

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA – THURSDAY, AUGUST 6, 2020
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
25 JUSTICE WAY, DAWSONVILLE, GEORGIA 30534
4:00 PM**

UNFINISHED BUSINESS

1. Presentation of FY 2019 Audit Results- Amanda Wilkson of BatesCarter (*Postponed from the July 16, 2020, Work Session*)

NEW BUSINESS

1. Presentation of Information Technology Exemption Request for Ambulance Transport Billing Software and Electronic Patient Care Reporting Software- Purchasing Manager Melissa Hawk
2. Presentation of Naming the New Pavilion at Veterans Memorial Park- Parks & Recreation Director Matt Payne
3. Presentation of 9-1-1 Ordinance Update- Planning & Development Director Jameson Kinley
4. County Manager Report
5. 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: Finance

Work Session: 07.16.20

Prepared By: Vickie Neikirk

Voting Session: N/A

Presenter: Amanda Wilkson, Bates, Carter & Co.
X

Public Hearing: Yes No

Agenda Item Title: Presentation of FY 2019 Audit Results

Background Information:

Each year the county is required to have an external audit performed. Current contract is with Bates, Carter, and Company.

Current Information:

Audit Partner Amanda Wilkson will present the results of the FY 2019 Audit.

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: 7,2,20

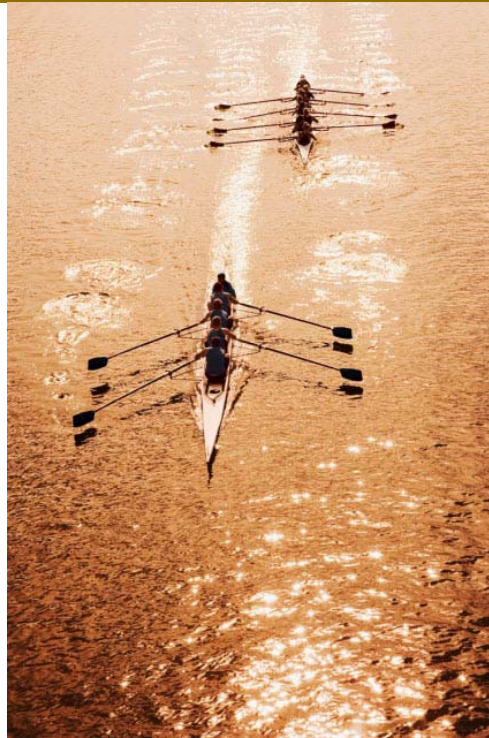
County Manager Authorization: DH

Date: 7/06/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



Dawson County Audit Summary

For the Year Ended December 31, 2019

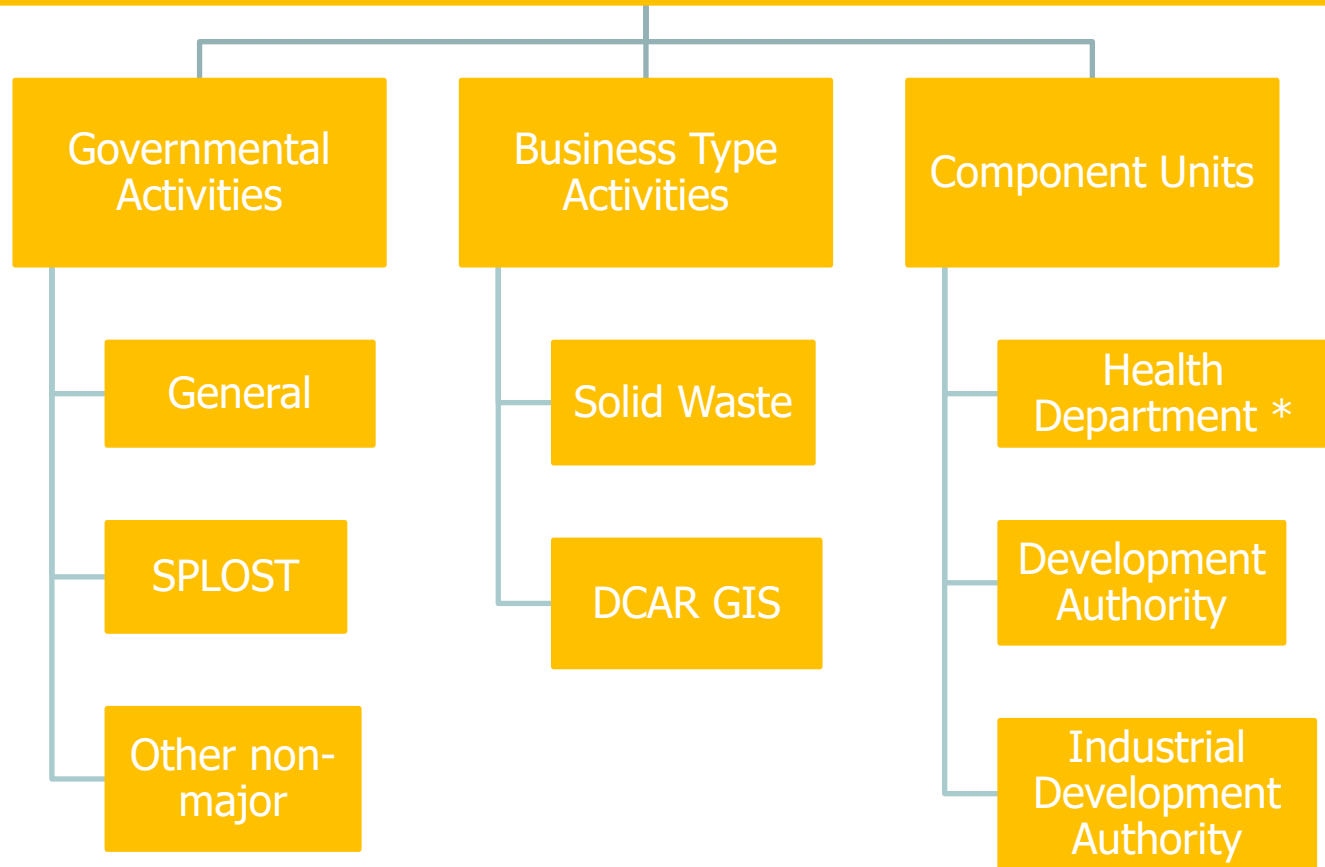
Presented August 6, 2020

Independent Auditor's Report

- **Dawson County Responsibilities**
 - The financial statements are the responsibility of Dawson County management.
- **BatesCarter Responsibilities**
 - Our responsibility is to express an opinion on the fair presentation of the financial statements based on our audit conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States.
