

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, MARCH 23, 2017  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of Request to Dispose of Surplus Assets - Shannon Harben, Director of Fleet Services
2. Presentation of Revised Dawson County Take Home & Vehicle Policy - Shannon Harben, Director of Fleet Services
3. Presentation of #287-17 Bobcat Compact Excavator IFB Results- David McKee, Public Works Director/Melissa Hawk Purchasing Manager
4. Presentation of the #287 Multi-Jurisdictional Mitigation Plan Update RFP Results - Lanier Swafford, Director of Emergency Services/Melissa Hawk, Purchasing Manager
5. Presentation of FY2017 Budget Amendment for Salary Study Implementation - Vickie Neikirk, CFO
6. Presentation of LifeLink National Donate Life Month Proclamation - Billy Thurmond, BOC Chairman
7. Presentation of Long-Range Planning Committee Members – Billy Thurmond, BOC Chairman
  - Gary Pichon- Chairman
  - Ronnie Adkins
  - Teri Tragger
  - Jane Graves
  - Hugh Stowers
  - Jo Brewer
  - Tim Costley
  - Mandy Power
  - Dick Scharf
8. Board Appointment:
  - **Dawson County Planning Commission**
    - o Penny Pinion- Term: April 2017 to March 2018
9. County Manager Report
10. County Attorney Report

**EXECUTIVE SESSION**

**Backup material for agenda item:**

1. Presentation of Request to Dispose of Surplus Assets - Shannon Harben, Director of Fleet Services



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fleet Maintenance

Work Session: 3/23/17

Prepared By: Shannon Harben

Voting Session: 3/30/17

Presenter: Shannon Harben

Public Hearing: Yes  No

Agenda Item Title: Surplus assets for disposal

Background Information:

Current surplus items that are in need of disposal. These are vehicles and equipment that have been turned into the Fleet Department for disposal due to receiving new vehicles or equipment.

Current Information:

With approval from the Board of Commissioners, surplus items will be sold and proceeds will be put in a vehicle replacement fund per our current policy. This fund is used for the replacement of vehicles.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff recommends the Board of Commissioners approve the list of surplus assets as presented.

Department Head Authorization: Shannon Harben

Date: 3/15/17

Finance Dept. Authorization: \_\_\_\_\_

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

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

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

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

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

Comments/Attachments:

# Current Surplus Asset List 2017

Year	Make	Model	VIN #	Mileage	Reason for Surplus
	Ford	3930 Tractor	BD 90288	737Hrs inaccurate	Damaged in accident
2006	Ford	Tarus	1FAFP53U76A212341	157,575	Cost to repair/Trans failure
2007	Ford	Crown Vic	2FAFP71W97X122679	175,747	Cost to repair/age
2000	Ford	Expedition	1FMPU16LXYLB52805	unreadable	Cost to repair/age
2000	Ford	F250	1FTNF20L3YEE13071	231,570	Age/Condition
1997	Ford	F150	1FTDX1766VNB73903	126,146	Age/Condition
2007	Ford	Crown Vic	2FAFP71W27X134561	unreadable	Cost to repair/age
2007	Ford	Crown Vic	2FAFP71W87X134564	217,998	Cost to repair/age
2007	Ford	F450	1FDXF47P67EA96040	236,324	Cost to repair/age
2012	Dodge	Charger	2C3CDXAT3HC266684	unreadable	Wrecked
1998	Ford	Expedition	1FMPU18LXWLC36696	unreadable	Cost to repair/age
1993	Ford	F350	1FDKF37MOPNA37320	132,854 Inaccurate	Age/Condition
1999	Ford	Expedition	1FMPU18LXXLB57529	unreadable	Age/Condition
2000	Ford	Tarus	1FAFP53UIYA267564	162,703	Age/Condition
2001	FreightLiner	FL-60	1FV3GJBC31H957891	2,913 inaccurate	Cost to repair/age/condition
1999	Ford	Crown Vic	2FAFP71W8XX188365	196,361	Age/Condition
1999	Ford	F450	1FDXF47ESXEA98465	184,498	Cost to repair/age/condition
2003	Ford	Crown Vic	2FAFP71W63X178556	275,415	Age/Condition
2004	Ford	Crown Vic	2FAFP7W14X138936	235,854	Age/Condition
1995	Chevy	S-10	1GCCS14Z258237244	148,295	Age/Condition
	Kubota	108S Tractor	71104	1,319 hrs	Cost to repair/history
	Kubota	108S Tractor	71395	1,576hrs	Cost to repair/history
	Bush Hog	286 Rotary Cutter		no meter	Age/Condition
2003	Ford	Explorer	1FMZU72K63UB91824	170,745	Cost to repair/age
1999	Ford	Expedition	1FMRU1867XLA71713	unreadable	Cost to repair/age
2001	Ford	F250	1FTNF21S41EC09357	303,150	Age/Condition
	Generac	GP Portable Gen		no meter	Age/Condition
2006	Ford	F550	1FDAF57P46EA71535	175,885	Age/Condition

**\*Unreadable denotes digital odometer not working\***

**Backup material for agenda item:**

2. Presentation of Revised Dawson County Take Home & Vehicle Policy - Shannon Harben, Director of Fleet Services



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fleet Maintenance

Work Session: 3/23/17

Prepared By: Shannon Harben

Voting Session: 3/30/17

Presenter: Shannon Harben

Public Hearing: Yes  No

Agenda Item Title: Vehicle and Vehicle Take-Home Policy

Background Information:

Current vehicle policy has some vague areas and needed updating. Shannon Harben, Fleet Director was tasked with updating the vehicle and take home policy.

