

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA – THURSDAY, JUNE 18, 2020  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534  
4:00 PM**

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**UNFINISHED BUSINESS**

1. Discussion of Comprehensive Wellness Plan Portion and Spouse / Family Portion of the 2020-2021 Dawson County Healthcare Package- Human Resources Director Brad Gould (*Moved Forward from the May 21, 2020, Voting Session for Further Discussion*)
2. Presentation of Review of 2019 Salary Study Implementation to 105 Percent of Market- Human Resources Director Brad Gould (*Moved Forward from the January 16, 2020, Voting Session for Review*)
3. Presentation of Review of Dawson County Employee Handbook's Paid Time Off Policy (Section 14.3)- Human Resources Director Brad Gould (*Moved Forward from the January 16, 2020, Voting Session for Review*)

**NEW BUSINESS**

1. Presentation of Application for FY 2020 Public Works and Economic Adjustment Assistance Program, including Coronavirus Aid, Relief and Economic Security Act Funding on Behalf of Development Authority of Dawson County (DADC)- DADC Chairman Tony Passarello / Economic Development Director Betsy McGriff
2. Presentation of Alcohol Ordinance Update- Planning & Development Director Jameson Kinley
3. Presentation of Business License Ordinance Update- Planning & Development Director Jameson Kinley
4. Presentation of Board Appointment:
  - a. Georgia Mountains Regional Commission**
    - i. Betsy McGriff- *reappointment* (Term: July 2020 through June 2021)
5. County Manager Report
6. County Attorney Report

**\*A Voting Session meeting will immediately follow the Work Session meeting.**

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



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 06.18.20

Prepared By: Brad Gould

Voting Session: 07.02.20

Presenter: Brad Gould

Public Hearing: Yes  No

Agenda Item Title: Presentation of

### Background Information:

NFP presented a plan to improve the health and wellness of county employees. The goal is to reduce high-dollar health claims and to have a healthier Dawson County workforce. HR was asked to research other plans. HR was also asked to look at the "spouse/family portion of the health plan."

### Current Information:

HR is working with vendors to develop a comprehensive plan that will mirror the CHP offered by NFP at a lower cost. NFP is to provide information on separating out the spouse family portion and to implement a surcharge for spouses who can enroll in healthcare at their place of employment.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

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

Department Head Authorization: Brad Gould/HR Director

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

Finance Dept. Authorization: Vickie Neikirk

Date: 6/12/20

County Manager Authorization: DH

Date: 6/12/2020

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

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

### Comments/Attachments:

# DAWSON COUNTY HUMAN RESOURCES

## Health and Wellness Program



Board of Commissioners Work Session, June 18, 2020

Presented by: Brad Gould

Kristi Rutmann

Total Eligible Employees for Wellness: 255

Total Eligible Spouses for Wellness: 121

ITEM:	Price Per Unit	# of Units	Subtotal
<b>MANAGEMENT FEE</b>	\$2,500	1	\$2,500 / year
CHP Platform	NA	NA	Included
<input checked="" type="checkbox"/> <b>Corporate Pulse Program (based on 80% participation on Eligible Employees)</b> <ul style="list-style-type: none"> <li>• Communications + Kick-off Meetings</li> <li>• Biometric Screening (blood draw)</li> <li>• Health Risk Assessment (HRA)</li> <li>• One 30 minutes "Results" Coaching session per participant</li> <li>• Comprehensive Management Report</li> </ul>	\$129	300	\$38,700
<input checked="" type="checkbox"/> <b>Coaching Series   High 3 Sessions</b> 15 minute follow-up sessions (High Risk Only)	\$75	150	\$11,250
Per Participant   High Risk 3/year (50% participation)			
<b>Total</b>			<b>\$52,450</b>

Company	Clinical Health Assessment	Cost Basis PP	Participation 80%
CHP	1 one-on-one review & 1 coaching session with a RN Employees: 255 Employee + Spouse: 372	\$129.00 Total:	300 employees <b>\$38,700.00</b>

Coaching Series: 3 - 15 min. sessions/year	High Risk Only (50%)
Total:	\$75.00 (150 people) <b>\$11,250.00</b>

Health Assessment:	\$38,700.00
Coaching Series:	\$11,250.00
Initial Set-Up Costs:	\$2,500.00
<b>Total:</b>	<b>\$52,450.00</b>

<b>Incentives</b>	\$100 for each Clinical Health Assessment (255 x \$100.00):	25,500.00
Recommended by CHP	\$50.00 for High-Risk employee coaching (128 x \$50.00):	6,400.00
	<b>Total:</b>	<b>31,900.00</b>

CHP Program:	\$52,450.00
Incentives:	\$31,900.00
<b>Total Program Cost:</b>	<b>\$84,350.00</b>

This plan only applies to Anthem employees only (255 of 311 Full Time Employees). This plan only provides clinical and coaching options but does not encourage any additional health screenings or involvement in any healthy lifestyle activities. Duplication of Services: Anthem promotes a Free annual wellness exam and provides free wellness coaching.

Company	Health Assessment	Cost Basis PP	Anthem Total Rewards	DC Health Rewards
Dawson County & Anthem	Annual Wellness Exam by PCP	* Wellness information only - no complaints.	\$50.00 to Employee	25 Points
	Anthem Wellness Coaching	Free to Anthem members		
	Online Health Risk Assessment	Free	\$50.00 to Employee	10 Points
	Tobacco Cessation Agreement	Free	\$50.00 to Employee	
	Flu Shot	Free - billed on insurance or paid for by County.	\$50.00 to Employee	10 Points
	Annual Dental Exam	Free cleaning		15 Points
	Annual Eye Exam	Co-pay		15 Points
	Preventative Screening: Ex: Mammogram, Pelvic, Cancer, Dermatologist, etc.	Co-pay		15 Points (x1 time point value only)
	Health Program Receipt: Ex: Membership to Gym, Exercise Class, Diet Program (ex. Weight Watchers) etc.			10 Points (x1 time point value only)
	DC Sponsored Training Class: CPR/AED, Maintain, Don't Gain, LocalGovU online health class, etc.	Free		10 Points (x1 time point value only)
<b>Total Points Available:</b>			<b>120</b>	

Tiered Reward Program:	Points	Return
July 1, 2020 - mid-June 2021	25	\$50.00
(Checks issued July 1, 2021)	50	\$75.00
	75	\$125.00
	100+	\$150.00

Provided to ALL Full Time Employees (311). Dawson County Max Incentive Payout (311 employees x \$150) = \$46,650.00  
Marketing Supplies = \$350.00 Max Program Cost = \$47,000.00  
The Dawson County Health Rewards Program not only provides coaching but encourages action through preventative care screenings and healthy activities. This program will be monitored through Anthem and Dawson County Human Resources - no start up fee or program charges apply.

# With Well-being Coach, it's *your* personal health journey!



## Your coaches are ready to support you.

Staying healthy can feel like a full-time job — especially when you have an ongoing health condition or a busy schedule.

What if you had a coach or even a whole coaching team to answer that quick question, and keep you on track, motivated and successful? And what if you could reach your coaches by phone or online chat ... anywhere? With Well-being Coach, you can — and at no extra cost to you!

Here's the big idea in three simple steps:



You and your coach will identify habits you want to change.



You'll develop custom action plans to make those changes.



You'll figure out what kind of resources and support you need to maintain your new, healthier habits.



**When you use Well-being Coach, you're starting a journey —** from setting goals and building relationships to trying new challenges and changing how you feel.



## Helping you each step of the way

Each well-being coach is specially trained to help you meet your health goals. Take a look at what you can do:



Get help quitting tobacco or losing weight.



Connect via click to chat or by phone.



Access resources and materials that will support you in meeting your goals.

### Ready to begin your personal health journey?

Well-being Coach is part of the Engage tool. So be sure to register at [engage-wellbeing.com](https://engage-wellbeing.com) or download the Engage app. Then, choose Well-being Coach in the benefit menu and you'll be on your way.

### Curious? Still have questions? We're happy to help!

Simply call the Member Services number on your member ID card.



Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. Copies of Colorado network access plans are available on request from member services or can be obtained by going to [anthem.com/healthworkaccess](https://anthem.com/healthworkaccess). In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company, Inc. In Virginia: Anthem Health Plans of Virginia, Inc. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in PDS policies offered by CompCare Health Services Insurance Corporation (CompCare) or Wisconsin Collaborative Insurance Corporation (WCIC). CompCare underwrites or administers HMO or PDS policies; WCIC underwrites or administers Well Priority HMO or PDS policies. Independent licensees of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc.