- **Unmodified Opinion**
 - Based on our audit and the report of other auditors, the financial statements present fairly, in all material respects, the financial position of Dawson County as of December 31, 2019 and the respective changes in financial position and, where applicable, cash flows for the year then ended.



Government –Wide Financial Statements



** As of June 30, 2019, audited by other auditors.*

What Is Included In The Financial Statement Audit?

- All departments, funds and elected officials
- Development Authority of Dawson County as of December 31, 2019
- Industrial Building Authority of Dawson County as of December 31, 2019
- Relied on another independent auditor's report for the Dawson County Health Department as of June 30, 2019



General Fund

pages 5 & 52-53 of financial statements

Revenues

- Increased \$1.27 million, 5%
 - Property Taxes increased \$378 thousand, 3%
 - Sales Tax increased \$573 thousand, 8%
 - Insurance premium tax increased \$89 thousand, 7%
 - Charges for services increased \$394 thousand, 22%
 - Mostly due to increase in Ambulance Fees revenue
 - Call volume increase of 12% from 2018
 - Proceeds from debt issuance decreased \$449 thousand
 - No new debt contracts authorized in 2019
 - Prior year activity related to new Fire Pumper trucks purchased through capital lease

General Fund

pages 5 & 52-53 of financial statements

Expenditures

- Increased \$1.9 million, 7%
 - Transfers to Other Funds increased \$789 thousand
 - Mainly due to budgeted transfers to capital projects
 - Legal services increased \$450 thousand
 - County began contracted legal services in 2019
 - Salaries and benefits across the County increased \$1.1 million
 - 5% increase to EMTs/Firefighters and 10% increase to Paramedics
 - Tax assessor decrease of \$367 thousand
 - Prior year activity related to agricultural and residential revaluations



