 or confinement in the county jail not to exceed 60 days or both.
- (g) Nothing contained in this subsection shall be construed to preclude the Board of Commissioners from suspending or revoking a permit for a period exceeding those periods identified in sections 30-522(a)(1), (2), or (3) or from revoking the permit if the Board determines in its discretion that such action is necessary and in the best interest of the public health, safety, and welfare of the County.
- (h) In all cases, the mandatory suspension period may be mitigated by the Board of Commissioners upon presentation of evidence that the permit holder established practices and procedures to prevent the violation from occurring.

Sec. 30-523 – Enforcement

- (a) To ensure continued application of the intent and purpose of the Article, any complaints received by Dawson County regarding a Short-term Rental or Bed and Breakfast Establishment shall result in a notice of the complaint being directed to the Short-term Rental Agent or the Bed and Breakfast Agent, as applicable. The Short-term Rental Agent or Bed and Breakfast Agent shall be responsible for contacting the occupants to correct any problem within one (1) hour, if applicable. As directed by a duly authorized officer or employee of Dawson County, the Short-term Rental Agent or Bed and Breakfast Agent is required to visit the Property to confirm compliance with this Article. However, nothing in this section shall be construed as limiting Dawson County or any officer or employee

thereof in responding to any violation, disturbance, or complaint, or taking any enforcement action under this Article.

- (b) The Permit Administrator, or his or her designee, shall investigate whenever there is reason to believe that an Owner, Occupant(s) and/or Short-term Rental Agent or Bed and Breakfast Agent has failed to comply with the provisions of this Article. The investigation may include an inspection of the Short-term Rental or Bed and Breakfast Establishment in accordance with applicable law, review of law enforcement/security reports, online searches, citations, or neighbor documentation consisting of photos, sound recordings and video all of which may constitute evidence of a violation. Should the investigation support a finding that a violation occurred, the Permit Administrator shall determine in his/her discretion whether to proceed with the administrative penalties set forth in Section 18-385 or upon citation to Magistrate Court as set forth in Section 18-386, or both, as applicable.
- (c) The Permit Administrator, or his or her designee, is hereby authorized to establish such procedures as may be required to carry out the purpose and intent of this Section.
- (d) County employees, including employees or agents of the County Marshal's Office, Sheriff's Office, Code Compliance, Fire Department, and Health Department shall have the authority to enforce this Article.

Sec. 30-524 – Appeals and Hearings

- (a) A person aggrieved by the Permit Administrator's or his or her designee's decision to deny a permit may appeal the decision to the Dawson County Board of Commissioners. The appeal must be filed with the Dawson County clerk in writing, within 30 calendar days of the date of the decision to deny the permit, contain a concise statement of the reason for appeal, and be accompanied by the appeal fee as set out in Dawson County Planning and Development Fee Schedule as amended by the Dawson County Board of Commissioners from time to time.
- (b) Upon receipt of an appeal of the Permit Administrator's or his or her designee's decision to deny a permit, or upon the administrative suspension or revocation of a permit, the Dawson County clerk shall schedule a hearing before the Dawson County Board of Commissioners. The timely filing of an appeal shall stay the revocation, suspension, or denial, pending a decision by the Dawson County Board of Commissioners.
- (c) The Dawson County Board of Commissioners shall hold a hearing within 30 days after receipt of the appeal or following the Permit Administrator's determination that suspension or revocation of the permit is warranted, unless extended for good cause, and provide the aggrieved party written notice of the time, place, and date of the scheduled hearing on the matter. The standard of proof on all issues in the hearing shall be a preponderance of the evidence and a determination will be made on the basis of the evidence presented at the hearing.

- (d) At the hearing, the Permit Administrator or his or her designee shall present the facts upon which the denial, suspension, or revocation of the permit were based. After presentation of the case against the aggrieved party, the aggrieved party will have an opportunity to present his/her case, to rebut the allegations made against him/her, and present whatever defenses he/she has. The aggrieved party shall have the right to be represented by an attorney, at the expense of the aggrieved party, and to present evidence and cross-examine opposing witnesses.
- (e) At the conclusion of the hearing, the Dawson County Board of Commissioners shall place any findings and conclusions in writing, which shall be forwarded by the Permit Administrator or his or her designee to the aggrieved party.
- (f) The decision of the Dawson County Board of Commissioners shall be final unless appealed to the superior court of the County, within 30 days of the Permit Administrator or his or her designee providing written notification to the aggrieved party of the decision. Appeal shall be by writ of certiorari based upon the record in accordance with O.C.G.A. § 5-4-1.
- (g) For purposes of this Article, notice shall be deemed delivered when personally served, or when served by certified mail postage prepaid within three days after the date of deposit in the United States Mail.

