

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, MAY 11, 2017  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of County-Wide Revaluation and Equalization Project RFP - Kurt Tangel, Chief Appraiser/Melissa Hawk, Purchasing Manager
2. Presentation of Fire House Subs and Chick-fil-A Dawsonville Fund Raising Opportunities to Support Dawson County Emergency Services - Lanier Swafford, Emergency Services Director
3. Presentation of Request to Surplus Three Fire Apparatuses - Lanier Swafford, Emergency Services Director
4. Presentation of Scrap Tire Storage and Disposal Draft Ordinance - Lanier Swafford, Emergency Services Director
5. Presentation of Dawson County Rotary Club request to contribute handicapped accessible playground equipment for the playground at Rock Creek Park - Lisa Henson, Parks & Recreation Director
6. Presentation of FY2017 Legacy Link Addendum #2 - Dawn Pruett, Director of Senior Services
7. Presentation of FY2018 Legacy Link Contract - Dawn Pruett, Senior Services Director
8. Presentation of Proposed Revised Travel Policy - Vickie Neikirk, Chief Financial Officer
9. Presentation of 2016 Budget Amendments - Vickie Neikirk, Chief Financial Officer
10. Presentation of Contract with GMRC Regarding Community Development Block Grant Application Services for Senior Center Expansion – Billy Thurmond, BOC Chairman
11. Board Appointment:
  - a. **Dawson County Library**
    - i. Susan Roof- *Reappointment* (Term: July 2017 through June 2021)
12. County Manager Report
13. County Attorney Report

**EXECUTIVE SESSION**

**Backup material for agenda item:**

1. Presentation of County-Wide Revaluation and Equalization Project RFP - Kurt Tangel, Chief Appraiser/Melissa Hawk, Purchasing Manager



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Tax Assessor

Work Session: 05/11 /17

Prepared By: Melissa Hawk

Voting Session: 05/18/17

Presenter: Kurt Tangel/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: #291-17 County-wide Revaluation and Equalization Project

### Background Information:

The purpose of a revaluation is not to increase County revenue but, to ensure equity and uniformity of assessment. While adding new construction is part of the process, the process also involves reflecting market changes (up or down) in property values. Equalization is the act or process of making equal or bringing about conformity to a common standard so that the property of one shall not be assessed at a higher or lower percentage of its FMV than the property of another.

### Current Information:

Currently the County has 15,000 parcels and 200 pre-bill mobile homes. The County currently has approximately 1,800 commercial/industrial improvements and 12,000 residential homes.

This will be Dawson County's first total revaluation and/or equalization project to be completed through a contracted company.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	1550	521200	\$600,000	\$600,000	\$588,300	\$11,700

Recommendation/Motion: To approve a contract with in the amount of \$588,300, appeal hearing costs of \$600/day – BOE/Settlement costs; \$1,000/day – Superior Court costs; \$500/day – Appeal Preparation costs to GMASS for the County-wide Revaluation and Equalization Project.

Department Head Authorization: Kurt Tangel

Date: 05/03/2017

Finance Dept. Authorization: Vickie Neikirk

Date: 5/4/17

County Manager Authorization: David Headley

Date: 5/4/2017

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

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

### Comments/Attachments:

# County-wide Revaluation and Equalization Project Bid #291-17 RFP

WORK SESSION MAY 11, 2017



# Background

- ▶ Dawson County has never contracted to have a revaluation and equalization project completed.
- ▶ The purpose of a revaluation is not to increase County revenue but, to ensure equity and uniformity of assessment.
- ▶ Equalization is the act or process of making equal or bringing about conformity to a common standard so that the property of one shall not be assessed at a higher or lower percentage of its fair market value than the property of another.
- ▶ Currently the County has 15,000 parcels and 200 pre-bill mobile homes. The County currently has approximately 1,800 commercial/industrial improvements and 12,000 residential homes.
- ▶ Bid according to policy.
- ▶ Standard Professional Services Contract
  - ▶ Term – Award date until final acceptance of the project by the County, anticipated to be a total 730 days.

# Scope of Work

- ▶ The contracted firm shall:
  - ▶ Act as the facilitator of the revaluation and equalization of real property within the boundaries of Dawson County, Georgia
  - ▶ Provide all equipment, materials and labor to complete the scope of work.
  - ▶ Complete Classification of Property.
  - ▶ Complete Data Verification and Collection – Residential and Agricultural Properties.
  - ▶ Complete Data Verification and Collection – Commercial and Industrial Properties.
  - ▶ Complete Data Entry.
  - ▶ Analysis to be Performed:
    - ▶ General
    - ▶ Cost Data
    - ▶ Lease Data
    - ▶ Economic Data
    - ▶ Sales Data

# Scope of Work - Continued

- ▶ The contracted firm shall:
  - ▶ Complete Neighborhood Delineation.
  - ▶ Complete Land Values for Residential and Agricultural Property.
  - ▶ Complete Land Values for Industrial and Commercial Property.
  - ▶ Train Assessor's Staff on the Operation of Phases of Reappraisal Project.
  - ▶ Foster and Maintain Good Public Relations with Taxpayers of Dawson County, Georgia.
  - ▶ Provide a Quality Control Plan.
  - ▶ Provide Work Products to include:
    - ▶ Training Materials and Manuals
    - ▶ Data Collection Manuals
    - ▶ Detailed Cost Manuals
    - ▶ Comparable Sales Information Data
    - ▶ Contractor's Quality Assurance Plan

# Dawson County Responsibilities

- ▶ The County will complete the following:
  - ▶ Provide office space, utilities and office furnishings currently available. (Any additional needs are at the cost of the Contractor.)
  - ▶ Limited appraisal and administrative assistance.
  - ▶ Connectivity to the County's CAMA System, Real Estate File and GIS Mapping System. (Any damage is responsibility of Contractor. Confidentiality is a must.)
  - ▶ Provide most current up to date ownership of real estate.
  - ▶ Provide sketches of structures through the County CAMA system.
  - ▶ All records regarding property will be available.
  - ▶ Provide information on demolished property.
  - ▶ Printing, mailing and postage of new assessment notices to all property owners.



# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry (GPR)
- ▶ Emailed notification through Vendor Registry (VR)
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notified previous vendors
- ▶ 487 vendors notified through GPR and VR
- ▶ **1 bid received**

# Evaluation Committee

- ▶ Kurt Tangel, Chief Appraiser
- ▶ Vicki Graham, Deputy Chief Appraiser
- ▶ Sam Guthrie, Board of Assessors Member
- ▶ Melissa Hawk, Purchasing Manager (Facilitator)

# Evaluation Criteria and Proposer Scores

Company	Points Allowed	GMASS
Introductory Letter	5	5
Experience & Workload	15	14
Firm/Personnel Experience	20	17
Approach to Scope of Work to Be Contracted	20	19
Certifications/Accreditations	5	5
References	15	14
Price Proposal	20	20
<b>TOTAL POINTS</b>	<b>11</b>	<b>94</b>

Scores have been rounded up to the nearest whole number.

# Cost Proposals

TASKS		ORIGINAL PRICE	AFTER NEGOTIATIONS
Phase One – Residential & Agricultural Properties	Number of Days to Complete	Service Price	Service Price
Site Visits of Residential and Agricultural Properties	270 days for Phase One	\$340,000	\$338,000
Cost Schedules for Residential & Agricultural Properties		\$50,000	\$21,450
Land Schedules & Breakout for Residential & Agricultural Properties		\$85,800	\$91,000
Residential & Agricultural appraisal Data entered in the CAMA system and approved for Assessment Notices.		\$68,100	\$52,300
<b>Phase Two – Commercial &amp; Industrial Properties</b>			
Site Visits of Commercial & Industrial Properties	270 days for Phase Two	\$24,100	\$24,150
Income Data Used for the appraisal of Commercial or Industrial Property		\$25,000	\$25,000
Land Schedules & Breakout of Commercial & Industrial Properties		\$31,600	\$31,600
Commercial and Industrial appraisal Data entered in the CAMA system and approved for Assessment Notices.		\$4,800	\$4,800
County-wide Revaluation & Equalization Project	Total Cost to County to Complete Project	\$657,300	\$588,300

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Additional Costs: Informal Appeal Hearings: \$22,500; Printing & Field Stationary: \$5,000 (Not in total cost: Appeal Hearings: BOE/Settlement - \$750/day; Superior Court - \$1,000/day; Appeal Preparation: \$500/day)

Additional Costs: Informal Hearings Removed; Printing & Stationary: included: Appeal Hearings: BOE/Settlement - \$600/day; All other costs same

# Recommendation

Staff respectfully requests the Board to award RFP #291-17 County-wide Revaluation and Equalization Project to the most responsive, responsible bidder, GMASS; and approve the contract with pricing of 588,300.00 for the cost of project to Dawson County, with Appeal Hearing costs possible as follows: \$600/day – BOE/Settlement costs; \$1,000/day – Superior Court costs; \$500/day – Appeal Preparation costs, as submitted.

DAWSON COUNTY, GEORGIA

PROFESSIONAL SERVICES AGREEMENT

CONTRACT NO.: 291-17

BID #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT

**THIS AGREEMENT** between Dawson County, Georgia (hereinafter referenced as the "County") and GMASS (hereinafter referenced as the "Consultant") is hereby made and entered into this 18th day of May, 2017 for professional services described in this Agreement.

In consideration of the mutual promises, covenants, and payment set forth herein and for other good and valuable consideration, the County and Consultant agree to perform in accord with the terms of this Agreement.

1. Contract

The Contract between the County and the Consultant, consists of the Contract Documents and shall be effective on the date this Agreement is executed by the last party to execute it. If any items in the Contract conflict with the State of Georgia law, law of the State of Georgia shall prevail.

This Agreement shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated fund are no longer available to satisfy the obligations of the County under this Agreement.

2. Definitions

The following terms shall have the following meanings whether in the singular or in the plural:

2.1 *Agreement Execution.* The Agreement Execution means the date both parties execute this Agreement.

2.2 *Contract.* The word contract has the identical meaning as the word Agreement.

2.3 *Contract Documents.* The contract documents consist of this Agreement between the County and the Consultant, the request for proposals, addenda issued before the execution of this Agreement, the Consultant's statement of proposal and required response forms, change order bids and modifications issued after execution of this Agreement, a written amendment to this Agreement signed by both parties, and a supplemental Agreement in the form of change work order signed by both parties.

2.4 *Contract Price.* The contract price means the total monies, adjusted in accordance with any provision set forth herein, payable to the Consultant pursuant to a change work order or a supplemental Agreement.

County-wide Revaluation and Equalization Project (mh)

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2.5 *Contract Time.* The contract time means the period of time stated herein for completion of work.

2.6 *Cost of Work.* The cost of work means the fixed price or estimated cost necessary to perform the work described in the scope of work or any change work order.

2.7 *County.* The County means Dawson County, Georgia, a political subdivision of the State of Georgia.

2.8 *Deliverables.* Deliverables means all reports, drawings, plans, designs, and other documents prepared by the Consultant identified in the scope of work as deliverable to the County.

2.9 *Drawings.* The drawings shall be the graphic and pictorial portions of the contract documents whether completed or partially completed.

2.10 *Liaison.* Liaison means the representative of the County who shall act as a liaison between the County and the Consultant for all matters pertaining to this Agreement including review of Consultant's plans and work.

2.11 *Project.* Project means a task or set of tasks assigned pursuant to a Change Work Order.

2.12 *Specifications.* Specifications mean the written technical provisions including all appendices thereto, both general and specific, which form part of the contract documents.

2.13 *Sub-consultant.* A sub-consultant means any person, firm, partnership, joint venture, company, corporation or entity with an Agreement with the Consultant or Consultant's sub-consultants to provide part of the work required by a change work order.

2.14 *Change Work Order.* A Change Work Order shall mean a written order to the Consultant executed by the County, issued after execution of this Contract, authorizing and directing a change in the work or an adjustment in the Contract Price or County-wide Revaluation and Equalization Project (mh)

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the Contract Time. The Contract Price and the Contract Time may be changed only by Change Order.

2.15 *Work.* The work means any and all obligations, duties and responsibilities, including furnishing equipment, consulting, design, labor, and any other service or thing necessary to the successful completion of the project assigned to or undertaken by the Consultant under this Agreement or change work order.

2.16 *Term of Agreement.* Term of Agreement means a fixed duration that the contract will be in effect. The signing parties are obligated to adhere to the terms and conditions within the contract until the expiration, or end date, of the contract or if the contract is terminated as specified herein.

### 3. Compensation

The County shall pay the Consultant the fee calculated in accord with "Exhibit A", and set forth in the project specified within as the Fee Proposal. The Consultant and County shall periodically review project progress and schedules to insure timely completion of work and to determine the status of the estimated project budget.

The Consultant agrees that the Consultant shall not be compensated for customary overhead items that are not referenced within "Exhibit A". The parties agree that the County shall review and approve any proposed billing rate adjustments of the Consultant before any such billing rate adjustment shall be implemented.

The County reserves the right to insert a liquidated damages provision in any change work order.

The Contractor agrees to complete the Affidavit of Payment and return to the Purchasing Manager at time of the submission of the final invoice.

### 4. Scope of Services

The Consultant shall provide all services in accordance with the specifications contained in the solicitation, the terms of the Contract, as further described in the Contractor's Response and in accord with the IFB document.

### 5. Personnel, Sub-Consultants and Suppliers

County-wide Revaluation and Equalization Project (mh)

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*Terms of Subcontracts.* All sub-contracts and purchase orders with sub-consultants shall afford Consultant rights against the sub-consultant that correspond to those rights afforded to the County against the Consultant in accord with the terms of this Agreement, including the right to suspend or terminate the sub-contract. Further, the parties hereto agree that no relationship of agency or employment or otherwise shall be created between the County and any sub-consultant of the Consultant, and the Consultant shall insert a provision to this effect within all sub-contracts between the Consultant and any sub-consultant.

The Consultant shall remain responsible to the County for all acts, defaults, omissions or negligence of the Consultant's sub-consultants and suppliers.

6. Personnel

The Consultant shall employ and assign only qualified and competent personnel to perform any service or task involved in the Project. The Consultant shall designate one such person as a Project Manager, and the Project Manager shall be deemed to be the Consultant's authorized representative, who shall be authorized to receive and accept any and all communications from the County.

The Consultant hereby agrees to replace any personnel or sub-consultant at no cost or penalty to the County, if the County reasonably determines that the performance of any personnel sub-consultant is unsatisfactory.

7. Notice of Personnel Changes

The Consultant key personnel identified within the statement of qualifications/proposal shall not be changed or substituted without the prior written approval of the County.

8. Warranty of Workmanship

The Consultant warrants and guarantees to the County that all services furnished under the terms hereof shall be competent and that all materials furnished shall comply with the terms of the Project scope. The Consultant shall use that degree of skill and care ordinarily exercised under similar conditions by reputable members of Consultant's profession practicing in the same or similar locale at the time of performance and in compliance with the Project at issue.

9. Payment to the Consultant

The County shall pay to the Consultant on the basis of an executed task work order, and all invoices submitted by the Consultant shall be detailed to reflect the hours per task by personnel category and employee name at the billing rates referenced in "Exhibit A" and incorporated herein by reference. The billing rate shall include any other direct expenses. The Consultant shall not be entitled to payment for overtime. Invoices shall be paid per County policies and procedures, which is typically 30 calendar days' from receipt. If any dispute arises regarding an invoice, then the Consultant may separate the disputed portion of the invoice and resubmit the undisputed portion of the invoice, which will be paid pursuant to County policies and procedures. The disputed portion of the invoice shall be paid upon resolution of the dispute. After completion by the Consultant of the work, the County shall pay the Consultant all outstanding invoices. The Consultant agrees that acceptance of final payment shall be full and final settlement of all claims against the County for work completed or performed, materials furnished, costs incurred, or otherwise arising out of a change work order, and shall release the County from any claim from the Consultant resulting from such change work order and project.

10. Changes in Work and Extensions of Time

*County's Right to Order Changes.* The County may unilaterally make changes in the services or the work within the general scope of the project, which may consist of additions, deletions or revisions. Any change order shall mean a written order to the Contractor executed by the County issued after the execution of this Contract and Agreement authorizing and directing a change in services. The price and time may be changed only through a change order. If the change order requires additional services or directs the omission of certain services covered by this Contract, then an equitable adjustment in price shall be made, but any claim for any such adjustment shall be asserted within thirty (30) days of receipt of the written change order.

11. Claims by the Consultant

The Consultant shall initiate a Notice of Claim or dispute against the County arising out of or related to this Contract or any change work order issued pursuant to this contract through a written notice submitted to the County. Such written notice shall be received by the County no later than fourteen (14) days after the event or the first appearance of the circumstances causing the claim and shall set forth in detail all known facts and circumstances supporting the claim. The Consultant hereby agrees

County-wide Revaluation and Equalization Project (mh)

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and acknowledges that if the Consultant fails to provide written notice of a claim as set forth herein, then such failure shall constitute a waiver of any claim for additional compensation or time extension related thereto.

12. Litigation and Arbitration

The County and the Contractor agree to resolve through negotiation, mediation or arbitration any disputes between the parties arising out of or relating to this Contract and Agreement. If the parties do not resolve the dispute through negotiation and do not agree to mediation, then arbitration shall be the exclusive and final method of resolving any disputes related to this Agreement. Arbitration proceedings shall be in accord with O.C.G.A. § 9-9-1, et seq., the Georgia Arbitration Code. Venue for any litigation arising from this Contract shall be the Superior Court of Dawson County, Georgia. A demand for arbitration shall be made within a reasonable term after the claim, dispute or other matter in question occurs, but not later than one-hundred and eighty (180) days after such claim, dispute or other matter.

13. Suspension & Termination

If the County directs a suspension of performance because of no fault of the Consultant, then the County agrees to pay the Consultant as full compensation for such suspension the Consultant's reasonable costs actually incurred and paid costs, of demobilization and remobilization, preserving and protecting work in place, and storage of materials or equipment purchased for the project.

If the County lifts the suspension of performance, then the County shall notify the Consultant in writing, and the Consultant shall promptly resume performance of the work order unless the Consultant has exercised its right of termination.