Current Information:

Research was conducted to see what surrounding counties were requiring in their vehicle policies. Take-home vehicle policies were also looked at. Using the current Dawson County Vehicle Policy and information obtained, a new proposed vehicle policy was written. The proposed policy's purpose is to protect Dawson County and plainly state what is to be expected from drivers of Dawson County vehicles.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff recommends the Board of Commissioners approve the Vehicle and Take Home Policy as written.

Department Head Authorization: Shannon Harben

Date: 3/15/17

Finance Dept. Authorization: \_\_\_\_\_

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

County Manager Authorization: David Headley

Date: 3/16/2017

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

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

Comments/Attachments:

# Dawson County Vehicle Policy

## **Policy Statement:**

Vehicles owned, leased, and controlled by the Dawson County Board of Commissioners or their authorized designee (“County Vehicle”) shall be used only for essential duties to complete job tasks assigned by Elected Officials and/or Department Heads. Dawson County vehicles will not be used for unauthorized activities not pertaining to county business, or the transportation of unauthorized cargo or persons. The use of a vehicle controlled by the Dawson County Board of Commissioners is a privilege and is subject to being terminated for noncompliance with the Vehicle Policy. Vehicles owned by the Dawson County Board of Commissioners are a direct representation of Dawson County. Dawson County employees should always take extra caution to obey traffic laws and present a professional appearance when performing work related duties.

## **Vehicle Usage:**

Only Employees who have been deemed eligible by the Human Resources Department in accord with employee policies will be assigned or able to operate a County Vehicle. When an employee and/or Elected Official has been approved to operate a county owned vehicle, special caution should be exercised to establish a positive presence to the citizens and general public by following traffic laws and following the authorized uses of a County vehicle.

## **Authorized use of a Dawson County Vehicle:**

- When performing job duties that require a County Vehicle to travel to the site and/or to perform required job duties.
- Stopping at a convenience store/restaurant/business for lunch/break while between official county business appointments.
- While performing official duties, employees may use a County Vehicle to attend medical/dental appointments within Dawson County. Deviation requires prior approval from the County Manager.
- Utilizing vehicle to travel to temporary lodging for official Dawson County business.
- While traveling for official Dawson County business, driving vehicle to obtain meals and/or medical assistance.
- May transport employees, elected officials, and other Dawson County staff.
- The Dawson County Senior Center may transport clients in county vehicles as job duties and responsibilities.
- May transport vendors if in the direct interest of Dawson County.
- May transport representatives from local, State, or Federal government when the interest of Dawson County is involved.
- Transportation of small personal item. The personal item should be limited to a hand held size. Dawson County is not responsible for theft, loss, or misplaced personal items transported in County vehicles.



- Dawson County employee's family members can only be transported in a County vehicle with prior approval from the County Manager. An insurance rider must be in place during the time of the approved transportation of family members. Human Resources must be provided a copy of this insurance rider prior to transporting family members.
- In an emergency situation, the transportation of any person and/or item is permitted.

**Unauthorized use of a Dawson County Vehicle:**

- Transportation of family members in any situation, except as authorized herein.
- Transportation of friends and other persons that are not related directly to the business/interest of Dawson County.
- Transporting hitchhikers.
- Transporting large bulky personal items.
- A Dawson County vehicle shall not be loaned to persons not employed by Dawson County, employees who are not authorized by Human Resources to operate a County vehicle, or for non-County functions.
- A County Vehicle shall not be utilized to transport weapons, ammunition, explosives, toxic materials, or highly flammable material except if official job duties require these items to be transported. If an employee has an official Georgia Weapons Carry License issued by the State of Georgia, then the employee may possess a firearm in a County vehicle, except at Dawson County Facilities. A copy of the Georgia Weapons Carry License shall be provided to Human Resources.

**Driver Requirements and Safety:**

- Dawson County employees will maintain the appropriate State of Georgia license class required for the vehicle operated. The minimum license requirement shall be "Class C".
- Eligibility to operate a County Vehicle will be determined by the Dawson County Human Resources Department through an employee's Motor Vehicle Record (MVR). The Human Resources Department will check County vehicle operators' MVR annually.
- Each employee assigned a vehicle will be required to operate that vehicle in accordance with all laws of Dawson County, the State of Georgia, and applicable Traffic and Safety laws.
- Employees will use County Vehicles for official/authorized use only.
- Employees who operate County Vehicles will follow County Drug and Alcohol policies.
- All accidents must be reported within 24 hours to the vehicle operator's Department Director, Human Resources, and the Fleet Maintenance Director. In the case of accidents involving damage to other vehicles or property, the accident must be investigated by the Georgia State Patrol unless otherwise directed by the Georgia State Patrol. Post-accident protocol must be followed, which includes drug screening.
- In the event of an accident with property damage, consult with Human Resources Department before making any statement about the accident.
- Vehicle operators are responsible for driving violations and fines they receive in a County Vehicle. Violations must also be reported to the Human Resources Department and the respective Department Head within 24 hours.

- Drivers must report any arrest for drug or alcohol related violations to the Human Resource Department within 24 hours.
- All vehicle operators and passengers of County Vehicles must wear seatbelts at all times.
- Operators of County Vehicles must insure they have properly secured any cargo/items and insure that items are not protruding from the vehicle that may present a safety hazard.
- Dawson County employees will not operate a County Vehicle at any time, under any circumstance, under the influence of drugs or alcohol.
- The transportation of alcohol or drugs in a County Vehicle is strictly prohibited.
- The use of any tobacco products in a County Vehicle is strictly prohibited. This includes smoking and smokeless tobacco.

