

**DAWSON COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA - THURSDAY, OCTOBER 25, 2018
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM
4:00 PM**

NEW BUSINESS

1. Presentation of LED Lighting Proposal for Library- Leslie Clark and Michael Middleton, Dawson County Public Library
2. Presentation of Request to Reallocate Supplement Funds- Public Defender Brad Morris
3. Presentation of \$750,000 Community Development Block Grant to Board of Commissioners and Request to Accept Grant to Assist with Construction for New Senior Center at Veterans Memorial Park- Senior Services Director Dawn Pruett
4. Presentation of RFP #320-18 - Inmate Food Services- Purchasing Manager Melissa Hawk
5. Presentation of RFP #324-18 - Auditing Services- Chief Financial Officer Vickie Neikirk
6. County Manager Report
7. County Attorney Report

EXECUTIVE SESSION

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

Backup material for agenda item:

1. Presentation of LED Lighting Proposal for Library- Leslie Clark and Michael Middleton, Dawson County Public Library



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Dawson County Public Library

Work Session: 10.25.18

Prepared By: Leslie Clark

Voting Session: 11.01.18

Presenter: Leslie Clark & Michael Middleton

Public Hearing: Yes No

Agenda Item Title: Presentation of LED Lighting Proposal

Background Information:

On Oct. 1, 2018, Dawson County Public Library, per our request for a site inspection, received the attached LED lighting proposal performed by Energy Harness Corp. Operations Specialist for Dawson Library Michael Middleton sent the proposal on to Nate Rall, director of facilities and construction with Georgia Public Library Service. After reviewing, Mr. Rall contacted the library and advised this would be a great pilot project for Georgia Libraries if there were matching county funds. In anticipation that the county would be interested in this pilot project and in an effort to provide the necessary information to discuss matching funds, I am requesting to be added the Board of Commissioners Work Session agenda.

Current Information:

Currently there are no LED lighting in the library and we are looking for cost savings.

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: 10/16/18

County Manager Authorization: DH

Date: 10/16/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

LED Lighting Proposal

PREPARED FOR:

Dawson County Library

Chestatee Regional Library
System

145 Liberty Drive
Dawsonville, GA 30534
706-216-3800

Presented By:

Energy Harness Corporation



Customized LED Lighting Audit

Prepared For DAWSON COUNTY LIBRARY

Thank you for giving Energy Harness Corporation an opportunity to show what we can do for your facility's lighting. Below is a breakdown of the lighting portion of the electric bill for the library.

Electrical Savings

| | |
|-------------------------------------|------------------------|
| Current Lighting Usage | 127,543 kWh/Year |
| LED Replacement Usage | 47,206 kWh/Year |
| Total Electrical Savings | 80,337 kWh/Year |
| Total Electrical Savings (%) | 63% |

| <u>Project Savings</u> ** kWh cost \$0.1600 | Monthly | Yearly |
|---|----------------|-----------------|
| Current Electric Expense | \$1,701 | \$20,412 |
| Future Electric Expense | \$629 | \$7,548 |
| Total Electric Savings | \$1,072 | \$12,864 |
| Estimated Maintenance Savings | \$97 | \$1,164 |
| Total Savings | \$1,169 | \$14,028 |

Project Cost

| | |
|---------------------------------------|--------------------|
| Materials and Installation | \$31,053.10 |
| Down Payment for Site Audit | \$0.00 |
| Total Cost | \$31,053.10 |
| Estimated Incentives: | |
| Utility Rebate | (\$3,610.00) |
| Total Out-of-Pocket Investment | \$27,443.10 |

Estimated Return on Investment (ROI)

| | |
|---|---------------------|
| Including yearly maintenance savings | 23 months |
| TOTAL SAVINGS OVER PROJECT LIFE** (15 Years) | \$126,864.90 |

**at today's electric cost

LED Lighting Benefits For DAWSON COUNTY LIBRARY

Project Lighting Benefits

- Electrical cost savings of 63%
- Direct, focused, constant, non-flickering light
- Eliminating maintenance of bulb and ballast replacement
- Long lasting lighting (4-5 times longer than existing fluorescent lighting)
- No light degradation over lifespan of lighting system
- Instant on lighting (no warm up period required)

Installation and Follow-Up Process (What you can expect from Energy Harness)

1. @ 30 days: Installation is scheduled and performed
2. @ 60 days: Initial lighting inspection performed
3. @ 365 days: Yearly assessment performed

Environmental Impact

| | |
|---------------------------------------|--------------------------|
| Total Current CO2 Displacement | 280,595 lbs./year |
| New CO2 Displacement | 103,853 lbs./year |

Project Pricing (Total Materials)

| Description | Qty | Unit Price | Ext. Price |
|---|-----|------------|--------------------|
| 10 watt Edison style bulb | 12 | \$1.00 | \$12.00 |
| 10 watt LED PL vertical style bulb | 185 | \$29.95 | \$5,540.75 |
| 15 watt 2' LED T5 double integrated tube | 273 | \$26.95 | \$7,357.35 |
| 15 watt 4' LED T8 tube | 435 | \$16.50 | \$7,177.50 |
| 15W Fluorescent Emergency Battery Backup Unit | 33 | \$129.00 | \$4,257.00 |
| 16 watt LED Universal Voltage Retrofit bulb | 23 | \$64.50 | \$1,483.50 |
| Cobra Head 100W - 200-480V | 11 | \$475.00 | \$5,225.00 |
| Total Materials | | | \$31,053.10 |
| Sales Tax (0.00%) | | | <u>\$0.00</u> |
| Sub Total | | | \$31,053.10 |
| Recycling of Old Lamps | | | \$0.00 |
| Installation | | | <u>\$0.00</u> |
| Project Total | | | \$31,053.10 |



**5225 Exploration Dr.
Indianapolis, IN 46241**

Project Pricing Breakdown

(Sorted from least to most efficient)

| Savings % | Description | Qty | Unit Price | Ext. Price |
|------------|--|-----|------------------|--------------------|
| 54% | Exterior | | | |
| | 10 watt LED PL vertical style bulb <i>Replaces – G24 CFL bulb 18W</i> | 40 | \$29.95 | \$1,198.00 |
| | 16 watt LED Universal Voltage Retrofit bulb <i>Replaces – 100W Metal Halide bulb</i> | 3 | \$64.50 | \$193.50 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$1,391.50 |
| 61% | Hallway | | | |
| | 15 watt 2' LED T5 double integrated tube <i>Replaces – T8 2' 32W Fluor. 3" U-Bend</i> | 3 | \$26.95 | \$80.85 |
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 26 | \$16.50 | \$429.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$509.85 |
| 61% | Main Library | | | |
| | 10 watt Edison style bulb <i>Replaces – 75W bulb</i> | 2 | \$1.00 | \$2.00 |
| | 10 watt LED PL vertical style bulb <i>Replaces – 32W CFL bulb</i> | 91 | \$29.95 | \$2,725.45 |
| | 15 watt 2' LED T5 double integrated tube <i>Replaces – T8 2' 32W Fluor. 3" U-Bend</i> | 270 | \$26.95 | \$7,276.50 |
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 202 | \$16.50 | \$3,333.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$13,336.95 |
| 62% | Admin area | | | |
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 82 | \$16.50 | \$1,353.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$1,353.00 |
| 62% | Admin area (Bathroom) | | | |
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 4 | \$16.50 | \$66.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$66.00 |
| 62% | Admin area (Breakroom) | | | |
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 12 | \$16.50 | \$198.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$198.00 |
| 62% | Other / Storage / Utility | | | |
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 59 | \$16.50 | \$973.50 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$973.50 |
| 63% | Main Library (Lobby) | | | |
| | 10 watt LED PL vertical style bulb <i>Replaces – 32W CFL bulb</i> | 31 | \$29.95 | \$928.45 |

| | | | | |
|------------|---|----|--------------------------|--------------------|
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 20 | \$16.50 | \$330.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$1,258.45 |
| 63% | Meeting Room | | | |
| | 10 watt LED PL vertical style bulb <i>Replaces – 32W CFL bulb</i> | 23 | \$29.95 | \$688.85 |
| | 15 watt 4' LED T8 tube <i>Replaces – T8 4' 32W Fluor. Tube Std</i> | 30 | \$16.50 | \$495.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$1,183.85 |
| 66% | Parking Lot Poles | | | |
| | Cobra Head 100W - 200-480V <i>Replaces – 250W Metal Halide parking lot fixture</i> | 11 | \$475.00 | \$5,225.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$5,225.00 |
| 72% | Exterior (Patio) | | | |
| | 10 watt Edison style bulb <i>Replaces – 32W CFL bulb</i> | 10 | \$1.00 | \$10.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$10.00 |
| 87% | Exterior (Bollards) | | | |
| | 16 watt LED Universal Voltage Retrofit bulb <i>Replaces – 100W Metal Halide bulb</i> | 20 | \$64.50 | \$1,290.00 |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$1,290.00 |
| | | | Materials & Installation | \$31,053.10 |
| | | | Sales Tax (0.00%) | \$0.00 |
| | | | Project Total | \$31,053.10 |



5225 Exploration Dr.
Indianapolis, IN 46241
317-999-5561
www.energyharness.com

General LED Features and Benefits

- ✓ **Saves Energy; LED lights use 54-90% less power than traditional lighting.**
- ✓ **Saves money; lowers energy bills.**
- ✓ **Saves the environment; less waste and disposal hazards.**
- ✓ **Lasts 4-5 times longer than traditional lighting: 70-100,000 hours.**
- ✓ **Reduced maintenance costs; replacement cycle costs are drastically reduced.**
- ✓ **Reduces ambient heat; generates less heat than traditional lighting allowing greater savings on air conditioning costs.**
- ✓ **Proven to produce less glare; higher productivity and safety in the workplace.**
- ✓ **Directional lighting; directionality allows for more efficient, less wasteful lighting.**
- ✓ **Less pollution; no toxic chemicals like those found in traditional incandescent, fluorescent and HID lighting (arsenic, mercury, lead, carbon dioxide, or phosphorous).**
- ✓ **No UV radiation; produces no ultraviolet or infrared light.**
- ✓ **Dimming Compatible: Able to set controls at individual light for on/off and dimming. Eliminates commercial demand charges. Ability to create a lighting system.**
- ✓ **Better visibility; white light is proven to have better color rendering. For example, a blue car looks blue under an LED street light, not just dark.**
- ✓ **Available in warm white (2700-4000K) similar to incandescent, or cool white (5000-6500K) similar to sunlight.**
- ✓ **Durable; breakage and vibration resistance.**
- ✓ **Dark sky compliant; reduce light pollution.**
- ✓ **Instant on; no waiting for the lights to warm up and restart like fluorescent, metal halide, and high pressure sodium lighting.**

Products Manufacturing Contact:

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Lighting Solutions Advisor

Energy Harness Corporation

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LED Lighting Proposal

PREPARED FOR:

Dawson County Library

Chestatee Regional Library System

342 Allen Street
Dawsonville, GA 30534
706-216-3800

Presented By:

Energy Harness Corporation



Received at the Dawson County
Board of Commissioners

Regular Meeting on

October 25 at 4 p.m.
by K. Cloud

Customized LED Lighting Audit

Prepared For DAWSON COUNTY LIBRARY

Thank you for giving Energy Harness Corporation an opportunity to show what we can do for your facility's lighting. Below is a breakdown of the lighting portion of the electric bill for the library.