14. Termination by Consultant

The Consultant may terminate this Agreement with the County by providing thirty (30) calendar days written notice. The Consultant shall continue until completion of any outstanding work orders or other ongoing projects unless otherwise agreed by the County, even if the Consultant must work to extend beyond the effective date of termination.

15. Termination by the County

The County may for any reason terminate performance under this Agreement by the Consultant for convenience. The County shall give written notice of such termination to the Consultant specifying when termination becomes effective, which shall be a minimum of thirty (30) days' from the written notice.

Within sixty (60) days after the effective date of a termination for convenience by the County, the Consultant shall submit a termination claim to the County specifying the amount due. If the Consultant fails to complete a proper termination claim within sixty (60) days as set forth herein, then any claim for any sum due shall be deemed waived and no further sum shall be due the Consultant.

16. Termination by the County for Cause

If the Consultant persistently or repeatedly refuses or fails to pursue the work in a timely manner or to supply properly skilled workers or proper equipment or materials or if the Consultant fails to make prompt payment to sub-consultants for materials or labor or persistently disregards laws, ordinances, rules, regulations or order of any public authority having jurisdiction over the work or if the Consultant violates a material provision of this Agreement, then the County may by written notice to the Consultant terminate this Agreement. In such event, the Consultant shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the Agreement price exceeds the reasonable and necessary cost of finishing the work, then such excess amount shall be paid to the Consultant. However, if such costs exceed the unpaid balance, then the Consultant shall pay the difference to the County. This obligation for payment shall survive the termination of this Agreement.

17. Indemnification

The Consultant hereby agrees to indemnify and hold the County harmless from any and all claims, liability, damages, loss, cost and expense of every type whatsoever, including without limitation reasonable attorneys' fees and expenses in connection with the Consultant's performance of this Agreement, to the extent that the same results from the (1) negligent act, error or omission or willful misconduct of the Consultant, or (2) the breach by the Consultant of any material provision of this Agreement.

18. Insurance

Contractor agrees to protect, defend, indemnify and hold harmless the County, the County's commissioners, agents and employees from and against any liability, County-wide Revaluation and Equalization Project (mh)

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damage, claim, including attorney fees and expenses of litigation, suit, lien, and judgment for injuries to or death of any person or damage to property or other rights of any person caused by the Contractor, the Contractor's employees, servants, agents or subcontractors. The Contractor's obligation to protect, defend, indemnify, and hold harmless extends to any claim for the alleged infringement of any patent, trademark, copyright, or any actual or alleged unfair competition, disparagement of product or service, or other business tort or any actual or alleged violation of trade regulations arising out of the performance of Contractor's duties in accord with this Contract, as well as any other claim. The Contractor shall maintain worker's compensation and comprehensive general liability insurance in such form as to protect Contractor and the County with the County being named as an additional insured for any claims for damages or bodily injury, including death and damage to property that may arise from acts or omissions of Contractor under this Contract. The Contractor shall provide the County with a Certificate of Liability Insurance in an amount of not less than \$1,000,000.00 per occurrence to protect the Contractor. Such insurance shall be primary and non-contributing to any insurance maintained or obtained by the Contractor and shall not be cancelled or materially reduced without thirty (30) days prior notice to the County and approval by the County.

The Consultant shall maintain in full force and effect at all times during the Contract period Workers' Compensation Insurance as provided by Georgia law.

19. Severability

The parties agree that each of the provisions included in this Agreement is separate, distinct and severable from the other and remaining provisions of this Agreement, and that the invalidity of any provision shall not affect the validity of any other provision of this Agreement.

20. Governing Law

The parties agree that this Agreement shall be construed in accord with the laws of the State of Georgia and that venue for any dispute involving the terms of this Agreement shall be Dawson County, Georgia.

21. Merger

The parties agree that the terms of this Agreement, include the entire Agreement between the parties and that no other representation either oral or written may be used

County-wide Revaluation and Equalization Project (mh)

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to contradict the terms of this Agreement. If there is any conflict between the terms of the contract documents, the latter shall prevail and take precedence.

22. Confidential Information

While performing services for the County, the Contractor shall not disclose any confidential business information that may become known to the Contractor. Personnel acting on behalf of the Contractor shall be instructed to not remove any of the County's documents or materials and to not disclose any confidential information to any persons other than County personnel, unless written authorization from the County is provided.

All documents and materials prepared pursuant to the Bid and this Contract shall be the property of Dawson County. The County shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, maps, or other materials prepared in accord with the terms of this Contract and Agreement.

23. Condition Precedent – Litigation

This Contract shall be governed by the Laws of the State of Georgia. The Consultant hereby agrees that as a condition precedent to the filing of any legal action against the County arising out of or related to this Agreement, the Consultant shall first provide the County thirty (30) days' written notice of its intent to file such action. Such notice shall include an identification of the anticipated parties to the action and a description of all anticipated claims and causes of action to be asserted.

24. Term of Agreement

This Agreement shall commence no later than the 1<sup>st</sup> day of June, 2017 and shall terminate upon complete acceptance of the County.

This Contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the terms of this Contract or any renewal.

25. Notices

Any notice to be given in accord with the terms hereof may be effected either by personal delivery, by registered or certified mail, postage prepaid with return receipt requested, or by recognized overnight delivery service. Notice shall be delivered as follows:

County-wide Revaluation and Equalization Project (mh)

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County:  
Dawson County Board of Commissioner  
Attn: Melissa Hawk  
25 Justice Way, Suite 2223  
Dawsonville, GA 30534

Consultant:  
GMASS  
Attn: Terry McCormick  
P. O. Box 67  
Norwood, GA 30821

- **Signature Page to Follow** -

**IN WITNESS WHEREOF**, the parties have hereunto entered into this Agreement on the day and year first above written.

COUNTY:  
DAWSON COUNTY, GEORGIA

CONTRACTOR:  
GMASS

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

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

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Attest:

Attest:

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

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

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

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

Title: County Clerk

Title: \_\_\_\_\_



EXHIBIT "A"

Phase One – Residential & Agricultural Properties	Number of Days to Complete	Service Price
Site Visits of Residential and Agricultural Properties	270 days for Phase One	\$338,000
Cost Schedules for Residential & Agricultural Properties		\$21,450
Land Schedules & Breakout for Residential & Agricultural Properties		\$91,000
Residential & Agricultural appraisal Data entered in the CAMA system and approved for Assessment Notices.		\$52,300
Phase Two – Commercial & Industrial Properties		
Site Visits of Commercial & Industrial Properties	270 days for Phase Two	\$24,150
Income Data Used for the appraisal of Commercial or Industrial Property		\$25,000
Land Schedules & Breakout of Commercial & Industrial Properties		\$31,600
Commercial and Industrial appraisal Data entered in the CAMA system and approved for Assessment Notices.		\$4,800
County-wide Revaluation & Equalization Project		\$588,300
Additional Cots: Informal Hearings Removed; Printing & Stationary: included: Appeal Hearings: BOE/Settlement - \$600/day; Superior Court - \$1,000/day; Appeal Preparation - \$500/day		

**AFFIDAVIT OF PAYMENT OF CLAIMS  
(SUBMIT TO THE PURCHASING MANAGER AT TME OF FINAL INVOICE)**

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ appeared before me \_\_\_\_\_,  
a Notary Public, in and for \_\_\_\_\_, and being  
by me first duly sworn states that all subcontractors and suppliers of labor and  
materials have been paid all sums due them to date for work performed or material  
furnished in the performance of the contract between:

Dawson County Board of Commissioners and  
(Contractor), last signed \_\_\_\_\_, 20\_\_\_\_ for the Multi-jurisdictional  
Mitigation Plan Update.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_  
(Seal)

Subscribed and sworn to before the \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_

My commission expires on the \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
(Notary Seal)

**Backup material for agenda item:**

2. Presentation of FireHouse Subs and Chick-fil-A Dawsonville Fund Raising Opportunities to Support Dawson County Emergency Services - Lanier Swafford, Emergency Services Director



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 27 April 2017

Prepared By: Lanier Swafford

Voting Session: 04 May 2017

Presenter: Tim Satterfield

Public Hearing: Yes  No

Agenda Item Title: Fund Raisers for Emergency Services

**Background Information:**

DCES has been approached by both Chic Filet and Firehouse Subs regarding doing a fund raiser for our department. The fund raisers would both be in the form of an Emergency Services "Night Out". On these specific nights, proceeds of sales would be donated to DCES.

**Current Information:**

These events will be ongoing with no "stop" date specified. Funds collected will be used towards the purchase of an All-Terrain Utility Vehicle which will be house at Station 7 to respond to a growing number of emergency calls involving horse riders and hikers inside Dawson Forest Wildlife Management Area.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: I would move that the Board of Commissioners give Dawson County Emergency Services permission to partner with Chic Filet and Firehouse Subs for fund raisers to support the purchase of a UTV.

Department Head Authorization: Lanier Swafford

Date: 17 April 17

Finance Dept. Authorization: Vickie Neikirk

Date: 4/18/2017

County Manager Authorization: David Headley

Date: 4/20/2017

County Attorney Authorization:       

Date:       

**Comments/Attachments:**

None - LS

**Backup material for agenda item:**

3. Presentation of Request to Surplus Three Fire Apparatuses - Lanier Swafford, Emergency Services Director



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 27 April 2017

Prepared By: Lanier Swafford

Voting Session: 04 May 2017

Presenter: Tim Satterfield

Public Hearing: Yes  No

Agenda Item Title: Fund Raisers for Emergency Services

Background Information:

Due to changes in operational deployments, age of apparatus, and ongoing operation and maintenance cost, DCES is requesting the permission of the Board of Commissioners to surplus three (3) – one ton trucks (used as squads). The proceeds of these sales would be applied to the cost of the UTV addressed in the fund raiser presentation made earlier. Fleet Administrator Shannon Harben has been consulted regarding the surplus these items agrees with the possible sale. All trucks are currently operational at the time. This action will have no impact on ISO.

Current Information:

The three trucks we are requesting to surplus are:

1. 1988 Ford F 350 Super Duty – mileage
2. 1994 Chevy 3500 – mileage: 170759
3. 1996 Ford F 350 - mileage: 153447

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: I would move that the Board of Commissioners give Dawson County Emergency Services permission to surplus the three trucks presented and the proceeds of the sale go towards the purchase of a UTV. An excess funds would be deposited in the County Vehicle Replacement Fund.

Department Head Authorization: Lanier Swafford

Date: 17 April 17

Finance Dept. Authorization: Vickie Neikirk

Date: 4/18/2017

County Manager Authorization: David Headley

Date: 4/20/2017

County Attorney Authorization:

Date:

Comments/Attachments:

None - LS

**Backup material for agenda item:**

4. Presentation of Scrap Tire Storage and Disposal Draft Ordinance - Lanier Swafford,  
Emergency Services Director



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 27 April 2017

Prepared By: Lanier Swafford

Voting Session: 04 May 2017

Presenter: Tim Satterfield

Public Hearing: Yes  No

Agenda Item Title: Presentation of the possible Ordinance to Amend Chapter 34, 2012 International Fire Code, relating to the disposal and storage of scrap tires.

**Background Information:**

It has come to the attention of Dawson County Emergency Services that scrap tires are being improperly stored and disposed of throughout the county. This poses a threat for public health as well as increased fire risk. Tires form a water holding receptacle that can provide habitat for rodents, insects, and other vermin and serve as breeding ground for mosquitos who have been known for spreading diseases such as Zica.

**Current Information:**

DECS has petitioned the Georgia Department of Community Affairs concerning this potential ordinance and received correspondence that DCA has issued a "No Comment" concerning the request, Mr. Headley, Streetman, Frye, and Dr. Anderson have all been consulted concerning this possible ordinance.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: The Dawson County Board of Commissioners move that move the potential Ordinance to Amend Chapter 34, 2012 International Fire Code, relating to the disposal and storage of scrap tires, to the appropriate public hearings. After which the matter will return to the board for consideration.

Department Head Authorization: Lanier Swafford

Date: 17 April 17

Finance Dept. Authorization: Vickie Neikirk

Date: 4/18/2017

County Manager Authorization: David Headley

Date: 4/20/2017

County Attorney Authorization:       

Date:       

**Comments/Attachments:**

Accompanying this request is one attachment containing the draft ordinance and the letter from DCA. A power point for this presentation will be provided by 32 Tim Satterfield.



April 13, 2017

Tim Satterfield, Deputy Chief / Fire Marshal  
Dawson County Emergency Services  
393 Memory Lane  
Dawsonville, GA 30534

Dear Mr. Satterfield:

This letter acknowledges receipt of the County of Dawson letter dated March 14th, 2017 with proposed local ordinance amending the state adopted mandatory *2012 International Fire Code*, Chapter 34, 3402 Definitions and 3405 Outdoor Storage (see attached). You have requested the Department of Community Affairs (DCA) review the proposed amendments and comment in accordance with the Official Code of Georgia Annotated (O.C.G.A.), Title 8, Chapter 2, Article 1, and Part 2.

The Uniform Codes Act, O.C.G.A. § 8-2-25 (c) (1), requires such amendment(s) to be not less stringent than the State Minimum Standard Codes for Construction and they be based on local climatic, geologic, topographic or public safety factors. The Act also requires the local government to demonstrate a local need by submitting in writing the legislative findings of the governing body and such other documentation it deems necessary/helpful in justifying the proposed amendment(s).

Legislative findings should take the form of analysis or special studies, conducted by the local government, which would support the need for a particular local code amendment. If such detailed material is not available, documentation of legislative findings must, at a minimum, consist of a resolution adopted by the governing authority which indicates: (a) the governing authority has reviewed the proposed local code amendment(s) being submitted to the Department; (b) the governing authority has found each of the proposed amendment(s) to be not less stringent than the State Minimum Standard Codes; (c) the reason(s) the local government feels each amendment is needed and which of the aforementioned localized factors (i.e., climate, geology, topography or public safety) is causing the need for the local amendment; and (d) the local government is requesting the Department to review the proposed local amendment(s) in accordance with the Act.

Accordingly, the Department may respond to your proposed amendment(s) in one of three ways: 1) the Department recommends adoption of the amendment; 2) the Department does not recommend adoption of the amendment; or 3) the Department has no comment. Whenever the Department has made no comment, there was either no evidence of legislative findings and/or other supporting documentation justifying the requirement provided for the Department to make a decision regarding the amendment or the requirement was an administrative procedure or the requirement was not code related.

County of Dawson  
Page 2  
April 13, 2017

Therefore, we have reviewed your amendment(s) and we offer the following recommendations and comments for consideration by your local governing body.  
Section 3402 Definitions and Section 3405 Outdoor Storage; 2012 International Fire Code:

- 1) Regarding adding subsection 3402.2 and Section 3405.8, the Department has no comment.

Per O.C.G.A. 8-2-25 (c) (4), Georgia law requires no local amendment to the State Minimum Standard Codes shall become effective until the local governing body has caused a copy of the adopted amendment to be filed with this Department. Accordingly, we request you submit a copy of your final adopting ordinance for our records.

If you have questions regarding this matter, please contact me at (404) 679-3106 or by email at [Ted.Miltiades@dca.ga.gov](mailto:Ted.Miltiades@dca.ga.gov).

Sincerely,

*Ted Miltiades*

Ted Miltiades  
Director,  
Office of Construction Codes & Research

Attachment

# GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

## CODE AMENDMENT FORM

ITEM NO: \_\_\_\_\_ (DCA USE ONLY) PAGE \_\_\_\_\_ OF \_\_\_\_\_

CODE: 2012 IFC Chapter 34 SECTION: 3403 - 3405

PROPONENT: Dawson County DATE: 4-12-2017

EMAIL: +satterfield@dawsoncounty.org

ADDRESS: 393 Memory Lane Dawsonville, GA 30534

TELEPHONE NUMBER: 706-344-3666 FAX NUMBER: 706-344-3669

CHECK  Revise section to read as follows:  Add new section to read as follows:

ONE:  Delete section and substitute the following:  Delete without substitution:

~~LINE THROUGH MATERIAL TO BE DELETED:~~ UNDERLINE MATERIAL TO BE ADDED

Approve  Approve as amended (DCA STAFF ONLY)  Disapprove  Withdrawn

DESCRIPTION: Chapter 34 Tire Rebuilding And Tire STORAGE  
2012 International Fire CODE  
SECTION 3402 Add 3402.2 Definitions (see Attach)  
SECTION 3405 Add 3405.8 OUTDOOR STORAGE  
(see Attach Approved STORAGE Methods)

REASON/INTENT: To provide for the public health, safety and welfare of the residents of Dawson County specifically as it relates to the improper storage and disposal of tires in Dawson County.

FINANCIAL IMPACT OF PROPOSED AMENDMENT:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTED 34, 2012  
INTERNATIONAL FIRE CODE, TO INCLUDE  
REGULATIONS FOR THE PROPER STORAGE METHODS  
OF ALL USED TIRES, SCRAP TIRES AND TIRE PIECES  
STORED WITHIN DAWSON COUNTY

WHEREAS, Dawson County has determined that tires are being improperly disposed of and storage throughout Dawson County; and

WHEREAS, tires provide habitats for rodents, insects, and other vermin and serve as excellent breeding grounds for mosquitoes that carry diseases and present a fire hazard; and

WHEREAS, the improper disposal of waste tires found throughout various areas of Dawson County is a major fiscal and waste management problem; and

WHEREAS, it is the intent and purpose of Dawson County to provide for the public health, safety and welfare of the residents of Dawson County specifically as it relates to the improper storage and disposal of tires in Dawson County; and

WHEREAS, Dawson County Commissioner have determined it is the best interest of the citizens of Dawson County to adopt

this ordinance for the protection of the citizens and to establish standards for the proper storage and disposal of tires.

NOW THEREFORE,

SECTION 1. BE IT ORDAINED BY THE COMMISSION OF DAWSON COUNTY, Chapter 34 2012 International Fire Code Section 3404, Section 3405, Section 3406, Section 3408, and Section 3409 Tire rebuilding and Tire storage, the State of Georgia minimum Standard Codes Adopted by the Board of Community Affairs and Dawson County with Georgia Amendments; with a new section to read as follows;

**SECTION 2. APPROVED STORAGE METHODS.**

All used tires, scrap tire and tire pieces stored within Dawson County shall be kept in a manner which prevents their exposure to and collection of the elements of nature. Tires must not be allowed to hold water, dirt, rubbish or other foreign materials. Monitoring and control measures are to implemented as necessary to eliminate the presences of mosquito breeding and rodent harborage.