### **Maintenance and Record Keeping:**

- Employees who are assigned a County Vehicle or who utilized a County Vehicle assigned to their department are responsible for insuring maintenance is performed when necessary, required, or due. The employee shall insure that preventative maintenance service (oil change) is timely performed, which can be monitored by the service due decal applied by Fleet Maintenance.
- The employee will contact their Department Head about service needed. When the Department Head approves the service, the Department Head or employee may contact Fleet Maintenance to schedule the service.
- If major safety defects are discovered on a County Vehicle, Fleet Maintenance reserves the right to “Red Tag” or remove a vehicle from service until the vehicle’s safety concern has been resolved.
- The engine oil and critical fluids must be checked. If the vehicle operator is not comfortable or capable of checking oil and critical fluids, the Fleet Maintenance Department will aid in checking fluid levels.
- Fleet Maintenance may also perform spot checks of County Vehicles to insure proper maintenance and/or critical fluid checks are being performed.
- Employees who are assigned a County Vehicle or who utilize a County Vehicle assigned to their department are responsible for the upkeep/cleanliness of the vehicle, which includes washing the outside and cleaning the inside of the vehicle. Cleaning the inside of the vehicle will consist of cleaning window glass, vacuuming floors, and cleaning/wiping down of vehicle interior as needed.
- The Fleet Maintenance Department will record preventative maintenance and repair history of County Vehicles.
- The Fleet Maintenance Department will store and maintain fuel usage records for Dawson County departments.
- Department Heads are responsible for collecting fuel receipts from their employees from the Fuel Center receipt printer on a monthly basis. Departments may also use a manual fuel log instead of receipts from the Fueling Center printer. Department Heads must maintain the receipts or logs for one year.

### **Pool Vehicle Policy:**

The purpose is to establish procedure for the utilization of a pool vehicle to allow for an efficient process. The Fleet Maintenance Department will maintain the Pool Vehicles inventory, be responsible for the

checking out of Pool Vehicles, and checking in of Pool Vehicles. Pool Vehicles, if available, can be used when an employee's assigned vehicle breaks down or is at Fleet Maintenance for repairs/ maintenance and a vehicle is needed to perform job duties. Pool vehicles can also be utilized for employees to drive to training and official Dawson County events.

- The driver must be employed by Dawson County or work far elected official to be eligible to utilize a Pool Vehicle.
- The driver must be assigned a County vehicle for which the driver is responsible for and use daily/ regularly. If the County employee is not assigned a County vehicle then the employee must contact the Human Resources Department. The Human Resources Department will check the employees Motor Vehicle Record (MVR) to insure the employee is eligible to operate a County vehicle. When the employee is authorized by the Human Resources Department, HR will contact the Fleet Director about approval.
- Employees who need a pool vehicle for an upcoming event must notify the Fleet Maintenance Director one week in advance. The Fleet Director will then reserve the vehicle for the specified time frame, if a Pool Vehicle is available for the requested date.
- Prompt return of the Pool Vehicle to Fleet Maintenance is required.
- The Pool Vehicle must be returned with a full tank of gas. If the user does not have a Fuel Center User ID to fill the vehicle, the user will use the approving Department Head or Elected officials User ID temporarily. If a department uses the pool vehicle and no one has an assigned User ID, then the Fleet Director will assign a temporary User ID for the vehicle to be fueled. If utilizing the Pool Vehicle out of town on County business, employee must obtain a WEX or approved card from the Finance Department for fueling purposes. The passenger compartment must be clean; which includes vacuuming and cleaning windows if required. The outside of the vehicle must be washed if necessary; which will be at the discretion of the Fleet Department upon return. The cleaning of the vehicle will be completed by the user.
- The Pool Vehicle will then be inspected for damages. If no damages are found, the vehicle will be checked in. If damage is found, then the current policy for County property damage will be followed.

### **Vehicle Take Home Policy**

The use of a take-home vehicle is a privilege. Dawson County expects employees who have take-home vehicles to act responsibly and use necessary discretion in the operation of the vehicle. Violation of any policy may lead to vehicle usage being reviewed/ terminated. Dawson County will provide take-home vehicles to on-call employees whose responsibilities require that the employee respond and/or frequently need to respond to emergency calls directly related to job duties to protect life and property. Options other than a take-home vehicle should be assessed first. The County Manager will be responsible for approving the assignment of a County provided take home vehicle.

### **Criteria for Take-Home Vehicle:**

- The employee must frequently have to respond to after hours and weekend emergency calls pertaining to the employee's department for the purpose of protecting life and property.
- The Department Head must complete a Request/ Justification for Take-Home Vehicle Form to recommend an employee to have a take-home vehicle. The Department Head must provide

sound reasoning with supporting data to justify the employee having a take-home vehicle. Supporting data should be provided through Dawson County Communications (E911), because call outs occur after hours and on weekends. Departments who would not normally receive notification through E911 Communications about an afterhours/weekend emergency must create a log of these callouts. The log must then be sub-mitted to the County Manager for justification for a take home vehicle.

- The Request/Justification for a Take-Home Vehicle Form must then be submitted to the County Manager for final approval or denial for the take-home vehicle.
- Any deviation from the stated criteria and rules for a take-home vehicle must be submitted to the County Manager in writing. After reviewing any written request, the County Manager will then approve or deny the written request. If a take-home vehicle is part of an employee's compensation, then any discrepancies with the Vehicle Policy/Take- Home Policy must be approved in writing. **No verbal contracts or special conditions will be honored or accepted.** All variances will be in writing and approved by the County Manager.