## Health Programs Comparison

### CHP

- \* Available only to 255 of Full-Time employees + Spouses
- \* Max incentive to participating employee = \$100
- \* Max incentive to high-risk employee = \$150
- \* County Cost calculated at max participation

	<b>County Cost*</b>
Start-Up Fee / Marketing	\$2,500.00
Clinical Exam & x1 Coaching Session	\$38,700.00
High-Risk Coaching Sessions	\$11,250.00
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
N/A	
<b>Max Program Cost</b>	<b>\$84,350.00</b>

### Dawson County Health Rewards

- \* Available to All 311 Full-Time Employees / Optional for Part Time also
- \* Max incentive to participating employee = \$150
- \* County Cost calculated at max participation

	<b>County Cost*</b>	<b>Employee Cost</b>
Start-Up Fee / Marketing	\$350.00	\$0
Annual Wellness Exam by PCP	Point System	\$0.00 if Wellness Only
Anthem Wellness Coaching	\$0.00	Free to Anthem members
Online Health Risk Assessment	Point System	
Tobacco Cessation Agreement	\$0.00	
Flu Shot	Point System	\$0.00 - insurance billed
Annual Dental Exam	Point System	Free cleaning
Annual Eye Exam	Point System	Co-pay
Preventative Screening; Ex: Mammogram, Pelvic, Cancer, Dermatologist, etc.	Point System	Co-pay
Health Program Receipt; Ex: Membership to Gym, Exercise Class, Diet Program (ex. Weight Watchers) etc.	Point System	
DC Sponsored Training Class: CPR/AED, Maintain, Don't Gain, LocalGovU online health class, etc.	Point System	\$0.00
Incentives	\$0.00 - built in	\$0.00
<b>Max Point System Cost</b>	<b>\$47,000.00</b>	<b>\$0.00</b>

Employees & Spouses can also receive up to \$200 each by participating in Anthem's Health Rewards program. Total of \$400 return for couples.

Anthem employees can access Anthem Coaching as often as needed throughout plan year.

Full Time Employee Benefit; reaches 56+ additional employees than CHP plan.

Promotes additional health screenings and healthy lifestyle activities.

# Health rewards

Earn up to \$200 in rewards



It's easy to get started. Here's how:

1. Register or log into [Anthem.com](http://Anthem.com).
2. Once you're logged in, go to the *Health & Wellness* section.
3. Select **Get My Rewards**.

You'll be taken to the Anthem Health Rewards site, where you can view activities and start earning rewards. See inside to learn more.



# How to make good health pay off

It's true that good health is its own reward. But getting something extra feels good, too. That's how Anthem Health Rewards works. It rewards you for taking part in employer-sponsored health and wellness programs. This guide lists the programs and activities you can participate in to:

- Earn rewards
- Learn about reward amounts
- Learn how you can get rewards

When you complete your first healthy activity, you'll get the Health Rewards card. It's a reloadable card you can use anywhere major credit cards are accepted <sup>1</sup>. As you earn more rewards, they'll be automatically deposited into your rewards account and available to spend using your Health Rewards card. **Please allow up to 20 business days after your incented activity has processed for your reloadable card to arrive.**



## Health Assessment

It's a lot easier to get and stay healthy when you know where you stand. That's what the Health Assessment is for. It gives you a snapshot of your health, so you know what's going well and if there are any at-risk areas you should work on.

- Complete the Health Assessment, earn \$50.

To take the assessment, log in at **Anthem.com** and go to the Health & Wellness section. All your information will be kept confidential.<sup>2</sup>

## Tobacco Free

Setting health goals is a big deal. Reaching them is an even bigger one. When you achieve the health measures you and your doctor put together, we'll help you celebrate with rewards:

- Confirm you're tobacco free, earn \$50.

To confirm you're tobacco-free, access the Anthem Health Rewards site through **Anthem.com**. When you're on the site, you'll find the tobacco-free certification on the *Ways to Earn* page. Follow prompts to complete the online certification. If you're unable to earn the reward for being tobacco-free, you can still earn it by completing a Health Action Plan. The Health Action Plan form is available for download within the online certification process. All Health Action Plans must be filled out and sent in no later than 30 days after the end of the plan period for which you're seeking a reward.

## Preventive care

Preventive exams give your doctor a picture of your overall health. They can help you stay healthy, catch problems early and even save your life. Sometimes it's hard to fit regular checkups and screenings into your schedule. For extra motivation, you can earn rewards. All you have to do is see your doctor for any needed exam or care listed below. You'll get your reward once your claims have been processed for all activities (please allow 45 days once the claim has been processed to show in the Anthem Health Rewards portal and to get loaded to your current reloadable card)\*

- Get an annual wellness exam and flu shot, earn \$100.

Get your wellness exam at your doctor's office (primary care doctor). You can also get your flu shot at your doctor's office, or at a pharmacy or retail clinic. You don't have to complete the wellness exam or flu shot in any particular order or together. **Just be sure claims are submitted for both steps by your doctor or other provider to Anthem.**

\* disbursed to your rewards account.

\* It may take up to 75 business days from the day the second of the two preventive care steps is completed for both rewards to be disbursed to your rewards account.

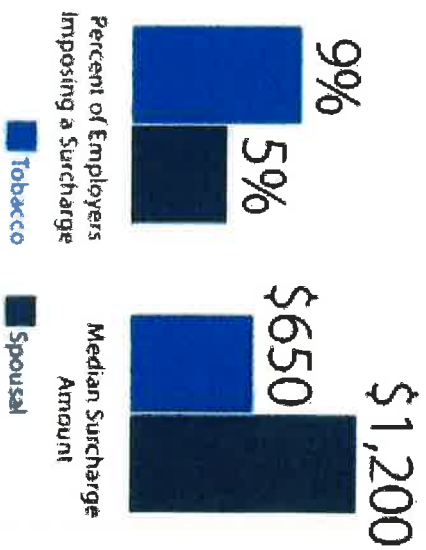
## Spousal Carve-Outs

A spousal carve-out is one way employers can control their health cost spend. According to the IFEBF, roughly 20% of employers invoke some sort of spousal carve-out or surcharge.<sup>9</sup>

Spousal carve-outs can take one of the following forms:

- Imposing an additional charge (surcharge) to cover a spouse who has access to employer-sponsored coverage through their own employer
- Imposing an additional charge (surcharge) to cover a spouse regardless of whether they have access to employer-sponsored coverage through their own employer
- Not offering access to coverage if spouse has access to their own employer-sponsored coverage
- Not offering access to coverage to spouses under any circumstances

**Figure 6. Spousal and Tobacco Surcharges, and Median Annual Surcharge Amounts, NFP**



-Most organizations implement an average of an additional \$50.00 deduction per pay period for spouses that have access to health benefits through their employer.



Financial and Utilization Dashboard (Paid Claims)

**DAWSON COUNTY - Total Account**  
 Current Period : May 2019 - Apr 2020  
 Prior Period 1 : May 2018 - Apr 2019  
 Prior Period 2 : May 2017 - Apr 2018

Medical Membership Summary					
Period	Subscribers	Members	Contract Size	Contract Size Commercial Benchmark	Member Trend
Current	244	590	2.2	2.4	3.9%
Prior	224	529	2.4	2.1	-1.1%

Medical and Pharmacy Paid Amount Summary

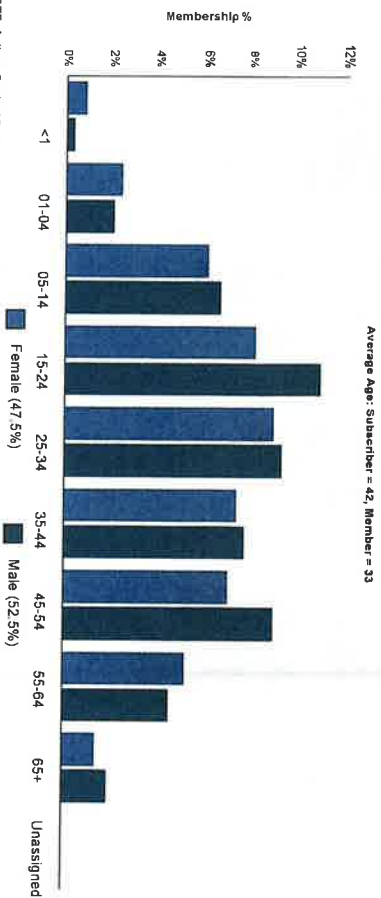
	Current	Prior	Trend	Prior Trend
<b>Medical</b>				
Paid Amount	\$2,440,465	\$2,220,736		
Paid PMPM	\$369.99	\$349.72	5.8%	57.6%
Paid PEPM	\$832.35	\$827.09	0.6%	54.8%
Pharmacy				
Paid Amount	\$977,987	\$1,068,002		
Paid PMPM	\$148.27	\$168.19	-11.8%	8.2%
Paid PEPM	\$333.56	\$397.77	-16.1%	8.1%
<b>Total</b>				
Paid Amount	\$3,418,452	\$3,288,739		
Paid PMPM	\$518.26	\$517.91	0.1%	37.3%
Paid PEPM	\$1,165.91	\$1,224.86	-4.8%	34.7%
Paid Amount in Network	\$2,419,028	\$2,228,456		
Percent Paid Amount in Network	99.1%	100.3%		
Discount Amount	\$3,733,703	\$2,887,400		
Payment Innovation				
Payment Innovation Paid Amount	\$4,077	\$4,140		
Payment Innovation PMPM	\$0.62	\$0.65	-5.2%	-19.8%
Total Paid Amount with Payment Innovation	\$3,422,529	\$3,292,879		
Total PMPM with Payment Innovation	\$518.88	\$518.56	0.1%	37.1%