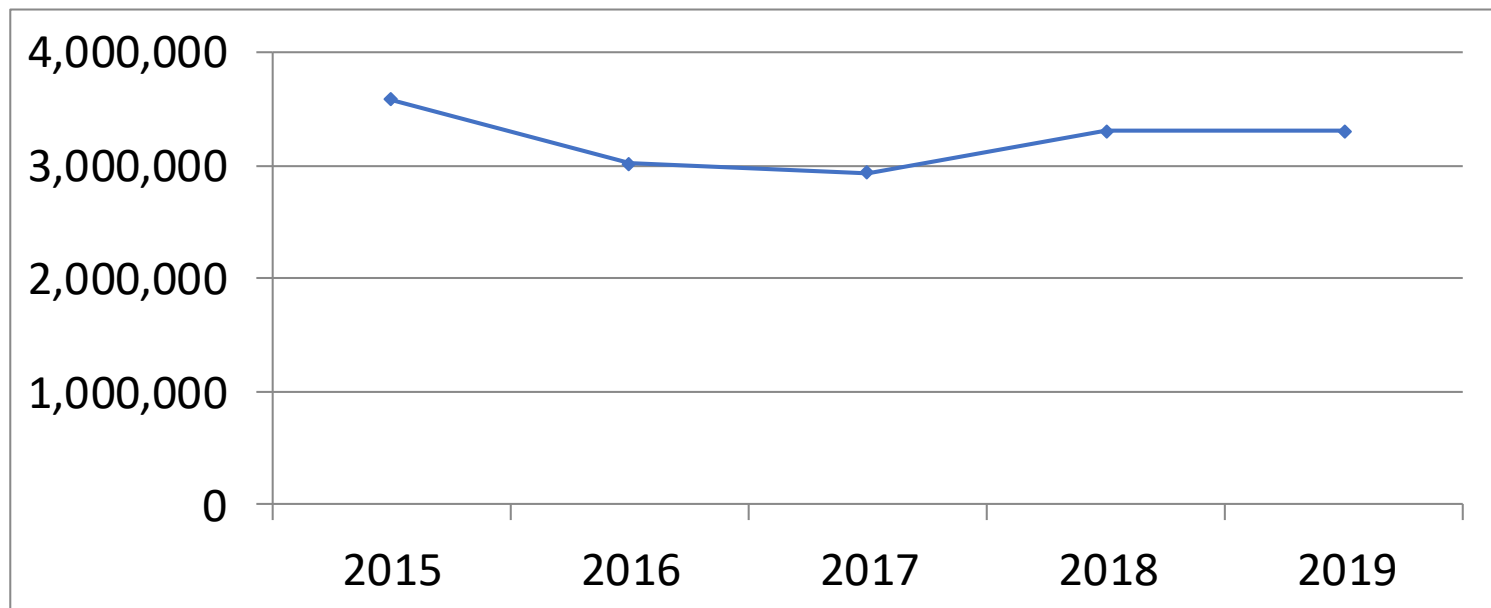


Long-Term Debt Governmental Activities

Long-term debt of \$3.1 million

- Contracts Payable \$2.75 million
 - Etowah Water & Sewer Authority System Expansion
 - Interest 2.96%
 - Matures 2027
- Capital leases \$391 thousand
 - Fire Pumper Truck
 - Interest 2.91%
 - Matures 2025

Long-Term Debt Governmental Activities





Comments on Income Statements General Fund

see page 5 & 60 of financial statements

- Overall revenues over final budget \$1.7 million
 - Tax revenue exceeds budget amount by \$870 thousand
 - Mainly due to TAVT revenue higher than expected
 - Sales tax revenue exceeds budget amount by \$467 thousand