**Possible option for current take-home vehicle users due to current agreements:**

Current Take-home vehicle assignments will remain intact whether verbal or written. As attrition takes place the County Manager will make determinations whether the position will retain a take-home vehicle.

Rules for Take-Home Vehicles:

The same Authorized, Unauthorized, Driver Requirements, and Safety Requirements apply to take-home vehicles. The exceptions that apply to take home vehicles are as follows:

- The employee must reside within the geographical boundaries of Dawson County. Any exceptions must be approved by the County Manager.
- When utilizing a take-home vehicle brief stops on the way to work or on the way home should be limited and must be on the route to and from home.
- Take-Home vehicles shall only be used for official business of the county. Employees shall not utilize County vehicles after hours or on weekends unless for official county business. County Vehicles shall be driven directly to County offices for official duties and shall be driven directly home when the employee's duties have been completed.
- Department Head(s) or Elected Official(s) who have employees who rotate on-call status must limit take-home vehicle usage to one vehicle and one employee per rotation. On-call rotation durations will be determined by the Department Head or Elected Official.

## Current Dawson County Take-Home Vehicles and Yearly Cost

Yearly cost is based on mileage to Dawson County Government Center from employee residence and from Dawson County Government Center back to employee residence only. This does not include county business mileage. Cost is calculated using travel mileage, Miles Per Gallon (MPG) per Dawson Counties Fuel Master fuel program, cost per mile vehicle wear using Dawson Counties RTA Vehicle data system, and a 50 week year allowing for vacation and Holidays. There are currently 16 take-home vehicles. The below data shows the cost per vehicle and driver to drive home each year.

### Community Development

Driver	Jason Streetman
Take-Home mileage a day	156
Yearly Take-Home mileage	39,000
Vehicle	2003 Ford Expedition
Vehicle MPG	10.5MPG
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$7,428.00
Maintenance Cost per mile	\$0.023 per mile
Yearly maintenance Cost	\$897.00
Yearly Operating Cost	<b><u>\$8,325.00</u></b>

### Marshal's Office

Driver	Kenneth Moss
Take-Home mileage a day	54
Yearly Take-Home mileage	13,500
Vehicle	2006 Ford F150
Vehicle MPG	13.7
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,970.80
Maintenance Cost per mile	\$0.04
Yearly maintenance Cost	\$540.00

### Facilities Maintenance

Driver	James Tolbert
Take-Home mileage a day	8.8
Yearly Take-Home mileage	2,200
Vehicle	2003 Ford F150
Vehicle MPG	13.9
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$316.60
Maintenance Cost per mile	\$0.04
Yearly maintenance Cost	\$88.00
Yearly Operating Cost	<b><u>\$404.60</u></b>

### Fleet Maintenance

Driver	Shannon Harben
Take-Home mileage a day	12.4
Yearly Take-Home mileage	3,100.00
Vehicle	2016 Ram 2500
Vehicle MPG	11.75
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$527.60
Maintenance Cost per mile	\$0.03
Yearly maintenance Cost	\$93.00

Yearly Operating Cost **\$2,510.80**

Driver Tony Ashe  
Take-Home mileage a day 48  
Yearly Take-Home mileage 12,000  
Vehicle 2006 Ford F150  
Vehicle MPG 14.9  
Average fuel cost \$2.00 per gallon  
Yearly fuel cost \$1,610.00  
Maintenance Cost per mile \$0.03  
Yearly maintenance Cost \$360.00  
Yearly Operating Cost **\$1,970.00**

**Roads and Bridges**

Driver Eddie Savage  
Take-Home mileage a day 15  
Yearly Take-Home mileage 3,750  
Vehicle 2007 Ford F250  
Vehicle MPG 11.8  
Average fuel cost \$2.00 per gallon  
Yearly fuel cost \$635.60  
Maintenance Cost per mile \$0.14  
Yearly maintenance Cost \$525.00  
Yearly Operating Cost **\$1,160.60**

Driver Stephen Thomas  
Take-Home mileage a day 22  
Yearly Take-Home mileage 5,500  
Vehicle 2007 Chevy 2500HD  
Vehicle MPG 8.67  
Average fuel cost \$2.00 per gallon  
Yearly fuel cost \$1,268.80  
Maintenance Cost per mile \$0.44

Yearly Operating Cost **\$620.60**

**Parks**

Driver Lisa Henson  
Take-Home mileage a day 7.8  
Yearly Take-Home mileage 1950  
Vehicle 2008 Ford Sport Track  
Vehicle MPG 12.8  
Average fuel cost \$2.00 per gallon  
Yearly fuel cost \$304.60  
Maintenance Cost per mile \$0.05  
Yearly maintenance Cost \$97.50  
Yearly Operating Cost **\$402.10**

**Public Works**

Driver David Mckee  
Take-Home mileage a day 29.6  
Yearly Take-Home mileage 7,400.00  
Vehicle 2008 Ford Explorer  
Vehicle MPG 13.9  
Average fuel cost \$2.00 per gallon  
Yearly fuel cost \$1,064.80  
Maintenance Cost per mile \$0.08  
Yearly maintenance Cost \$592.00  
Yearly Operating Cost **\$1,656.80**

**Emergency Services**

Driver Lanier Swafford  
Take-Home mileage a day 6.2  
Yearly Take-Home mileage 1,550.00  
Vehicle 2008 Ford Expertdion