High Cost Claimants with Paid Amounts > \$25,000

Summary	Current	Prior	Trend	Commercial Benchmark	Percent Paid in Network
Total Paid Amount	\$3,418,452	\$3,288,739			99.4%
Total HCC Paid Amount Med	\$1,437,443	\$1,293,562			99.9%
Total HCC Paid Amount Rx	\$852,251	\$861,030			100.0%
HCC Paid Amount as % of Total Paid Amount	61.1%	60.0%	1.8%	54.7%	
Number of HCC Members > \$25K	31	27			
HCC Members as Percent of Total Members	5.6%	5.1%	10.5%	3.1%	
<b>High Cost Claimant (HCC) Detail</b>					
HCC PMPM - Total	\$316.81	\$310.96	1.9%	\$203.03	
HCC PEPM - Total	\$712.72	\$735.42	-3.1%	\$417.08	
Non-HCC PMPM - Total	\$201.45	\$206.95	-2.7%	\$168.22	
Non-HCC PEPM - Total	\$453.19	\$489.44	-7.4%	\$345.57	
HCC PMPM - Medical	\$217.93	\$203.71	7.0%	\$201.72	
HCC PEPM - Medical	\$490.26	\$481.77	1.8%	\$414.40	
Non-HCC PMPM - Medical	\$152.07	\$146.07	4.1%	\$141.22	
Non-HCC PEPM - Medical	\$342.08	\$345.32	-0.9%	\$290.10	
HCC PMPM - Pharmacy	\$98.89	\$107.25	-7.8%	\$4.42	
HCC PEPM - Pharmacy	\$222.46	\$253.64	-12.3%	\$8.26	
Non-HCC PMPM - Pharmacy	\$49.38	\$60.94	-19.0%	\$91.48	
Non-HCC PEPM - Pharmacy	\$111.10	\$144.12	-22.9%	\$170.78	

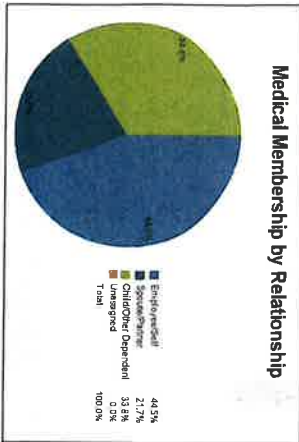
Note: High Cost Claimants are defined as those claimants with more than \$25,000 in paid amount during the reporting period.

Medical Membership Summary by Age Band and Gender

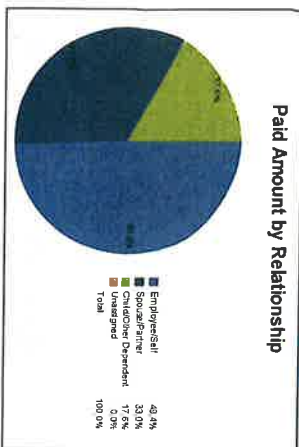


NOTE: Anthem Book of Business Average Age is 35

Medical Membership by Relationship



Paid Amount by Relationship



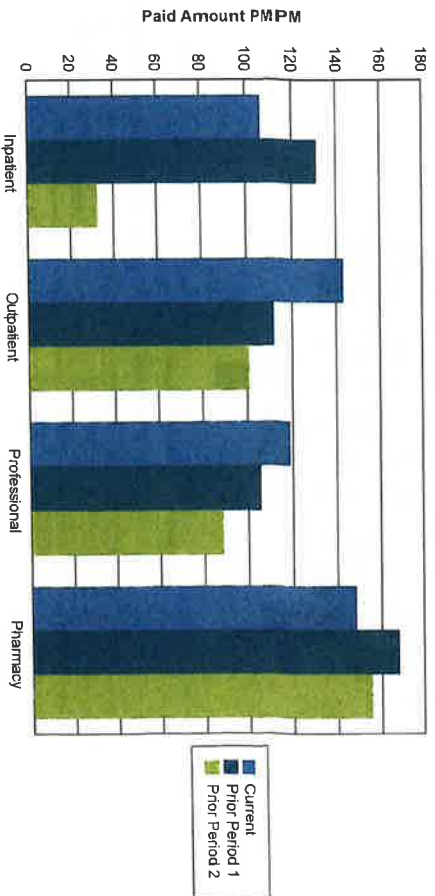


# Financial and Utilization Dashboard (Paid Claims)

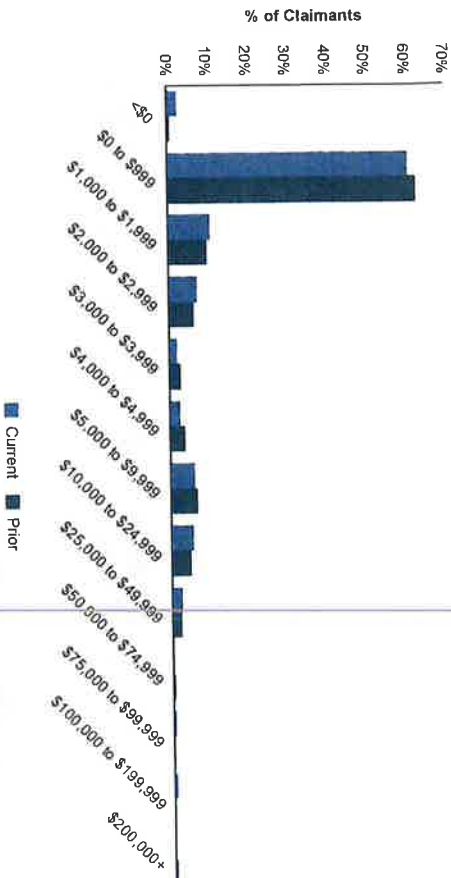
## Utilization Breakdown

Metric	Current Period	Prior Period 1	Prior Period 2	Trend Lines
<b>Utilization</b>				
IP Facility Acute Admissions per 1000	41.8	51.0	22.4	
IP Facility Acute Days per 1000	218.3	251.3	101.0	
IP Facility Acute Avg LOS	5.22	4.93	4.50	
OP Facility Visits per 1000	907.8	774.6	830.2	
Professional Services per 1000	19,893.9	18,652.0	18,026.2	
<b>Paid Amount PMPM by Setting</b>				
IP Facility Acute Admit	\$137.65	\$131.16	\$32.50	
OP Facility Visits	\$743.60	\$112.46	\$100.68	
Professional Service	\$2,374	\$106.06	\$88.67	

## Paid Amount by Setting



## Paid Claims Distribution



## Pharmacy Highlights

Drug	Paid Amount	Scripts	Paid Per Script	Percent of Claims Paid
STELASA	\$128,430	6	\$21,405	13.1%
HUMIRA PEN	\$60,215	6	\$10,036	6.2%
LAMICTAL XR	\$46,668	25	\$1,875	4.9%
TREMFYA	\$43,224	*	*	4.4%
TALIZ AUTOINJECTOR	\$42,328	8	\$5,291	4.3%
COSENTYX PEN (2 PENS)	\$41,143	12	\$5,143	4.2%
PULMOZYME	\$39,928	8	\$3,327	4.1%
JARDANCE	\$30,648	31	\$989	3.1%
PERTYZE	\$28,727	13	\$2,210	2.9%
JAKAFI	\$26,176	*	*	2.7%
Top Ten Subtotal	\$487,667	115	\$4,241	49.9%
All Other Drugs	\$490,300	5,276	\$93	50.1%
<b>Total</b>	<b>\$977,967</b>	<b>5,391</b>	<b>\$181</b>	<b>100.0%</b>

\* This value not shown due to small numbers.

Note: Based on medical and pharmacy where applicable. Anthem Blue Cross and Blue Shield is the trade name of Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. independent licensee of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. Copyright (c) 2011, Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. All Rights Reserved. This confidential information should not be distributed without prior written consent and should only be used to review health care utilization.



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 06.18.20

Prepared By: Brad Gould

Voting Session: 07.02.20

Presenter: Brad Gould

Public Hearing: Yes  No

Agenda Item Title: Presentation of Salary Study Review

**Background Information:**

On January 16, 2020, when the 2019 Salary Study was approved at 100 percent, the BOC asked Human Resources to present in June 2020 an increase in salaries to 105% as presented by MAG in the salary study.

**Current Information:**

Increasing the salaries listed in the salary study would increase the annual payroll budget by approximately \$116,000. 101 positions would see an increase in their salaries.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

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

Department Head Authorization: Brad Gould/HR Director

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

Finance Dept. Authorization: Vickie Neikirk

Date: 6/11/20

County Manager Authorization: DH

Date: 6/11/2020

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

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

**Comments/Attachments:**

Dawson County, GA Implementation Report

**DRAFT**

Summary for Dawson County, GA

Current Payroll	\$14,132,135	# Positions	333
Flat 0% Adjustment	\$0	# Positions Adjusted (any type)	101 # Not Adj 232
Adjustment To Minimum	\$93,898	# Adjusted To Minimum	86
Adjustment Toward Mkt	\$0	# Adjusted Toward Market	0
Adjustment Toward Maximum	\$22,151	# Adjusted Toward Maximum	101
Adjustment To Step	\$0	# Adjusted To Step	0
OrgExp Adjustment	\$0	# OrgExp Adjustments	0
Stipends / Supplements	\$0	# Assignment	0
Total Applied Adjustments	\$116,049		
Proposed Payroll	\$14,248,184	% Change in Total Payroll	0.82%
FICA Rate: 0			
Proposed Payroll plus FICA	\$14,248,184		





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 06.18.20

Prepared By: Brad Gould

Voting Session: 07.02.20

Presenter: Brad Gould

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

Agenda Item Title: Review of Employee Handbook's PTO Policy

**Background Information:**

When adopting the new hand book, the BOC approved the handbook with the stipulation that section 14.3 one-time pay out of up to 40 hours of PTO per year be removed and presented for review again in June 2020 with the possibility of updating the handbook to include the removed portion.