- a. Used tires, scrap tires and tire pieces shall be stored separately.
- b. Used tires, scrap tires and pieces stored outside shall be:
  - (1) Screened from public view:
  - (2) Properly stored:

- (A) On racks or neatly stacked not in excess of 10 feet in height: or
- (B) In a roll-off container front-load dumpster with top, or other metal storage container, including a trailer not exceeding 45 ft x 8 ft by 13 ft if covered and if the stacked tires do not exceed height of 13 feet and the container and contents are shielded from rainwater. No more than 2 containers may be stored at any one used tire facility location; and
- (3) In compliance with all applicable fire codes adopted by Board of Community Affairs with Georgia Amendments, the State of Georgia, and Dawson County.

### SECTION 3. Definitions

- (A) Code Compliance Officer shall mean the Building Official, Code Marshal, Fire Marshal or their designees.
- (B) Facility shall mean all businesses referred to herein as, Mobile Tire Repair Business. Tire, Business, and Tire Recycling Facility.
- (C) Mobile Tire Repair Business means a business that repairs tires at any temporary location, including but not limited to a roadway, alley, parking lot, or

residence. The term does not include a business that only changes out or replaces tires, but does not make any repairs to a tire.

- (D) Mobile Tire Repair Unit means any vehicle or trailer used in a mobile tire repair business.
- (E) Scrap tire means a whole tire or any portion of a tire that can no longer be used for its original intended purpose.
- (F) Used tire means a tire that remains a scrap tire until it is installed on a vehicle.
- (G) Scrap Tire Facility means any business or establishment where 100 or more scrap tires per year are collected, repaired, processed, recycled, scrapped, sold, bought or stored.
- (H) Tire Recycling Facility means a state-registered facility that processes, recycles, or conducts energy recovery with scrap tires.
- (I) Tire means a continuous solid or pneumatic rubber covering encircling the wheel of a bicycle, motorcycle, automobile, truck, trailer, tractor or other vehicle.
- (J) Tire Business means any business or establishment where used tires are collected, repaired, processed, recycled, scrapped, sold, bought or stored.

#### SECTION 4. PENALTY

Any person or entity violating any provision of this ordinance shall be guilty of infraction and upon conviction thereof shall be subject to a fine or penalty of not less than \$25.00 nor more than \$500.00. **Jurisdiction to hear all cases related to alleged violation of this ordinance shall lie concurrently in Dawson County Magistrate Court and Dawson County Superior Court.**

#### SECTION 5. SEVERABILITY

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



SECTIONS 6. REPEALER

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

ATTEST:

DAWSON COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
County Clerk

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

Vote:

Yes: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

No: \_\_\_\_\_

Dates of Advertising: \_\_\_\_\_

# Dawson County Tire Storage Ordinance



Deputy Chief Tim  
Sattenfield  
Fire Marshal

- In 2017 Dawson County has seen a influx in outdoor tire storage.
- Tire storage causes an increased risk for fire in our community.
- Outdoor storage of tires allows for the accumulation of water, dirt, and other rubbish.
- Pooling water in tires give mosquitoes a place to breed and spread disease.
- Rubbish buildup in tires provides a place for rodents to breed.



- Tires being stored in a manner to allow pooling of water, and a eye sore for our community.



- Trash and other rubbish can build up in tires providing an ideal place for rodents to spread disease and cause health issues for our families.



- High piled tire storage next to a building will increase the fire load and decrease the safety for the occupants and the customer.



These are a few issues noted within the county currently.







# New proposed amendments to the Dawson County Ordinance.

- All used tires, scrap tire, and tire pieces stored within Dawson County shall be kept in a manner which prevents their exposure to the collection of the elements of nature. Tires must not be allowed to hold water , dirt, rubbish, and or foreign materials. Monitoring and control measures are to be implemented as necessary to eliminate the presence of mosquito breeding and rodent harborage.

# Approved Storage Methods

- a) Used tires, scraps tires, and tire pieces shall be stored separately.
- b) Used tires, scrap tires, and pieces stored outside shall be:
  - (1) Screened from public view
  - (2) Properly stored
    - (A) Tires will be stored on racks or neatly stacked to not exceed 10 feet in height, or:
    - (B) In a roll-off front loading dumpster with a top or other metal storage container, including a trailer not exceeding 45 ft x 8 ft x 13ft if covered.
    - (C) The stacks of tires will not exceed a height of 13 feet and the container and contents will be shielded from rainwater.
    - (D) No more than 2 containers may be stored at any one used tire facility location.
  - (3) In compliance with all applicable fire codes adopted by Board of Community Affairs with Georgia Amendments, the State of Georgia, and Dawson County.

You can visit us on our  
Facebook link!!



**Backup material for agenda item:**

5. Presentation of Dawson County Rotary Club request to contribute handicapped accessible playground equipment for the playground at Rock Creek Park - Lisa Henson, Parks & Recreation Director

April 21, 2017

Dawson County Park and Recreation  
Attn. Mrs. Lisa Henson  
445 Martin Road  
Dawsonville, Georgia

Dear Park and Recreation,

The Rotary Club of Dawson County is honored to have an opportunity to assist in making the lives of Dawson County citizens with disabilities more enjoyable. With this as our focus, we have a desire to help make Rock Creek Park's playground a more inclusive playground. The Rotary Club of Dawson County requests a space within Rock Creek Park and if acceptable, a letter of confirmation reflecting the amount of space allowed. The Rotary Club of Dawson County has acquired a grant from Rotary District 6910 in addition to club fundraisers, so that we may be able to provide inclusive playground equipment.

Thank you so much for your consideration in this effort. The Rotary Club of Dawson County sincerely believes this will be a great addition to Rock Creek Park and will increase enjoyment for everyone within the park.

Sincerely,



Brooke Anderson  
Rotary Club of Dawson County

**Backup material for agenda item:**

6. Presentation of FY2017 Legacy Link Addendum #2 - Dawn Pruett, Director of Senior Services





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Center

Work Session: 5-11-2017

Prepared By: Dawn Pruett

Voting Session: 5-18-2017

Presenter: Dawn Pruett

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

Agenda Item Title: Request to approve 2017 Legacy Link Contract Amendment #2

**Background Information:**

Legacy Link receives an increase or decrease in funding during the contract year that changes original contract amounts.

**Current Information:**

Amendment #2 makes the following changes: The federal compensation will decrease by \$72 and our local match will increase by \$72.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
	5520					

Recommendation/Motion: Approve FY18 application and sign contract documents when received.

Department Head Authorization: Dawn Pruett

Date: 4-18-2017

Finance Dept. Authorization: Vickie Neikirk

Date: 5-4-17

County Manager Authorization: David Headley

Date: 5/04/2017

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

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

**Comments/Attachments:**

Amendment #1 approved 12-15-2016.



March 23, 2017

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

Dear Mr. Berg:

Enclosed are two (2) original copies of the FY-2017 Addendum #2 Contract between The Legacy Link, Inc. and the Dawson County Commission for Nutrition Program Services. This Addendum is for the contract period of July 1, 2016 - June 30, 2017.

After the Addendums have been reviewed and approved, **please sign and notarize both copies and return both copies** to The Legacy Link, Inc.. Mrs. Pat V. Freeman, Chief Executive Officer of The Legacy Link, Inc. will also sign them. A fully executed copy will then be returned to your office.

Please let me know if you have any questions about the enclosed. My phone number is (678) 677-8511 or e-mail at [lgearls@legacylink.org](mailto:lgearls@legacylink.org).

Sincerely,

A handwritten signature in blue ink that reads "Linda Earls Clark".

Linda Earls Clark  
AIMS Financial Specialist

Cc: Contract File

Enclosure

ADDENDUM NO. 2  
TO  
AGREEMENT

BETWEEN THE LEGACY LINK, INC., AND DAWSON COUNTY COMMISSION  
FOR  
THE PROVISION OF Nutrition program and entered into on the first day  
Of July, 2016.

Said agreement is amended to read as follows.

5. Compensation.

(b) The total compensation paid by the Legacy to the  
Contractor for nutrition site operation pursuant to this Agreement  
Shall not exceed Fifty Six Thousand Seven Hundred Twenty One Dollars  
(\$56,721.00).

6. Non-Federal Funds.

(b) The Contractor shall provide the necessary non-match local  
resources required for the provision of the services listed in  
Paragraph two (2) of this contract, this amount being Two Hundred  
Forty Thousand Nine Hundred Eighty Six Dollars (\$240,986.00).

All other terms and conditions of this agreement remain  
unchanged.

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

THE LEGACY LINK, INC.

By: \_\_\_\_\_  
Executive Director

Subscribed and sworn to  
in our presence:

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

CONTRACTOR:  
DAWSON COUNTY COMMISSION

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

Subscribed and sworn to  
in our presence:

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

**Backup material for agenda item:**

7. Presentation of FY2018 Legacy Link Contract - Dawn Pruett, Senior Services Director



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services

Work Session: 5-11-2017

Prepared By: Dawn Pruett

Voting Session: 5-18-2017

Presenter: Dawn Pruett

Public Hearing: Yes  No

Agenda Item Title: Approval of FY18 Legacy Link Contract

Background Information:

Contract allows for county to receive Federal/State funds for meals served to senior clients and for daily management expenses at the center.

Current Information:

FY18 Contract: Federal/State Funds - \$99,032; County Match - \$307,295.

FY17 Contract: Federal/State Funds - \$85,901; County Match - \$240,348.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

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

Department Head Authorization: Dawn Pruett

Date: 5-3-2017

Finance Dept. Authorization: Vickie Neikirk

Date: 5-4-17

County Manager Authorization: David Headley

Date: 5/4/2017

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

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

Comments/Attachments:

Increase in 2017 due to cost of meals, cost of management of meals, and increase in number meals expected to serve based on current trends.



April 25, 2017

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

Dear Mr. Berg:

Enclosed are two (2) original copies of the Nutrition Program Services Contract for FY-2018 between The Legacy link, Inc. and the Dawson County Commission. This Contract is for the period of July 1, 2017 – June 30, 2018. Attached to each contract is a copy of the FY-18 EVerify Affidavit.

After the contracts have been reviewed and approved, **please sign and notarize both copies and return both copies to The Legacy Link, Inc.**, Mrs. Pat V. Freeman, Chief Executive Officer of The Legacy Link, Inc., will also sign them. A fully executed copy will then be returned to your office. **Please also complete and return the EVerify Affidavit.**

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

Sincerely,

A handwritten signature in blue ink that reads "Linda Earls Clark".

Linda Earls Clark  
Financial Specialist

Enclosure

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with The Legacy Link, Inc. on behalf of Georgia Department of Human Services has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

←→ E-Verify Number  
NOT Tax ID Number

\_\_\_\_\_  
Date of Authorization

**Dawson County Commission**

\_\_\_\_\_  
Name of Subcontractor

**Nutrition Program**

\_\_\_\_\_  
Name of Project

Georgia Department of Human Services

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



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

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

Subject: Nutrition Program

Term: July 1, 2017 to June 30, 2018

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**AGREEMENT**

THIS AGREEMENT entered into this First day of July, 2017 between THE LEGACY LINK, INC., hereinafter referred to as the "Legacy", and the DAWSON COUNTY COMMISSION, hereinafter referred to as the "Contractor".

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

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

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

WHEREAS, this component of said Area Plan also includes the provision of Transportation services to the elderly; and

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

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

1. Term. The term of this Agreement shall be from July 1, 2017 to 12:00 Midnight, Eastern Daylight Time, June 30, 2018.

2. Description of Services. The Contractor shall, in a

satisfactory and proper manner as determined by the Legacy, perform the services described below with preference given to low income minority and rural elderly.

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

(b) Operation of the nutrition site includes serving one meal a day, five days a week (250 days per year) as specified in the Grant Application incorporated herein, for a total of 7,500 units of congregate nutrition services to 75 elderly persons, 25,600 units of home-delivered nutrition services to 151 elderly persons, providing client assessment for services, nutrition education and any other activities which seem necessary to educate and inform the elderly of services in the community and/or to bring independence and dignity into their lives.

(c) Provide Transportation services for elderly persons in Dawson County as described in the Legacy Link, Inc., Area Agency Plan for the period July 1, 2017 to June 30, 2018. Services must be performed as provided in Section "D" of Title III of the Older Americans Act of 1965 as amended. A total of 8,500 units of Transportation services to 40 persons.

3. Supervision and Administration. The intent of the parties being that all funds provided hereunder to the Contractor be utilized for the provision of services, the Contractor shall be responsible for all administrative support incurred in the provision of the above-mentioned services and shall provide supervision and administration necessary for the provision of said services, and shall provide all costs of administrative support, supervision and administration in not less than the dollar amount specified in The Legacy Link Area Agency on Aging plan and continuation proposal for July 1, 2017 to June 30, 2018.

4. Reports.

(a) A financial report containing a statement of all expenditures for the preceding month, a statement of cumulative expenditures under the Agreement to date, and a statement of all unexpended funds on hand shall be submitted by the Contractor to the Legacy by the fifth business day of the following month commencing with a report for the month of July, 2017.

(b) A program report describing services rendered pursuant to this Agreement during the preceding month shall be submitted by the Contractor to the Legacy on or before the fifth business day of the following month commencing with a report for the month of July, 2017.

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

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

5. Compensation.

(a) Subject to the timely filing of the reports described in paragraph four (4), and subject to payment by the Department of Human Resources to the Legacy of the appropriate funds, the Legacy shall, on or before the twenty fifth day of each month commencing with the month of August, 2017, reimburse the Contractor for actual expenditures made pursuant to the Agreement for each preceding month based on the aforementioned financial report.

(b) The total compensation paid by the Legacy to the Contractor for nutrition site operation pursuant to this Agreement shall not exceed Fifty Five Thousand Three Hundred Thirty Five Dollars (\$55,335.00).

(c) The total compensation paid by the Legacy to the Contractor for Transportation services pursuant to this Agreement shall not exceed Eleven Thousand One Hundred Fourteen Dollars (\$11,114.00).

(d) The Legacy agrees to provide federal and state funds for congregate meals in the amount of Six Thousand Seven Hundred Ninety One Dollars (\$6,791.00) and federal and state funds for home-delivered

meals in the amount of Twenty Five Thousand Seven Hundred Ninety Two Dollars (\$25,792.00).

6. Non-Federal Funds.

(a) As a condition of this Agreement, the Contractor agrees to insure non-federal funds in the amount of Three Thousand Nine Hundred Sixty One Dollars (\$3,961.00) will be available for nutrition site operations, and One Thousand Three Hundred Twenty Eight Dollars (\$1,328.00) for Transportation services.

(b) The Contractor further agrees to insure local cash based on actual cost per meal and available federal and state funds for 7,500 congregate and 25,600 home-delivered meals.

The minimum cash requirement for the term of the Agreement being Twenty One Thousand Three Hundred Thirty Four Dollars (\$21,334.00) for congregate meals and Seventy One Thousand Two Hundred Thirty Two Dollars (\$71,232.00) for home-delivered meals.

The Contractor shall provide the necessary non-match local resources required for the provision of the services listed in Paragraph two (2) of this contract, this amount being Three Hundred Seven Thousand Two Hundred Ninety Five Dollars (\$307,295.00).

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

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

8. Right to Withhold Payment. The Legacy reserves the right to withhold contract payments under this Agreement if it appears to the Legacy that the Contractor is failing to substantially comply with the quality of service or the specified completion schedule of its duties required under this agreement, and/or to require further proof

of reimbursable expenses prior to payment thereof, and/or require improvement at the discretion of the Legacy in the programmatic performance of service delivery.

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

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

(a) The Legacy Link, Inc., Area Agency on Aging Plan for July 1, 2017 to June 30, 2018.

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

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

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

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

(f) 45 CFR - Part 80 Civil Rights;

(g) 45 CFR - Part 92;

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

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

(j) Reimbursement of travel expenses under this Agreement must not exceed rates in Statewide Travel Regulations.

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

(l) Opinions of the Attorney General of Georgia;

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

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

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

(a) At any time during normal business hours and as often as the Legacy may deem necessary, there shall be made available to the Legacy all of the Contractor's records with respect to all matters covered

by this Agreement, and the Contractor will permit the Legacy or its designated representative to audit, examine and make excerpts from invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to matters covered by this Agreement.

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

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

15. Non-discrimination in Employment or Services.

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

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

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

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

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

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



existence of the aforementioned insurance.

17. Criminal Records Investigations: The Contractor agrees that, for the filling of positions or classes of positions having direct care responsibilities for services rendered under this contract, applicants selected for such positions shall undergo a criminal record history investigation which shall include a fingerprint record check pursuant to the provisions of Code Section 49-2-14 of the Official Code of Georgia Annotated. The Contractor will provide the forms which will include the required data from the applicant. The Contractor agrees to obtain the required information (which will include two proper sets of fingerprints on each applicant) and transmit said fingerprints directly to the Georgia Crime Information Center together with the fee as required by said center for a determination made pursuant to Code Section 49-2-14 of the Official Code of Georgia Annotated or any other relevant statutes or regulations. After receiving the information from the Georgia Crime Information Center or any other appropriate source, the Legacy will review any derogatory information and, if the crime is one which is prohibited by duly published criteria within the Georgia Department of Human Resources, the Contractor will be informed and the individual so identified will not be employed for the purpose of providing services under this contract.

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

19. AIDS Policy. The contractor agrees not to discriminate against

any client who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The Contractor is encouraged to provide or cause to be provided appropriate AIDS training to it's' employees and to seek AIDS technical advice and assistance from appropriate health department office. The Contractor further agrees to refer clients requesting additional AIDS related services or information to the appropriate county health department.

20. Publicity. Any publicity given to the program or services provided herein including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the Contractor shall identify the Legacy Link, Inc. as a sponsoring agency. The Contractor shall not identify the Georgia Department of Human Resources as a sponsoring agency without prior approval. The Contractor shall not display the Georgia Department of Human Resources' name or logo in any manner without prior written authorization of the Commissioner.

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

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

23. Subcontracts. The Contractor shall not subcontract any portion of this Agreement without the express written consent of the Legacy. In the event of any subcontract, the Contractor shall incorporate into

and require its subcontractor to comply with all of the provisions of this Agreement, and the Contractor shall remain primarily liable to the Legacy for all duties, obligations and responsibilities assumed by the Contractor under this Agreement and shall not be relieved of any such duties, obligations or responsibilities.

