

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, JANUARY 14, 2016  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of Animal Care and Control Agreement – Director of Planning & Development Rachel Burton
2. Presentation of CIE Annual Update Adoption - Director of Planning & Development Rachel Burton
3. Presentation of 2016 Qualifying Fees for Elected Officials - Chief Financial Officer Dena Bosten
4. Presentation of Draft Memorandum of Understanding between Dawson and Forsyth County Governments regarding temporary placement of Forsyth County Firefighting Personnel and Equipment in Dawson County - Emergency Services Director Lanier Swafford
5. Reappointment of County Attorney
6. Reappointment of County Clerk
7. Appointment of Vice-Chairman for the Board of Commissioners
8. Board Appointments:
  - a. **Board of Assessors**
    - i. Mike Wenson (Term: January 2016 through December 2018)
  - b. **Dawson County Health Board**
    - i. Kay D. Parrish- *replacing Penny Putnam* (Term: January 2016 through December 2017)
  - c. **EMS Advisory Council Board**
    - i. Ricky Rexroat (Term: January 2016 through December 2017)
    - ii. Lanier Swafford (Term: January 2016 through December 2017)
  - d. **Parks and Recreation Board**
    - i. Spencer Wright (Term: January 2016 through December 2020)
9. Chairman Report
10. County Attorney Report

**Backup material for agenda item:**

1. Presentation of Animal Care and Control Agreement – Director of Planning & Development Rachel Burton



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Planning & Development

Presenter: Rachel Burton

Submitted By: Rachel Burton

Date Submitted: 1/6/2016

Item of Business/Agenda Title: FY 2016 Animal Care and Control Agreement with the Humane Society

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: \_\_\_\_\_

Purpose of Request: To approve the annual agreement with the Humane Society for animals taken from Animal Control

Department Recommendation: Approve contract as submitted

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: \_\_\_\_\_

No

Amount Requested: \$120,000

Amount Budgeted: \$120,000 for FY 2016

Fund Name and Account Number: 100-00-3915-523900-000

#### Administration Staff Authorization

Dept. Head Authorization: Rachel Burton

Date: 1/6/2016

Finance Dept. Authorization: Dena Bosten

Date: 1/7/2016

County Manager Authorization: \_\_\_\_\_

Work Session Date: 1/14/2016

Comments: \_\_\_\_\_

Attachments: FY 2016 Animal Care and Control Agreement



**DAWSON COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** FY 2016 Animal Care and Control Agreement with the Humane Society

**DATE:** 01/06/2016

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

**BUDGET INFORMATION:**

**ANNUAL-** \$120,000  
**CAPITAL-**

**COMMISSION ACTION REQUESTED ON:** 01/21/2016

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**PURPOSE:** Contract with the Humane Society for the care and control of animals taken to the Humane Society by Dawson County Animal Control.

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**HISTORY:** Contracts were previously approved on May 19, 2005, June 1, 2008, May 7, 2009, March 30, 2010, and March 19, 2015. Land lease is tied to the animal care and control agreement.

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**FACTS AND ISSUES:** The only change made from March 9, 2015 contract is the contract amount. Previous amount was \$126,000. The FY 2016 amount is \$120,000.

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**OPTIONS:** Recommend agreement as presented or recommend alternate action.

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**RECOMMENDED SAMPLE MOTION:** Motion to approve the FY 2016 Animal Control and Care Agreement as presented.

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**DEPARTMENT:**

Prepared by: Rachel Burton

Director: Planning & Development

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## **ANIMAL CARE AND CONTROL AGREEMENT**

This Animal Care and Control Agreement is hereby made and entered into this 3<sup>rd</sup> day of December, 2016 by and between Dawson County, Georgia (“Dawson County”), a body politic of the State of Georgia, and the Dawson County Humane Society, Inc. (“Humane Society”), a 501(c)(3) organization.

Whereas, Dawson County adopted an ordinance regarding the control of animals within the unincorporated area of Dawson County; and

Whereas, the Humane Society operates a facility (“shelter”) within which animals may be temporarily housed in accord with the terms of a certain lease agreement between Dawson County and the Humane Society dated April 7, 2005; and

Whereas, in order to enforce the animal control ordinance, Dawson County needs a location and facility where animals seized pursuant to such ordinance may be housed; and

Whereas, the parties hereto entered into Animal Care and Control Agreements dated May 19, 2005 and June 1, 2008 and May 7, 2009 and March 30, 2010 and March 19, 2015; and

Whereas, the parties have complied with the terms of paragraph 3 of the lease agreement between these parties regarding the fee to be paid to the Humane Society in exchange for the Humane Society accepting stray and abandoned animals delivered by Dawson County Animal Control Officers (“Animal Control Officers”).

Now, therefore, the parties hereto hereby consent and agree as follows:

1. Recitals. The foregoing recitals, each being true, are hereby made a part of this agreement and should not be considered mere recitals.

2. Housing of Animals. Dawson County shall be entitled to house animals at the facility maintained or designated by the Humane Society located upon the premises described within the lease agreement between these parties dated April 7, 2005.

3. Fees. Dawson County shall pay to the Humane Society monthly payments of ten thousand and 00/100 (\$10,000.00) beginning January 1, 2016 and continuing through December 31, 2016 for a total annual payment of one hundred twenty thousand and 00/100 (\$120,000.00).

4. Hold Harmless. Dawson County hereby agrees to hold the Humane Society harmless from any claim or cause of action asserted by Dawson County as a result of the Humane Society performing the duties specified in Paragraph 5 hereof.

5. Duties of Humane Society. The Humane Society agrees to perform the following duties as part of this Animal Care and Control Agreement:

(a) all dogs and cats delivered by a Dawson County Animal Control Officer shall be accepted into the shelter maintained and operated by the Humane Society;

(b) any dog delivered to the shelter in accord with the terms hereof shall receive the following medical treatment: distemper combination, kennel cough vaccinations, heartworm testing, health assessment, broad spectrum wormer, and flea and tick control, unless a dog is deemed not adoptable by the director of the shelter;

(c) any cat delivered to the shelter in accord with the terms hereof shall receive the following medical treatment: distemper combination, health assessment, broad spectrum wormer, and flea and tick control, unless a cat is deemed not adoptable by the director of the shelter;

(d) spay and neutering of dogs and cats delivered to the shelter may be accomplished pursuant to an adoption contract for any such animal; otherwise, spay and neutering of all animals delivered to the shelter in accord with the terms hereof shall be

accomplished by the Humane Society staff or contracted personnel if practical and possible;

(e) dogs delivered to the shelter in accord with the terms hereof shall be fed once daily, unless a dog's health dictates otherwise;

(f) cats delivered to the shelter in accord with the terms hereof shall have dry food available at all times, unless a cat's health dictates otherwise;

(g) any dog or cat delivered to the shelter in accord with the terms hereof suffering from a terminal injury or disease with no reasonable likelihood of recovery shall be euthanized immediately, and the lawful owner, if known, of such animal shall be charged \$50.00 for euthanasia and disposal. Dawson County shall not be charged any fee for such service;

(h) any dog or cat delivered to the shelter by a Dawson County Animal Control Officer in accord with the terms hereof shall remain within the shelter for three (3) days before ownership shall be transferred to the Humane Society. However, any feral animal delivered to the shelter by a Dawson County Animal Control Officer shall be exempt from the terms of this subparagraph, and the Humane Society shall not be required to allow such animal to remain within the shelter for three days. A "feral" animal is an animal that is wild or untamed and includes any previously domesticated animal that has reverted to a wild or untamed state characterized by behavior normally attributed to wild animals. Any animal with a collar shall not be deemed feral. If an animal is determined to be microchipped or spayed/neutered, then such animal shall not be deemed feral. Any animal not captured in a trap or by any method not requiring special animal handling activities, such as a catchpole or a dartgun or a net, shall not be deemed feral. All animals suspected of being feral, but not identified as such by Animal Control Officers because of the method of capture, shall be held in the trap/cage in which the animal arrives at the shelter for one overnight period during which time the

animal shall be offered food, water, and privacy to the extent permitted by safety and practicality. After the one overnight period, the shelter director or person in charge for the day and the acting manager or most senior kennel employee may agree that the animal acts as a feral animal, and the animal may be euthanized immediately if no microchip or reasonable evidence of being spayed/neutered is discovered when the animal is sedated;

(i) any dog or cat delivered to the shelter in accord with the terms hereof that is involved in a bite case shall be boarded at the shelter for at least ten (10) days as a rabies quarantine. If the lawful owner of such animal may reasonably be determined, then such owner shall be charged a boarding fee of \$20.00 per day. A dog or cat delivered to the shelter by a Animal Control Officer of Dawson County involved in a bite case may be euthanized or isolated after ten (10) days depending upon the likelihood of ownership being determined;

(j) Animal Control Officers of Dawson County shall be provided a key to the intake area of the shelter of the Dawson County Humane Society so that Animal Control Officers shall have twenty-four (24) hour access to the shelter;

(k) The Humane Society shall provide the Board of Commissioners of Dawson County a financial audit prepared by a certified public accountant approved by Dawson County for the year 2015 on, or before, the 30th day of June, 2016; and

(l) The Humane Society shall provide the Board of Commissioners on a monthly basis a form or chart containing the following data:

(1) on the last day of the previous month, the number of animals in holding, to be separated by the number of cats, the number of dogs, and the total number of animals;

(2) the number of animals brought by Animal Control Officers for the month;



(3) the number of animals adopted out of the facility during the previous month;

(4) the number of animals euthanized during the previous month; and

(5) on the first day of the month, the number of animals in holding, to be separated by the number of cats, the number of dogs, and the total number of animals.

6. Veterinarian Services. The Humane Society shall maintain a contract with a licensed veterinarian for services. The shelter of the Humane Society shall be licensed and certified through the Georgia Department of Agriculture. The appropriate Veterinarian DEA License and state certification shall be posted within the shelter. The shelter of the Humane Society shall operate and comply with the guidelines, rules, regulations, and inspection requirements of the State of Georgia Department of Agriculture.

7. Term. The parties hereto consent and agree that this Agreement shall remain in effect from January 1, 2016 through December 31, 2016, unless terminated in accord with paragraph 8 herein

8. Termination: Either party hereto may terminate this Agreement by providing written notice to the other party of intent to terminate the Agreement thirty (30) days from the date of notice. This contract and agreement shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of Dawson County.

9. Severability. If any paragraph or any term hereof is declared un-enforceable or unconstitutional for any reason whatsoever, than the remaining provisions and paragraphs shall remain valid and enforceable.

10. Notices. Any notice that must be provided in accord with the terms hereof shall be provided to the following address:

Dawson County

c/o County Manager  
25 Justice Way  
Suite 2236  
Dawsonville, GA 30534

Dawson County Humane Society, Inc.  
c/o Chairman  
633 Martin Road  
P.O. Box 360  
Dawsonville, GA 30534

11. Authority. Dawson County hereby warrants that Dawson County maintains the authority to enter into this contract. The Humane Society hereby warrants that the Humane Society maintains the authority to enter into this contract.

This \_\_\_ day of \_\_\_\_\_, 2016.

Dawson County

Attest:

By:

\_\_\_\_\_  
Mike Berg, Chairman  
Dawson County Commission

\_\_\_\_\_  
Danielle Yarbrough  
Clerk

Dawson County Humane Society, Inc.

Attest:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Backup material for agenda item:**

2. Presentation of CIE Annual Update Adoption - Director of Planning & Development  
Rachel Burton



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Planning & Development

Presenter: Rachel Burton

Submitted By: Rachel Burton

Date Submitted: 1/6/2016

Item of Business/Agenda Title: (Capital Improvement Element) CIE Annual Update Adoption

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: \_\_\_\_\_

Purpose of Request: Department of Community Affairs (DCA) has reviewed and approved the draft annual update

Department Recommendation: Adoption of the CIE Annual Update

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: N/A – reporting purposes only. Financial information reported agrees with FY 2014 audited figures.

No

Amount Requested: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_

Fund Name and Account Number: \_\_\_\_\_

### Administration Staff Authorization

Dept. Head Authorization: Rachel Burton Date: 1/6/2016

Finance Dept. Authorization: Dena Bosten Date: 1/7/2016

County Manager Authorization: \_\_\_\_\_ Work Session Date: 1/14/2016

Comments: \_\_\_\_\_

Attachments: Capital Improvements Element 2015 Annual Update Financial Report & Short Term Work Program As Adopted

# **Capital Improvements Element 2015 Annual Update:**

## **Financial Report & Short Term Work Program**

Dawson County, GA  
**As Adopted**

## Introduction

This Capital Improvements Element Annual Update has been prepared based on the rules and regulations pertaining to impact fees in Georgia, as specified by the Development Impact Fee Act (DIFA) and the Department of Community Affairs (DCA) documents Development Impact Fee Compliance Requirements and Standards and Procedures for Local Comprehensive Planning. These three documents dictate the essential elements of an Annual Update, specifically the inclusion of a financial report and a schedule of improvements.

According to the Compliance Requirements, the Annual Update:

“must include: 1) the Annual Report on impact fees required under O.C.G.A. 36-71-8; and 2) a new fifth year schedule of improvements, and any changes to or revisions of previously listed CIE projects, including alterations in project costs, proposed changes in funding sources, construction schedules, or project scope.” (Chapter 110-12-2-.03(2)(c))

This Annual Update itself is based on the Dawson County Capital Im-

provements Element, as adopted by the County on July 20, 2006.

## Financial Report

The Financial Report included in this document is based on the requirements of DIFA, specifically:

“As part of its annual audit process, a municipality or county shall prepare an annual report describing the amount of any development impact fees collected, encumbered, and used during the preceding year by category of public facility and service area.” (O.C.G.A. 36-71-8(d)(1))

The County’s fiscal year runs from January 1 to December 31. Thus, this financial report is based on the audit prepared for FY 2014. The required financial information for each public facility category appears in the main financial table (page 3); service area designations appear in the project tables that follow (pages 4 through 7).

## Schedule of Improvements

In addition to the financial report, the County has prepared a five-year schedule of improvements—a short

term work program (STWP)—as specified in the Compliance Requirements (Chapter 110-12-2-.03(2)(c)), which states that local governments that have a CIE must “update their entire Short Term Work Programs annually.”<sup>1</sup>

According to DCA’s requirements,<sup>2</sup> the STWP must include:

- A brief description of the activity;
- Timeframe for undertaking the activity;
- Responsible party for implementing the activity;
- Estimated cost (if any) of implementing the activity; and,
- Funding source(s), if applicable.

All of this information appears in the Short Term Work Program portion of this document, beginning on page 8.

<sup>1</sup> Note that the Compliance Requirements specify that the short term work program is to meet the requirements of Chapter 110-12-1-.04(7)(a), which is a reference to the STWP requirements in a previous version of the Standards and Procedures for Local Comprehensive Planning. The correct current description of a STWP is found at Chapter 110-12-1-.05(2)(c)(i).

<sup>2</sup> Chapter 110-12-1-.05(2)(c)(i).

