

**DAWSON COUNTY BOARD OF COMMISSIONERS
VOTING SESSION AGENDA - THURSDAY, SEPTEMBER 27, 2018
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

NEW BUSINESS

1. Presentation of Request to Accept 2019 Victims of Crime Act Grant Funds- District Attorney Lee Darragh
2. Presentation of Request to Apply for Department of Natural Resources Land & Water Conservation Fund Grant- Parks & Recreation Director Matt Payne
3. Presentation of Request to Hire a Legal Assistant for County Attorney- County Attorney Lynn Frey
4. Presentation of Service Delivery Strategy Draft Agreement- County Attorney Lynn Frey
5. Presentation of FY 2019 Proposed Budget- Chairman Billy Thurmond
6. County Manager Report
7. County Attorney Report

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

Backup material for agenda item:

1. Presentation of Request to Accept 2019 Victims of Crime Act Grant Funds- District Attorney Lee Darragh



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: District Attorney

Work Session: 9/27/2018

Prepared By: Natalie Johnson

Voting Session: 10/4/2018

Presenter: Lee Darragh

Public Hearing: Yes No

Agenda Item Title: VOCA Grant Award

Background Information:

In 2017, the District Attorney's office was awarded the VOCA grant through PAC/CJCC which covers salary and benefits for a Crime Victims Compensation Advocate.

Current Information:

The total grant amount for 2019 is \$74,088.84. No county match is required for this grant and the terms are the same as the 2018 grant.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested
250	2200				

Recommendation/Motion: Approval to accept VOCA grant funding for 2019

Department Head Authorization: Lee Darragh

Date: Sept. 17, 2018

Finance Dept. Authorization: Vicki Neikuh

Date: 9/19/18

County Manager Authorization: OH

Date: 9/19/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

[Empty box for comments/attachments]

CJCC Budget Detail Worksheet

Agency Name:	Prosecuting Attorneys Council of Georgia
Subgrant Number:	
Project Name:	Northeastern D A Comp Advocate
Select grant type:	VOCA

Purpose: This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking. If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A (1). Personnel-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
Comp Advocate		\$56,000.00	95%		\$53,384.00	
					\$0.00	
Match Waiver		\$18,171.00	100%		\$18,171.00	
					\$0.00	
					\$0.00	
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					\$0.00	
					\$0.00	
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					\$0.00	

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
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						\$0.00	
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						\$0.00	
						\$0.00	
						\$0.00	
PERSONNEL TOTAL						\$71,555	

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform to meet the match requirement. Volunteers MUST be valued at \$12/hour unless approved by CJCC staff for a higher rate. Remember that VOCA awardees must meet a minimum volunteer match of 25% of the total 20% match requirement. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

Mileage						
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
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					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
TRAVEL TOTAL					\$0.00	

C. Equipment-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
EQUIPMENT TOTAL				\$0.00	

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Padooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	Define Unit	# Units	Vendor	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
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					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
SUPPLY TOTAL					\$0.00	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

Item	Cost per unit	Define unit	# Units	Vendor	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
PRINTING TOTAL					\$0.00	

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Item	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
					\$0.00	

Backup material for agenda item:

2. Presentation of Request to Apply for Department of Natural Resources Land & Water Conservation Fund Grant- Parks & Recreation Director Matt Payne



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Park & Rec

Work Session: 9/27/2018

Prepared By Laurie Whalen

Voting Session: 10/4/2018

Presenter: Matt Payne

Public Hearing: Yes No

Agenda Item Title:

Background Information:

The pier at War Hill Park is in need of repair. The Park department has been repairing as needed for several years; but a replacement would be more cost and time efficient. The Georgia DNR is accepting applications for the Land and Water Conservation Fund Grants. This grant program helps communities acquire recreation lands, and develop/rehabilitate outdoor recreation facilities.