**Current Information:**

The county does not currently offer a benefit such as this to employees. Currently, employees are allowed a maximum carryover of PTO to the next year of 480 hours.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

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

Department Head Authorization: Brad Gould/HR Director

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

Finance Dept. Authorization: Vickie Neikirk

Date: 6/12/20

County Manager Authorization: DH

Date: 6/12/2020

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

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

**Comments/Attachments:**

### **14.3. Paid Time Off (PTO)**

The purpose of paid time off (PTO) is to provide paid time away from work for any reason, to include but is not limited to vacation, doctor or dental Appointments, family/individual sickness, hazardous weather conditions, and other events that may occur during an employee's scheduled work day. Individual Departments and divisions may establish a more restrictive policy regarding usage of PTO due to Departmental operating necessities.

Employees may receive a one-time pay out of up to 40 PTO hours each calendar year, for any unused PTO.



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 6/18/20

Prepared By: Harmony Gee

Voting Session: 7/2/20

Presenter: Jameson Kinley

Public Hearing: Yes x No

Agenda Item Title: Presentation of Alcohol Ordinance Update

**Background Information:**

As it stands now, our alcohol ordinance only allows for the sell/dispensing of alcohol in commercially zoned properties.

**Current Information:**

This ordinance update would allow agri-businesses, such as wedding venues, to sell/dispense alcohol with proper licensing without rezoning their property to a commercial classification.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

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

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

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

Finance Dept. Authorization: Vickie Neikirk

Date: 6/10/2020

County Manager Authorization: DH

Date: 6/10/2020

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

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

**Comments/Attachments:**



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 6/18/20

Prepared By: Harmony Gee

Voting Session: 7/2/20

Presenter: Jameson Kinley

Public Hearing: Yes x No

Agenda Item Title: Presentation of Business License Ordinance Update

**Background Information:**

We have a number of businesses that are currently situated in residential zoning classifications due to agri-tourism, specifically wedding venues.

**Current Information:**

We seek to add Agri-Business to our business license ordinance. A public hearing will be needed should the board choose to proceed with updating the ordinance.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

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

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

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 6/10/2020

County Manager Authorization: DH

Date: 6/10/2020

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

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

**Comments/Attachments:**



## MEMORANDUM

To: Local Government Mayors, and Sole Commissioners or Commission Chairmen

From: Heather Feldman, Executive Director

Date: June 10, 2020

Re: Appointment or Reappointment of Private Sector Members of the GMRC Council

As you all know, each of our 13 counties have one Private Sector Appointee on the GMRC Council. These individuals are considered for reappointment, or another is considered for appointment, at the June 25, 2020 Council Meeting that will be held via Zoom.

We encourage the County and its City(s) to jointly agree to the appointee. I encourage you to discuss with each other and the appointee your intentions. If we do not hear differently, we assume that you do not plan to change your present appointment. The appointment form is attached. Should you have any questions, please contact Gina Kessler at 770-538-2607 or [gkessler@gmrc.ga.gov](mailto:gkessler@gmrc.ga.gov).

Current appointees are:

<u>County</u>	<u>Appointee</u>
Banks	Vicki Boling
Dawson	Betsy McGriff
Forsyth	Vacant
Franklin	Gerald Voyles
Habersham	Ken Schubring
Hall	Deborah Mack
Hart	Bill Chafin
Lumpkin	J.B. Jones
Rabun	Doug Wayne
Stephens	Connie Tabor
Towns	Denise McKay
Union	Mitch Griggs
White	Bill Black

---

**From:** Beverly Banister <clerk@dawsonville-ga.gov>  
**Sent:** Tuesday, June 16, 2020 3:48 PM  
**To:** Gina Kessler  
**Cc:** Mike Eason; Kristen Cloud  
**Subject:** FW: Appointment or Reappointment of Private Sector Members of the GMRC Council  
**Attachments:** 2020-21 Reppointment Request Memo.doc; Reappointment Form.doc

Good afternoon Gina,

The City Council approved the reappointment of Betsy McGriff as the private sector representative to the GMRC Council. Mayor Eason spoke verbally with Chairman Thurmond of the Dawson County Board of Commissioners regarding her reappointment and indicated he would bring it before the Board. We have not signed the document jointly agreeing to the appointee since, to my knowledge, no official action has been taken by the Board of Commissioners. By way of this email, I have copied Kristen Cloud, the Dawson County Clerk and will ask her to follow up with Chairman Thurmond regarding the request.

Please let me know if you have any questions.

Kindest regards,

**Beverly A. Banister**  
**City Clerk**

City of Dawsonville  
415 Hwy 53 E  
Suite 100  
Dawsonville, GA 30534  
Phone: (706) 265-3256  
Fax: (706) 265-4214  
[beverly.banister@dawsonville-ga.gov](mailto:beverly.banister@dawsonville-ga.gov)



## MEMORANDUM

To: Gina Kessler, GMRC Executive Assistant  
From: \_\_\_\_\_  
Re: Appointment for \_\_\_\_\_ County's Private Sector Appointee

The County and its City(s) have agreed to appoint or reappoint \_\_\_\_\_ as our Private Sector Representative on the GMRC Council to serve from July 1, 2020 to June 30, 2021.

\_\_\_\_\_  
County or City Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

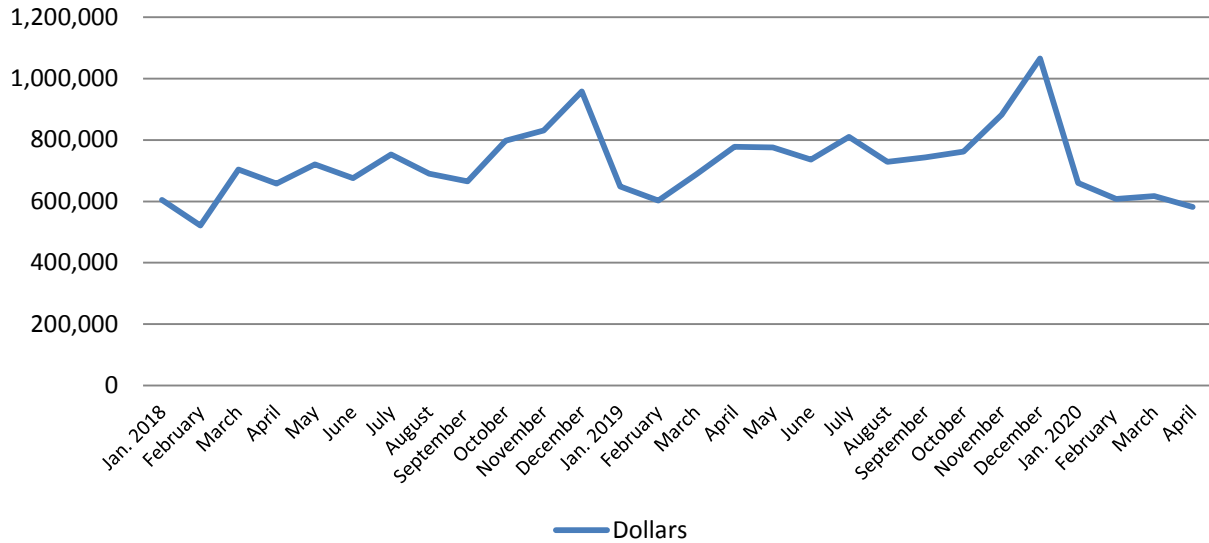
*Please return to [gkessler@gmrc.ga.gov](mailto:gkessler@gmrc.ga.gov) no later than June 19<sup>th</sup>.*