**IMPACT FEES FINANCIAL REPORT – DAWSON COUNTY, GA  
Fiscal Year 2014**

DAWSON COUNTY		Annual Impact Fee Financial Report - Fiscal Year 2014					
	Libraries	Fire Protection	Detention	Roads	Parks & Recreation	Administration	TOTAL
Service Area	County-wide	County-wide	County-wide	Ga 400 Corridor	County-wide		
<b>Impact Fee Fund Balance January 1, 2014</b>	\$5,327.46	\$3,216.65	\$45,421.99	\$1,201.71	\$67,854.90	(\$11,349.01)	\$111,673.70
<b>Impact Fees Collected (January 1, 2014 through December 31, 2014)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal: Fee Accounts</b>	\$5,327.46	\$3,216.65	\$45,421.99	\$1,207.71	\$67,854.90	(\$11,349.01)	\$111,673.70
<b>Accrued Interest</b>	\$6.92	\$4.18	\$58.96	\$1.56	\$88.08	(\$14.73)	\$144.97
<b>(Impact Fee Refunds)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>(FY 2014 Expenditures)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Impact Fee Fund Balance December 31, 2014</b>	\$5,334.38	\$3,220.83	\$45,480.95	\$1,209.27	\$67,942.98	(\$11,363.74)	\$111,818.67
<b>Impact Fees Encumbered</b>	\$5,334.38	\$3,220.83	\$45,480.95	\$1,209.27	\$67,942.98		\$111,818.67

<b>Public Facility:</b> Library								
<b>Service Area:</b> County-wide								
<b>Project Description</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended to Date</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
Collection Materials	2006	2007	\$18,058.93	92.6%	\$16,721.08	\$10,000.00	\$5,319.98	Delayed from 2006
Collection Materials	2007	2007	\$18,604.53	92.5%	\$17,218.04	\$5,000.00		Delayed from 2007
Collection Materials	2008	2008	\$19,130.71	92.6%	\$17,716.20			Delayed from 2008
Collection Materials	2009	2009	\$19,697.39	92.6%	\$18,236.00			
Collection Materials	2010	2010	\$20,274.72	92.6%	\$18,767.42			
Collection Materials	2011	2011	\$24,315.04	92.6%	\$22,520.51			
Collection Materials	2012	2012	\$25,120.79	92.6%	\$23,261.00			
Collection Materials	2013	2013	\$25,944.34	92.6%	\$24,020.68			
Collection Materials	2014	2014	\$26,785.89	92.6%	\$24,799.78			
Collection Materials	2015	2015	\$27,645.59	92.6%	\$25,598.48			
Collection Materials	2016	2016	\$21,330.62	92.6%	\$19,745.10			
Collection Materials	2017	2017	\$22,067.42	92.6%	\$20,429.19			
Collection Materials	2018	2018	\$22,826.74	92.6%	\$21,135.77			
Collection Materials	2019	2019	\$23,609.37	92.6%	\$21,865.61			
Collection Materials	2020	2020	\$24,446.10	92.6%	\$22,631.61			
Collection Materials	2021	2021	\$30,724.87	92.6%	\$28,440.61			
Collection Materials	2022	2022	\$32,049.43	92.6%	\$29,677.41			
Collection Materials	2023	2023	\$33,454.48	92.6%	\$30,974.56			
Collection Materials	2024	2024	\$34,912.04	92.6%	\$32,323.39			
Collection Materials	2025	2025	\$36,424.25	92.6%	\$33,726.03			
Collection Materials	2026	2026	\$28,623.63	92.6%	\$26,503.60			
Collection Materials	2027	2027	\$29,693.35	92.6%	\$27,492.96			
Collection Materials	2028	2028	\$30,797.07	92.6%	\$28,515.77			
Collection Materials	2029	2029	\$31,935.97	92.6%	\$29,573.19			
Collection Materials	2030	2030	\$33,111.25	92.6%	\$30,666.44			
New library space (3,264 sf)	2017	2018	\$664,532.97	100.0%	\$664,532.97	\$80,700.00		2008 land purchase
			<b>\$1,326,117.46</b>		<b>\$1,277,093.41</b>	<b>\$95,700.00</b>	<b>\$5,319.98</b>	



<b>Public Facility:</b> Fire Protection								
<b>Service Area:</b> County-wide								
<b>Project Description</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended to Date</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
Engine	2011	2011	\$289,275.69	100.0%	\$289,275.69	\$80,000.00	\$3,216.22	2013 Payment
Tanker	2012	2012	\$123,975.30	100.0%	\$123,975.30			
Aerial	2012	2012	\$850,516.57	100.0%	\$850,516.57			
Engine	2011	2011	\$289,334.28	100.0%	\$289,334.28			
Tanker	2012	2012	\$124,000.41	100.0%	\$124,000.41			
Truck	2008	2008	\$82,033.00	100.0%	\$82,033.00	\$82,033.00		
Engine	2011	2011	\$289,803.41	100.0%	\$289,803.41			
Tanker	2020	2020	\$124,201.46	100.0%	\$124,201.46			
Truck	2008	2008	\$82,033.00	100.0%	\$82,033.00	\$82,033.00		
Engine	2024	2024	\$290,038.27	100.0%	\$290,038.27			
Tanker	2024	2024	\$124,302.11	100.0%	\$124,302.11			
Burn Facility (1,000 sf)	2008	2008	\$180,000.00	100.0%	\$180,000.00	\$183,192.91		
Station 8 (4,900 sf)	2009	2010	\$0.00	100.0%	\$0.00			
Station 9 (4,900 sf)	2010	2010	\$351,388.26	100.0%	\$351,388.26			
Station 10 (4,900 sf)	2020	2021	\$718,928.50	100.0%	\$718,928.50			
Station 11 (4,900 sf)	2024	2025	\$724,642.99	100.0%	\$724,642.99			
			<b>\$4,644,473.24</b>		<b>\$4,644,473.24</b>	<b>\$345,259.91</b>	<b>\$3,216.22</b>	

<b>Public Facility:</b> Detention								
<b>Service Area:</b> County-wide								
<b>Project Description</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended to Date</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
New Jail	2006	2007	\$10,938,328.34	59.9%	\$6,547,013.60	\$44,899.39	\$45,184.94	
			<b>\$10,938,328.34</b>		<b>\$6,547,013.60</b>	<b>\$44,899.39</b>	<b>\$45,184.94</b>	

<b>Public Facility:</b> Roads		<b>Service Area:</b> Ga 400 Corridor Service Area							
<b>Segment Number and Project Description</b>		<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Maximum Percentage of Funding from Impact Fees</b>	<b>Maximum Funding Possible from Impact Fees</b>	<b>Impact Fees Expended to Date</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
E-1	Carlisle Rd from Forsyth to Whitmire Rd	2013	2014	\$874,246.59	100.0%	\$874,246.59	\$513,000.00	\$1,201.70	<b>Under Construction</b>
W-1	Reeves Rd from county line to Heath Rd	tbd	tbd	\$420,494.21	100.0%	\$420,494.21			
W-1/2	Heath Rd from SR 400 to N-S frontage rd	tbd	tbd	\$333,609.58	100.0%	\$333,609.58			
W-4	Stowers Rd west of SR 400 to N-S frontage rd	tbd	tbd	\$482,463.91	100.0%	\$482,463.91			
W-5/6	Grant Rd from SR 400 to N-S frontage rd	tbd	tbd	\$225,081.84	100.0%	\$225,081.84			
W-6/7	Lumpkin Campground Rd from 400 to frontage rd	tbd	tbd	\$9,386,889.48	100.0%	\$9,386,889.48			
W-10	Gordon Moss Rd from Whitmire to Dawson Forest	tbd	tbd	\$3,069,843.79	100.0%	\$3,069,843.79			
W-10	Whitmire Rd from SR 400 to N-S frontage rd	tbd	tbd	\$312,340.36	100.0%	\$312,340.36			
E-3	N-S frontage rd from Whitmire to Dawson Forest Rd	tbd	tbd	\$198,527.66	100.0%	\$198,527.66			
E-11	Landrum Rd from SR 400 to south turn	tbd	tbd	\$62,450.27	100.0%	\$62,450.27			
W-2	E-W connection #2 from SR 400 to N-S frontage rd	tbd	tbd	\$288,451.79	100.0%	\$288,451.79			
W-4	N-S frontage rd from SR 136 to Stowers Rd	tbd	tbd	\$2,123,713.53	100.0%	\$2,123,713.53			
W-5	E-W connection from SR 400 to N-S frontage rd	tbd	tbd	\$438,453.91	100.0%	\$438,453.91			
W-6	N-S frontage rd from Grant Rd to Campground Rd	tbd	tbd	\$3,355,749.20	100.0%	\$3,355,749.20			
				<b>\$21,572,316.12</b>		<b>\$21,572,316.12</b>	<b>\$513,000.00</b>	<b>\$1,201.70</b>	

<b>Public Facility:</b>		<b>Parks &amp; Recreation</b>						
<b>Service Area:</b>		County-wide						
<b>Project Description</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Local Cost of Project</b>	<b>Percentage of Funding from</b>	<b>Funding Possible from</b>	<b>Impact Fees Expended to Date</b>	<b>Impact Fees Encumbered</b>	<b>Status/Remarks</b>
Recoupment (5.4 acres)	2008	2009	\$93,750.00	100.0%	\$93,750.00			
Future Park (50 acres)	2014	2014	\$1,201,458.98	100.0%	\$1,201,458.98		\$67,759.67	
Future Park (58 acres)	2023	2023	\$677,053.57	100.0%	\$677,053.57			
4 Ball Fields	2014	2014	\$1,052,359.69	100.0%	\$1,052,359.69			
4 Ball Fields	2018	2018	\$1,088,780.52	100.0%	\$1,088,780.52			
6 Ball Fields	2023	2023	\$1,704,126.27	100.0%	\$1,704,126.27			
2 Ball Fields	2030	2030	\$602,890.94	77.7%	\$468,446.26			
7 Soccer Fields	2023	2023	\$1,789,332.58	92.1%	\$1,647,770.81			
2 Football Fields	2018	2018	\$489,951.23	69.3%	\$339,670.94			
2 Tennis Courts	2014	2014	\$84,188.78	100.0%	\$84,188.78			
4 Tennis Courts	2018	2018	\$174,204.88	100.0%	\$174,204.88			
1 Tennis Courts	2023	2023	\$45,443.37	100.0%	\$45,443.37			
2 Tennis Courts	2030	2030	\$96,462.55	26.9%	\$25,920.87			
2 Basketball Courts	2016	2016	\$53,520.76	100.0%	\$53,520.76			
2 Basketball Courts	2022	2022	\$56,323.09	73.3%	\$41,295.39			
5 Volleyball Courts	2016	2016	\$107,041.52	100.0%	\$107,041.52			
Running Track	2016	2017	\$239,992.69	70.0%	\$167,994.88			
2 Swimming Pools	2023	2023	\$2,272,168.36	69.3%	\$1,575,237.52			
3 Spraygrounds	2016	2016	\$1,273,618.87	79.6%	\$1,013,185.04			
2 Trails	2010	2012	\$256,461.46	69.3%	\$177,798.32	\$150,120.19		
4 Playgrounds	2012	2012	\$206,921.75	100.0%	\$206,921.75			
4 Playgrounds	2020	2020	\$221,492.18	86.2%	\$190,826.59			
2 Pavilions	2013	2013	\$62,076.52	100.0%	\$62,076.52			
2 Pavilions	2015	2015	\$63,680.94	100.0%	\$63,680.94			
2 Pavilions	2028	2028	\$71,126.58	75.0%	\$53,344.94			
Gymnasium	2014	2014	\$263,089.92	100.0%	\$263,089.92			
Gymnasium	2023	2023	\$284,021.05	40.0%	\$113,608.42			
Maintenance Bldg	2014	2014	\$52,617.98	100.0%	\$52,617.98			
Maintenance Bldg	2023	2023	\$56,804.21	100.0%	\$56,804.21			
Maintenance Bldg	2030	2030	\$60,289.09	80.0%	\$48,231.28			
			<b>\$14,701,250.35</b>		<b>\$12,850,450.91</b>	<b>\$150,120.19</b>	<b>\$67,759.67</b>	

## 2015-2019 SHORT TERM WORK PROGRAM DAWSON COUNTY, GA

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Community Facilities	Develop long-range water resources plan	✓	✓	✓	✓	✓	EWSA	TBD	General Fund
Community Facilities	Develop long-range sewer expansion plan	✓	✓	✓	✓	✓	EWSA	TBD	General Fund
Community Facilities	Wastewater treatment plant expansion for additional 300,000-500,000 GDP capacity	✓	✓	✓	✓	✓	EWSA	TBD	SPLOST, CDBG, GEFA, ARC, USDA, RD
Community Facilities	Library Collection Materials (980 units) - delayed from 2007	✓					BOC	\$18,605	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,014 units) - delayed from 2008	✓					BOC	\$19,131	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,051 units) – delayed from 2009		✓				BOC	\$19,697	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,090 units)				✓		BOC	\$20,275	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,247 units)	✓					BOC	\$24,315	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,297 units)		✓				BOC	\$25,121	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,349 units)			✓			BOC	\$25,944	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,403 units)				✓		BOC	\$26,786	93% Impact Fees, General Fund
Community Facilities	Library Collection Materials (1,459 units)					✓	BOC	\$27,645	93% Impact Fees, General Fund
Community Facilities	Engine	✓					Fire Dept., BOC	\$389,277	SPLOST

Short Term Work Program

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Community Facilities	Ambulance		✓				Fire Dept., BOC	\$220,000	Impact Fees, SPLOST
Community Facilities	Aerial					✓	Fire Dept., BOC	\$850,517	100% Impact Fees
Community Facilities	Engine				✓		Fire Dept., BOC	\$289,334	100% Impact Fees
Community Facilities	Fire Station 9 (4,900 sf)			✓	✓		Fire Dept., BOC	\$351,388	General Fund, SPLOST
Community Facilities	2 Picnic Pavilions (War Hill)		✓				Parks & Rec Dept., BOC	\$62,077	100% Impact Fees
Community Facilities	2 Trails (Veterans Trail, Board Walk Trail Rock Creek)	✓	✓	✓			Parks & Rec Dept., BOC	\$256,461	69% Impact Fees, TE Grant
Community Facilities	3 Playgrounds (War Hill, Rock Creek, River Park)		✓	✓			Parks & Rec Dept., BOC	\$206,922	100% Impact Fees
Community Facilities	Indoor Swimming Pool (Rock Creek)				✓		Parks & Rec, BOC	\$2,500,000	Impact Fees, Grant, General Fund
Community Facilities	Land Acquisition		✓				Parks & Rec, BOC	TBD	Impact Fees, Grant, General Fund
Economic Development	Work closely with Forsyth and Lumpkin counties to maintain Georgia 400 as a convenient connection to Interstate 285 and the Atlanta region in order to attract business and tourism.	✓	✓	✓	✓	✓	PCD, GMRC, GDOT, Chamber, DCDA	N/A	
Economic Development	Market County's increasing educational levels to potential employers	✓	✓	✓	✓	✓	DCDA, Chamber	N/A	
Economic Development	Coordinate with Lanier Technical College to develop skills pool to attract higher paying jobs	✓	✓	✓	✓	✓	DCDA, Chamber	N/A	
Economic Development	Develop Marketing Plan to encourage tourism	✓	✓	✓	✓	✓	Chamber	TBD	TBD
Housing	Develop zoning districts that provide incentives for providing senior living near other housing	✓	✓	✓			PCD	TBD	General Fund