Electrical Savings

| | |
|-------------------------------------|------------------------|
| Current Lighting Usage | 120,805 kWh/Year |
| LED Replacement Usage | 45,465 kWh/Year |
| Total Electrical Savings | 75,340 kWh/Year |
| Total Electrical Savings (%) | 62% |

| <u>Project Savings</u> ** kWh cost \$0.1600 | Monthly | Yearly |
|---|----------------|-----------------|
| Current Electric Expense | \$1,611 | \$19,332 |
| Future Electric Expense | \$606 | \$7,272 |
| Total Electric Savings | \$1,005 | \$12,060 |
| Estimated Maintenance Savings | \$97 | \$1,164 |
| Total Savings | \$1,102 | \$13,224 |

Project Cost

| | |
|---------------------------------------|--------------------|
| Materials and Installation | \$24,826.75 |
| Down Payment for Site Audit | \$0.00 |
| Total Cost | \$24,826.75 |
| Estimated Incentives: | |
| Total Out-of-Pocket Investment | \$24,826.75 |

Estimated Return on Investment (ROI)

| | |
|---|---------------------|
| Including yearly maintenance savings | 23 months |
| TOTAL SAVINGS OVER PROJECT LIFE** (11 Years) | \$120,637.25 |

**at today's electric cost

LED Lighting Benefits For DAWSON COUNTY LIBRARY

Project Lighting Benefits

- Electrical cost savings of **62%**
- Direct, focused, constant, non-flickering light
- Eliminating maintenance of bulb and ballast replacement
- Long lasting lighting (4-5 times longer than existing fluorescent lighting)
- No light degradation over lifespan of lighting system
- Instant on lighting (no warm up period required)

Installation and Follow-Up Process (What you can expect from Energy Harness)

1. @ 30 days: Installation is scheduled and performed
2. @ 60 days: Initial lighting inspection performed
3. @ 365 days: Yearly assessment performed

Environmental Impact

| | |
|--------------------------------|-------------------|
| Total Current CO2 Displacement | 265,771 lbs./year |
| New CO2 Displacement | 100,023 lbs./year |

Project Pricing (Total Materials)

| Description | Qty | Unit Price | Ext. Price |
|---|-----|------------|--------------------|
| 10 watt Edison style bulb | 12 | \$1.00 | \$12.00 |
| 10 watt LED PL vertical style bulb | 185 | \$24.90 | \$4,606.50 |
| 13 watt 3' LED T8 tube | 178 | \$16.75 | \$2,981.50 |
| 15 watt 2' LED T5 double integrated tube | 273 | \$19.25 | \$5,255.25 |
| 15 watt 4' LED T8 tube | 257 | \$14.50 | \$3,726.50 |
| 15W Fluorescent Emergency Battery Backup Unit | 33 | \$79.50 | \$2,623.50 |
| 16 watt LED Universal Voltage Retrofit bulb | 3 | \$64.50 | \$193.50 |
| 9 watt LED Retrofit bulb | 20 | \$29.95 | \$599.00 |
| Cobra Head 100W - 200-480V | 11 | \$439.00 | \$4,829.00 |
| Total Materials | | | \$24,826.75 |
| Sales Tax (0.00%) | | | <u>\$0.00</u> |
| Sub Total | | | \$24,826.75 |
| Recycling of Old Lamps | | | \$0.00 |
| Installation | | | <u>\$0.00</u> |
| Project Total | | | \$24,826.75 |



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317-999-5561

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Project Pricing Breakdown

(Sorted from least to most efficient)

| Savings % | Description | Qty | Unit Price | Ext. Price |
|------------------|--|-----|-------------------|--------------------|
| 54% | Exterior | | | |
| | 10 watt LED PL vertical style bulb <i>Replaces - G24 CFL bulb 18W</i> | 40 | \$24.90 | \$996.00 |
| | 16 watt LED Universal Voltage Retrofit bulb <i>Replaces - 100W Metal Halide bulb</i> | 3 | \$64.50 | \$193.50 |
| | Installation | | | <u>\$0.00</u> |
| | Sub Total | | | \$1,189.50 |
| 58% | Main Library | | | |
| | 10 watt Edison style bulb <i>Replaces - 75W bulb</i> | 2 | \$1.00 | \$2.00 |
| | 10 watt LED PL vertical style bulb <i>Replaces - 32W CFL bulb</i> | 91 | \$24.90 | \$2,265.90 |
| | 13 watt 3' LED T8 tube <i>Replaces - T8 3' 25W Fluor. Tube Std</i> | 178 | \$16.75 | \$2,981.50 |
| | 15 watt 2' LED T5 double integrated tube <i>Replaces - T8 2' 32W Fluor. 3" U-Bend</i> | 270 | \$19.25 | \$5,197.50 |
| | 15 watt 4' LED T8 tube <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | 24 | \$14.50 | \$348.00 |
| | Installation | | | <u>\$0.00</u> |
| | Sub Total | | | \$10,794.90 |
| 61% | Hallway | | | |
| | 15 watt 2' LED T5 double integrated tube <i>Replaces - T8 2' 32W Fluor. 3" U-Bend</i> | 3 | \$19.25 | \$57.75 |
| | 15 watt 4' LED T8 tube <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | 26 | \$14.50 | \$377.00 |
| | Installation | | | <u>\$0.00</u> |
| Sub Total | | | \$434.75 | |
| 62% | Admin area | | | |
| | 15 watt 4' LED T8 tube <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | 82 | \$14.50 | \$1,189.00 |
| | Installation | | | <u>\$0.00</u> |
| Sub Total | | | \$1,189.00 | |
| 62% | Admin area (Bathroom) | | | |
| | 15 watt 4' LED T8 tube <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | 4 | \$14.50 | \$58.00 |
| | Installation | | | <u>\$0.00</u> |
| Sub Total | | | \$58.00 | |
| 62% | Admin area (Breakroom) | | | |
| | 15 watt 4' LED T8 tube <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | 12 | \$14.50 | \$174.00 |
| | Installation | | | <u>\$0.00</u> |
| Sub Total | | | \$174.00 | |
| 62% | Other / Storage / Utility | | | |
| | 15 watt 4' LED T8 tube <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | 59 | \$14.50 | \$855.50 |
| | Installation | | | <u>\$0.00</u> |
| Sub Total | | | \$855.50 | |

| | | | | |
|------------|---|----|-------------------------------------|--------------------|
| 63% | Main Library (Lobby) | | | |
| | 10 watt LED PL vertical style bulb | 31 | \$24.90 | \$771.90 |
| | <i>Replaces - 32W CFL bulb</i> | | | |
| | 15 watt 4' LED T8 tube | 20 | \$14.50 | \$290.00 |
| | <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | | | |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$1,061.90 |
| 63% | Meeting Room | | | |
| | 10 watt LED PL vertical style bulb | 23 | \$24.90 | \$572.70 |
| | <i>Replaces - 32W CFL bulb</i> | | | |
| | 15 watt 4' LED T8 tube | 30 | \$14.50 | \$435.00 |
| | <i>Replaces - T8 4' 32W Fluor. Tube Std</i> | | | |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$1,007.70 |
| 66% | Parking Lot Poles | | | |
| | Cobra Head 100W - 200-480V | 11 | \$439.00 | \$4,829.00 |
| | <i>Replaces - 250W Metal Halide parking lot fixture</i> | | | |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$4,829.00 |
| 72% | Exterior (Patio) | | | |
| | 10 watt Edison style bulb | 10 | \$1.00 | \$10.00 |
| | <i>Replaces - 32W CFL bulb</i> | | | |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$10.00 |
| 93% | Exterior (Bollards) | | | |
| | 9 watt LED Retrofit bulb | 20 | \$29.95 | \$599.00 |
| | <i>Replaces - 100W Metal Halide bulb</i> | | | |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$599.00 |
| | Battery Backup Units | | | |
| | 15W Fluorescent Emergency Battery Backup Unit | 33 | \$79.50 | \$2,623.50 |
| | <i>Replaces - fluorescent battery backup unit</i> | | | |
| | Installation | | | <u>\$0.00</u> |
| | | | Sub Total | \$2,623.50 |
| | | | Materials & Installation | \$24,826.75 |
| | | | Sales Tax (0.00%) | \$0.00 |
| | | | Project Total | \$24,826.75 |



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General LED Features and Benefits

- ✓ **Saves Energy; LED lights use 54-90% less power than traditional lighting.**
- ✓ **Saves money; lowers energy bills.**
- ✓ **Saves the environment; less waste and disposal hazards.**
- ✓ **Lasts 4-5 times longer than traditional lighting: 70-100,000 hours.**
- ✓ **Reduced maintenance costs; replacement cycle costs are drastically reduced.**
- ✓ **Reduces ambient heat; generates less heat than traditional lighting allowing greater savings on air conditioning costs.**
- ✓ **Proven to produce less glare; higher productivity and safety in the workplace.**
- ✓ **Directional lighting; directionality allows for more efficient, less wasteful lighting.**
- ✓ **Less pollution; no toxic chemicals like those found in traditional incandescent, fluorescent and HID lighting (arsenic, mercury, lead, carbon dioxide, or phosphorous).**
- ✓ **No UV radiation; produces no ultraviolet or infrared light.**
- ✓ **Dimming Compatible: Able to set controls at individual light for on/off and dimming. Eliminates commercial demand charges. Ability to create a lighting system.**
- ✓ **Better visibility; white light is proven to have better color rendering. For example, a blue car looks blue under an LED street light, not just dark.**
- ✓ **Available in warm white (2700-4000K) similar to incandescent, or cool white (5000-6500K) similar to sunlight.**
- ✓ **Durable; breakage and vibration resistance.**
- ✓ **Dark sky compliant; reduce light pollution.**
- ✓ **Instant on; no waiting for the lights to warm up and restart like fluorescent, metal halide, and high pressure sodium lighting.**

Products Manufacturing Contact:

Marie Hamilton

Lighting Solutions Advisor

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mfischer@energyharness.com



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Indianapolis, IN 46241**

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Backup material for agenda item:

2. Presentation of Request to Reallocate Supplement Funds- Public Defender Brad Morris



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: PUBLIC DEFENDER

Work Session: 10/25/18

Prepared By: EVI TURK, OFFICE MANAGER

Voting Session: 11/1/18

Presenter: BRAD MORRIS, PUBLIC DEFENDER

Public Hearing: Yes No

Agenda Item Title: REQUEST FOR APPROVAL REALLOCATION OF SUPPLEMENT FUNDS

Background Information:

The Board has previously approved additional budget funds to be used for a supplement to David Turk's Hall County salary; Mr. Turk had worked exclusively in Dawson County until his passing on September 14, 2018, and received an annual supplement of \$10,200. Rob McNeill has tendered his resignation and announced that he is retiring, thus leaving his contract position vacant.

Current Information:

Please see attachment hereto.

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|------------|----------|---------|-----------|-----------|
| | 2800 | 511200-000 | \$10,200 | \$2,550 | \$2,550 | \$0.00 |

Recommendation/Motion: Move to approve the reallocation of the \$10,200 supplement funds.

Department Head Authorization: _____

Date:

Finance Dept. Authorization: Vickie Neikirk

Date: 10/16/18

County Manager Authorization: DH

Date: 10/16/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

1 Attachment – for “Current Information”

Attachment to Agenda Form for Public Defender Request:

David Turk was a Hall County employee and received a supplement from Dawson County of \$10,200. Mr. Turk passed away on September 14, 2018.

Rob McNeill, the Senior APD in Dawson County, had a salary that was funded through the State Contract between the Georgia Public Defender Council ("GPDC") and Dawson County, which made him a State employee funded by Dawson County. Mr. McNeill suddenly retired as of September 30, 2018, thus leaving his position vacant.

We received an email from Jason Ring, the accountant in charge of State contracts at the GPDC, informing me that with Mr. McNeill's retirement package it will take approximately 8 ½ months before we will be able to refill his position as he had lots of built-up leave time that is being converted to creditable service for purposes of his retirement package, and apparently there is a cash value to that that goes to the Employees Retirement Service ("ERS"). We have been informed by Mr. Ring that the cash value is being taken out of the contract salary until such time as the amount is paid off, i.e., about 8 ½ months.

This leaves us with two vacancies in Dawson County. Because we cannot have the office run without its two main attorneys, we have taken steps to move Brock Johnson, who has been working with our office in Hall County, into the leadership position of Rob McNeill in Dawson County (without actually putting him into Rob's contract position). Because of his new leadership position and added responsibilities, we are asking that he receive \$3,000 from Mr. Turk's total supplement of \$10,200.

We have furthermore taken steps to rehire Alex McQueen, an experienced attorney who started out practicing law in our Hall and Dawson County offices years ago, and who has since practiced in the Athens, Georgia area. Mr. McQueen will be taking the position left by David Turk, a Hall County position, hopefully with the remaining supplement of \$7,200 for Mr. Turk's position.

This will hold us over until we are free to hire someone in Mr. McNeill's vacated contract position.

We would appreciate your consideration of granting the \$10,200, formerly approved for David Turk, to be redistributed to the two Hall County attorneys who will replace not only Mr. Turk but also Mr. McNeill. This will ensure a smooth continuation of the work our office does. We are proud of the fresh, enthusiastic talent we are sending to Dawson County and are looking forward to an excellent, well-run office. In addition to Brock and Alex, we still have Nancy Cupp, our Investigator, who has been in Dawson County for many years and lends continuity to our office. We also have Isabel Chavez who came from our Hall County office because of the excellent job she has done for our office, and we are looking forward to our new Administrative Assistant, Cortney Woodall, who will be starting the newly approved position, thanks to you!

Although we have had some sudden and unexpected major changes in our office personnel, we are committed to excellence of services for our clients and Dawson County, and we will continue to do whatever necessary to accomplish this. Your help in getting the Supplement of Mr. Turk reallocated will greatly support and assist us with that endeavor.

Backup material for agenda item:

3. Presentation of \$750,000 Community Development Block Grant to Board of Commissioners and Request to Accept Grant to Assist with Construction for New Senior Center at Veterans Memorial Park- Senior Services Director Dawn Pruett



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services – Senior Center

Work Session: 10-25-2018

Prepared By: Dawn Pruett

Voting Session: 11-1-2018

Presenter: Dawn Pruett

Public Hearing: Yes _____ No X

Agenda Item Title: Present Dawson County Board of Commissioners with Community Development Block Grant of \$750,000 and request approval to accept grant to assist with construction for new senior center at Veterans Park.

Background Information:

Dawson County applied for Community Development Block Grant funds this year to assist with construction of a new senior center.

Current Information:

Dawson County received news in August that it would receive \$750,000 from the Community Development Block Grant.

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|----------|--------|---------|-----------|-----------|
| | | | | | | |

Recommendation/Motion: Approve to accept CDBG of \$750,000 to assist with construction of new senior center.

Department Head Authorization: Dawn Pruett

Date: 10-15-18

Finance Dept. Authorization: Vickie Neikirk

Date: 10/16/18

County Manager Authorization: DH

Date: 10/16/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

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October 10, 2018

The Honorable Billy Thurmond
Chairman, Dawson County Commission
25 Justice Way, Suite 2313
Dawsonville, Georgia 30534

Re: Dawson County
CDBG Grant No. 17p-y-042-1-5997

Dear Chairman Thurmond:

Congratulations on your community's receipt of a Community Development Block Grant (CDBG) award under the 2018 annual competition.

Enclosed you will find the Statement of CDBG Award and any special conditions or revisions that have been placed on the grant. Also included are forms to be used in the administration of your grant program. Instructions are included with each of these forms.

Please note your acceptance of this contract document makes you responsible for all requirements contained in the special and general conditions and the attachments to the grant award. It should also be noted these requirements include but are not limited to the Housing and Community Development Act of 1974, as amended, the Federal regulations implementing the State CDBG program at 24 CFR Part 570, the applicable regulations under 2 CFR Part 200, HUD's Environmental Review Procedures for Title I Community Development Block Grant Programs (24 CFR Part 58), and the Georgia CDBG *Recipients' Manual*.

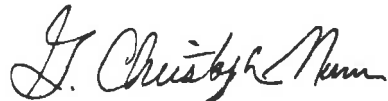
After careful study of the general conditions, special conditions, and revisions, please acknowledge your acceptance by signing the Statement of CDBG Award, the General Conditions, and the Statement of Special Conditions and Revisions. Once signed, the original of the Statement of CDBG Award, the Statement of General Conditions, the Statement of Special Conditions, and Revisions must be returned to the Department of Community Affairs (DCA) within thirty (30) days of the grant award. The grant award does not become effective until we receive the executed original of the Statement of CDBG Award. A copy of all Award documents should be retained for your files. Finally, please

October 10, 2018
Page Two

note that from a financial accounting and record keeping standpoint, this award should be treated entirely separately from any earlier CDBG award you may have received. This distinction is particularly crucial with regard to the drawdown of funds.

If you have any questions concerning this grant, please do not hesitate to contact Joanie Perry, Division Director of the Community Finance Division, at (404) 679-3173 or joanie.perry@dca.ga.gov.

Sincerely,



G. Christopher Nunn
Commissioner

GCN/sr

Enclosures: Statement of CDBG Award
Budget Summary
Match and Leverage Summary
Grant Conditions
Vendor Management Bank Account Form
Authorized Signature Card
Request for Drawdown of CDBG Funds
Recipients' Manual

Georgia Department of
COMMUNITY AFFAIRS
60 Executive Park South, N.E.
Atlanta, Georgia 30329-2231

STATEMENT OF CDBG AWARD
**GEORGIA COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

Recipient: Dawson County CDBG Funds: \$750,000.00
Date of Award: 10/10/2018 Grant Period: From 10/10/2018 To 10/10/2020
Program Title: CDBG Program Category: Public Facility
Grant Number: 17p-y-042-1-5997

Award is hereby made in the amount and for the period shown above under the Housing and Community Development Act of 1974, as amended, to the above mentioned recipient, in accordance with the plan set forth in the application of the above mentioned recipient and subject to any attached revisions or special conditions.

This award is subject to all applicable rules, regulations, and conditions as prescribed by the Department of Community Affairs' CDBG Non-entitlement Program Regulations, its Applicants' Manual and Recipients' Manual as well as the Uniform Administration Requirements (2 CFR Part 200), the U.S. Department of Housing and Urban Development's Community Development Block Grant: State's Program Final Rule (24 CFR Part 570) and Environmental Review Procedures for Title I Community Development Block Grant Program (24 CFR Part 58). It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of the Housing and Community Development Act of 1974, as amended.

This grant shall become effective on the beginning date of the grant period (above), provided that within thirty (30) days of the award execution date (below) the properly executed original of the "Statement of CDBG Award" and any attached properly executed revisions and special condition statements are returned to the Georgia Department of Community Affairs.

- This award is subject to revisions. (attached)
 This award is subject to special conditions. (attached)

DEPARTMENT OF COMMUNITY AFFAIRS



Commissioner

10/10/2018

Date Executed

I, _____, acting under my authority to contract on behalf of the recipient, hereby signify acceptance for the recipient of the above described grant on the terms and conditions stated above or incorporated by reference therein.

Date of Acceptance: _____

Chief Elected Official

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Title (typed)

**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (DCA)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

BUDGET SUMMARY

Recipient: **Dawson County**

Grant Number: **17p-y-042-1-5997**

Senior Center

CDBG Budget

| Activity Code | Description | Activity Budget |
|---------------------|----------------|---------------------|
| P-03A-00 | Senior Centers | \$750,000.00 |
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| Budget Total | | \$750,000.00 |

Match and Leverage Budget

| Fund Source | Match / Leverage | Act Code | Private Description | Type | Activity Budget |
|---------------------|------------------|----------|---|--------------|-----------------------|
| Recipient Cash | Match | 03A-00 | <input type="checkbox"/> Senior Centers | Construction | \$22,500.00 |
| Recipient Cash | Leverage | 03A-00 | <input type="checkbox"/> Senior Centers | Construction | \$718,500.00 |
| Recipient Cash | Leverage | 03A-00 | <input type="checkbox"/> Senior Centers | Site Prep | \$485,000.00 |
| Recipient Cash | Leverage | 03A-00 | <input type="checkbox"/> Senior Centers | Engineering | \$204,000.00 |
| | | | <input type="checkbox"/> | | |
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| Budget Total | | | | | \$1,430,000.00 |

Budget Total \$1,430,000.00
Grand Total **\$2,180,000.00**

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (DCA)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

STATEMENT OF GENERAL CONDITIONS

Recipient: **Dawson County**

Grant Number: **17p-y-042-1-5997**

01. The Recipient agrees and certifies that for all activities and endeavors carried out in concert with CDBG monies, the Code of Ethics for Government Service as established within Title 45, Chapter 10 and Section 1 of the Official Code of Georgia Annotated will be strictly adhered to and followed.
02. The Recipient agrees that should any new or additional requirements become applicable (including record keeping and reporting requirements), as a result of directives by the Department of Housing and Urban Development (HUD), that it will take all steps necessary to bring its program into compliance.
03. Environmental Review Requirement: No project expenditures may be incurred or any CDBG funds drawn down for any activity (other than for grant administration, design activities and other exempt activities) prior to receipt of an environmental clearance letter releasing funds. This may be obtained by completing an environmental review of each project as described in Chapter 2 of the Recipients' Manual.
04. The Department of Community Affairs reserves the right to cancel the Grant Award if sufficient progress is not being made toward completion of the project. If the following timeliness standards are not met, funds may be subject to deobligation and recapture by DCA: 1) clearance of all Grant Award conditions within six months of grant award; 2) release of funds by DCA, clearing the Environmental Review requirement, within six months of grant award; 3) satisfactory evidence of completion of all engineering/design work within 9 months of grant award; 4) completion of all needed acquisition activities within 12 months of grant award; 5) start of construction no later than 18 months after grant award; and 6) draw down of all funds within 24 months of grant award.

In addition, the Grant Award may be canceled at any time if it becomes apparent to DCA that the Recipient has not initiated the administrative activities necessary to allow the project to proceed.
05. The Recipient agrees to maintain proper and accurate books, records and accounts reflecting its administration of the CDBG Program and its compliance with applicable laws, regulations, and the Recipients' Manual. Said books, records and accounts shall be separate from any general accounting records which the Recipient may maintain in connection with the Recipient's general business activities. Recipient agrees that DCA, the State of Georgia Inspector General, HUD, the HUD Inspector General, the Comptroller General of the United States, or any of their authorized representatives, shall have access to any and all said books, records and accounts of Recipient for any purpose authorized under law or regulation.
06. The Recipient certifies that it will provide the balance of funding needed to cover all non-CDBG project costs and any cost overruns incurred.
07. The Recipient, by signing these Conditions, is certifying that it will comply with the requirements of O.C.G.A. 50-36-1 entitled "Verification of Lawful Presence Within United States" and verify the lawful presence in the United States of any natural person 18 years of age who has applied for state or local public benefits, as defined in 8 U.S.C. Section 1621, or for federal public benefits, defined in U.S.C. Section 1611, that is administered by an agency or a political subdivision of this state.

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (DCA)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

STATEMENT OF GENERAL CONDITIONS

Recipient: **Dawson County**

Grant Number: **17p-y-042-1-5997**

08. The Recipient, by signing these conditions, is certifying that it will comply with the requirements of O.C.G.A. 13-10-90 entitled "Security and Immigration Compliance" This requires, among other things, that every public employer, including, but not limited to, every municipality and county, will register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. For more information, including a link to the Homeland Security website and the I-9 Form requirements for all new employees, see the DCA CDBG Manuals and Forms Page at <http://www.dca.ga.gov/communities/CDBG/programs/CDBGforms.asp>.
09. In addition to meeting Section 3 requirements as required by law and regulation (see Housing and Urban Development (HUD) Act of 1968 and implementing regulations at 24 CFR 135), the Recipient agrees to meet all requirements as stated in the Georgia Department of Community Affairs' Section 3 Policy.
10. Community Development Block Grant (CDBG) proceeds will be disbursed to the Recipient for purposes stated in the CDBG award and other Recipient documents only after satisfactory cost documentation is submitted to the Georgia Department of Community Affairs (DCA). All cost documentation submitted must be identified with the project name, date, and description of services rendered or materials provided. All cost documentation must be reviewed and initialed as approved by the Recipient prior to submission to DCA.

Certification

I certify that I am authorized by Dawson County to accept these conditions:

Chief Elected Official:

(Seal)

Attest:

Type or Print - Name and Title

Type or Print - Name and Title

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (DCA)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

STATEMENT OF SPECIAL CONDITIONS

Recipient: **Dawson County**

Grant Number: **17p-y-042-1-5997**

Senior Center

NOTE: Prior to drawdown of funds the recipient must provide appropriate documentation to address the following special conditions and receive a Grant Adjustment Notice from DCA clearing these conditions.

01. Within sixty (60) days of the Community Development Block Grant (CDBG) award, and prior to funds being released, the CDBG award Recipient must develop, officially adopt, and submit for DCA's approval a Language Access Plan (LAP).

The CDBG award Recipient's LAP must contain the components and assurances noted in the Acknowledgement of Subrecipient Language Access Plan Requirement document; as submitted in the Recipient's CDBG application.

02. The Recipient certifies that it will submit schematic, interim and final plans and specifications prepared by the Architect for review by the service agencies for compliance with laws and regulations. Prior to final design, the Recipient must submit a detailed space analysis/floor plan for the facility, prepared by the Architect and approved by all service agencies, for DCA approval.

03. The Recipient must certify that it has read and agrees to the following Continued Use of Facilities statement: "DCA expects facilities constructed or improved in whole or in part with CDBG funds to be used for the approved use throughout the life of the facility. DCA should be contacted immediately if there is a proposed change in use or beneficiaries. Prior to DCA consideration of the request, the local government must hold a public hearing to afford affected citizens an opportunity to comment on the proposed change. DCA will determine if in fact the new use is an eligible and appropriate activity. DCA will generally require and the Recipient agrees to the repayment of grant funds to the State if the facility is converted to an ineligible use as determined by DCA. The repayment will be based on 10-year straight-line depreciation, except 100% repayment of grant funds will be required to be repaid during the first 5 years after the grant closeout date. Local governments that violate the agreement and fail to respond to a DCA finding with regard to an inappropriate change of use of a facility will be sanctioned and face penalties up to and including loss of their CDBG eligibility."

Certification

I certify that I am authorized by Dawson County to accept these conditions:

Chief Elected Official:

(Seal)

Attest:

Type or Print - Name and Title

Type or Print - Name and Title



VENDOR MANAGEMENT FORM (TeamWorks)

The Initiating Agency will submit this form to the Vendor Management Group for verification and approval. Agency must complete section 5 of the form to obtain approval.

SECTION 1 – VENDOR IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

VENDOR NUMBER: Leave Blank FEI/SSN/EMP ID NUMBER: Fill-In

VENDOR NAME: Enter the name of the account holder (City, County)

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) Leave Blank

ADDRESS: Enter Street Address

CITY: Enter City Name STATE: GA ZIP CODE: XXXXX COUNTRY: USA

PHONE NUMBER: Account Holder Phone Number FAX NUMBER: Account Holder Fax Number

CONTACT EMAIL: Email Address for Award Contact

PYMT REMIT EMAIL: Email Address for Payment Notification LOC # _____

PYMT REMIT EMAIL: XX LOC # _____

SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK)

ROUTING # Enter Bank Routing Number BANK ACCOUNT # Enter Bank Account Number

- Check here if General Bank Account can be used by ALL State of Georgia agencies making payments
- Check here if this account can only be used for a SPECIFIC purpose Enter Grant Award #
(Indicate specific purpose for which this account can be used)

I authorize the State of Georgia to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named above. I understand It is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information.

Cheif Elected Official Name _____ (Vendor Printed Name) _____ (Vendor Signature) _____ (Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

- New Vendor
- Classification Change _____
- Name Change**
- Bank Account Add
- E-Payable
- Add address
- Change of Address: Address # _____
- Bank Account Change
- 1099 Code _____
- FEI/TIN Change**
- Other (provide details in Section 4)
- Bank Account Delete

Documentation for Vendor Name/TIN changes must include at least one of the following: IRS documentation (tax documents, FEI issuance letter, etc); Confirmation from Secretary of State's office of legal name change OR a newly completed W-9 form provided by the vendor.

SIC CODES (CHECK ALL THAT APPLY)

- Small Business
- GA Based Business
- Women Owned
- Minority Business Certified
- Minority Business Enterprise
- Hispanic-Latino
- African American
- Native American
- Asian American
- Pacific Islander

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – STATE OF GEORGIA AGENCY CONTACT INFORMATION (OFFICE USE ONLY)

By my signature, I certify that all reasonable effort has been made to submit information that is accurate, true, and is associated with the vendor name and Tax ID listed above.

Requestor Name: Denise Robinson Agency BU#: 42800 Date: _____

Signature: _____

Email: denise.robinson@dca.ga.gov Phone: 404-679-5273 Fax #: 404-679-3143



VENDOR MANAGEMENT FORM (TeamWorks)

The Initiating Agency will submit this form to the Vendor Management Group for verification and approval. Agency must complete section 5 of the form to obtain approval.

SECTION 1 – VENDOR IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

VENDOR NUMBER: _____ FEI/SSN/EMP ID NUMBER: _____

VENDOR NAME: _____

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTRY: _____

PHONE NUMBER: _____ FAX NUMBER: _____

CONTACT EMAIL: _____

PYMT REMIT EMAIL _____ LOC # _____

PYMT REMIT EMAIL _____ LOC # _____

SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK)

ROUTING # _____ BANK ACCOUNT # _____

Check here if General Bank Account can be used by ALL State of Georgia agencies making payments

Check here if this account can only be used for a SPECIFIC purpose _____
(Indicate specific purpose for which this account can be used)

I authorize the State of Georgia to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or Individual named above. I understand it is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information.

(Vendor Printed Name) (Vendor Signature) (Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

- New Vendor
- Classification Change _____
- Name Change**
- Bank Account Add
- E-Payable
- Add address
- Change of Address: Address # _____
- Bank Account Change
- 1099 Code _____
- FEI/TIN Change**
- Other (provide details in Section 4)
- Bank Account Delete

Documentation for Vendor Name/TIN changes must include at least one of the following: IRS documentation (tax documents, FEI issuance letter, etc); Confirmation from Secretary of State's office of legal name change OR a newly completed W-9 form provided by the vendor.

SIC CODES (CHECK ALL THAT APPLY)

- Small Business
- GA Based Business
- Women Owned
- Minority Business Certified
- Minority Business Enterprise
- Hispanic-Latino
- African American
- Native American
- Asian American
- Pacific Islander

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – STATE OF GEORGIA AGENCY CONTACT INFORMATION (OFFICE USE ONLY)

By my signature, I certify that all reasonable effort has been made to submit information that is accurate, true, and is associated with the vendor name and Tax ID listed above.

Requestor Name: _____ Agency BU#: _____ Date: _____

Signature: _____

Email: _____ Fax #: _____

SAMPLE ACCEPTABLE LETTER TO REPLACE VOID CHECK

Bank Name

Bank Address

Date

DCA

DCA Address

Dear _____:

This letter serves as verification of account # _____ and routing # _____ held at Bank Name for the City/County of _____. Please note the following banking information. This is also a non-interest bearing bank account and will contain only CDBG grant funds.

Please contact Bank Officer _____ at (phone number) ____ - ____ - _____ should you have any questions or require additional information.

Sincerely,

Signature of Bank Official

Printed Name and Title

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your Income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

| |
|--------------------------------|
| Social security number |
| or |
| Employer identification number |

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 on page 4.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

| IF the payment is for . . . | THEN the payment is exempt for . . . |
|--|--|
| Interest and dividend payments | All exempt payees except for 9 |
| Broker transactions | Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker |
| Barter exchange transactions and patronage dividends | Exempt payees 1 through 5 |
| Payments over \$600 required to be reported and direct sales over \$5,000 ¹ | Generally, exempt payees 1 through 7 |

¹See Form 1099-MISC, Miscellaneous Income, and its Instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A *disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|---|---|
| 1. Individual | The individual |
| 2. Two or more individuals (joint account) | The actual owner of the account or, if combined funds, the first individual on the account ¹ |
| 3. Custodian account of a minor (Uniform Gift to Minors Act) | The minor ² |
| 4. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee ¹ |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner ¹ |
| 5. Sole proprietorship or disregarded entity owned by an individual | The owner ³ |
| For this type of account: | Give name and EIN of: |
| 6. Disregarded entity not owned by an individual | The owner |
| 7. A valid trust, estate, or pension trust | Legal entity ⁴ |
| 8. Corporate or LLC electing corporate status on Form 8832 | The corporation |
| 9. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 10. Partnership or multi-member LLC | The partnership |
| 11. A broker or registered nominee | The broker or nominee |
| 12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |

¹List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

²Circle the minor's name and furnish the minor's SSN.

³You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**Authorized Signature Card
For Drawdown of CDBG Funds**

| | |
|---|---|
| Name of Recipient: | Award Number: |
| CHECK ONE: <div style="text-align: center; margin: 5px 0;"> <input type="checkbox"/> ONLY ONE SIGNATURE REQUIRED ON PAYMENT VOUCHERS or <input type="checkbox"/> ANY TWO SIGNATURES REQUIRED TO SIGN OR COUNTERSIGN </div> | |
| SIGNATURES OF INDIVIDUALS AUTHORIZED TO DRAW ON THE CITED LETTER OF CREDIT | |
| Typed Name: Job Title: Signature: | Typed Name: Job Title: Signature: |
| Typed Name: Job Title: Signature: | Typed Name: Job Title: Signature: |
| I CERTIFY THAT THE SIGNATURES ABOVE ARE OF THE INDIVIDUALS AUTHORIZED TO DRAW PAYMENT UNDER THE GRANT CITED ABOVE: Typed Name: Title: | |
| SIGNATURE OF Authorizing Official (<i>Recipient</i>) | DATE |

INSTRUCTIONS

An Authorized Signature Card must be signed by at least two signatories (one of which must be a local government employee) authorized to request payment of funds under the grant agreement. Check the box designating either one (1) or two (2) signatures as required. **(NOTE If the authorized official designates himself for drawdown, the two (2) signatures required box must be checked.)** The Authorizing Official should also sign the card (on the **SIGNATURE OF AUTHORIZING OFFICIAL** line) to certify that the individuals named are indeed authorized to request payment and that the signatures on the card are theirs. No erasures or corrections may appear on this form.

If the name of someone on this form changes, DCA must receive a corrected signature card with current information within 30 days for the signature to be valid.

Each drawdown form must have the signature of at least one authorized local government representative at the time of the draw.

INSTRUCTIONS FOR PREPARING REQUEST FOR DRAWDOWN OF CDBG FUNDS

Please Mail Drawdowns only (no other correspondence) To:

Georgia Department of Community Affairs
Office of Community Development
60 Executive Park South, NE
Atlanta, Georgia 30329-2231

GENERAL REQUIREMENTS: The original and one copy of this form must be submitted to DCA each time a local government CDBG Recipient wishes to drawdown funds. **PLEASE READ CAREFULLY** the sections on **Award and Acceptance of CDBG Funds** and on the **Drawdown of Funds** in your current CDBG Recipients' Manual before preparing this form.

BLOCK 1: Enter the name of the local government Grant Recipient, and the name and telephone number of the person who prepares the Drawdown Request.

BLOCK 2: Enter the Grant Award Number as well as the drawdown request number. Drawdowns should be numbered consecutively, the first one being Number 1, the second one being Number 2, etc. The final drawdown should be indicated by checking the "yes" box when appropriate.

BLOCK 3:

- Item A** **Activity Number:** Enter the numbers for all approved activities as shown on the DCA Budget Summary. Include all approved activities, including the Contingency Activity.
- Item B** **Budget Amount:** Enter the amount budgeted for all approved activities as shown on the DCA Budget Summary. These numbers should never be changed once they are entered correctly.
- Item C** **Budget Adjustments:** Enter the total amount of Prior Budget Adjustments, which should reflect your current Revised Budget. Do not enter New Budget Adjustments on the current draw. If your draw request exceeds the Budget Revised amount, (Column H) should indicate a negative balance for that activity. Submit your request showing the negative balance. Money will be adjusted from the Contingency Activity to cover the current draw. If money is not available in the Contingency Activity, indicate the activities that the money should be transferred from in Block 4. This Budget Adjustment should be shown on your next drawdown request. The total of (Column C) always should equal zero unless the grant amount is changed by DCA.
- Item D** **Budget Revised:** Equals Item C (positive or negative) added to Item B.
- Item E** **Amount Drawn to Date:** This should reflect, by activity, the total funds drawn down by the Recipient.
- Item F** **Budget Balance Prior to this Draw:** This should reflect, by activity, the budget balance prior to the current draw.
- Item G** **Amount of Drawdown Requested:** Enter the amount requested for each activity.
- Item H** **Budget Balance After this Draw:** Equals Item G subtracted from Item F

BLOCK 4: When determining the amount requested (Column G), confirm that an adequate balance of funds remains. If you are requesting a draw in excess of the activity balance, you must indicate the activity number from which you want funds transferred.

BLOCK 5: Please indicate the amount of program income received since the date of your last drawdown. If this is left blank, you are certifying that no program income has been received. If program income has been received, please review the Recipients' Manual (Chapter 3, Section 3) for DCA's program income policies and reporting requirements. Please indicate the cash on hand (including program income) in your CDBG account as of the date of the drawdown:

BLOCK 6: Enter the authorized signature(s), date signed, and authorized signatory(s) title on the original drawdown form

Georgia Department of Community Affairs Request for Drawdown of CDBG Funds

1. Recipient Name: _____

2. Grant Number: _____

Name and telephone number of the person to contact.

Drawdown Request Number: _____

Name: _____ Phone () _____

Final Drawdown? (type an X in the appropriate box)

Yes

3. Drawdown Information

| A. Activity Number | B. Budget Amount | C. Budget Adjustments | D. Budget Revised | E. Amount Drawn To Date | F. Budget Balance Prior to this Draw | G. Amount of Drawdown Requested | H. Budget Balance After this Draw |
|--------------------------|------------------------|-----------------------------|-------------------------|----------------------------------|--|--|---|
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| | | | 0.00 | | 0.00 | | 0.00 |
| TOTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

4. If any of the amounts in Column H will exceed remaining funds available, please designate the activity number from which you want funds transferred _____.

5. Please indicate the amount of Program Income (PI) received since the date of your last drawdown: \$ _____. Leaving this blank certifies that no Program Income has been received. Please indicate the total cash on hand (including PI) in your CDBG account as of the date of this drawdown: \$ _____.

6. I hereby certify that the data above is correct, that this request is in accordance with the terms and Conditions of the above referenced grant and that the amount requested is not in excess of current needs

Date _____ Authorized Signature _____ Title _____

Date _____ Authorized Signature _____ Title _____

| Below For DCA Use Only | | | | |
|------------------------|--|------|-------------|------|
| Date Received | Explanation of Differences (If applicable) | | | |
| | | | | |
| Date of Wire | | | | |
| | | | | |
| Amount Approved | Reviewed by | Date | Approved by | Date |
| | | | | |



Backup material for agenda item:

4. Presentation of RFP #320-18 - Inmate Food Services- Purchasing Manager Melissa Hawk



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: 10/25/2018

Prepared By: Melissa Hawk

Voting Session: 11/01/2018

Presenter: Melissa Hawk

Public Hearing: Yes No

Agenda Item Title: RFP #320-18 Inmate Food Services Presentation

Background Information:

The Dawson County Sheriff's Office's inmate food services were provided by Summit Foods for 2017 and 2018 through an annual contract. The Sheriff's Office staff opted not to renew the contract but to release a new solicitation.

Current Information:

Purchasing released an RFP on July 20, 2018, and opened on August 20, 2018, receiving three (3) proposals. After evaluation was completed on offers, the highest scored submission is Kellwell Foods.

NOTE: The budget below is estimated for FY2019 due to the upcoming fiscal year funds not approved as of yet.

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|----------|--------------|---------|-----------|-----------|
| 100 | 3326 | 531300 | \$242,400.00 | | | |

Recommendation/Motion: To accept the proposals submitted and to award a contract to Kellwell Foods for the prices offered for Option B, to include a performance bond as negotiated, to complete the scope of services within the related RFP, for one (1) year beginning January 1, 2019, with two (2) possible renewal option years.

Department Head Authorization: Jeff Johnson

Date: 09/19/2018

Finance Dept. Authorization: Vickie Neikirk

Date: 10/16/18

County Manager Authorization: DH

Date: 10/16/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski



RFP #320-18

INMATE FOOD SERVICES

WORK SESSION – October 25, 2018



Background and Overview



- ❖ Dawson County contracted with Summit Foods for fiscal years 2017 and 2018.
- ❖ Dawson County Sheriff's Office opted not to renew the contract but, to release a new solicitation for services.
- ❖ Purchasing released an RFP on July 20, 2018.
- ❖ Three (3) responses were received on August 20, 2018.

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

Overview of Scope of Work



❖ The Contractor to:

- Provide three (3) hot meals averaging 2,800 calories per day.
- Follow applicable federal (US Department of Justice and US Food & Drug Administration Food Code), State and local guidelines, laws, regulations and the American Correctional Association guidelines.
- Provide all consumable supplies and food products.
- Provide costs on a sliding scale related to inmate meals served.
- Must maintain at least a score of 90 at all State/County health agency inspections.
- Provide professional on-site food service staff.
- Maintain and follow operational, site safety, security and training plans for all kitchen staff. Create/complete a contract transition plan.
- Routine cleaning and housekeeping for all kitchen-related areas.

County Responsibilities



❖ Some of the County responsibilities include:

- Provide meal trays, delivery carts, variety of large (such as stove, ovens, dishwasher) and small (such as slicer, tilt skillet, steam kettle) kitchen equipment.
- Provide a maximum of up to three (3) inmates per meal.
- Maintain utilities to provide services.
- Maintenance and repair of County-owned kitchen equipment.

Evaluation Committee



- ❖ Major Greg Rowan, Chief Deputy Sheriff
- ❖ Captain David Lingerfelt, Detention Center Commander
- ❖ Lieutenant Theresa Kirby
- ❖ Lieutenant Zach Stewart

- ❖ Facilitator – Melissa Hawk, Purchasing Manager

Offers Received



| Tasks | Kellwell Foods | Summit Foods | Trinity Foods |
|--------------------------|-----------------|-----------------|-----------------|
| Option A - 2 Hot & 1 Bag | Cost Per Meal | Cost Per Meal | Cost Per Meal |
| 0-99 | \$1.919 | \$2.440 | \$3.922 |
| 100-119 | \$1.785 | \$1.800 | \$1.984 |
| 120-129 | \$1.629 | \$1.710 | \$1.773 |
| 130-139 | \$1.560 | \$1.640 | \$1.695 |
| 140-149 | \$1.509 | \$1.580 | \$1.628 |
| 150-159 | \$1.445 | \$1.520 | \$1.570 |
| 160-169 | \$1.399 | \$1.470 | \$1.519 |
| 470-179 | \$1.359 | \$1.420 | \$1.474 |
| 180-189 | \$1.325 | \$1.380 | \$1.434 |
| 190-199 | \$1.285 | \$1.340 | \$1.399 |
| Option B - 3 Hot | | | |
| 0-99 | \$1.939 | \$2.450 | \$3.229 |
| 100-119 | \$1.805 | \$1.820 | \$1.920 |
| 120-129 | \$1.649 | \$1.740 | \$1.707 |
| 130-139 | \$1.589 | \$1.665 | \$1.631 |
| 140-149 | \$1.529 | \$1.660 | \$1.563 |
| 150-159 | \$1.465 | \$1.540 | \$1.505 |
| 160-169 | \$1.419 | \$1.490 | \$1.454 |
| 470-179 | \$1.379 | \$1.445 | \$1.409 |
| 180-189 | \$1.345 | \$1.400 | \$1.369 |
| 190-199 | \$1.305 | \$1.365 | \$1.333 |
| Total | \$30.639 | \$32.875 | \$50.518 |

- ❖ Cost evaluation was performed on the pricing received for one (1) meal per category without the addition of a performance bond or the cost of employee meals.

NOTES:

- ❖ Kellwell Foods did not increase cost per meal for a performance bond. Employee meals are \$3.00 per meal.
- ❖ Summit Foods cost increase for performance bond ranges between \$0.002 – 0.045 depending on the number of meals and option chosen. Employee meals are \$3.50 per meal.
- ❖ Trinity Foods cost increase for performance bond ranges \$0.009 – 0.035 depending on the number of meals and option chosen. Employee meals are \$2.00 per meal.

Evaluation Criteria and Proposer Scores Summary



RFP #320-18 INMATE FOOD SERVICES

| COMPANY | COMPANY BACKGROUND AND STRUCTURE | EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF | PROJECT UNDERSTANDING/ APPROACH TO SCOPE OF WORK | REFERENCES | TECHNICAL SCORE | COST/ FINANCIAL | TOTAL SCORE |
|----------------|----------------------------------|--|--|------------|-----------------|-----------------|-------------|
| Kellwell Foods | 66 | 90 | 51 | 53 | 65 | 25 | 90 |
| Summit Foods | 60 | 73 | 42 | 26 | 50 | 23 | 73 |
| Trinity Foods | 58 | 75 | 42 | 35 | 52 | 21 | 73 |

Scores rounded to the nearest whole number . Technical category scores are divided by the number of evaluators for an average score.

Staff Recommendation



Staff respectfully requests the Board to accept the proposals submitted and to award a contract to Kellwell Foods for the prices offered for Option B, to include a performance bond as negotiated, to complete the scope of services within the related RFP, for one (1) year beginning January 1, 2019, with two (2) possible renewal option years.

THANK YOU

Backup material for agenda item:

5. Presentation of RFP #324-18 - Auditing Services- Chief Financial Officer Vickie Neikirk



DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Finance

Work Session: 10/25/2018

Prepared By: Melissa Hawk

Voting Session: 11/01/2018

Presenter: Vickie Neikirk

Public Hearing: Yes No

Agenda Item Title: RFP #324-18 Auditing Services

Background Information:

Historically, Dawson County contracts with a CPA firm to perform the auditing services as mandated by law. BOC opted not to renew the current contract for the 2019 fiscal year. Purchasing released a RFP on August 29, 2018.

Current Information:

Purchasing opened the RFP on September 14, 2018, receiving four (4) proposals. Five (5) evaluators reviewed the technical proposals. There were two (2) evaluators from Finance, one (1) from the Clerk of Courts, one (1) from the Tax Commissioners Office and one (1) from the Sheriff's Office. Bates Carter & Company ranked the highest score with a technical score of 68 and a cost score of 22 for a total score of 90.

NOTE: The budget below is estimated for FY2019 due to the upcoming fiscal year funds not approved as of yet.

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

| Fund | Dept. | Acct No. | Budget | Balance | Requested | Remaining |
|------|-------|----------|-------------|---------|-------------|-----------|
| 100 | 1510 | 521203 | \$49,008.00 | | \$49,008.00 | |

Recommendation/Motion: To accept the proposals submitted and to award a contract to Bates Carter & Company to complete the scope of services within the RFP, for one (1) year beginning January 1, 2019, with four (4) possible renewal option years.

Department Head Authorization: Vickie Neikirk

Date: 10/15/2018

Finance Dept. Authorization: VLN

Date: 10/16/18

County Manager Authorization: DH

Date: 10/16/18

County Attorney Authorization: _____

Date: _____

Comments/Attachments:

Presentation



War Hill Park

Photo by: Michelle Wittmer Grabowski



RFP #324-18

AUDITING SERVICES

WORK SESSION – October 25, 2018



Background and Overview



- ❖ Historically, Dawson County contracts with a CPA firm to perform the auditing services as mandated by law.
- ❖ Dawson County opted not to renew the current contract for the 2019 fiscal year.
- ❖ Purchasing released a RFP on August 29, 2018, which opened on September 14, 2018.
- ❖ Four (4) proposals were received.

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

Overview of Scope of Work



- ❖ Some of the contractor responsibilities include:
 - Determine that financial statements present fairly the financial position of the governmental activities.
 - Assess the county to ensure the five components of internal controls are implemented and utilized.
 - Assess the county to ensure all contract and grant provisions have been followed.
 - Prepare the audit documentation in detail to provide a clear understanding of auditing procedures and results of audit which comply with GAAP and other applicable standards and requirements.
 - Verify and test expenditures of SPLOST and verify the calculation accuracy of all inter-governmental payments such as SPLOST, Tax, TAVT to insure distributions and payments are correct.

County Responsibilities



❖ Some of the County responsibilities include:

- Provide expenditure documentation for review.
- Provide revenue documentation for review.
- Provide financial reporting review documentation compiled from the county financial system.
- Allow county staff to meet with auditing staff as needed to provide additional information.

Evaluation Committee



- ❖ Vickie Neikirk, Chief Financial Officer
- ❖ Natalie Johnson, Accounting/Budget Manager
- ❖ Justin Power, Clerk of Court
- ❖ Greg Rowan, Major, Chief Deputy Sheriff
- ❖ Nichole Stewart, Tax Commissioner
- ❖ Facilitator – Melissa Hawk, Purchasing Manager

Offers Received



| Category/Report | ADC CERTIFIED PUBLIC ACCOUNTANTS | BATES CARTER & CO | MAULDIN & JENKINS | NICHOLS CAULEY & ASSOCIATES |
|---|--|---------------------|-------------------|--------------------------------|
| Base Audit Services | \$150,000.00 | \$201,747.16 | | \$212,368.00 |
| Out of Pocket Expenses | \$0.00 | \$2,540.00 | | \$0.00 |
| DCA Report of Local Government Finances | \$5,000.00 | \$5,309.14 | | \$5,307.00 |
| GA DOT Local Road & Street Finance Questionnaire | \$2,500.00 | \$1,327.28 | | \$1,331.00 |
| GA DHR Schedule of Completed State Awards Expended | \$2,500.00 | \$1,327.28 | | \$531.00 |
| Landfill Financial Assurance Report | \$2,500.00 | \$2,654.57 | | \$2,654.00 |
| DC Development Authority (Separate Opinion) | \$32,500.00 | \$7,963.70 | | \$13,273.00 |
| DC Industrial Bulding Authority (Separate Opinion) | \$25,000.00 | \$7,963.70 | | \$7,963.00 |
| DC Family Connection (Separate Statements to Aid in Grant Requirements) | \$5,000.00 | \$5,309.14 | | \$3,187.00 |
| DC Family Connection Form 990 | \$5,000.00 | \$22,500.00 | | \$3,998.00 |
| 5 YEAR TOTAL | \$230,000.00 | \$258,641.97 | \$0.00 | \$250,612.00 |

❖ Mauldin & Jenkins did not provide pricing on the Dawson County Family Connection (Separate statements to aid in grant requirements.) as directed by the price proposal for Amendment #2.

Evaluation Criteria and Proposer Scores Summary



| COMPANY | COMPANY BACKGROUND AND STRUCTURE | EXPERIENCE & QUALIFICATIONS OF DEDICATED STAFF | PROJECT UNDERSTANDING/ APPROACH TO SCOPE OF WORK | REFERENCES | TECHNICAL SCORE | Cost/ FINANCIAL | Total SCORE |
|----------------------------------|----------------------------------|--|--|------------|-----------------|-----------------|-------------|
| ADC CERTIFIED PUBLIC ACCOUNTANTS | 18 | 30 | 26 | 15 | 18 | 25 | 43 |
| BATES CARTER & CO | 92 | 92 | 90 | 68 | 68 | 22 | 90 |
| MAULDIN & JENKINS | 86 | 88 | 80 | 69 | 65 | 0 | 65 |
| NICHOLS CAULEY & ASSOCIATES | 80 | 92 | 82 | 63 | 63 | 23 | 86 |

Scores rounded to the nearest whole number . Technical category scores are divided by the number of evaluators for an average score.

Staff Recommendation



Staff respectfully requests the Board to accept the proposals submitted and to award a contract to Bates Carter & Company to complete the scope of services within the RFP, for one (1) year beginning January 1, 2019, with four (4) possible renewal option years.

THANK YOU

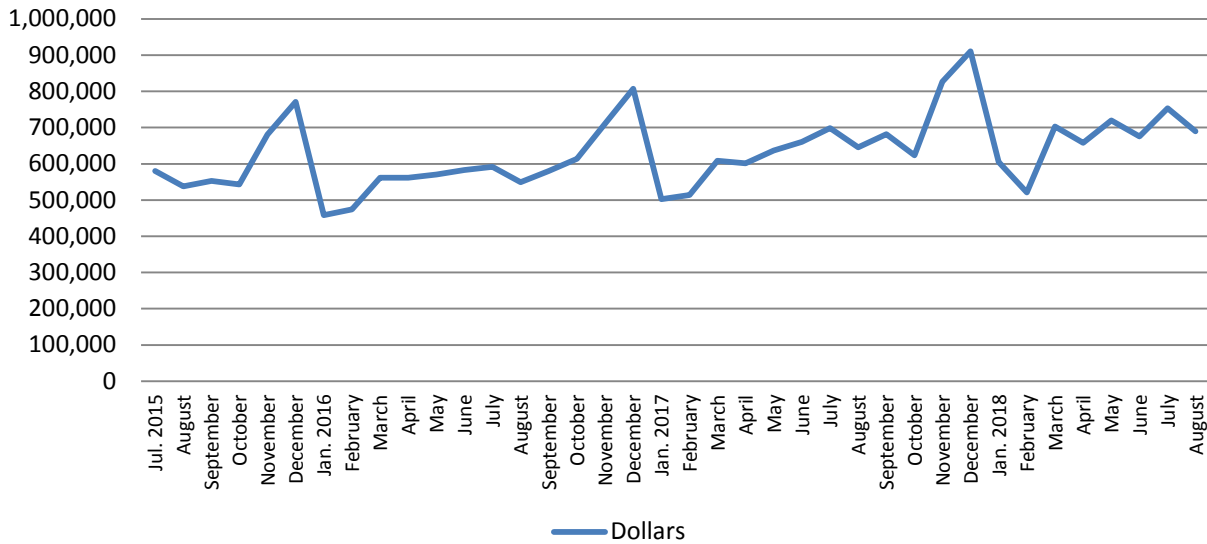
Backup material for agenda item:

6. County Manager Report

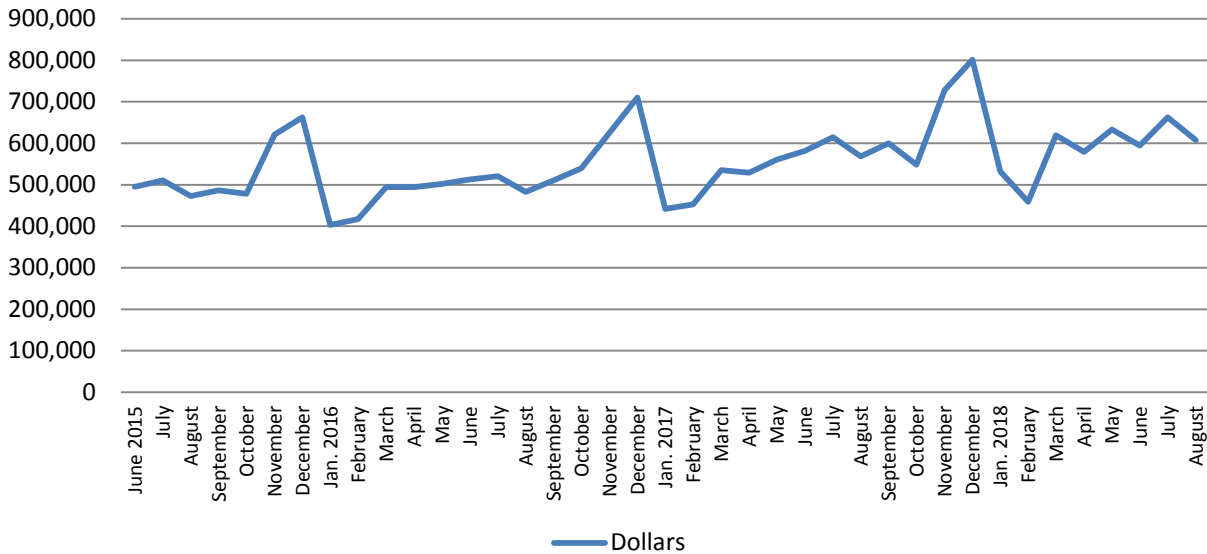


Key Indicator Report
September 2018

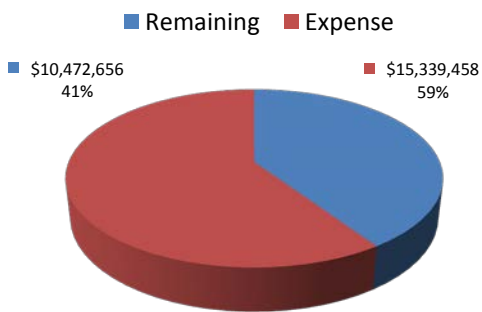
SPLOST VI COLLECTION CHART



LOST COLLECTION CHART

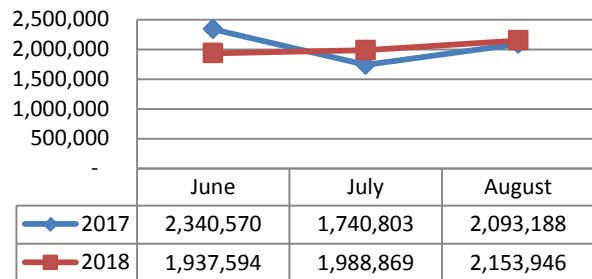


Budget

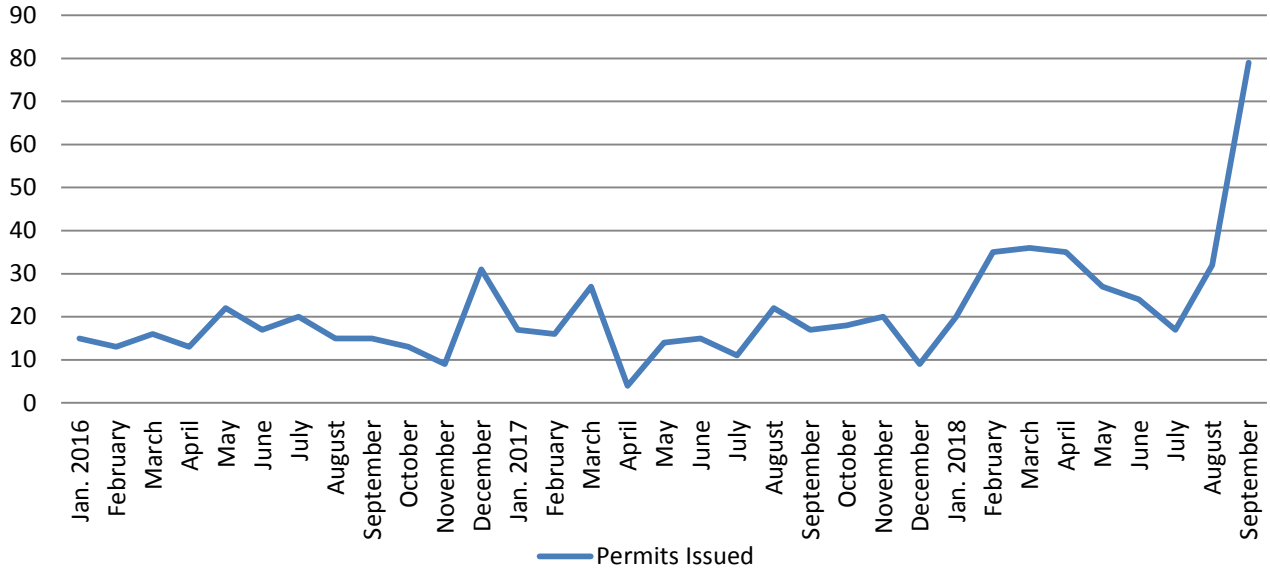


Through 8/31/18

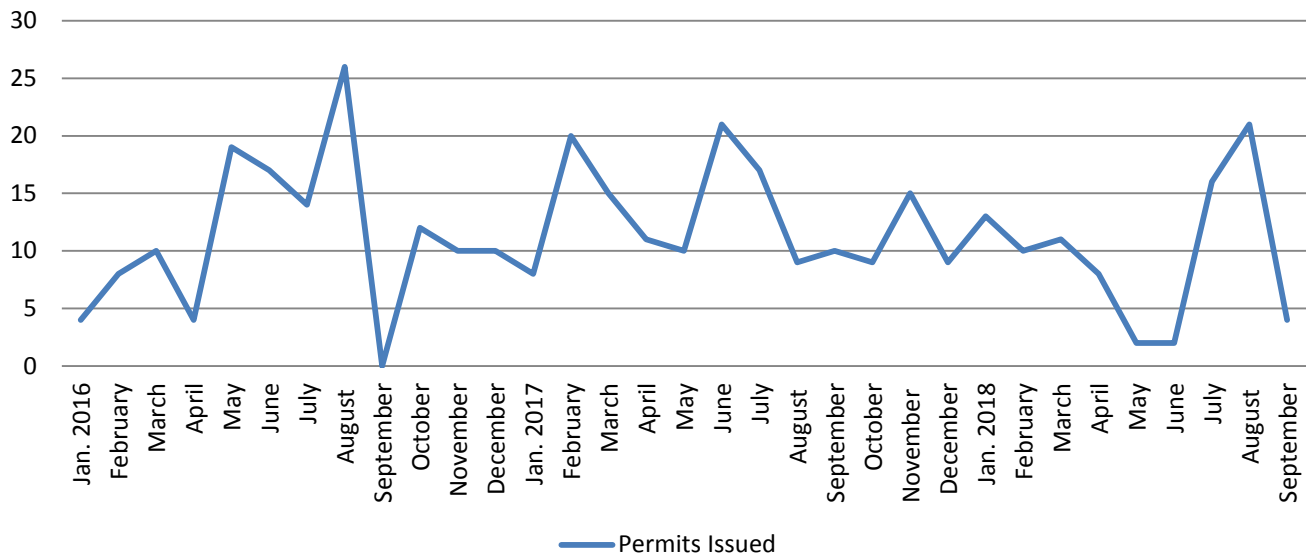
All Revenue Per Month



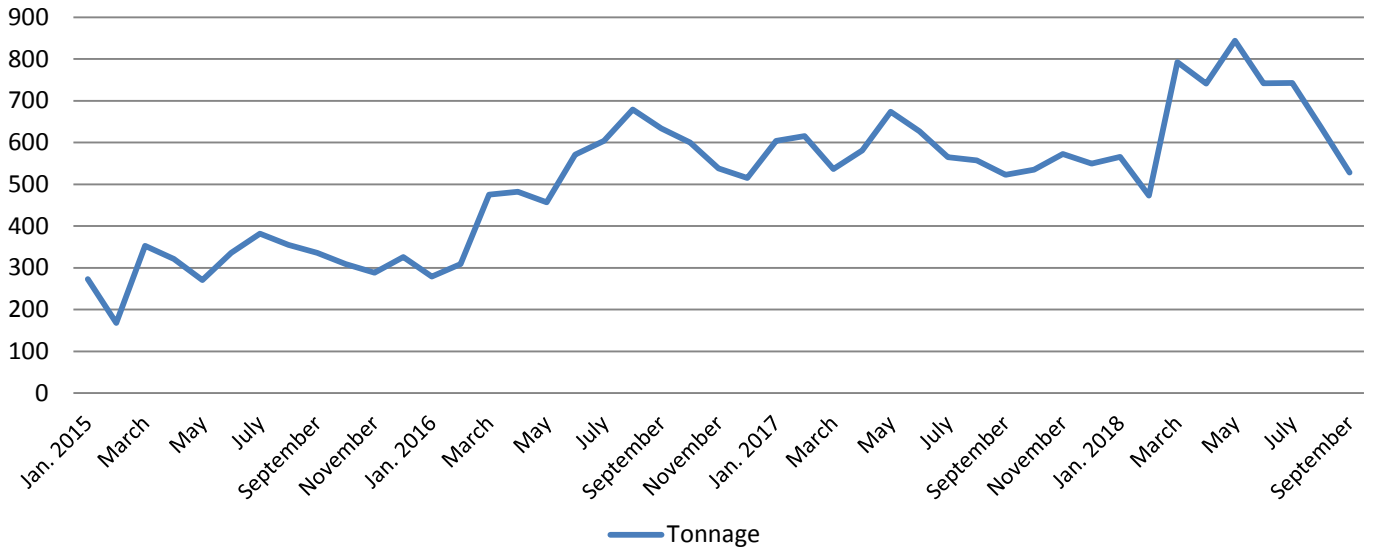
SINGLE FAMILY HOME BUILDING PERMITS ISSUED



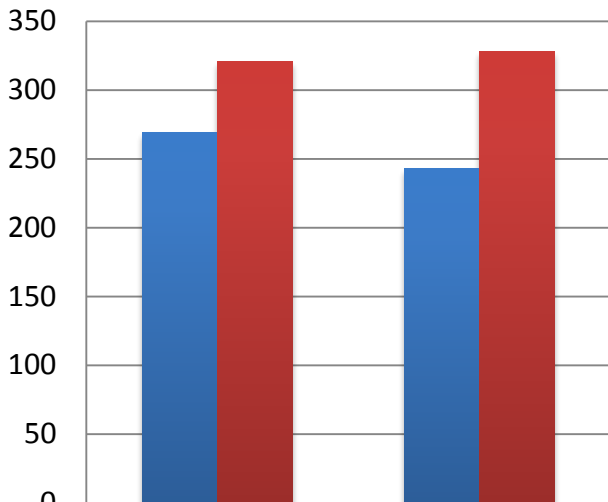
COMMERCIAL BUILDING PERMITS ISSUED



TRANSFER STATION TONNAGE COLLECTION

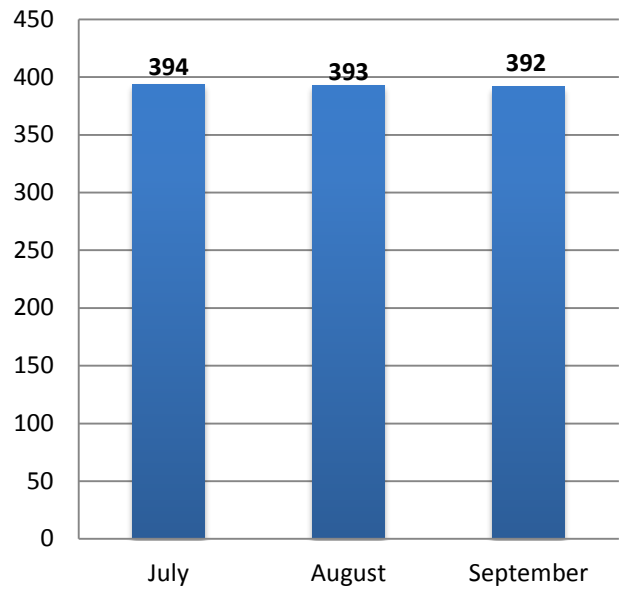


EMS/Fire Calls for Service

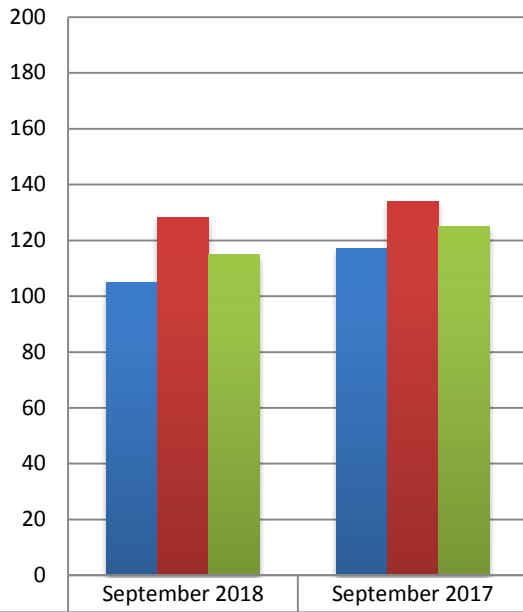


| | September 2018 | September 2017 |
|------|----------------|----------------|
| EMS | 269 | 243 |
| Fire | 321 | 328 |

Number of County Employees

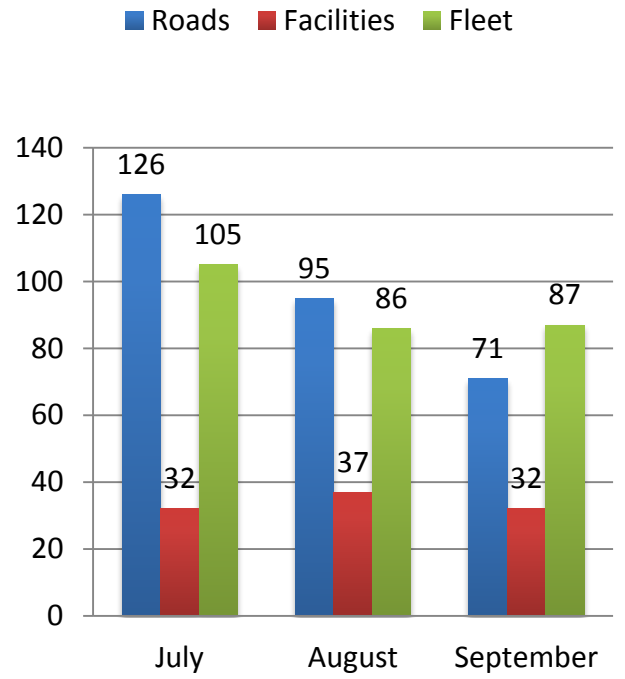


Inmate Population



| | September 2018 | September 2017 |
|---------------------|----------------|----------------|
| Lowest Daily Count | 105 | 117 |
| Highest Daily Count | 128 | 134 |
| Daily Average | 115 | 125 |

Repair Requests





Dawson County Board of Commissioners

Elections/Registrar Monthly Report – September 2018

- **New Applications/Transfers In: 438**
- **Changes/Duplicates: 840**
- **Cancelled/Transferred Out: 210**
- **Total Processed: 1488**

HIGHLIGHTS

Voter Registration Projects:

- Daily process of applications/changes for the October 9th voter registration cutoff for the November 6, 2018 General Election.
- Absentee ballot, by mail, daily requests & processing for the General Election. 187 requested at this time.

Elections Projects:

- General Primary Election – May 22, 2018 20% turnout
- General Primary Runoff – July 24, 2018 18.22% turnout
- General Election – November 6, 2018 (projected 58% turnout)
 - Voter Registration Cutoff: October 9, 2018 ~ Federal (only if Runoff) December 10, 2018
 - Advance Voting: October 15 – November 2, 2018 ~ M-F 8am – 5pm
Saturday voting October 27, 2018 , 9am-4pm
- November 6, 2018 General Election Logic & Accuracy testing of machines performed and ready for election.
- Re-organized election night upload (GEMS) room & sign storage area.

Highlights of plans for upcoming month:

- Scheduling & training of poll workers for Advance Voting and Election Day.
- All board members have been appointed by respective authorities; forward paperwork to Clerk of Courts for recording to begin commission process.
- Speak about voter registration/election process to the High School American Government Class prior to class mock election.
- Set up Advance Voting polling location



Dawson County Board of Commissioners

Dawson County Emergency Services Monthly Report – September 2018

| Fire Responses: | July | Aug | Sept |
|------------------------|------|-----|------|
| 2016 | 287 | 256 | 229 |
| 2017 | 306 | 300 | 328 |
| 2018 | 309 | 264 | 321 |

| EMS Responses: | July | Aug | Sept |
|-----------------------|------|-----|------|
| 2016 | 216 | 215 | 185 |
| 2017 | 269 | 267 | 243 |
| 2018 | 244 | 211 | 269 |

EMS Revenue:

Aug 2017 - \$ 66,112.62
Aug 2018 - \$ 81,542.76

- 23.34% Increase

Plan Review and Inspection Revenue Total: \$

- County: \$ 1200.00
- City: \$ 200.00

Business Inspections Total:

- County Final Inspection: 35
- City Final Inspection: 8
- County Annual Inspections/County Follow up: 22
- City Annual Inspections/City Follow up: 6

HIGHLIGHTS

Dawson County Emergency Services Projects:

- Training hours completed by staff: 886.99 hours
- PR Details: 4
- Smoke detector installations: 0
- Search and Rescue: 0
- Swift Water Rescue: 0
- Fire investigation: 2
- Individuals trained in CPR: 30
- Individuals trained in Stop the Bleed: 0
- Child Safety Seat Installations: 4 car seats and 50 corrections
- Total water usage: 62,050 gallons
- EWSA: 62,000 gallons
- City: 50 gallons
- Pickens: 0 gallons
- Big Canoe: 0 gallons
- Fires: 5 total
 - Building
 - Structures other than Building
 - Outside Equipment - 1
 - Cooking Fire
 - Brush/Grass
 - Incinerator Overload
 - Vehicle –3
 - Road Freight/Transport Vehicle
 - Outside Rubbish/ Trash/Waste – 1
 - Dumpster



Dawson County Board of Commissioners

Facilities Monthly Report – September 2018

- **Total Work Orders: 32**
- **Community Service Workers: 1**

HIGHLIGHTS:

- *Completed work on generator at Amicalola Falls after lightning strike
- *Cleaned HVAC units on top of Government Center (in house)
- *Worked shore sweep at War Hill Park (14 tons collected)
- *Had fence replaced at secure parking area at Government Center
- *Pressure washed entire library building along with painting of exterior doors, handrails, and front columns and side patio
- *Pressured washed roof of the Government Center, all the way around and dome



MONTHLY REPORT GOVERNMENT CENTER
For Period Covering the Month of September 2018

| SN | TASKS/ WORK DONE | LOCATION/S of Service |
|----|--|----------------------------|
| 1 | Completed work on generator at Amicalola Falls after lightening strike | Amicalola Falls |
| 2 | Worked with Orkin Exterminator to resolve bed bug problem | Fire Sta #1,2,3,6,7 |
| 3 | Buffed meeting room floor | Fire Sta #2 |
| 4 | Had LED lights installed and electric lines relocated | Transfer Station |
| 5 | Repaired roof leak | Senior Center |
| 6 | Cleaned HVAC units on top of Gov Center (in house) | Government Center |
| 7 | Had ProTec make repairs on fire alarms | Jail-Fire St #2-Rock Creek |
| 8 | Cleaned all facilities and IT vehicles | Facilities/IT |
| 9 | Worked shore sweep at War Hill Park (14 tons) | War Hill Park |
| 10 | Had fence replaced in secured parking lot | Government Center |
| 11 | Installed cabinet, sink and faucet | Fire Station #4 |
| 12 | Pressure washed entire blding, painted exterior doors/handrails, columns/patio | Library |
| 13 | Elevator Maintenance county wide (9 elevators) | County wide |
| 14 | Pressure washed roof at Government Center all the way around and dome | Government Center |
| 15 | Started room by room inspections (lighting, flooring, paint etc.) | Government Center |
| 16 | Changed boiler filters | Government Center |
| 17 | Repainted the "Watch Your Step" areas | Government Center |
| 18 | Weekly checks on air handler units, boilers and chillers | Government Center |
| 19 | Repaired bay door #5 | Fire Station #6 |
| 20 | Checked exhaust fans belts (roof top) | Government Center |
| 21 | Changed boiler filters | Government Center |
| 22 | | |
| 23 | | |
| 24 | | |
| 25 | | |
| 26 | | |
| 27 | | |

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

Noted By: _____
JAMES TOLBERT, Facilities Director



Dawson County Board of Commissioners

Finance Monthly Report – September 2018

FINANCE HIGHLIGHTS

- **LOST Collections:** \$607,367 – up 6.88% compared to 2017
- **SPLOST Collections:** \$690,198 – up 6.88% compared to 2017; 9.39% over projections for August 2018; Total SPLOST VI collections: \$23,974,894
 - \$586,668– County Portion (85%)
 - \$103,530 – City Portion (15%)
- **TAVT:** \$121,842 – up 11.4% compared to 2017
- **See attached Revenue and Expenditure Comparison**
- **Total County Debt:** \$4,139,036 (See attached Debt Summary)
- **Audit Status:** The 2017 audit is complete.
- **EMS Billing Collections:** Reports not yet available
- **Budget Status:** Public Budget Hearing #2 is October 11th and #3 is October 18th.
- **Monthly Donations/Budget Increases:** \$3,368
 - Passport Commissions - \$1,715
 - Donations - \$1,653