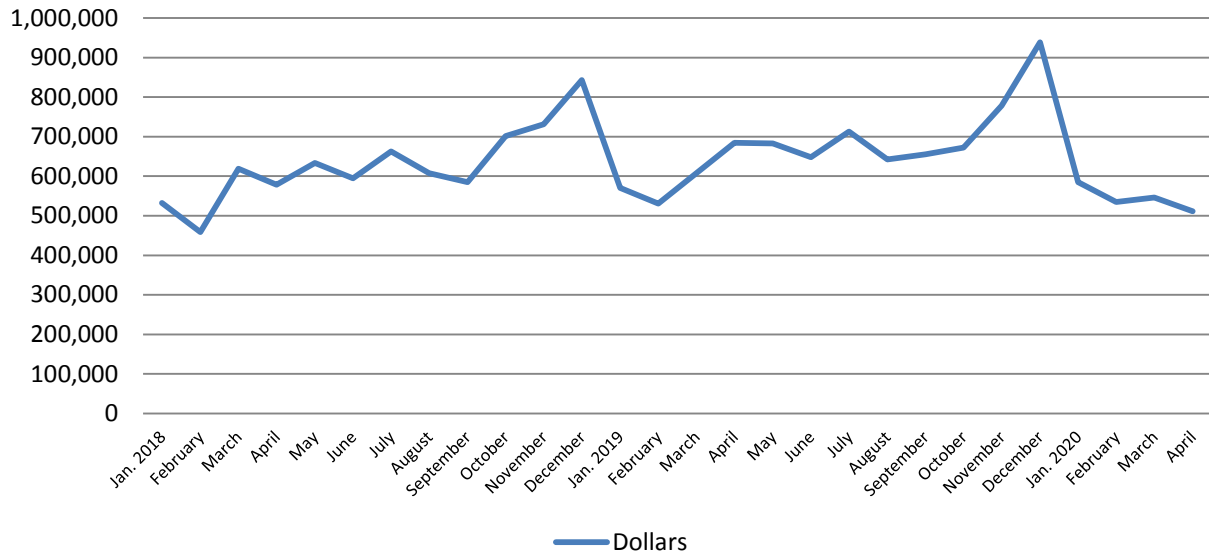
Key Indicator Report  
May 2020



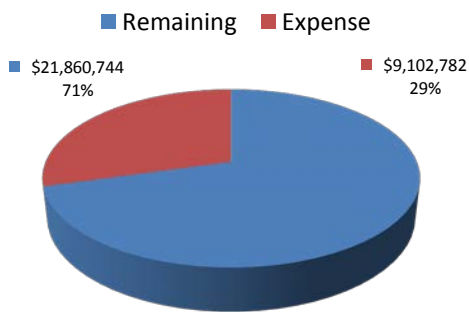
### SPLOST VI COLLECTION CHART



### LOST COLLECTION CHART

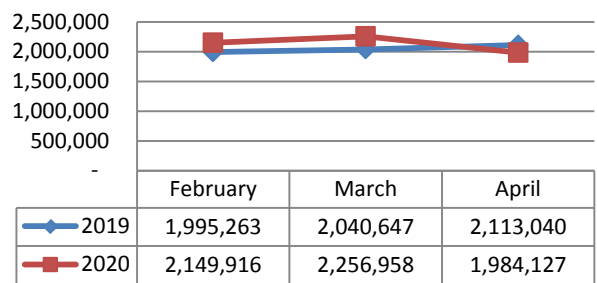


### Budget

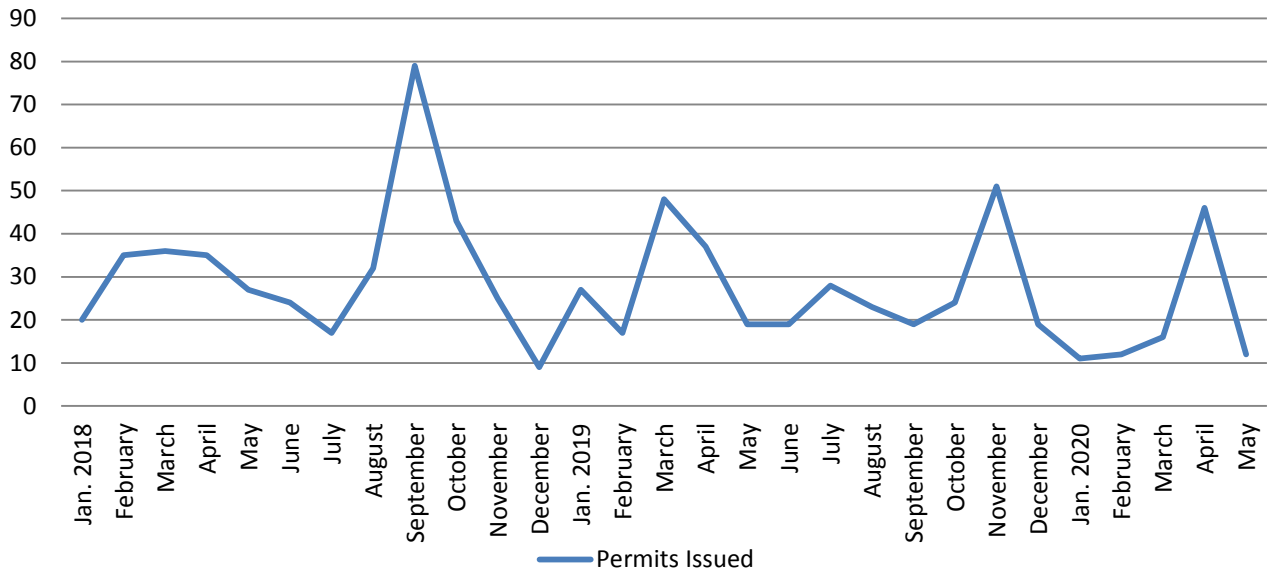


Through 04/30/2020

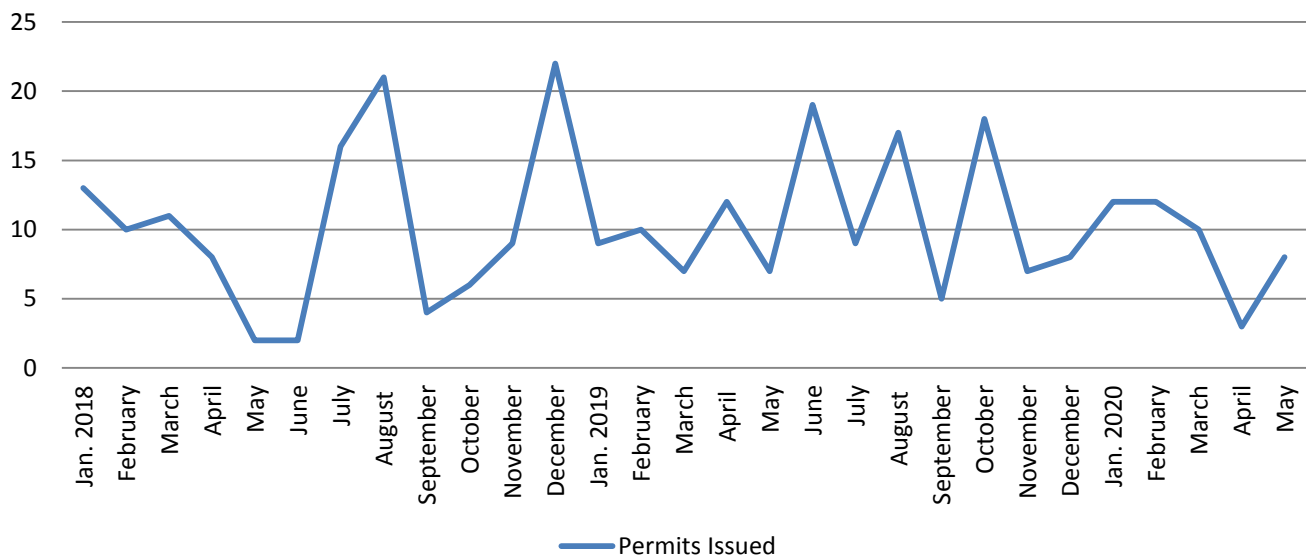
### All Revenue Per Month



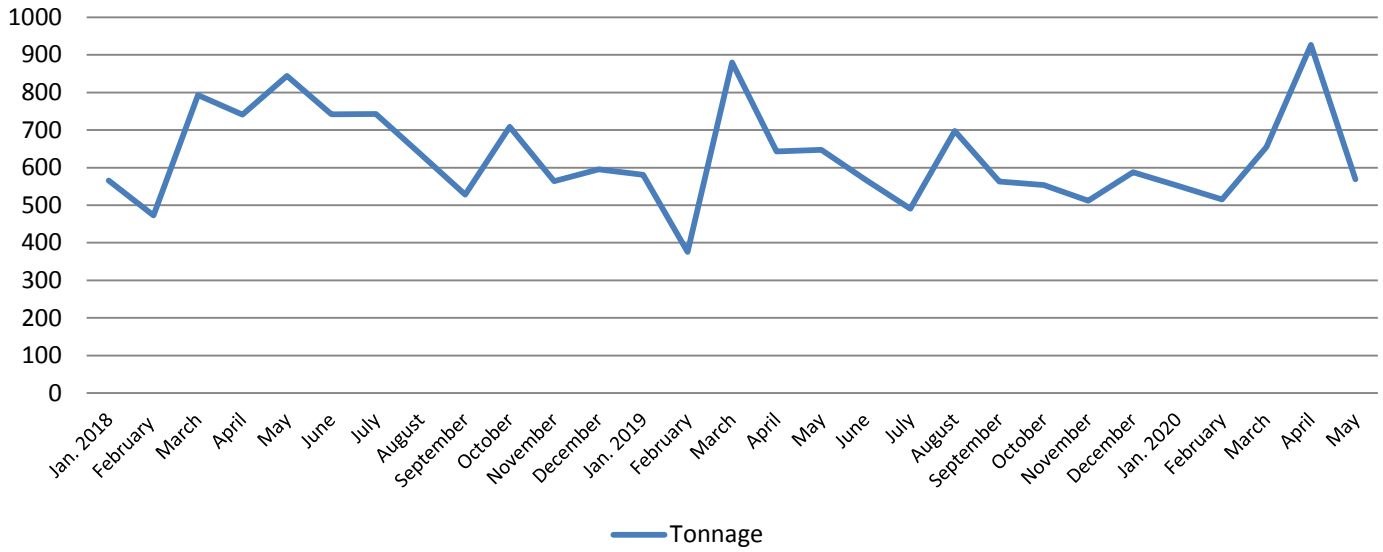
### SINGLE FAMILY HOME BUILDING PERMITS ISSUED