Short Term Work Program

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Intergovernmental Coordination	Pursue with the Atlanta Airport Authority a long-term conservation master plan for the Dawson Forest Wildlife Management Area	✓	✓	✓	✓	✓	PCD, BOC, USFS	N/A	
Land Use	Adopt Georgia 53 Corridor Overlay		✓	✓			PCD, BOC	TBD	General Fund
Land Use	Create zoning districts that implement all future land use map categories		✓	✓	✓		PCD	TBD	General Fund
Land Use	Develop educational program in order for the public to understand the tax consequences of not providing more commercial and industrial tax base		✓	✓	✓	✓	Finance, BOC	\$5,000	General Fund
Land Use	Create master plan for Mixed Use Corridor Character Area at SR 9/Dawson Forest Road and SR 9/Rock Creek Park			✓			PCD	\$25,000	General Fund
Land Use	Update GA 400 Overlay District			✓	✓		PCD	TBD	General Fund
Natural & Cultural Resources	Adopt Greenspace Master Plan		✓	✓			PCD, Parks and Recreation	\$80,000	General Fund
Natural & Cultural Resources	Update county development regulations to tighten requirements pertaining to impervious surface erosion control, drainage, etc.	✓	✓	✓	✓	✓	PCD, PWD	TBD	General Fund
Population	Develop more specifically a system by which to measure growth in population vs. infrastructure and available stock demands	✓	✓	✓	✓	✓	PCD	N/A	General Fund
Transportation	Attend the Quarterly State Transportation Board meetings and become familiar with area Board Rep	✓	✓	✓	✓	✓	PCD, PWD	N/A	General Fund
Transportation	Develop/Maintain a road improvement plan	✓	✓	✓	✓	✓	PWD	TBD	General Fund
Transportation	Interchange at SR 400 and SR 53 - New Interchange	✓	✓				GDOT	\$10,000,000	State
Transportation	Add bike lanes, bicycle-friendly shoulders and multi-use paths/trails where appropriate for future construction	✓	✓	✓			PWD	TBD	T-Grant /General Fund
Transportation	Adopt a collector street plan		✓	✓			PWD	TBD	General Fund
Transportation	Coordinate with local traffic enforcement authorities for safety/accident data	✓	✓	✓	✓	✓	PWD, Sheriff	N/A	
Transportation	Develop Access Management Plans for prioritized or "selected" corridors	✓		✓			PCD, GDOT, PWD	TBD	General Fund

Short Term Work Program

DCA Category	Activity	2015	2016	2017	2018	2019	Responsible Party	Cost Estimate	Funding Source
Transportation	Improve pedestrian access at the major intersections along GA 400 with signals, cross sections, etc. in the County	✓	✓	✓	✓	✓	GDOT, PCD, PWD	TBD	General Fund, GDOT
Transportation	Pursue TE Grants	✓	✓	✓	✓	✓	PCD, GMRC, DCDA, PWD	N/A	
Transportation	Replace/repair deficient bridges as described in Dawson County Comprehensive Plan 2013-2033	✓	✓	✓	✓	✓	PWD	(See table 6 Transportation Element)	
Transportation	SR 52: two westbound passing lanes between Gilmer and Lumpkin Counties - Reconstruction, Passing Lanes		✓	✓	✓		GDOT, PWD	\$1,096,000	GDOT
Transportation	SR 9 passing lanes from Thompson Rd to Jenkins Rd. - Reconstruction, Passing Lanes			✓	✓		GDOT, PWD	\$1,068,000	GDOT
Transportation	Road resurfacing and rehabilitation	✓	✓	✓	✓	✓	PWD	TBD	General Fund, SPLOST
Transportation	SR 53 and Lumpkin Campground Rd intersection improvements	✓	✓				PWD	TBD	GDOT
Transportation	Dawson Forest Rd and SR 9 intersection improvements		✓	✓	✓		PWD	TBD	GDOT, General Fund
Transportation	Culvert replacements and upgrades	✓	✓	✓	✓	✓	PWD	TBD	General Fund, GDOT, SPLOST, FE-MA

**Adoption Resolution**  
**Capital Improvements Element Annual Update**  
**Dawson County, Georgia**

WHEREAS, Dawson County adopted a Capital Improvements Element as an amendment to the *Dawson County Comprehensive Plan*; and

WHEREAS, Dawson County has prepared an Annual Update to the adopted Capital Improvements Element; and

WHEREAS, the Capital Improvements Element Annual Update was prepared in accordance with the “Development Impact Fee Compliance Requirements” and the “Minimum Planning Standards and Procedures for Local Comprehensive Planning” adopted by the Board of Community Affairs pursuant to the Georgia Planning Act of 1989, and a duly advertised Public Hearing was held on December 3, 2015, at 6:00 P.M. in the Dawson County Government Center;

BE IT THEREFORE RESOLVED, that the Board of Commissioners of Dawson County does hereby adopt the Capital Improvements Element Annual Update, as per the requirements of the Development Impact Fee Compliance Requirements.

Adopted this 21<sup>st</sup> day of January, 2016.

BY: \_\_\_\_\_  
Mike Berg, Chairman

ATTEST: \_\_\_\_\_  
Danielle Yarbrough, County Clerk



**Backup material for agenda item:**

3. Presentation of 2016 Qualifying Fees for Elected Officials - Chief Financial Officer Dena Bosten



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Finance

Presenter: Dena Bosten

Submitted By: Dena Bosten

Date Submitted: 1/5/2016

Item of Business/Agenda Title: 2016 Qualifying Fees for Elected Officials

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: Qualifying Fees must be published in legal organ by February 1, 2016

Purpose of Request: Commission approval of qualifying fees for 2016 election.

Department Recommendation: Recommend approval. Calculation is provided by state law.

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Budgeted revenue for qualifying fees is \$8,500.

No

Amount Requested: n/a Amount Budgeted: \$8,500

Fund Name and Account Number: 100-00-1400-341910-000

#### Administration Staff Authorization

Dept. Head Authorization: Dena Bosten Date: 1/5/2016

Finance Dept. Authorization: Dena Bosten Date: 1/5/2016

County Manager Authorization: \_\_\_\_\_ Work Session Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Attachments: Resolution

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF DAWSON COUNTY  
FIXING THE QUALIFYING FEES FOR COUNTY OFFICES FOR 2016 ELECTIONS**

**WHEREAS**, O.C.G.A. § 21-2-131 requires the county governing authority to fix and publish the qualifying fee for each county office to be filled in an upcoming election; and

**WHEREAS**, the qualifying fee shall be three percent (3%) of the minimum salary for the officers of the Clerk of the Superior Court, Judge of the Probate Court, Sheriff, Tax Commissioner, Magistrate, and members of the county governing authority exclusive of supplements, cost of living increases and longevity increases; and

**WHEREAS**, the qualifying fee shall be three percent (3%) of the total gross salary of the office paid in the preceding calendar year including all supplements authorized by law if the office is a salaried office for other county offices.

**NOW, THEREFORE**, the Board of Commissioners of Dawson County hereby fixes the qualifying fees for the year 2016 elections as follows:

<u>Office</u>	<u>Qualifying Fees</u>
Judge of Probate Court	\$1,491.65
Judge of Magistrate Court	\$1,491.65
Clerk of Superior Court	\$1,491.65
Sheriff	\$1,779.87
Tax Commissioner	\$1,491.65
Coroner	\$ 332.67
Board of Commissioners – Chairman	\$ 360.00
Board of Commissioners – District 2 and 4	\$ 288.00
Board of Education – District 1	\$ 141.00
Board of Education – District 2	\$ 108.00
Board of Education – District 4	\$ 114.00
County Surveyor	\$ 10.00

This \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**DAWSON COUNTY BOARD  
OF COMMISSIONERS**

**ATTEST:**

By: \_\_\_\_\_  
**Mike Berg, Chairman**

By: \_\_\_\_\_  
**Danielle Yarbrough, County Clerk**

VOTE: Yes \_\_\_\_\_  
No \_\_\_\_\_

**Backup material for agenda item:**

4. Presentation of Draft Memorandum of Understanding between Dawson and Forsyth County Governments regarding temporary placement of Forsyth County Firefighting Personnel and Equipment in Dawson County - Emergency Services Director Lanier Swafford



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the County Manager.

Form must be submitted to the County Clerk 10 days prior to the meeting date.

Department: Emergency Services

Presenter: Lanier Swafford

Submitted By: Lanier Swafford

Date Submitted: January 4, 2016

Item of Business/Agenda Title: MOU Fire Equipment and Housing Dawson / Forsyth Counties

**Attach an Executive Summary fully describing all elements of the item of business.  (Attached)**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: \_\_\_\_\_

Purpose of Request: To allow the commission to review the proposed MOU presented by the Forsyth County Board of Commissioners regarding the temporary housing of fire apparatus, equipment, and personnel at Dawson County Station 2.

Department Recommendation: Yes

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the County Attorney?

Yes Explanation/ Additional Information: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explanation/ Additional Information: Agreement doesn't involve expenditures.

No

Amount Requested: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_

Fund Name and Account Number: \_\_\_\_\_

#### Administration Staff Authorization

Dept. Head Authorization: Lanier Swafford Date: January 4, 2016

Finance Dept. Authorization: Dena Bosten Date: 1/7/2016

County Manager Authorization: \_\_\_\_\_ Work Session Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Attachments: \_\_\_\_\_



# **DRAFT**

## **MEMORANDUM OF UNDERSTANDING BETWEEN FORSYTH COUNTY, GEORGIA AND DAWSON COUNTY, GEORGIA REGARDING TEMPORARY PLACEMENT OF FORSYTH COUNTY FIREFIGHTING PERSONNEL AND EQUIPMENT IN DAWSON COUNTY FACILITIES**

Come now Forsyth County, Georgia, a political subdivision of the State of Georgia acting by and through its duly authorized governing authority, the Board of Commissioners of Forsyth County, Georgia (“Forsyth County”), and Dawson County, Georgia, a political subdivision of the State of Georgia acting by and through its duly authorized governing authority, the Board of Commissioners of Dawson County, Georgia (“Dawson County”), with Forsyth County and Dawson County collectively referred to as the Parties. The Parties hereinafter express their intention to undertake the following:

**WHEREAS**, the Parties are authorized to enter into this Agreement in accordance with Article IX, Section III, Paragraph I of the Constitution of the State of Georgia;

**WHEREAS**, that constitutional provision authorizes Forsyth County and Dawson County to enter into an agreement for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services, or facilities which the contracting parties are authorized by law to undertake or provide;

**WHEREAS**, Forsyth County is the entity responsible for directing and controlling all property of the County (O.C.G.A. 36-5-22.1);

**WHEREAS**, Forsyth County houses certain fire-fighting vehicles, equipment and personnel at a facility known as Fire Station #8, located at 6015 Keith Bridge Rd, Cumming, GA 30041;

**WHEREAS**, Forsyth County is currently planning to rebuild Fire Station #8, with construction anticipated to begin early in 2016 and to last approximately one year, resulting in displacement of existing vehicles, equipment and personnel;

**WHEREAS**, Dawson County is the entity responsible for directing and controlling all property of the County (O.C.G.A. 36-5-22.1);

**WHEREAS**, Dawson County owns a facility used for the purpose of providing fire-fighting services known as Fire Station #2, located at 145 Liberty Drive, Dawsonville, GA 30534;

**WHEREAS**, Forsyth County has requested permission to temporarily house vehicles, equipment and personnel from Fire Station #8 in Fire Station #2, Dawson County has granted this request, and the Parties agree that this arrangement is in the interest of the public.

**NOW THEREFORE**, based upon the statements set forth in the above Preamble – with same being incorporated herein by reference and forming a material and substantive part of this Memorandum of Understanding (“MOU”) – and for other good and valuable consideration exchanged, the receipt and sufficiency of which are acknowledged by the signatures below, the Parties do agree to the following:

Rights and Obligations

1. Dawson County shall make Fire Station #2 available within fourteen (14) days of the ratification of this MOU by both Parties, and until 30 days after completion of the new Fire Station #8 (“completion” as determined in the reasonable judgment of Forsyth County). The parties contemplate that Fire Station #8 will be complete by December 31, 2016, but recognize that construction may be delayed.



2. Fire Station #2 will be a shared facility for Dawson County and Forsyth County fire-fighting personnel. Forsyth County will be entitled to house at Fire Station #2 a total of one (1) pumper truck and shifts of three (3) Forsyth County personnel and their associated equipment on a full-time basis. Forsyth County will be entitled to house additional vehicles, personnel and equipment at the facility on a temporary basis as required by emergencies and unexpected events, provided that such additional use does not materially interfere with Dawson County fire-fighting activities.
3. Except as described below, Dawson County shall be responsible for maintaining the upkeep of the physical structure and major systems comprising Fire Station #2.
4. Forsyth County shall honor and respect all reasonable rules for Fire Station #2 established by Dawson County, and shall use and occupy the facility in a manner consistent with normal fire-fighting standards. Forsyth County will be responsible for furnishing the occupied space and for supplying all daily essentials such as food and toiletries for its personnel. Forsyth County shall maintain its occupied portions of the facility in a reasonable state of order, repair and cleanliness, and shall be responsible for damage (other than normal wear and tear) that it causes to the facility.
5. The Parties shall continue to supply mutual aid as set forth in their common Mutual Aid Agreement. While Forsyth County vehicles, equipment and personnel at Fire Station #2 may be available to serve Dawson County pursuant to the terms of that Agreement, nothing in this MOU modifies the expectations, policies and procedures set forth in that Agreement.
6. This MOU does not modify the ordinary chain of command and communication for the Parties' fire-fighting personnel. For any disagreements or issues arising out of this MOU,

Forsyth County Division Chief Kevin Wallace and Dawson County Deputy Chief Tim Satterfield shall be the primary contacts representing their respective counties.

7. Forsyth County shall maintain its standard liability and casualty insurance on its vehicles, equipment and personnel and shall ensure that this coverage extends to its operations housed at Fire Station #2. Dawson County shall maintain its standard liability and casualty insurance on Fire Station #2 and shall ensure that such coverage reflects the changed occupancy established by this MOU. Upon reasonable notice, each of the Parties shall produce to the other evidence of this required insurance coverage.

#### Modification and Extension

8. This MOU may be amended, terminated or extended by mutual agreement of the Parties.
9. Any and all amendments must be made in writing and must be agreed to and executed by the Parties before becoming effective.

#### Governing Law

10. This MOU shall be construed and governed in accordance with the laws of the State of Georgia.

#### Authority to Enter Agreement

11. Each individual who executes this MOU on behalf of his or her respective Party agrees and represents that he or she is authorized to do so and further agrees and represents that this Agreement has been duly passed upon by his or her respective government or board in accordance with all applicable laws. The Parties hereto agree that this Agreement is an intergovernmental contract, and is entered into pursuant to Article IX, Article III, Paragraph I of the Constitution of the State of Georgia of 1983.

#### Severability

12. If any sentence, phrase, provision, portion, or clause of this MOU should at any time be declared or adjudged invalid, unlawful, unconstitutional, or unenforceable for any reason, said adjudication or declaration shall in no manner or way affect the other sentences, phrases, provisions, portions, or clauses hereof, and all remaining portions shall remain in full force and effect as if the portion adjudged or declared invalid was not originally a part hereof.

Construction

13. Should any provision of this MOU require interpretation or construction, it is agreed by the Parties hereto that the court, administrative body, or other entity interpreting or constructing this MOU shall not apply a presumption that the provisions hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agents prepared the same, it being agreed that all parties hereto and their respective attorneys and agents have fully participated in the preparation of all provisions of this Agreement.

So agreed, this \_\_\_\_ day of \_\_\_\_\_, 2015.