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

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

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

27. Conflict of Interest. The Contractor shall comply with the

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

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

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

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

31. Entire Agreement; Modification.

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

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

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

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

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

THE LEGACY LINK, INC.

By: \_\_\_\_\_  
Chief Executive Officer

Subscribed and sworn to  
in our presence:

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

CONTRACTOR:  
DAWSON COUNTY COMMISSION

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

Subscribed and sworn to  
in our presence:

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

**Backup material for agenda item:**

8. Presentation of Proposed Revised Travel Policy - Vickie Neikirk, Chief Financial Officer



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Finance

WorkSession: 5/11/2017

Prepared By: Vickie Neikirk

Voting Session: 5/18/2017

Presenter: V. Neikirk

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

Agenda Item Title: Travel Policy Revision

Background Information:

Current Travel Policy for employee travel was last updated in 2005. Current per diem is \$20 per day.

Current Information:

Revised travel policy reimbursement per diem rates are based on the US General Services Administration (GSA) policy. Employee travel for training and conferences is budgeted by department and an Increase in the reimbursement rate will increase budget requirements. GSA states that current rate is \$51 per day, except if traveling to four areas of Georgia. For travel to those areas, the rates are higher (\$59-\$69 per day).

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: To accept and approve the changes in the Employee Travel Policy

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

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

Finance Dept. Authorization: Vickie Neikirk

Date: 5/01/2017

County Manager Authorization: Dave Headley

Date: 5/03/2017

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

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

Comments/Attachments:

1. Current policy
2. Current GSA Rates
3. Proposed updated policy



**DAWSON COUNTY, GEORGIA**  
**TRAVEL REGULATIONS**  
**Adopted December 4, 2003 by Board of Commissioners**  
**Revised October 6, 2005**

**INTRODUCTION**

These travel regulations are designed to assist Dawson County officials and employees (hereinafter called “employees”) who are required to travel away from their official headquarters during performing their official duties, and aid the Finance Department in the payment of travel expenses. Each employee required to travel is entitled to reimbursement for reasonable, necessary and allowable expenses incurred. A county employee on travel status, if accompanied by someone who is not a county employee on travel status, will not be entitled to reimbursement for any expenses incurred for that person. These regulations are intended to indicate what constitutes reasonable and necessary expenses and to provide uniformity among the various departments of county government. These regulations are designed to encompass major areas pertaining to travel while allowing the department flexibility to deal with unusual travel circumstances that are not addressed herein by requesting specific authorization for deviations from the County Manager. The flexibility of this system depends on the integrity of the employees to return all unused funds.

**STATEMENT OF PURPOSE**

It is the county’s purpose to allow travel arrangements on a limited basis provided: (a) travel appropriations are available, (b) travel is duly authorized and (c) travel is within the scope of the employee’s employment and the discharge of his (her) official duties. Employees are expected to show good judgment and a proper regard for economy in incurring travel expenses. Required records must be kept of expenditures at the time incurred, submitted on the appropriate expense report and completed in strict accordance with these regulations.

**TRAVEL AUTHORIZATION**

Employees required to travel in the performance of official duties and entitled to reimbursement for expenses incurred must receive prior authorization from their department director or elected official. Blanket authorization for routine travel may be granted. A list of signatures of approving officials should be made available to Finance Department personnel responsible for issuing reimbursement travel checks. The Purchase Order may be used to authorize the travel, defining the purpose of the trip, documenting the conference or event, length of conference, type of travel, training or education. Specify if the training is part of a certification process.

The department director or elected official must specifically authorize all out-of-state travel in writing reflecting estimated cost, the destination, and mode of transportation and general purpose of the travel. The County Manager shall approve all Out-of-state travel prior to registration and prior to submittal to the Finance Department. File the request with the Finance Department at least ten days prior to the trip. The aforementioned

requirement for prior authorization of out-of-state travel pertains to ordinary anticipated travel such as workshops, conferences or seminars. Some travel, such as police investigations or prisoner transfers, by its very nature precludes a ten-day lead-time. This unforeseeable travel will be exempt from the prior authorization requirement; but the department director or elected official will be responsible for making certain that funds are available for these travel expenditures. The Finance Department will expedite these special requests as possible. Note that in no case will per diem rates be approved that exceed the Federal limits on per diem for meals by location.

**SUBSISTENCE**

Reimbursement claims for subsistence (meals and lodging) are to be reported on an “Employee Travel Expense Statement” (Example Form) by date, location and amount for each meal and lodging claimed. The purpose for the travel must be noted as well. An individual taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

**MEALS** Per Diem allotments will be made for meals, including taxes and tips, within the limitations of the following table. The allotment will be \$25 per day.

BREAKFAST	LUNCH	DINNER	TOTAL
\$5.00	\$7.00	\$13.00	\$25.00

Employees are entitled to reimbursement for breakfast expenses if they depart before 6:30 a.m., and for dinner expenses if they return later than 7:30 p.m. This entitlement is based on the premise that early departure and late return times as provided above are out of necessity and not at the discretion or convenience of the employee. Also, when attending classes during the day during normal business hours, lunch is on-your-own and not reimbursable. ***Meal receipts are not mandatory with per diem rates.*** Note, however, three exceptions:

1. The Sheriff Department employees are required to remit meal receipts for reimbursement from training classes, especially if grant funded. If attending “Basic Mandate Class”, meal reimbursement is limited to \$18 per day. If certified officer or EMT at Forsyth, Georgia training allowances will be adhered to. See the separate travel regulations for the Sheriff Department for more specific details;
2. Employees are encouraged to travel on a reimbursement basis. However, upon occasion an employee may need to request an advance for travel purposes. In this event, you must submit a purchase order authorized by the Department Director for the advance with travel information. Then submit a travel reimbursement form with receipts to cover the meal cost and clear the advance within thirty (30) days of the travel date.
3. Any request for meals that exceeds the per diem will not be considered without receipts and justification. Therefore, it is recommended that you keep receipts even though this is not mandatory. In no case will the meal allowance exceed the Federal limits on per diem meals by location.

As with all county expenditures, meal reimbursements are subject to verification and compliance with county financial policies, and are subject to approval by the Department Director and/or Administration. All county expenditures and accounting are subject to the open records act.

## **LODGING**

Reimbursement may be made for actual lodging expenses based on reasonable rates for travel at least fifty miles from Dawsonville and with Department Director approval. **Receipts must document all lodging claims.** Travelers should always make every effort to obtain suitable accommodations at the most economical rates available. It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations available will be utilized, that “deluxe” hotels and motels will be avoided and that government rates will be obtained whenever possible. Many hotels and motels grant government rates to government employees upon request. Charges exceeding reasonable rates must be explained on the Employee Travel Expense Statement and approved by the Finance Department. More costly lodging may be justified to some extent if an employee stays at an expensive accommodation where a meeting is held in order to avoid excessive transportation cost between a lower cost motel and the location of the meeting.

**Preferred:** Submit a purchase order to Accounts Payable to prepay the hotel fee at least **10 days in advance of the travel** if at all possible. Accounts Payable will forward tax-exempt forms with the check to the hotel. This will aid you during the check in process. The purchase order for registration fees must document the purpose for the trip; provide the name of the convention or class/event, as well as the dates for the conference. Attach a copy of the trip brochure or announcement to the purchase order.

## **TRANSPORTATION**

**1. VEHICLES** First priority for travel within the state should be given to use of county owned vehicles, if available. Otherwise, travelers may choose between using a personal vehicle or common carrier. Departments should approve transportation based on the most economical mode, consistent with the purpose of the travel.

**Effective *October 1, 2005*, the reimbursement for transportation expenses incurred by use of personally owned vehicles would be at the rate of \$.42 cents per mile.** The initial point of departure shall be the individual’s residence or headquarters, whichever is nearer the destination point. When possible, employees should attempt to travel together to the same destination in one vehicle. Additionally, if at all possible and available, a County vehicle should be used for the trip.

Actual odometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement will be made. Claims exceeding mileage computed by the most direct route from the point of departure to destination (due

to field visits, picking up passengers, etc.) must be explained on the Employee Travel Expense Statement.

The authorized mileage rate is intended to cover the normal expenses incurred in the operation of a personal vehicle. In addition, parking and toll expenses will be paid for official travel in personal or county vehicles. A receipt should be provided when possible; if not, a written explanation should be included on the expense statement. The use of commercially leased vehicles will be left to the discretion of department personnel responsible for authorizing travel subject to each department's budget availability. (**Prior** County Manager **approval** will be required as well). Employees will be reimbursed for cost associated with the official use of such vehicles. Employees sharing a ride with another county employee using either a personal or county vehicle, and not claiming reimbursement for mileage, should indicate in the automobile mileage record section of the expense statement the name of the person they rode with and the date and purpose of the trip.

## **2. COMMON CARRIER**

Transportation by common carrier will be scheduled plane, bus or rail. Reimbursement will be made upon presentation of a ticket stub, receipt or other documentary evidence of expenditure. Officials or employees traveling by commercial air carrier will not be reimbursed for that portion of first class air fare that exceeds the amount of the lowest fare (tourist, etc.) for the flight on which such official or employee is traveling, unless space is not otherwise available.

## **3. SHUTTLE/TAXI SERVICE**

Taxi service [when a more economical means is not available] will be reimbursed between the individual's departure point and the common carrier's departure point; between the common carrier's arrival point and the individual's lodging or meeting place; and between the lodging and meeting places if at different locations. It is expected that shuttle service will be utilized when available. Receipts, although preferred, are not mandatory for such items of transportation; however, a point-to-point explanation should be required for each such item reimbursed.

## **MISCELLANEOUS EXPENSES**

Registration fees required for participation in workshops, seminars or conferences that an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or a copy of the check showing payment. Any part of a registration fee applicable to meals will be reported as meal expense and not as a registration fee if the cost can be separately identified.

Expenses for official telephone and telegraph messages that must be paid for by the traveler are allowed. Reimbursement claims will indicate the location from which made, the person contacted and justification for communication. Postage expense incurred relative to travel will be allowed. Claims for laundry, valet service, theater, entertainment and alcoholic beverages will not be reimbursed.

**REIMBURSEMENT PROCEDURES**

A diligent effort should be made by department directors and persons responsible for approving claims for travel reimbursement and advances to see that expense statements submitted are reasonable, prompt, accurate and cover only expenses actually incurred by an employee traveling in the interest of the county. When claims for reimbursement exceed established limits, a written explanation should be made on the statement explaining these higher amounts. These claims should be closely reviewed and department directors should adjust downward any excessive expenditure before approval and remittance to the Finance Department.

1. **FREQUENCY** - Employees should submit travel expense statements for reimbursement, or to clear an advance, within one week after returning from the trip.
  
2. **TRAVEL EXPENSE STATEMENT** Henceforth, employees requesting reimbursement (or clearing an advance) for travel expenses must submit claims on the standard “Employee Travel Expense Statement” form. (See Example Form). Attach receipts as applicable.
  
3. **STATEMENT OF PROPRIETY** Each County employee on travel status should consider seriously the wording of the statement to be signed in submitting a claim for reimbursement. The statement reads as follows:

“I do solemnly swear under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, that the above statements are true and have incurred the described expenses and the county use mileage in the discharge of my official duties for the county.” (Georgia Code Section 26-2408 [rev. 7-1/70])

\_\_\_\_\_  
Attest County Clerk

\_\_\_\_\_  
Chairman

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





**DAWSON COUNTY, GEORGIA**  
**TRAVEL REGULATIONS**  
**Adopted December 4, 2003 by Board of Commissioners**  
**Revised May 18, 2017**

**INTRODUCTION**

These travel regulations are designed to assist Dawson County officials and employees (hereinafter called “employees”) who are required to travel away from their official headquarters during performing their official duties, and aid the Finance Department in the payment of travel expenses. Each employee required to travel is entitled to reimbursement for reasonable, necessary and allowable expenses incurred. A county employee on travel status, if accompanied by someone who is not a county employee on travel status, will not be entitled to reimbursement for any expenses incurred for that person. These regulations are intended to indicate what constitutes reasonable and necessary expenses and to provide uniformity among the various departments of county government. These regulations are designed to encompass major areas pertaining to travel while allowing the department flexibility to deal with unusual travel circumstances that are not addressed herein by requesting specific authorization for deviations from the County Manager. The flexibility of this system depends on the integrity of the employees to return all unused funds.

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The department director or elected official must specifically authorize all out-of-state travel in writing reflecting estimated cost, the destination, and mode of transportation and general purpose of the travel. The County Manager shall approve all Out-of-state travel prior to registration and prior to submittal to the Finance Department. File the request with the Finance Department at least ten days prior to the trip. The aforementioned



requirement for prior authorization of out-of-state travel pertains to ordinary anticipated travel such as workshops, conferences or seminars. Some travel, such as police investigations or prisoner transfers, by its very nature precludes a ten-day lead-time. This unforeseeable travel will be exempt from the prior authorization requirement; but the department director or elected official will be responsible for making certain that funds are available for these travel expenditures. The Finance Department will expedite these special requests as possible. Note that in no case will per diem rates be approved that exceed the Federal limits on per diem for meals by location.

**SUBSISTENCE**

Reimbursement claims for subsistence (meals and lodging) are to be reported on an “Employee Travel Expense Statement” (Example Form) by date, location and amount for each meal and lodging claimed. The purpose for the travel must be noted as well. An individual taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

**MEALS:** **Maximum** allotments will be made for meals, including taxes and tips, within the limitations of the following table. These rates reflect the current U.S. General Services Administration (GSA) rates. The current standard allotment will be \$51 per day. However, if a destination is a higher cost area, the Meals and Incidental Expense (M & IE) rate will be reimbursed according to the rate in effect. Traveler will need to see the per diem rates at [www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120) in order to know the correct rate for reimbursement. Rates will be adjusted annually, or as the GSA changes their rates.

BREAKFAST	LUNCH	DINNER	TOTAL
\$8.00	\$15.00	\$28.00	\$51.00

Employees are entitled to reimbursement for breakfast expenses if they depart before 6:30 a.m., and for dinner expenses if they return later than 7:30 p.m. This entitlement is based on the premise that early departure and late return times as provided above are out of necessity and not at the discretion or convenience of the employee. Also, when attending classes during the day during normal business hours, lunch is on-your-own and not reimbursable. ***Meal receipts are required even with per diem rates.*** The per diem is a maximum amount allowed unless authorization is given. Note, however, three exceptions:

1. The Sheriff Department employees are required to remit meal receipts for reimbursement from training classes, especially if grant funded. If attending “Basic Mandate Class”, meal reimbursement is limited to \$25 per day. If certified officer or EMT at Forsyth, Georgia training allowances will be adhered to. See the separate travel regulations for the Sheriff Department for more specific details;
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form with receipts to cover the meal cost and clear the advance within thirty (30) days of the travel date.

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## **LODGING**

Reimbursement may be made for actual lodging expenses based on reasonable rates for travel at least fifty miles from Dawsonville and with Department Director approval. **Receipts must document all lodging claims.** Travelers should always make every effort to obtain suitable accommodations at the most economical rates available. It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations available will be utilized, that “deluxe” hotels and motels will be avoided and that government rates will be obtained whenever possible. Many hotels and motels grant government rates to government employees upon request. Charges exceeding reasonable rates must be explained on the Employee Travel Expense Statement and approved by the Finance Department. More costly lodging may be justified to some extent if an employee stays at an expensive accommodation where a meeting is held in order to avoid excessive transportation cost between a lower cost motel and the location of the meeting.

**Preferred:** Submit a purchase order to Accounts Payable to prepay the hotel fee at least **10 days in advance of the travel** if at all possible. Accounts Payable will forward tax-exempt forms with the check to the hotel. This will aid you during the check in process. The purchase order for registration fees must document the purpose for the trip; provide the name of the convention or class/event, as well as the dates for the conference. Attach a copy of the trip brochure or announcement to the purchase order.

## **TRANSPORTATION**

**1. VEHICLES** First priority for travel within the state should be given to use of county owned vehicles, if available. Otherwise, travelers may choose between using a personal vehicle or common carrier. Departments should approve transportation based on the most economical mode, consistent with the purpose of the travel.

**Mileage reimbursement for use of personal vehicle will be made at the rate in effect according to the IRS. Effective January 1, 2017, the reimbursement for transportation expenses incurred by use of personally owned vehicles would be at the rate of \$.535 cents per mile.** The initial point of departure shall be the individual’s residence or headquarters, whichever is nearer the destination point. When possible,

employees should attempt to travel together to the same destination in one vehicle. Additionally, if at all possible and available, a County vehicle should be used for the trip.

Actual odometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement will be made. Claims exceeding mileage computed by the most direct route from the point of departure to destination (due to field visits, picking up passengers, etc.) must be explained on the Employee Travel Expense Statement.

The authorized mileage rate is intended to cover the normal expenses incurred in the operation of a personal vehicle. In addition, parking and toll expenses will be paid for official travel in personal or county vehicles. A receipt should be provided when possible; if not, a written explanation should be included on the expense statement. The use of commercially leased vehicles will be left to the discretion of department personnel responsible for authorizing travel subject to each department's budget availability. (**Prior** County Manager **approval** will be required as well). Employees will be reimbursed for cost associated with the official use of such vehicles. Employees sharing a ride with another county employee using either a personal or county vehicle, and not claiming reimbursement for mileage, should indicate in the automobile mileage record section of the expense statement the name of the person they rode with and the date and purpose of the trip.

## **2. COMMON CARRIER**

Transportation by common carrier will be scheduled plane, bus or rail. Reimbursement will be made upon presentation of a ticket stub, receipt or other documentary evidence of expenditure. Officials or employees traveling by commercial air carrier will not be reimbursed for that portion of first class air fare that exceeds the amount of the lowest fare (tourist, etc.) for the flight on which such official or employee is traveling, unless space is not otherwise available.

## **3. SHUTTLE/TAXI SERVICE**

Taxi service [when a more economical means is not available] will be reimbursed between the individual's departure point and the common carrier's departure point; between the common carrier's arrival point and the individual's lodging or meeting place; and between the lodging and meeting places if at different locations. It is expected that shuttle service will be utilized when available. Receipts, although preferred, are not mandatory for such items of transportation; however, a point-to-point explanation should be required for each such item reimbursed.