Yearly maintenance Cost	\$2,420.00
Yearly Operating Cost	<b><u>\$3,688.80</u></b>
Driver	Gary Millholland
Take-Home mileage a day	27
Yearly Take-Home mileage	6,750
Vehicle	2016 Ram 5500HD
Vehicle MPG	8.6
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,570.00
Maintenance Cost per mile	\$0.03
Yearly maintenance Cost	\$202.50
Yearly Operating Cost	<b><u>\$1,772.50</u></b>

**Emergency Services**

Driver	Danny Speaks
Take-Home mileage a day	38
Yearly Take-Home mileage	9,500
Vehicle	2016 Ram 2500HD
Vehicle MPG	10.89
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,744.80
Maintenance Cost per mile	\$0.02
Yearly maintenance Cost	\$190.00
Yearly Operating Cost	<b><u>\$1,934.80</u></b>

Driver	Stephen Knowles
Take-Home mileage a day	26
Yearly Take-Home mileage	6,500.00
Vehicle	2004 Ford F150
Vehicle MPG	11.9
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,092.40

Vehicle MPG	12.51
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$247.80
Maintenance Cost per mile	\$0.04
Yearly maintenance Cost	\$62.00
Yearly Operating Cost	<b><u>\$309.80</u></b>

Driver	Tim Satterfield
Take-Home mileage a day	22.6
Yearly Take-Home mileage	5,650.00
Vehicle	2016 Ram 2500 HD
Vehicle MPG	10.45
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$1,081.40
Maintenance Cost per mile	\$0.05
Yearly maintenance Cost	\$282.50
Yearly Operating Cost	<b><u>\$1,363.90</u></b>

Driver	Ricky Rexroat
Take-Home mileage a day	13.6
Yearly Take-Home mileage	3,400.00
Vehicle	2006 Chevy Trail Blazer
Vehicle MPG	13.92
Average fuel cost	\$2.00 per gallon
Yearly fuel cost	\$488.60
Maintenance Cost per mile	\$0.07
Yearly maintenance Cost	\$238.00
Yearly Operating Cost	<b><u>\$726.60</u></b>

Driver	Bill Tanner
Take-Home mileage a day	28
Yearly Take-Home mileage	7,000.00
Vehicle	2007 Ford Expedition
Vehicle MPG	13.17

Maintenance Cost per mile	\$0.11	Average fuel cost	\$2.00 per gallon
Yearly maintenance Cost	\$715.00	Yearly fuel cost	\$1,063.00
Yearly Operating Cost	<u>\$1,807.40</u>	Maintenance Cost per mile	\$0.06
		Yearly maintenance Cost	\$420.00
		Yearly Operating Cost	<u>\$1,483.00</u>

***Approximate total cost to Dawson County for 16 Take-home vehicles per year***  
***\$30,137.30***

***Departments yearly take-home vehicle total with precentage of yearly total take-home cost***

<b>Department</b>	<b>Yearly department total</b>	<b>Department % of yearly total</b>
Community Dev/Planning	\$8,325.00	28%
Marshal's Office	\$4,480.80	15%
Public Works/Eng	\$1,656.80	5.50%
Road Department	\$6,621.90	22%
Facilities Maint	\$404.60	1.20%
Fleet Maint	\$620.60	2.10%
Park and Rec	\$402.10	1.20%
Emergency Services	\$7,625.50	25%
<b>Total</b>	<b>\$30,137.30</b>	<b>100%</b>





**Backup material for agenda item:**

3. Presentation of #287-17 Bobcat Compact Excavator IFB Results- David McKee, Public Works Director/Melissa Hawk Purchasing Manager



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 03/23/17

Prepared By: Melissa Hawk/David McKee

Voting Session: 04/06/17

Presenter: David McKee/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: #288-17 Bobcat Compact Excavator IFB Results

**Background Information:**

Dawson County Public Works currently rents a mini excavator, or borrows other equipment from other departments when needed; SPLOST VI approved purchase.

Received pricing from the National Joint Powers Alliance. Due diligence to ensure contract pricing was the best option for the County revealed an informal quote of \$9,324.80 less than the contract. IFB was released for sealed bids for a Bobcat Excavator, 59.3 HP, Tier 4 Compliant Engine. Vendor submitting the informal quote did not respond to sealed IFB

**Current Information:**

IFB containing a detailed specification was released on February 28, 2017. Solicitation was advertised according to the Purchasing Policy Ordinance. 65 vendors were notified of the solicitation through the Georgia Procurement Registry and the Vendor Registry. 5 responses were received. The Fleet/Public Works Departments opted to exercise the Purchasing Ordinance to standardize compact equipment to Bobcat. Only one response received as a Bobcat Manufactured product.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: To reject all responses received from the IFB #288-17 Bobcat Compact Excavator and to approve to issue a purchase order to Bobcat of Atlanta in the amount of \$64,876.48 through a cooperative agreement with NJPA.