**FORSYTH COUNTY**

\_\_\_\_\_

By: \_\_\_\_\_

County Clerk:

Its: \_\_\_\_\_

\_\_\_\_\_

[COUNTY SEAL]

**DAWSON COUNTY**

\_\_\_\_\_

County Clerk

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

[COUNTY SEAL]

**Backup material for agenda item:**

8. 8. Board Appointments:
  - a. Board of Assessors
    - i. Mike Wenson (Term: January 2016 through December 2018)
  - b. Dawson County Health Board
    - i. Kay D. Parrish- replacing Penny Putnam (Term: January 2016 through December 2017)
  - c. EMS Advisory Council Board
    - i. Ricky Rexroat (Term: January 2016 through December 2017)
    - ii. Lanier Swafford (Term: January 2016 through December 2017)
  - d. Parks and Recreation Board
    - i. Spencer Wright (Term: January 2016 through December 2020)

DAWSON COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO COUNTY  
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

**Board or Authority Applied for** Dawson County Board of Health

**Name** Robbie Kay D. Parrish

**Home Address** \_\_\_\_\_

**City, State, Zip** Dawsonville, GA 30534

**Mailing Address (if different)** n/a

**City, State, Zip** n/a

**Telephone Number** \_\_\_\_\_ **Alternate Number** \_\_\_\_\_

**Fax Telephone Number** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Additional information you would like to provide:**

I was hired Executive Director as Good Shepherd Clinic of Dawson County, LLC. in July of 2015. Our focus this year is to expand the services further into the county and recruit addition doctors and dentist. We also are looking at other ways to expand services "out of the box".

**Signature** Robbie Kay D. Parrish **Date** 12/15/2015

**Please note: Submission of this application does not guarantee an appointment.**

**Return to:** Dawson County Board of Commissioners  
Attn: County Clerk  
25 Justice Way, Suite 2313  
Dawsonville, GA 30533  
(706) 344-3501 FAX: (706) 344-3889

# KAY D. PARRISH

Dawsonville, GA 30534

## SUMMARY

A dedicated, results-oriented professional with accounting, human resources, corporate facilities and property management experience in a big four accounting firm and law firm. Recognized for ability to manage complex problems under pressure, achieving productive and cost efficient results. Additional areas of accomplishment include Capital Asset Management, Accounting, Move Coordination, Contract Project Management, along with Office Administration & Management.

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## PROFESSIONAL EXPERIENCE

### Executive Director

GOOD SHEPHERD CLINIC OF DAWSON COUNTY, LLC., DAWSONVILLE, GA      JUNE 2015 - CURRENT  
Administrative and office management, grant writing, volunteer recruiting and fundraising .

### Office Manager

LIBERTY TAX SERVICE, DAWSONVILLE, GA      JANUARY 2015 - CURRENT  
Accounting services, office management and tax preparation.

### Accountant

GIBBS GARDEN, LLC, Ball Ground, GA      April 2012 – January 2014  
Accounting and office management for start-up public garden, providing accounting and office management.

- Developed and implemented operating budgets and forecasts, financial statements, and provided all accounting processes.
- General Ledger account reconciliations and month end close duties.
- Daily cash management.
- Developed all cash, accounting procedures and policies for new business.
- Managed and trained ticketing staff and gift store associates.

### Accountant/Office Manager

QUICK TIME TRANSPORT, INC. Chamblee, GA      Nov. 2011 – April 2012  
Accounting and Office mangerment.

### Staff Accountant

BRADLEY M MAPLE CPA, PC, Dawsonville, GA      2009 - 2011  
Accounting services and tax preparation.

### Firm Administrator

COHEN POLLOCK MERLIN & SMALL, P.C., ATLANTA, GA      2005 - 2008  
Managed office consisting of 24 attorneys and 22 staff.

- Responsible for budgeting, marketing, recruiting, office services and equipment, human resource management and benefits, information systems and technology management.
- Provided backup for Controller during 1 year leave of absence and ongoing treatments. (GL, Accounts Payable, Accounts Receivable, & Payroll.)
- Developed and implemented Disaster Recovery plan in remote location which reduced recovery time to 1 day.
- Managed office construction -included planning, design, construction, budgets, schedules, furniture & equipment through move-in.
- Development of filing and records retention system to move towards a paperless office.

## KAY PARRISH

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### **Commissioned Real Estate Agent**

PRUDENTIAL GEORGIA REAL ESTATE, CANTON, GA

2004 - 2005

- Commissioned sales, contract generation, marketing and staging.

### **Managed care for my terminally ill father, aunt and mentally disabled sibling**

DUKE PRIVATE RESIDENTIAL CARE, FORT VALLEY, GA

2001 - 2004

- Redesigned home setting for handicapped individuals and managed construction project
- Accounts payable and financial oversight of investments.
- Managed staff of 8 caregivers to provide 24/7 residential care

### **Assistant Director - National Move Coordinator, Property Manager, & Contract Project Management**

CAP GEMINI ERNST & YOUNG, USA, LLC, ATLANTA, GA

2000 - 2001

Managed furniture and fixtures for 80 US locations with approximately 2 million square feet of real estate. Capital budget for expenditures in 2001 amounted to \$57 million. Regional facilities manager of 10 locations in southeastern United States.

- National Projects Manager - Fixed Asset Inventory, Automated Office Hoteling & Hoteling Guidelines, Move Management & Office Consolidation, Security System Nationalization, and CGEY Trademark Signage.
- Responsible for a total of \$1,078,157 in real estate and capital asset savings during 2001 through vendor negotiations and cost analysis. Accounts Payable oversight and approval.
- Directed office moves, closings and consolidation in 20 locations.
- Project manager for office construction and furnishings in 16 locations-included planning, design, construction, budgets, schedules, furniture & equipment through move-in.

### **Supervising Associate - Facilities Administrator**

ERNST & YOUNG, LLP, ATLANTA, GA

1987 - 2000

- Prepared and managed annual Atlanta facilities budget;
- Best Practices team for Move Management, Hoteling and Facilities.
- Project manager for construction of 2 new offices and separation of 10 offices in southeast for sale to Cap Gemini.
- Managed facilities services functions at E&Y's 3 Atlanta Management Consulting locations with 84,000 sq. ft.
- Developed appropriate purchasing resources for vendor selection and bid process. Negotiated local contracts.

### **Practice Coordinator/Senior Executive Assistant - to SE Director of Financial Advisory Services**

Supervised administrative personnel in Atlanta office for Litigation Services, Reorganization & Restructuring and Corporate Finance Departments while supporting 3 partners.

- Developed budget for Administrative Services in the southern region of E&Y Management Consulting

### **Executive Administrative Assistant - to Director of Special Services - Dispute Resolution & Administrative Services and Reorganization & Restructuring**

- Paraprofessional work included all conflict of interest checks, research, data input for databases, spreadsheet generation, and generation of court fee applications.
- National computer trainer and program developer for Financial Advisory Services.

### **Office Administrator /Executive Assistant- Southeast Region Special Services**

Forecasting, client setup, financial analysis, monthly WIP reports, billing & collections, accounts payable, reserve & debit memos, review of time & expense reports, computer & equipment assets, supervisor of administrative personnel and other internal financial matters.

- Client Billing Specialist on cross functional process improvement task force to reduce days outstanding of inventory and accounts receivable due to internal and external processes.

### **Inventory and Accounting Coordinator - Southeast Region Management Consulting Services**

- Time and expense report review for compliance.
- Accounts Payable and Accounts Receivable, Reserve and debit memos, Inventory depreciation, financial statement analysis and monthly reporting.

### **Special Assistant to the Managing Director of the Southeast Management Consulting for Ernst & Whinney**



## **KAY PARRISH**

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- Liaison to Accounting and Home offices representing consultants for direct problem solving with billing and expense reports and compliance.
- Monthly reporting for compliance, WIP and financial statement analysis.
- Software trainer.

### **EDUCATION**

**GEORGIA STATE UNIVERSITY**, Atlanta, Georgia,  
Cum Laude      3.5 GPA

B.S. Business, Accounting, 2004

### **COMPUTER SKILLS**

Proficient in the use of: Microsoft Office (Word, Excel, PowerPoint, Access), QuickBooks Enterprise Solutions, Intuit POS, Peachtree Accounting, CCH Tax, MSProject, CT Summation, Lexis Nexis, Pacer, WordPerfect 12, Lotus Notes, MindManager, Orion Law Accounting, Spring Charts, Internet Research, Interwoven Document Management, Mail Marshall, Quicken and others.

### **COMMUNITY AND SERVICE ORGANIZATIONS**

Society for Human Resources Management  
International Facilities Managers' Association

Atlanta Association for Legal Administrators  
Grace Presbyterian Church, Administrative Elder

**Backup material for agenda item:**

9. Chairman Report



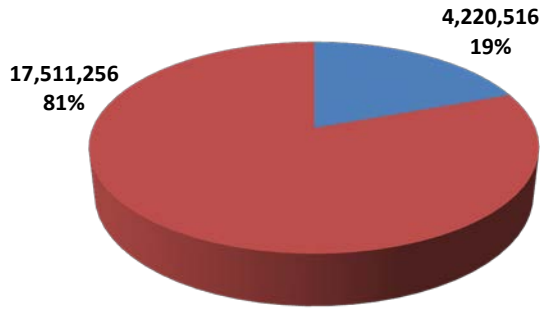
Key Indicator Report

December 2015

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### Budget

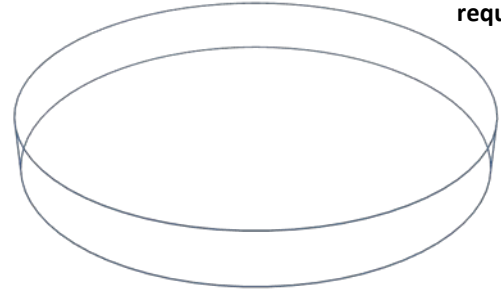
■ Remaining ■ Expense



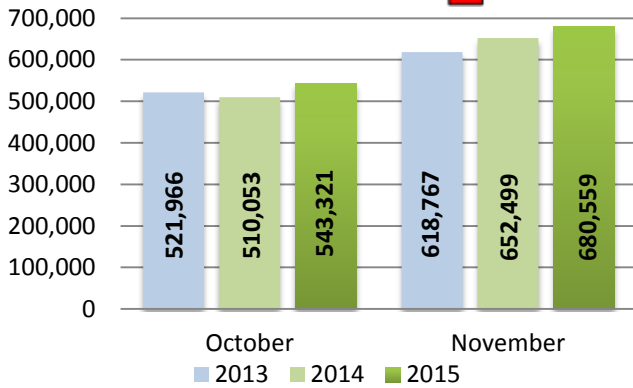
Through 11/30/15

### 311 Requests By Department

No 311 requests

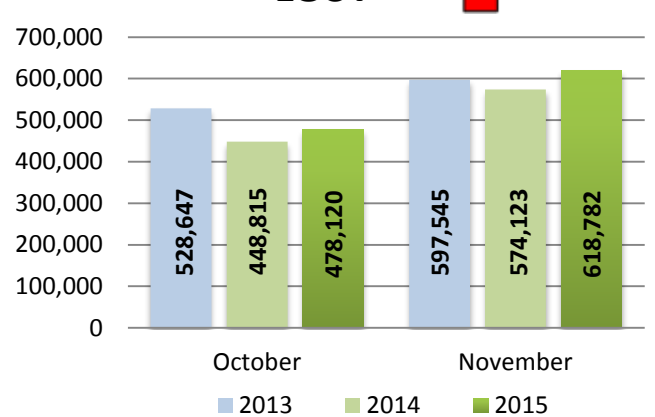


### SPLOST ↑ 3.9%

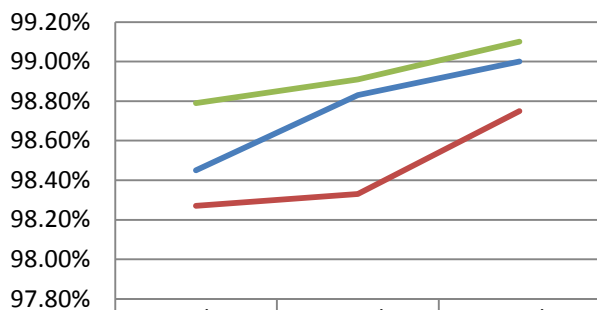


November: County Portion (85%) = \$578,475; City Portion (15%) = \$102,084  
As of July 2015, County is at 85% with SPLOST VI (SPLOST V was 100% to the County)

### LOST ↑ 7.8%

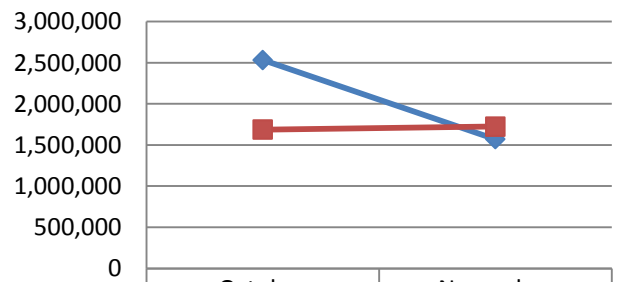


### Property Collections



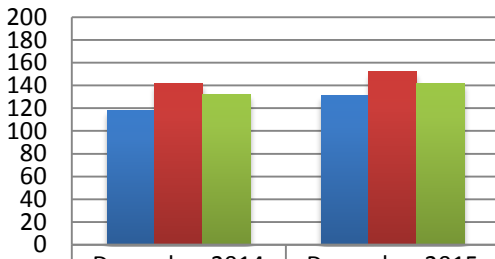
Year	October	November	December
2012	98.45%	98.83%	99.00%
2013	98.27%	98.33%	98.75%
2014	98.79%	98.91%	99.10%

### All Revenue Per Month



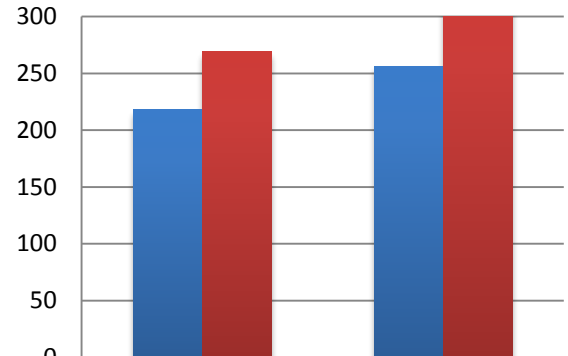
Year	October	November
2014	2,534,763	1,571,762
2015	1,687,168	1,725,381

### Inmate Population



	December 2014	December 2015
■ Lowest Daily Count	118	131
■ Highest Daily Count	142	152
■ Daily Average	132	142