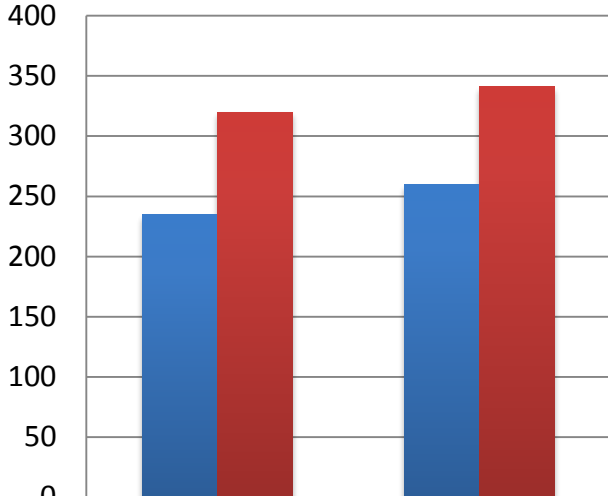
### COMMERCIAL BUILDING PERMITS ISSUED



### TRANSFER STATION TONNAGE COLLECTION

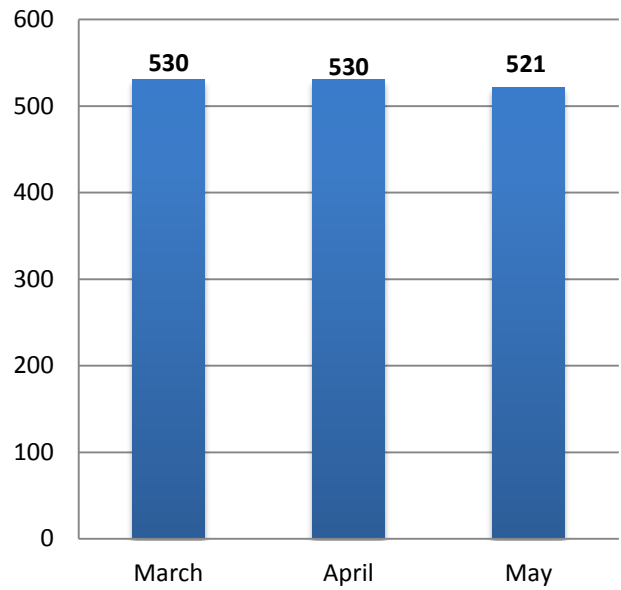


### EMS/Fire Calls for Service

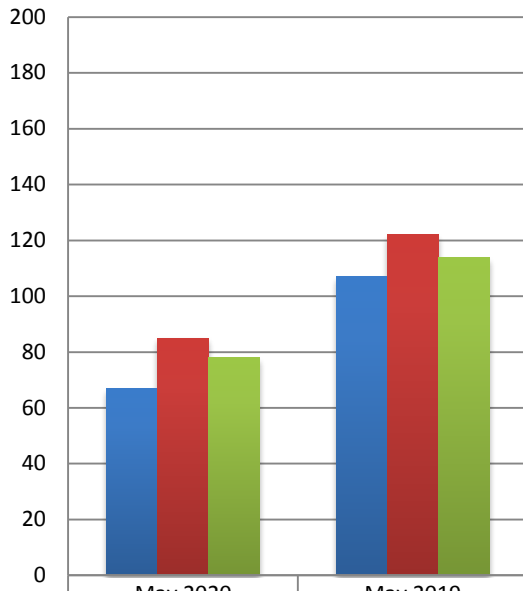


	May 2020	May 2019
■ EMS	235	260
■ Fire	320	341

### Number of County Employees

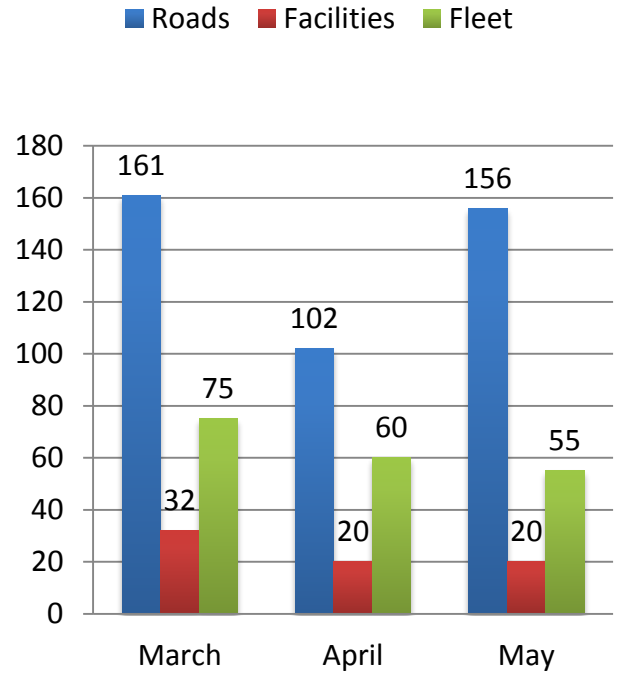


**Inmate Population**



	May 2020	May 2019
Lowest Daily Count	67	107
Highest Daily Count	85	122
Daily Average	78	114

**Repair Requests**





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – May 2020

- **New Applications/Transfers In: 100**
- **Changes/Duplicates: 5832**
- **Cancelled/Transferred Out: 92**
- **Total Processed: 6024**

### **HIGHLIGHTS**

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

- Processing of voter registration applications, street additions/changes, felon, deceased reports on hold until the General Primary Elections are certified
- Processing increased voter list requests for candidates.
- The absentee ballot application mailing that the Secretary of State sent to all active registered voters is what generated higher numbers in “changes” (any touch to a voter record is considered a change). To date 5718 absentee ballot requests have been entered with 3368 returned ballots processed as received.

#### **Elections Projects:**

##### ➤ 2020 Election Calendar:

\*Due to the Covid-19 pandemic concerns, The Presidential Preference Primary was suspended and will resume to be held in conjunction with the May 19<sup>th</sup> Primary that has been postponed to:

- |   |  |
|---|--|
| ▪ General Primary/NP/Special Election     | June 9, 2020   |
| ▪ Advance Voting (with social distancing) | May 18 – June 5, 2020 (Saturday May 30 <sup>th</sup> ) |
| ▪ General Primary Runoff (if applicable)  | August 11, 2020  |
| ▪ General Election/Special Election       | November 3, 2020                                       |
| ▪ General Election Runoff (if applicable) | December 1, 2020                                       |
| ▪ GE Federal Runoff (if applicable)       | January 5, 2021  |
- Daily instructional emails, weekly webinars and phone calls continue from the State Election Office.
  - Secure the Vote HAVA/CURE Grant has been extended to June 12<sup>th</sup>. Paperwork will be finalized and sent by June 5<sup>th</sup>.
  - Advance Voting numbers as of end of day June 4<sup>th</sup> is 1516 votes. June 5<sup>th</sup> will be the last day.
  - Logic & Accuracy Testing of the voting units is complete and equipment prepared for the June 9<sup>th</sup> Primary.

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

- Cleanup of the Primary election and preparation for the August 11<sup>th</sup> probable runoff.
- All June Primary mandated training, with limitation of 10 per group, is scheduled for June 3<sup>rd</sup>.
- Preparing & processing the election task list with consistent changes & COVID-19 precautions.
- Board of Elections & Registration monthly meeting will be moved up to June 12<sup>th</sup> in order to include the Primary certification.
- Per Emergency State Election Board ruling, scheduled early opening and scanning of Absentee by Mail ballots June 1- June 5<sup>th</sup>, 2020.



## Dawson County Board of Commissioners

### Dawson County Emergency Services Monthly Report – May 2020

Fire Responses	MAR	APR	MAY	EMS Responses	MAR	APR	MAY	EMS Revenue		
2018	276	226	307	2018	237	185	251	2019	MAY	\$60,476.24
2019	306	292	341	2019	250	230	260	2020	May	\$38,499.63
2020	287	272	320	2020	208	195	235	36.34% decrease from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$1,400.00	10	53
City	\$200 .00	2	5

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	957 hours	Fire Investigations	3
PR Detail	0	CPR Training per Individual	0
Smoke Detector Installations	1	Stop the Bleed Training per Individual	0
Search & Rescue	1	Child Safety Seat Installations	1
Swift Water Rescue	0	Plan Reviews	9

Types of Fires Total – 5			
(11) 111-118: Structure Fire Building, Cooking, Chimney-Flue, Incinerator, Fuel Burner-Boiler	2	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	2
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	1	(15) 151-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	0
(13) 131-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	0	(16) 161-164: Special Outside Fire Storage, Equipment, Gas/Vapor, Mailbox	0

Total Water Usage – 28,000 gallons			
Etowah Water	21,500 gallons	Pickens	0 gallons
City of Dawsonville	6,500 gallons	Big Canoe	0 gallons



## Dawson County Board of Commissioners

### Facilities Monthly Report –May 2020

- **Total Work Orders: 20**
- **Community Service Workers: 1**

#### **HIGHLIGHTS:**

- \*Preventative Maintenance performed on all county building HVAC
- \*Septic tank and drains cleaned out at Fire Station #2
- \*Cut all grass that the Sheriff offices would normally cut for the past 2 months
- \*Trimmed all landscaping at all county buildings