Department Head Authorization: David McKee

Date: 03/09/2017

Finance Dept. Authorization: Vickie Neikirk

Date: 03/09/2017

County Manager Authorization: David Headley

Date: 3/16/2017

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

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

Comments/Attachments:

# Bobcat Compact Excavator Bid #288-17

WORK SESSION MARCH 23, 2017



# Background

- ▶ Dawson County Public Works currently rents, or borrows the excavator to complete needed repairs.
- ▶ Allow Department Staff to complete needed repairs quickly in house. (culvert replacement, ditch clean out, debris removal, riprap placement, etc.)
- ▶ SPLOST VI approve purchase
- ▶ Received pricing from the National Joint Powers Alliance
- ▶ Due diligence to ensure contract pricing was the best option for the County revealed an informal quote of \$9,324.80 less than the contract.
- ▶ IFB was released for sealed bids for a Bobcat Excavator, 59.3 HP, Tier 4 Compliant Engine
- ▶ Vendor submitting the informal quote did not respond to sealed IFB

# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry
- ▶ Emailed notification through vendor registry
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notification through Chamber of Commerce
- ▶ Notified previous vendors
- ▶ **65 vendors received solicitation**
- ▶ **County received 5 submissions**

# Evaluation of Products

- ▶ Fleet/Public Works received approval from the County Manager and the County Purchasing Manager for standardization of the compact equipment to be Manufactured by Bobcat
- ▶ Bid document stated that the Public Works Department is exercising the Purchasing Policy Ordinance to standardize equipment
- ▶ David McKee, Public Works Director reviewed the detailed specification sheet and manufacturer sheets for each received submittal
- ▶ There was only one submission received for a Bobcat Compact Excavator, 59.9 HP, Tier 4 Compliant Engine

# Bid Tabulation versus Contract Price

- ▶ Bobcat of Atlanta submitted a sealed bid price of \$66,031.12
- ▶ The National Joint Powers Alliance contracted price for the same equipment is \$64,876.48 with the same company, Bobcat of Atlanta
- ▶ This is a difference of \$1,154.64
- ▶ Pricing difference between our IFB versus the NJPA contract is due to the possible quantities of equipment in which pricing was requested. Our needs is for one piece of equipment versus an open quantity of equipment purchased over a fiscal year.



# Recommendation

Staff respectfully requests the Board to reject all responses received for #288-17 Bobcat Compact Excavator and award a purchase order to Bobcat of Atlanta for a total of \$64,876.48 from SPLOST VI funds through a Cooperative Agreement with the NJPA, which has been executed.

**Backup material for agenda item:**

4. Presentation of the #287 Multi-Jurisdictional Mitigation Plan Update RFP Results - Lanier Swafford, Director of Emergency Services/Melissa Hawk, Purchasing Manager



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: EMS

Work Session: 03/23/17

Prepared By: Melissa Hawk

Voting Session: 04/06/17

Presenter: Lanier Swafford/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: #287-17 Multi-jurisdictional Hazard Mitigation Plan Update RFP Results

**Background Information:**

The current Multi-jurisdictional Hazard Mitigation Plan expires on September 30, 2018. A Recipient-Sub-Recipient Agreement for Dawson County's Hazard Mitigation Grant Program (HMGP) planning project, designated HNGP-4215-0007, was executed by the Dawson County Board of Commissioners and the Georgia Emergency Management Agency on July 11, 2016. This agreement awarded to Dawson County \$20,400.00 to update the Dawson County Multi-jurisdictional Hazard Mitigation Plan to meet the Federal requirements of the Disaster Mitigation Act of 2000. The grant monetary funding has been received. Dawson County has a match of \$3,600.00 which was included in the fiscal year 2017 Budget. The total project budget is \$24,000.00.

**Current Information:**

Scope of work was released through a sealed Request for Proposal. Solicitation was advertised according to the Purchasing Policy Ordinance. 1742 vendors were notified of the solicitation through the Georgia Procurement Registry and the Vendor Registry. 2 responses were received.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
250	3928	521200	\$24,000.00	\$24,000.00	\$3,600.00	\$24,000.00

Recommendation/Motion: To approve a contract with Lux Mitigation and Planning Corp to facilitation the completion of the update of the Multi-jurisdictional Hazard Mitigation Plan.

Department Head Authorization: Lanier Swafford

Date: 03/09/2017

Finance Dept. Authorization: Vickie Neikirk

Date: 03/09/2017

County Manager Authorization: David Headley

Date: 3/16/2017

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

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

Comments/Attachments:

# Multi-jurisdictional Hazard Mitigation Plan Update Bid #287-17 RFP

WORK SESSION MARCH 23, 2017



# Background

- ▶ The current Multi-jurisdictional Hazard Mitigation Plan expires on September 30, 2018.
- ▶ A Recipient-Sub-Recipient Agreement for Dawson County's Hazard Mitigation Grant Program (HMGP) planning project, designated HNGP-4215-0007, was executed by the Dawson County Board of Commissioners and the Georgia Emergency Management Agency on July 11, 2016.
- ▶ This agreement awarded to Dawson County \$20,400.00 to update the Dawson County Multi-jurisdictional Hazard Mitigation Plan to meet the Federal requirements of the Disaster Mitigation Act of 2000. The grant monetary funding has been received.
- ▶ Dawson County has a match of \$3,600.00 which was included in the fiscal year 2017 Budget. The total project budget is \$24,000.00.
- ▶ 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 543 days.

# Scope of Work

- ▶ The contracted firm shall:
  - ▶ Act as the facilitator of the planning process as well as the development and the transcription of the plan updates.
  - ▶ Provide all equipment, materials and labor to complete the scope of work.
  - ▶ Combine existing data, plans and EMA capabilities into a comprehensive draft report (to include the base Local Natural Hazard, Risk and Vulnerability analysis provided by GEMA, local data and the contractor's efforts) to create a comprehensive updated plan.
  - ▶ Work with the Task Force to update the current inventory of existing and proposed buildings, infrastructure and critical facilities in hazard areas.
  - ▶ Update the loss estimate to reflect any changes to the hazard profile and/or inventory of structures.
  - ▶ Update the Plan Maintenance and Implementation to include an analysis of whether the previously approved plan's method and schedule for monitoring, evaluating and updating the plan worked and what elements or processes, if any, were changed.