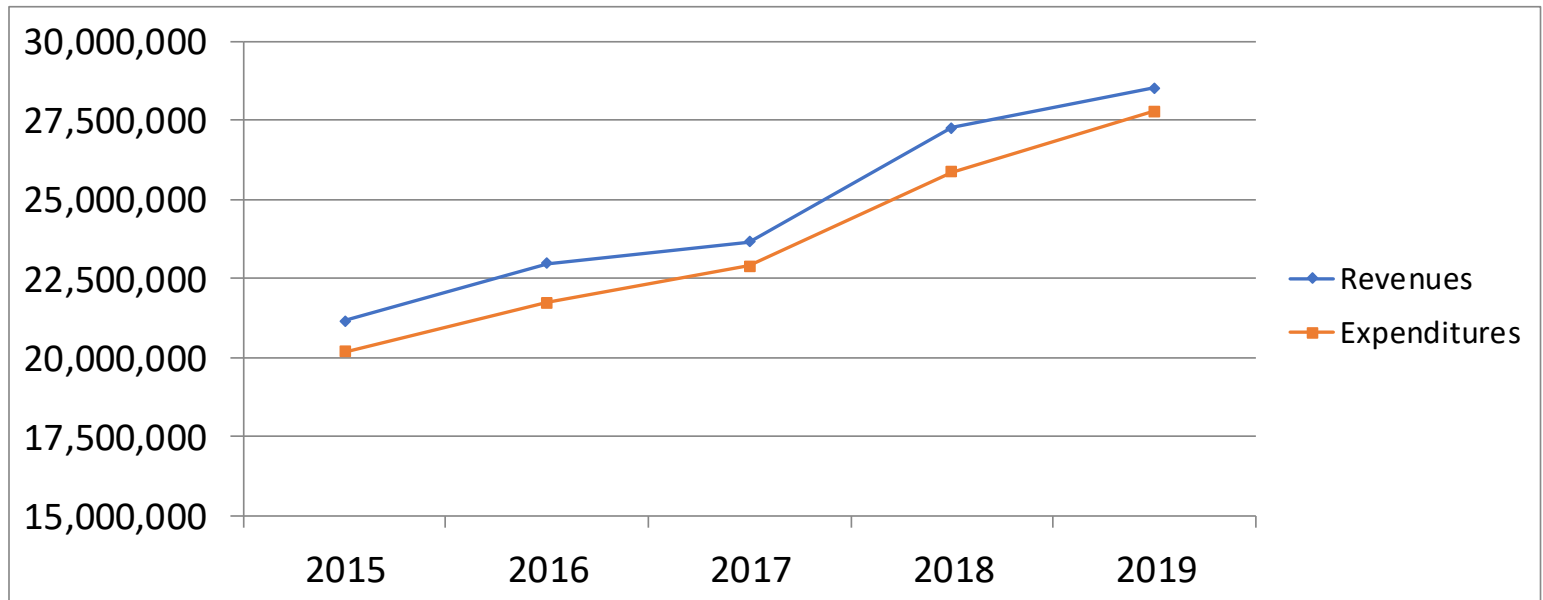
Comments on Income Statements

General Fund

see page 5 of financial statements

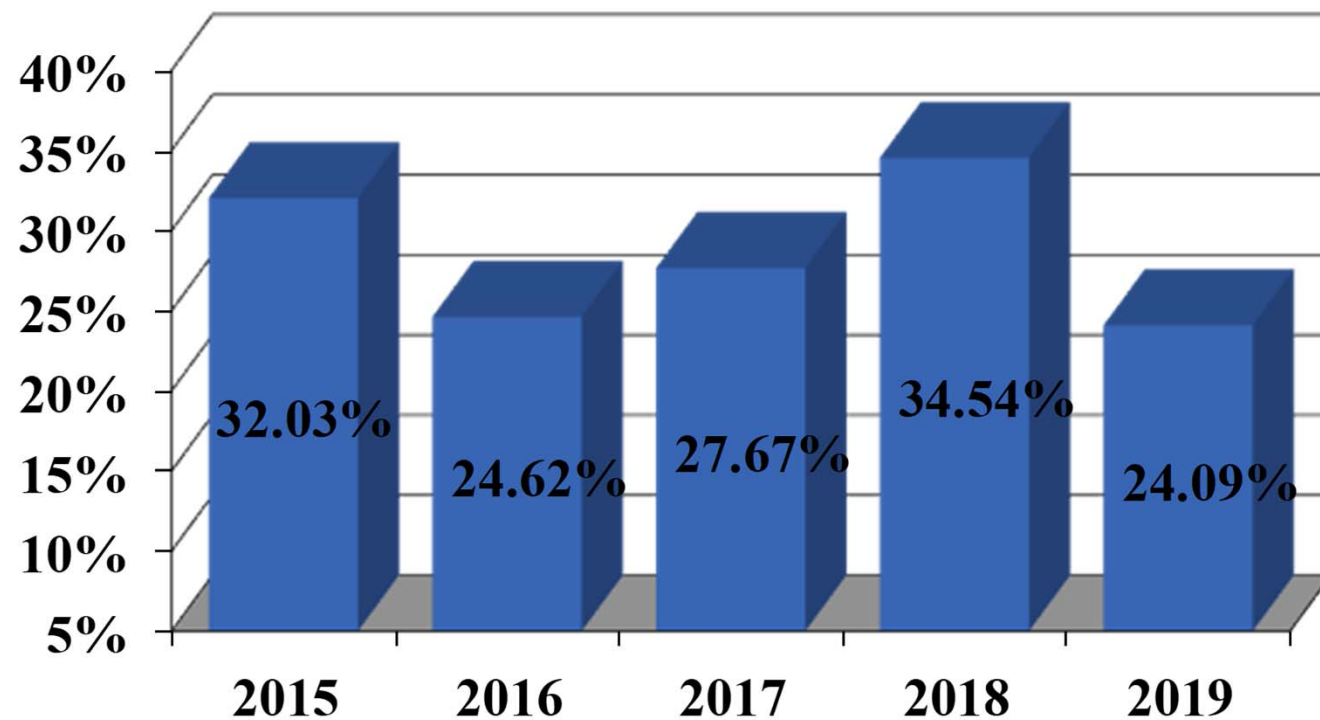
- Overall expenditures were below final budget \$1.2 million
 - Attentive control to expenditures throughout all departments
- Salaries and benefits across all departments were \$624 thousand less than budget
 - Actual expenditures are 4% less than budgeted amounts

Ratio of Revenues to Expenditures General Fund





General Fund Unreserved, Unassigned Fund Balance/Prior Year Operating Expenditures



SPLOST

page 5, 69-70 of financial statements

- Collections of \$9.2 million
 - \$639 thousand increase, 7%
- \$9.4 million spent
 - Public Works Complex project
 - Recreational Facilities
 - Intergovernmental allocations to the City of Dawsonville, \$1.9 million
- Cash balances at December 31, 2019
 - \$9,710,252



Business-Type Activities

- Solid Waste
 - Operating loss of (\$11,351), decrease of \$248 thousand
 - Decrease due to reduced landfill and refuse collection revenue and increased salary and benefits costs
 - Includes depreciation costs of \$47 thousand
 - Landfill post-closure liability balance \$752 thousand
- DCAR GIS
 - Operating loss of (\$45,000)
 - Transfer from General Fund \$81,000



Other Items

- Net pension liability as of 12/31/2019 was \$1,161,000
 - Increase from 2018 of \$885 thousand
 - Offset by deferred outflows of \$592 thousand, mainly reflecting value of funded investments for pension plan



Current Reporting Changes

GASB 88 – Certain Disclosures Related to Debt

GASB 91 – Conduit Debt (Dawson County
Development Authority – Component Unit)

Future Reporting Changes

GASB 87 – Leases (2021)

GASB 90 – Majority Equity Interests (2020)

GASB 84 – Fiduciary Activities (2020)



BatesCarter

Exceeding expectations. Always.

BUSINESS ADVISORS AND CPAs

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DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services and Finance

Work Session: 08/06/2020

Prepared By: Melissa Hawk

Voting Session: 08/20/2020

Presenter: Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: Presentation of IT Exemption Request for Software Related to Ambulance Transport Billing and Patient Care Reporting

Background Information:

The county contracted with EMSC on July 7, 2016, for ambulance transport billing services and electronic patient care reporting software. The county entered into an agreement with ESO Solutions on February 20, 2019, for multiple modules necessary for EMS/Fire management and reporting.

Current Information:

The county is very satisfied with ambulance transport billing (ATB) services and software from EMSC but not with the ePRC software. EMSC will continue ATB services and software AND interface with ESO Solution for the ePRC software at a cost of 5% of collection.