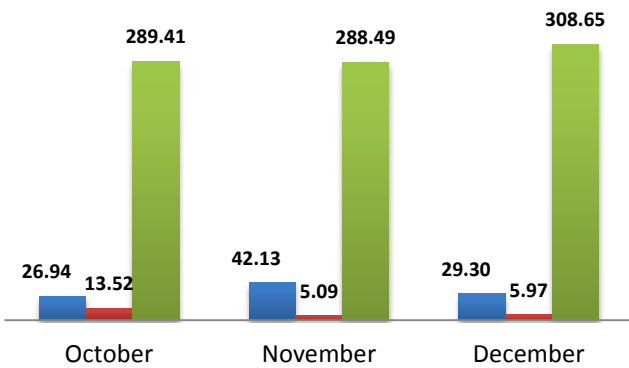
### EMS/Fire Calls for Service



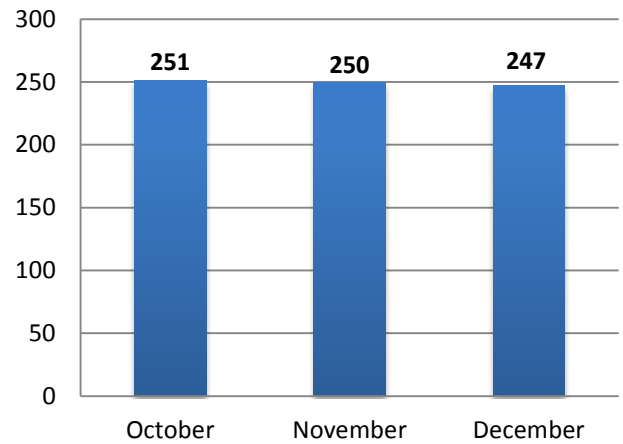
	December 2014	December 2015
■ EMS	218	256
■ Fire	269	324

### Recycling

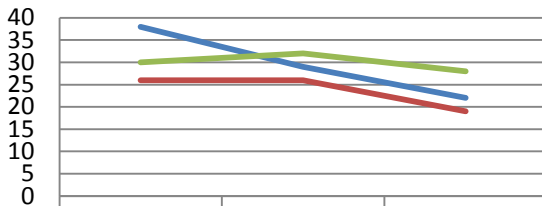
■ Recycling Other Than Metal ■ Scrap Metal ■ Refuse



### Number of Employees



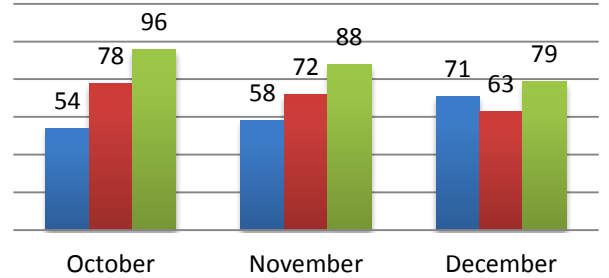
### Permits Issued (Planning & Development)



	October	November	December
— 2013	38	29	22
— 2014	26	26	19
— 2015	30	32	28

### Repair Requests (Public Works)

■ Roads ■ Facilities ■ Fleet





## Dawson County Board of Commissioners

### Elections/Registrar Monthly Report – December 2015

- **New Applications/Transfers In: 271**
- **Changes/Duplicates: 167**
- **Cancelled/Transferred Out: 111**
- **Total Processed: 549**

### **HIGHLIGHTS**

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

All cleanup processes are still in progress, requiring daily changes in voter records. Increased registration activity due to major election year have begun.

- New absentee ballot applications have been received (changed the elderly age from 75 to 65), old ones pulled and destroyed, as well as any signs/materials necessary to reflect the change.

#### **Elections Projects:**

- Working task lists assignments for the 5-6 scheduled elections for 2016. The first tasks for the Presidential Preference Primary.
  - Paper ballots have been ordered, received and tested in preparation for the 45 day deadline to send to military/overseas citizens, elderly & disabled beginning January 12<sup>th</sup>. 71 applications have been received thus far.
- Continue the project of consolidating and updating SOP procedures for the office.
- 2016 GEOC/VRAG combined conference presented necessary updates and new processes that the staff have been putting into place for the upcoming election year.
- Qualifying information in place and being presented to interested potential candidates.

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

##### Presidential Preference Primary preparation:

- Poll Worker/Manager training in January/February. A revised Poll Worker Manual has been presented from the Secretary of State's office. Copies will be presented to each worker at training.
- Logic and Accuracy testing of all election equipment beginning the 13<sup>th</sup> of January for the PPP.



## Dawson County Board of Commissioners

### Emergency Services Monthly Report – December 2015

#### **Fire Responses:**    October    November    December

2013	261	259	215
2014	269	278	269
2015	317	253	324

#### **EMS Responses:**    October    November    December

2013	211	200	199
2014	194	202	218
2015	239	181	256

#### **Plan Reviews:** 6

#### **EMS Revenue:**

- November 2014: \$36,336.03
- November 2015: \$46,217.52
- 21.4 % increase

#### **Plan Review and Inspection Revenue Total:** \$900.00

- County: \$800.00
- City: \$100.00

#### **Business Inspections Total:** 13

- County follow-up: 4
- City follow-up: 0
- County final inspection: 3
- City final inspection: 1
- County annual inspections: 5
- City annual inspections: 0

### **HIGHLIGHTS**

#### **Dawson County Emergency Services Projects:**

- Training hours completed by staff: 1,046
- PR details: 21
- Smoke detector installations: 7
- Search and Rescue: 4
- Fire hydrant flow test, service and painting continues
- Fire investigation: 2
- CPR people trained: 16
- Child safety seat installations: 3
- Total water usage: 40,000 gallons (EWSA 47,000 gallons, city: 10,000 gallons, Pickens: 0, Cherokee: 0)



## Dawson County Board of Commissioners

### Facilities Monthly Report – December 2015

- **Total Work Orders: 63**
- **Community Service Workers: 3**

#### **HIGHLIGHTS**

- Major repair and work on generator (radiator replacement) at Government Center
- HVAC major repair and work completed at Government Center
- EMS/Fire Station 3 - Special Project 2015
  - Building transformation/upgrade: replacement and repair (floorings, sidings, and windows)
  - Added and replace generator
  - Added and installed HVAC unit (heat only)





**FACILITIES DEPARTMENT**

**MONTHLY REPORT**

**For Period Covering the Month of DECEMBER 2015**

SN	TASKS/ WORK DONE	LOCATION/S of Service
1	Repaired outside light of GC building	Government Center
2	Helped put up Christmas decorations with the Women's Club	Historic Courthouse
3	Put up the Christmas decorations inside and outside of GC	Government Center
4	Trimmed and cut all the shrubs around the building premises	Historic Courthouse
5	Trimmed and cut all the shrubs around the building premises	Government Center
6	Worked out major problems on HVAC	Government Center
7	Handled the major repair of generator by replacing new radiator unit needed	Government Center
8	Working on the project for awning at GC (provided vendor/supplier price quote details)	Government Center
9	Working with the EMS Department on their special project for FS-3 (upgrade)	Emergency Services - FS-3
10	Repainted the deck/ patio area of Roads Department building	Roads Department
11	Delivered and picked up tables for senior citizen's event	Senior Citizen
12	Repaired the disposal unit at the New Jail	DCSO - New Jail
13	Repaired and restored hand rails at the outside walk-way of the building	Senior Citizen
14	Trimmed the trees around the building premises of the Old Courthouse	Historic Courthouse
15	Installed both the outdoor and indoor HVAC units	Historic Courthouse
16	Repaired the toilet issues at the upper level of FS-1	Fire Station 1
17	Repaired the toilet issues at the mens room of FS-3	Fire Station 3
18	Reviewed all the job applications for both full time and part time workers	Facilities
19	Added and replaced the generator	Fire Station 3
20	Added and installed new HVAC unit (heat only)	
21	Reworked the floorings (sanded and refinished)	
22	Removed and replaced the old siding, and replaced with new vinyl sidings	
23	Replaced windows with vinyl	Historic Courthouse
24	Cleaned all the window sills of the Old Courthouse	
25	Total number of Work Orders for the month of DEC 2015 = <b>Sixty Three (63)</b>	Facilities
26	Total number of Community Service Work for DEC 2015 = <b>Three (3)</b>	Facilities

These numbers do not reflect daily/ weekly routine duties to include:

- Cutting of grass and landscape maintenance on all county properties
- Cutting of grass and landscape maintenance on all five (5) parks on the west side of county
- Cleaning of the new government center and other county owned buildings, offices and facilities
- Emptying outside trash receptacles at county owned buildings
- Collecting and recycling of all county buildings, offices and facilities

Noted By: \_\_\_\_\_

**JAMES TOLBERT**, Facilities Director

Prepared By: MVBosten, 010416



**FACILITIES-IT DEPARTMENTS**

**VEHICLE MONTHLY SUMMARY TRACKING SHEET**

For the Month Covering DECEMBER 2015

**DEPARTMENT/S:** FACILITIES & IT

**DATE:** 1/4/2016

VEHICLE DETAILS											
DEPARTMENT	VEH. MAKE	VEH. MODEL	VEH. YEAR	VIN #	VEH. TAG NO.	FUEL TYPE	ASSIGNED OPERATOR/ USERS	BEGINNING MILEAGE	ENDING MILEAGE	FUEL CONSUMPTION	VEHICLE ISSUE/ UPDATE
FAC	FORD	F-250	2007	1FTSW20568EA07998	GV90403	GAS	<del>COLEMAN, DARRELL</del>	87,135	87,602	35.50	Vehicle surrendered/ User no longer with Dawson County
FAC	FORD	F-150	2003	1FTRF18WX3NB25308	158250	GAS	BOSTEN, VICTORIA	121,473	121,561	0.00	Completed repair on wheel alignment and tire replacement
FAC	FORD	F-150	2003	2FTRF18W33CA47279	158249	GAS	TOLBERT, JAMES	129,462	130,134	36.90	Issues with truck key door and mileage light indicator
FAC	FORD	F-250	2003	1FDNW21653EC35151	158256	GAS	PARKER, DONNIE	105,031	105,245	27.00	Replaced the coil pack, thrust angle alignment
FAC	FORD	F-150	1997	1FTZF18WMA25537	565	GAS	WATERS, MAYNARD LYNN, DAVID	168,530	168,582	0.00	No fuel consumption for the month
FAC	FORD	F-150	1996	1FTDX1766VNB73903	562	GAS	FOX, DAVID	121,466	121,966	18.00	
IT	FORD	SPORT TRAC	2008	1FEU31EA8UB23715	GV90472	GAS	ROLAND, ROBIN	NA	78,994	13.80	Key fob doesn't work



## Dawson County Board of Commissioners

### Finance Monthly Report – December 2015

#### **FINANCE HIGHLIGHTS**

- **LOST Collections:** \$620,821 – up 7.8% compared to 2014 (*large increase is attributed to audit in the amount of \$22,250 affecting LOST only*)
- **SPLOST Total Collections:** \$680,559 – up 3.9% compared to 2014. (*The County's portion of SPLOST collections are down 11.6% due to the change in distribution from 100% for SPLOST V to 85% for SPLOST VI as of July 2015.*)
  - \$578,475 – County Portion (85%)
  - \$102,084 – City Portion (15%)
- **TAVT:** \$74,308 – up 18.0% compared to 2014
- **See attached Revenue and Expenditure Comparison for 2015**
- **Total County Debt:** \$3,835,821.91 (See attached Debt Summary)
- **Audit Status:** Auditors will be in the office the week of January 25, 2016 for preliminary fieldwork
- **Budget Status:** FY 2016-2018 Budget was approved November 5, 2015.

#### **PURCHASING HIGHLIGHTS**

##### **Formal Solicitations**

- None

##### **Informal Solicitations**

- Cameras and monitor for Senior Center
- 25kW Generator & transfer switch at Fire Station #3
- Stop signs for Roads Department
- Mower for Facilities
- Refinishing Granwood floors at Rock Creek Park gym
- Furniture for Senior Center lobby (2 chairs & sofa)
- Furniture for Senior Center (20 guest chairs)
- Renovation of Fire Station #3 – siding & windows

##### **Pending Projects**

- Historic Courthouse Restoration Project: Windows, Painting & Caulking

##### **Work in Progress**

- Inmate Food Services – FY 2016
- DCSO Vehicles
- Turn Out Gear for DCES
- Chest Compression Devices for DCES
- SCBAs for DCES
- E-Verify Report

##### **Future Bids**

- TE Trail Grant Project
- Guardrails at War Hill Park Road
- Intermediate Jail Demolition
- IT Servers (Revised)
- SPLOST VI Projects (TBD)

**Budget to Actual  
November Collections Reported in December**

	Actual at 11/30/2015 (1)	Percent of Budget Actually Collected/ Expended	2015 BOC (2) Approved Budget	Over(Under) Approved Budget	Percentage Over(Under) Approved Budget
Revenue	\$ 17,051,749	78.46%	\$ 21,731,772	\$ (4,680,023)	-21.54%
Expenditures	17,511,256	80.58%	21,731,772	(4,220,516)	-19.42%
	<u>\$ (459,507)</u>	<u>-2.11%</u>	<u>\$ -</u>	<u>\$ (459,507)</u>	<u>-2.11%</u>

**\*NOTE:** Adjustments will be made during the year-end close out. The actual revenue and expenditure totals are subject to change pending normal year-end adjustments such as accruals and results of the audit.

**(1)** Reporting actuals as of 11/30/2015 because revenue collections are 30 days behind. The LOST revenues for the month of November 2015 were received in December 2015.

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

\$ 21,659,305	Original Budget
\$ 30,401	Donation Carryover Balances
\$ 1,752	January Donations Received
\$ 5,053	February Donations Received
\$ 11,285	March Donations Received
\$ 2,954	April Donations Received
\$ 5,465	May Donations Received
\$ 1,682	June Donations Received
\$ 1,325	July Donations Received
\$ 1,600	August Donations Received
\$ 1,714	September Donations Received
\$ 3,191	October Donations Received
\$ 6,045	November Donations Received
<u>\$ 21,731,772</u>	Revised Budget

**ACTUAL COMPARISON  
JANUARY - DECEMBER 2015**

MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec*	YTD
2014 REVENUE	790,257	1,377,525	1,417,196	1,507,900	1,501,846	1,507,986	1,600,030	1,550,302	1,537,413	2,534,763	1,571,762	2,761,600	19,658,579
2015 REVENUE	820,947	1,521,261	1,480,682	1,617,781	1,596,514	1,714,955	1,607,404	1,671,224	1,608,432	1,687,168	1,725,381		17,051,749
<b>% CHANGE</b>	<b>4%</b>	<b>10%</b>	<b>4%</b>	<b>7%</b>	<b>6%</b>	<b>14%</b>	<b>0%</b>	<b>8%</b>	<b>5%</b>	<b>-33%</b>	<b>10%</b>	<b>-100%</b>	<b>-13%</b>
2014 EXPENSE	1,063,535	1,518,729	1,442,613	1,409,211	1,785,823	1,729,336	1,409,860	1,355,762	1,599,132	1,855,090	1,661,260	1,981,115	18,811,467
2015 EXPENSE	1,105,357	1,407,334	1,444,093	1,552,000	1,759,628	1,794,836	1,587,590	1,440,349	1,785,738	2,050,779	1,583,552		17,511,256
<b>%CHANGE</b>	<b>4%</b>	<b>-7%</b>	<b>0%</b>	<b>10%</b>	<b>-1%</b>	<b>4%</b>	<b>13%</b>	<b>6%</b>	<b>12%</b>	<b>11%</b>	<b>-5%</b>	<b>-100%</b>	<b>-7%</b>
<b>2015 Total Rev-Exp</b>	<b>\$ (284,410)</b>	<b>\$ 113,927</b>	<b>\$ 36,589</b>	<b>\$ 65,781</b>	<b>\$ (163,114)</b>	<b>\$ (79,881)</b>	<b>\$ 19,814</b>	<b>\$ 230,875</b>	<b>\$ (177,306)</b>	<b>\$ (363,611)</b>	<b>\$ 141,829</b>	<b>\$ -</b>	<b>\$ (459,507)</b>

**REVENUE**  
 YTD 2014 16,896,979  
 YTD 2015 17,051,749  
 % Changed 0.92%

**EXPEDITURES**  
 YTD 2014 16,830,352  
 YTD 2015 17,511,256  
 % Changed 4.05%

\*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.

**DAWSON COUNTY  
DEBT SCHEDULE**

AS OF 12/31/2015

DEBT DESCRIPTION	BANK/PAYEE	CURRENT SOURCE OF PAYMENT	DEBT ORIGINATION DATE	DUE DATE OF FINAL PMT	PRINCIPAL BAL AT 12/31/2014	NEW LOANS IN 2015	2015 PMTS TO DATE		BALANCE DUE	PENDING 2015 PAYMENTS		PROJECTED BAL AT 12/31/2015	NOTES
							PRINCIPAL	INTEREST		PRINCIPAL	INTEREST		
2007 SPLOST 5 Bonds	Regions Bank	SPLOST 5	12/27/2007	7/1/2015	7,865,000.00	-	7,865,000.00	393,250.00	-	-	-	-	SPLOST 5 Collections/Construction funds from bond proceeds reserved for debt service - PAID IN FULL 7/1/15!!!
2012 EWSA Bonds	Community & Southern Bank	General Fund	5/14/2012		2,905,000.00	-	10,000.00	85,836.71	2,895,000.00	-	0.00	2,895,000.00	Partial defeasement of bonds in April 2012 reduced principal by \$1,525,000. Refunded Bonds and received lower interest rate of 2.96% on 5/14/2012. Interest due semi-annually on March 1 and Sept. 1.
Hwy 9 S land-EWSA Note	Community & Southern Bank	General Fund			Debt - this loan is on EWSA's books, however, the County pays the interest from General Fund (about \$3,700 per month)	-	-	43,526.25	-	-	-	-	This loan is on EWSA's books, however, thru an intergovernmental agreement, the County pays the interest. Also, any proceeds from the sale of wetland and stream bank credits the County receives is paid toward the principal of the loan. The current principal amount is \$1,431,000 at an interest rate of 3%. Accrued interest will be paid monthly.
Fire Truck Lease	Oshkosh Capital	General Fund	1/24/2011	9/24/2022	835,243.37	-	90,679.46	33,326.20	744,563.91	-	-	744,563.91	12-yr lease/purchase for 3 pumper trucks; annual payment of \$124,005.66
Vehicle Replacement Lease	BB&T	General Fund	7/8/2015	7/8/2015	-	196,258.00			196,258.00	-	-	196,258.00	This amount was approved for vehicle replacement leases in the FY2015 budget. Eligible departments are working with Purchasing to bid out replacement vehicles.

**Totals**    \$ 11,605,243.37    \$ 196,258.00    \$ 7,965,679.46    \$ 555,939.16    \$ 3,835,821.91    \$ -    \$ 0.00    \$ 3,835,821.91



## Dawson County Board of Commissioners

### Human Resources Department Monthly Report – December 2015

#### **POSITION CONTROL**

- Positions approved by BOC: 426
- # of filled F/R Positions: 247
- # of filled F/T Positions: 0
- # of filled Grant Funded Positions: 8
- # of filled P/R Positions: 51
- # of filled P/T Seasonal Positions: 14
- # of Supplemental Positions: 48
- # of Vacant Positions: 24
- #of Frozen Positions: 34
- % of Budgeted/Actual Positions: 86%

#### **ADDITIONAL INFORMATION**

- FMLA/LOA tracking: 3
- WC and/or P & L claims filed: 2
- Unemployment claims received: 1
- Performance Evaluations received: 12
- Payroll/Benefit changes keyed: 153

#### **HIGHLIGHTS**

**Positions Advertised/ Posted: 8**

**Applications Received: 68**

**New Hires added into system: 3**

- Travis Long- Emergency Services
- Cara Ingley- Public Works
- Charles Brantley- Sheriff's Office

**Terminations Processed: 7**

- William Harris- Emergency Services
- Billy Thurmond- Emergency Services
- Thomas Burger- Facilities
- William Coleman- Facilities
- Scott Adams- Public Works
- Matthew Smith- Sheriff's Office
- Lynda Townley- Sheriff's Office

**Additional Highlights for December**

- Continued to work with Northwestern Benefits and MedCom regarding upcoming ACA reporting



## **Dawson County Board of Commissioners**

### Information Technology Monthly Report – December 2015

- **Calls for Service: 117**
- **Service Calls Completed: 117**
- **Windstream visits: 1**

#### **HIGHLIGHTS:**

- Working on server replacement project
- Re-evaluated Cell phone service with ATT & Verizon
- Worked with Windstream to verify lines have been disconnected from old jail





## Dawson County Board of Commissioners

### Marshal Monthly Report – December 2015

- **Alcohol License Establishment Inspections:** 3
- **Alcohol Pouring Permits Issued:** 29
- **Animal Control Calls Handled:** 133
- **Animal Bites to Human investigated:** 2
  - 2 Quarantined – Passed
- **Animals Taken to DC Humane Society:** 28
- **Dangerous Dog Classification:** 0
- **Citations Issued:** 0
- **Complaint Calls/In Field Visits:** 105
- **Erosion Site Visits:** 6
- **E-911 Addresses Issued:** 103
- **Non-conforming Signs Removed:** 130



## Dawson County Board of Commissioners

### Parks and Recreation Monthly Report – December 2015

- **Youth Sports Participants**
  - December 2015: 769 up 141% compared to same month last year (rainouts in November)
  - YTD 2015: 11,923 up 11% compared to last year
- **Facility Rentals/Bookings/Scheduled Uses:**
  - December 2015: 552 down 29% compared to same month last year
  - YTD 2015: 13,275 down 10% compared to last year
- **Adult and Youth Wellness and Specialty Program Participation:**
  - December 2015: 770 up 52% compared to same month last year
  - YTD 2015: 19,545 up 205% compared to last year
- **Total Customers Served:**
  - December 2015: 2,091 down 16% compared to same month last year
  - YTD 2015: 43,251 up 26% compared to last year

### **HIGHLIGHTS**

#### **Park Special Events:**

- Hosted Breakfast with Santa & Senior Center Christmas Bazaar on Dec. 5<sup>th</sup> with 650-700 participants (record number). See attached event summary.

#### **Park Projects:**

- WHP courtesy dock was moved in due to increasing water levels. December rains flooded the beach and water levels came over the decking on the pier.
- Basketball courts at RCP were sanded; two new coats of polyurethane applied
- Painting continued in outdoor restrooms throughout the park

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

- Youth basketball games continued through December 19<sup>th</sup> (break for holidays) Games resume Jan. 4<sup>th</sup>
- Two wrestling matches were held at VMP in December
- Joey continued his Leadership Dawson participation
- Quotes were obtained for football helmet and shoulder pad reconditioning and recertification. Riddell was the low bidder and will begin process in January.
- Specialty programs: basketball lessons, dance classes, adult boot camp, Kid Fit, Tai Chi, Yoga and Zumba.

#### **On the Horizon:**

- Next Park Board meeting: January 11<sup>th</sup> at 5:30pm
- Online Spring Sports registration begins January 4<sup>th</sup>
- Youth Volleyball begins end of February
- New programs beginning in January: Kangoo Power adult fitness, youth and adult tennis lessons, clinics & leagues.

<b>Rock Creek Park</b>	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	totals
Tv Room	7	3	8	12	6	29	26	17	14	8	6	3	139
Classroom	14	7	13	11	7	25	22	21	25	18	13	8	184
Community Room	41	36	48	51	58	68	49	46	48	52	32	20	549
Gyms	190	158	124	140	164	205	180	165	140	170	265	185	2086
Small Pav.	2	0	10	11	16	30	35	30	14	9	5	2	164
Large Pav.	2	0	8	7	12	12	10	10	10	7	3	0	81
Fields 7-16	15	10	150	140	128	152	105	180	200	165	90	20	1355
Soccer Fields	35	25	250	240	225	65	0	50	215	200	150	30	1485
Tennis Courts	15	5	25	20	15	20	25	25	15	10	8	6	189
Weight Room	409	385	394	410	452	426	435	420	410	355	185	150	4431
Other	15	15	15	15	15	15	15	15	15	15	15	15	180
<b>Veteran's Memorial Park</b>													
Gym	85	50	32	45	42	65	60	45	50	75	155	88	792
Small Pav.	0	0	4	6	4	6	7	5	5	2	2	0	41
Large Pav.	0	0	3	6	5	5	6	5	7	3	2	0	42
Pool	0	0	0	0	45	116	122	37	0	0	0	0	320
Fields 1-6	0	0	85	70	60	65	40	55	55	30	20	10	490
Football Field	0	0	12	0	0	0		25	25	20	5	0	87
Other	15	15	15	15	15	15	15	15	15	15	15	15	180
Track/Walking Trail	500	500	500	500	500	500	500	500	500	500	500	500	6000
Pool opened for summer					521	2253	1841	770	0	0	0	0	5385
T-Ball Participants	37	124	124	124	124	0	19	67	67	67	0	0	
BB Participants	68	260	258	258	258	50	33	143	143	143	0	0	
Adult League	0	0	75	270	270	270	220	200	200	200	200	0	
Basketball	265	265	0	0	0	0	0	0	121	275	278	278	
Football	0	0	0	12	154	157	156	144	144	144	144	0	
Cheer	0	0	0	0	68	68	67	67	67	67	67	0	
Wrestling	19	0	0	0	0	0	0	0	5	23	23	23	
Track	15	42	43	43	43	0	0	0	0	0	0	0	
Travel	168	153	165	165	190	190	190	190	190	190	190	65	
Instructional League	0	71	75	75	75	0	0	0	26	49	51	51	
Softball	0	124	124	124	124	50	8	42	42	42	0	0	
Soccer	221	245	245	245	275	280	280	280	352	352	352	352	
Swim Team	55	55	55	55	55	55	55	0	0	0	0	0	
Tournament Participation						04	0	0	0	200	0	0	404
** Soccer Fields closed the month of July for repair													

**Monthly Report Totals - 2015**

<b>Activity</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>
All Sports Day Camp I	-	-	-	-	-	31	-	-	-	-	-	-	31
All Sports Day Camp II	-	-	-	-	-	42	-	-	-	-	-	-	42
Basketball Lessons	-	-	7	6	19	11	13	8	0	-	5	6	75
Basketball Pre-Try Out Prep Camp	-	-	-	-	-	-	-	-	-	-	-	-	0
Battle of the Best Relay for Life Fundraiser	-	792	-	-	-	-	-	-	-	-	-	-	792
Boot Camp	0	0	0	0	0	0	15	15	12	15	20	20	97
Breakfast with Santa	-	-	-	-	-	-	-	-	-	-	-	700	700
Camp of Ballers	-	-	-	-	-	-	-	-	-	-	-	-	0
Cheerleading Camp	-	-	-	-	-	-	25	-	-	-	-	-	25
Community Egg Hunt	-	-	-	2,000	-	-	-	-	-	-	-	-	2,000
Dance	49	-	49	49	49	-	-	-	31	31	31	31	320
Dance Camp	-	-	-	-	-	20	-	-	-	-	-	-	20
Guard Prep Camp	-	-	-	-	-	-	-	-	-	-	-	-	0
Kids Fit	-	-	-	-	-	-	-	8	7	7	2	-	24
Lady Tigers Fundamental Basketball Camp (girls)	-	-	-	-	-	40	-	-	-	-	-	-	40
Movies in the Park	-	-	-	-	-	650	-	-	-	-	-	-	650
Pool Swimmers	-	-	-	-	-	2,253	1,841	770	86	-	-	-	4,950
Pups in the Park	-	-	-	-	-	-	-	-	200	-	-	-	200
Rotary Day	-	-	-	-	600	-	-	-	-	-	-	-	600
Sandy & His Dad's Basketball Camp	-	-	-	-	-	24	14	-	-	-	-	-	38
SilverSplash	-	-	-	-	12	20	13	14	-	-	-	-	59
Speed & Footwork Camp	-	-	-	-	-	-	-	-	-	-	-	-	0
Spring Sports Opening Day	-	-	2,500	-	-	-	-	-	-	-	-	-	2,500
Swim Lessons	-	-	-	-	-	41	-	-	-	-	-	-	41
Tai Chi / Kung Fu	2	2	1	3	3	3	5	4	4	6	5	4	42
Tennis Lessons	3	2	2	2	0	1	0	0	0	-	-	-	10
Tigers Fundamental Basketball Camp (boys)	-	-	-	-	-	45	-	-	-	-	-	-	45
Trunk or Treat	-	-	-	-	-	-	-	-	-	3,600	-	-	3,600
UFA Soccer Camp	-	-	-	-	-	24	115	-	-	-	-	-	139
War Hill Park Guests	-	-	-	-	-	682	614	372	297	221	-	-	2,186
Water Aerobics	-	-	-	-	-	-	7	-	-	-	-	-	7
Yoga	12	11	15	13	5	7	10	11	6	6	9	9	114
Zumba	19	26	25	27	26	26	25	17	7	-	-	-	198
	85	833	2,599	2,100	714	3,920	2,697	1,219	650	3,886	72	770	19,545



## Dawson County Board of Commissioners

### Planning and Development Monthly Report – December 2015

- **Building permits Issued**
  - December 2015: 28 down 13%
  - YTD 2015: 397 up 14%
- **Business Licenses Issued:**
  - December 2015: 115 flat
  - YTD 2015: 1,615 up 2%
- **Total Building Inspections Completed:**
  - December 2015: 292 up 15%
  - YTD 2015: 3,577 up 9%
- **Variances/Zonings Processed:**
  - December 2015: 1 down 50%
  - YTD 2015: 39 down 5%
- **Plats Reviewed:**
  - December 2015: 13 down 19%
  - YTD 2015: 102 up 15%
- **Total Stormwater/Erosion Inspections: 26**
- **Total Stormwater Warnings/Stop Work Orders Issued: 2**
- **Total Civil Plan Review Meetings: 5**
- **Total Building Plan Review Meetings: 3**

### HIGHLIGHTS

#### **Planning Projects:**

- EPD approved the Stormwater Management Program on December 15<sup>th</sup>.
- GATEway Grant landscape plan has been approved. Waiting to receive approved copies to move forward.
- 2015 updated CIE was submitted to the Georgia Mountain Regional Commission on December 4<sup>th</sup> for review and approval by DCA. We shall wait 60 calendar days prior to adoption of the updated CIE. CIE was approved on December 31<sup>st</sup>.

#### **Newly Licensed Businesses:**

- 7 Commercial based businesses
- 4 Home based businesses

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

- January Planning Commission Item: 1 variance case (Wyman Walden (Hwy 53 W: rear buffer variance).
- Upcoming Plan Review Meetings:
  - January 7: True Value Site Plans; Hobby Lobby Building Plans
  - January 14: Azalea Nails Building Plans (Dawson Crossroads Shops A); Aspen Dental Building Plans (Outparcel 4 Dawson Crossroads)
  - January 21: Byrd's Mini Storage Site (61040 Hwy 53 E); Premium Car Wash Canopy Building Plans (804 Hwy 400 S)
- Director Burton will attend Leadership Dawson class January 13<sup>th</sup>.

# **Dawson County**

## **December 2015**

### **New Business Licensing**

Dawson County has four (4) new Commercial Businesses that have opened this month.