**MONTHLY REPORT**  
**For Period Covering the Month of May 2020**

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Fogged Gov Center-Old Jail-Historic Courthouse-Rock Ck-Fleet-Public Works-Transfer	May 1 2020
2	Preventative Maintenance completed on HVAC	Gov Center - All County Building
3	Septic Tank and drains cleaned out	Fire Station #2
4	Cut all grass that the Sheriff's offices would normally cut for the past 2 months	Sheriff Offices
5	Fogged Public Work and Fleet again	May 7 2020
6	Repaired water leak	Fire Station #2
7	Repaired water leak	Fire Station #4
8	Fogged Public Work and Senior Center	May 12 2020
9	Replaced toilet	Family Connection
10	Trimmed landscaping	All county buildings
11	Replaced trash cans	West Side Parks
12	Repaired cameras	Historic Court House
13	Repaired roof leaks at Veterans	Veterans Gym
14	Removed dead tree	Fire Station #2
15	Repaired toilet	Fire Station #2
16	Repaired water leak	Sheriff Offices
17	Repaired fencing from tree damage	K-9 Building
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 20	Facilities
27	Total Community Service for the month = 1	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



**Dawson County Board of Commissioners**  
Finance Monthly Report – May 2020

**FINANCE HIGHLIGHTS**

- **LOST Collections:** \$511,547 – down 25.2% compared to 2019
- **SPLOST Collections:** \$581,347– down 25.2% compared to 2019; 23.98% under projections for April 2020; Total SPLOST VI collections: \$38,923,429
  - \$494,145– County Portion (85%)
  - \$87,202– City Portion (15%)
- **TAVT:** \$103,305 – down 35.3% compared to 2019
- **See attached Revenue and Expenditure Comparison for 2020**
- **Total County Debt:** \$3,884,685 (See attached Debt Summary)
- **Audit Status:** Auditors are finishing fieldwork for the 2019 audit.
- **EMS Billing Collections:** \$70,089 for April 2020; \$268,377 YTD
- **Budget Status:** The FY 2020 Budget was adopted on October 17, 2019.
- **Monthly Donations/Budget Increases:** \$29,118
  - Passport Fees - \$105
  - Donations - \$4,696
  - Cares Provider Relief (EMS) - \$24,317

**PURCHASING HIGHLIGHTS**

**Formal Solicitations**

- None

**Informal Solicitations**

- None

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

- Gasoline – Fleet Maintenance
- Calcium Chloride Pellets – Public Works
- Football Uniforms – Park & Rec
- Fencing – Park & Rec

**Purchase for less than \$25,000 that did not receive required quotes**

- Mobile Radios – Sheriff’s Office

**Pending Projects**

- Inmate Commissary & Banking Services
- Inmate Telephone/Video Visitation
- Piping Project

**Work in Progress**

- Public Works/Fleet Complex
- Land Use Resolution Update
- Design-Build of Fire Station 8
- VMP Pavilion, Playground & Multi-Purpose Field

- Senior Center (CDBG)

**Future Bids**

- Rock Creek Park Turf for 3 Soccer Fields
- Install Soil Vapor Extraction System at Closed Landfill
- Bulk De-Icing Salt
- Dumpster Services
- EMS Medical Supplies
- EMS Uniforms
- Milling Machine Rental Services
- Security Maintenance at Dawson County Government Center & Sheriff’s Office
- Standby Striping
- Tires
- Inmate Commissary/Banking

**Future Bids – SPLOST VI**

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSO – Facilities
- 2020 Capital & SPLOST Projects

**Purchase for more than \$25,000 that did not receive required sealed bids**

- None

## Budget to Actual

	Actual at 4/30/2020	Percent of Budget Actually Collected/ Expended	2020 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 7,661,152	24.74%	\$ 30,963,526	\$ (23,302,374)	-75.26%
Expenditures	9,102,782	29.40%	30,963,526	(21,860,744)	-70.60%
	<u>\$ (1,441,629)</u>	<u>-4.66%</u>	<u>\$ -</u>	<u>\$ (1,441,629)</u>	<u>-4.66%</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 4/30/2020 because revenue collections are 30 days behind. The LOST revenues for the month of April 2020 were received in May 2020.

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

\$ 29,911,503	Original Budget
\$ 75,353	Carryover Balances
\$ 939,558	January
\$ 3,395	February
\$ 4,599	March
\$ 29,118	April
	May
	June
	July
	August
	September
	October
	November
	December
<u>\$ 30,963,526</u>	Revised Budget



## Dawson County Board of Commissioners

### Fleet Maintenance and Fuel Center Monthly Report – May-2020

#### **FLEET**

- **Preventative Maintenance Performed: 30**
- **Tires Mounted: 16**
- **Repair Orders Completed: 55**
- **Labor Hours: 191.55**
- **Labor Cost Savings: \$ 10,535.25**  
(Comparison of the Fleet Maintenance rate of \$25.00 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 765.82**  
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for May: \$ 11,301.07**

#### **FUEL CENTER**

- **Average Fuel Center Price Per Gallon:**  
Gasoline: \$ 1.16  
Diesel: \$ 1.33
- **Fuel Center Usage - Dawson County and Board of Education**  
Gasoline: 10,404.2 gallons; 814 transactions  
Diesel: 4,453.8 gallons; 124 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**  
Gasoline: 1,264.9 gallons; 62 transactions  
Diesel: 518.5 gallons; 18 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 89.17**

#### **HIGHLIGHTS**

- We have tried to cut cost and hold off on purchasing big orders.
- We have continued to keep Fleet clean by sanitizing and wiping down all commonly used areas.



## Dawson County Board of Commissioners

### Human Resources Department Key Indicator Monthly Report – May 2020

#### **POSITION CONTROL**

- Positions approved by BOC: 627
- # of filled F/R Positions: 292
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 17
- # of filled P/R Positions: 71
- # of filled P/T Positions: 84
- # of Supplemental Positions: 57
- # of Vacant Positions: 106
- # of Frozen Positions: 27
- % of Budgeted/Actual Positions: 78%

#### **ADDITIONAL INFORMATION**

- FMLA/LOA/Military tracking: 2
- Unemployment Claims received: 2
- Property & Liability Claims: 0
- Worker's Compensation Claims: 1
- Performance Evaluations received: 0

#### **HIGHLIGHTS**

##### **Positions Advertised/Posted: 4**

- Emergency Services—Firefighter/Paramedic (Full-Time) – 0
- Emergency Services—Firefighter/Paramedic (Part-Time) -- 4
- Parks & Recreation—Lifeguard/Pool Concession Attendant –1
- General Application – 0
- Sheriff's Office—Detention Officer – N/A

##### **Applications Received: 5**

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

- Melanie Holtzclaw – Facilities – Custodian
- Madison Anglin – Parks & Recreation – Lifeguard/Concessions
- Ian Bliss – Parks & Recreation – Lifeguard/Concessions
- Mega Dixon – Parks & Recreation – Lifeguard/Concessions
- Kenna LeBaron – Parks & Recreation – Lifeguard/Concessions
- Molly Muenchen – Parks & Recreation – Lifeguard/Concessions
- Benton Swafford – Parks & Recreation – Lifeguard/Concessions
- Kyle Fields – Sheriff's Office – Detention Officer
- Rebecca Hamby – Sheriff's Office – Evidence Custodian

##### **Terminations/Resignations Processed: 15**

- Erica Tackett – Clerk of Court – Deputy Court Clerk
- Thomas Whalen – Parks & Recreation – Parks Maintenance Worker
- Cadey Ayers – Parks & Recreation – Lifeguard
- Cooper Freeman – Parks & Recreation – Lifeguard
- Isabella Henson – Parks & Recreation – Lifeguard
- Carley Lamb – Parks & Recreation – Lifeguard
- Reece Lamb – Parks & Recreation – Lifeguard
- Sharon Milla r– Parks & Recreation – Lifeguard
- William Mulberry – Parks & Recreation – Lifeguard
- James Pearson – Parks & Recreation – Lifeguard
- Calli Watson – Parks & Recreation – Lifeguard
- David Womack – Public Works – Operator I
- Krista West – Senior Services – Senior Advocate

- Jaileen Brown – Sheriff’s Office – Detention Officer
- Elizabeth Huey – Sheriff’s Office – E-911 Communications Officer

**Additional Highlights for May:**

- Annual health benefit open enrollment informational sessions for county employee begin 6/9/2020-6/11/2020.
- Open enrollment for health benefits begin 6/15/20-6/21/202.
- Employees will have the opportunity to enroll by website or register to enroll virtually while speaking to an enrollment specialist.