Sec. 30-525 – Severability

If any paragraph, sub-paragraph, sentence, clause, phrase, or portion of the ordinance shall be declared invalid or unconstitutional by any court of competent jurisdiction or if a provision of any part of this ordinance is applied to any particular situation or set of circumstances in such a manner as to be declared invalid or unconstitutional, then any such invalidity shall not be construed to affect the portions of this ordinance not so held to be invalid and the application of this ordinance to other circumstances shall be held to be invalid. The Dawson County Board of Commissioners hereby declares the intent of Dawson County Board of Commissioners is to provide for separable and divisible parts, and the Dawson County Board of Commissioner hereby adopts any and all parts hereof as may not be held invalid for any reason.

Sec. 30-526 – Repealer

All resolutions or ordinance or parts thereof in conflict with the terms if this Article are hereby repealed.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: EMS/Finance Departments

Work Session: 11/04/2021

Prepared By: Melissa Hawk

Voting Session: 11/18/2021

Presenter: Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: RFP # 394-21 Delinquent Debt Collection for EMS Billing

Background Information:

The County entered into its first debt collections services contract on February 22, 2017, with Professional Recovery Consultants. The contract's last renewal option term expires on December 31, 2021.

Current Information:

A Request for Proposal was released on August 24, 2021, for the collection of outstanding debt related to EMS services. Two offers were received, with LifeQuest receiving a total score of 88. The County will not have a direct cost for these services. LifeQuest will receive 16% of the liability recovered during the contract term.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	3630	521100	\$43,000.00			

Recommendation/Motion: Staff respectfully requests the Board to accept the offers submitted and to award a contract to LifeQuest, to receive 16% of the debt collected.

Department Head Authorization: Vickie Neikirk

Date: 10/15/2021

Department Head Authorization: Danny Thompson

Date: 10/2021

Finance Dept. Authorization: Vickie Neikirk

Date: 10/26/21

County Manager Authorization: David Headley

Date: 10-26-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



The Edge of The World

Photo By: Michele DeBlois

RFP #394-21 DELINQUENT DEBT COLLECTION FOR EMS BILLING

WORK SESSION – NOVEMBER 4, 2021

Background and Overview

- ❖ Dawson County entered into its first debt collection services contract on February 22, 2017 with Professional Recovery Consultants.
- ❖ The cost of these services is \$31,778.61 for the period of February, 2017 through September, 2021.
- ❖ Collections received by the County for the same period is \$83,509.98.
- ❖ The last renewal option term for this contract expires on December 31, 2021.
- ❖ A Request for Proposal was released on August 24, 2021 for these services.

Procurement Approach and Procedure

BID ACCORDING TO POLICY

- ✓ Advertised in Legal Organ
- ✓ Posted on County Website
- ✓ Posted on Georgia Procurement Registry
- ✓ Emailed notification through vendor registry
- ✓ Notification through County's Facebook and Twitter accounts
- ✓ Notification through Chamber of Commerce
- ❑ **2 proposals received**

Scope of Work

- ❖ Some of the scope of work includes:
 - Work closely with current service provider for a smooth transition to new contract.
 - Adhere to all relative areas of the EMS Billing and Collections Policy .
 - Adhere to all relative directives of the Consumer Financial Protection Bureau and the Telephone Consumer Protection Act.
 - Adhere to all relative State and other Federal laws, regulations, policies and procedures.
 - Adhere to all HIPPA requirements.
 - Actively pursue collections for a period not to exceed 180 days.
 - Receive payments by mail or electronic transfer for outstanding invoices.
 - Remit full amount collected monthly to the County with an accompanying Report of Collections.

Offers Received

Tasks	LifeQuest Services	Stallings Financial Group
Option 1: Fixed Percentage	16%	23%
Total	16%	23%

Summary of Scores

COMPANY	COMPANY BACKGROUND AND STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING/ APPROACH TO SCOPE OF WORK	REFERENCES	MANAGEMENT PLAN	TECHNICAL SCORE	FINANCIAL SCORE	TOTAL SCORE
LifeQuest Services	42	105	105	43	43	68	20	88
Stallings Financial Group	40	100	110	40	40	66	11	77

Scores are rounded up to the nearest whole number.

Staff Recommendation

Staff respectfully requests the Board to accept the offers submitted and to award a contract to LifeQuest to receive 16% of the debt collected during the contract term.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: County Manager

Work Session: 11/04/2021

Prepared By: Melissa Hawk

Voting Session: 11/18/2021

Presenter: Angela Davis

Public Hearing: Yes No

Agenda Item Title: Consideration of Resolution Authorizing the Disposition of Certain County Property by Sealed Bid in Accordance with O.C.G.A § 36-9-3(a)

Background Information:

The Board of Commissioners and County Manager have been discussing the disposal of surplus real parcel, specifically parcel numbers 049 191, 049 192 and 049 193.