# Scope of Work - Continued

- ▶ The contracted firm shall:
  - ▶ Discuss the method and schedule to be used over the next five (5) years.
  - ▶ Describe how the community was kept involved during the plan maintenance process over the previous five (5) years.
  - ▶ Work with the planning committee, comprised of internal staff at Dawson County EMS and other specified individuals from the stakeholder group as described above, and GEMA staff throughout the State and Federal plane review process to ensure that the County has a federally approved updated Multi-jurisdictional Hazard Mitigation Plan by the end of the contract period.
  - ▶ Responsible for completing reports, as required by the County, including quarterly reports. Although the tentative contract period does not begin until April 3, 2017; the Recipient-Sub-recipient Agreement stipulates that the quarterly reports are due June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>. The Director of Dawson County EMS and the Contractor will define all reports necessary throughout the project.

# Dawson County Responsibilities

- ▶ The County will complete the following:
  - ▶ Critical Facility Inventory in the Georgia Mitigation Information System.
  - ▶ GEMA Worksheets 3A for each participating jurisdiction for each identified hazard.
  - ▶ High level detail for all mitigation action steps as required by GEMA and FEMA.
  - ▶ Ensure all recommended revisions from the previous FEMA plan review are addressed in the plan update.
- ▶ The County will ensure that the plan update is consistent with the most current requirements from FEMA and will:
  - ▶ Identify all changes to the plan within each section including revisions to the planning process; risk assessment; goals and objectives; plan maintenance process.
  - ▶ Update the planning process.



# Dawson County Responsibilities – Continued

- ▶ The County will ensure that the plan update is consistent with the most current requirements from FEMA and will:
  - ▶ Improve the Risk Assessment.
  - ▶ Analyze, update and continue development of goals, objectives and action steps.
  - ▶ Describe the information dissemination to the public for previous five (5) years as well as the next five (5) years.
  - ▶ Review and adopt the plan.

# 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
- ▶ 1742 vendors notified through GPR and VR
- ▶ **2 bids received**

# Evaluation Committee

- ▶ Lanier Swafford, Chief
- ▶ Ricky Rexroat, Deputy Chief
- ▶ Jason Dooley, Battalion Chief
- ▶ Melissa Hawk, Purchasing Manager (Facilitator)

# Evaluation Criteria and Proposer Scores

Company	Points Allowed	Lux Mitigation and Planning Corp	Plans & More, LLP
Company Background and Structure	25	22	22
Experience & Qualifications of Dedicated Staff	25	21	20
Approach to Scope of Work & Methodology	25	22	19
References	15	14	12
Price Proposal	10	10	7
<b>TOTAL POINTS</b>	<b>100</b>	<b>89</b>	<b>80</b>

Scores are rounded up to nearest whole number

# Cost Proposals

Tasks	Lux Mitigation and Planning Corp	Plans & More, LLP
Total Cost to Dawson County for the Project	\$18,000.00	\$25,472.00

# Recommendation

Staff respectfully requests the Board to award RFP #287-17 Multi-jurisdictional Hazard Mitigation Plan Update to the most responsive, responsible bidder, Lux Mitigation and Planning Corp., from Shady Dale, GA; and approve the contract with pricing of \$18,000.00 for the total cost to Dawson County for the complete project as submitted.

**Backup material for agenda item:**

5. Presentation of FY2017 Budget Amendment for Salary Study Implementation - Vickie Neikirk, CFO



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Administration

Work Session: 3/23/2017

Prepared By: Ginny Tarver

Voting Session: 4/06/2017

Presenter: County Manager David Headley

Public Hearing: Yes  No

Agenda Item Title: Budget Amendment for Salary Study Implementation

**Background Information:**

Motion passed unanimously on March 2, 2017, to approve "Option 2" of the recommended salary study implementation plans to include a 2% COLA for all employees; placement into range with moderate progression; and a payroll effective date of April 8, 2017.

The FY2017 Budget will need to be amended to cover the increase.

**Current Information:**

	Salary	FICA	Ret	Total
Salary cost of option 2 (Full year)	937,227.00	71,697.87	37,489.08	1,046,413.95
Cost per pay period	40,246.69			
Number of pay periods impacted	18.00			724,440.42
Amount budgeted				<u>350,000.00</u>
<b>Increase to budget for FY 2017</b>				<b>374,440.42</b>

Budget Information: Applicable:  Not Applicable:

Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to increase the FY2017 Budget by \$374,440.42.

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

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

Finance Dept. Authorization: \_\_\_\_\_

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

County Manager Authorization: David Headley

Date: 3/16/2017

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

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

**Comments/Attachments:**



**Backup material for agenda item:**

6. Presentation of LifeLink National Donate Life Month Proclamation - Billy Thurmond, BOC Chairman



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioner

Work Session: 03/23/17

Prepared By: Danielle Yarbrough

Voting Session: 04/06/17

Presenter: Chairman Billy Thurmond

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

Agenda Item Title: Presentation of LifeLink National Donate Life Month Proclamation

Background Information:

Current Information:

We have been asked by LifeLink to approve the attached proclamation in support of April being "Donate Life Month."