ESCO Solutions has offered their ePRC, cardiac monitor integration and billing interface at a cost of a one-time fee of \$3,808.50 and \$10,780.00 annually for support/maintenance.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	3500	521300			\$14,588.50	

Recommendation/Motion: Staff respectfully requests the BOC approve the information technology services exemption for SaaS agreements of Emergency Medical Services Consultants to perform the ambulance billing services at 5% of the collections AND of ESO Solutions to perform the electronic patient care reporting and cardiac monitor integration at costs of a one-time fee of \$3,808.50 and \$10,780.00 annually.

Department Head Authorization: Danny Thompson

Date: 07/01/2020

Finance Dept. Authorization: _Vickie Neikirk_____

Date: 7/27/20_____

County Manager Authorization: _DH_____

Date: 7/27/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



War Hill Park

Photo by: Michelle Wittmer Grabowski



INFORMATION TECHNOLOGY EXEMPTION REQUEST FOR SOFTWARE RELATED TO AMBULANCE TRANSPORT BILLING AND PATIENT CARE REPORTING

WORK SESSION – AUGUST 6, 2020



Background



- ❖ The Dawson County Board of Commissioners initiated an information technology resources exemption ordinance for services and software where compatibility to existing products is desirable, for proprietary or custom built software, as it relates to software as a service (SaaS) within the Purchasing Policy Ordinance on February 2, 2017.
- ❖ Dawson County Board of Commissioners entered into a contract with Emergency Medical Services Consultants (EMSC), on July 7, 2016, for ambulance transport billing services with its accompanying electronic patient care reporting software.
- ❖ Dawson County – County Manager approved an amendment to the Firehouse software utilized by the EMS/Fire Department, on February 20, 2019. ESO Solutions now provides Fire/EMS training, inventory, occupancy (Fire Marshall reports), hydrant location/status and staff scheduling modules to the county.

Overview



- ❖ Dawson County Emergency Services and Finance Department are both very satisfied with the work performed by EMSC with regard to the ambulance billing and software. However, since the inception there has been multiple issues with the ePRC software. The software crashes often resulting in multiple entry of patient information vital to continue care at the hospital and for required paperwork by the county. EMSC's software is not compatible with the CAD system utilized by the E-911 Center. Currently, the cost for both services and software usage is 5.0% of the collections.
- ❖ EMSC has agreed to utilize the interface with the ESO Solution ePRC software and continue services as is for the ambulance billing services and software at a cost of 5% of the collections.
- ❖ ESCO Solutions has offered a cost of a one-time fee of \$3,808.50 and an annual maintenance/support cost of \$10,780.00, for up to 4,000 incidents annually, for the EHR (ePRC) suite, cardiac monitor integration, billing interface with EMSC and professional services for start-up of the software.

Staff Recommendation



Staff respectfully requests the BOC to approve the information technology services exemption for SaaS agreements of Emergency Medical Services Consultants to perform the ambulance billing services at 5% of the collections AND of ESO Solutions to perform the electronic patient care reporting and cardiac monitor integration at costs of a one-time fee of \$3,808.50 and \$10,780.00 annually.

NOTE: This exemption will remain until such time that the DC EMS/Fire and/or Finance Department request services to be released in a RFP. Ambulance billing and software services will be performed under the current scope of services, terms and conditions (with exception of the ePRC piece and renewal options) as prescribed in the agreement dated February 20, 2016 with EMSC. ePRC and cardiac monitor integration will be performed under the scope of services, terms and conditions as detailed in the Q-12905, dated May 22, 2020. (This agreement will only be signed if approved by the Board of Commissioners.

THANK YOU



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Parks & Rec

Work Session: 8/6/2020

Prepared By: Matt Payne

Voting Session: 8/6/2020

Presenter: Matt Payne

Public Hearing: Yes No

Agenda Item Title: Presentation of Naming the New Pavilion at Veterans Memorial Park

Background Information:

The previous pavilion at Veterans Memorial Park was named the Bowen Family Pavilion.

Current Information:

Seeking guidance on the naming of the new, recently-constructed pavilion.