## **MISCELLANEOUS EXPENSES**

Registration fees required for participation in workshops, seminars or conferences that an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or a copy of the check showing payment. Any part of a registration fee applicable to meals will be reported as meal expense and not as a registration fee if the cost can be separately identified.

Expenses for official telephone and telegraph messages that must be paid for by the traveler are allowed. Reimbursement claims will indicate the location from which made, the person contacted and justification for communication. Postage expense incurred relative to travel will be allowed. Claims for laundry, valet service, theater, entertainment and alcoholic beverages will not be reimbursed.

**REIMBURSEMENT PROCEDURES**

A diligent effort should be made by department directors and persons responsible for approving claims for travel reimbursement and advances to see that expense statements submitted are reasonable, prompt, accurate and cover only expenses actually incurred by an employee traveling in the interest of the county. When claims for reimbursement exceed established limits, a written explanation should be made on the statement explaining these higher amounts. These claims should be closely reviewed and department directors should adjust downward any excessive expenditure before approval and remittance to the Finance Department.

1. **FREQUENCY** - Employees should submit travel expense statements for reimbursement, or to clear an advance, within one week after returning from the trip.
2. **TRAVEL EXPENSE STATEMENT** Henceforth, employees requesting reimbursement (or clearing an advance) for travel expenses must submit claims on the standard "Employee Travel Expense Statement" form. (See Example Form). Attach receipts as applicable.
3. **STATEMENT OF PROPRIETY** Each County employee on travel status should consider seriously the wording of the statement to be signed in submitting a claim for reimbursement. The statement reads as follows:

"I do solemnly swear under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, that the above statements are true and have incurred the described expenses and the county use mileage in the discharge of my official duties for the county." (Georgia Code Section 26-2408 [rev. 7-1/70])

\_\_\_\_\_  
Attest County Clerk

\_\_\_\_\_  
Chairman

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



## FY 2017 Per Diem Rates for Georgia

Cities not appearing below may be located within a county for which rates are listed.  
 To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

**October 2016 - September 2017 within Georgia. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.**

Primary Destination (1, 2)	County (3, 4)	2016 Oct	Nov	Dec	2017 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Standard Rate	Applies for all locations without specified rates	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$51
Athens	Clarke	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$59
Atlanta	Fulton / DeKalb / Cobb	\$140	\$140	\$140	\$148	\$148	\$148	\$148	\$140	\$140	\$140	\$140	\$140	\$69
Augusta	Richmond	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$59
Jekyll Island / Brunswick	Glynn	\$125	\$125	\$125	\$125	\$125	\$151	\$151	\$151	\$151	\$151	\$125	\$125	\$64
Savannah	Chatham	\$115	\$115	\$115	\$115	\$115	\$132	\$132	\$115	\$115	\$115	\$115	\$115	\$59

### Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.

**Backup material for agenda item:**

9. Presentation of 2016 Budget Amendments - Vickie Neikirk, Chief Financial Officer



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Finance

Work Session: 05/11/2017

Prepared By: Natalie Johnson

Voting Session: 05/18/2017

Presenter: Vickie Neikirk, CFO

Public Hearing: Yes  No

Agenda Item Title: FY 2016 Budget Amendment Resolution

**Background Information:**

Georgia Code requires Board approval of budget amendments to the original budget should there be an increase in appropriation at the department level (which is the legal level of control). The budget is amended throughout the year as outlined in the annual budget resolution.

**Current Information:**

The majority of the \$869,006 budget amendment is related to reimbursement received for the 2015 winter storm clean up (\$652,994). Approximately \$36,000 was related to the 2016 compensation increase approved after the 2016 budget was approved. \$48,364 was for Risk Management's Special One-time Return for Safety. The remainder was mostly attributed to donations received in 2016 as well as carryover of donations from the prior year.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
See attached						

Recommendation/Motion: Motion to approve FY 2016 Budget amendments as presented and to approve the FY 2016 Budget Amendment Resolution

Department Head Authorization: Vickie Neikirk

Date: 5/2/2017

Finance Dept. Authorization: Natalie Johnson

Date: 5/2/2017

County Manager Authorization: David Headley

Date: 5/03/2017

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

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

**Comments/Attachments:**

FY 2016 Budget Resolution and presentation

**DAWSON COUNTY, GEORGIA  
2016 BUDGET AMENDMENT RESOLUTION**

**A RESOLUTION APPROVING BUDGET AMENDMENTS TO INCOME AND  
EXPENDITURES FOR FISCAL YEAR 2016 FOR EACH FUND OF DAWSON  
COUNTY**

WHEREAS, a Budget for fiscal year 2016 has been presented and previously adopted;

WHEREAS, the Budget for each department in the General Fund that exceeded the originally adopted budget has been adjusted;

WHEREAS, for all other funds, the Budget for each fund that exceeded the originally adopted budget has been adjusted.

NOW, THEREFORE, the Board of Commissioners hereby approves this Budget Resolution for Amendments to Income and Expenditures for fiscal year 2016 established through audited financial data.

This \_\_\_\_\_ day of \_\_\_\_\_, 2017.


ATTEST:

DAWSON COUNTY  
Board of Commissioners

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

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





# FY 2016 Budget Amendment Presentation

VICKIE NEIKIRK

CHIEF FINANCIAL OFFICER

MAY 11, 2017

# FY 2016 BUDGET HIGHLIGHTS

- ▶ Original FY 2016 General Fund Budget
  - ▶ \$22,458,521
- ▶ Final FY 2016 General Fund Budget
  - ▶ \$23,327,527
- ▶ Increase of \$869,006
  - ▶ 3.87%

# GENERAL FUND REVENUE SUMMARY

<u>CATEGORY</u>	<u>2016 ORIGINAL BUDGET</u>	<u>2016 AMENDED BUDGET</u>
31 TAXES	18,648,098	18,648,098
32 LICENSES & PERMITS	516,900	516,900
33 INTERGOV'T REVENUES	186,300	186,300
<b>34 CHARGES FOR SERVICE</b>	<b>1,990,350</b>	<b>2,004,025</b>
35 FINES & FORFEITURES	492,300	492,300
36 INVESTMENT INCOME	26,655	26,655
<b>37 CONTRIBUTIONS/DONATIONS</b>	<b>0</b>	<b>60,799</b>
<b>38 MISCELLANEOUS REVENUE</b>	<b>86,725</b>	<b>192,178</b>
<b>39 OTHER FINANCING SOURCES</b>	<b>511,193</b>	<b>1,200,272</b>
	99	
	22,458,521	23,327,527
<b>Increase of \$869,006</b>		

# GENERAL FUND EXPENDITURE SUMMARY

<u>CATEGORY</u>	<u>2016 ORIGINAL BUDGET</u>	<u>2016 AMENDED BUDGET</u>
<b>51 PERS SVC/EMP BENEFITS</b>	<b>14,506,961</b>	<b>14,587,842</b>
<b>52 PURCH/CONTRACT SERVICES</b>	<b>2,657,392</b>	<b>3,500,127</b>
<b>53 SUPPLIES</b>	<b>2,509,675</b>	<b>2,492,013</b>
<b>54 CAPITAL OUTLAYS</b>	<b>99,530</b>	<b>53,977</b>
<b>55 INTER FUND/DEPT CHARGES</b>	<b>195,000</b>	<b>205,760</b>
<b>57 OTHER COSTS</b>	<b>1,229,602</b>	<b>1,150,945</b>
58 DEBT SERVICE	144,470	144,470
<b>61 OTHER FINANCING USES</b>	<b>1,115,891</b>	<b>1,192,393</b>
	22,458,521	23,327,527
<b>Increase of \$869,006</b>		

# GENERAL FUND BY DEPARTMENT

<u>Department</u>	<u>2016 Original Budget</u>	<u>2016 Amended Budget</u>	<u>2016 Actual Expenditures</u>
1310 BOARD OF COMMISSIONERS	237,958	228,108	220,203
1320 COUNTY ADMINISTRATION	330,855	329,455	308,325
1400 ELECTIONS/REGISTRAR	266,279	266,279	256,644
1500 GENERAL GOVERNMENT	370,370	220,942	197,404
1510 FINANCE	515,435	515,435	511,142
1535 INFORMATION TECHNOLOGY	280,667	280,667	272,936
1540 HUMAN RESOURCES	151,656	158,006	150,703
1545 TAX COMMISSIONER	427,960	444,923	444,923
1550 TAX ASSESSOR	465,144	1,133,138	476,228
1551 BOARD OF EQUALIZATION	15,615	15,615	10,955
1555 RISK MANAGEMENT	195,000	255,892	203,897
1565 FACILITY MANAGEMENT	1,030,318	1,027,729	912,361
2150 SUPERIOR COURT	448,175	477,965	477,964
2180 CLERK OF COURT	563,097	599,429	582,857
2200 DISTRICT ATTORNEY	647,459	669,679	655,199
2400 MAGISTRATE COURT	297,814	316,605	316,604
2450 PROBATE COURT	273,338	280,276	280,275
2600 JUVENILE COURT	93,812	157,258	156,620
2800 PUBLIC DEFENDER	288,505	288,505	286,491

# GENERAL FUND BY DEPARTMENT

<u>Department</u>	<u>2016 Original Budget</u>	<u>2016 Amended Budget</u>	<u>2016 Actual Expenditures</u>
3300 SHERIFF	2,802,092	2,852,859	2,744,737
3322 K9	29,400	29,400	13,615
3326 JAIL	2,546,036	2,592,133	2,582,455
3350 SCHOOL RESOURCE OFFICERS	223,800	231,872	226,253
3351 MARSHAL	149,291	149,291	109,324
3360 SHERIFF SERVICES	588,378	621,472	621,471
3500 FIRE	1,167,220	1,254,278	1,244,124
3610 ESA	165,283	192,836	183,470
3630 EMS	2,035,848	1,949,152	1,914,090
3700 CORONER	58,853	58,853	54,722
3915 HUMANE SOCIETY	126,000	126,000	126,000
3920 EMA	22,089	20,509	17,136
4100 PUBLIC WORKS ADMIN	188,741	188,741	151,598
4220 ROADS DEPT	1,341,664	1,333,664	1,058,308
5110 HEALTH	162,000	162,000	162,000
5433 CASA	5,000	5,000	5,000
5440 DFACS	17,161	17,161	13,462
5450 NOA-NO ONE ALONE	2,500	2,500	2,500

# GENERAL FUND BY DEPARTMENT

<u>Department</u>	<u>2016 Original Budget</u>	<u>2016 Amended Budget</u>	<u>2016 Actual Expenditures</u>
5452 INDIGENT WELFARE	4,000	4,200	4,200
5520 SENIOR CENTER	70,728	70,403	70,080
5521 SENIOR SERVICES DONATION	0	33,300	8,750
5522 MEDICARE SILVER SNEAKERS	5,000	5,460	5,409
6120 PARK	944,206	942,811	929,988
6121 PARK GENERAL DONATIONS	0	24,945	8,941
6122 PARK WOMENS CLUB	0	1,353	0
6124 PARK POOL	27,448	26,168	25,965
6180 WAR HILL PARK	17,791	21,369	21,362
6510 LIBRARY	373,030	373,030	372,816
7100 CONSERVATION	750	750	729
7130 COUNTY EXTENSION	78,604	78,604	76,329
7410 PLANNING & DEVELOPMENT	407,470	410,738	392,094
7520 DEVELOPMENT AUTHORITY	150,000	150,000	150,000
9000 OTHER FINANCING USES	1,115,891	1,192,393	1,146,675
<b>TOTAL GENERAL FUND</b>	<b>22,458,521</b>	<b>23,327,527</b>	<b>21,734,262</b>

# ALL FUNDS

<u>Fund</u>	<u>2016 Original Budget</u>	<u>2016 Amended Budget</u>	<u>Difference Between Original &amp; Amended</u>	<u>2016 Actual Expenditures</u>
100 DAWSON COUNTY GENERAL	22,458,521	23,327,527	869,006	21,734,262
200 DATE	30,100	30,100	-	25,000
201 JAIL	50,000	50,000	-	19,405
202 LVAP (CRIME VICTIMS)	24,300	24,300	-	21,352
205 LAW LIBRARY	16,820	16,820	-	13,400
206 FIRE/ESA DONATIONS ACCOUNT	-	55,837	55,837	41,377
207 FAMILY CONNECTION-(FC)	286,795	304,279	17,484	206,039
211 INMATE WELFARE FUND	90,050	90,050	-	(10,838)
212 DA FORFEITURE	2,000	2,000	-	1,175
213 CONFISCATED ASSETS DCSO	43,000	43,000	-	9,323
215 EMERGENCY 911	757,927	751,568	(6,359)	749,774
250 MULTIPLE GRANTS	1,711,376	2,597,001	885,625	2,271,395
275 HOTEL/MOTEL TAX	385,000	430,724	45,724	357,597
315 GO BOND SERIES 2007 (SP5)	725,000	725,000	-	478,462
322 SPLOST IV	-	-	-	-
323 SPLOST V	565,000	565,000	-	364,997
324 SPLOST VI	7,442,519	7,442,519	-	5,410,293
350 CAPITAL PROJECTS	297,304	452,656	155,352	283,196
540 SOLID WASTE ENTERPRISE	658,492	661,609	3,117	464,903
565 DCAR GIS ENTERPRISE	17,454	16,454	(1,000)	14,669
615 FLEET FUEL AND MAINTENANCE FUND	1,310,812	1,310,812	-	994,070
771 INMATE ESCROW (KEEFE) 2008	100,000	100,000	-	125,613
785 IMPACT FEES	104	-	-	-
TOTALS	36,972,470	38,997,256	2,024,786	33,575,462



# RECOMMENDATION

- ▶ Adopt Amended Budget for all funds as presented

**Backup material for agenda item:**

10. Presentation of Contract with GMRC Regarding Community Development Block Grant Application Services for Senior Center Expansion – Billy Thurmond, BOC Chairman



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioners

Work Session: 05/11/2017

Prepared By: Danielle Yarbrough

Voting Session: 05/18/17

Presenter: Chairman Thurmond

Public Hearing: Yes  No

Agenda Item Title: Presentation of Contract with GMRC Regarding Community Development Block Grant Application Services for Senior Center Expansion

**Background Information:**

Staff at Georgia Mountains Regional Commission will perform services associated with the preparation and submittal of a Community Development Block Grant regarding Senior Center Expansion for an application fee of \$1,000.

**Current Information:**

Funding can come from the Grant Fund Contingency for potential grants. \$50,000 budgeted for 2017. Current balance is \$ 49,000.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250		5790000	\$50,000	\$49,000	\$1,000	

Recommendation/Motion: Motion to approve the Community Development Block Grant (CDBG) Application Preparation for Senior Center Expansion, and to authorize Chairman Thurmond to sign on behalf of the Board of Commissioners.

Department Head Authorization: Chairman Thurmond

Date: 04/27/17

Finance Dept. Authorization: Vickie Neikirk

Date: 5/4/17

County Manager Authorization: David Headley

Date: 5/04/2017

County Attorney Authorization:

Date:

**Comments/Attachments:**

VLN- The application requirements for a CDBG grant are quite complicated and time consuming. Also, requires specific requirements in this process. This fee is worth the cost, and may help insure the County receives the funding.



April 18, 2017

**Mr. Billy Thurmond, Chairman  
Dawson County Commission  
25 Justice Way, Suite 2313  
Dawsonville, Georgia 30534**

**Re: Senior Center Expansion**

**Dear Mr. Thurmond,**

**Attached please find two copies of the contract for the Community Development Block Grant for the Senior Center Expansion. The staff will perform services associated with the preparation and submittal of the CDBG grant. Please sign and notarize both copies of the contract and return to us for completion. We will return one fully executed copy for your files.**

**We are looking forward to working with Dawson County on this project and serving you in the future.**

Sincerely,



**Heather Feldman  
Executive Director**

**HF/pl**

**Enclosure**

**Copy: Finance Department  
Economic Development Department**

**P.O. Box 1720 • Gainesville, Georgia 30503 • Phone (770) 538-2626 • FAX (770) 538-2625**

PARTIES: Georgia Mountains Regional Commission;  
Dawson County

SUBJECT: Community Development Block Grant (CDBG) Application Preparation  
Senior Center Expansion

TERM: April 1<sup>st</sup>, 2017 through April 30<sup>th</sup>, 2018

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**AGREEMENT  
APPLICATION PREPARATION**

THIS AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, between the GEORGIA MOUNTAINS REGIONAL COMMISSION, a public agency, hereinafter referred to as the “Commission”, and DAWSON COUNTY GEORGIA, hereinafter referred to as the “County”.

**WITNESSETH**

WHEREAS, the County desires to engage the Commission to prepare a full grant application in connection with the Community Development Block Grant (CDBG) program for the above-referenced project; and,

WHEREAS, the Commission desires to render such services and warrants that it possesses the capabilities to satisfactorily render such services.

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

1. **Engagement of the GMRC:** The County agrees to engage the Commission and the Commission agrees to perform services associated with the preparation of the CDBG application.
2. **Compensation:** The Commission shall perform the preparation of the application for a fee of \$1,000.
3. **Time of Performance:** The Commission will immediately initiate the preparation of the CDBG application for submittal.