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to approve the LifeLink National Donate Life Month Proclamation as written

Department Head Authorization: Billy Thurmond

Date: 03/16/17

Finance Dept. Authorization: \_\_\_\_\_

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

County Manager Authorization: David Headley

Date: 3/16/2017

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

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

Comments/Attachments:



## National Donate Life Month Proclamation

### Dawson County, PROCLAMATION

WHEREAS, one of the most meaningful gifts that a human being can bestow upon another is the Gift of Life; and

WHEREAS, more than 121,000 men, women, and children await life-saving or life-enhancing organ transplants, of which over 5,590 reside in Georgia; and

WHEREAS, the need for organ, eye, and tissue donation grows daily as a new patient is added to the national waiting list for an organ transplant every 10 minutes; and

WHEREAS, the critical donor shortage remains a public health crisis as an average of 22 people die daily due to the lack of available organs; and

WHEREAS, organ, eye, and tissue donation can provide families the comfort of knowing the gift of donated organs and tissue endows another person with renewed hope for a healthy life; and

WHEREAS, donating life through organ, eye, and tissue donation is the ultimate act of generosity and kindness we **Dawson County** citizens can perform; and

WHEREAS, more than 4.7 million Georgians have already registered their decision to give the Gift of Life at [www.donatelifegeorgia.org](http://www.donatelifegeorgia.org) or when getting or renewing their driver license or state identification card at a driver license office; and

WHEREAS, LifeLink® of Georgia is the non-profit, community service organization dedicated to the recovery of high quality organs and tissues for transplantation therapy; and

WHEREAS, **Dawson County** supports the life-saving mission of LifeLink® of Georgia; and

NOW, THEREFORE, I, Billy Thurmond **in Dawson County**, do hereby proclaim April 2017 as

### DONATE LIFE MONTH

In **Dawson County**, to honor all those who made the decision to give the gift of life, to focus attention on the extreme need for organ, eye and tissue donation, to encourage all residents to take action and sign up on Georgia's Donor Registry at [www.donatelifegeorgia.org](http://www.donatelifegeorgia.org), to discuss the miracle of transplantation as a family, and to make a family commitment to organ, eye, and tissue donation

On This day, \_\_\_\_\_ of April 2017

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**Backup material for agenda item:**

8. Board Appointment:

- **Dawson County Planning Commission**

- o Penny Pinion- Term: April 2017 to March 2018

DAWSON COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO COUNTY  
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

Board or Authority Applied for Development Authority Board

Name Penny L Pinion

Home Address 239 Hugh Stowers Rd

City, State, Zip Dawsonville, GA 30534

Mailing Address (if different) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Fax Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Additional information you would like to provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature *Penny L. Pinion* Date 3/14/17

Please note: Submission of this application does not guarantee an appointment.

Return to: Dawson County Board of Commissioners  
Attn: County Clerk  
25 Justice Way, Suite 2313  
Dawsonville, GA 30533  
(706) 344-3501 FAX: (706) 344-3889

**Penny Lynn Pinion  
239 Hugh Stowers Road  
Dawsonville, GA 30534**

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**OBJECTIVE**

To work in a challenging environment to help others.

**EDUCATION**

1983 - Graduated / Lumpkin County High School

1984-1990 - Lanier Tech & North Georgia College  
Various Computer Classes

1991-1998 - Georgia Bankers Association  
Robbery Procedures and Safety  
Principles of Banking  
Legal Issues for New Accounts  
Law & Banking: Principles  
Introduction to Supervision  
Economics for Bankers  
Financial Accounting

1996-1997 - University of Georgia  
Operations Degree

**WORK HISTORY**

April 16 to Present – **Beyond Home/Home Décor/Thrift Store**  
Owner/Operator

April 15 to April 16 – **New 2 You/Thrift Store**  
½ Owner/Operator

Mar 13 to April 15 - **Northeast Georgia Medical Center**

Patient Liaison/Imaging Center

Helping patients when they arrive and gathering all paperwork to perform the procedures ordered by the physician.

Prepare daily reports for site supervisor and radiologist.

Prepare folders for each days patients to include all paperwork/orders needed for the physician's orders.

Prepare CD's for patients as needed.

Upload CD's for previous procedures from other hospitals.

Oct 99 to Feb 13 - **SleeveCo Inc.**

Human Resource Administrator

I am responsible for all new hire paperwork and setting up in the payroll system.

Input employees' time and balance for payroll processing. Setup-administer all employees' medical, dental and other insurance offered.

Help employees with any questions they have regarding payroll, insurance, or any other issues.

Audit and approve insurance billings.

Deposits-Post deposits daily to customer accounts in receivables.

Purchasing Director

Type and transmit all in house orders to vendors, then make sure received in correctly when the orders arrives.

I work with an overseas vendor by placing order and making sure they are shipped and delivered on time. This includes working with a U.S. Customs firm and Consolidator service.

Inventory

I make sure that various departments inventory is in balance at month end.

Customer Service

I have handled customer service accounts by entering their orders, following new artwork through until order is complete and shipped to customer, and help with the customer questions.

April 91 to Aug 99- **First Community Bank of Dawsonville/Century South Banks**

Operations Officer

Supervisor of Bookkeeping

Pay or return NSF check

Collection of overdrafts

New hire setup

Employee time for payroll

Employee Insurance

Handle employee questions

Computer issues (System update)  
Filled in for Customer Service  
Responsible for Regulations  
Assist President with various projects

Previous- Process loans  
Head Teller  
Bookkeeper/Proof Operator

1988-1991 Crawford & Company  
Insurance Adjuster Firm/Accounts Payable Dept.

1985-1987 Dawson County Bank  
Bookkeeping Dept/Proof Operator  
Loan Dept.

1982-1984 Security Finance  
Branch Manager/Loans

**PERSONAL REFERENCES** - Upon request