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: 7/27/20

County Manager Authorization: DH

Date: 7/27/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:



VETERANS MEMORIAL
PARK
PAVILION

Fall 2020















Bowen Family Pavilion



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Planning & Development

Work Session: 8/6/2020

Prepared By: Harmony Gee

Voting Session: 8/20/2020

Presenter: Jameson Kinley_____

Public Hearing: Yes____ No____

Agenda Item Title: Presentation of 9-1-1 Ordinance Update

Background Information:

The last time that this ordinance was updated was in 1991.

Current Information:

Budget Information: Applicable: _____ Not Applicable: Budgeted: Yes _____ No n/a

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: _____

Department Head Authorization: _____

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 7/27/20

County Manager Authorization: DH

Date: 7/27/2020

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

**AN ORDINANCE OF
THE BOARD OF COMMISSIONERS OF DAWSON COUNTY
TO ESTABLISH A UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM FOR DAWSON
COUNTY; TO PROVIDE THE ASSIGNMENTS AND POSTINGS OF DESIGNATED STRUCTURE AND FEATURE
NUMBERS; TO PROVIDE FOR THE ASSISTANCE OF UTILITY COMPANIES IN REQUIRING COMPLIANCE;
TO REQUIRE THAT COUNTY DEPARTMENTS ASSIST IN THE IMPLEMENTATION OF THE SYSTEM; AND TO
PROVIDE METHODS FOR IMPLEMENTING SAID SYSTEM AND FOR THE ENFORCEMENT THEREOF**

WHEREAS, the Constitution of the State of Georgia, approved by the voters of the State in November 1982, and effective July 1, 1983, provides in Article IX, Section 2, Paragraph 1 thereof, that the governing authority of the County may adopt clearly reasonable ordinances, resolutions, and regulations;

WHEREAS, the Dawson County Board of Commissioners has determined to adopt an ordinance regulating these matters;

WHEREAS, Due to the rapid rate of growth in Dawson County, the adoption of NG911 technology and standards by the Federal Government, and the lack of an official address numbering system, we propose the addressing system described in this ordinance be adopted by Dawson County.

NOW, THEREFORE, the Board of Commissioners of Dawson County hereby enact this ordinance as follows.

Section 1- Road Names and Addresses

The purpose of this ordinance is to provide a system of unique road names and addresses which is essential to the successful implementation of the E-911 Emergency Services System and is, therefore, essential to the efficient and effective provision of such services as police, fire, and emergency medical services. The GIS Analyst/E-911 Coordinator, shall develop and maintain a uniform system of road naming and addressing and maintain the addressing database and road inventory.

Section 2- Duplication of Road Names

New or existing road names will not be allowed if they duplicate county roads or municipal streets within or outside zip code areas, specifically as they relate to the delivery range of local postal services.

Section 3- Uniform Numbering System

- a. All numbers will be assigned based off of the structures driveway entrance as it pertains to the roads length, with even numbers on the right and odd numbers on the left. All numbers will be assigned by the GIS Analyst/E-911 Coordinator.
- b. A number will be assigned within a reasonable amount of time upon receiving an official building permit and any other necessary documents or data. All numbers shall be block letters not less than four inches in height.
- c. This ordinance shall apply to all future development.
- d. Written notification of the proper address of each structure shall be given to the owner, occupant or agent.

Section 4- Placement of Numbers

- a. All numbers shall be conspicuously placed immediately above, on or beside the appropriate door so that the number is clearly visible from the street. In cases where the building is situated more than fifty feet from the street or road, the building number shall be placed near the walk or driveway of the common entrance to the building or mailbox post if the mailbox is on the same side as the building. If the mailbox is on the opposite side of the street, a post shall be placed on the side the number is assigned to display the number so as to be clearly visible from the street or road from each direction.
- b. The owner, occupant or agent of each building or house or other structure assigned a number under the uniform numbering system provided in this ordinance, shall place or cause to be placed said number on the house, building or other structure within thirty (30) days after receiving notification of the proper number assignment.
- c. Cost and installation of the number shall be paid for by the property owner or occupant. All numbers shall be made of durable clearly visible material and shall contrast with the color of the house, building or other structure.
- d. It shall be unlawful for any person to alter, deface or take down a number placed on any property in accordance with this ordinance except for repair or replacement of such number. If the number has to be removed for the purpose of repair or remodeling, the number shall be displayed in a temporary place until the construction is complete and placed in the proper location.