Current Information:

The Board of Commissioners has decided to bring subject forward for an official vote. A resolution has been drafted for signature, if approved. An Invitation for Bid – Notice of Sale will be released as per O.C.G.A. § 36-9-3(a). The Dawson County Assessors Office has set a value of \$8,000 per parcel for a total of \$24,000.

Budget Information: Applicable: Not Applicable: Budgeted: No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Recommendation/Motion: Staff recommends that the Board of Commissioners determine if a reserve shall be set for each parcel, to vote to approve the Resolution for the disposal of surplus real property and to approve the release of an IFB-Notice of Sale by Purchasing.

Department Head Authorization: David Headley

Date: 10/27/2021

Finance Dept. Authorization: Vickie Neikirk

Date: 10/27/21

County Manager Authorization: David Headley

Date: 10-27-2021

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Resolution

**A RESOLUTION BY THE DAWSON COUNTY BOARD OF COMMISSIONERS
AUTHORIZING DISPOSITION OF COUNTY PROPERTY IN ACCORDANCE WITH
O.C.G.A. § 36-9-3(a)**

WHEREAS, the Constitution of the State of Georgia, approved by the voters of the State in November 1982, and effective July 1, 1983, provides in Article IX, Section 2, Paragraph 1 thereof, that the governing authority of the County may adopt clearly reasonable ordinances, resolutions, and regulations;

WHEREAS, the County holds title to certain properties designated as **tax parcels 049 191; 049 192; and 049 193** by the Dawson County Tax Assessor’s Office and more particularly described on Exhibit A attached hereto and incorporated herein by reference (the “Properties”); and

WHEREAS, the Board of Commissioners has determined that the County no longer has a use for the Properties and that it would be in the best public interest to dispose of said Properties by sealed bid to the highest responsible bidder in accordance with O.C.G.A. § 36-9-3(a).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF DAWSON COUNTY, GEORGIA AS FOLLOWS:**

1. The Properties are hereby authorized to be advertised for sale by sealed bid, with sale to be made to the highest responsible bidder or bidders; *provided, however*, that in accordance with O.C.G.A. § 36-9-3(a), the County shall have the right to reject any and all bids or cancel the proposed sale.

2. The Board of Commissioners directs staff to publish legal notice of the proposed sale of the Properties in accordance with O.C.G.A. § 36-9-3(a). Bids received shall be opened in public at the time and place stated in the legal notice. A tabulation of all bids received shall be available for public inspection following the opening of all bids. All such bids shall be retained and kept available for public inspection for a period of not less than 60 days from the date on which such bids are opened.

BE IT RESOLVED this _____ day of _____, 2021

DAWSON COUNTY BOARD OF COMMISSIONERS

Billy Thurmond, Chairman

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

Sharon Fausett, Member

Chris Gaines, Member

Tim Satterfield, Member

Emory Dooley, Member

Attest:

Clerk to the Board

Exhibit "A"

PROPERTY "A":

The real property is located along Ridge Road in Dawsonville, GA. The Dawson County Tax Records identifies this Property as Parcel #049-191, consists of approximately 0.38 acres, and is more particularly described as:

All that tract or parcel of land lying and being in: Land Lot 671 of the 5th District, 1st Section of Dawson County, Georgia, being Lot 166 of Fern Valley Forest Subdivision, Section II, as per plat recorded in Plat Book 2, Page 225, Dawson County records, being described in Deed Book 451, Page 568, aforesaid records.

PROPERTY "B":

The real property is located along Ridge Road in Dawsonville, GA. The Dawson County Tax Records identifies this Property as Parcel #049 192, consists of approximately 0.31 acres, and is more particularly described as:

All that tract or parcel of land lying and being in: Land Lot 671 of the 5th District, 1st Section of Dawson County, Georgia, being Lot 167 of Fern Valley Forest Subdivision, Section II, as per plat recorded in Plat Book 2, Page 225, Dawson County records, being described in Deed Book 451, Page 568, aforesaid records.

PROPERTY "C":

The real property is located on Ridge Road in Dawsonville, GA. The Dawson County Tax Records identifies this Property as Parcel #049 193, consists of approximately 0.28 acres, and is more particularly described as:

All that tract or parcel of land lying and being in: Land Lot 671 of the 5th District, 1st Section of Dawson County, Georgia, being Lot 168 of Fern Valley Forest Subdivision, Section II, as per plat recorded in Plat Book 2, Page 225, Dawson County records, being described in Deed Book 451, Page 568, aforesaid records.