PURCHASING HIGHLIGHTS

Formal Solicitations

- None

Informal Solicitations

- Parks Concessionaire – Park & Rec
- Electronic Offender Home Monitoring – Sheriff's Office

Quotes for less than \$25,000 this month

- Gasoline – Fuel Center
- Diesel – Fuel Center
- Topographic Survey – Public Works
- ALTA/NSPS Boundary Survey – Public Works
- Basketball Uniforms – Park & Rec
- Pool Cover/Installation – Park & Rec
- 14 Latitude Rugged Laptops – Sheriff's Office
- Pour Concrete for Batting Cages – Park & Rec

Purchases for less than \$25,000 that did not get required quotes this month

- Body Armor – Sheriff's Office

Pending Projects

- NexGen 911 Consultant
- Heavy Equipment Maintenance & Repair

- Tractor & Mowing Equipment
- Youth Sports & Event Photography
- EMS Billing

Work in Progress

- Vehicles – Sheriff's Office
- Pool House Rebuild – Park & Rec
- VMP Parking Lot – Public Works
- Fleet & Public Works Complex

Future Bids

- New Senior Services Center Construction
- Fire Station 9 Construction
- Other 2018 Bids

Future Bids – SPLOST VI

- Pothole Patching Machine – Roads
- Water Filtration System for DCGC & DCSSO – Facilities
- 2018 SPLOST Projects

Purchases for more than \$25,000 that did not get required sealed bids this month

- None

Budget to Actual

| | Actual at 8/31/2018 | Percent of Budget Actually Collected/ Expended | 2018 BOC (2) Approved Budget | Over(Under) Approved Budget | Percentage Over(Under) Approved Budget |
|--------------|------------------------|--|---------------------------------|--------------------------------|--|
| Revenue | \$ 14,819,072 | 57.41% | \$ 25,812,114 | \$ (10,993,042) | -42.59% |
| Expenditures | 15,339,458 | 59.43% | 25,812,114 | (10,472,656) | -40.57% |
| | <u>\$ (520,386)</u> | <u>-2.02%</u> | <u>\$ -</u> | <u>\$ (520,386)</u> | <u>-2.02%</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 8/31/2018 because revenue collections are 30 days behind. The LOST revenues for the month of August were received in September.

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

| | |
|----------------------|-----------------------------|
| \$ 25,516,312 | Original Budget |
| \$ 54,638 | Donation Carryover Balances |
| \$ 5,518 | January |
| \$ 4,634 | February |
| \$ 8,938 | March |
| \$ 106,999 | April |
| \$ 4,433 | May |
| \$ 100,071 | June |
| \$ 7,203 | July |
| \$ 3,368 | August |
| <u>\$ 25,812,114</u> | Revised Budget |



Dawson County Board of Commissioners

Fleet Maintenance and Fuel Center Monthly Report – Sept 2018

FLEET

- **Preventative Maintenance Performed: 25**
- **Tires Mounted: 30**
- **Repair Orders Completed: 87**
- **Labor Hours: 135.25**
- **Labor Cost Savings: \$5,818.45**
- (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: \$ 1,096.36**
(Comparison of Dawson County's parts discounts to outsourced markup; average 20%)
- **Total Cost Savings for Sep: \$ 6,914.81**

FUEL CENTER

- **Average fuel center price per gallon:**
Gasoline: \$ 2.27 Diesel: \$ 2.57
- **Fuel Center Usage - Dawson County and Board of Education**
Gasoline: 9,975.02 gallons; 788 transactions
Diesel: 8,620.07 gallons; 213 transactions
- **Fuel Center Usage - Etowah Water and City of Dawsonville**
Gasoline: 1,243.5 gallons; 64 transactions
Diesel: 419.8 gallons; 14 transactions
- **Revenue from Etowah Water and City of Dawsonville: \$ 83.17**

HIGHLIGHTS



Dawson County Board of Commissioners

Human Resources Department Monthly Report – September 2018

POSITION CONTROL

- Positions approved by BOC: 460
- # of filled F/R Positions: 272
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 15
- # of filled P/R Positions: 40
- # of filled P/T Seasonal Positions: 11
- # of Supplemental Positions: 54
- # of Vacant Positions: 40
- # of Frozen Positions: 28
- % of Budgeted/Actual Positions: 85%

ADDITIONAL INFORMATION

- FMLA/LOA tracking: 6
- WC and/or P & L Claims filed: 12
- Unemployment Claims received: 0
- Performance Evaluations received: 8

HIGHLIGHTS

Positions Advertised/ Posted: 6

- Marshal's Office- Codes Compliance Officer
- Public Defender- Administrative Assistant
- Public Works- GIS Analyst
- Public Works- Operator I
- Public Works- Operator II
- Sheriff's Office- Detention Officer

Applications Received: 48

New Hires added into system: 6

- Christian Durden- Emergency Services
- James Rodriguez- Parks & Rec.
- Bryan Young- Public Works
- Jason Hogan- Sheriff's Office
- Tonya Peels- Sheriff's Office
- Jeremy Frazier- Superior Court

Terminations Processed: 6

- Michael Daily- Emergency Services
- Stacy Jordan- Emergency Services
- Grayson Smith- Marshal's Office
- Craig Hester- Public Works
- John Kormos- Sheriff's Office
- Alexander Pearson- Sheriff's Office

Additional Highlights for September

- Met with Shaw Hankins for Post-Open Enrollment Briefing
- Hosted Employee Flu Shot Clinic- Administered 47 vaccines on-site and handed-out 11 vouchers
- Participated in Department of Labor Employee Hearing
- Began working on January Employee Wellness Fair
- HR Specialist Rutmann attended Health Champion Promotion training through LGRMS



Dawson County Board of Commissioners

Information Technology – September 2018

- **Calls for Service: 140**
- **Service Calls Completed: 140**

Highlights

- Working on pc images for the first 100 computers
- Working on getting off site/cloud based back up implemented



DAWSON COUNTY

Planning and Development Marshal's Office

Code Enforcement/Animal Control Monthly Report

September, 2018

Alcohol License Establishment Inspections: 0

Alcohol Pouring Permits Issued: 29

Animal Control Calls Handled: 38

Animal Bites To Humans Investigated: 5

Animals Quarantined: 5

Animals Taken to DC Humane Society: 20

Dangerous Dog Classifications: 0

Citations Issued: 0

Code Enforcement Complaint Calls/In Field Visits: 34 calls and 32 field visits

After Hour Calls: 0

Erosion Site Visits: 7

E-911 Addresses Issued: 28

Non-Conforming Signs Removed: 2



Dawson County Board of Commissioners

Planning and Development Monthly Report – September 2018

- **Total Building permits Issued**
 - September 2018: 99
 - YTD 2018: 608
 - Single Family New Homes: 79
 - Commercial Buildings: 4
- **Business Licenses Issued:**
 - August 2018: 109
 - YTD 2018: 1560
- **Total Building Inspections Completed:**
 - August 2018: 395
 - YTD 2018: 4507
- **Variances/Zonings Processed:**
 - August 2018: 1
 - YTD 2018: 16
- **Plats Reviewed:**
 - August 2018: 3
 - YTD 2018: 112
- **Total Civil Plan Review Meetings: 9**
- **Total Building Plan Review Meetings: 6**



Dawson County Board of Commissioners

Parks and Recreation Monthly Report – September 2018

- **Youth Sports Participants**
 - September 2018: 1,264 – up 15.2% compared to same month last year
 - YTD 2018: 11,340 - up 4% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
 - September 2018: 1,569 - up 5.2% compared to same month last year
 - YTD 2018: 17,760 - up 5.5% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
 - September 2018: 328 - down 33.7% compared to same month last year
 - YTD 2018: 15,103 - up 23.8% compared to last year
- **Total Customers Served:**
 - September 2018: 3,161 - up 2.5% compared to same month last year
 - YTD 2018: 44,203 - up 10.7% compared to last year

HIGHLIGHTS

Park Special Events:

- Parks & Rec. Open House was scheduled for September 5th at Rock Creek.
 - Approximately 25 people were in attendance and went well.

Park Projects:

- Pool cover for Veterans pool has been ordered and will be installed in the near future
- Purchased new zero turn mower for Veterans Memorial Park
- Purchased 3-wheel field maintenance drag for Rock Creek
- Concrete slabs at Rock Creek batting cages are complete
- Applying for a grant through GA DNR to replace the pier at War Hill Park

Athletic and Program Summary:

- Additional specialty programs for the month included swim lessons, dance classes, adult Boot Camp, adult F.I.T. class, adult Tai Chi, adult Water Aerobics, and adult Yoga.
- Travel Teams continue
 - 11 total teams registered (baseball, softball, basketball)

- Winter Sports (basketball & wrestling) online registration begin September 10th and continues thru October 8th
- Fall baseball, softball, t-ball games began September 10th.
- Fall baseball, softball, t-ball pictures were September 15th.

On the Horizon:

- Walk-in registration for winter sports (basketball & wrestling) is October 1st - 8th at Rock Creek.
- Fall baseball, softball, t-ball game season is slated to end by the end of October.
- Trunk or Treat is scheduled for October 31st at Rock Creek.
- Campsites at War Hill Park will close October 31st.
- Winter Sports practices begin week of November 5th.
- Pre-School ARTS program will host an open house on November 14th to prepare for program start date of January 7th.
- Breakfast with Santa is scheduled for December 1st at Rock Creek.
- Basketball games begin week of December 3rd.
- Veterans Memorial Lloyd Crane Basketball Facility will undergo redesign and construction on the facing of the building. Bids will be secured in late October with construction beginning in early November. Project is estimated at a two-month project.



Dawson County Board of Commissioners

Public Works Monthly Report –September 2018

ROADS:

- Work Orders: 71
- Mowing: 245.80 road miles
- Gravel: 1,106 tons

TRANSFER STATION:

- Solid Waste: 528.06 Tons
- Recycling: 7.01 Tons
- Recycling scrap metal: 7.44 Tons



Dawson County Board of Commissioners

Dawson County Senior Services Monthly Report – September 2018

SENIOR CENTER

- **Home Delivered Meals Served**
 - September 2018: 1,490 up 15% compared to same month last year
 - YTD 2018: 12,880 up 7% compared to last year
- **Congregate Meals Served**
 - September 2018: 525 up 24% compared to same month last year
 - YTD 2018: 4,905 down 1% compared to last year
- **Physical Activity Participation**(Tai Chi, Silver Sneakers, individual fitness)
 - September 2018: 428 up 17% compared to same month last year
 - YTD 2018: 4,749 up 5% compared to last year
- **Lifestyle Management Participation**(art, bridge, bingo, awareness, prevention)
 - September 2018: 257 up 36% compared to same month last year
 - YTD 2018: 2,544 up 16% compared to last year

TRANSIT

- **DOT Trips Provided**
 - September 2018: 267 up 22% compared to same month last year
 - YTD 2018: 2,690 up 23% compared to last year
- **Senior Trips Provided**
 - September 2018: 678 down 10% compared to same month last year
 - YTD 2018: 7,260 up 15% compared to last year
- **# of Miles**
 - September 2018: 7,029 up 21% compared to same month last year
 - YTD 2018: 70,195 up 6.4% compared to last year
- **Gallons of Fuel**
 - September 2018: 890 up 16% compared to same month last year
 - YTD 2018: 8,387 no change compared to last year

HIGHLIGHTS

Meetings & Events:

- September 11: Dawson County Health Department gave flu shots to seniors at the center.
- September 11: Legacy Link presented the Technology Lab to clients at the center.
- September 26: Senior Center clients visited Glo Crest Dairy and Mountain Fresh Creamery.

Special Dates Coming Soon:

- October 8, 15, 22, 23, 29, : Bingo
- October 10: Dollar General
- October 1: Burt's Farm
- October 16: Nutrition Education with Michelle
- October 3, 17, 30: Wal-Mart
- October 24: Bowen Center Quilt Show
- October 9: Health Education with Dedri
- October 18: Georgia Mountain Fair
- October 2: Today's Seniors with Dawn & Krista
- October - Tuesday/Thursday: Silver Sneakers
- October - Wednesday: Sit and Stretch and Tai Chi
- October - Thursday: Bible Study
- October - Friday: Special Music
- October - Thursday/Friday: Art and Yoga