Section 5- New Roads

- a. Each new road or street name shall be recorded on a "Road Name Request Form" before it can be reviewed and approved by the GIS Analyst/E-911 Coordinator.
- b. Private roads or private driveways will be named and numbered if they provide access to more than two residences.

Section 6- Subdivisions

- a. Each new subdivision plat shall be submitted to the Planning and Development Department for approval.
- b. No addresses shall be issued until a building permit is received for the structure.
- c. Subdivisions will be required to provide the GIS Analyst/E-911 Coordinator with electronic CAD data that contains the site plan and approved street names before addresses can be issued.

Section 7- Mobile Home Parks

- a. Each new mobile home park plat shall be submitted to the Planning and Development Department for approval.
- b. No addresses shall be issued until a building permit is received for the structure.
- c. All mobile home parks shall be named and a street sign will mark the entrance to the park. Each lot in the mobile home park shall be numbered in numerical order with even numbers on the right and odd numbers on the left. Each mobile home park will have one general address. The address shall be posted at the entrance to the park and each lot address number shall be posted outside of each mobile home.
- d. Mobile home parks will also be required to provide the GIS Analyst/E-911 Coordinator with electronic CAD data of the site plan before addresses can be issued.

Section 8- Shopping Centers

- a. Each new shopping center plat shall be submitted to the Planning and Development Department for approval.
- b. No addresses shall be issued until a building permit is received for the structure.
- c. Each shopping center will have one letter assigned to each individual building within the shopping center, starting with the letter "A". (Building A, Building B, etc...) Each business within an individual building will be designated as a suite and have a number and be numbered in consecutive order from the entrance of the building.
- d. Shopping Centers will also be required to provide the GIS Analyst/E-911 Coordinator with electronic CAD data of the site plan before addresses can be issued.

Section 9- Commercial Developments

- a. Each commercial development will have one general address. The address shall be posted at the entrance of the commercial property.
- b. No address shall be issued until a building permit is received for the structure.
- c. Any additional buildings apart from the main addressed building will be lettered beginning with the letter A, with the letter posted visibly on the outside of each building.
- d. Commercial developments will also be required to provide the GIS Analyst/E-911 Coordinator with electronic CAD data of the site plan before addresses can be issued.

Section 10- Apartment Complexes

- a. Each apartment complex shall have one general address at the entrance.
- b. No addresses shall be issued until a building permit is received for the structure.
- c. Each building in the complex shall be numbered and each apartment unit in the building shall have a unique unit number that will be determined as stated: All unit numbers will be at least three digits long, but no longer than five digits long. The first number will be the building number, the second number will be the story of the building where the unit is located, any numbers after that will be the number of the unit based on the entrance to the apartment building. Units will be numbered in numerical order from the entrance of the building with even numbers on the right and odd numbers on the left.
- d. Apartment Complexes will also be required to provide the GIS Analyst/E-911 Coordinator with electronic CAD data of the site plan before addresses can be issued.

Section 11- Addressed Features

- a. Specified features that are not structures will also be addressed. These addresses will be based on their position along the length of the road they are on.
- b. These specific features will include: retention and detention ponds which will also have the latitude and longitude coordinates included for 911 purposes, and various utility features which will be addressed internally if the need for an address is determined.

Section 12- Penalties

Any person who violates any of the provisions of this ordinance shall be guilty of a misdemeanor and shall be subject to a fine not exceeding two hundred (\$200.00) dollars or to imprisonment for a term not exceeding thirty (30) days. Each day, which such violation continues; shall constitute a separate offense.

Section 13- Severability

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of this ordinance shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, then such invalidity shall not be construed (1) to affect the portions of the ordinance not held to be invalid or (2) to affect the application of this ordinance to other circumstances. It is hereby declared to be the intent of the Board of Commissioners of Dawson County to provide for separable and divisible parts, and the Board of Commissioners hereby adopts any and all parts not held invalid.

Section 14- REPEALER

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

This ordinance shall be effective on the _____ day of _____, 20__.

Approved, this ___ day of _____, 20__.

Dates of Public Hearings:

Dates of Advertisements: