

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – THURSDAY, JANUARY 16, 2020
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

NEW BUSINESS

1. Presentation of Superior Court 2019 Budget Correction for Intergovernmental Agreement- Court Administrator Jason Stephenson
2. Presentation of IFB #352-19 - Sale of Surplus Real Property Owned by Dawson County Board of Commissioners - Second Rebid Results- Purchasing Manager Melissa Hawk
3. Presentation of RFP #360-19 - Legal Services for Dawson County Award Recommendation- Purchasing Manager Melissa Hawk
4. Presentation of RFP #355-19 - Debris Removal and Disposal Services Award Recommendation- Public Works Director David McKee
5. Presentation of RFP #356-19 - Debris Monitoring Services Recommendation- Public Works Director David McKee
6. Presentation of Georgia Emergency Management Agency and Homeland Security Agency Statewide Mutual Aid Agreement- Emergency Services Director Danny Thompson
7. Presentation of Request to Accept Georgia Forestry Commission Volunteer Fire Assistance 50/50 Grant- Emergency Services Director Danny Thompson
8. Presentation of Request to Apply for Emergency Management Performance Grant- Emergency Services Director Danny Thompson
9. County Manager Report
10. County Attorney Report

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

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



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Superior Court

Work Session: 1/16/2020

Prepared By: Jason Stephenson

Voting Session: 2/6/2020

Presenter: Jason Stephenson

Public Hearing: Yes No

Agenda Item Title: Budget Correction for Intergovernmental Agreement -- Superior Court

Background Information:

Dawson County pays 10% of the total cost of one Administrative Assistant and law clerk for each Superior Court judge. For several years Dawson has benefitted from Hall County erroneously invoicing for only half of such employees – 5 people rather than 10. Hall discovered the billing error in Oct 2019 and corrected it in the 3rd quarter.

Current Information:

Because the budgeted amount assumed the erroneous invoicing would continue, it was significantly underfunded for 2019. The 3rd quarter payment was \$15,940; the upcoming 4th quarter payment should be a similar amount. The invoice reflects 10% of the total cost of 10 employees (two per judge).

To prevent such errors in the future, Hall and Dawson have both asked Court Administration to review each quarter's invoice for accuracy prior to submission and payment.

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

Fund	Dept.	Acct No.	Amended Budget	YTD Expenditures	Balance Remaining	Amount Requested
100	2150	571000	\$35,000	\$33,072	\$1,928	\$15,200

Recommendation/Motion: Motion to approve moving \$15,200 from General Fund Fund Balance

Department Head Authorization: [Signature]

Date: 1-6-2020

Finance Dept. Authorization: [Signature]

Date: 1-7-2020

County Manager Authorization: [Signature]

Date: 1-7-2020

County Attorney Authorization:

Date:

Comments/Attachments:

COMM OF ROADS & REVENUE DAWSON CO
 DETAIL ACCOUNT INQUIRY BY FUND

FY 2019

PERIOD: 01/01/2019 TO 12/31/2019

100-00-2150-571000-000 INTERGOVT - HALL COUNTY				<u>BUDGET</u>	<u>PERIOD TO DATE</u>	<u>ENC AMT</u>	<u>REM BAL</u>
				35,000.00	33,071.42	0.00	1,928.58
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
		BALANCE FORWARD					0.00
04/11/2019	AP	HALL COUNTY FINANCIAL MGMT JAN-MA	126523	183847	7,787.82		7,787.82
08/15/2019	AP	HALL COUNTY FINANCIAL MGMT APRIL-JI	130406	185317	9,343.53		17,131.35
12/12/2019	AP	HALL COUNTY FINANCIAL MGMT JULY-SE	133734	186584	15,940.07		33,071.42
		SUBTOTALS FOR ACCOUNT 100-00-2150-571000-000 :				33,071.42	0.00
					33,071.42	0.00	
					33,071.42	0.00	



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: County Manager

Work Session: 01/16/2019

Prepared By: Melissa Hawk

Voting Session: 02/06/2019

Presenter: Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: IFB-NOS #352-19 Sale of Surplus Real Property Owned by Dawson County BOC – Second Rebid

Background Information:

The Board of Commissioners and County Manager requested an IFB to be released for sale of certain real property owned the County. These tax parcels are #082-006-001 and #092-001-001 (which is being sold as one property) – Property “A”; 023-001 – Property “B”; 015-068 – Property “C”; 016-098 – Property “D”; and 016B-096 – Property “E”.

Current Information:

IFB – Notice of Sale opened on November 18, 2019, receiving one offer for Property “A”. This property is an approximately 77.67-acre tract of land located along Shoal Creek Road (North of 718). Caballero Holdings, LLC of Cumming, GA submitted an offer of \$311,111.00. For informational purposes, the independent appraisal performed by J & T Smith, Inc. of Cumming, GA valued this property at \$1,100,000.00 on April 8, 2019. The Dawson County Tax Assessor’s value is \$647,074.00.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Recommendation/Motion: Staff recommends that the Board of Commissioners consider its options and vote to 1) accept the bid offered and award the sale to Caballero Holdings, LLC in the amount of \$311,111.00; 2) reject the bid offered and take no further action or 3) reject the bid offered and rebid for the properties the Board wishes to sale.

Department Head Authorization: David Headley

Date: 12/16/2019

Finance Dept. Authorization: Vickie Neikirk

Date: 1/03/2020

County Manager Authorization: DH

Date: 1/6/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: County Manager

Work Session: 01/16/2020

Prepared By: Melissa Hawk

Voting Session: 01/16/2020

Presenter: Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: RFP #360-19 Legal Services for Dawson County

Background Information:

On February 1, 2019, the BOC approved the professional services exemption for Jarrard & Davis, LLP to perform legal services for a period of sixty (60) days per the executed agreement between the two parties. On February 12, 2019, a contract amendment was executed to extend the agreement through December 31, 2019, at the rate of \$200.00 per hour for all attorneys and \$100.00 per hour for paralegal time. An RFP was released for services on November 12, 2019.

Current Information:

RFP #360-19 for Legal Services opened on December 6, 2019, receiving 3 proposals. Proposals were received from Fox Chandler Homans Hicks McKinnon, LLP; Hulsey, Oliver & Mahar, LLP and Jarrard and Davis, LLP. After completing the technical and price evaluation, Jarrard & Davis, LLP is the highest score with a total of 95.

Budget Information for 2020: Applicable: Not Applicable: Budgeted: Yes No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	1500	521201	\$250,000.00	\$250,000.00		\$250,000.00

Recommendation/Motion: Staff recommends the Board to accept the proposals submitted and approve a one-year (1 year) contract with four – one-year (4 – 1 year) renewal options to Jarrard & Davis, LLP for the Legal Services for Dawson County effective February 1, 2020, through December 31, 2020.

Department Head Authorization: David Headley

Date: 12/18/2019

Finance Dept. Authorization: Vickie Neikirk

Date: 01/06/2020

County Manager Authorization: DH

Date: 1/6/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



War Hill Park

Photo by: Michelle Wittmer Grabowski



RFP #360-19 LEGAL SERVICES FOR DAWSON COUNTY

WORK SESSION – January 16, 2020



Background and Overview



- ❖ An Interim County Attorney agreement was approved by the Board of Commissioners on February 1, 2019 for a period of sixty (60) days.
- ❖ A contract amendment was approved on February 12, 2019 to extend the contract to December 31, 2019.
- ❖ The Board approved the release of an RFP for Legal Services on November 7, 2019. Purchasing began writing the scope of services on November 8, 2019 and sent to the Board for review/comments with a due date of November 12, 2019.
- ❖ The RFP was released on the November 12, 2019 and opened on December 6, 2019.
- ❖ A second contract amendment was approved on December 19, 2019 to extend the current term until January 31, 2020, to allow for a new contract to be executed.

Procurement Approach and Procedure



BID ACCORDING TO POLICY

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

Scope of Services



❖ Overview of the scope of services:

1. Provide General Legal Counsel to include legal advice and counsel for general state and federal laws relating to county government; public disclosure issues; ordinance and resolution development and interpretation; housing, subdivision and land use law and property/real estate law.
2. Provide Legal Counsel to include methods to avoid civil litigation; arbitration/court representation, preparing and submitting briefs.
3. Provide Bond Counsel for the county's finance activities.

Evaluation Committee



- ❖ County Manager's Office
 - ❖ David Headley, County Manager
 - ❖ Kristen Cloud, County Clerk/County Manager Executive Assistant

- ❖ Finance Department
 - ❖ Vickie Neikirk, Chief Financial Officer

- ❖ Planning and Development Department
 - ❖ Jameson Kinley, Director

- ❖ Public Works Department
 - ❖ David McKee, Director

- ❖ Facilitator – Melissa Hawk, Purchasing Manager

Request for Clarification Summary



- ❖ Each proposer was asked to clarify a portion of their cost proposal to better understand their offers.
 - Hulsey, Oliver & Mahar was asked to clarify its offer as it pertained to administrative staff and bond counsel costs.
 - Jarrard & Davis was asked to clarify its offer as it pertained to bond counsel and miscellaneous court costs.
 - Fox, Chandler, Homans and McKinnon was asked to clarify the blank spaces left on its price proposal for Bond Counsel and all Miscellaneous charges. The response notified the county its need to add pricing to the proposal submitted.
 - This is a material alteration and is not allowed after the RFP has opened. This action renders Fox, Chandler, Homans and McKinnon as non-responsive due to not submitting all pricing for the full scope of services as required by the RFP.
 - Proposers technical and cost scores and miscellaneous costs summaries are included in this presentation.

Evaluation Criteria and Individual Scores



RFP #360-19 Legal Services for Dawson County								
COMPANY	EVALUATOR	COMPANY BACKGROUND & STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING & APPROACH TO SCOPE OF WORK	REFERENCES	Management Plan	COST/	Technical
							FINANCIAL	SCORE
Hulsey, Oliver & Mahar	David Headley	18	25	19.8	9	9		80.8
	Kristen Cloud	14.4	22.5	17.6	8	8		70.5
	David McKee	16.2	22.5	17.6	9	8		73.3
	Jameson Kinsley	16.2	20	15.4	8	8		67.6
	Vickie Neikirk	18	25	22	10	9		84
	AVERAGE SCORE	16.56	23.00	18.48	8.80	8.40		75.24
	TOTAL SCORE	82.80	115.00	92.40	44.00	42.00	15.00	391.20
Fox, Chandler, Homans & McKinnon	David Headley	12.6	20	17.6	8	7		65.2
	Kristen Cloud	14.4	20	15.4	7	9		65.8
	David McKee	16.2	22.5	19.8	9	9		76.5
	Jameson Kinsley	14.4	17.5	22	8	8		69.9
	Vickie Neikirk	18	25	22	9	10		84
	AVERAGE SCORE	15.12	21.00	19.36	17.00	17.00		72.28
	TOTAL SCORE	75.60	105.00	96.80	41.00	43.00	12.72	374.12
Jarrard & Davis	David Headley	18	25	19.8	9	10		81.8
	Kristen Cloud	16.2	25	22	9	9		81.2
	David McKee	16.2	25	22	10	9		82.2
	Jameson Kinsley	14.4	22.5	22	9	8		75.9
	Vickie Neikirk	18	25	22	10	10		85
	AVERAGE SCORE	16.56	24.50	21.56	17.60	17.80		81.22
	TOTAL SCORE	82.80	122.50	107.80	47.00	46.00	13.70	419.80

Evaluation weight for this RFP 13 85% technical and 15% price.

Fox, Chandler, Homans & McKinnon's response is included for informational purposes only.

Proposer Scores Summary



RFP #360-19 LEGAL SERVICES FOR DAWSON COUNTY

COMPANY	COMPANY BACKGROUND AND STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING/ APPROACH TO SCOPE OF WORK	REFERENCES	Management Plan	TECHNICAL SCORE	Cost/ FINANCIAL	Total SCORE
Hulsey, Oliver & Mahar	83	115	92	44	42	75	15	90
Fox, Chandler, Homans & McKinnon	76	105	97	41	43	72	13	85
Jarrard & Davis	83	123	108	47	46	81	14	95

NOTE: Each Proposer provided pricing for attorneys, paralegal staff and administrative staff as it related to the scope of services at a cost per hour. Each was totaled for a summed cost to determine the best cost score. Each Proposer provided pricing for miscellaneous charges that would be in addition to the hourly cost per staff title as it related to the scope of services. A brief description will follow this slide.

Hulsey, Oliver & Mahar summed total is \$920.00

Fox, Chandler, Homans & McKinnon summed total is \$1,060.00

Jarrard & Davis summed total is \$1,000.00 - Offered an annual cap of \$250,000.00 for 2020 General Legal Services.

Miscellaneous Costs Summary



RFP #360-19 Legal Services for Dawson County

Hulsey, Oliver & Mahar	Fox, Chandler, Homans & McKinnon	Jarrard & Davis
Administrative staff's overtime will be charged to the county, expected to be rarely.	No Charge	No Charge
Bond Counsel costs will include all staff costs at a negotiated percentage per bond.	Bond Counsel would include a sub-contract with counsel outside of this firm and costs of this firm's staff per bond.	Bond Counsel costs will include attorney costs at a negotiated percentage per bond.
First 100 pages at no cost, thereafter \$.10 per page	No cost unless responding to an open records which is lengthy, then statutory costs apply (\$.10 per page)	\$.10 per page

RFP #360-19 Legal Services for Dawson County

<p>Court filing fees, court reporter transcript fees, express mailing and/or Federal Express costs will be charged to the County and other such applicable charges. In-house research cost included in hourly rate. Out-of-house/plan research as charged by computerized research.</p>	<p>Will not charge for postage. Litigation fees such as filing fees and court report fees will be charged to the county. Will not charge a separate research fee.</p>	<p>\$0.00 for in-house research cost (except for attorney time); Out-of-house/plan research cost: Westlaw at vendor cost. Other Costs: All actual expenses for other costs are charged to the county at cost with no mark-up to client, to include postage, Fed-Ex/UPS, courier costs; filing fees; court costs and other such charges.</p>
<p>Pricing offered for mileage stated mileage will be assessed at the IRS approved rate.</p>	<p>Will not charge mileage.</p>	<p>Will not charge mileage.</p>
<p>Pricing offered for conversion of closed subfiles of \$25.00 per subfile to electronic copies and storage will be charged to the County.</p>	<p></p>	<p></p>

Staff Recommendation



Staff respectfully requests the Board to accept the proposals submitted and to award a contract to Jarrard and Davis, LLP with the initial term beginning February 1, 2020 through December 31, 2020 with four (4) one-year (1-year) renewal options.

THANK YOU



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: EMS/Fire and Public Works

Work Session: 01/16/2019

Prepared By: Melissa Hawk

Voting Session: 02/06/2019

Presenter: David McKee

Public Hearing: Yes No

Agenda Item Title: RFP #355-19 Debris Removal and Disposal Services

Background Information:

The current contract was extended through February 28, 2020, with both Crowder Gulf and Ceres. This contract will not have any cost to the county unless called to report during a disaster such as a winter storm. Reimbursement is processed quicker by FEMA and GEMA when local governments retain such contractors.

Current Information:

RFP opened on November 12, 2019, with 4 proposals received. There are five (5) areas of deliverables the contractor will be responsible for, should the contract be activated. Pricing received for forty-eight (48) line items related to scope of services at the cost per hour. Each was totaled for a summed cost to determine the best cost score. Some of these items included remove/dispose of vegetation in rights-of-way; hazardous tree removal; vehicle removal; freon management; electronic waste removal; putrescent removal; biowaste and household hazardous waste removal.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Recommendation/Motion: Staff respectfully requests the Board to accept the proposals submitted and award a contract to Graham County Land Company.

Department Head Authorization: Danny Thompson

Date: 12/3/2019

David McKee

12/3/2019

Finance Dept. Authorization: Vickie Neikirk

Date: 1/3/2020

County Manager Authorization: DH

Date: 1/6/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



War Hill Park

Photo by: Michelle Wittmer Grabowski



RFP #355-19

DEBRIS REMOVAL AND

DISPOSAL SERVICES

WORK SESSION – January 16, 2020



Background and Overview



- ❖ The current contracts with Crowder Gulf and Ceres have been extended through February 28, 2020 to allow for a new contract to be established.
- ❖ The Public Works and EMS/Fire Departments wishes to award a single vendor contract.
- ❖ This contract will not have any cost to the County unless called to report during a disaster such as a winter storm.
- ❖ Awarding a contract will fast-track federal and state disaster relief funding.

Procurement Approach and Procedure



BID ACCORDING TO POLICY

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

Scope of Services



- ❖ Some of the scope of services include:
 1. Conduct planning and training upon award of contract with the County in accordance with Federal Emergency Management Agency requirements.
 2. Ensuring staff on site within eight (8) hours of notification.
 3. Coincide operations with the Dawson County Emergency Management Agency Local Emergency Operations Plan.

- ❖ Some of the deliverables include:
 1. Debris Removal
 2. Debris Processing
 3. Documentation and Records

Evaluation Committee



- ❖ Emergency Services/Fire Department
 - ❖ Chief/EMA Director, Danny Thompson
 - ❖ Division Chief of Operations/Training, Jason Dooley

- ❖ Public Works Department
 - ❖ David McKee, Director

- ❖ Facilitator – Melissa Hawk, Purchasing Manager

Evaluation Criteria and Proposer Scores Summary



RFP #355-19 Debris Removal and Disposal Services								
COMPANY	EVALUATOR	COMPANY BACKGROUND & STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING & APPROACH TO SCOPE OF WORK	REFERENCES	MANAGEMENT PLAN	COST/	Technical
							FINANCIAL	SCORE
Graham County Land Company	Danny Thompson	10.5	14	14	7	9		54.5
	David McKee	15	18	18	9	12		72
	Jason Dooley	9	14	16	6	12		57
	AVERAGE SCORE	11.50	15.33	16.00	7.33	11.00	0.00	61.17
	TOTAL SCORE	34.50	46.00	48.00	22.00	33.00	20.00	203.50
Custom Tree Care, Inc	Danny Thompson	9	14	14	8	9		54
	David McKee	12	16	16	9	13.5		66.5
	Jason Dooley	10.5	14	16	6	10.5		57
	AVERAGE SCORE	10.50	14.67	15.33	7.67	11.00	0.00	59.17
	TOTAL SCORE	31.50	44.00	46.00	23.00	33.00	17.04	194.54
T.F.R. Enterprises, Inc.	Danny Thompson	13.5	18	16	8	12		67.5
	David McKee	13.5	18	16	9	12		68.5
	Jason Dooley	10.5	16	18	7	12		63.5
	AVERAGE SCORE	12.50	17.33	16.67	8.00	12.00	0.00	66.50
	TOTAL SCORE	37.50	52.00	50.00	24.00	36.00	9.42	208.92
DRC Emergency Services	Danny Thompson	13.5	18	18	8	13.5		71
	David McKee	15	18	16	9	12		70
	Jason Dooley	12	18	18	8	10.5		66.5
	AVERAGE SCORE	13.50	18.00	17.33	8.33	12.00	0.00	69.17
	TOTAL SCORE	40.50	54.00	52.00	25.00	36.00	-4.00	203.50

Evaluation weight for this RFP is 80% technical and 20% price.

Offers Received



RFP #355-19 DEBRIS REMOVAL AND DISPOSAL SERVICES								
COMPANY	COMPANY BACKGROUND AND STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING/ APPROACH TO SCOPE OF WORK	REFERENCES	MANAGEMENT PLAN	TECHNICAL SCORE	Cost/ FINANCIAL	Total SCORE
Graham County Land Co	35	46	48	22	33	61	20	81
Custom Tree Care	32	44	46	23	33	59	17	76
TFR Enterprises, Inc.	38	52	50	24	36	67	9	76
DRC Emergency Services	41	54	52	25	36	69	0	69

NOTE: Each Proposer provided pricing for forty-eight (48) line items related to the scope of services at the cost per unit of measure. Each was totaled for a summed cost to determine the best cost score. Some of these items included removal/disposal of vegetation in rights-of-way, hazardous tree removal, vehicle removal, freon management, electronic waste removal, putrescent removal, biowaste and household hazardous waste removal.

Graham County Land Company summed total is \$1,470.95
 T.F.R. Enterprises summed total is \$2,249.40

Custom Tree Care summed total is \$1,688.70
 DRC Emergency Services summed total is \$3,236.35

Staff Recommendation



Staff respectfully requests the Board to accept the proposals submitted and to award a contract to Graham County Land Company. This contract will not be activated nor funded unless the County experiences a disaster.

THANK YOU



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: EMS/Fire and Public Works

Work Session: 01/16/2019

Prepared By: Melissa Hawk

Voting Session: 02/06/2019

Presenter: David McKee

Public Hearing: Yes No

Agenda Item Title: RFP #356-19 Debris Monitoring Services

Background Information:

The Public Works and EMS/Fire Departments worked with Purchasing to develop scope of services. This contract will not have any cost to the county unless called to report during a disaster such as a winter storm. The county has not had such a contract in the past and staff has taken on this role. Awarding a contract will fast-track federal and state disaster relief funding and allow county staff to work in other needed areas.

Current Information:

RFP opened on October 30, 2019, with 2 proposals received. There are seven (7) areas of deliverables the contractor will be responsible for, should the contract be activated. Pricing received for sixteen (16) line items related to scope of services at the cost per hour. Each was totaled for a summed cost to determine the best cost score. Some of these items included debris management sites monitors, roving monitors, project manager, FEMA coordinator, schedulers, GIS analyst, field supervisor, environmental specialist and data entry clerks.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Recommendation/Motion: Staff respectfully requests the Board to accept the proposals submitted and award a contract to DebrisTech, Inc.

Department Head Authorization: Danny Thompson

Date: 12/3/2019

David McKee

12/3/2019

Finance Dept. Authorization: Vickie Neikirk

Date: 1/3/2020

County Manager Authorization: DH

Date: 1/6/2020

County Attorney Authorization:

Date:

Comments/Attachments:

27



War Hill Park

Photo by: Michelle Wittmer Grabowski



RFP #356-19

DEBRIS MONITORING SERVICES

WORK SESSION – January 16, 2020



Background and Overview



- ❖ The Public Works and EMS/Fire Departments worked with Purchasing to develop Scope of Services for a Debris Monitoring contractor.
- ❖ This contract will not have any cost to the County unless called to report during a disaster such as a winter storm.
- ❖ The County has not had such a contract in the past and staff has taken on this role.
- ❖ Awarding a contract will fast-track federal and state disaster relief funding and allow County staff to work in other needed areas.

Procurement Approach and Procedure



BID ACCORDING TO POLICY

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

Scope of Services



❖ Some of the scope of services include:

1. Support the oversight, management and technical assistance for the monitoring of the debris removal and disposal contractor in accordance with Federal Emergency Management Agency requirements.
2. Ensuring staff on site within eight (8) hours of notification.
3. Coincide general debris monitoring and reporting services with the Dawson County Emergency Management Agency Local Emergency Operations Plan.
4. Collection and roving monitors will be fully trained to assure proper and complaint documentation protocols are instituted and followed.
5. Provide state-of-the-art field equipment for documenting photos, reports and other vital information for load tickets, debris contractor invoices, project status, payroll and vehicle certifications.
6. Conduct pre and post-use environmental monitoring of the DMS (Debris Management Site)/TDSRS (Temporary Debris Storage and Reduction Site) locations to detect environmental contamination and ensure the clean-up of these sites if any issues are discovered.
7. Provide regular updates to the County Debris Monitoring Coordinator and the Public Information Specialist 31 public information use.

Evaluation Committee



- ❖ Emergency Services/Fire Department
 - ❖ Chief/EMA Director, Danny Thompson
 - ❖ Division Chief of Operations/Training, Jason Dooley

- ❖ Public Works Department
 - ❖ David McKee, Director

- ❖ Facilitator – Melissa Hawk, Purchasing Manager

Evaluation Criteria and Proposer Scores Summary



RFP #356-19 Debris Monitoring Services

COMPANY	EVALUATOR	COMPANY BACKGROUND & STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING & APPROACH TO SCOPE OF WORK	REFERENCES	MANAGEMENT PLAN	COST/	Technical
							FINANCIAL	SCORE
DebrisTech, LLC	Danny Thompson	10.5	16	16	8	12		62.5
	David McKee	12	18	18	8	12		68
	Jason Dooley	13.5	16	18	10	10.5		68
	AVERAGE SCORE	12.00	16.67	17.33	8.67	11.50	0.00	66.17
	TOTAL SCORE	36.00	50.00	52.00	26.00	34.50	25.00	223.50
Thompson Consulting Services, LLC	Danny Thompson	10.5	16	16	8	10.5		61
	David McKee	13.5	18	18	8	13.5		71
	Jason Dooley	10.5	16	16	6	13.5		62
	AVERAGE SCORE	11.50	16.67	16.67	7.33	12.50	0.00	64.67
	TOTAL SCORE	34.50	50.00	50.00	22.00	37.50	16.88	210.88

Evaluation weight for this RFP is 75% technical and 25% price.

Scores rounded to the nearest whole number

Offers Received



RFP #356-19 DEBRIS MONITORING SERVICES

COMPANY	COMPANY BACKGROUND AND STRUCTURE	EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF	PROJECT UNDERSTANDING/ APPROACH TO SCOPE OF WORK	REFERENCES	MANAGEMENT PLAN	TECHNICAL SCORE	Cost/ FINANCIAL	Total SCORE
DebrisTech, Inc	36	50	52	26	35	66	25	91
Thompson Consulting Services, LLC	35	50	50	22	38	65	17	82

NOTE: Each Proposer provided pricing for sixteen (16) line items related to the scope of services at the cost per hour. Each was totaled for a summed cost to determine the best cost score. Some of these items included debris management sites monitors, roving monitors, project manager, FEMA coordinator, schedulers, GIS analyst, field supervisor, environmental specialist and data entry clerks.

DebrisTech's summed total is \$425.00

Thompson Consulting services summed total is \$563.00.

Staff Recommendation



Staff respectfully requests the Board to accept the proposals submitted and to award a contract to DebrisTech, Inc. This contract will not be activated nor funded unless the County experiences a disaster.

THANK YOU



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **01.16.20**

Prepared By: **Danny Thompson**

Voting Session: **02.06.20**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

Agenda Item Title: **Statewide Mutual Aid Agreement**

Background Information:

Dawson County Fire & Emergency Services and GEMA/HS have been participating partners in a Statewide Mutual Aid agreement for the last four years. The purpose of the agreement serves as two primary functions. First, is to provide assistance and support in managing a disaster that occurs within Dawson County and other participating agencies. Second, identify the authorized parties to approve and provide resources as requested by another participating party.

Current Information:

This is to renew the current agreement, as it is set to expire in April 2020. The terms of this agreement shall expire in April 2024. This agreement indemnifies agencies operating outside their normal jurisdiction. In the event a disaster becomes a Federally or State declared event, and conflicts within this agreement are superseded by the terms and conditions stated with the State of Emergency.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Approve agenda item**

Department Head Authorization: **DT**

Date: 12.26.19_____

Finance Dept. Authorization: **Vickie Neikirk**

Date: **1.06.2020**

County Manager Authorization: **DH**

Date: **1/6/2020**

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

County/Municipality: DAWSON COUNTY, GEORGIA

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

ARTICLE I STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, as amended (the Act) and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

ARTICLE II
GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or homeland security activity; and
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

ARTICLE III
ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

ARTICLE IV
PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and

(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time each will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own

supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.

In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

ARTICLE VI LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statute or case law.

ARTICLE VII RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

ARTICLE VIII REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of

the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement.. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers.

Expenses to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

ARTICLE IX IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE X
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2024. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XI
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:

Chief Executive Officer - Signature

Chief Executive Officer – Print Name

County/Municipality: **DAWSON COUNTY, GEORGIA**

Date: _____/_____/_____

GEMA/HS Director – Signature

GEMA/HS Director – Print Name

Date: _____/_____/_____

APPENDIX A
AUTHORIZED REPRESENTATIVE

The below named individual(s), in addition to the chief executive officer, is/are the “Authorized Representative(s)” for **DAWSON COUNTY, GEORGIA** (county/municipality), and are authorized to request, offer, or otherwise provide and coordinate mutual aid assistance on behalf of the above-named county/municipality:

David Headley

Dawson County, County Manager

Print Name

Job Title/Position

Signature of Above Individual

Danny Thompson

Dawson County EMA Director

Print Name

Job Title/Position

Signature of Above Individual

Print Name

Job Title/Position

Signature of Above Individual

Chief Executive Officer - Signature

Date: _____/_____/_____

Chief Executive Officer – Print Name

APPENDIX B
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the “designated fiscal officer(s)” for **DAWSON COUNTY, GEORGIA**

(county/municipality) for the purpose of reimbursement sought for mutual aid:

Vicki Neikirk

Chief Financial Officer

Print Name

Job Title/Position

Signature of Above Individual

Print Name

Job Title/Position

Signature of Above Individual

Print Name

Job Title/Position

Signature of Above Individual

Chief Executive Officer - Signature

Date: _____/_____/_____

Chief Executive Officer – Print Name



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **01.16.20**

Prepared By: **Danny Thompson**

Voting Session: **02.06.20**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

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

Background Information:

The Georgia Forestry Commission annually opens up a 50/50 grant program to smaller rural communities in Georgia. The maximum allowed on this grant is \$10,000.00. The grant period closed on December 1, 2019.

Current Information:

Dawson County Fire was notified that we received the 50/50 grant that was recently applied for in December. We will utilize \$5,000.00 from our small equipment to replace some older nozzles and fire hose. The purchases have to be made and submitted for reimbursement by April 17, 2020.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Approve agenda item**

Department Head Authorization: FDI

Date: 12.26.19

Finance Dept. Authorization: Vickie Neikirk

Date: 1.06.2020

County Manager Authorization: _____

Date: 1/6/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



5645 Riggins Mill Road
Dry Branch, GA 31020
P 478 /51 3500
F 478 /51 3465

An Equal Opportunity
Employer & Service Provider



Finon Kemp
Governor

Chuck Williams
Deputy

Board of Commissioners

Wesley Langdale, Chairman
Vickiasta

Larry Spillers, Vice Chairman
Roberta

James Allen
Chief

Ember Bouley
Mason

Chad Nance
Blackshear

Robert Pittard
Ardling

Sande Sparks
Elguy

December 17, 2019

Dawson County Fire & Emergency Services
393 Memory Lane
Dawsonville, GA 30534

Thank you for your recent Volunteer Fire Assistance (VFA) 50/50% Grant Application. The Georgia Forestry Commission (GFC) utilizes funds from a federal competitive grant from the U.S. Forest Service to pass funding to local fire departments in Georgia for specific items in an effort establish and/or enhance wildfire safety, readiness, and response.

It is with pleasure to notify you that your 2019 50/50% VFA Grant Application was approved for funding. The total amount of this grant awarded to the **Dawson County Fire & Emergency Services** will be **\$5000.00**. This amount equals 50% of the total cost the fire department indicated on the 2019 Grant Application, but not exceeding the maximum \$5,000 per grant applicant.

To receive the above approved amount, the following items **MUST** be completed:

- Grant Reimbursement packets **MUST** be submitted by April 17, 2020. Reimbursements will **not** be approved after this date.
- A copy of paid receipt(s) which itemizes each item purchased and the total amount paid for the items by the fire department with a copy of the check.
- The fire department or authorized entity making the purchase of the approved items on behalf of the fire department must provide an invoice to the GFC for 50% of the total amount expended by the fire department.
- Read, understand, complete, and sign the enclosed Federal Funding Accountability and Transparency Act (FFATA) Agreement and return the signed Agreement. (If not already signed).
- Updated W-9 (please use enclosed W-9 form)

Mail all required documentation to:

Georgia Forestry Commission
Attention: GFC Rural Fire Defense (RFD) Coordinator
5645 Riggins Mill Road
Dry Branch, Georgia 31020

Upon receipt of the above required documentation, the RFD Coordinator will process the invoice with your supporting documentation within 30 days of receipt of all items.

The GFC would like to thank you for being a tremendous partner helping to prevent and suppress wildland fires in Georgia.

Regards,

Frank Sorrells, Chief of Forest Protection

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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-	-	-	-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
------------------	---	---------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **01.16.20**

Prepared By: **Danny Thompson**

Voting Session: **2.6.20**

Presenter: **Danny Thompson**

Public Hearing: Yes _____ No **X**

Agenda Item Title: **EMPG Grant FY 20**

Background Information:

For many years, County Emergency Management Agencies who complete the mandatory activity and reporting requirements for GEMA have been eligible to receive a 50/50 matching grant to support EMA activities such as mitigation, preparation, and response to emergency situations. Dawson County has received this grant multiple times through the years.

Current Information:

These funds cover a portion of the cost for RAVE emergency alerting, weather siren maintenance, and Crisis Track damage assessment. This year's EMPG grant is \$15,568.00 and Dawson County's match is \$7,784.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
	EMA					

Recommendation/Motion: Approve agenda item

Department Head Authorization: **DT**

Date: **12.22.19**

Finance Dept. Authorization: Vickie Neikirk

Date: 1.06.2020

County Manager Authorization: DH

Date: 1/6/2020

County Attorney Authorization: _____

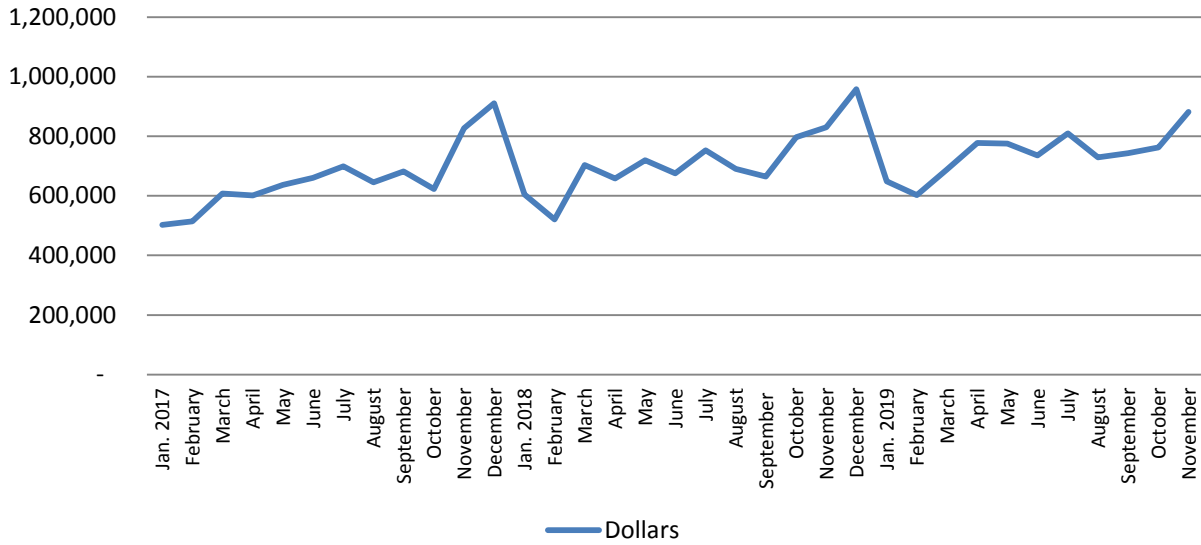
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Comments/Attachments:

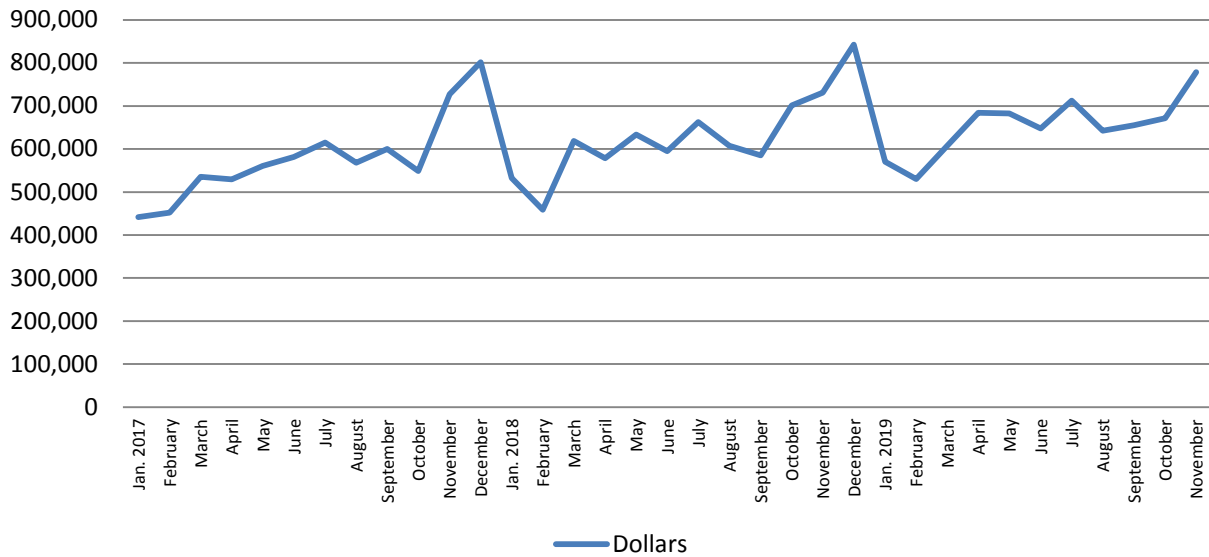


Key Indicator Report
December 2019

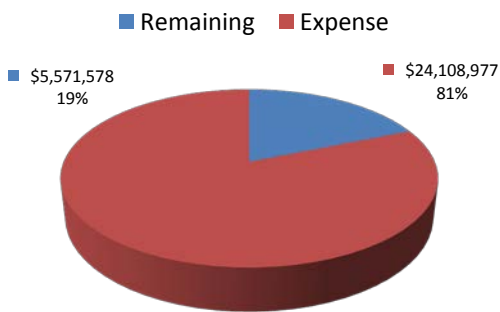
SPLOST VI COLLECTION CHART



LOST COLLECTION CHART

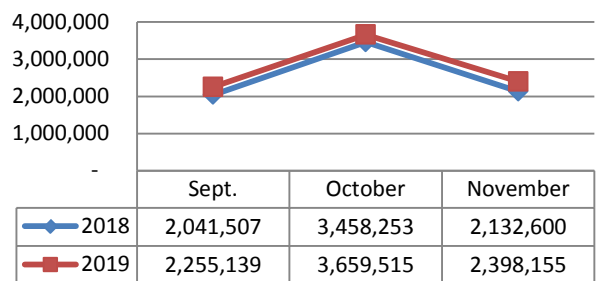


Budget

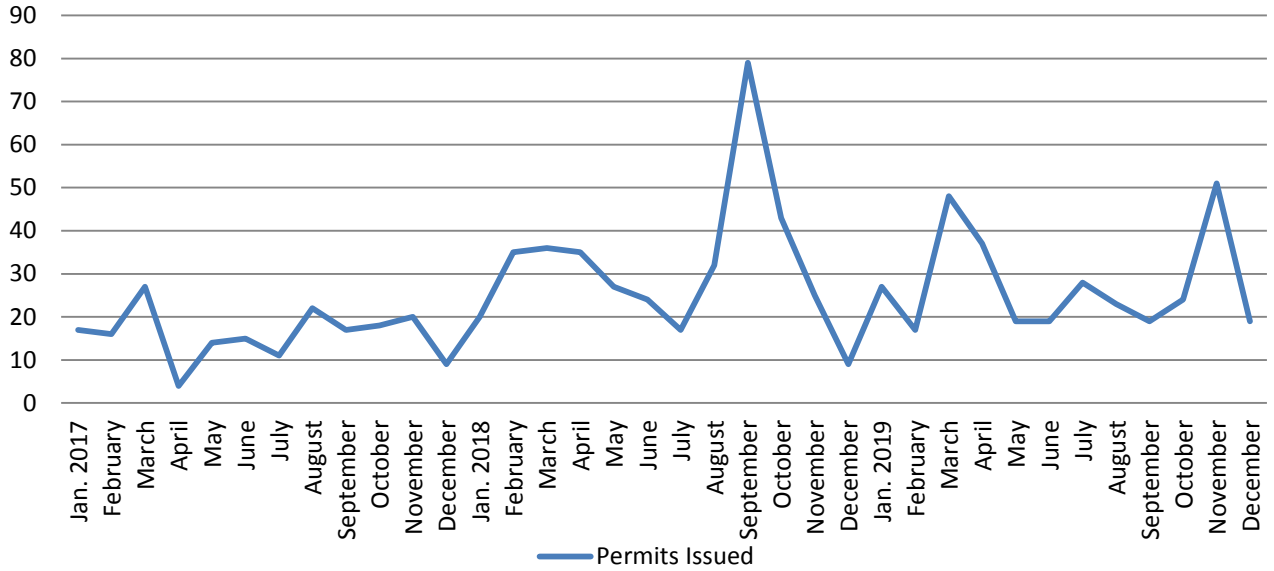


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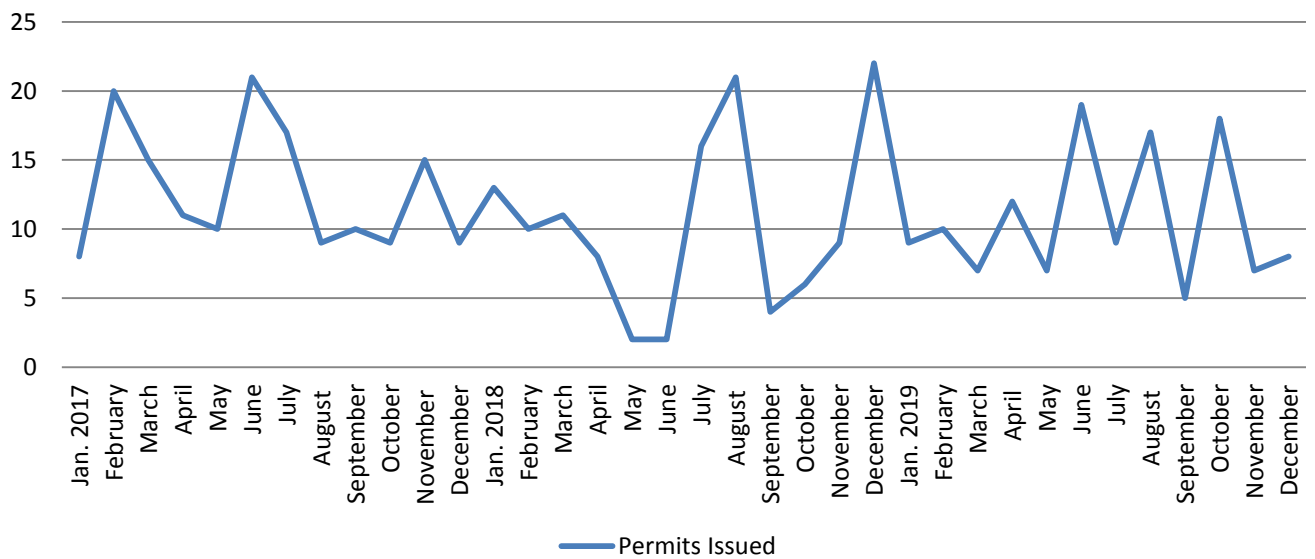
All Revenue Per Month



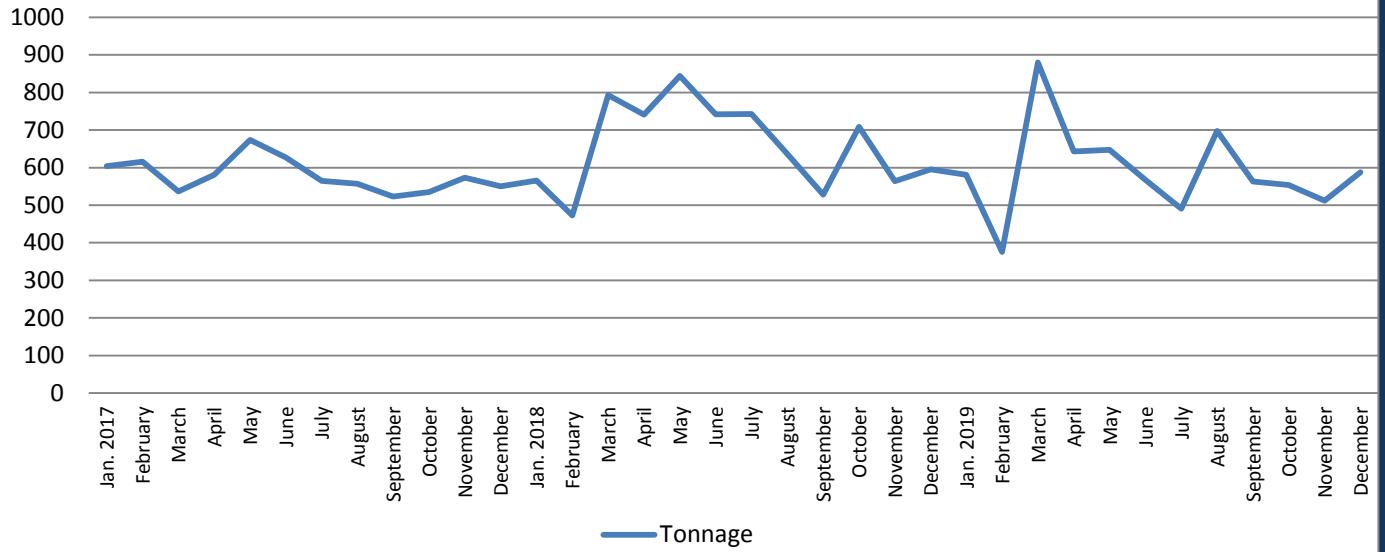
SINGLE FAMILY HOME BUILDING PERMITS ISSUED



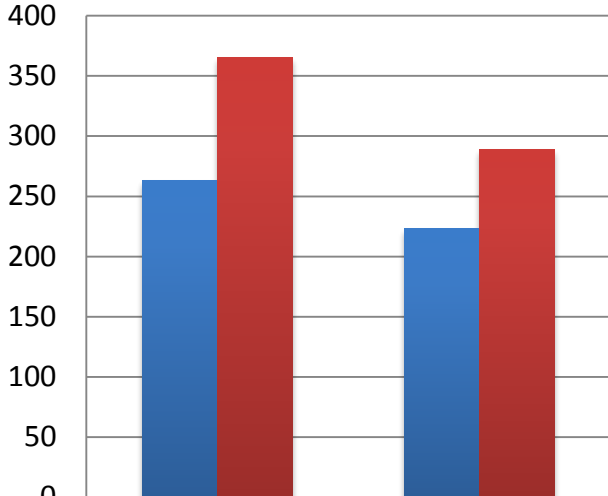
COMMERCIAL BUILDING PERMITS ISSUED



TRANSFER STATION TONNAGE COLLECTION

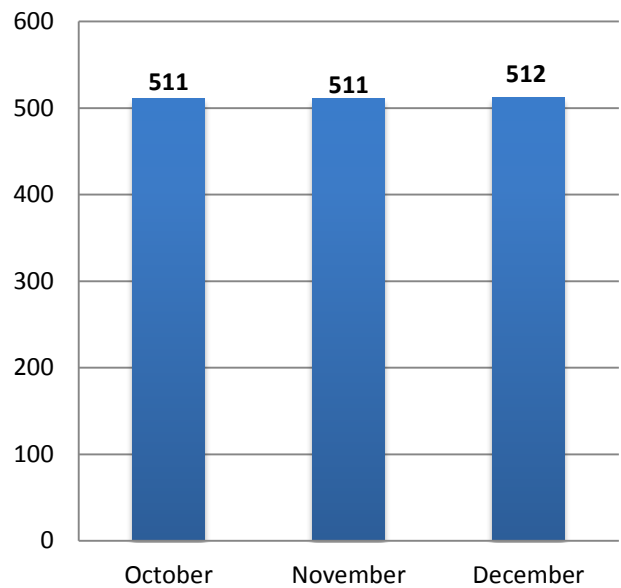


EMS/Fire Calls for Service

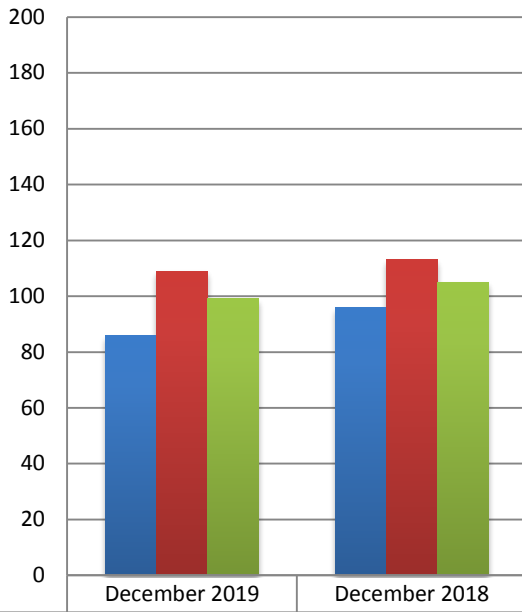


	December 2019	December 2018
EMS	263	223
Fire	365	289

Number of County Employees



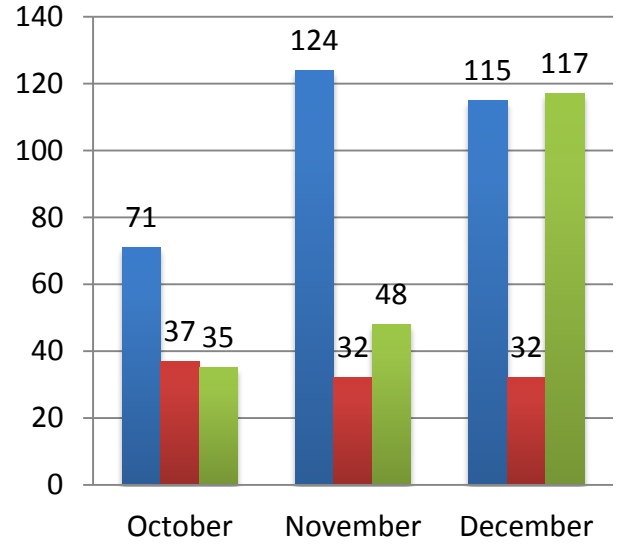
Inmate Population



Lowest Daily Count	86	96
Highest Daily Count	109	113
Daily Average	99	105

Repair Requests

■ Roads ■ Facilities ■ Fleet





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – December 2019

- **New Applications/Transfers In: 441**
- **Changes/Duplicates: 340**
- **Cancelled/Transferred Out: 741**
- **Total Processed: 1522**

HIGHLIGHTS

Voter Registration Projects:

- Pulling archived voter registration cards for records retention storage and/or destruction.
- Processing voter list requests for candidates.
- Cancelled/Transferred Out numbers increased due to NA2GE process.
- The NA2GE (no act for two general elections) process is complete. Dawson County had 583 notices mailed on 11/6/19. 549 were cancelled for NA2GE.

Elections Projects:

- 2020 Election Calendar is fixed and task lists are being prepared for the four, potentially six elections.

- Presidential Preference Primary	March 24, 2020
- General Primary/Special Election	May 19, 2020
- General Primary Runoff (if applicable)	July 21, 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 emails, weekly webinars and phone calls continue from the State Election Office in reference to all necessary information feed relating to the new voting system.
- The old election system equipment pickup and destruction is scheduled for January 9, 2020.
- Most of new voting equipment has been received in our office. Still waiting for 44 UPS battery backup units; 1 CSD (Central Scanning Device); 1 MBP (Mobile Ballot Printer); 88 padded bags for BMD (tablets) and 88 padded bags for printers.
- Polling facility assessments required by the state is complete. No results have been received as yet.
- Security procedures are being stressed and requesting each county to address necessary requirements.
- Qualifying information is being prepared and/or updated for local candidates.

Highlights of plans for upcoming month:

- Absentee Ballot reminders for the 2020 election year to Military, Disabled & Elderly are being mailed.
- Continue cleanup and destruction of any and all old election system equipment, manuals, forms, etc.
- Region #2 group meeting is scheduled in Dawson County for January 16, 2020.
- Board of Elections & Registration monthly meeting January 15, 2020 at 9:30 @ The Chappell Building.



Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – December 2019

Fire Responses	OCT	NOV	DEC		EMS Responses	OCT	NOV	DEC		EMS Revenue		
2017	296	304	344		2017	227	250	284		2018	DEC	\$53,396.39
2018	291	278	289		2018	230	222	223		2019	DEC	\$68,566.94
2019	363	322	365		2019	264	242	263		28.4% increase from last year		

Plan Review and Inspection Revenue Total		Business Inspections Total	
		Final Inspections	Annual & Follow Up Inspections
County	\$2,103.00	12	212
City	\$100.00	5	20

HIGHLIGHTS: Dawson County Emergency Services Projects			
Training Hours Completed by Staff	1142 hours	Fire Investigations	2
PR Detail	3	CPR Training per Individual	0
Smoke Detector Installations	1	Stop the Bleed Training per Individual	0
Search & Rescue	0	Child Safety Seat Installations	1
Swift Water Rescue	0	Plan Reviews	10

Types of Fires Total – 12			
(11) 111-118: Structure Fire Building, Cooking, Chimney-Flue, Incinerator, Fuel Burner-Boiler	3	(14) 141-143: Natural Vegetation Fire Forest, Woods, Wildland, Brush, Grass	0
(12) 121-123: Fire in Mobile but Fixed Structure Mobile Home, Motor Home, RV, Camper, Portable Building	0	(15) 151-155: Outside Rubbish Fire Rubbish, Trash, Waste, Dump, Landfills, Dumpsters	4
(13) 131-138: Mobile/Vehicle Property Fire Passenger, Road Freight, Transport, Rail, Water Vehicles, Aircraft, Campers/RV, Off Road Vehicles, Heavy Equipment	5	(16) 161-164: Special Outside Fire Storage, Equipment, Gas/Vapor, Mailbox	0