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

DAWSON COUNTY

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

Subscribed and sworn to  
in my presence:

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

(Seal)

GEORGIA MOUNTAINS REGIONAL  
COMMISSION

By: \_\_\_\_\_  
Heather Feldman, Executive Director

By: \_\_\_\_\_  
Dean Scarborough, Council Chairman

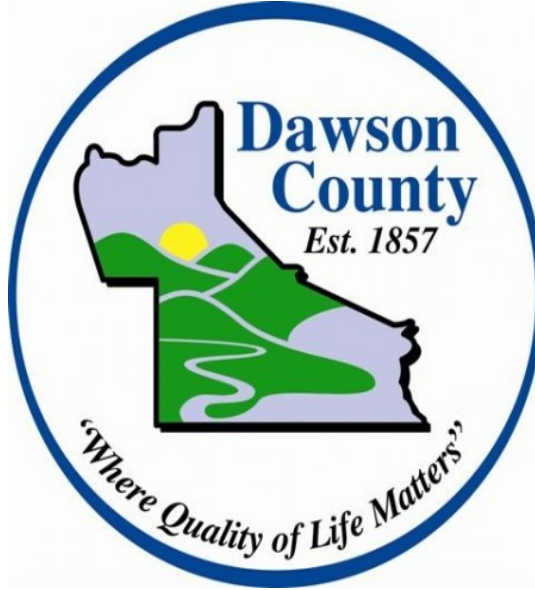
Subscribed and sworn to  
in my presence:

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

(Seal)

**Backup material for agenda item:**

12. County Manager Report

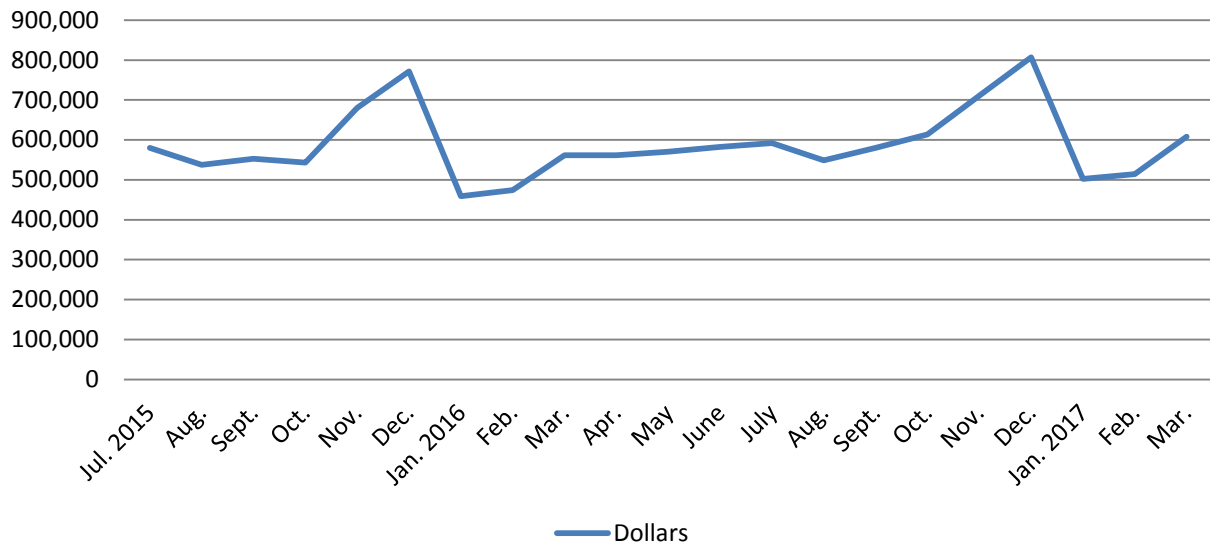


Key Indicator Report

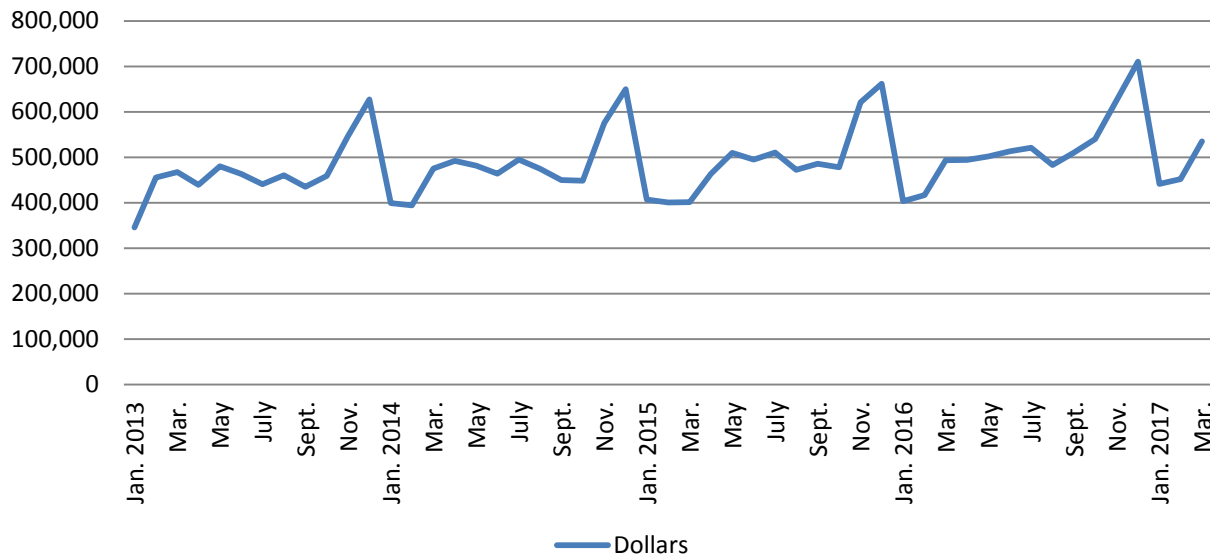
April 2017



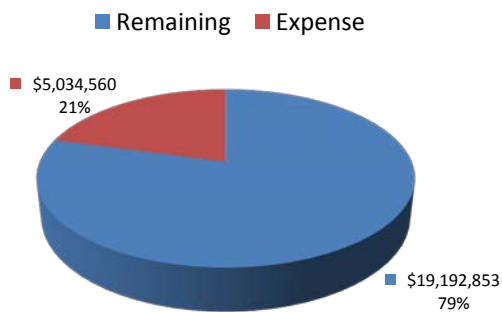
### SPLOST VI COLLECTION CHART



### LOST COLLECTION CHART

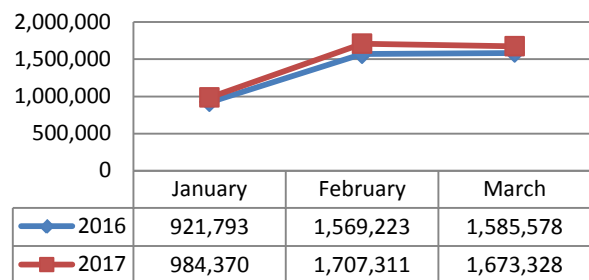


### Budget

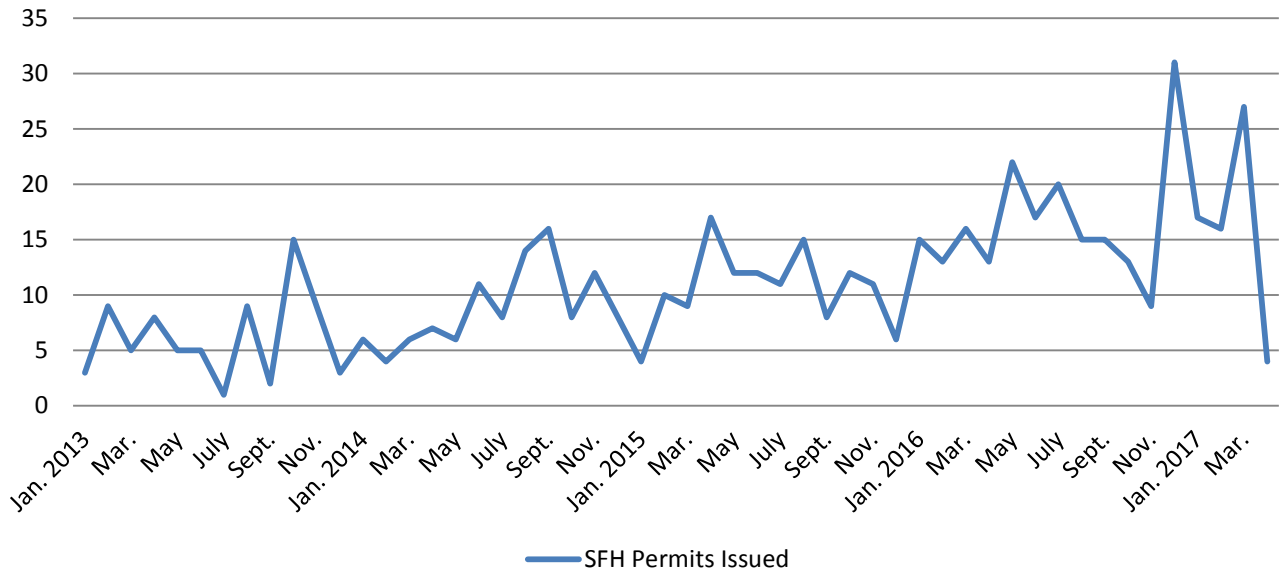


Through 3/31/17

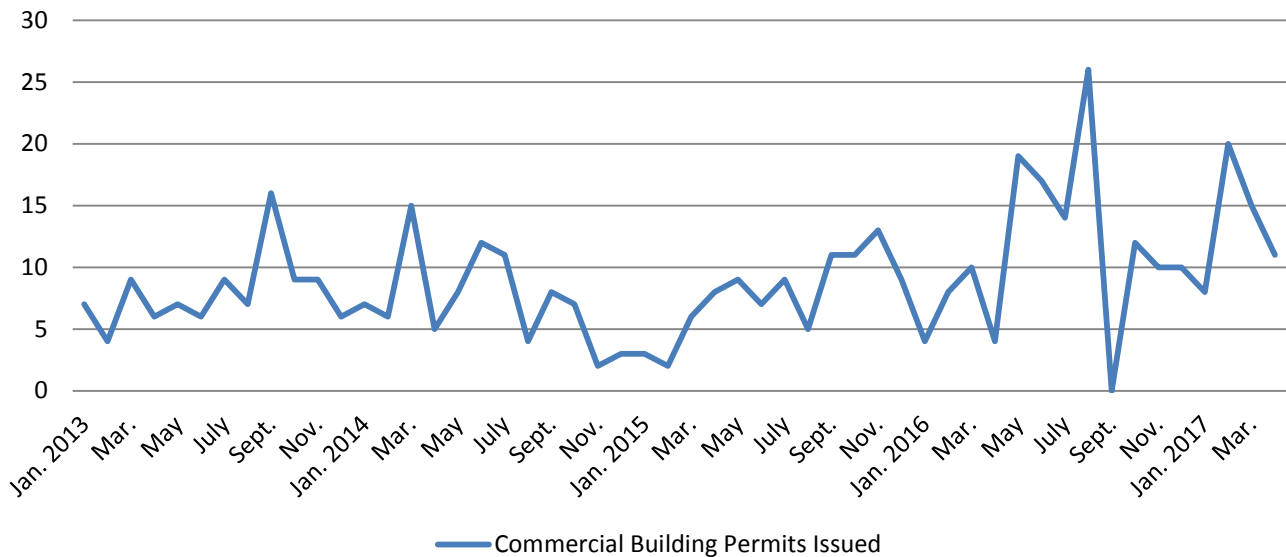
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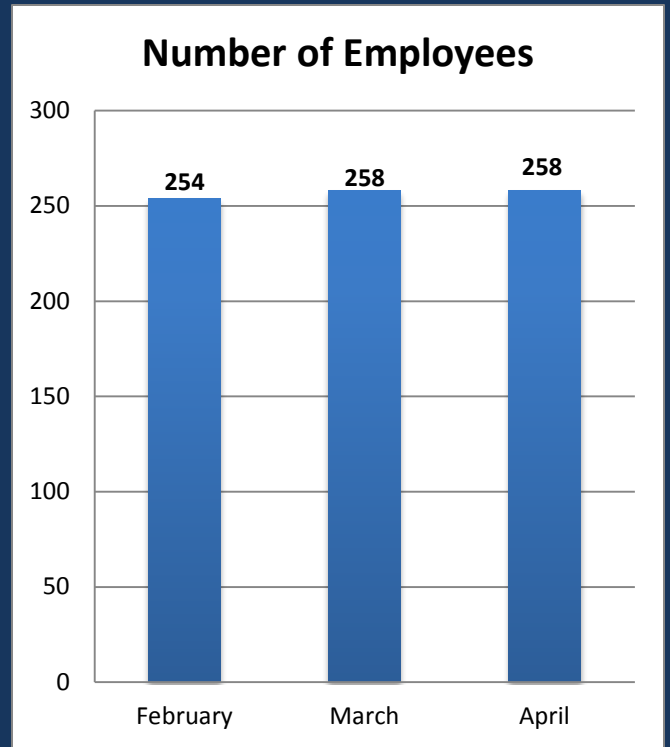
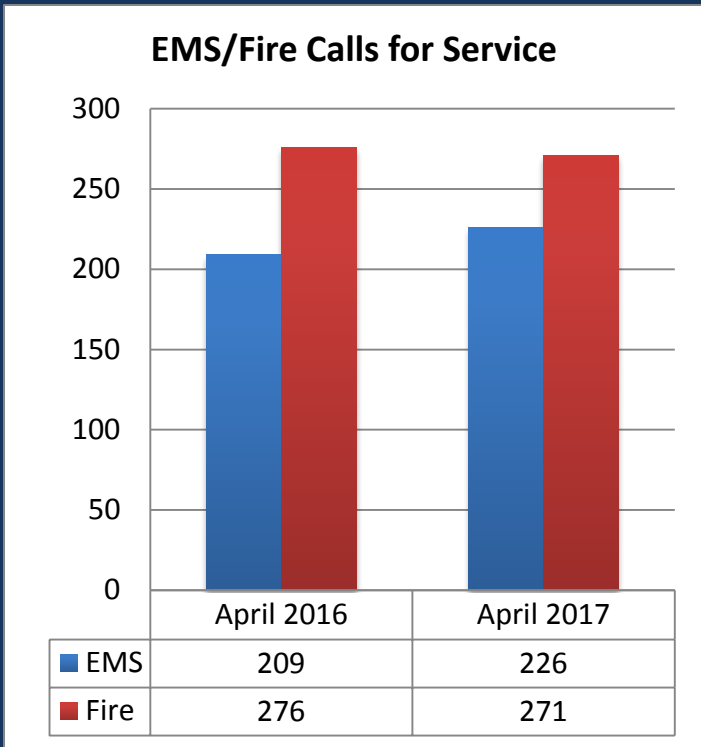
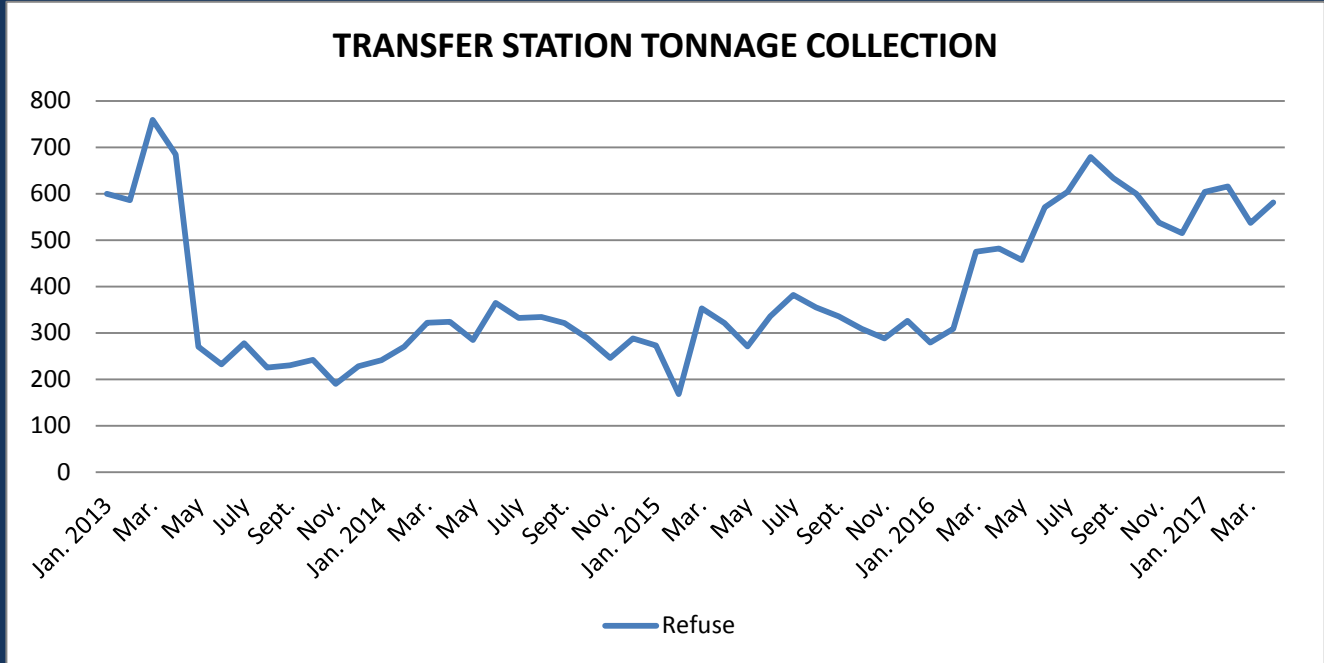


**SINGLE FAMILY HOME BUILDING PERMITS ISSUED**

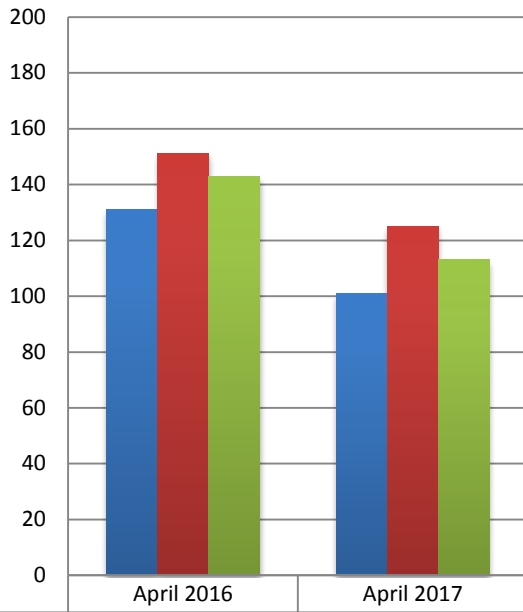


**COMMERCIAL BUILDING PERMITS ISSUED**



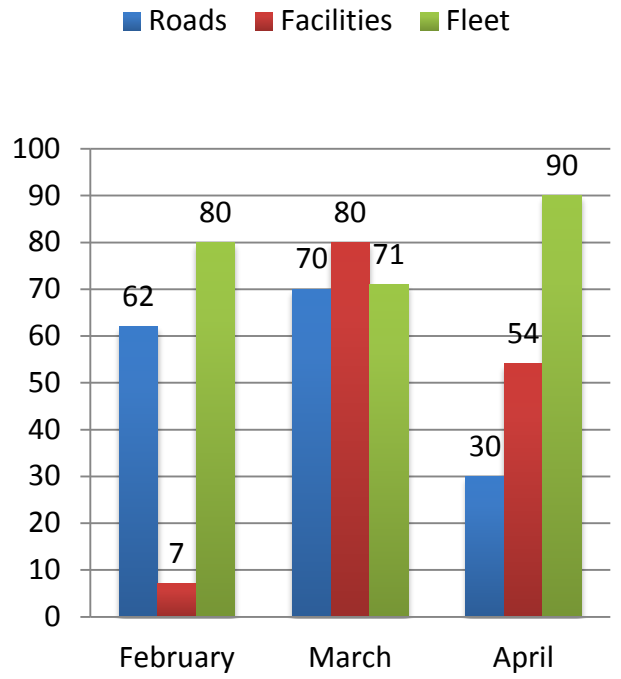


**Inmate Population**



	April 2016	April 2017
Lowest Daily Count	131	101
Highest Daily Count	151	125
Daily Average	143	113

**Repair Requests**





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – April 2017

- **New Applications/Transfers In: 134**
- **Changes/Duplicates: 116**
- **Cancelled/Transferred Out: 87**
- **Total Processed: 337**

### **HIGHLIGHTS**

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

- Continue monthly street maintenance tasks; daily scan, index and file applications/changes in process.
- High School Voter Registration drive was held during all lunch periods on April 25<sup>th</sup>; 8 students registered.