## Dawson County Board of Commissioners

### Information Technology – May 2020

- **Calls for Service:132**
- **Service Calls Completed: 132**

#### **Highlights**

- Remote accessibility to computers and phone changes due to Covid 19
- Extensive research on damage caused by storms at the Government Center
- Old cell phone recycle project
- Discussing new direction of the IT department



## Dawson County Board of Commissioners

### Planning and Development Monthly Report – May 2020

- **Total Building permits Issued**
  - May 2020: 51
  - YTD 2020: 259
  - Single Family New Homes: 12
  - Commercial Buildings: 8
- **Business Licenses Issued:**
  - May 2020: 159
  - YTD 2020: 935
- **Total Building Inspections Completed:**
  - May 2020: 659
  - YTD 2020: 2,633
- **Variances/Zonings Processed:**
  - May 2020: 0
  - YTD 2020: 4
- **Plats Reviewed:**
  - May 2020: 4
  - YTD 2020: 232
- **Total Civil Plan Review Meetings:4**
  - YTD 2020:14
- **Total Building Plan Review Meetings: 6**
  - YTD 2020: 33
- **Impact Fee Collection**
  - May Residential: \$18,071.86
  - May Commercial: \$19,258.25
  - May Total: \$37,340.11
  - YTD 2020: \$787,628.60
- **Revenue**
  - Planning
    - May 2020: \$52,159.99

- YTD 2020: \$289,392.67
- Business Licenses
  - May 2020: \$21,637.70
  - YTD 2020: \$150,479.66
- **Total Revenue**
  - Jan - May 2019: \$775,988.22
  - Jan - May 2020: \$1,227,500.93



# Marshal's Office 2020 Monthly Report

Activity	January	February	March	April	May	June	July	August	September	October	November	December	Total Activities or Revenues
Animal Control Cases Logged	73	42	54	31	54								254
Animal Bites Investigated	6	1	4	4	10								25
Animals Quarantined	3	0	4	4	8								19
Animals Taken to DC Humane Society	21	19	14	42	34								130
Dangerous Dog Classifications	0	0	0	0	0								0
Animal Control Citations Issued	2	0	1	1	1								5
Animal Control Court Cases	5	2	0	0	0								7
Marshal's Office - After Hours Calls	38	29	20	10	23								120
Code Compliance Cases Logged	32	17	46	24	21								140
Alcohol Pouring Permits Issued	40	40	18	0	16								0
Alcohol License Audit Site Visits	0	0	0	0	0								0
Alcohol Phone Calls	0	0	89	0	0								89
Erosion Site Visits	5	4	3	10	4								26
Code Compliance Citations Issued	0	0	5	0	0								5
Non-Conforming Signs Removed	49	4	10	0	2								65
Sign Reviews Conducted	3	11	8	7	2								31
Signs Purchased	2	8	6	0	4								20
Audit Letters Mailed (Pouring Permits)	0	3	0	0	0								3
Business License Renewal Calls Made	5	10	3	0	0								18
Business License Warnings Issued	0	0	3	2	1								6
Code Compliance Court Cases	5	2	0	0	0								7
Open Records Requests	2	0	3	3	3								11
Short term Rental Letters Mailed	25	3	3	2	4								37
Short Term Rental Renewals	3	2	2	1	2								10
New Short Term Rentals	2	1	1	0	1								5
Monthly Excise Tax Revenues	36844.60	33586.09	44870.96	46007.54									\$ 161,309
Monthly Pouring Permit Revenues	800.00	800.00	360.00	0.00	320.00								\$ 2,280



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report – May 2020

- **Youth Sports Participants**
  - May 2020: 195 – down 90.4% compared to same month last year
  - YTD 2020: 4,328 - down 42.3% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
  - May 2020: 0 – down 100% compared to same month last year
  - YTD 2020: 1,876 - down 76.9% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - May 2020: 0 – down 100% compared to same month last year
  - YTD 2020: 1,151 – down 87% compared to last year
- **Total Customers Served:**
  - May 2020: 195 – down 96.8% compared to same month last year
  - YTD 2020: 7,355 - down 70.5% compared to last year

### **HIGHLIGHTS**

#### **Park Projects:**

- The replacement shop at Veterans Memorial Park is complete and being used.
- Veterans Memorial Park renovations, including the new pavilion, continue to progress.
- A flood control berm is being redesigned at Rock Creek to help with flooding on soccer fields.

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

- Dance classes, adult Boot Camp, Pickleball, adult Tai Chi, and adult Yoga were cancelled in May due to COVID-19 but will resume June 8<sup>th</sup>.
- Travel Team activities were cancelled in May due to COVID-19 but will resume June 8<sup>th</sup>.
  - 12 total teams registered (baseball, softball, basketball)
- The EPIC Day program for May was cancelled due to the COVID-19 but we hope to resume on June 18<sup>th</sup> if the organizations associated with the event open back up.
- Pickleball open play was cancelled most of May due to COVID-19 but resumed the last week of May once the Rec Center opened back up normal hours.
- The entire spring sports season was cancelled due to COVID-19.
- War Hill Park campsites reopened May 14<sup>th</sup> and have remained booked and busy.

- Pool party reservations, originally scheduled to begin May 1<sup>st</sup> at Rock Creek, were rescheduled for May 15<sup>th</sup> and went well.
- Football and cheer registration, originally scheduled for May 4<sup>th</sup>-11<sup>th</sup> at Rock Creek, was rescheduled for May 18<sup>th</sup>-26<sup>th</sup>.

**On the Horizon:**

- Our summer activities will begin in June and are scheduled to include:
  - Pool opening, June 8<sup>th</sup> (originally scheduled for May 23<sup>rd</sup>) at Veterans Memorial Park
  - Splash pad opening, June 8<sup>th</sup> (originally scheduled for May 23<sup>rd</sup>) at Rock Creek.
  - Summer camps, June 8<sup>th</sup> (originally scheduled to begin June 1<sup>st</sup>) at Rock Creek.
  - Swim lessons, June 8<sup>th</sup> (originally scheduled to begin June 1<sup>st</sup>) at Veterans Memorial Park.
  - Summer Lunch Program (in partnership with the Dawson County school system) begins June 8<sup>th</sup> (originally scheduled to begin June 1<sup>st</sup>) at Rock Creek.
  - Water aerobics, June 9<sup>th</sup> (originally scheduled to begin June 2<sup>nd</sup>) at Veterans Memorial Park.
  - Summer dance classes, June 12<sup>th</sup> (originally scheduled to begin June 5<sup>th</sup>) at Rock Creek.
  - Football conditioning and cheer practices begin July 6<sup>th</sup>
  - Movies in the Park, July 17<sup>th</sup> (originally scheduled for June 5<sup>th</sup>) at War Hill Park and August 14<sup>th</sup> at Veterans Memorial Park.



## Dawson County Board of Commissioners

### Public Works Monthly Report –May 2020

#### **ROADS:**

- Work Orders: 156
- Gravel: 4,779 tons
- Mowing ROW: 132.67 miles

#### **PROJECT MANAGEMENT:**

- Rock Creek Berm Project: Since the flooding back in February which shown that the design of the berm isn't sufficient, the berm went back to Corey Guthrie for a redesign to extend the berm and asphalt walkway an additional 400 feet on both sides extending past the walk over bridge and along the soccer field. Dawson County received the redesigned plans last week from Corey Guthrie. Jackie Townley gave the county a revised price of the additional construction of \$66,586.00. This would make the grand total of the project \$122,742.60. Exploratory wall pricing was also received instead of a berm which totaled \$139,469.00 This is still under review by county staff and will have to go back before the board for approval.
- Veterans Memorial Park Maintenance Building: The maintenance building is complete and park staff is in the process of moving into the building. There are punch list items that need attention, these items should be addressed by the end of the week.
- Fire Station 8: All of the earth work has been completed, with footings and concrete being poured. Under slab plumbing and electrical conduit will be installed this week and next week, with the slab scheduled to be poured on the 23<sup>rd</sup>.
- Senior Center: The Senior Center is moving a rapid pace with all the interior drywall and ceiling grid complete. All of the plumbing and electrical have been completed. As of yesterday's, inspections we are good to cover up the ceiling once the space becomes conditioned. A preliminary punch of the building will be completed next Tuesday with the county and architect. For the exterior, all doors and windows have been installed and paint and trim has been selected. Concrete for the porte cochere is scheduled for next week as well as the block out for the awning.

#### **TRANSFER STATION:**

- Solid Waste: 568.62 Tons
- Recycling: 23.65 Tons
- Recycling scrap metal: 2.22 Tons



## Dawson County Board of Commissioners

### Dawson County Senior Services Monthly Report – May 2020

#### SENIOR CENTER

- **Home Delivered Meals Served**
  - April 2020: 1,950
  - YTD 2020: 12,470
- **Congregate Meals Served**
  - April 2020: 0
  - YTD 2020: 1,233
- **Physical Activity Participation** (Tai Chi, Silver Sneakers, Yoga, individual fitness)
  - April 2020: 0
  - YTD 2020: 1,239
- **Lifestyle Management Participation** (art, bridge, bingo, awareness, prevention)
  - April 2020: 376 (information sent to HDM clients with meals)
  - YTD 2020: 2,020

#### TRANSIT

- **DOT Trips Provided**
  - April 2020: 0
  - YTD 2020: 885
- **Senior Trips Provided**
  - April 2020: 0
  - YTD 2020: 1,717
- **# of Miles**
  - April 2020: 0
  - YTD 2020: 16,415
- **Gallons of Fuel**
  - April 2020: 0
  - YTD 2020: 2,001

**LOST and SPLOST Collections**

Local Option Sales Tax (LOST) collections are down 25.2% for the same month in 2019 and down 8.96% for year to date. Special Purpose Local Option Sales Tax (SPLOST) collections are down 25.2% for the same month in 2019 and came in 23.98% under projections. Total SPLOST VI collections (July 2015 to present) are \$38,923,429.

April collections received in May are as follows:

<b>LOST</b>	<b>\$511,547</b>
<b>SPLOST</b>	<b>\$581,347</b>
County (85%)	\$494,145
City (15%)	\$87,202

**Items Approved by the County Manager Since May 21, 2020**

Deere & Company	Public Works / Roads Department	5100M Utility Tractor with Accessories	Quote / Georgia DOAS Statewide Contract	\$71,427.74	Purchase Order	Funding Source – SPLOST VI-Equipment
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