Total Water Usage – 12,300 gallons			
Etowah Water	1,300 gallons	Cherokee	10,000 gallons
City of Dawsonville	1,000 gallons	g Canoe	0 gallons



Dawson County Board of Commissioners

Facilities Monthly Report – December 2019

- **Total Work Orders: 32**
- **Community Service Workers: 2**

HIGHLIGHTS:

*Installed duct work at Chappell Building

*Installed new carpet in Environment Health (KH Long Bldg) and Chappell Building

*Continued monitoring of new construction on Public Works, Fleet, Fire Station #8, Veterans and Rock Creek



MONTHLY REPORT

For Period Covering the Month of December 2019

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Had duct work installed	Chappell Building
2	Installed two 1000 gallons LP tanks and painted	Burt Creek Road
3	Landscaped county buildings and leaf removal	County Buildings
4	Installed new carpet - Environmental Health Suite (KH Long Bldg.) and	Chappell Building
5	Had carpet cleaned 1st and 2nd floors of Gov Building (3-4 next year)	Government Building
6	Installed panels for phones at new Public Works, Fleet and Transfer Station	Burt Creek Road
7	Continuing with building inspections and repairs of all county buildings	County Buildings
8	Monitoring new construction on Public Works, Fleet, FS #8, Veterans & Rock Ck	County
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	Total Work Orders for the month = 32	Facilities
27	Total Community Service for the month = 2	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 – December 2019

FINANCE HIGHLIGHTS

- **LOST Collections:** \$778,488 – up 6.5% compared to 2018
- **SPLOST Collections:** \$882,055 – up 6.2% compared to 2018; 18.8% over projections for November 2019; Total SPLOST VI collections: \$35,391,735
 - \$749,747– County Portion (85%)
 - \$132,308 – City Portion (15%)
- **TAVT:** \$128,302 – up 40.3% compared to 2018
- **See attached Revenue and Expenditure Comparison for 2019**
- **Total County Debt:** \$4,279,932 (See attached Debt Summary)
- **Audit Status:** 2019 audit dates to be determined soon
- **EMS Billing Collections:** \$64,000.48 for November 2019; \$739,416.26 YTD
- **Budget Status:** The FY 2020 Budget was adopted on October 17, 2019.
- **Monthly Donations/Budget Increases:** \$174,606
 - Passport Fees - \$3,185
 - Donations - \$721
 - Juvenile Court Attorney Fees - \$63,000 (from Fund Balance per BOC approval)
 - 400 Corridor District Update & 53 Overlay District Project - \$95,700 (from Fund Balance per BOC approval)
 - Park Revenues Received Above Budgeted Amount - \$12,000

PURCHASING HIGHLIGHTS

Formal Solicitations

- None

Informal Solicitations

- Propane Gas Services - Facilities

Quotes for less than \$25,000 this month

- Diesel Fuel – Fleet Maintenance
- Gasoline – Fleet Maintenance
- Low Voltage Fiber – Public Works
- Camera System – Public Works

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

- None

Pending Projects

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

Work in Progress

- Public Works/Fleet Complex
- Land Use Resolution Update
- Design-Build of Fire Station 8
- Salary Study

- VMP Pavilion, Playground & Multi-Purpose Field
- Senior Center (CDBG)
- Debris Monitoring Services
- Debris Removal & Disposal Services
- Materials & Labor for VMP Maintenance Building
- RCP Berm Construction
- Sale of Surplus Real Property – 2nd Rebid

Future Bids

- Rock Creek Park Turf for 3 Soccer Fields
- Install Soil Vapor Extraction System at Closed Landfill

Future Bids – SPLOST VI

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

- None

Budget to Actual

	Actual at 11/30/2019	Percent of Budget Actually Collected/ Expended	2019 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 24,456,166	82.40%	\$ 29,680,555	\$ (5,224,389)	-17.60%
Expenditures	24,108,977	81.23%	29,680,555	(5,571,578)	-18.77%
	<u>\$ 347,189</u>	<u>1.17%</u>	<u>\$ -</u>	<u>\$ 347,189</u>	<u>1.17%</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 11/30/2019 because revenue collections are 30 days behind. The LOST revenues for the month of November were received in December.

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

\$ 27,170,235	Original Budget
\$ 64,971	Donation Carryover Balances
\$ 16,287	January
\$ 488,325	February
\$ 1,034,259	March
\$ 237,777	April
\$ 302,802	May
\$ 3,300	June
\$ 13,395	July
\$ 8,428	August
\$ (1,657)	September
\$ 167,827	October
\$ 174,606	November
	December
<u>\$ 29,680,555</u>	Revised Budget



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report –December 2019

FLEET

- **Preventative Maintenance Performed: 29**
- **Tires Mounted: 40**
- **Repair Orders Completed: 117**
- **Labor Hours: 263.7**
- **Labor Cost Savings: \$ 9,752.00**
(Comparison of the Fleet Maintenance rate of \$43.02 per labor hour to outsourced vendors rate of \$80.00 per labor hour)
- **Parts Cost Savings: \$ 5,304.20**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for November: \$ 15,056.20**

FUEL CENTER

- **Average Fuel Center Price Per Gallon:**
Gasoline: \$ 1.92
Diesel: \$ 2.20
- **Fuel Center Usage - Dawson County and Board of Education**
Gasoline: 10,765.0 gallons; 741 transactions
Diesel: 6,413.2 gallons; 163 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
Gasoline: 1,145.6 gallons; 60 transactions
Diesel: 405.8 gallons; 13 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 77.57**

HIGHLIGHTS

-



Dawson County Board of Commissioners

Human Resources Department Key Indicator Monthly Report – December 2019

POSITION CONTROL

- Positions approved by BOC: 618
- # of filled F/R Positions: 294
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 15
- # of filled P/R Positions: 75
- # of filled P/T Positions: 79
- # of Supplemental Positions: 49
- # of Vacant Positions: 79
- #of Frozen Positions: 27
- % of Budgeted/Actual Positions: 83%

ADDITIONAL INFORMATION

- FMLA/LOA/Military tracking: 3
- Unemployment Claims received: 0
- Property & Liability Claims: 2
- Worker's Compensation Claims: 0
- Performance Evaluations received: 10

HIGHLIGHTS

Positions Advertised/ Posted:

- Emergency Services—Firefighter/EMT (Full-Time) - **4**
- Emergency Services—Firefighter/Paramedic (Full-Time) - **1**
- Public Works—Roads Operator I - **4**
- Treatment Court--Lead Counselor – **2**
- Parks & Recreation—Lifeguard/Pool Concession Attendant – **4**
- District Attorney—Administrative Clerk – **13**
- Public Works—Transfer Station Operator I – **5**
- General Application – **3**
- Volunteer Firefighter - **1**
- Sheriff's Office—Deputy Sheriff - **N/A**
- Sheriff's Office—Detention Officer – **N/A**

Applications Received: 37

New Hires added into system: 7

- Matthew Freeman, Emergency Services, Firefighter/EMT
- Matthew Blackstock, Sheriff's Office, Detention Officer
- Ruby Schuman, Senior Services, Food Services Coordinator
- Shad Sosebee, Emergency Services, Part Time Firefighter/EMT
- Amy Crane, Emergency Services, Volunteer Firefighter
- Jesse Turk, Emergency Services, Part Time Firefighter/Paramedic
- Jacob Sellers, Public Works, Roads Operator I

Terminations/Resignations Processed: 8

- John Carter – E911 Communications Officer
- Terrell Keith Chapman – Emergency Services
- Randall Burns – Emergency Services
- Charles Grier – Transfer Station
- Jeffrey Bowman – Parks & Recreation
- Reggie Forrester – Superior Court
- Jeannine Roberts – Superior Court
- Douglas Wofford – Emergency Services

Additional Highlights for December:

- Maintain, Don't Gain Holiday Challenge – underway, ending Jan. 8
- Online Sexual Harassment training provided to all employees via LGRMS Online Training.
- Salary Study-To be voted on at the 1/16/2020 BOC voting session.
- Hand book to be voted on at the 1/16/2020 BOC voting session.