#### **Elections Projects:**

- Municipal General Election – November 7, 2017
  - Qualifying: August 21-24 (M-T) 8:30 – 4:30 daily at Board of Elections & Registration office
- Quarterly GEOA Regional Facilitators meeting complete; regional topic discussed and will be presented at May GEOA conference.
- ADA compliance concern of front door reported by voter being researched; quote of door similar to Senior Center has been presented by facilities; visiting pros & cons of these doors for election day uses before presenting to commission for consideration.
- Updating all photos and documents for board member replacement.

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

- May 7-10, 2017 staff & 2 board members will attend mandated GEOA (Georgia Elections Officials Association) conference in Savannah, GA.
- Still in process - research the option of purchasing gently used voting units to replace aging equipment, recently presented to the Secretary of State's office for any counties who wish to upgrade.
- Gathering all outdated computer/electronic equipment for IT to pick-up for destruction.



## Dawson County Board of Commissioners

### Emergency Services Monthly Report – April 2017

<b>Fire Responses</b>	February	March	April
2015	273	231	223
2016	215	279	276
2017	252	308	271

<b>EMS Responses</b>	February	March	April
2015	179	162	160
2016	173	198	209
2017	209	237	226

#### **EMS Revenue:**

- March 2016 - \$ 43,011.15
- March 2017 - \$ 75,182.04
- 73 % Increase

#### **Plan Review and Inspection Revenue Total: \$ 2,400.00**

- County: \$ 2,100.00
- City: \$ 300.00

#### **Business Inspections Total: 51**

- County Follow up: 17
- City Follow up: 0
- County Final Inspection: 6
- City Final Inspection: 3
- County Annual Inspections: 25
- City Annual Inspections: 0

### **HIGHLIGHTS**

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

- Training hours completed by staff: 1,527
- PR Details 10 - reaching 100 children and 55 adults
- Smoke detector installations: 2
- Search and Rescue: 2
- Fire investigation: 1
- Individuals trained in CPR: 35
- Individuals trained in Stop the Bleed: 07
- Child Safety Seat Installations: 02
- Total water usage: 1,250 (EWSA: 250 gallons; City: 1,000 gallons; Pickens: 0)
- 6 -Fires: (building 1; brush/grass 3; vehicle 2 )
- April events: Emergency Management & Public Health Conference, Georgia Association of Fire Chiefs Spring Conference, Relay for Life, Senior Staff Leadership Seminar, School Safety Plan Update meetings, Region 2 EMS Directors Association meeting, Region 2 Trauma Advisory Council, Georgia Firefighters Standards and Training Council, Civitan Meeting where Prevention Staff was recognized, and the Region 2 EMS Awards Banquet where Dawson County Emergency Services was recognized as EMS Agency of the Year and Chairman Billy Thurmond was recognized as the recipient of the Region 2 winner of the Joe Lane Cox Excellence in EMS Award.



## Dawson County Board of Commissioners

### Facilities Monthly Report – April 2017

- **Total Work Orders: 54**
- **Community Service Workers: 5**

#### **HIGHLIGHTS:**

- Installation of monitoring camera units at KH Long Building
- Completion of management training for FAC Director



# DAWSON COUNTY, GA

Where Quality of Life Matters

## FACILITIES DEPARTMENT

### MONTHLY REPORT

For Period Covering the Month of APRIL 2017

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Replaced DVDR unit with a new one	Historic Courthouse
2	Repainted doors and windows	KH Long Building
3	Completed a senior staff training last April 5th.	Facilities
4	Installed cameras	KH Long Building
5	Repaired AC unit at Suite 206	KH Long Building
6	Installed pavers around the money box	Government Center
7	Washed and cleaned all FAC/IT vehicles	Facilities
8	Completed the HVAC unit preventive maintenance	Government Center
9	Completed the HVAC unit preventive maintenance	All Dawson County Buildings
10	Repaired toilet	Senior Center
11	Completed all elevator and lift units preventive maintenance	All Dawson County Buildings
12	Caulked all windows	Fire Station 2
13	Completed service call about water leak on 04/22	DCSO-LEC (New Jail)
14	Completed service call about water leak on 04/23	DCSO-LEC (New Jail)
15	Repaired pump house	Veterans Memorial Park
16	Replaced 44 deck boards at the Pier	War Hill Park -P&C
17	Total Work Orders for the month = Fifty Four (54)	Facilities
18	Total Community Service for the month = Five (5)	Facilities

These numbers do not reflect daily/ weekly routine duties to include:

Cutting of grass and landscape maintenance on all county properties

Cutting of grass and landscape maintenance on all five (5) parks on the west side of county

Cleaning of the new government center and other county owned buildings, offices and facilities

Emptying outside trash receptacles at county owned buildings

Collecting and recycling of all county buildings, offices and facilities

Noted By: \_\_\_\_\_

**JAMES TOLBERT**, Facilities Director

Prepared By: MVBosten, 05/01/17





## Dawson County Board of Commissioners

### Finance Monthly Report – April 2017

#### FINANCE HIGHLIGHTS

- **LOST Collections:** \$535,291 – up 8.35% compared to 2016
- **SPLOST Total Collections:** \$608,288 – up 8.35% compared to 2016
  - \$517,045– County Portion (85%)
  - \$91,243 – City Portion (15%)
- **TAVT:** \$107,527– up 16.1% compared to 2016
- **See attached Revenue and Expenditure Comparison for 2017**
- **Total County Debt:** \$2,981,765 (See attached Debt Summary)
- **Audit Status:** Auditors have completed their fieldwork and are preparing the draft financials for the County's review.
- **EMS Billing Collections:** \$48,121 for April; \$240,194 YTD
- **Budget Status:** The 2018 Budget Calendar is being finalized with the Chairman and County Manager.
- **Monthly Donations/Budget Increases:** \$8,462  
(Passport Fees - \$4,209, Donations - \$3,753, Legacy Link Increase [approved by BOC] - \$500)

#### PURCHASING HIGHLIGHTS

##### **Formal Solicitations**

- None

##### **Informal Solicitations**

- Materials/Installation of LED Sign – Park/Senior Center

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

- Cheer Uniforms – Park
- Diesel/Gasoline – Fleet
- Roof Repair – Fire Station

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

- None

##### **Pending Projects**

- 50 ft Trailer-mounted Boom Lift – Facilities

##### **Work in Progress**

- Ambulance (SPLOST VI) – On Order
- Hazard Mitigation Plan Update – Fire

- Bobcat Compact Excavator – Roads
- 2017 Dodge Vehicles – Multiple Depts.
- 2017 Ford Vehicles – Multiple Depts.
- Property Revaluation & Equalization Project – Tax Assessor
- 4 Road Rehab Project - Roads

##### **Future Bids**

- Sheriff's Office Vehicles
- Other 2017 Bids

##### **Future Bids – SPLOST VI**

- Spreader Body Dump Truck – Roads
- Pothole Patching Machine – Roads
- Equipment for Public Works
- Water Filtration System for DCGC & DCSO – Facilities
- Other 2017 SPLOST Projects

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

- None

**DAWSON COUNTY  
DEBT SCHEDULE**

AS OF 4/30/2017

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINAL PMT	PRINCIPAL BAL AT 12/31/2016	NEW LOANS IN 2017	2017 PMTS TO DATE		BALANCE DUE	PENDING 2017 PAYMENTS		PROJECTED BAL AT 12/31/2017	NOTES
							PRINCIPAL	INTEREST		PRINCIPAL	INTEREST		
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012		2,865,000.00	-	15,000.00	42,624.00	2,850,000.00	-	42,624.00	2,850,000.00	Partial defeasement of bonds in April 2012 reduced principal by \$1,525,000. Refunded Bonds and received lower interest rate of 2.96% on 5/14/2012. Interest due semi-annually on March 1 and Sept. 1.
Hwy 9 S land-EWSA Note	Community & Southern Bank	General Fund			Debt - this loan is on EWSA's books, however, the County pays the interest from General Fund (about \$3,700 per month)	-	-	14,413.80	-	-	28,516.20	-	This loan is on EWSA's books, however, thru an intergovernmental agreement, the County pays the interest. Also, any proceeds from the sale of wetland and stream bank credits the County receives is paid toward the principal of the loan. The current principal amount is \$1,431,000 at an interest rate of 3%. Accrued interest will be paid monthly.
Vehicle Replacement Lease	BB&T	Capital Projects fund	7/8/2015	7/8/2018	131,765.31	-			131,765.31	65,414.94	1,884.24	66,350.37	This amount was approved for vehicle replacement leases in the FY2015 budget.
<b>Totals</b>					<b>\$ 3,741,329.22</b>	<b>\$ -</b>	<b>\$ 759,563.88</b>	<b>\$ 92,623.45</b>	<b>\$ 2,981,765.31</b>	<b>\$ 65,414.94</b>	<b>\$ 73,024.44</b>	<b>\$ 2,916,350.37</b>	

## Budget to Actual

	Actual at 3/31/2017	Percent of Budget Actually Collected/ Expended	2017 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 4,365,009	18.02%	\$ 24,227,413	\$ (19,862,404)	-81.98%
Expenditures	5,034,560	20.78%	24,227,413	(19,192,853)	-79.22%
	<u>\$ (669,551)</u>	<u>-2.76%</u>	<u>\$ -</u>	<u>\$ (669,551)</u>	<u>-2.76%</u>

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

(1) Reporting actuals as of 3/31/2017 because revenue collections are 30 days behind. The LOST revenues for the month of March 2017 were received in April 2017.

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

\$ 24,227,413	Original Budget
\$ 48,927	Donation Carryover Balances
\$ 2,947	January
\$ 2,550	February
\$ 8,462	March
<u>\$ 24,281,837</u>	Revised Budget

**ACTUAL COMPARISON  
JANUARY - DECEMBER 2017**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2016 REVENUE	921,793	1,569,223	1,585,578	1,770,358	1,697,033	1,777,332	1,689,769	1,691,667	1,667,390	2,876,635	1,815,325	2,172,723	21,234,826
2017 REVENUE	984,370	1,707,311	1,673,328										4,365,009
<b>% CHANGE</b>	<b>7%</b>	<b>9%</b>	<b>6%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-79%</b>
2016 EXPENSE	1,189,206	1,474,618	1,591,524	2,015,669	1,492,386	2,089,529	1,515,629	1,645,949	2,049,184	1,507,297	1,752,356	1,928,110	20,251,457
2017 EXPENSE	1,162,418	1,545,151	2,326,991										5,034,560
<b>%CHANGE</b>	<b>-2%</b>	<b>5%</b>	<b>46%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-75%</b>
<b>2015 Total Rev-Exp</b>	<b>\$ (178,048)</b>	<b>\$ 162,160</b>	<b>\$ (653,663)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (669,551)</b>

**REVENUE**  
 YTD 2016 4,076,594  
 YTD 2017 4,365,009  
 % Changed 7.07%

**EXPEDITURES**  
 YTD 2016 4,255,348  
 YTD 2017 5,034,560  
 % Changed 18.31%

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

**DAWSON COUNTY LOST COLLECTION ANALYSIS**

LOST COLLECTIONS BY SALES MONTH	2016									2017								
	2016 LOST	\$ CHANGE	% CHANGE	TAVT	TAVT \$ CHANGE	TAVT % CHANGE	TOTAL OF LOST & TAVT	\$ CHANGE	% CHANGE	2017 LOST	\$ CHANGE	% CHANGE	TAVT	TAVT \$ CHANGE	TAVT % CHANGE	TOTAL OF LOST & TAVT	\$ CHANGE	% CHANGE
JANUARY	403,647	(3,472)	-0.9%	88,609	(11,082)	-11.1%	492,256	(14,554)	-2.9%	441,890	38,243	9.47%	93,458	4,849	5.47%	535,348	43,092	8.75%
FEBRUARY	417,338	16,290	4.1%	59,291	(11,685)	-16.5%	476,629	4,605	1.0%	452,433	35,095	8.41%	74,403	15,112	25.49%	526,835	50,206	10.53%
MARCH	494,022	92,341	23.0%	92,619	(1,944)	-2.1%	586,641	90,397	18.2%	535,291	41,269	8.35%	107,527	14,908	16.10%	642,818	56,177	9.58%
APRIL	494,218	30,785	6.6%	72,830	(37,438)	-34.0%	567,048	(6,653)	-1.2%									
MAY	502,178	(7,052)	-1.4%	71,669	(14,265)	-16.6%	573,847	(21,317)	-3.6%									
JUNE	513,139	18,140	3.7%	76,593	(24,865)	-24.5%	589,732	(6,725)	-1.1%									
JULY*	520,934	10,640	2%	71,040	(33,947)	-32.3%	591,974	(23,307)	-3.8%									
AUGUST	483,123	10,224	2.2%	85,774	(17,254)	-16.7%	568,897	(7,030)	-1.2%									
SEPTEMBER	510,465	24,187	5%	90,752	1,510	1.7%	601,217	25,697	4.5%									
OCTOBER	539,988	61,868	12.9%	70,396	(10,325)	-12.8%	610,384	51,543	9.2%									
NOVEMBER	625,356	6,574	1.1%	57,577	(16,732)	-22.5%	682,932	(10,158)	-1.5%									
DECEMBER	710,278	48,140	7.3%	92,777	(8,064)	-8.0%	803,056	40,077	5.3%									
Prorata Distribution(June)	1,513	778					1,513											
Prorata Distribution (Dec.)	995	(1,044)					995											
<b>TOTAL</b>	<b>#####</b>	<b>\$ 308,399</b>		<b>\$929,927</b>			<b>\$7,147,120</b>	<b>\$122,574</b>	<b>22.9%</b>	<b>\$ 1,429,614</b>	<b>\$ 114,607</b>		<b>\$275,388</b>			<b>\$1,705,001</b>	<b>\$149,475</b>	<b>28.86%</b>

FY17 LOST & TAVT	\$1,705,001
FY16 LOST & TAVT	\$7,147,120
FY15 LOST & TAVT	7,024,812
FY14 LOST & TAVT	6,771,602
FY13 LOST & TAVT	6,287,973
FY12 CONVERTED	5,763,005
FY12	5,632,027
FY11	5,244,606
FY10	4,939,542
FY09	4,789,221
FY08	5,015,881
FY07	5,621,760
FY06	5,608,446
FY05	4,426,013
FY04	3,527,663

FY16 ACTUAL TO DATE	\$1,315,007
FY17 ACTUAL TO DATE	\$1,429,614
\$ DIFFERENCE	114,607
% DIFFERENCE	8.72%

**BELOW FIGURES INCLUDE  
TAVT CALCULATIONS**

FY16 ACTUAL TO DATE	\$1,555,526
FY17 ACTUAL TO DATE	\$1,705,001
\$ DIFFERENCE	149,475
% DIFFERENCE	9.61%

**SPLOST 6**

SPLOST COLLECTIONS BY SALES MONTH	Total Actual			County %	Total %	Total Actual			%
	2016	County (85%)	City (15%)	Change FY16	Change FY16	2017	County (85%)	City (15%)	Change 2017
JANUARY	458,716	389,908	68,807	-15.7%	-0.85%	502,157	426,833	75,324	9.47%
FEBRUARY	474,268	403,128	71,140	-11.6%	4.02%	514,143	437,022	77,121	8.41%
MARCH	561,400	477,190	84,210	4.7%	23.13%	608,288	517,045	91,243	8.35%
APRIL	561,619	477,376	84,243	-9.4%	6.64%		-	-	
MAY	570,679	485,077	85,602	-16.2%	-1.39%		-	-	
JUNE	582,823	495,400	87,423	-11.9%	3.61%		-	-	
JULY*	591,982	503,184	88,797	2.1%	2.08%		-	-	
AUGUST	549,012	466,661	82,352	2.2%	2.16%		-	-	
SEPTEMBER	580,089	493,076	87,013	5.0%	4.98%		-	-	
OCTOBER	613,703	521,648	92,055	13.0%	12.95%		-	-	
NOVEMBER	710,648	604,051	106,597	4.78%	4.78%		-	-	
DECEMBER	807,105	686,039	121,066	4.64%	4.64%		-	-	
<i>Prorata Distribution</i>	1,707	1,451	256				-	-	
<i>Prorata Distribution (Dec.)</i>	1,135	965	170				-	-	
<b>TOTAL</b>	<b>\$ 7,064,885</b>	<b>\$ 6,005,153</b>	<b>\$ 1,059,733</b>			<b>\$ 1,624,588</b>	<b>\$ 1,380,900</b>	<b>\$ 243,688</b>	



## Dawson County Board of Commissioners

### Fleet Maintenance and Fuel Center Monthly Report – March 2017

#### FLEET

- **Preventative Maintenance Performed: 28**
- **Tires Mounted: 25**
- **Repair Orders Completed: 90**
- **Labor Hours: 176.45**
- **Labor Cost Savings: \$4,760.62**  
(Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$70.00 per labor hour)
- **Parts Cost Savings: \$1,844.76**  
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for October: \$6,605.38**

#### FUEL CENTER

- **Average fuel center price per gallon:**

Gasoline: \$1.85

Diesel: \$1.99

#### **Fuel Center Usage - Dawson County and Board of Education**

Gasoline: 9,748.7 gallons; 714 transactions

Diesel: 5,703.3 gallons; 161 transactions

- **Fuel Center Usage - Etowah Water and City of Dawsonville**

Gasoline: 1,219.4 gallons; 59 transactions

Diesel: 357.50 gallons; 12 transactions

- **Revenue from Etowah Water and City of Dawsonville: \$78.85**

#### HIGHLIGHTS

- Updated Vehicle Policy was approved by the Board of Commissioners on April 6, 2017.
- Surplus Vehicle list was approved by the Board of Commissioners on April 6, 2017.
- All surplus items that are ready for disposal have been listed and sold on GOV Deals. These assets have been paid for and picked up or are awaiting payment and pick up. Remaining assets will be disposed of when equipment is removed that has to be retained.