1. Farmington Creek, LP – Apartment Leasing Office  
35 Harvest Circle
2. Burger King – Ownership Change - Restaurant  
21 Medical Center Drive
3. Montoya Customized Work, L.L.C. – Painting Contractor  
139 Prominence Court, Suite 150
4. Prominence Pharmacy PC – Compounding Pharmacy  
131 Prominence Court, Suite 140

Home Based Business has seven (7) new locations and Home Office Business Licenses.

1. Dunphy Corporation – Consulting Services  
548 River Overlook Road
2. Encore Dance, L.L.C. – Dance Instructor  
359 Bobcat Ridge Drive
3. Executive Review, Inc. – Consulting Services  
155 Kilough Ridge Drive
4. Jeff Matheson/War Hill Cycle – Online Sales  
115 Matheson Drive
5. Phillips Interiors – Cabinet Installation  
1300 Grizzle Road
6. The Rustic Rabbit Interiors and Gifts, L.L.C. – Online Sales  
57 Brights Way
7. TKO Trucklines, Inc. – Trucking Company  
8604 Highway 136 West



## Dawson County Board of Commissioners

### Public Affairs Monthly Report – December 2015

#### **Website Activity**

- Page Views: 69,426
  - 13% increase from previous year; 15% decrease from previous month
  
- Unique Visitors: 9,995
  - 1% decrease from previous year; 12% decrease from previous month

#### **Social Media**

- Contacts/Fans: 1,065 (Facebook)
  - 24% increase from previous year; 3% increase from previous month
  
- Contacts/Followers: 133 (Twitter)
  - 209% increase from previous year; 6% increase from previous month

**Citizen Care:** (Work Requests) - 0



## Dawson County Board of Commissioners

### Public Works Monthly Report – December 2015

#### **ROADS:**

- Work Orders: 71
- Mowing: 2.46 miles
- Gravel: 26 tons

#### **ENGINEERING:**

- We continued to work with GDOT on intersection improvements for Dawson Forest/Gordon Moss/Lumpkin Campground developments
- Staff is assessing potential deficiencies from the recent rain events

#### **TRANSFER STATION:**

- Solid Waste: 326.19 tons (refuse)
- Recycling: 29.3 tons
- Recycling scrap metal: 5.97 tons

#### **FLEET:**

- Repair requests: 79





## Dawson County Board of Commissioners

### Senior Services Monthly Report – December 2015

#### **SENIOR CENTER**

- **Home Delivered Meals Served**
  - December 2015: 1,691 down 8% compared to same month last year
  - YTD 2015: 19,896 down 1% compared to last year
- **Congregate Meals Served**
  - December 2015: 475 up 2% compared to same month last year
  - YTD 2015: 5,621 up 7% compared to last year
- **Physical Activity Participation**(Tai Chi, Silver Sneakers, individual fitness)
  - December 2015: 215 up 3% compared to same month last year
  - YTD 2015: 3,699 down 3% compared to last year
- **Lifestyle Management Participation**(art, bridge, bingo, awareness, prevention)
  - December 2015: 199 up 39% compared to same month last year
  - YTD 2015: 2,849 up 24% compared to last year

#### **HIGHLIGHTS**

##### **December Events:**

- Hosted 3<sup>rd</sup> annual Christmas Bazaar at RCP on Dec. 5<sup>th</sup>; raised \$2,460 to assist with client needs
- Raised \$4,451.32 for the Home Delivered Christmas Meal Program to help offset county funding
- Senior Center clients enjoyed lunch at Amicalola Falls on December 11<sup>th</sup>.
- Senior Center Staff and Rotary Club hosted the annual Christmas Party on December 17<sup>th</sup>.
- Senior Center Director and volunteers served a meal to 12 clients and families on Christmas Day
- Staff assisted 9<sup>th</sup> District with Annual Heating Assistance Program. Over 40 clients met with coordinators to receive up to \$350.00 in 2016 on their propane or electric bill.
- Silver Sneakers classes: Tues/Thurs; Bible Study: 1st Tues/every Thurs; Art/Jewelry classes: Thurs/Fri

##### **Special Dates Coming Soon:**

- |  |  |
|--|--|
| • January 4, 11, 25: BINGO               | • January 15, 29: Movie and Snack          |
| • January 6, 20: Walmart                 | • January 19: Dollar Hollar Game           |
| • January 8: Movie and Birthday          | • January 22: Special Music with Bill Cain |
| • January 12: Georgia Cares Presentation | • January 26: Dairy Queen                  |
| • January 13: Dollar General             | • January 27: Dollar Tree                  |

#### **TRANSIT**

- **DOT Trips Provided**
  - December 2015: 253 up 8% compared to same month last year
  - YTD 2015: 3,290 down 1% compared to last year
- **Senior Trips Provided**
  - December 2015: 577 down 3% compared to same month last year
  - YTD 2015: 7,566 up 14% compared to last year
- **# of Miles**
  - December 2015: 7,390 up 6% compared to same month last year
  - YTD 2015: 88,489 down 1% compared to last year
- **Gallons of Fuel**
  - December 2015: 894 up 165 compared to same month last year
  - YTD 2015: 10,619 up 2% compared to last year

**Backup material for agenda item:**

10. County Attorney Report

**Fox, Chandler, Homans, Hicks & McKinnon, L.L.P.**

**Memorandum**

To: Dawson County Board of Commissioners

Date: January 14, 2016

From: Joey Homans



Re: County Attorney Report

- 
1. Quality Inn litigation. Quality Inn paid \$39,551.22 (the principal amount of tax due) after receiving notice of the complaint. The remaining amount due for penalty, interest, filing fees, and legal fees is \$8,490.88 (as of January 5). If this amount is not paid, then the litigation will proceed.
  2. Umberger rezoning. As expected, Mr. Butler submitted supplemental information that includes a constitutional notice required by law to preserve constitutional issues. Rachel forwarded the document submitted by Mr. Butler; therefore, I have not attached that supplement to this report. However, if you did not receive the supplement, then please notify me. The zoning hearing will be held next Thursday.
  3. Road name change. I understand that certain issues have been raised regarding the County's procedure to change road names. I am providing you a copy of memorandum addressing this issue in 2010 and 2003. I have a copy of the 1994 resolution that Commissioner Kenneth Long considered, but did not approve. The Goodman decision referenced in my memorandum identifies naming or renaming a street as legislative action. The County authorized the name change through existing County ordinances; existing County ordinances constitute legislative action. The County's Subdivision ordinance requires that the name of streets have approval of E911 and the director of planning and development. § 133-145. The Planning Director and the E911 department approved the name change. Proposed streets in alignment with other streets already existing and named shall bear the name of existing streets. § 133-176. The street aligned with the existing street bears the same name.
  4. Use of Office Space within County Building-Adult Learning Center. Recently, Dennis Stockton with the Technical College System of Georgia notified me that the State does not oppose the terms set forth within the use of office space within county building that is attached. However, Dennis requests that the lease request form required by the State be included and that the office space within county building approved by the County be attached to the proposed lease. Therefore, I request that you authorize the required State agreement.

Joey

**Fox, Chandler, Homans, Hicks & McKinnon, L.L.P.**

**Memorandum**

To: Davida Simpson  
County Clerk

Date: April 7, 2010

From: Joey Homans *JH*

Re: Request for County Ordinance Authorizing Designation of Street Names  
and Numbers

---

Davida,

Recently, you requested that I provide information regarding whether Dawson County ever approved a resolution providing for the designation of street and structure numbers.

I addressed this matter on April 17, 2003, and I have reviewed applicable law since April 17, 2003. I am providing a copy of such memorandum as an attachment to this memorandum.

Local governments lawfully may exercise powers necessarily implied from powers expressly granted. The power to name and re-name streets is implied as a matter of law from the power to open and close streets. However, the power of a local government to name or rename streets is not without limitation. Any exercise of such power must be "in the interest of the public health and general welfare." Goodman v. City of Atlanta, 246 Ga. 79, 81, 268 S.E. 2<sup>nd</sup> 663 (1980).

"Local Government" means any city, county, military base, or political subdivision of Georgia and its agencies. "Addressing" means the assigning of a numerical address and street name (the name may be numerical) to each location within a local government's geographical area necessary to provide public safety service as determined by the local government. This address replaces any route and box number currently in place in the 911 database and facilitates quicker response by public safety agencies. O.C.G.A. Sec. 46-5-122.

Each county shall, by resolution, designate roads to be a part of its county road system. O.C.G.A. Sec. 32-4-10.

In Goodman, supra, the City of Atlanta changed the name of a road. Certain business owners sought an order enjoining the city from changing street signs and otherwise changing records to change the name of the road. The business owners contended that the city lacked the authority to name and rename streets. The court determined that local governments lawfully may exercise powers necessarily implied from the express power "in the interest of health and general

April 7, 2010

Page 2

welfare to accept by gift, acquire, construct, lease, own, regulate, operate, improve, open, close or extend public streets.” The court determined that the power to name and rename streets is to be implied from the power to open and close streets. However, any exercise of such power must be in the interest of the public health and general welfare. As a general rule, local governments have wide discretion in the naming or renaming of public thoroughfares.

In our circumstances, O.C.G.A. Sec. 46-5-120, et seq. specifically authorize the county to assign numerical addresses and street names to provide public safety service. The purpose is to facilitate quicker response by public safety agencies. These purposes promote the public’s health and general welfare.

As I stated in my 2003 memorandum, when the county approved E-911 pursuant to the 1994 SPLOST, Dawson County received certain documents outlining an internal operating procedure and a proposed resolution that then-Commissioner Long never enacted.

I conclude that any proposed resolution is unnecessary because the county retains the authority to name and rename streets and to provide addresses in accord with the decision rendered in Goodman, supra, and O.C.G.A. Sec. 46-5-120, et seq.


Joey

# Fox, Chandler, Homans, Hicks & McKinnon, L.L.P.

## Memorandum

To: Commissioners

Date: April 17, 2003

From: Joey Homans 

Re: Road Name Change - Windsor Court

You have requested that I provide information regarding the procedure for changing a road name and whether the road name change involving Windsor Court was properly accomplished procedurally.

A citizen appeared before you and quoted from a purported 1994 resolution that provides that existing public road names may be changed only with the written consent of all the adjoining property owners and the consent of the Dawson County Commissioner. The purported resolution provides similar provisions for private road names.

I have provided herewith a copy of such purported resolution.

The resolution relied upon by the citizen has never been adopted by Dawson County; therefore, such resolution or ordinance is not enforceable.

Apparently, when the county approved E-911 pursuant to the 1994 SPLOST, the State of Georgia, Department of Administrative Services, forwarded to Dawson County documents outlining an internal operating procedure, which included adopting a 911 plan and certain intergovernmental agreements for overlap to respond to emergencies. These materials included a proposed resolution that Commissioner Long never enacted.

I understand that certain sections of the resolution have been followed as an internal operating procedure, but the proposed resolution does not carry the weight or force of a properly enacted ordinance.

Instead, O.C.G.A. §46-5-120, et seq. provides that the County shall assign a numerical address and a street name to each location within a local government's geographical area as necessary to provide public safety service. The purpose of this requirement is to facilitate quicker response by public safety agencies.

The state statutes do not require the publication of notice of a street name change, but the county accomplishes this notice as a courtesy to the citizens. See Goodman v. City of Atlanta, 246 Ga. 79, 268 S.E. 2d 63 (1980) ("The power to name

and rename streets is to be implied from the power to open and close streets”); O.C.G.A. §32-4-40.

Therefore, I conclude that the road name change has been properly accomplished in accord with state statutes because the sole purpose of the name change was to facilitate a faster public safety response.

I acknowledge that a citizen was provided documents that may indicate that certain procedures were not followed by Dawson County. However, these documents have never been approved by Dawson County as required procedures.

Therefore, I conclude that the name change was proper.

JAH/kc

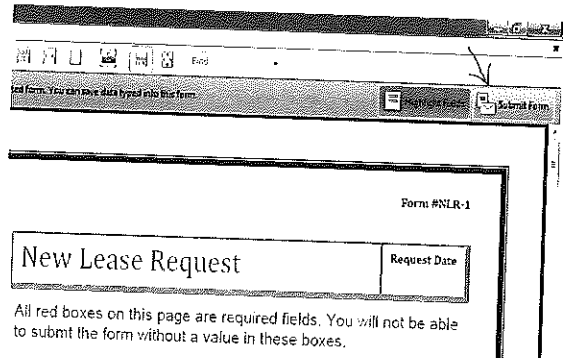
cc: Randy Bowen  
Bill Johnsa  
Lynn Tully

# Instructions to completing the New Lease Request Form

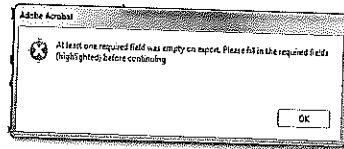
1. Fill in the required information on pages 2-6. Refer to Sticky Notes for additional information. Please verify the physical location of the building is correctly shown on the Google Map. If not, provide GPS coordinates or driving direction to this location. The county tax record will be used to verify the ownership of the building. Additional information may be required to obtain the tax record.

2. Print this New Lease Request Form for your record.

3. Click on the "Submit Form" button on the upper right corner. This PDF file will be automatically emailed to [cjung@tcsge.edu](mailto:cjung@tcsge.edu), Chang W. Jung, TCSG Facilities Management. Start a new email message and address the items outline in steps 4 & 5.



Please note that if you leave any one of the red boxes empty, an error box appears and



prevents from submitting the form. Click on the OK button and enter missing information.

4. An email from the Vice President of Administrative Services (not from VP of Facilities) or the College President stating that 'the rent will be paid by the college' is required. Without this email, the rental agreement will not get routed to the Commissioner for his signature. See example below.

I, \_\_\_\_\_, Vice President of Administrative Services (or President) of \_\_\_\_\_ Technical College, acknowledge that the \$ \_\_\_\_\_ monthly (or quarterly or annual) rental payment for this fiscal year and all future rent amounts resulting from the annual renewals, modifications and renegotiations associated with this rented space located at \_\_\_\_\_ address is the college's responsibility even though the Technical College System of Georgia is listed as the tenant on the rental agreement.

5. Email floor plans (See exhibit A for the drawing requirements) and SFM-354 Plans Transmittal Form prepared by an architect to [cjung@tcsge.edu](mailto:cjung@tcsge.edu) for the State Fire Marshal review. This requirement applies to all new lease requests, including the spaces where no renovation is planned or a certificate of occupancy is already issued by the local jurisdiction.

6. TCSG Facilities Management will acknowledge the receipt of your request & prepares a new lease request package to the SPC.

7. Revisions to the State Constitution went into effect on January 1, 2013 that required all rental agreements to have the State Properties Commission as the Tenant of premises. TCSG will enter into a sub-lease agreement with the SPC.

8. The 'Receipt Acknowledgement' from the SPC Transaction Management - Leasing Division will be forward to the college when the State Properties Commission acknowledges the receipt of a new lease request from TCSG Facilities Management.

6/16/15



**New Lease Request**

Request Date \_\_\_\_\_

All boxes outlined in red on this page are required fields. You will not be able to submit the form without a value in these boxes.