Dawson County Board of Commissioners

Information Technology – December 2019

- **Calls for Service:108**
- **Service Calls Completed: 108**

Highlights

- Began line and equipment install at new Fleet and Transfer buildings
- New server install for Tax commissioner



Dawson County Board of Commissioners

Planning and Development Monthly Report – December 2019

- **Total Building permits Issued**
 - December 2019: 43
 - YTD 2019: 675
 - Single Family New Homes: 19
 - Commercial Buildings: 8
- **Business Licenses Issued:**
 - December 2019: 126
 - YTD 2019: 2074
- **Total Building Inspections Completed:**
 - December 2019: 543
 - YTD 2019: 7371
- **Variances/Zonings Processed:**
 - December 2019: 3
 - YTD 2019: 44
- **Plats Reviewed:**
 - December 2019: 12
 - YTD 2019: 126
- **Total Civil Plan Review Meetings: 0**
 - YTD 2019: 36
- **Total Building Plan Review Meetings: 8**
 - YTD 2019: 71
- **Impact Fee Collection**
 - December 2019: \$53,021.01
 - Commercial: \$22,215.32
 - YTD 2019: \$810,801.13

Marshal's Office

Monthly Report: December

Alcohol License Establishment Inspections	0
Alcohol Pouring Permits Issued	29
Animal Control Calls Handled	60
# of <i>New</i> Code Enforcement Calls	7
Animal Bites to Humans Investigated	1
Animals Quarantined	1
Animals Taken to DC Humane Society	10
Dangerous Dog Classifications: 0	0
Citations Issued	Grayson 0, Brenden 1
Code Compliance Complaint Calls/In Field Visits	7/18
After Hour Field Calls	0
After Hours Calls Received	begin recording January 2020
Erosion Site Visits	0
Non-Conforming Signs Removed	0
Sign Reviews Conducted	3
Signs Purchased	2
Audit Letters for Business Pouring Permits Mailed	105
<i>Business License Renewal Calls Made</i>	55
Business License Warnings Issued	0
Open Records Requests:	Request for all e-mail responses from 1/1/2019 thru 12/15/2019
Court Cases	4
Short term Rental Letters Sent	0
Short Term Rental Renewals	2
Short Term Rentals	0



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – December 2019

- **Youth Sports Participants**
 - December 2019: 822 - down .7% compared to same month last year
 - YTD 2019: 15,857 - up 7.4% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
 - December 2019: 1,122 – up 72.9% compared to same month last year
 - YTD 2019: 23,372 - up 11.6% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - December 2019: 1,147 – up 27.2% compared to same month last year
 - YTD 2019: 19,210 – down 1.2% compared to last year
- **Total Customers Served:**
 - December 2019: 3,091 – up 29.9% compared to same month last year
 - YTD 2019: 58,439 - up 6.0% compared to last year

HIGHLIGHTS

Park Projects:

- The bids for the replacement shop project have been reviewed and rewarded. Construction began in December.
- Veterans Memorial Park renovations continue to progress.
- A flood control berm is being constructed at Rock Creek to help with flooding on soccer fields.

Athletic and Program Summary:

- Additional specialty programs for the month included dance classes, adult Boot Camp, adult Jazzercise, Pickleball, adult Tai Chi, and adult Yoga.
- Travel Teams will resume practices/games in February/March.
 - 11 total teams registered (baseball, softball, basketball)
- The EPIC Day program continues to be a success, with approximately 100 in attendance at the December 19th event, which was the end of the year lunch and visit from Santa and Mrs. Claus. EPIC Days will continue in 2020, with the first event date being scheduled for January 16th.
- Pickleball open play continues to go well and numbers are steady.
- Wrestling season continues to go well.

- Basketball games began the week of December 2nd, took a 2-week break during the school's holiday break, and will resume January 4th.
- The 12th annual Breakfast with Santa was December 7th at Rock Creek and went great!

On the Horizon:

- Spring Sports Registration (baseball, softball, t-ball, track, volleyball) online registration begins January 2nd. Walk-in Registration February 3rd-10th at Rock Creek.
- Spring Sports evaluations, drafts, and practices will be held mid- to late-February, with games beginning late March.
- Spring Sports Opening Day is scheduled for March 21st.



Dawson County Board of Commissioners

Public Works Monthly Report –December 2019

ROADS:

- Work Orders: 115

PROJECT MANAGEMENT:

- Public Works/Fleet Maintenance Buildings: Project is currently moving forward, and is on schedule for the TCO to be received approximately the week of January 13th. The office furniture has been delivered and set up in all of the offices along with shop flooring being completed the week of January 13th, as well. This has taken place in all 3 buildings within this project.
- Rock Creek Berm Project: Dawson county entered into a contract with Townley Construction for \$56,156 with the contract starting December 2nd. Construction of initial phase of erosion control has been completed.
- Veterans Memorial Park Maintenance Building: Dawson County entered into a contract with Everlast Construction for \$91,280. the completed timeframe for construction is a total of 3 months. Excavation for the footings and slab has commenced and the slab is scheduled to be poured on January 10th with framing to commence on Monday, January 13th.
- Fire Station 8: Initial clearing and grubbing have already been completed on site with fill starting to be placed. A revised septic plan will be issued in the upcoming days.
- Senior Center: Footings have been poured, with all under slab plumbing and electrical conduits being installed. The slab was poured on January 6th and framing has commenced with trusses to be set January 10th.
- Veterans Memorial Park Civil package: The slab has been poured with columns being erected. Interior parking lot lighting is being installed by Georgia Power Thursday, January 9th.
- Musco Lighting for VMP: Dawson county received a revised conceptual cost for the lighting for the multi-use field at a total of \$252,000, the plan will have to be once again revised to reflect an accurate number of poles and locations to have an exact final price, this price by Musco should be decreased. Specs are still in Review for this project and once finalized, the bid will be released to Melissa Hawk.

TRANSFER STATION:

- Solid Waste: 588.0 Tons
- Recycling: 25.06 Tons
- Recycling scrap metal: 7.65 Tons



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – January 2020

SENIOR CENTER

- **Home Delivered Meals Served**
 - December 2019: 2,049 up 22% compared to same month last year
 - YTD 2019: 23,808 up 26% compared to last year
- **Congregate Meals Served**
 - December 2019: 497 down 3% compared to same month last year
 - YTD 2019: 6,185 down 6% compared to last year
- **Physical Activity Participation** (Silver Sneakers, Yoga, individual fitness)
 - December 2019: 341 up 37% compared to same month last year
 - YTD 2019: 4,920 up 13% compared to last year
- **Lifestyle Management Participation** (art, bingo, awareness, prevention)
 - December 2019: 318 up 10% compared to same month last year
 - YTD 2019: 4,792 up 10% compared to last year

TRANSIT

- **DOT Trips Provided**
 - December 2019: 354 up 35% compared to same month last year
 - YTD 2019: 3,650 up 4% compared to last year
- **Senior Trips Provided**
 - December 2019: 699 up 12% compared to same month last year
 - YTD 2019: 8,443 down 9% compared to last year
- **# of Miles**
 - December 2019: 6,741 up 18% compared to same month last year
 - YTD 2019: 90,695 down 5% compared to last year
- **Gallons of Fuel**
 - December 2019: 835 up 21% compared to same month last year
 - YTD 2019: 10,343 down 2% compared to last year

HIGHLIGHTS

December Meetings & Events:

- Lee Adkins, Transit Coordinator attended the Georgia Transit Association Conference in Jekyll Island, GA on December 4th – 6th.
- Art by the Young at Heart was held on December 7th at the center.
- On December 12th hosted the Christmas Party with Dawson County Rotary.
- Dawson County Emergency Services visited the Center and discussed Fire Safety with Senior Clients on December 13th.
- On December 16th took senior clients to the Golden Corral in Gainesville, GA.
- Hosted the Dawson County Retired Teachers on December 17th for lunch and Bingo.

Special Dates Coming Soon:

- January 6: Ric Rack
- January 8, 15, 22, 29: Walmart
- Nutrition and Health Education Presentation completed monthly
- Bible Study on Thursdays
- Silver Sneakers Classes on Tuesday, Wednesday, & Thursday
- Art Class on Thursday and Friday
- Sit and Stretch on Wednesday
- Yoga on Friday
- Special Music on Friday

2019 Highlights:

In January our Department started the Forget Me Not Club which is a respite program for dementia clients. In the new Senior Life Center, we will have a dedicated room especially for this program.

In November we were able to add a new exercise class called Feel Like Dancing Fitness which is held on Wednesdays.

On July 18th we held the groundbreaking ceremony for the new Pauline Stephens Ivey Senior Life Center. Vertical Earth was busy during this time moving dirt and building the pad for the new center. On October 21st Diversified Construction was given a notice to proceed with construction. Plumbing and footings were complete by the end of the year.

LOST and SPLOST Collections

Local Option Sales Tax (LOST) and Special Purpose Local Option Sales Tax (SPLOST) collections are up 6.2% for the same month in 2018 and up 7.11% for year to date. Monthly SPLOST collections came in 18.8% over projections. Total SPLOST VI collections (July 2015 to present) are \$35,391,735.

November collections received in December are as follows:

LOST	\$778,488
SPLOST	\$882,055
County (85%)	\$749,747
City (15%)	\$132,308

Items Approved by the County Manager Since December 2, 2019

Dana Safety Supply	Sheriff	License Plate Reader and Accessories	COOPERATIVE AGREEMENT	\$6,740.00	PURCHASE ORDER
Accurate Control	Sheriff	Security Automation Systems Maintenance and Service Agreement 1-YEAR EXTENSION	CONTRACT AMENDMENT	\$7,470.06	PURCHASE ORDER
Inmate Calling Solutions	Sheriff	Materials and Software for Inmate Telephone Calls	CONTRACT AMENDMENT	None to Sheriff; Vendor and Jail Earn Percentage Off of Each Call	CONTRACT AMENDMENT