## Dawson County Board of Commissioners

### Human Resources Department Monthly Report – April 2017

#### **POSITION CONTROL**

- Positions approved by BOC: 443
- # of filled F/R Positions: 258
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 4
- # of filled P/R Positions: 47
- # of filled P/T Seasonal Positions: 14
- # of Supplemental Positions: 52
- # of Vacant Positions: 38
- # of Frozen Positions: 30
- % of Budgeted/Actual Positions: 85%

#### **ADDITIONAL INFORMATION**

- FMLA/LOA tracking: 7
- WC and/or P & L claims filed: 2
- Unemployment claims received: 0
- Performance Evaluations received: 8

#### **HIGHLIGHTS**

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

- Parks & Rec.- Parks Maintenance Worker
- Planning & Development- Building Inspector
- Planning & Development- Admin. Assistant
- Public Works- Part-Time Operator I
- Sheriff's Office- Deputy Sheriff
- Sheriff's Office- Detention Officer
- Sheriff's Office- E911 Operator
- Transfer Station- Cashier

##### **Applications Received: 6**

##### **New Hires added into system: 4**

- Cheri McMillon- Finance
- David Wright- Public Works
- Peter Bartholomew- Sheriff's Office
- Tiffani Foster- Sheriff's Office

##### **Terminations Processed: 2**

- David Lynn- Facilities
- Billy Mahaffey- Parks & Rec.

##### **Additional Highlights for April**

- County-Wide Weight Loss Challenge completed with a total of 230 pounds lost over 10 weeks
- HR Specialist Hudson completed an HR Law class and attended the Georgia Public Risk Management Conference in Savannah
- HR Director Yarbrough completed "Personnel Liability" through LGRMS
- Planning for Spring Employee Wellness Fair completed





## Dawson County Board of Commissioners

### Information Technology – April 2017

- **Calls for Service: 91**
- **Service Calls Completed: 91**
- **Windstream visits: 1**

#### **HIGHLIGHTS:**

- Completed fiber installation with Windstream at our 5 locations
- Law Enforcement Center upgrades



## Dawson County Board of Commissioners

### Marshal Monthly Report – April 2017

- Alcohol License Establishment Inspections: 2
- Alcohol Pouring Permits Issued: 22
- Animal Control Calls Handled: 100
- Animal Bites to Human investigated: 0
  - 0 Quarantined –
- Animals Taken to DC Humane Society: 16
- Dangerous Dog Classification: 0
- Citations Issued: 0
- Complaint Calls/In Field Visits: 48
- After hour calls: 0
- Erosion Site Visits: 4
- E-911 Addresses Issued: 12
- Non-conforming Signs Removed: 15



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report – April 2017

- **Youth Sports Participants**
  - March 2017: 1625 up 17% compared to same month last year.
  - YTD 2017: 5154 up 19% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
  - March 2017: 1080 up 1% compared to same month last year
  - YTD 2017: 3537 up 2% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - March 2017: 4625 up 92% compared to same month last year due to Kare for Kids Community Egg Hunt and Relay for Life falling in the same month.
  - YTD 2017: 9430 up 36% compared to last year due to above conditions.
- **Total Customers Served:**
  - March 2017: 7330 up 62% compared to same month last year due to community egg hunt falling in April instead of March.
  - YTD 2017: 18,121 up 22% compared to last year

### **HIGHLIGHTS**

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

- KARE for Kids Community Egg Hunt was held April 15<sup>th</sup> at VMP
- Relay for Life was held April 28<sup>th</sup> at VMP

#### **Park Projects:**

- All fields at RCP and VMP aerated and fertilized.
- Pool cover removed and pool start-up and maintenance continued.
- Lifeguard training and recertification began

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

- Specialty programs: basketball lessons, dance classes, healthy eating club, tennis lessons, adult boot camp, Tai Chi, and Yoga.
- All Spring Sports participants continued games. Weather forced numerous cancellations and make-ups.
- Meetings continue for formation of new Mountain Football League w/Dawson and surrounding counties
- Fall Sports Registration for football, cheerleading, fall baseball, fall softball and fall soccer began.

#### **On the Horizon:**

- May 9: Annual US Army Ranger Water Jump at War Hill Park
- May 15: Park Board Meeting at 5:30PM
- May 20: Rotary Days at Rock Creek Park Splash Pad
- May 25: Annual senior picnic and swim party at VMP
- May 27: Pool at Veterans Park opens for the summer
- June: DCPR will host Dizzy Dean 14U District Tournament for baseball

**Monthly Report Totals - 2017**

<b>Activity</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>
All Sports Day Camps (1 & 2)	-	-	-	-									0
Basketball Lessons	6	6	6	16									34
Basketball Pre-Try Out Prep Camp	-	-	-	-									0
Battle of the Best Relay for Life Fundraiser	-	1,500	-	-									1,500
Boot Camp (all classes)	24	33	35	35									127
Breakfast with Santa	-	-	-	-									0
Camp of Ballers	-	-	-	-									0
Cheerleading Camp	-	-	-	-									0
Circuits & Supersets	-	-	-	-									0
Community Egg Hunt	-	-	-	1,500									1,500
Dance	7	7	9	13									36
Dance Camp	-	-	-	-									0
Fitness Sampler	-	-	-	-									0
Guard Prep Camp	-	-	-	-									0
Healthy Eating Club	-	-	8	8									16
Hula Hoop Fitness Class	-	-	-	-									0
Kangoo (all classes)	-	-	-	-									0
Kids Fit	-	-	-	-									0
Lady Tigers Fundamental Basketball Camp (girls)	-	-	-	-									0
Movies in the Park	-	-	-	-									0
Pool Swimmers	-	-	-	-									0
Pups in the Park	-	-	-	-									0
Relay for Life	-	-	-	3,000	-	-	-	-	-	-	-	-	3,000
Rotary Day	-	-	-	-									0
Sandy's Basketball Camps	-	-	-	-									0
SilverSplash	-	-	-	-									0
Speed & Agility Camp	-	-	-	-									0
Spring Sports Opening Day	-	-	3,000	-									3,000
Swim Lessons	-	-	-	-									0
Tai Chi	8	5	5	5									23
Tennis Lessons	-	36	36	36									108
Tigers Fundamental Basketball Camp (boys)	-	-	-	-									0
Trunk or Treat	-	-	-	-									0
UFA Soccer Camp	-	-	-	-									0
Volleyball Clinic	-	30	-	-									30
War Hill Park Guests	-	-	-	-									0
Water Aerobics	-	-	-	-									0
Yoga	12	12	20	12									56
Zumba	-	-	-	-									0

57    1,629    3,119    4,625    0    0    0    0    0    0    0    0    0    9,430

**Monthly Report Totals - 2017**

<b>Activity</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>
All Sports Day Camps (1 & 2)	-	-	-	-									0
Basketball Lessons	6	6	6	16									34
Basketball Pre-Try Out Prep Camp	-	-	-	-									0
Battle of the Best Relay for Life Fundraiser	-	1,500	-	-									1,500
Boot Camp (all classes)	24	33	35	35									127
Breakfast with Santa	-	-	-	-									0
Camp of Ballers	-	-	-	-									0
Cheerleading Camp	-	-	-	-									0
Circuits & Supersets	-	-	-	-									0
Community Egg Hunt	-	-	-	1,500									1,500
Dance	7	7	9	13									36
Dance Camp	-	-	-	-									0
Fitness Sampler	-	-	-	-									0
Guard Prep Camp	-	-	-	-									0
Healthy Eating Club	-	-	8	8									16
Hula Hoop Fitness Class	-	-	-	-									0
Kangoo (all classes)	-	-	-	-									0
Kids Fit	-	-	-	-									0
Lady Tigers Fundamental Basketball Camp (girls)	-	-	-	-									0
Movies in the Park	-	-	-	-									0
Pool Swimmers	-	-	-	-									0
Pups in the Park	-	-	-	-									0
Rotary Day	-	-	-	-									0
Sandy's Basketball Camps	-	-	-	-									0
SilverSplash	-	-	-	-									0
Speed & Agility Camp	-	-	-	-									0
Spring Sports Opening Day	-	-	3,000	-									3,000
Swim Lessons	-	-	-	-									0
Tai Chi	8	5	5	5									23
Tennis Lessons	-	36	36	36									108
Tigers Fundamental Basketball Camp (boys)	-	-	-	-									0
Trunk or Treat	-	-	-	-									0
UFA Soccer Camp	-	-	-	-									0
Volleyball Clinic	-	30	-	-									30
War Hill Park Guests	-	-	-	-									0
Water Aerobics	-	-	-	-									0
Yoga	12	12	20	12									56
Zumba	-	-	-	-									0
	57	1,629	3,119	1,625	0	0	0	0	0	0	0	0	6,430



## Dawson County Board of Commissioners

### Planning and Development Monthly Report – April 2017

- **Total Building permits Issued**
  - April 2017: 33 down 52%
  - YTD 2017: 200
  - Single Family New Homes: 4
  - Commercial Buildings: 11
- **Business Licenses Issued:**
  - April 2017: 132 down 42%
  - YTD 2017: 745
- **Total Building Inspections Completed:**
  - Mar 2017: 204 down 51%
  - YTD 2017: 1468
- **Variances/Zonings Processed:**
  - April 2017: 0 down 100%
  - YTD 2017: 12
- **Plats Reviewed:**
  - April 2017: 16
  - YTD 2016: 45
- **Total Stormwater/Erosion Inspections: 11**
- **Total Stormwater Warnings/Stop Work Orders Issued: 1**
- **Total Civil Plan Review Meetings: 3**
- **Total Building Plan Review Meetings: 3**

### HIGHLIGHTS

#### **Planning & Building Projects:**

- Recruiting & hopefully to be interviewing soon for admin asst. & building inspector
- Working on amendments to the 400 corridor
- Received and reviewing proposal on impact fees

#### **Licensed Businesses:**

- Commercial based businesses 12
- Home based businesses 15

# **Dawson County**

## **April 2017**

### **New Business Licensing**

Ten (10) new commercial businesses opened this month:

1. Columbia Brands – Retail Clothing  
800 Highway 400 South, Suite 650
2. Express Fashion Operations – Retail Clothing  
800 Highway 400 South, Suite 1045
3. Five Below – Retail Mercantile  
136 Marketplace Parkway, Suite 500
4. Fusion Customs - Engraving  
212 Grogan Drive, Suite 700
5. Gilstrap Exterminating – Pest Control Services  
30 Industrial Park Road, Suite 103
6. HLE Enterprises – Landscaping/Erosion Control  
6495 Highway 9 South
7. White Oak Learning Academy – Day Care  
2982 Grizzle Road
8. Maximum One Premier Realtors – Real Estate Agent  
800 Old Dawson Village Road, Suite 210
9. Sweet Magnolia Meadery - Winery  
30 Industrial Park Road, Suite 114
10. Ulta – Retail Cosmetics/Fragrances  
136 Marketplace Parkway, Suite 180

Two (2) new Home-Based Business Locations and Home Office Business Licenses:

1. Putnam Enterprises - Consulting  
2142 Frank Bruce Road
2. Team DMD Consulting – Medical/Dental Office Management  
500 Dawson Pointe Parkway



## Dawson County Board of Commissioners

### Public Affairs Monthly Report – April 2017

#### Website Activity

- Page Views: 127,008
  - 11% increase from previous year; no change from previous month
- Unique Visitors: 20 721
  - 51% increase from previous year; 4% increase from previous month

#### Social Media

- Fans (Facebook): 1,518
  - 25% increase from previous year; 1% increase from previous month
- Followers (Twitter): 261
  - 71% increase from previous year; no change from previous month

#### Citizen Care

- 311 Calls: (legitimate calls: )
- Requests: 0

### HIGHLIGHTS

#### Social Media and Website Promotions:

- April newsletter
- Press Release: Auction of Surplus Vehicles
- Press Release: Annual Water Jump
- 2017 Law Enforcement Academy: April 11<sup>th</sup>
- Kindergarten Registration: April 14<sup>th</sup>
- Community Egg Hunt: April 15<sup>th</sup>
- Community Connections Workshop: April 18<sup>th</sup>
- Staff Workshop: April 21<sup>st</sup>
- CPR Training: April 22<sup>nd</sup>
- Annual Fundraiser: Pancake Breakfast: April 22<sup>nd</sup>
- 4-H Rabies Clinic: April 22<sup>nd</sup>
- Foster Parenting Info Meeting: April 24<sup>th</sup>
- Relay for Life: April 28<sup>th</sup>
- Farmers Market Opening: April 28<sup>th</sup>
- Double Header Baseball Game: April 28<sup>th</sup>
- Arbor Day Celebration: April 29<sup>th</sup>
- 10th Annual Wee Books Barn Dance: April 29<sup>th</sup>
- Celebrity Waiter Sponsors Needed
- Movies in the Park Sponsors Needed
- Miscellaneous events and department activities
- Job postings: 3

#### Plans for Upcoming Month:

- May newsletter
- Annual Water Jump: May 4<sup>th</sup>
- Electronics Recycling Day: May 6<sup>th</sup>
- Tire Amnesty Day: May 13<sup>th</sup>
- Wellness Fair: May 17<sup>th</sup>
- Rotary Island Celebration: May 20<sup>th</sup>
- EMS Boot Drive: May 25<sup>th</sup> - 27<sup>th</sup>
- Pool at Veterans Park Opens: May 27<sup>th</sup>
- Memorial Day / work holiday: May 29<sup>th</sup>
- Movies in the Park: June 2<sup>nd</sup>





## Dawson County Board of Commissioners

### Public Works Monthly Report – April 2017

#### **ROADS:**

- Work Orders: 30
- Mowing: 0 road miles
  - 0 (total miles including all passes)
  - Mowing will begin May 1, 2017
- Gravel: Stockpiled 2,000 tons at the Transfer Station
- The Roads Department has started paving the approved LMIG roads which totals 3.23 miles (Completed Sunshine Court, Stonehedge Drive, and Hemlock Drive. Widened and deep-patched Henry Grady HWY and Beartooth PKWY. Harmony Church Road will be completed on May 3, 2017, followed by Henry Grady and Beartooth).

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

- Continue to assist Directors and other department employees with GIS maps and analysis.
- Maintaining and updating GIS database layers as needed.
- Current Projects
  - COPACES-CC analysis
  - Geocoding address point layer (needed for E911 to proceed with NextGEN Integration)

#### **TRANSFER STATION:**

- Solid Waste: 581.17 tons
- Recycling: 19.83 tons
- Recycling scrap metal: 11.88 tons



## Dawson County Board of Commissioners

### Senior Services Monthly Report – April 2017

#### **SENIOR CENTER**

- **Home Delivered Meals Served**
  - April 2017: 1,258 down 43% compared to same month last year
  - YTD 2017: 5,429 down 19% compared to last year
- **Congregate Meals Served**
  - April 2017: 485 up 1% compared to same month last year
  - YTD 2017: 2,292 up 15% compared to last year
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, individual fitness)
  - April 2017: 395 up 20% compared to same month last year
  - YTD 2017: 1,545 up 34% compared to last year
- **Lifestyle Management Participation** (art, bridge, bingo, awareness, prevention)
  - April 2017: 236 down 15% compared to same month last year
  - YTD 2017: 747 down 6% compared to last year

#### **HIGHLIGHTS**

- April 18, 2017 – Hosted the Community Connections Workshop; 69 people attended.
- Director Pruett attended the Meals on Wheels of GA Conference in Fayetteville.
- Silver Sneakers classes continue on Tuesday and Thursday. Tai Chi is offered Monday and Wednesday. Floor and Chair Yoga are held on Fridays. Bible Study is on the First Tuesday and every Thursday as well as Art/Jewelry Classes on Thursday and Friday

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

- May 1: Ric Rac
- May 2, 9, 15, 23, & 30: Bingo
- May 3, 17 & 24: Walmart
- May 5: Movie and Birthday
- May 8: Today's Seniors with Dawn & Krista
- May 10: Dollar Tree
- May 12: Mother's Day Celebration
- May 16: Health Education with Dedri
- May 16: Walk with the Fire Dept.
- May 19: Visit from the Humane Society
- May 22: Nutrition Education with Michelle
- May 26: Movie and Snack
- May 31: Amicalola Falls State Park Spring Cookout

#### **TRANSIT**

- **DOT Trips Provided**
  - April 2017: 229 down 47% compared to same month last year
  - YTD 2017: 986 down 30% compared to last year
- **Senior Trips Provided**
  - April 2017: 721 down 8% compared to same month last year
  - YTD 2017: 2,420 down 2% compared to last year
- **# of Miles**
  - April 2017: 7,646 down 12% compared to same month last year
  - YTD 2017: 28,823 down 11% compared to last year
- **Gallons of Fuel**
  - April 2017: 892 down 12% compared to same month last year
  - YTD 2017: 3,535 down 9% compared to last year

#### **HIGHLIGHTS**

- Transit Driver Leslie Stanton retired. Marshelle Savage will begin work on May 15, 2017. She was a former employee of Dawson County Parks & Recreation; currently a transit driver for Lumpkin County.
- (3) Cameras were installed on the two of the transit buses.