**I. Lease requestor**

- A. College Name  Select from pull down list \_\_\_\_\_
- B. Contact Name \_\_\_\_\_
- C. Contact E-mail \_\_\_\_\_
- D. Phone Number \_\_\_\_\_
- E. Fax Number \_\_\_\_\_

**II. Physical Location**

- A. Building Name \_\_\_\_\_
- B. Street Address  \_\_\_\_\_  
 City  \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- C. County \_\_\_\_\_
- D. Square Footage  \_\_\_\_\_ SF
- E. Name of program or department to occupy this space  \_\_\_\_\_
- F. Does this space require tenant fit-up?  
 No  Submit floor plan & SFM-354 for State Fire Marshal & ADA approval.  
 Yes  Submit proposed floor plan changes & SFM-354 for State Fire Marshal & ADA approval.

If Google Map or MapQuest can't find this location, provide GPS coordinates  
 Longitude \_\_\_\_\_ Latitude \_\_\_\_\_  
 Or driving direction \_\_\_\_\_

Total cost of fit-up work, including construction, design & permit fees is \$ \_\_\_\_\_  
 (This cost must be paid by the Landlord. The State law prohibits spending any money on the property the State does not own. The Colleges can pay the landlord for the fit-up work during first year of lease agreement as a part of the rent payment.)

**III. Building Owner**

- A. Owner's Name  \_\_\_\_\_  
 Is the building owner a private individual whom has any fiduciary or other ties to the college, such as local or foundation board member or large donors, etc.?  
 No   
 Yes  Explain \_\_\_\_\_
- B. Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- C. Owner's Contact \_\_\_\_\_
- D. Contact's Title \_\_\_\_\_
- E. Phone Number \_\_\_\_\_

**IV. Terms**

- A. Rent  \_\_\_\_\_ /monthly \_\_\_\_\_ Rent includes following services:
- B. Occupancy Starts  \_\_\_\_\_
- C. Annual Lease Renewal for \_\_\_\_\_ consecutive years or Multi-year Lease for \_\_\_\_\_ years.
- D. Rent esclation rate per year: \_\_\_\_\_
- E. Maximum reimbursable expense for routine maintenance \$ \_\_\_\_\_ /FY

Yes	No	Anticipated Cost
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Utilities \$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pest Control
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Janitorial Service \$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash Removal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ground Maintenance

The items marked with  is the minimum required information for the State Board approval.



## **BUILDING PLANS (AS-BUILT)**

### **Format:**

- Electronic (computer file) or
- Hard-copy (dimensioned floor plan)

### **Electronic (Computer file)**

- AutoCAD or AutoCAD LT "DWG" file (AutoCAD 14 thru AutoCAD 2011)

### **Hardcopy (Dimensioned floor plan, manual or computer-aided)**

Scale: 1/8"=1'-0" or 1/4"=1'-0"

If the hardcopy option is chosen, the items listed below should be located dimensionally on the plan:

### **The plan should show the following items:**

- Exterior walls, location & thickness
- Exterior openings (doors, windows, etc.), location & width
- Interior columns, location & size
- Interior walls (non-structural), location & thickness
- Interior walls (structural), location & thickness
- Interior openings (doors, cased-openings, etc.), location & width
- Exit signs, fire extinguishers, doors with panic devices, and emergency lights
- Locate any extant building features that might influence the interior office layout

### **Identify the following spaces and information on the plan:**

- Toilet rooms & plumbing fixtures
- Electrical rooms & panels
- Mechanical rooms & equipment
- Telecommunications rooms
- Ceiling heights

If there are any questions or further explanation is required contact the State of Georgia Properties Commission Space Management office at (404) 656-2363.



**SAFETY FIRE COMMISSIONER**  
 COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER  
**Ralph T Hudgens, Commissioner**  
 2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334  
 Phone: (404) 656-7087



www.oci.ga.gov

SAFETY FIRE  
 GID-354-SF  
 (same as SFM354)

**354 PLANS TRANSMITTAL FORM**

DATE: \_\_\_\_\_

Please provide all information requested below. **ALL INFORMATION IS REQUIRED** and incomplete submittals are subject to immediate rejection. Everything submitted to the Georgia State Fire Marshal's Office for review (drawings, revisions, addenda, specifications, etc.) must include a completed 354 Transmittal Form.

SUBMITTAL:  Full Set  Addendum  Revision TYPE:  Prints  CD  Specifications

PURPOSE of SUBMISSION:  Permit  Resubmission  Preliminary  Information Only

REVIEW FEE SUBMITTED: \$ N/A → Make all checks payable to the "Safety Fire Division"  
 Pursuant to State Laws and Codes as revised May 13, 2010:

**Remit Review Fee ONLY attached to a copy of this completed 354 Form to:**  
 Georgia Dept. of Insurance-Fire Safety Division, P.O. Box 935136, Atlanta, GA 31193-5136  
**Remit ALL Building Plans & Specs along w/ this completed 354 Form to:**  
 Georgia Dept. of Insurance- Fire Safety Division, 2 Martin Luther King Jr., Dr., Suite 916, West Tower, Atlanta, GA 30334  
**\*\*Applications up for review & permitting will be reviewed when fees have been paid & processed\*\***

FACILITY NAME: \_\_\_\_\_ New  Existing

Project Name: New SPC Lease #TBD. for Select from pull down list Phone: \_\_\_\_\_

Street Address (physical location): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

OWNER: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ARCHITECT/ENGINEER of RECORD: \_\_\_\_\_ GA Reg. No. \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

TYPE of OCCUPANCY (per LSC):  
 Assembly  Ambulatory Health  College  Day Care  
 Education  Hospital  Industrial  Institution  Mercantile  Nursing Home  
 Office  Personal Care Home  Race Track  Residential  Storage

CONSTRUCTION TYPE (circle one group):  
 NFPA 220 I(443) I(332) II(222) II(111) II(000) III(211) III(200) IV(2HH) V(111) V(000)  
 IBC IA IB IIA IIB IIIA IIIB IV VA VB

Square Feet: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_ Total Number Of Stories: \_\_\_\_\_

Occupant Load (Per NFPA 101): \_\_\_\_\_ Basement:  Yes  No Sprinklers:  Yes  No

RETURN PLANS TO: (Must Be a Street Address - No Post Office Box Addresses)

Name: Tamika Crittenden Phone: (404) 463-5570

Address: 47 Trinity Avenue, Suite G-02

City: Atlanta State: GA Zip: 30334



# SPACE UTILIZATION QUESTIONNAIRE

Please use tab key to advance through fields.

**A. AGENCY INFORMATION**

Agency Name: Technical College System of Georgia  
 Agency Contact Name: Chang W. Jung  
 Telephone Number: (404) 679-1702  
 Agency / Division Contact Name: \_\_\_\_\_

**B. DIVISION / OFFICE INFORMATION**

I. Division / Office Name: Select from pull down list  
 Current Address / Location: \_\_\_\_\_  
 Division / Office Contact Name: \_\_\_\_\_ Title: VPA  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Check one: State Owned Space  Leased Space  Lease # \_\_\_\_\_

II. Please attach a CURRENT ORGANIZATIONAL CHART including STAFF BY POSITION for Division / Office. [https://tcsgeu.edu/all\\_documents/2009\\_Directory\(web\).pdf](https://tcsgeu.edu/all_documents/2009_Directory(web).pdf)

III. Briefly summarize the overall FUNCTION of the Division / Office.  
The Entity (TCSG) has minimal contact with the public. The Sub Entity (Technical College) provides technical, academic, and adult education and training to the residents in its service area.

IV. Number of employees: Full Time: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_  
 Part Time: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_

V. Are there employees with special needs (i.e., ADA, etc.) in the Division / Office? If so, please describe the special needs requirements to be addressed:  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. STAFF SPACE REQUIREMENTS**

SPC Space Standards provide for categories of workspace determined by the function of the work performed. Using the chart below, list the current number of positions and projected growth positions, if any, in each category.

Function	Quantity	
	Current	Projected Growth
Executive Management		
Senior / Middle Management		
Professional / Administrative		
Professional / Technical		
Hoteling		
<b>Total</b>	0	0

I. This section describes the contiguous work relationships or adjacencies within your division / office. Using the legend below, indicate only the functions where contiguous work relationships are a critical factor.

Priority

- A. Important to be close
- B. No importance
- C. Must be separated

Reason

- 1. Extensive face-to-face contact
- 2. Shared tasks/projects
- 3. Shared files/equipment (specify)
- 4. Other (specify)

<u>Group with</u>	<u>Group</u>	<u>Priority/Reason</u>
1. _____	Select from pull down list _____	_____
2. <u>Select from pull down list</u> _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

II. Shared Work Areas

Include the total number of office desks, equipment stations and tables typically shared by employees. This does not include individually assigned offices or work stations.

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III. Shared Equipment

List any shared special equipment (i.e., servers, copiers, printers, facsimile, etc.). Please indicate the space requirements (counter/floor) for proper equipment operation.

<u>Equipment</u>	<u>Total Number</u>	<u>Space Requirements</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**D. DIVISION / OFFICE GROUP FILES AND SHELVES**

GROUP FILES AND SHELVING refer to those which belong to the functional group as a whole. List those files that are for group or general use; do not include those which are part of any individual office or work station. Indicate the total number of cabinets by type in the appropriate column. Do not list units in individual offices or work stations.

<u>Type of Filing or Storage</u>	<u>Size W x D</u>	<u>Quantity</u>	<u>Location</u>	<u>Secured</u>
48" lateral	48" x 18"	_____	_____	<input type="checkbox"/>
36" lateral	36" x 18"	_____	_____	<input type="checkbox"/>
Letter Vertical	15" x 29"	_____	_____	<input type="checkbox"/>
Legal Vertical	18" x 29"	_____	_____	<input type="checkbox"/>
Card files	____" x ____"	_____	_____	<input type="checkbox"/>
Other: _____	____" x ____"	_____	_____	<input type="checkbox"/>
Other: _____	____" x ____"	_____	_____	<input type="checkbox"/>
	____" x ____"	_____	_____	<input type="checkbox"/>

**E. ANCILLARY/SUPPORT AREAS**

I. RECEPTION / WAITING AREA. Is a reception / waiting area required by your Division / Office?  
 Yes  No  Number of guests? \_\_\_\_\_. Indicate any special requirements:

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ii. Describe the frequency and volume of PUBLIC CONTACT with your Division / Office. Describe your public access; (i.e., services, meetings / training, vehicle parking needs, etc.)

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iii. **CONFERENCE / MEETING ROOMS.** Is a conference / meeting room required by your Division / Office? Yes  No  What is the expected occupancy (participants)? \_\_\_\_\_.  Tables / Chairs  Chairs  
or CLASS

iv. **TRAINING ROOM.** Is a training room required by your Division / Office? Yes  No  What is the expected occupancy (participants)? 0 \_\_\_\_\_.  
0 Small (upto 19 Ss)      0 Medium (upto 24 Ss)      0 Large (upto 29 Ss)      0 XL (upto 40 Ss)

v. Can the Conference / Meeting Room and Training Room be combined? Yes  No

vi. **KITCHEN / BREAK AREA.** Is a kitchen / break area required by your Division / Office? Yes  No  What is the expected occupancy (individuals)? \_\_\_\_\_.

vii. **Special Purpose Room.** List all requirements (i.e., file / storage room, drug/paternity testing area, etc.). Please specify the use or purpose of the room, size, any equipment needs, security issues, etc.

<u>Room/Area</u>	<u>Size</u>	<u>Use</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**F. SPECIAL CONDITIONS**

Does your Division / Office require any special features? If so, please indicate below.

- 1. Lighting
- 2. Physical Security
- 3. Heating, Cooling, Ventilation
- 4. Heavy Floor Loading
- 5. Vault Requirements
- 6. Back-Up Power
- 7. Raised Floor
- 8. Optical Scanner

Are there required work hours other than 8 a.m. – 5 p.m. / Monday – Friday? Yes  No

**USE OF OFFICE SPACE WITHIN COUNTY BUILDING**

WHEREAS, O.C.G.A. § 36-5-22.1 provides that the Board of Commissioners of Dawson County has original and exclusive jurisdiction to direct and control all of the property of the County according to law as the Board of Commissioners deems expedient.

NOW, THEREFORE, Adult Learning Center agrees to the terms hereof as conditions upon use of office space within a county-owned building.

Adult Learning Center (hereinafter referenced as "Occupant") agrees as follows:

1. Occupant may use the premises located at: 408 Hwy 9 N Dawsonville from January 1, 2015 until December 31, 2015. Occupant may be permitted to remain after the termination date upon approval by the Board of Commissioners.
2. Occupant shall not be obligated to pay Dawson County for the office space because Occupant provides substantial benefits to the public that the County would otherwise provide. Occupant occupies the premises with permission from the Board of Commissioners and has only a usufruct that may not be conveyed and is not subject to levy and sale. Dawson County retains all rights, benefits, and privileges as owner. Occupant agrees that if the Board of Commissioners notifies the Occupant to vacate the premises, then Occupant shall remove all possessions and vacate the premises within thirty (30) days of receiving notice. If Occupant fails to vacate within thirty (30) days of receiving notice, then the Board of Commissioners may pursue remedies to remove the Occupant, and all costs associated with any such remedy shall be paid by the Occupant.

3. The use of the premises is intended solely as office space and shall be used only as an office by the Occupant. The maximum number of people within the premises at the same time shall not exceed the maximum number permitted by the County fire code.
4. Dawson County will not provide furnishings. However, if the premises contain furnishings, then the furnishings shall remain on the premises at all times and be returned in the same condition at the end of the agreement, normal wear and tear excepted.
5. Occupant shall not store explosives/flammable/toxic chemicals or materials on the premises. Occupant shall not use forklifts, tow trucks or mechanically powered equipment for freight handling on the premises.
6. Occupant shall have access to parking spaces for the purpose of employee/independent contractor and client parking other than parking spaces designated for Dawson County Facilities. Dawson County shall be responsible for parking regulations and towing agreements and maintaining the parking lot.
7. Dawson County shall not provide insurance for Occupant. Dawson County shall maintain insurance for the building only.
8. Occupant shall be solely responsible for janitorial services, waste disposal, and any taxes incurred.
9. Dawson County shall maintain and repair the building and the premises. Any repair required during the term hereof caused by the negligence, carelessness, accident, or abuse of the premises by Occupant or Occupant's invitees shall be reimbursed to Dawson County. Occupant shall make no alterations to the premises without written consent of the Board of Commissioners and shall obtain and maintain all necessary permits and licenses for equipment and business purposes. Any sign requested by Occupant shall be



approved by the Board of Commissioners and shall be installed by Dawson County, but Occupant shall reimburse Dawson County for any expense associated therewith, unless expressly waived by the County Manager of Dawson County in writing.

The value of the office space provided is \$ 2,650.00 per month.

The following utilities and/or amenities are/are not provided:

	Provided	Not Provided	Estimated Monthly Cost
1. Electric	_____	X	_____
2. Water	_____	X	_____
3. Internet	_____	X	_____
4. Telephone Line	_____	X	_____
5. Telephone Equipment	_____	X	_____
6. Grounds Maintenance	X	_____	\$300.00
7. Janitorial	_____	X	_____
8. Vehicle	_____	X	_____
9. Other: _____			
TOTAL:			\$2,950.00

10. The Occupant or the Board of Commissioners shall have the right to terminate Occupant's use of the office space within the County building as set forth herein by providing thirty (30) days written notice to the other party. Occupant shall not permit any other party or entity to occupy the premises during the term hereof.

11. Occupant shall return the property to Dawson County in substantially the same condition in which the property was received by Occupant.

The undersigned hereby acknowledges these terms and agrees to abide by such terms.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Dawson County, Georgia

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Occupant)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_