Current Information:

The Park would like approval to submit a pre-application for this grant.
Basic grant requirements:
Grant minimum is \$25,000; maximum is \$100,000
50% minimum match required (can include in-kind)
Must be for outdoor recreation type facilities

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

Fund	Dept.	Acct No.	Budget	Balance	Requested
250	6120				

Recommendation/Motion _____

Department Head Authorization: *M. Payne*

Date: 9/19/18

Finance Dept. Authorization: *Nickie Nix*

Date: 9/19/18

County Manager Authorization: *Daniel Hendry*

Date: 9/19/19

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

1. Projected Costs Sheet

Warhill Park Fishing Pier

Budgetary Estimate

Prepared By: Gatordock Marine Solutions

www.gatordock.com

866.730.9199

Rick Cawston

Estimate Date: April 17, 2015

System Details:

- GatorDock fixed Pier
- 10'Wx245'L – Manufactured in 40' sections
- 20'Wx25'L – Manufactured in 2 sections
- Based on Supports every 20' – (50% pile reduction)
- 6061 Aluminum E Channel Frame
- Slip Resistant Aluminum Decking
- C Channel Header kits (every 20')

Total Pier / Platform - **\$58,250 (add 15% - 20% for three year cost adjustment).**

Estimate includes – design, shop drawings, and fabrication of prefabricated sections

Backup material for agenda item:

3. Presentation of Request to Hire a Legal Assistant for County Attorney- County Attorney
Lynn Frey



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Legal

Work Session: 9/27/18

Prepared By: Lynn Frey

Voting Session: 10/4/18

Presenter: Lynn Frey

Public Hearing: Yes No

Agenda Item Title: Legal Assistant – starting October

Background Information:

We have discussed the hiring of an assistant in the County Attorney office over the last 18 months and the need is not necessarily for a certified paralegal so much as for a legal assistant who can perform legal secretary functions, is familiar with specified job duties and has relevant experience. Beyond that some additional skills can be acquired by a qualified candidate once hired.

Current Information:

This position was described and requested in the County Attorney Budget for FY 2019, and subsequent discussion has led to the conclusion that the need is sufficiently urgent at present to move ahead on the position rather than delay until January. The salary for a mid-October commencement of the job would be on the order of \$6,956.20 for five pay periods through the end of December. Eligibility for benefits would not occur until January. Annual salary for this grade 11 position, using entry level figures, is \$30,547.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	1530		0		\$6,957	

Recommendation/Motion: Move to authorize recruitment and hiring of a legal assistant as described.

Department Head Authorization: MLF

Date: 9/20/18

Finance Dept. Authorization: Vickie Neikirk

Date: 9/20/18

County Manager Authorization: DH

Date: 9/20/18

County Attorney Authorization: MLF

Date: 9/20/18

Comments/Attachments:

This cost only includes Salary and FICA, If approved to start Oct 15, employee would not be eligible for Benefits until Jan. 1, 2019.

Backup material for agenda item:

4. Presentation of Service Delivery Strategy Draft Agreement- County Attorney Lynn Frey

Backup material for agenda item:

5. Presentation of FY 2019 Proposed Budget- Chairman Billy Thurmond



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: BOC

Work Session: 9/27/18

Prepared By: Vickie Neikirk

Voting Session: _____

Presenter: Chairman Billy Thurmond

Public Hearing: Yes _____ No _____

Agenda Item Title: Chairman's Proposed 2019 Budget Presentation

Background Information:

The Board of Commissioners is required to adopt an annual budget prior to the end of the fiscal year (December 31). As part of the budget process, the Chairman presents his proposed budget to the BOC and the public. In meetings after the Chairman's presentation, public hearings for the budget will be held for citizen input.

Current Information:

The BOC will hold 3 public hearings for the 2019 budget on October 4, 11 and 18. Budget may be adopted October 18, 2018, after the 3rd public hearing.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
All funds						

Recommendation/Motion: _____

Department Head Authorization: _____

Date: _____

Finance Dept. Authorization: Vickie Neikirk

Date: 9/4/18

County Manager Authorization: DH

Date: 9/20/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments: